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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 Explore the features, the installation, and the configuration of these seven new servers and gain a conceptual understanding of how your users will be working with them. Forms Server 2007 Groove Server 2007 Communications Server 2007 PerformancePoint Server 2007 Project Portfolio Server 2007 Project Server 2007 SharePoint® Server 2007 for Search Along with the release of Windows Vista and the revamped suite of Office 2007 products, Microsoft has released a line-up of new servers. Exchange Server 2007 and SharePoint® Server 2007 are two of the major players, but there are also seven additional Office 2007 Servers of which you may not be aware that can add productivity to your environment in a variety of ways. Each of the seven servers is unique and requires distinct assessment to determine if your company can benefit from any given server. This book provides you with the knowledge you need to determine the use of each server, the prerequisites and procedures of server installation, the post-installation configuration options so you can set it and forget it, and finally, a look at the client-side applications that interact with the new servers. Detailed information on how to... Install each of the seven Office 2007 Servers, including both standalone and server farm installation. Handle post-installation configuration options for each of the seven Office 2007 Servers. Create InfoPath forms to post to your InfoPath Forms Server. Work with the Groove client once your Groove Servers are in place. Communicate more efficiently within your company using a Communications Server and the new Communicator 2007 client. Handle larger projects through Project Professional 2007 with your new Project Server and Project Portfolio Server. Understand Business Intelligence (BI) in order to manage your company's future through PerformancePoint Server. Improve your ability to search for content through your SharePoint Server for Search. J. Peter Bruzzese is an independent consultant and trainer for a variety of clients including CBT Nuggets, New Horizons, and ONLC.com. Over the past ten years Peter has worked for/with Goldman Sachs, CommVault Systems, and Microsoft, to name a few. He focuses on corporate training and has had the privilege of working with some of the best trainers in the business of computer education. In the past he specialized in Active Directory and Exchange instruction, as well as certification training. Peter is a contributor to Redmond Magazine, WindowsITPro magazine, and several tech sites, and a speaker for the MCP TechMentor Conferences. Ronald Barrett is the director of information technology for an accounting and financial services firm, while also serving as chairman for the Technology Executive Committee for CPANet, a national CPA network, consisting of 15,000+ professionals. Prepare your students to master the unprecedented capabilities of Microsoft Office 2007 with the New Perspectives on Microsoft Office 2007, First Course, Windows Vista Edition! With our critical-thinking, problem-solving approach, students will gain a comprehensive understanding of the software and will learn how to capitalize on the flexibility it offers. The case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With the New Perspectives Series approach, students understand why they're learning what they're learning, and are better situated to retain skills beyond the classroom Quickly teach yourself how to automate tasks and create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications (VBA). With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create macros to automate repetitive tasks Automatically format charts, shapes, and text Manipulate

tables and other objects—even build PivotTable reports Write your own functions and procedures Use loops and conditions to add decision logic to macros Build custom command buttons, dialog boxes, and user forms Your all-in-one learning experience includes: Files for building skills and practicing the book’s lessons Fully searchable eBook Windows Vista Product Guide eBook—plus other resources on CD For customers who purchase an eBook version of this title, instructions for downloading the CD files can be found in the eBook. Aimed at end users who face the daunting task of mastering MOSS 2007 in the enterprise business environment, this book shows you how to make effective use of what can be a confusing array of features. You’ll review how SharePoint is central to the Microsoft Office platform because organizations use it to organize workflow, integrate Office documents with line of business applications, provide search capabilities across all types of documents and data, and distribute these tools internally and externally on Web sites for end users. Plus, the book offers you well-designed examples and explanations that can be easily applied in real-world situations. Martin WP Reid (Belfast, Ireland) is an analyst for The Queens University of Belfast, Northern Ireland. He is the author and technical editor of more than a dozen technical books. He is a regular contributor to the Microsoft Office SharePoint blog Get the Point (<http://sharepoint.microsoft.com/blogs/getthepoint>) Mastering VBA for Microsoft Office 2007 covers the basics of the language in clear, systematic tutorials, and includes intermediate and advanced content for experienced VB developers. Unlike the competition, which addresses just one Office application, this book covers the whole Office suite. Further, all of the content is anchored with solid, real-world projects in Word, Excel, Outlook, PowerPoint, and Access.

- Recording Macros and Getting Started with VBA
- Learning How to Work with VBA
- Making Decisions and Using Loops and Functions
- Using Message Boxes, Input Boxes, and Dialog Boxes
- Creating Effective Code
- Programming the Office Applications Complete classroom training manual for Microsoft Windows 10. 232 pages and 164 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: Introduction to Windows 1. About Windows 2. Sign in to Windows 10 with a Microsoft User Account 3. The Mouse 4. Touch Gestures in Windows 10 5. The Windows Desktop 6. The Start Button 7. The Start Menu in Windows 10 8. Customizing the Start Menu in Windows 10 9. The Start Screen in Windows 10 10. Customizing the Start Screen in Windows 10 11. Choosing the Start Menu or Start Screen 12. Tablet Mode Settings in Windows 10 13. Using Tablet Mode in Windows 10 14. Text Search in Windows 10 15. Search Using Cortana in Windows 10 16. Universal App Windows in Windows 10 17. App Snapping in Windows 10 18. Resizing a Desktop Window 19. Scrolling a Window 20. Shutting Down Windows 21. Downloading Apps from the Windows Store 22. Sign-in with a PIN or Picture 23. Changing or Removing a PIN or Picture Password File Explorer 1. File Explorer in Windows 10 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 10 14. Managing the Computer and Drives in Windows 10 15. Quick Access in Windows 10 16. OneDrive Folders in File Explorer 17. Zip Folders in File Explorer 18. Unzip Files in File Explorer Windows 10 Settings 1. Windows 10 Settings System Settings 1. Accessing the “System” Settings 2. Changing the Display Settings 3. Notification and Action Settings 4. Managing Apps and Features 5. Multitasking Settings in Windows 10 6. Battery Saver Settings in Windows 10 7. Power and Sleep Settings in Windows 10 8. Manage Storage Space in Windows 10 9. Download and Manage Offline Maps in Windows 10 10. Set the Default Apps in Windows 10 11. View Information About Your Device Devices Settings 1. Accessing the “Devices” Settings 2. Managing Printers and Scanners 3. Managing Other Connected Devices 4. Mouse and Touchpad Settings 5. Typing Settings 6. AutoPlay Settings Network and Internet Settings 1. Accessing the “Network and Internet” Settings 2. Connect to Wi-Fi Networks and Manage Wi-Fi Settings 3. Airplane Mode Settings 4. View Data Usage 5. VPN Settings 6. Dial-up Settings 7. Ethernet Settings 8. Proxy Settings Personalization Settings 1. Accessing the “Personalization” Settings 2. Changing the Background Settings 3. Changing the Color Settings 4. Lock Screen and Screen Saver Settings 5. Theme, Sound, and Desktop Icon Settings 6. Start Settings Accounts Settings 1. Accessing the “Accounts” Settings 2. Managing Your Account Settings 3. Manage

Sign-in Options for Your Device 4. Managing Work Access Account Settings 5. Managing Family and Other Users 6. Managing Sync Settings Time and Language Settings 1. Accessing the “Time and Language” Settings 2. Date and Time Settings 3. Region and Language Settings 4. Speech Settings Ease of Access Settings 1. Accessing the “Ease of Access” Settings 2. Narrator Settings 3. Magnifier Settings 4. High Contrast Settings 5. Closed Captions Settings 6. Keyboard Accessibility Settings 7. Mouse Accessibility Settings 8. Cursor and Other Visual Accessibility Settings Privacy Settings 1. Accessing the “Privacy” Settings 2. General Privacy Settings 3. Location Privacy Settings 4. Camera Privacy Settings 5. Microphone Privacy Settings 6. Speech, Inking, and Typing Privacy 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 Complete classroom training manual for Microsoft Outlook on the Web. 143 pages and 94 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about email, tasks, effective use of the calendar, and much more. Topics Covered: Getting Acquainted with Outlook on the Web 1. Introduction to the Outlook on the Web 2. What is the Outlook on the Web? 3. Starting Outlook on the Web 4. The Outlook on the Web Environment 5. System Requirements for the Outlook on the Web 6. Using the Outlook on the Web (Light) Version 7. Applying a Theme 8. Adding and Managing Add-ins E-Mail 1. Using the Inbox 2. Creating and Addressing Messages 3. Entering and Formatting Messages 4. Checking Message Spelling 5. Saving Message Drafts 6. Sending Attachments from OneDrive 7. Sending Local Attachments 8. Inserting Pictures 9. Sending a Message 10. Receiving E-Mail Messages 11. Opening Messages 12. Printing Messages 13. Downloading Attachments 14. Replying to Messages 15. Forwarding Messages 16. Ignoring a Conversation Thread 17. The Deleted Items Folder 18. Permanently Deleting Items 19. Recovering Deleted Items Managing Items 1. Creating and Managing Categories 2. Categorizing Items 3. Marking Messages as Read or Unread 4. Flagging Items 5. Marking Messages as Junk 6. Pinning Messages 7. Archiving Messages 8. Changing the Display of Messages in the Inbox Pane Mailbox Management 1. Creating and Using Inbox and Sweep Rules 2. Creating a Folder 3. Moving and Copying Messages 4. Managing the Favorites Folder List 5. Filtering and Sorting Messages in the Inbox Pane 6. Setting and Managing Folder 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 This new edition of Mastering Microsoft Office provides a concise, practical guide to the essential features of Microsoft Office. With updated coverage of Office 2000, this book offers guidance on the most useful aspects of Word, Excel, PowerPoint and Access. It also includes a new chapter on Outlook. Step-by-step instructions take the reader through a series of connected tasks which are illustrated with screenshots to aid understanding. Exercises, multiple choice questions and worksheets help to consolidate knowledge, making this book ideal for use on courses, and for self-study in the home or office. Word Tutorials complete guide for beginners The complete book-and-video training package for Office 2010! This Microsoft Office 2010 book-and-video training package-from the same professional training experts who also create many training materials for Microsoft-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This jam-packed training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Shows you how to use Microsoft Office 2010, the new version of the Microsoft Office suite that is available in standard 32-bit and now also a 64-bit version Walks you through 27 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect, one-stop, robust learning package-with book and supplementary video training on all the applications in Office 2010 Additional resources available on companion Web site: www.digitalclassroombooks.com Learn the ins-and-outs of Office 2010 with this all-in-one, value-packed combo! Are you new to Microsoft Office software? Looking for instructions that aren't full of complicated computing terms? Microsoft Office for the Older and Wiser can answer all of your queries with its straightforward advice and easy-to-follow layout on using both Office 2010 and Office 2007. Completely jargon-free and aimed at those wishing to extend their computing knowledge, Microsoft Office for the Older and Wiser will have you producing documents in Word, spreadsheets in Excel, slideshows in PowerPoint, and emails in Windows Live Mail in no time. Learn how to: Type and format a letter Create an address book Produce personalised invitations Publish a newsletter Form a basic holiday budget Create a photo slideshow Keep a digital recipe book Share and develop ideas over the Internet U3A is a self-help, learning cooperative for those no longer in full-time, gainful employment. Members come together to share their love of learning through educational, creative and leisure activities. U3A offer their members a wide choice of 300+ subjects in areas such as art, foreign languages, music, history, life sciences, literature, poetry, gardening, philosophy, crafts, field studies, archaeology, astronomy and computing. Currently there are over 230,000 members and more than 740 local U3A groups in the UK. Visit U3A online at www.u3a.org.uk Prepare your students to transition their Office 2003 skills to the Office 2007 software with Upgrading to Microsoft Office 2007. This is the perfect guide to help your students easily understand the new features and skills within the Office 2007 software. Skills are presented in a highly visual two-page spread approach, combining action steps on the left with large, colorful visuals on the right. With the Upgrading text, your students will easily grasp the new user interface, the common tasks, and the new features of each application within Microsoft Office 2007. A guide to Microsoft Excel provides illustrated, step-by-step instructions for such tasks as creating formulas, performing calculations, sorting and filtering data, and creating charts. Apply Excel and Access effectively

and efficiently to solve real-world business problems in this fifth edition of Problem-Solving Cases in Microsoft Access and Excel. With six individual tutorials that build a practical knowledge of Microsoft Office 2007 Excel and Access capabilities, this book sets the groundwork for applying these spreadsheet and database skills to actual scenarios. These scenarios take the form of eleven all-new case studies, which introduce problems that are likely to face today's business professionals and allow readers to apply the information gleaned from the tutorials to solve them. With updates that include an all new sixth tutorial that covers data analysis techniques and a 30-day trial of Microsoft Office 2007 software, this book affords readers the most up-to-date, practical education in the most commonly used software programs. 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 Using Microsoft Office 2007: Tutorials and Projects supports instruction in the basic use of Microsoft Office 2007 applications (Word, Excel, PowerPoint and Access.) These learning modules are followed by brief projects that allow students to utilize their skills in a business context. This manual is suitable as a stand-alone text or as a robust supplement for an Information Systems course that wants to include projects and tutorials in Microsoft Office 2007 applications. To view sample tutorials and projects from this learning manual, please visit www.wiley.com/college/piercy. This CD of movie tutorials will help you get up to speed quickly on Microsoft Office 2007.

Dynamic and engaging author Corinne Hoisington presents highlights of the new features of Word, Excel, Access, and PowerPoint plus a bonus movie tutorial on Windows Vista. Complete classroom training manual for Microsoft Publisher 2019. 296 pages and 189 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

With the New Perspectives' critical-thinking, problem-solving approach, students will gain a comprehensive understanding of Microsoft Office 2010 and will learn how to take advantage of the flexibility it offers. Case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With New Perspectives, students understand why they're learning what they're learning and are better situated to retain skills beyond the classroom. Apply Access and Excel effectively and efficiently to solve real-world business problems in this sixth edition of Problem-Solving Cases in Microsoft Access and Excel. With six individual tutorials that build a practical knowledge of Microsoft Office 2007 Access and Excel capabilities, this book sets the groundwork for applying these spreadsheet and database skills to actual scenarios. These scenarios take the form of 12 all new case studies, which introduce problems that are likely to face today's business professionals and allow readers to apply the information gleaned from the tutorials to solve them. With updates that include an all new sixth tutorial that covers data analysis techniques, a second integration case, and a 60-day trial of Microsoft Office 2007 software, this book affords readers the most up-to-date, practical education in the most commonly used software programs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar (or "ribbon"), and added other features such as "live preview" that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus. Adapting to the new format is going to be a shock -- especially if you're a longtime user. That's where Office 2007: The Missing Manual comes in. Rather than present a lot of arcane detail, this quick & friendly primer teaches you how to work with the most-used Office features, with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases with: Clear explanations Step-by-step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a

shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box. Get comfortable with the newest way to use Microsoft Office 2010. Don't just read about it: See it, hear it, with step-by-step video tutorials and valuable audio sidebars delivered through the free Web Edition that comes with every USING book. For the price of the book you get online access anywhere with a web connection—no books to carry, updated content, and the benefit of video and audio learning. Way more than just a book, this is all the help you'll ever need...where you want, when you want! Learn fast, learn easy, using web, video, and audio Show Me video walks through tasks you've just got to see—including bonus advanced techniques Tell Me More audio delivers practical insights straight from the experts UNLOCK THE FREE WEB EDITION—To register your USING book, visit quepublishing.com/using. 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