

| Task Name                                   | Duration   | Start       | Finish      | Resource Name                   |
|---------------------------------------------|------------|-------------|-------------|---------------------------------|
| 1 Wine Tasting Plan                         | 82.75 days | Wed 5/12/10 | Fri 6/3/10  |                                 |
| 1.1 Initiation                              | 2.5 days   | Wed 5/12/10 | Mon 5/17/10 |                                 |
| 1.1.1 Prepare proposal for event and budget | 3 days     | Wed 5/12/10 | Fri 5/14/10 | Chairperson                     |
| 1.1.2 Hold kick-off meeting                 | 4 hrs      | Mon 5/17/10 | Mon 5/17/10 | Board of Directors, Chairperson |
| 1.2 Planning                                | 18.25 days | Mon 5/17/10 | Thu 6/10/10 |                                 |
| 1.2.1 Event Location                        | 13.25 days | Mon 5/17/10 | Thu 6/3/10  |                                 |
| 1.2.1.1 Identify potential locations        | 10 days    | Mon 5/17/10 | Mon 5/31/10 | Volunteer Team(10%)             |
| 1.2.1.2 Prepare notes                       | 1 day      | Mon 5/31/10 | Tue 6/1/10  | Volunteer Team                  |
| 1.2.1.3 Choose                              | 1 day      | Tue 6/1/10  | Wed 6/2/10  | Chairperson                     |
| 1.2.1.4 Reserve                             | 1 day      | Wed 6/2/10  | Thu 6/3/10  | Chairperson(25%)                |
| 1.2.1.5 Sign location contract and          | 0.25 days  | Thu 6/3/10  | Thu 6/3/10  | Chairperson                     |
| 1.2.2 Permits                               | 5.0 days   | Mon 5/17/10 | Mon 5/17/10 |                                 |
| 1.2.2.1 Obtain liquor permit                | 0.25 days  | Mon 5/17/10 | Mon 5/17/10 | Chairperson                     |
| 1.2.2.2 Obtain                              | 0.25 days  | Mon 5/17/10 | Mon 5/17/10 | Chairperson                     |

# Microsoft Office Project Manual 2010

**TeachUcomp**

The logo for TeachUcomp, featuring a stylized red and white circular graphic that resembles a stylized 'C' or a partial circle.

## **Microsoft Office Project Manual 2010:**

Microsoft Project 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals Introductory and Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic reports and much more Topics Covered Getting Acquainted with Project 1 About Project 2 Starting Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab and Backstage View 8 The Scroll Bars 9 The Quick Access Toolbar 10 The Entry Bar 11 The Status Bar 12 Touch Mode Project Basics 1 Opening Projects 2 Closing Projects 3 Creating New Projects 4 Saving Projects 5 Changing Project Views 6 Planning a Project Tasks 1 Creating Tasks 2 Editing and Deleting Tasks 3 Setting Task Duration 4 Linking Tasks 5 Marking Milestones 6 Using Phases and Summary Tasks 7 Using Task Notes Resources 1 Project Resources Overview 2 Creating Work Resources 3 Creating Material Resources 4 Creating Cost Resources 5 Entering Costs for Project Resources 6 Scheduling Work Resources 7 Creating New Base Calendars Resource and Task Assignment 1 Assigning Work Resources to Tasks 2 Assigning Material Resources to Tasks 3 Assigning Cost Resources to Tasks 4 The Team Planner Tracking Project Tasks 1 Creating Project Baselines 2 Updating Multiple Tasks in a Project 3 Updating Tasks Individually 4 Rescheduling Uncompleted Work Formatting Gantt Chart Views 1 Formatting Text in a Gantt Chart 2 Formatting Gridlines in a Gantt Chart 3 Formatting the Task Bar Layout in a Gantt Chart 4 Formatting Columns in Gantt Charts 5 Applying Bar and Gantt Chart Styles 6 Drawing Objects 7 Formatting Timescale in Gantt Charts 8 Creating Custom Views Other Project Views 1 Using Timeline View 2 Creating Multiple Timelines 3 The Task Usage View 4 The Network Diagram View 5 The Calendar View 6 Printing Views Advanced Task Management 1 Setting Task Lead and Lag Time 2 Using Task Constraints 3 Task Types 4 Setting Deadlines 5 Interrupting Tasks 6 Moving and Rescheduling Tasks 7 Inspecting Tasks 8 Creating Recurring Tasks 9 Entering Fixed Costs 10 Critical Paths 11 Using WBS Codes Advanced Resource Management 1 Applying Multiple Resource Rates 2 Advanced Resource Availability 3 Using Work Contours 4 Material Resource Consumption Rates 5 Delaying Resource Assignments Advanced Project Tracking 1 Monitoring Resource Allocation 2 Leveling Overallocated Resources 3 Monitoring Project Costs 4 Monitoring Project Statistics Advanced Project Tools 1 Using the Organizer 2 Making Macros 3 Customizing the Ribbon 4 Creating and Linking Resource Pools 5 Using and Updating Resource Pools 6 Consolidating and Linking Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing the Report View 5 Basic Report Formatting 6 Inserting Report Objects 7 Managing Reports 8 Basic Page Setup for Reports 9 Advanced Page Setup for Reports 10 Printing Reports Modifying Report Objects 1 Selecting Moving and Resizing Report Charts 2 Using the Field List with Report Charts 3 Designing Report Charts 4 Formatting Report Charts 5 Using Report Tables 6 Designing Report Tables 7 Setting Report

Table Layout Options 8 Modifying Pictures Text Boxes and Shapes 9 Formatting Text Boxes and Shapes 10 Formatting Report Pictures Visual Reporting 1 Using Visual Reports

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Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts

File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave Online Workbooks

Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill

Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate 9 Function Compatibility

Copying Pasting Formulas 1 Relative References and Absolute References 2 Cutting Copying and Pasting Data 3 AutoFilling Cells 4 The Undo Button 5 The Redo Button

Columns Rows 1 Selecting Columns Rows 2 Adjusting Column Width and Row Height 3 Hiding and Unhiding Columns and Rows 4 Inserting and Deleting Columns and Rows

Formatting Worksheets 1 Formatting Cells 2 The Format Cells Dialog Box 3 Clearing All Formatting from Cells 4 Copying All Formatting from Cells to Another Area

Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple Worksheets 3 Navigating Worksheets 4 Renaming Worksheets 5 Coloring Worksheet Tabs 6 Copying or Moving Worksheets

Setting Worksheet Layout 1 Using Page Break Preview 2 Using the Page Layout View 3 Opening The Page Setup Dialog Box 4 Page Settings 5 Setting Margins 6 Creating Headers and Footers 7 Sheet Settings

Printing Spreadsheets 1 Previewing and Printing Worksheets

Helping Yourself 1 Using Excel Help 2 The Tell Me Bar 3 Smart Lookup

Creating 3D Formulas 1 Creating 3D Formulas 2 3D Formula Syntax 3 Creating 3D Range References

Named Ranges 1 Naming Ranges 2 Creating Names from Headings 3 Moving to a Named Range 4 Using Named Ranges in Formulas 5 Naming 3D Ranges 6 Deleting Named Ranges

Conditional Formatting and Cell Styles 1 Conditional Formatting 2 Finding Cells with Conditional Formatting 3 Clearing Conditional Formatting 4 Using Table and Cell Styles

Paste Special 1 Using Paste Special 2 Pasting Links

Sharing Workbooks 1 About Co authoring and Sharing Workbooks 2 Co authoring Workbooks 3 Adding Shared Workbook Buttons in Excel 4 Traditional Workbook Sharing 5 Highlighting Changes 6 Reviewing Changes 7 Using Comments and Notes 8

Compare and Merge Workbooks Auditing Worksheets 1 Auditing Worksheets 2 Tracing Precedent and Dependent Cells 3 Tracing Errors 4 Error Checking 5 Using the Watch Window 6 Cell Validation Outlining Worksheets 1 Using Outlines 2 Applying and Removing Outlines 3 Applying Subtotals Consolidating Worksheets 1 Consolidating Data Tables 1 Creating a Table 2 Adding an Editing Records 3 Inserting Records and Fields 4 Deleting Records and Fields Sorting Data 1 Sorting Data 2 Custom Sort Orders Filtering Data 1 Using AutoFilters 2 Using the Top 10 AutoFilter 3 Using a Custom AutoFilter 4 Creating Advanced Filters 5 Applying Multiple Criteria 6 Using Complex Criteria 7 Copying Filter Results to a New Location 8 Using Database Functions Using What If Analysis 1 Using Data Tables 2 Using Scenario Manager 3 Using Goal Seek 4 Forecast Sheets Table Related Functions 1 The Hlookup and Vlookup Functions 2 Using the IF AND and OR Functions 3 The IFS Function Sparklines 1 Inserting and Deleting Sparklines 2 Modifying Sparklines Creating Charts In Excel 1 Creating Charts 2 Selecting Charts and Chart Elements 3 Adding Chart Elements 4 Moving and Resizing Charts 5 Changing the Chart Type 6 Changing the Data Range 7 Switching Column and Row Data 8 Choosing a Chart Layout 9 Choosing a Chart Style 10 Changing Color Schemes 11 Printing Charts 12 Deleting Charts Formatting Charts in Excel 1 Formatting Chart Objects 2 Inserting Objects into a Chart 3 Formatting Axes 4 Formatting Axis Titles 5 Formatting a Chart Title 6 Formatting Data Labels 7 Formatting a Data Table 8 Formatting Error Bars 9 Formatting Gridlines 10 Formatting a Legend 11 Formatting Drop and High Low Lines 12 Formatting Trendlines 13 Formatting Up Down Bars 14 Formatting the Chart and Plot Areas 15 Naming Charts 16 Applying Shape Styles 17 Applying WordArt Styles 18 Saving Custom Chart Templates Data Models 1 Creating a Data Model from External Relational Data 2 Creating a Data Model from Excel Tables 3 Enabling Legacy Data Connections 4 Relating Tables in a Data Model 5 Managing a Data Model PivotTables and PivotCharts 1 Creating Recommended PivotTables 2 Manually Creating a PivotTable 3 Creating a PivotChart 4 Manipulating a PivotTable or PivotChart 5 Changing Calculated Value Fields 6 Formatting PivotTables 7 Formatting PivotCharts 8 Setting PivotTable Options 9 Sorting and Filtering Using Field Headers PowerPivot 1 Starting PowerPivot 2 Managing the Data Model 3 Calculated Columns and Fields 4 Measures 5 Creating KPIs 6 Creating and Managing Perspectives 7 PowerPivot PivotTables and PivotCharts 3D Maps 1 Enabling 3D Maps 2 Creating a New 3D Maps Tour 3 Editing a 3D Maps Tour 4 Managing Layers in a 3D Maps Tour 5 Filtering Layers 6 Setting Layer Options 7 Managing Scenes 8 Custom 3D Maps 9 Custom Regions 10 World Map Options 11 Inserting 3D Map Objects 12 Previewing a Scene 13 Playing a 3D Maps Tour 14 Creating a Video of a 3D Maps Tour 15 3D Maps Options Slicers and Timelines 1 Inserting and Deleting Slicers 2 Modifying Slicers 3 Inserting and Deleting Timelines 4 Modifying Timelines Security Features 1 Unlocking Cells 2 Worksheet Protection 3 Workbook Protection 4 Password Protecting Excel Files Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 The Personal Macro Workbook     Microsoft Word 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp ,2020-10-27 Complete classroom training manuals for Microsoft Word 2019 for Lawyers 396 pages and 223 individual topics

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Watermarks 3 Removing Watermarks 4 Selecting a Page Background Color or Fill Effect 5 Applying Page Borders Bullets and Numbering 1 Applying Bullets and Numbering 2 Formatting Bullets and Numbering 3 Applying a Multilevel List 4 Modifying a Multilevel List Style Tables 1 Using Tables 2 Creating Tables 3 Selecting Table Objects 4 Inserting and Deleting Columns and Rows 5 Deleting Cells and Tables 6 Merging and Splitting Cells 7 Adjusting Cell Size 8 Aligning Text in Table Cells 9 Converting a Table into Text 10 Sorting Tables 11 Formatting Tables 12 Inserting Quick Tables Table Formulas 1 Inserting Table Formulas 2 Recalculating Word Formulas 3 Viewing Formulas vs Formula Results 4 Inserting a Microsoft Excel Worksheet Inserting Page Elements 1 Inserting Drop Caps 2 Inserting Equations 3 Inserting Ink Equations 4 Inserting Symbols 5 Inserting Bookmarks 6 Inserting Hyperlinks Outlines 1 Using Outline View 2 Promoting and Demoting Outline Text 3 Moving Selected Outline Text 4 Collapsing and Expanding Outline Text Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Error Checking 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Mail Merge Rules 10 The Ask Mail Merge Rule 11 The Fill in Mail Merge Rule 12 The If Then Else Mail Merge Rule 13 The Merge Record Mail Merge Rule 14 The Merge Sequence Mail Merge Rule 15 The Next Record Mail Merge Rule 16 The Next Record If Mail Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail Merge Rules in Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing by Email 4 Presenting Online 5 Posting to a Blog 6 Saving as a PDF or XPS File 7 Saving as a Different File Type Creating a Table of Contents 1 Creating a Table of Contents 2 Customizing a Table of Contents 3 Updating a Table of Contents 4 Deleting a Table of Contents Creating an Index 1 Creating an Index 2 Customizing an Index 3 Updating an Index Citations and Bibliography 1 Select a Citation Style 2 Insert a Citation 3 Insert a Citation Placeholder 4 Inserting Citations Using the Researcher Pane 5 Managing Sources 6 Editing Sources 7 Creating a Bibliography Captions 1 Inserting Captions 2 Inserting a Table of Figures 3 Inserting a Cross Reference 4 Updating a Table of Figures Creating Forms 1 Displaying the Developer Tab 2 Creating a Form 3 Inserting Controls 4 Repeating Section Content Control 5 Adding Instructional Text 6 Protecting a Form Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 Assigning Macros Word Options 1 Setting Word Options 2 Setting Document Properties 3 Checking Accessibility Document Security 1 Applying Password Protection to a Document 2 Removing Password Protection from a Document 3 Restrict Editing within a Document 4 Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature 3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6 Using the Document Inspector Citations and Authorities 1 Marking Citations 2 Creating a Table of Authorities 3 Updating a Table of Authorities 4 Inserting Footnotes and Endnotes Legal Documents and Printing 1 Printing on Legal Paper 2 Using Legal Templates in Word 3 WordPerfect to Word Migration Issues     Microsoft Access 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory

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Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar      **Microsoft Publisher 2019 Training Manual Classroom in a Book** TeachUcomp ,2020-08-01 Complete classroom training manual for Microsoft Publisher 2019 124 pages and 64 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create publications format objects customize schemes create tables perform mailings prepare print files and much more Topics Covered Getting Acquainted with Publisher 1 The Publisher Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mode 7 The Scroll Bars 8 The Page Layout View Buttons 9 The Zoom Slider and Zoom Button 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Publications 1 Creating New Publications 2 Changing the Publication Template 3 Using Business Information 4 Saving Publications 5 Closing Publications 6 Opening Publications 7 Inserting New Pages 8 Deleting Pages 9 Moving Pages Basic Skills 1 Inserting Text Boxes 2 Inserting Shapes 3 Adding Text to Shapes 4 Inserting Pictures Saved Locally 5 Inserting Online Pictures 6 Inserting Picture Placeholders 7 Using the Scratch Area 8 Moving Resizing and Rotating Objects 9 Deleting Objects 10 Using Find and Replace 11 Using AutoCorrect 12 Inserting WordArt Formatting Objects 1 Formatting Text 2 Formatting Shapes 3 Formatting Pictures Using Building Blocks 1 Creating Basic Building Blocks 2 Using Building Blocks Master Pages 1 Using Master Pages Customizing Schemes 1 Creating a Custom Color Scheme 2 Creating a Custom Font Scheme 3 Customizing Page Backgrounds Using Tables 1 Creating and Deleting Tables 2 Selecting Table Elements 3 Inserting and Deleting Columns and Rows 4 Merging Text in Table Cells 5 Modifying Text in Table Cells 6 Formatting Tables Page Setup and Layouts 1 Using Page Setup 2 Using Layout Guides 3 Using the Rulers Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Previewing a Merge 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Merging a Catalog Printing 1 Previewing and Printing 2 Using the Pack and Go Feature 3 Sharing and Exporting Publications Helping Yourself 1 Using Publisher Help      **Microsoft PowerPoint 2016 Training Manual Classroom in a Book** TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What s New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved

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 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using  
 Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and  
 Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying  
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 Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia  
 Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3  
 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and  
 Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the  
 Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions  
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8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

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Notes 6 Working with Sections 7 Section Groups Stationery and Templates 1 Applying Templates and Stationery 2 Custom Templates 3 Choosing a Default Template Formatting Pages 1 Defining Paper Size and Margins 2 Formatting Page Backgrounds 3 Adding a Background Graphic Printing 1 Previewing and Printing Sharing Notebooks Collaborating 1 Saving and Exporting Notebooks to Share 2 Creating a Shared Notebook and Inviting Others to Share 3 Sharing Notes in an Outlook Meeting Invitation 4 Synching Notebooks 5 Sending Pages in Various Formats 6 Author Indicators 7 Finding Newly Added Content with Highlighting 8 Page Versions 9 The Notebook Recycle Bin Researching with OneNote 1 Linked Notes 2 The Research Pane 3 Translating Text with the Mini Translator Changing OneNote Options 1 Customizing the Quick Access Toolbar and Ribbon 2 Changing OneNote Options Helping Yourself 1 Using OneNote Help      *Exam 70-667 Microsoft Office SharePoint 2010 Configuration Lab Manual* Microsoft Official Academic Course, 2012-04-03 This book is for students preparing to become certified for the 70 630 Microsoft Office SharePoint Server 2007 Configuration exam The Microsoft Official Academic Course MOAC lessons correlate and are mapped to the Microsoft Certified Technology Specialist MCTS 70 630 certification exam This text covers facilitating collaboration understanding content management features implementation of business processes and supplying access to information essential to organizational goals and processes Students master skills to utilize SharePoint sites that support specific content publishing content management records management and business intelligence needs The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification and was authored for college instructors and college students      Microsoft Windows 11 Training Manual Classroom in a Book TeachUcomp, 2022-04-26 Complete classroom training manual for Microsoft Windows 11 308 pages and 183 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 File Explorer how to adjust system and device settings desktop management creating documents Using Microsoft Edge and much more Topics Covered Windows Basics 1 About Windows 11 2 Sign in to Windows 11 with a Microsoft User Account 3 How to Use the Mouse in Windows 11 4 How to Use Touch Gestures in Windows 11 5 The Windows 11 Desktop 6 How to Use the Start Button in Windows 11 7 How to Use the Start Menu in Windows 11 8 How to Customize the Start Menu in Windows 11 9 How to Search in Windows 11 10 How to Use Universal App Windows in Windows 11 11 How to Use Snap Layouts in Windows 11 12 How to Resize a Desktop Window in Windows 11 13 How to Scroll a Window in Windows 11 14 How to Use Multiple Desktops in Windows 11 15 How to Shut Down Windows 11 16 How to Use the Microsoft Store in Windows 11 17 Sign in Options in Windows 11 18 How to Change Your PIN in Windows 11 19 How to Use Widgets in Windows 11 File Explorer 1 File Explorer in Windows 11 2 Navigating Folders 3 Changing Folder Views 4 Sorting Folder Contents 5 Selecting Files 6 Opening a File 7 Reopening a Frequently Opened Folder 8 Creating a New Folder 9 Renaming Files and Folders 10 Cutting

Copying and Pasting Files and Folders 11 Burning a CD or DVD 12 Deleting Files 13 Managing Libraries in Windows 11 14 Managing the Computer and Drives in Windows 11 15 Quick Access in Windows 11 16 OneDrive Folders in File Explorer 17 Zip Folders in File Explorer 18 Unzip Files in File Explorer Windows 11 Settings 1 Accessing Settings in Windows 11 System Settings 1 Accessing the System Settings 2 Display Settings in Windows 11 3 Sound Settings in Windows 11 4 Notifications Settings in Windows 11 5 Focus Assist Settings in Windows 11 6 Power Battery Settings in Windows 11 7 Storage Settings in Windows 11 8 Nearby Sharing Settings in Windows 11 9 Multitasking Settings in Windows 11 10 Activation Settings in Windows 11 11 Troubleshoot Settings in Windows 11 12 Recovery Settings in Windows 11 13 Projecting to This PC Settings in Windows 11 14 Remote Desktop Settings in Windows 11 15 Clipboard Settings in Windows 11 16 About Settings in Windows 11 Bluetooth Devices Settings 1 Accessing the Bluetooth Devices Settings 2 How to Enable Bluetooth in Windows 11 3 How to Add a Device in Windows 11 4 How to Manage Devices in Windows 11 5 How to Manage Printers Scanners in Windows 11 6 Your Phone Settings in Windows 11 7 How to Manage Cameras in Windows 11 8 Mouse Settings in Windows 11 9 Touchpad Settings in Windows 11 10 Pen Windows Ink Settings in Windows 11 11 AutoPlay Settings in Windows 11 12 USB Settings in Windows 11 Network Internet Settings 1 Accessing the Network Internet Settings 2 Wi Fi Settings in Windows 11 3 Ethernet Settings in Windows 11 4 VPN Settings in Windows 11 5 Mobile Hotspot Settings in Windows 11 6 Airplane Mode Settings in Windows 11 7 Proxy Settings in Windows 11 8 Dial up Settings in Windows 11 9 Advanced Network Settings in Windows 11 Personalization Settings 1 Accessing the Personalization Settings 2 Background Settings in Windows 11 3 Colors Settings in Windows 11 4 Themes Settings in Windows 11 5 Lock Screen Settings in Windows 11 6 Touch Keyboard Settings in Windows 11 7 Start Settings in Windows 11 8 Taskbar Settings in Windows 11 9 Fonts Settings in Windows 11 10 Device Usage Settings in Windows 11 Apps Settings 1 Accessing the Apps Settings 2 Apps Features Settings in Windows 11 3 Default Apps Settings in Windows 11 4 Offline Maps Settings in Windows 11 5 Optional Features Settings in Windows 11 6 Apps for Websites Settings in Windows 11 7 Video Playback Settings in Windows 11 8 Startup Settings in Windows 11 Accounts Settings 1 Accessing the Accounts Settings 2 Your Microsoft Account Settings in Windows 11 3 Your Info Settings in Windows 11 4 Email Accounts Settings in Windows 11 5 Sign in Options Settings in Windows 11 6 Family Other Users Settings in Windows 11 7 Windows Backup Settings in Windows 11 8 Access Work or School Settings in Windows 11 Time Language Settings 1 Accessing the Time Language Settings 2 Date Time Settings in Windows 11 3 Language Region Settings in Windows 11 4 Typing Settings in Windows 11 5 Speech Settings in Windows 11 Gaming Settings 1 Accessing the Gaming Settings 2 Xbox Game Bar Settings in Windows 11 3 Captures Settings in Windows 11 4 Game Mode Settings in Windows 11 Accessibility Settings 1 Accessing the Accessibility Settings 2 Text Size Settings in Windows 11 3 Visual Effects Settings in Windows 11 4 Mouse Pointer and Touch Settings in Windows 11 5 Text Cursor Settings in Windows 11 6 Magnifier Settings in Windows 11 7 Color Filters Settings in Windows 11 8 Contrast Themes

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Setting Your Status and Creating Status Messages Setting Up Teams and Channels 1 Overview of Teams and Channels 2 Creating Teams and Adding Members 3 Ordering Editing Hiding and Deleting Teams 4 Managing Teams and Members 5 Creating Channels 6 Renaming Deleting Hiding Showing and Pinning Channels 7 Sending Email to an Entire Channel Posts and Messages 1 Creating and Formatting Posts 2 Making an Announcement 3 Getting Attention with Mentions 4 Posting to Multiple Channels at Once 5 Using Tags 6 Editing and Deleting Posts and Messages 7 Reading and Saving Posts and Messages File Sharing and Collaboration 1 Uploading and Sharing Files 2 Syncing SharePoint and Teams Files 3 Collaborating on Files in Channels Chats and Calls 1 Starting and Pinning Chats 2 Filtering Hiding and Muting Chats 3 Creating Contacts and Contact Groups 4 Adding People to Your Speed Dial List 5 Making Video and Audio Calls 6 Answering Calls and Using the Meeting Controls Toolbar 7 Configuring Call Answer Rules and Voicemail 8 Checking Call History and Voicemail 9 Setting Up a Delegate to Take Your Calls Meetings 1 Scheduling a Meeting and Inviting Attendees 2 Using Meet Now for Instant Meetings 3 Meeting Options 4 Managing and Replying to Meetings 5 Starting and Joining a Meeting 6 Changing the Video Background in a Meeting 7 Sharing Your Screen in a Meeting 8 Sharing PowerPoint Slides in a Meeting 9 Recording a Meeting 10 Raising Hands Spotighting Muting and Removing Participants 11 Taking Notes in Meeting 12 Using Live Captions in Meetings 13 Ending a Meeting for Everyone in Attendance Live Events 1 Scheduling a Live Event 2 Producing a Live Event 3 Moderating a Live Event 4 Attending a Live Event Exploring Apps and Tools 1 Using Apps Bots and Connectors 2 Turing a File into a Tab 3 Using the Wiki Tab for Shared Information 4 Using the Command Box

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Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups

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Settings 7 Account Info Privacy Settings 8 Contacts Privacy Settings 9 Calendar Privacy Settings 10 Messaging Privacy Settings 11 Radios Privacy Settings 12 Privacy Settings for Other Devices 13 Feedback and Diagnostics Privacy Settings 14 Background Apps Privacy Settings Update and Security Settings 1 Accessing the Update and Security Settings 2 Windows Update Settings 3 Windows Defender Settings 4 Backup Settings 5 Recovery Settings 6 Activation Settings 7 Developer Settings Control Panel Settings 1 The Control Panel 2 File History 3 System Restore 4 Audio Adjustment 5 Adding Devices and Printers 6 Installing and Uninstalling Software Desktop Management 1 The Recycle Bin 2 Creating Desktop Shortcuts 3 Pinning Items to the Taskbar 4 Moving and Resizing the Taskbar 5 Setting the Date and Time Display 6 The Action Center 7 Virtual Desktops 8 OneDrive Settings 9 Using Cortana Creating Documents 1 Starting WordPad and Creating a New Document 2 Copying and Pasting Text 3 Formatting Text 4 Saving a Document 5 Opening a Document 6 Printing a Document 7 Closing a Document Drawing Pictures 1 Starting Paint and Creating a New Document 2 Drawing Shapes and Lines 3 Adding Text 4 Erasing Parts of a Picture 5 Saving a Picture 6 Opening a Picture Using the Internet and Microsoft Edge 1 About the Internet 2 Connecting to the Internet 3 The Microsoft Edge Interface 4 Viewing Web Pages in Microsoft Edge 5 Find Text in Web Pages in Microsoft Edge 6 Reading View in Microsoft Edge 7 Add a Favorite to Microsoft Edge 8 Add a Page to the Reading List 9 Manage Favorites in the Hub 10 Manage the Reading List in the Hub 11 Manage Browser History in the Hub 12 Manage Downloads in the Hub 13 Make a Web Note in Microsoft Edge 14 Sharing Web Pages in Microsoft Edge 15 Opening a New Window or New InPrivate Window 16 Zoom Web Pages in Microsoft Edge 17 Print Web Pages in Microsoft Edge 18 Settings in Microsoft Edge 19 Advanced Settings in Microsoft Edge 20 Using Cortana in Microsoft Edge 21 Windows Defender in Windows 10 Printing Information 1 Selecting a Printer 2 General Printing Options 3 Managing Print Jobs

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