



Project 2016 Creating A Basic Project

Need to know more basic things, like opening and closing files, saving, or how to undo a mistake? See our [Office 2016 Essentials](#) guide.

Setting the Project Start Date


Most plans should be scheduled from a fixed project start date to use ASAP scheduling and permit the calculation of slack time.

1. Choose **PROJECT**, then **PROJECT INFORMATION** .
2. Ensure the **SCHEDULE FROM** option is set to **PROJECT START DATE**.
3. Enter the **START DATE** and, if necessary, time. [Click]  to select a date.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **STATUS DATE**. [Click] **OK**.

The Status Date is used for various reports, such as Progress and Earned Value reports. You may also change it in the **PROJECT** tab in the Status group. If not set, **CURRENT** date is used.










Describing a Project

Provide additional project information to enhance reports.

1. Choose **FILE**, **INFO**.
2. From the **PROJECT INFORMATION** menu on the right, choose **ADVANCED PROPERTIES**.
3. [Click] the **SUMMARY** tab.
4. Enter a description in the **TITLE** field and, if necessary, further descriptive information in the **SUBJECT** field.
5. Enter name of the project manager in the **AUTHOR** field.
6. Enter your **COMPANY** and **MANAGER** names.
7. Enter a description, including project definition, deliverables and special constraints in the **COMMENTS** field. Press <Enter> to start a new line. [Click] **OK**.
8. [Click] .

Switching to a Different View

Choose **VIEW**, then one of the **TASK VIEWS** or **RESOURCE VIEWS**. To see:


- tasks on a time-scale with associated resources, choose **GANTT CHART** .
- task dependencies or precedence, choose  **Network Diagram**.
- staff, costs, who is overloaded, choose  **Resource Sheet**.
- a month-at-a-glance view with tasks as horizontal bars, choose  **Calendar**.
- who is working on each task and when, choose **TASK USAGE** .
- what a resource is working on and when, choose  **Resource Usage**.
- a histogram of a resource's workload, [Click]  **Other Views** and choose **RESOURCE GRAPH**.
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click]  **Gantt**, **GANTT CHART** or **TRACKING GANTT CHART** .

Switching to an Unlisted View

1. Choose **VIEW**, then the drop-down arrow  from any of the view buttons described above, and choose **MORE VIEWS**.
2. Select the view and [Click] **APPLY**.

Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Choose **VIEW**, then **GANTT CHART** .
2. Move to or [Click] a blank cell in the **TASK NAME** column.
3. Type a brief description of the task.
4. Press <Enter> or <F2>; press <Esc> to discard an entry. Press <Tab> to stay in same row. <Enter> is configured to move down one row.


For quick task entry during brainstorming sessions, just enter task names and press <Enter> to move to next row. Duration values may be changed later.

Inserting a Task

1. Select a row. Or for multiple tasks, select that many rows.

2. Choose **TASK**, then **TASK** . Or, press <Insert>.

Entering or Changing a Task Duration
Estimate the effort required to complete the task at the preferred level of quality. If using effort-driven scheduling, consider this time as if only one person is available.

1. Select the **DURATION** field for a task.
2. Enter a value or [Click]  to increase or decrease the value. Or, to create a milestone, enter a duration of zero. Or, if the duration cannot be estimated initially, enter explanatory text such as "tbd" or "unknown" (does not work when using automatic scheduling).
 - To enter an elapsed duration use the letter "e" (e.g., 1ed for 1 elapsed day).
 - Enter the appropriate unit code (m for months, w for weeks, d for days (assumed), h for hours and m for minutes).
 - To enter an estimated duration add T (e.g., 2wT).
3. Press <Enter>.

Indenting or Demoting Tasks

You can group similar tasks together and have them summarized under a general description by indenting (or demoting) them. This helps you grapple with details in a large project, establishing an outline or a hierarchy; it helps you print both detailed and brief reports.

1. Select the tasks to indent or demote.
2. Choose **TASK**, then [Click]  or press <Alt-Shift->>.

"Outdenting" or Promoting Tasks

1. Select the tasks to "outdent" or promote.
2. Choose **TASK**, then [Click]  or press <Alt-Shift-<<.

Hiding Tasks Under a Summary

[Click] the black triangle to the left of the summary task name  or press <Alt-Shift-Hyph>.

Displaying Tasks in a Summary



[Click] the white triangle to the left of the summary task name  or press <Alt-Shift->>.

Displaying All Subtasks


Choose **VIEW**, then [Click] **OUTLINE SUBTASKS** or press <Alt-Shift-*>.

Updating Multiple Rows Quickly

Blue shading shows the result or impact of a change.

1. Select task or resource rows.
2. Choose **TASK**, then **INFORMATION**  or choose **RESOURCE**, then **INFORMATION** . Or, [Double Click] a row or press <Shift-F2>.
3. [Click] tabs, and make changes. [Click] **OK**.

Clearing or Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose **TASK**, then  **Clear**, then **ENTIRE ROW**. Or, to remove the row(s), [Click] row number(s) to select the rows, then press <Delete>.

Zooming in a View

Zooming in a timeline or time-based view affects printed output whereas zooming the Network Diagram does not.

- Use the zoom slider on the status bar .
- Choose **VIEW**, then the **Zoom** menu .
- Press <Ctrl-Z> or <Ctrl-T>.

Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows by the row number, up or down until the horizontal insertion bar is in the correct location. To copy, press and hold <Ctrl> while [dragging].

Copying Data to Adjacent Cells

This is most useful in the **RESOURCE SHEET** view.

1. Select the top or left cell that contains data to be copied. Cells below or to right will receive the data.
2. [Drag] the Fill Handle down or right. .

Using Automatic Scheduling

If you want task dependencies, resource commitment, and the project calendar to automatically adjust task dates, disable the **Tasks Manually Scheduled** feature:

Before entering tasks, or to set the default:

[Click]  **Task Tools** > **Manually Scheduled** in the Status Bar at the bottom, and choose **AUTO SCHEDULED**.

Or, choose **TASK**, **MODE**  then **AUTO SCHEDULE** or **MANUALLY SCHEDULE**.

For existing tasks: Select task(s).

Then choose **TASK**, **AUTO SCHEDULE** .

Sequencing Tasks Quickly


Project can compute the start and finish date of each task if you associate them with one another (link them). Every task should be linked.

1. Select the tasks to sequence.
2. Choose **TASK**, then , or press <Ctrl-F2>.

Unlinking Tasks



1. Select the tasks to unlink.
2. Choose **TASK**, then , or press <Ctrl-Shift-F2>.

Changing Gantt Chart Appearance

- To show/hide the critical path, check/uncheck **CRITICAL TASKS**.
- To show/hide slack time, check/uncheck **SLACK**.
- To show/hide dependency lines, choose **LAYOUT**  adjust the **LINKS** setting. [Click] **OK**.

Viewing the Task Path


Highlight the task path for the currently selected task. This clearly shows how the current task may be affected by preceding work, should there be delays. Or what it impacts, should it be delayed. You may limit this to immediate predecessors or successors.

1. Choose **VIEW**, then **GANTT CHART** .
2. Select the task.
3. Choose **GANTT CHART TOOLS, FORMAT**, then **TASK PATH** .
4. Select a **HIGHLIGHT** option. For example, to see the tasks that must be completed for the current task, choose **PREDECESSORS**. The **DRIVING** or **DRIVEN** choices emphasize the critical path. To not emphasize any predecessors or successors, [Click] **REMOVE HIGHLIGHTING**.

Shortcuts

To do this...	Press this...
Remove all filters	F3

Working in the Gantt Chart

Show beginning of project	Alt-Home
Show end of project	Alt-End
Scroll in the timescale	Alt-← or Alt-→
Go to start of selected task	Shift-Ctrl-F5, or choose TASK, SCROLL TO TASK 
Go to first or last row of sheet	Ctrl-↑ or Ctrl-↓
Go to left-rightmost column Home or End	

Selecting Rows

Non-adjacent rows	[Click] the first row or cell, press <Ctrl> and [Click] additional rows.
All rows	[Click] on a column heading, e.g., TASK NAME .

Ms Project 2guide

M Walker



Ms Project 2guide:

Microsoft Project Resource Guide Techrepublic Staff,1995 Collection of tips and techniques from IT project experts at TechRepublic to help make the most of Microsoft's project management application Features and functionality of Microsoft Project getting started beyond the basics Tools and templates are on the accompanying CD ROM **The Complete Idiot's Guide to Project Management with Microsoft Project 2003** Ron Black,2005-01-04 The Complete Idiot's Guide to Project Management with Microsoft Project 2003 provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries **The Complete Planning Guide for Microsoft Project** Thomas C. Belanger,1996 Walking readers through the process and the product together this book presents technical information in a real world project environment It includes a CD ROM with 15 sample projects on new projects on new product development facility moves buying a new home and much more Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition Paul E. Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK® Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK® Guide environment and discover how to gain the most from the software **Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition** Paul E. Harris,2007 Aimed at Project Management Professionals who understand the PMBOK registered Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered environment this user guide and training manual helps them discover how to gain the most from the software **Microsoft Project 2007: The Missing Manual** Bonnie Biafore,2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and

learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it

Microsoft Office Uncovered: A Beginner's Guide to Mastering Productivity

Pasquale De Marco, 2025-04-16 Immerse yourself in the world of Microsoft Office productivity with this comprehensive guide Microsoft Office Uncovered A Beginner's Guide to Mastering Productivity Designed for beginners and intermediate users alike this book provides a step by step approach to unlocking the full potential of Microsoft Office applications Embark on a journey through the fundamentals of Microsoft Office starting with an introduction to the user interface and essential navigation tips Discover how to customize your workspace for optimal efficiency and learn the basics of file management collaboration and sharing Delve into the intricacies of Word processing with Microsoft Word mastering the art of creating editing and formatting documents Explore advanced features like styles images tables and collaboration tools to elevate your writing and communication skills Unleash the power of spreadsheets with Microsoft Excel transforming raw data into actionable insights Learn how to build and format worksheets enter and edit data and utilize formulas and functions to perform complex calculations Create compelling charts and graphs to visualize data and uncover hidden trends Take your presentations to the next level with Microsoft PowerPoint crafting visually stunning slides that engage and captivate your audience Discover techniques for designing effective slides incorporating multimedia elements and delivering dynamic presentations with confidence Enhance your communication and collaboration with Microsoft Outlook the cornerstone of professional email management Set up and manage email accounts compose and send emails with ease and organize your inbox efficiently Utilize advanced features like scheduling appointments managing contacts and leveraging collaboration tools to streamline your workflow Unlock the power of data management with Microsoft Access a robust tool for creating and maintaining databases Learn how to create and modify tables enter and edit data and establish relationships between data elements Explore queries reports and forms to extract meaningful insights from your data Maximize productivity and streamline your workflow with Microsoft OneNote the ultimate digital note taking and organization tool Discover how to create and manage notebooks capture ideas and information and collaborate with others seamlessly Utilize advanced features like tagging linking and embedding to enhance your note taking experience Effectively manage projects of any size with Microsoft Project a comprehensive project management tool Learn how to plan and schedule projects assign tasks and resources track progress and milestones and mitigate risks and issues Generate comprehensive project reports to keep stakeholders informed and ensure project success Harness the power of data visualization with Microsoft Power BI transforming raw data into interactive and visually appealing reports Connect to various data sources create stunning visuals and charts and apply filters and slicers to explore data from different perspectives Collaborate with colleagues and share

insights to drive informed decision making Master the art of seamless collaboration with Microsoft Teams the ultimate platform for connecting and communicating with your team Set up and manage teams communicate and chat with colleagues in real time schedule and attend virtual meetings and share files and collaborate on projects effortlessly Utilize advanced collaboration features like document co authoring task management and video conferencing to enhance team productivity and achieve shared goals With Microsoft Office Uncovered A Beginner s Guide to Mastering Productivity you ll gain the skills and knowledge to harness the full power of Microsoft Office and transform your productivity to new heights Embrace the digital world with confidence unlock your potential and achieve remarkable results If you like this book write a review on google books

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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 Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What s New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide 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 Microsoft Word 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp ,2020-10-27 Complete classroom training manuals for Microsoft Word 2019 for Lawyers 396 pages and 223 individual topics 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 *Project 2003 Personal Trainer* CustomGuide Inc,2005 Now included with Microsoft Office Project 2003 is the world s leading project management tool With extensive help resources and printing assistance Project 2003 enables users to organize and track tasks and resources efficiently to keep projects on time and within budget If you want to realize the immense potential of Microsoft Project 2003 and harness the many features and functionality of this powerful tool you need Project 2003 Personal Trainer It includes everything you want to know about Project 2003 and then plenty more It s the most complete and engaging tutorial available for Microsoft Project As part of O Reilly s new Personal Trainer Series this book is based on content from CustomGuide www.customguide.com a leading provider of computer training materials that fly in the face of traditional dry course materials that bore users to tears CustomGuide is dedicated to delivering courseware quick references software bulletins and e learning courses that are fun flexible and easy to use And this book is no exception to their rule Project 2003 Personal Trainer lets you whatever your technical expertise or lack thereof learn exactly what you need to know at your own pace Unlike many consumer software tutorials that dumb down and dull up the material or make it exceptionally technical and confusing this book is written in a style that you ll find entertaining easy to follow and most of all clear and informative Beginning with the fundamentals of planning and managing a project with Microsoft Project 2003 the book then includes sections on working with the task list managing costs timelines and available resources using the project database viewing and updating a project tracking progress creating reports handling multiple projects The fully illustrated Project 2003 Personal Trainer features dozens of time saving task oriented lessons includes detailed diagrams and comes with a fully interactive CD tutorial to guide your learning everything you need to become a Project pro *No Stress Tech Guide to Microsoft Works 8 And 8. 5* Indera Murphy,2006-06 A self paced visual guide to learning Crystal Reports this workbook for beginners has easy to understand step by step instructions and screen shots to show users how to complete the design technique *Microsoft Teams 2020 Training Manual Classroom in a Book* TeachUcomp ,2020-10-19 Complete classroom training manual for Microsoft Teams 2020 101 pages and 51 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage teams channels and users setup and attend meetings make calls create live events and much more Topics Covered Getting Acquainted with Teams 1 The Teams Environment 2 Viewing and Managing the Activity Feed 3 Customizing Settings 4 Setting Your Status and Creating Status Messages Setting Up Teams and Channels 1 Overview of Teams and Channels 2 Creating Teams and Adding Members 3 Ordering Editing Hiding and Deleting Teams 4 Managing Teams and Members 5 Creating Channels 6 Renaming Deleting Hiding Showing and Pinning

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

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