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Extended Textblock

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	Name	Modified	Modified By
	General	October 01, 2022	Cathy Day
	Project team 1	October 01, 2022	Cathy Day
	Project team 2	October 01, 2022	Cathy Day
	Subjects	October 01, 2022	Cathy Day

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- Create an event**
 When you add an event, it will show here where your visitors can see it.

Month 01

Title of event
 Tuesday 12:00 AM - 1:00 PM
- Create an event**
 When you add an event, it will show here where your visitors can see it.

Month 01

Title of event
 Tuesday 12:00 AM - 1:00 PM
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Month 01

Title of event
 Tuesday 12:00 AM - 1:00 PM

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- Create a news post**
 Keep your audience engaged by sharing your latest updates.
- Keep your team updated with news on your team site**
 From the site home page you'll be able to quickly surface a news post -- a status update, trip report, or even just highlight a document with some additional context...
- What is a team site?**
 A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. For example, you can use a team site to share and collaborate...
- Add a page to a site**
 Adding pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, videos, and more. You can create and publish pages quickly and easily, and...



Meet the course instructor [Sample content]

Hi, my name is Megan Rowen. I am excited to be teaching this course again for the 5th year in a row! Teaching is my passion because I love watching others learn and grow. I am looking forward to meeting you soon.

[Read my course FAQs](#) and [email me](#) for questions.

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Suzan Sage London,James Chellis



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training manual for Adobe Acrobat Pro DC 292 pages and 133 individual topics Includes practice exercises and keyboard shortcuts Professionally developed and sold all over the world these materials are provided in full color PDF format with not for profit reprinting rights and offer clear concise and easy to use instructions You will learn PDF creation advanced PDF settings exporting and rearranging PDFs collaboration creating forms document security and much more Topics Covered

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MCSE/MCSA Training Guide (70-215) Dennis Maione, 2002 With this book readers master the skills and concepts necessary to implement administer and troubleshoot information systems that incorporate Microsoft Windows 2000 Server Readers preparing for this exam find the Training Guide series to be the most successful self study tool in the market

Microsoft Project 2013: The Missing Manual Bonnie Biafore, 2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013's new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you'll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and

dashboards Use Project s power tools Customize Project s features and views and transfer info via the cloud using Microsoft SkyDrive

Microsoft Information Protection Administrator SC-400 Certification Guide Shabaz Darr,Viktor Hedberg,2022-02-10 Discover how to implement information protection data loss prevention and information governance within Microsoft 365 Key FeaturesDesign implement and administer Microsoft Information ProtectionImplement data loss prevention to minimize the risk of data exfiltrationUse Information Governance capabilities to ensure that data is stored in your environment for as long as necessaryBook Description Cloud technologies have massively increased the amount of data being produced and the places in which this data is stored Without proper planning and discipline in configuring information protection for your data you may be compromising information and regulatory compliance Microsoft Information Protection Administrator SC 400 Certification Guide begins with an overview of the SC 400 exam and then enables you to envision implement and administer the Information Protection suite offered by Microsoft The book also provides you with hands on labs along with the theory of creating policies and rules for content classification data loss prevention governance and protection Toward the end you ll be able to take mock tests to help you prepare effectively for the exam By the end of this Microsoft book you ll have covered everything needed to pass the SC 400 certification exam and have a handy on the job desktop reference guide What you will learnUnderstand core exam objectives to pass the SC 400 exam with easeFind out how to create and manage sensitive information types for different types of dataCreate and manage policies and learn how to apply these to Microsoft 365 SaaS applicationsBroaden your knowledge of data protection on M365Discover how to configure and manage the protection of your data in M365Monitor activity regarding data access in M365Understand and implement Data Governance in M365Who this book is for If you are a compliance administrator Microsoft 365 Administrator or Information Protection Administrator who wants to improve their knowledge of Microsoft Security Compliance services then this book is for you This book is also ideal for anyone looking to achieve the SC 400 Information Protection Associate Administrator certification

Adobe Acrobat DC Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manual for Adobe Acrobat DC 315 pages and 163 individual topics Includes practice exercises and keyboard shortcuts Professionally developed and sold all over the world these materials are provided in full color PDF format with not for profit reprinting rights and offer clear concise and easy to use instructions You will learn PDF creation advanced PDF settings exporting and rearranging PDFs collaboration creating forms document security and much more Topics Covered Getting Acquainted with Acrobat 1 Introduction to Adobe Acrobat Pro and PDFs 2 The Acrobat Environment 3 The Acrobat Home View 4 The Acrobat Tools View 5 The Acrobat Document View 6 The Menu Bar 7 Toolbars in Acrobat 8 The Common Tools Toolbar 9 Customizing the Common Tools Toolbar 10 Customizing the Quick Tools Toolbar 11 The Page Controls Toolbar 12 Resetting All Customizable Toolbars 13 Showing and Hiding All Toolbars and the Menu Bar 14 The Navigation Pane 15 The Tools Center 16 Customizing the Tools Pane Opening and Viewing PDFs 1 Opening PDFs 2 Selecting

and Copying Text and Graphics 3 Rotating Pages 4 Changing the Viewing Options 5 Using the Zoom Tools 6 Reviewing Preferences 7 Finding Words and Phrases 8 Searching a PDF and Using the Search Pane 9 Sharing PDFs by Email 10 Sharing PDFs with Adobe Send and Track Creating PDFs 1 Creating New PDFs 2 Creating PDFs from a File 3 Creating PDFs from Multiple Files 4 Creating Multiple PDF Files at Once 5 Creating PDFs from Scanned Documents 6 Creating PDFs Using the PDF Printer 7 Creating PDFs from Web Pages Using a Browser 8 Creating PDFs from Web Pages Using Acrobat 9 Creating PDFs from the Clipboard 10 Creating PDFs Using Microsoft Office 11 Creating PDFs in Excel PowerPoint and Word 12 Creating PDFs in Adobe Applications 13 Creating PDFs in Outlook 14 Converting Folders to PDF in Outlook Custom PDF Creation Settings 1 PDF Preferences in Excel PowerPoint and Word 2 Adobe PDF Settings 3 Creating and Modifying Preset Adobe PDF Settings 4 The General Category in Preset Adobe PDF Settings 5 The Images Category in Preset Adobe PDF Settings 6 The Fonts Category in Preset Adobe PDF Settings 7 The Color Category in Preset Adobe PDF Settings 8 The Advanced Category in Preset Adobe PDF Settings 9 The Standards Category in Preset Adobe PDF Settings 10 Create PDF and Email in Excel PowerPoint and Word 11 Mail Merge and Email in Word 12 Create and Review in Excel PowerPoint and Word 13 Importing Acrobat Comments in Word 14 Embed Flash in PowerPoint and Word 15 PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1 Initial View Settings for PDFs 2 Full Screen Mode 3 The Edit PDF Tool 4 Adding Formatting Resizing Rotating and Moving Text 5 Editing Text 6 Managing Text Flow with Articles 7 Adding and Editing Images 8 Changing the Page Number Display 9 Cropping Pages and Documents Advanced PDF Settings 1 Adding and Removing Watermarks 2 Adding and Removing Page Backgrounds 3 Adding Headers and Footers 4 Attaching Files to a PDF 5 Adding Metadata 6 Optimizing a PDF for File Size and Compatibility Bookmarks 1 Using Bookmarks in a PDF 2 Modifying and Organizing Bookmarks 3 Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1 Creating and Editing Buttons 2 Adding Video Sound and SWF Files 3 Adding 3D Content to PDFs 4 Adding Page Transitions Combining and Rearranging PDFs 1 Extracting and Replacing Pages 2 Splitting a PDF into Multiple Files 3 Inserting Pages from Files and Other Sources 4 Moving and Copying Pages 5 Combining PDFs Exporting and Converting Content 1 Exporting Text 2 Exporting Images 3 Exporting PDFs to Microsoft Word 4 Exporting PDFs to Microsoft Excel 5 Exporting PDFs to Microsoft PowerPoint Collaborating 1 Methods of Collaborating 2 Sending for Email Review 3 Sending for Shared Review 4 Reviewing Documents 5 Adding Comments and Annotation 6 The Comment Pane 7 Advanced Comments List Option Commands 8 Enabling Extended Commenting in Acrobat Reader 9 Using Drawing Tools 10 Stamping and Creating Custom Stamps 11 Importing Changes in a Review 12 Using Tracker to Manage PDF Reviews Creating and Working With Portfolios 1 Creating a PDF Portfolio 2 PDF Portfolio Views 3 Using Layout View 4 Managing Portfolio Content 5 Using Details View 6 Setting Portfolio Properties Getting Started With Forms 1 Creating a Form from an Existing PDF 2 Designing a Form in Microsoft Word 3 Creating a Form from a Scanned Document 4 Creating Forms from Image Files 5 Creating Text Fields 6 Creating

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Word 2007: The Missing Manual Chris Grover, 2006-12-21 Microsoft Word has grown considerably in power sophistication and capability over the past decade but one thing that hasn't changed since the early 90s is its user interface. The simple toolbar in version 2.0 has been packed with so many features since then that few users know where to find them all. Consequently more and more people are looking for insider tips that will allow them to use these advanced and often hidden features. Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately Microsoft's documentation is as scant as ever so even though you will be able to find advanced features you might not know what to do with them. Word 2007 The Missing Manual written specifically for this version of the software explains basics like how to create documents enter and edit text format print and fax. You will also learn how to create sophisticated page layouts insert forms and tables use graphics and create book length documents with outlines and Master Documents. Coverage also includes how to share documents with other people and programs create web pages automate documents with fields and automate tasks with macros and the Visual Basic scripting language. This book shows you how to do it all.

MCSE Windows Server 2003 Network Infrastructure Planning and Maintenance Study Guide Suzan Sage London, James Chellis, 2006-07-14 Here's the book you need to prepare for Exam 70-293 Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure. This Study

Guide provides In depth coverage of every exam objective Practical information on planning implementing and maintaining a Windows Server 2003 network infrastructure Hundreds of challenging practice questions Leading edge exam preparation software including a test engine electronic flashcards and simulation software Authoritative coverage of all exam objectives including Planning and implementing server roles and server security Planning implementing and maintaining a network infrastructure Planning implementing and maintaining routing and remote access Planning implementing and maintaining server availability Planning and maintaining network security Planning implementing and maintaining security infrastructure Note CD ROM DVD and other supplementary materials are not included as part of eBook file

IC3: Internet and Computing Core Certification Global Standard 4 Study Guide Ciprian Adrian Rusen,2015-04-22 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there s still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification consists of three separate exams Computing Fundamentals Key Applications and Living Online Candidates are given fifty minutes to answer forty five questions so rapid recall and deep understanding are critical to success IC3 Internet and Computing Core Certification Global Standard 4 Study Guide provides expert instruction on everything candidates need to know including hardware software networking and more Review operating system basics and common application features Understand troubleshooting and safe computing Learn basic word processing spreadsheet presentation and database activities Study networking concepts digital communication and research fluency The exam includes both multiple choice and performance based questions and this guide provides plenty of both so candidates can get comfortable with both material and format More than just a memorization tool this book helps exam candidates understand the material on a fundamental level giving them a greater chance of success than just going it alone For the IC3 candidate who s serious about certification IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the complete hands on exam prep guide

Corporate Computer Forensics Training System Laboratory Manual Volume I Cyber Defense Training Systems,J. A. Lewis,2007-07 This is the laboratory and exercise manual to accompany the text manual for Volume I of a corporate and law enforcement computer and digital forensics training system This training system consists of a text manual with explanations and descriptions with more than 200 pictures drawings and diagrams This laboratory and exercise manual contains more than 40 forensic exercises to help prepare students for entry into the profession as a corporate or law enforcement computer examiner The information

presented in this training system is updated by industry practice and research This training system is designed to be used in a lecture demonstration environment and requires the use of associated case image files

Learning C# by Developing Games with Unity Harrison Ferrone, 2022-11-29 A new edition of the book is now available Includes invitation to join the online Unity Game Development community to read the book alongside peers Unity developers C programmers and Harrison Ferrone Get With Your Book PDF Copy AI Assistant and Next Gen Reader Free Key Features Develop a strong foundation of programming concepts and the C language Become confident with Unity fundamentals and features in line with Unity 2023 Build a playable game prototype in Unity a working first person shooter game prototype Book DescriptionIt s the ability to write custom C scripts for behaviors and game mechanics that really takes Unity the extra mile That s where this book can help you as a new programmer Harrison Ferrone in this seventh edition of the bestselling series will take you through the building blocks of programming and the C language from scratch while building a fun and playable game prototype in Unity This book will teach you the fundamentals of OOPs basic concepts of C and Unity engine with lots of code samples exercises and tips to go beyond the book with your work You will write C scripts for simple game mechanics perform procedural programming and add complexity to your games by introducing intelligent enemies and damage dealing projectiles You will explore the fundamentals of Unity game development including game design lighting basics player movement camera controls collisions and more with every passing chapter Note The screenshots in the book display the Unity editor in full screen mode for a comprehensive view Users can easily reference color versions of images by downloading them from the GitHub repository or the graphics bundle linked in the book What you will learn Understanding programming fundamentals by breaking them down into their basic parts Comprehensive explanations with sample codes of object oriented programming and how it applies to C Follow simple steps and examples to create and implement C scripts in Unity Divide your code into pluggable building blocks using interfaces abstract classes and class extensions Grasp the basics of a game design document and then move on to blocking out your level geometry adding lighting and a simple object animation Create basic game mechanics such as player controllers and shooting projectiles using C Become familiar with stacks queues exceptions error handling and other core C concepts Learn how to handle text XML and JSON data to save and load your game data Who this book is for If you re a developer programmer hobbyist or anyone who wants to get started with Unity and C programming in a fun and engaging manner this book is for you You ll still be able to follow along if you don t have programming experience but knowing the basics will help you get the most out of this book

Sage 50 Accounting 2023 Training Manual Classroom in a Book TeachUcomp Inc., 2023-10-05 Complete classroom training manuals for Sage 50 Accounting Two manuals Introductory and Advanced in one book 247 pages and 130 individual topics Includes practice exercises and keyboard shortcuts You will learn how to setup a company file work with payroll sales tax job tracking advanced reporting and much more Getting Acquainted with Sage 50 1 The Sage 50 Environment 2 The Sage 50 Navigation Centers 3 Using the

Menu Bar 4 Customizing Shortcuts 5 Learning Common Business Terms Setting Up a Company 1 Creating a Sage 50 Company 2 Converting a Company 3 Setting Customer Defaults 4 Setting Vendor Defaults 5 Setting Inventory Defaults 6 The Payroll Setup Wizard 7 Setting Employee Defaults 8 Setting Job Defaults 9 Making a Local Backup 10 Making a Cloud Backup 11 Restoring from a Local Backup File 12 Restoring from a Cloud Backup File 13 Setting Up Security and Creating Users 14 Configuring Automatic Backups 15 Configuring Automatic Cloud Backups Using the General Ledger 1 General Ledger Default Settings 2 Adding Accounts 3 Deleting and Inactivating Accounts 4 Adding Beginning Balances to Accounts 5 Using Lists 6 Adding General Journal Entries 7 Basic General Ledger Reports 8 Entering Account Budgets 9 The Cash Account Register Using Sales Tax 1 The Sales Tax Wizard 2 Collecting Sales Tax 3 Paying Sales Taxes Entering Records 1 Entering Customer Records 2 Entering Customer Beginning Balances 3 Entering Vendor Records 4 Entering Vendor Beginning Balances 5 Entering Inventory 6 Entering Inventory Beginning Balances 7 Changing a Record ID Accounts Receivable 1 Setting Statement and Invoice Defaults 2 Quotes Sales Orders Proposals and Invoicing 3 Entering Quotes 4 Converting Quotes 5 The Sales Orders Window 6 The Proposals Window 7 The Sales Invoicing Window 8 Printing and Emailing Invoices 9 Entering and Applying Credit Memos 10 The Receive Money Window 11 Statements and Finance Charges 12 Selecting Deposits Accounts Payable 1 The Purchase Orders Window 2 Entering a Drop Shipment 3 Select for Purchase Orders 4 The Purchases Receive Inventory Window 5 The Payments Window 6 The Select For Payment Window 7 Entering Vendor Credit Memos Managing Inventory 1 Building and Unbuilding Assemblies 2 Making Inventory Adjustments 3 Changing Item Prices Creating Payroll 1 Adding Employees 2 Adding Employee Beginning Balances 3 Performance Reviews and Raise History 4 Paying a Group of Employees 5 Paying an Employee Account Management 1 Writing Checks 2 Voiding Checks 3 Reconciling Bank Accounts 4 Changing the Accounting Period Job Tracking 1 Setting Up a Job 2 Creating Custom Fields for Jobs 3 Creating Phases for Jobs 4 Creating Cost Codes for Phases 5 Entering Beginning Balances for a Job 6 Making Purchases for a Job 7 Invoicing for Job Purchases 8 Job Tracking 9 Entering Change Orders for a Job Time and Billing 1 Adding Time Ticket Employees 2 Entering Activity Items 3 Entering Charge Items 4 Entering Time Tickets 5 Entering Expense Tickets 6 Billing Time and Expense Tickets Settings and Tools 1 Changing the Company Info and Posting Methods 2 Posting and Unposting 3 Memorized Transactions 4 Using the Purge Wizard 5 Using the Year End Wizard 6 Data Verification 7 Updating Encryption 8 Archiving a Company 9 Using and Restoring an Archive Company 10 Sharing a Company Using Remote Data Access 11 Connect to a Shared Company Using Remote Data Access 12 Managing User and File Access Using Remote Data Access 13 Finding Transactions 14 Sync Data in Microsoft 365 15 Email Setup 16 Writing Letters Reporting 1 The Cash Flow Manager 2 The Collection Manager 3 The Payment Manager 4 The Financial Manager 5 Find on Report 6 Previewing and Printing Preset Reports 7 Report Groups 8 Modifying Reports 9 Exporting Reports to Excel 10 Importing and Exporting Data 11 Exporting Reports to PDF 12 Modifying Task Window Screen Templates 13 Modifying Forms The Internal

Accounting Review 1 Using the Internal Accounting Review Action Items 1 Events 2 To Do Items 3 Alerts Options 1 Changing Global Options 2 Changing the System Date Assets and Liabilities 1 Assets and Liabilities 2 Creating an Other Current Assets Account 3 Subtracting Value from an Other Current Assets Account 4 Creating a Fixed Assets Account 5 Accumulated Depreciation 6 Liability Accounts 7 Paying on a Long Term Liability 8 Equity Help 1 Using Search and Help Topics 2 Using the Sage 50 User s Guide *QuickBooks Desktop Pro 2021 Training Manual Classroom in a Book TeachUcomp ,2020-12-17*

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Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Graph and Report Preferences 2 Using QuickReports 3 Using QuickZoom 4 Preset Reports 5 Modifying a Report 6 Rearranging and Resizing Report Columns 7 Memorizing a Report 8 Memorized Report Groups 9 Printing Reports 10 Batch Printing Forms 11 Exporting Reports to Excel 12 Saving Forms and Reports as PDF Files 13 Comment on a Report 14 Process Multiple Reports 15 Scheduled Reports

Using Graphs 1 Using Graphs 2 Company Snapshot Customizing Forms 1 Creating New Form Templates 2 Performing Basic Customization 3 Performing Additional Customization 4 The Layout Designer 5 Changing the Grid and Margins in the Layout Designer 6 Selecting Objects in the Layout Designer 7 Moving and Resizing Objects in the Layout Designer 8 Formatting Objects in the Layout Designer 9 Copying Objects and Formatting in the Layout Designer 10 Adding and Removing Objects in the Layout Designer 11 Aligning and Stacking Objects in the Layout Designer 12 Resizing Columns in the Layout Designer

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