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complete classroom training manuals for microsoft word 2019 for lawyers 396 pages and 223 individual topics includes practice exercises and keyboard shortcuts you will learn how to perform legal reviews create citations and authorities and use legal templates in addition you ll receive our complete word curriculum topics covered getting acquainted with word 1 about word 2 the word environment 3 the title bar 4 the ribbon 5 the 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 document in a new window 7 arranging open document windows 8 split window 9 comparing open documents 10 switching open documents 11 switching to full screen view 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 the

tell me bar and microsoft search 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 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 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

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

complete classroom training manuals for microsoft access 2016 three manuals introductory intermediate advanced in one book 174 pages and 105 individual topics includes practice exercises and keyboard shortcuts you will learn all about relational databases advanced queries creating forms reporting macros and much more topics covered getting acquainted with access 1 creating a new database 2 overview of a 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 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 2016 only

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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

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 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
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 in windows 11 3 the microsoft edge interface in windows 11 4 viewing pages in microsoft
 edge 5 find text in 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 pages in microsoft edge 13 open a window or inprivate window
 in microsoft edge 14 zoom pages in microsoft edge 15 print pages in microsoft edge 16
 settings in microsoft edge

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 unicode transformation format utf 5 html5 resources new for html5 1 what s different in
 html5 2 doctype in html5 designing a webpage 1 design considerations and planning 2
 basic tags and document structure 3 html tags 4 head tags 5 title tags 6 body tags 7
 metadata 8 saving an html page page formatting 1 adding a new paragraph 2 adding a line
 break 3 inserting blank space 4 preformatted text 5 changing a pages s background color 6
 div element text items and objects 1 headings 2 comments 3 block quotes 4 horizontal lines

5 special characters creating lists 1 numbered ordered lists 2 bulleted unordered lists 3 nested lists 4 definition lists links 1 what are links 2 text links 3 image links 4 opening a page in a new window or tab 5 setting all links on a page to open in a new window or tab 6 linking to an area on the same page bookmarks 7 linking to an e mail address 8 linking to other types of files images 1 introduction to images for webpages 2 adding images to webpages 3 re sizing an image 4 alternative alt text 5 image labels basic tables 1 inserting a table 2 table borders 3 table headers iframes 1 what is an iframe 2 inserting iframes 3 setting height and width 4 using an iframe for a link target forms 1 about forms 2 sending to e mail 3 text boxes 4 text areas 5 check boxes 6 menu lists 7 radio buttons 8 submit button 9 reset button 10 changing the tab order video and audio 1 about video and audio files 2 linking to video and audio files 3 adding video 4 adding audio 5 using youtube to display video troubleshooting 1 troubleshooting cascading style sheets 1 what are cascading style sheets 2 css syntax 3 creating an internal css 4 linking to a css 5 adding comments and notes to a css 6 creating an internal style sheet 7 id and class 8 inline styling working with text in css 1 emphasizing text bold and italic 2 decoration 3 indentation 4 transformation 5 text alignment 6 fonts 7 font sizes 8 letter spacing kerning 9 line spacing leading 10 text color 11 margins 12 padding 13 borders 14 styling links 15 number and bullet styles 16 sizing elements 17 text wrapping 18 shadowing creating backgrounds in css 1 colors 2 images 3 fixed images images in css 1 opacity 2 floating images 3 image galleries 4 image sprites box model in css 1 what is a box model 2 margin 3 padding 4 border 5 outline working with elements in css 1 display and visibility 2 grouping and nesting 3 dimensions and elements 4 positioning 5 floating 6 pseudo classes pseudo elements adding a navigation bar in css 1 vertical navigation bar 2 horizontal navigation bar inline 3 horizontal navigation bar floating css tables 1 borders 2 collapsed borders 3 table width and cell height 4 table color 5 table text alignment 6 table padding working with transforms in css 1 what are transforms 2 2d transforms 3 3d transforms transitions and animations in css 1 transitions 2 animations css shorthand 1 shorthand properties

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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
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 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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the student in the basic language skills necessary to use javascript there are many resources available on the internet that allow you to download code and place it into your html document or javascript code file however it is important to first understand the underlying language and components of javascript to be able to alter the code to work in your desired application and easily troubleshoot any errors that may occur whether you are looking to add interactivity to your website control how a browser acts or alter your html document s content it is important to have a firm grasp of the basics of javascript we begin this course by discussing the basic components and structure of javascript as well as learning the terminology then we ll advance through topics to cover some more advanced concepts and uses for javascript topics covered getting acquainted with javascript 1 introduction to javascript 2 javascript vs java 3 the tag 4 external javascript 5 uses for javascript the makeup of javascript 1 javascript statements 2 code and code blocks 3 whitespace 4 case sensitivity 5 breaking up a line of code javascript comments 1 single line comments 2 multi line comments 3 end of line comments 4 using comments to stop execution javascript variables 1 what are javascript variables 2 syntax for text and numerical values 3 creating declaring variables 4 re declaring variables 5 undefined value 6 using one statement for multiple variables 7 local variables and global variables exploring javascript data types 1 dynamic data types in javascript 2 null 3 number 4 string 5 boolean 6 array 7 object javascript objects 1 creating objects 2 accessing object properties 3 accessing object methods javascript functions 1 javascript function definition and syntax 2 functions with a return value 3 calling a function with arguments 4 assigning values to undeclared variables javascript operators 1 arithmetic operators 2 assignment operators 3 adding strings and numbers 4 comparison operators 5 logical operators 6 conditional operators javascript conditions 1 if statements 2 the switch statement javascript loops 1 the for loop 2 the for in loop 3 the while loop 4 the do while loop javascript break and continue 1 the break statement 2 the continue statement 3 javascript labels javascript errors 1 the try catch statement 2 the throw statement javascript form validation 1 form validation 2 e mail validation javascript regexp object 1 regexp definition and modifiers 2 regexp special characters 3 regexp methods javascript hoisting 1 declarations 2 initializations javascript use strict directive 1 what is the use strict directive and why use it 2 what s not allowed in strict mode javascript html dom 1 what is html dom 2 html dom methods and properties 3 html dom document 4 finding html elements 5 changing the output stream 6 changing the

value of an attribute 7 changing css html dom events 1 using events 2 the onchange event
 html dom navigation 1 dom nodes 2 node relationships 3 child nodes and values 4 node
 properties 5 html dom nodelist 6 root nodes adding and removing dom nodes 1 creating
 new html elements nodes 2 removing existing html elements nodes 3 replacing html
 elements nodes javascript browser object model bom 1 what is the browser object model
 bom 2 the window object 3 window size properties 4 other window methods and properties
 window screen object 1 what does the window screen object do 2 window screen object
 properties window location object 1 what does the window location object do 2 window
 location href property 3 window location pathname property 4 window location assign
 method window history object 1 what does the window history object do 2 window history
 back and forward methods window navigator object 1 what does the window navigator
 object do javascript popup boxes 1 the alert box 2 the confirm box 3 the prompt box
 javascript timing events 1 what are javascript timing events 2 setInterval and clearInterval
 methods 3 setTimeout and clearTimeout methods 4 creating a clock javascript cookies 1
 what are cookies 2 working with cookies the javascript console object 1 the console object
 2 inline grouping 3 timers 4 string substitution advanced javascript objects 1 the object
 literal and the keyword new 2 using an object constructor 3 javascript prototype 4 mutable
 objects and immutable primitive values 5 javascript object properties 6 adding new
 properties and deleting properties number object 1 what is a number object 2 hexadecimal
 numbers 3 nan not a number 4 infinity string object 1 using the string object 2 string
 properties and methods 3 special characters date object 1 the date object 2 set and compare
 dates 3 convert the date to a string array object 1 create and access an array object 2 joining
 arrays 3 working with arrays math object 1 the math object and mathematical constants 2
 math object methods javascript libraries frameworks 1 javascript libraries or frameworks 2
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the excel intermediate training manual has been designed to provide examples of how to use many useful features in microsoft excel and create formulas and functions all examples demonstrated in the book have been produced as step by step examples with each example explained using easy to follow skill descriptions the demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner each training skill demonstrated in this book have easy to follow examples suggestions are provided in the introduction section in to how to use this book so purchasers get the best out of the book this book has been produced to provide all those who want to learn how to develop a thorough understanding popular microsoft excel features and how to use or create formulas and functions the book is suitable for those who have experience in the use of microsoft excel and want to develop useful new skills the book is also suitable for those who have good microsoft excel skills and who want to learn more about microsoft excel or just to consolidate their existing knowledge

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