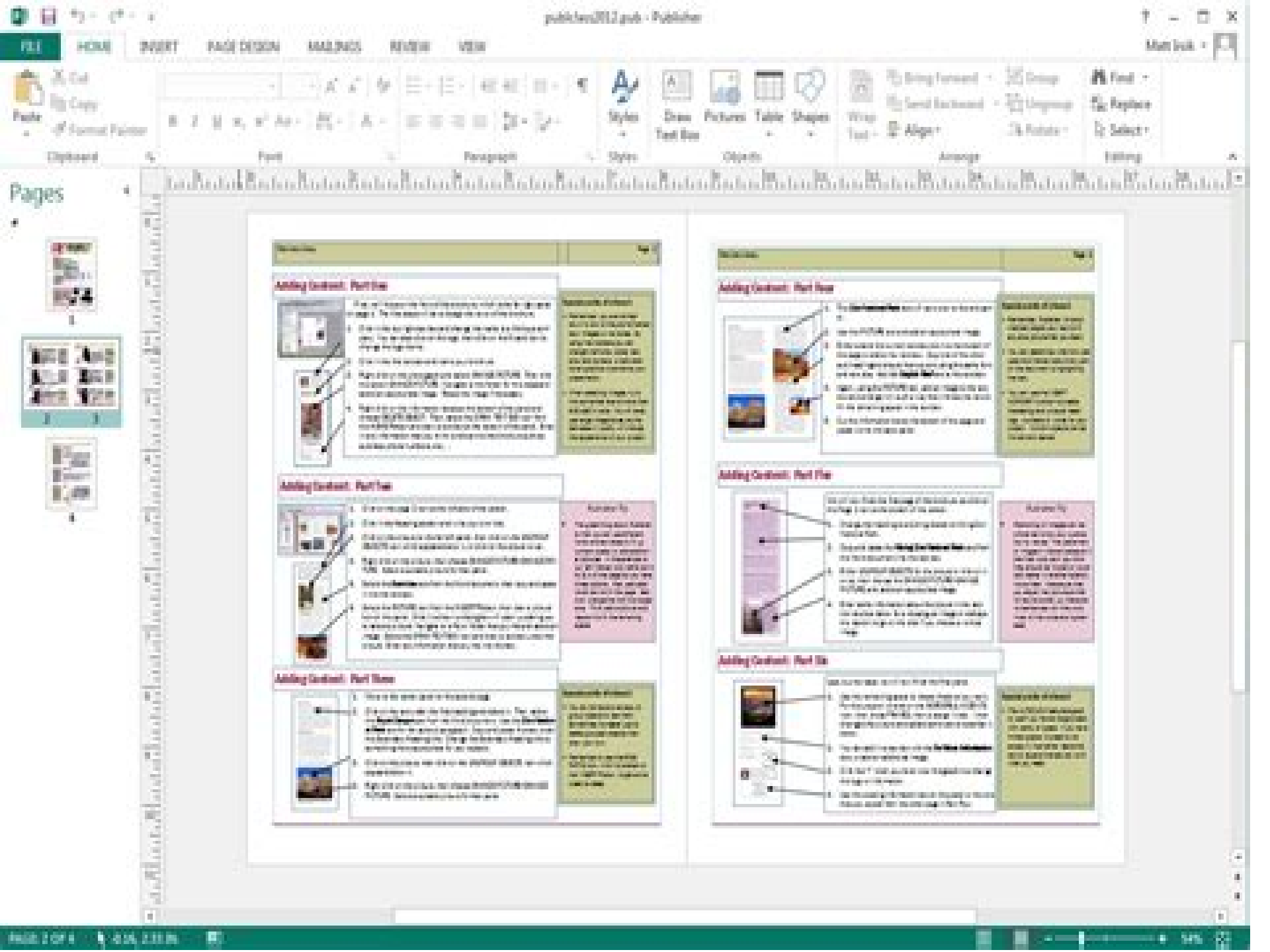




Microsoft Publisher Manual

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Microsoft Publisher Manual:

Microsoft Publisher 365 - Overview EZ-Ref Courseware,2019 Note This is the black white version of the Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft Publisher 365 For the black and white instructor guide search for ISBN 13 9781702160322 For the color instructor guide search for ISBN 13 9781702163743 For the color student manual search for ISBN 13 9781702159098 For the black and white student manual search for ISBN 13 9781702157414 For information regarding unlimited printing with the ability to customize our courseware please visit our website www.ezref.com Topics covered in Microsoft Publisher 365 Overview 6 8 hours MS Publisher Basics Screen Menu Quick Access Toolbar Ribbons ToolTips Using Help Creating a New Publication Changing Views Viewing Options Saving Opening Files Spell Checker AutoCorrect Changing Publication Options Inserting Deleting Pages Page Numbering Headers and Footers Adding Sections Working with Layout and Ruler Guides Printing Your Publication Basic Editing Deleting Undeleting Redoing Formatting d104 Fonts Point Size Color Adjusting Margins Line Spacing Alignment Identifying d104 Overflow d104 Autofit Options Indenting Centering Right Aligning d104 Using the Format Painter Adding Bullets and Numbering Using the Ruler The Measurement Toolbar Adding Drop Caps Using the Thesaurus Inserting Date Time Symbols Special Characters Copying Moving Using the Office Clipboard Working with Layers Adding d104 Graphic and Clipart Objects Working with Tables Adding WordArt Pictures and Building Blocks Inserting Hyperlinks Creating Web Pages E mailing Publications Editing the Master Page Using the Design Checker Preparing for Commercial Printing [Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp ,2019-10-27](#) Complete classroom training manuals for Microsoft Excel 2019 for Lawyers 479 pages and 224 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively use legal templates legal business functions such as the Pv and Fv functions and simple IOLTA management In addition you ll receive our complete Excel curriculum 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 Using Online Templates 1 Downloading Online
Templates 2 Saving a Template 3 Creating New Workbooks from Saved Templates Legal Templates 1 Chapter Overview 2
Using the Law Firm Financial Analysis Worksheet 3 Using the Law Firm Project Tracker 4 Using the Law Firm Project Plan
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Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing
Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data
Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a
Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing
and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1
Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for
Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8
Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing*

Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1
 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running
 A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using
 Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using
 Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter
 Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab
 Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3
 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and
 Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections in Design View Form
 Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls To Fit 5 Nudging
 Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The
 Controls Group 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding
 Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform
 Subreport Control Reports 1 Using the Report Wizard 2 Using Basic Reports 3 Creating a Report in Design View 4 Sorting
 and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts
 Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Using Program Flow with Macros 4
 Creating Autoexec Macros 5 Creating Data Macros 6 Editing Named Data Macros 7 Renaming and Deleting Named Data
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 File Tab and Backstage View 6 The Quick Access Toolbar 7 Touch Mode 8 The Ruler 9 The Scroll Bars 10 The Document
 View Buttons 11 The Zoom Slider 12 The Status Bar 13 The Mini Toolbar 14 Keyboard Shortcuts Creating Basic Documents 1
 Opening Documents 2 Closing Documents 3 Creating New Documents 4 Saving Documents 5 Recovering Unsaved
 Documents 6 Entering Text 7 Moving through Text 8 Selecting Text 9 Non Printing Characters 10 Working with Word File
 Formats 11 AutoSave Online Documents Document Views 1 Changing Document Views 2 Showing and Hiding the Ruler 3
 Showing and Hiding Gridlines 4 Showing and Hiding the Navigation Pane 5 Zooming the Document 6 Opening a Copy of a

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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

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View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 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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Window 9 Comparing Open Documents 10 Switching Open Documents 11 Switching to Full Screen Mode Basic Editing Skills
1 Deleting Text 2 Cutting Copying and Pasting 3 Undoing and Redoing Actions 4 Finding and Replacing Text 5 Selecting Text
and Objects Basic Proofing Tools 1 The Spelling and Grammar Tool 2 Setting Default Proofing Options 3 Using the Thesaurus
4 Finding the Word Count 5 Translating Documents 6 Read Aloud in Word Font Formatting 1 Formatting Fonts 2 The Font
Dialog Box 3 The Format Painter 4 Applying Styles to Text 5 Removing Styles from Text Formatting Paragraphs 1 Aligning
Paragraphs 2 Indenting Paragraphs 3 Line Spacing and Paragraph Spacing Document Layout 1 About Documents and
Sections 2 Setting Page and Section Breaks 3 Creating Columns in a Document 4 Creating Column Breaks 5 Using Headers
and Footers 6 The Page Setup Dialog Box 7 Setting Margins 8 Paper Settings 9 Layout Settings 10 Adding Line Numbers 11
Hyphenation Settings Using Templates 1 Using Templates 2 Creating Personal Templates Printing Documents 1 Previewing
and Printing Documents Helping Yourself 1 Microsoft Search in Word 2 Using Word Help 3 Smart Lookup Working with Tabs
1 Using Tab Stops 2 Using the Tabs Dialog Box Pictures and Media 1 Inserting Online Pictures and Stock Images 2 Inserting
Your Own Pictures 3 Using Picture Tools 4 Using the Format Picture Task Pane 5 Fill Line Settings 6 Effects Settings 7 Alt
Text 8 Picture Settings 9 Inserting Screenshots 10 Inserting Screen Clippings 11 Inserting Online Video 12 Inserting Icons
13 Inserting 3D Models 14 Formatting 3D Models Drawing Objects 1 Inserting Shapes 2 Inserting WordArt 3 Inserting Text
Boxes 4 Formatting Shapes 5 The Format Shape Task Pane 6 Inserting SmartArt 7 Design and Format SmartArt 8 Inserting
Charts Using Building Blocks 1 Creating Building Blocks 2 Using Building Blocks Styles 1 About Styles 2 Applying Styles 3
Showing Headings in the Navigation Pane 4 The Styles Task Pane 5 Clearing Styles from Text 6 Creating a New Style 7
Modifying an Existing Style 8 Selecting All Instances of a Style in a Document 9 Renaming Styles 10 Deleting Custom Styles
11 Using the Style Inspector Pane 12 Using the Reveal Formatting Pane Themes and Style Sets 1 Applying a Theme 2
Applying a Style Set 3 Applying and Customizing Theme Colors 4 Applying and Customizing Theme Fonts 5 Selecting Theme
Effects Page Backgrounds 1 Applying Watermarks 2 Creating Custom 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 Posting to a Blog 5 Saving as a PDF or XPS File 6 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
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 Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for
 Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1
 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in
 Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The
 Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default

Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls to Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls List 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform or Subreport Control Reports 1 Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 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

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Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 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 Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting 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 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options

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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 Settings in Windows 11 9 Narrator Settings in

Windows 11 10 Audio Accessibility Settings in Windows 11 11 Captions Settings in Windows 11 12 Speech Accessibility Settings in Windows 11 13 Keyboard Accessibility Settings in Windows 11 14 Mouse Accessibility Settings in Windows 11 15 Eye Control Settings in Windows 11 Privacy Security Settings 1 Accessing the Privacy Security Settings 2 Windows Security Settings in Windows 11 3 Find My Device Settings in Windows 11 4 Device Encryption Settings in Windows 11 5 For Developers Settings in Windows 11 6 General Privacy Settings in Windows 11 7 Speech Privacy Settings in Windows 11 8 Inking Typing Personalization Setting in Windows 11 9 Diagnostics Feedback Settings in Window 11 10 Activity History Settings in Windows 11 11 Search Permissions Settings in Windows 11 12 Searching Windows Settings in Windows 11 13 App Permissions Settings in Windows 11 Windows Update Settings 1 Accessing the Windows Update Settings 2 Windows Update in Windows 11 3 Pause Windows Updates in Windows 11 4 Update History in Windows 11 5 Advanced Windows Update Options in Windows 11 6 Windows Insider Program Settings Windows Features 1 The Control Panel in Windows 11 2 File History in Windows 11 3 System Restore in Windows 11 4 Chat in Windows 11 5 Installing Amazon Appstore Mobile Apps in Windows 11 6 Installing and Uninstalling Software Desktop Management 1 The Recycle Bin in Windows 11 2 Creating Desktop Shortcuts in Windows 11 3 Pinning Apps to the Taskbar in Windows 11 4 Notification Center and Quick Settings in Windows 11 5 OneDrive Settings in Windows 11 Creating Documents in WordPad 1 Starting WordPad and Creating a New Document 2 Copying and Pasting Text in WordPad 3 Formatting Text in WordPad 4 Saving a Document in WordPad 5 Closing and Opening a Document in WordPad 6 Printing a Document in WordPad Drawing Pictures in Paint 1 Starting Paint and Creating a New Document 2 Drawing Shapes and Lines in Paint 3 Using Tools and Brushes in Paint 4 Selections in Paint 5 Saving a Picture in Paint 6 Closing and Opening a Picture in Paint Using Microsoft Edge 1 About the Internet and World Wide Web 2 Connecting to the Internet in Windows 11 3 The Microsoft Edge Interface in Windows 11 4 Viewing Web Pages in Microsoft Edge 5 Find Text in Web Pages in Microsoft Edge 6 Immersive Reader in Microsoft Edge 7 Add a Favorite to Microsoft Edge 8 Manage Favorites in Microsoft Edge 9 Manage Browser History in Microsoft Edge 10 Manage Downloads in Microsoft Edge 11 How to Manually Update Microsoft Edge 12 Sharing Web Pages in Microsoft Edge 13 Open a Window or InPrivate Window in Microsoft Edge 14 Zoom Web Pages in Microsoft Edge 15 Print Web Pages in Microsoft Edge 16 Settings in Microsoft Edge [Microsoft Outlook 2019 Training Manual Classroom in a Book TeachUcomp](#), 2020-10-26 Complete classroom training manual for Microsoft Outlook 2019 177 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more Topics Covered CHAPTER 1 GETTING ACQUAINTED WITH OUTLOOK 1 1 The Outlook Environment 1 2 The Title Bar 1 3 The Ribbon 1 4 The Quick Access Toolbar 1 5 Touch Mode 1 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar CHAPTER 2 MAKING CONTACTS 2 1 The Contacts Folder 2 2 Customizing the Contacts Folder View 2 3 Creating Contacts 2 4 Basic Contact Management 2 5 Printing

Contacts 2 6 Creating Contact Groups 2 7 Categorizing Contacts 2 8 Searching for Contacts 2 9 Calling Contacts 2 10 Mapping a Contact s Address CHAPTER 3 EMAIL 3 1 Using the Inbox 3 2 Changing the Inbox View 3 3 Message Flags 3 4 Searching for Messages 3 5 Creating Addressing and Sending Messages 3 6 Checking Message Spelling 3 7 Setting Message Options 3 8 Formatting Messages 3 9 Using Signatures 3 10 Replying to Messages 3 11 Forwarding Messages 3 12 Sending Attachments 3 13 Opening Attachments 3 14 Ignoring Conversations CHAPTER 4 THE SENT ITEMS FOLDER 4 1 The Sent Items Folder 4 2 Resending Messages 4 3 Recalling Messages CHAPTER 5 The Outbox Folder 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the Calendar 6 4 Appointments Meetings and Events 6 5 Manipulating Calendar Objects 6 6 Setting an Appointment 6 7 Scheduling a Meeting 6 8 Checking Meeting Attendance Status 6 9 Responding to Meeting Requests 6 10 Scheduling an Event 6 11 Setting Recurrence 6 12 Printing the Calendar 6 13 Teams Meetings in Outlook 6 14 Meeting Notes CHAPTER 7 Tasks 7 1 Using Tasks 7 2 Printing Tasks 7 3 Creating a Task 7 4 Setting Task Recurrence 7 5 Creating a Task Request 7 6 Responding to Task Requests 7 7 Sending Status Reports 7 8 Deleting Tasks CHAPTER 8 Deleted Items 8 1 The Deleted Items Folder 8 2 Permanently Deleting Items 8 3 Recovering Deleted Items 8 4 Recovering and Purging Permanently Deleted Items CHAPTER 9 GROUPS 9 1 Accessing Groups 9 2 Creating a New Group 9 3 Adding Members to Groups and Inviting Others 9 4 Contributing to Groups 9 5 Managing Files in Groups 9 6 Accessing the Group Calendar and Notebook 9 7 Following and Stop Following Groups 9 8 Leaving Groups 9 9 Editing Managing and Deleting Groups CHAPTER 10 The Journal Folder 10 1 The Journal Folder 10 2 Switching the Journal View 10 3 Recording Journal Items 10 4 Opening Journal Entries and Documents 10 5 Deleting Journal Items CHAPTER 11 Public Folders 11 1 Creating Public Folders 11 2 Setting Permissions 11 3 Folder Rules 11 4 Copying Public Folders CHAPTER 12 Personal Private Folders 12 1 Creating a Personal Folder 12 2 Setting AutoArchiving for Folders 12 3 Creating Private Folders 12 4 Creating Search Folders 12 5 One Click Archiving CHAPTER 13 Notes 13 1 Creating and Using Notes CHAPTER 14 Advanced Mailbox Options 14 1 Creating Mailbox Rules 14 2 Creating Custom Mailbox Views 14 3 Handling Junk Mail 14 4 Color Categorizing 14 5 Advanced Find 14 6 Mailbox Cleanup CHAPTER 15 OUTLOOK OPTIONS 15 1 Using Shortcuts 15 2 Adding Additional Profiles 15 3 Adding Accounts 15 4 Outlook Options 15 5 Using Outlook Help CHAPTER 16 DELEGATES 16 1 Creating a Delegate 16 2 Acting as a Delegate 16 3 Deleting Delegates CHAPTER 17 SECURITY 17 1 Types of Email Encryption in Outlook 17 2 Sending Encrypted Email

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Table of Contents Microsoft Publisher Manual

1. Understanding the eBook Microsoft Publisher Manual
 - The Rise of Digital Reading Microsoft Publisher Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Publisher Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Publisher Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Publisher Manual
 - Personalized Recommendations
 - Microsoft Publisher Manual User Reviews and Ratings
 - Microsoft Publisher Manual and Bestseller Lists
5. Accessing Microsoft Publisher Manual Free and Paid eBooks
 - Microsoft Publisher Manual Public Domain eBooks
 - Microsoft Publisher Manual eBook Subscription Services
 - Microsoft Publisher Manual Budget-Friendly Options
6. Navigating Microsoft Publisher Manual eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Publisher Manual Compatibility with Devices
- Microsoft Publisher Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Publisher Manual
 - Highlighting and Note-Taking Microsoft Publisher Manual
 - Interactive Elements Microsoft Publisher Manual
- 8. Staying Engaged with Microsoft Publisher Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Publisher Manual
- 9. Balancing eBooks and Physical Books Microsoft Publisher Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Publisher Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Publisher Manual
 - Setting Reading Goals Microsoft Publisher Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Publisher Manual
 - Fact-Checking eBook Content of Microsoft Publisher Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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