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Microsoft Word 2010 User Manual

Bonnie Biafore



Microsoft Word 2010 User Manual:

Beginning Microsoft Word 2010 Ty Anderson, Guy Hart-Davis, 2010-12-28 Beginning Microsoft Word 2010 is a visually stimulating introductory guide that teaches the complete Word newbie as well as slightly experienced yet equally baffled users what they need to know to write that thesis or proposal tonight From the absolute basics like installing the software and creating documents to more advanced features like adding images and working with themes this book is your one stop source for using Word 2010 effectively This books shows you what s new in Word 2010 including advanced features for collaboration on documents and updates to the user interface while also providing a solid grounding in overall word processing skills Using step by step instructions as well as visual aids and screenshots Beginning Microsoft Word 2010 will guide you from a no nothing newbie to a proficient and knowledgeable Word user *Microsoft Project 2010: The Missing Manual* Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs **Office and SharePoint 2010 User's Guide** Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment **Microsoft Word 2010 Inside Out** Katherine Murray, 2010-10-08 You re beyond the basics with Word so dive right in and really put your documents to work This

supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts tackle Word 2010 and challenge yourself to new levels of mastery Master the tools to expertly organize edit and present your content Craft professional looking documents with Themes Quick Style Sets and Building Blocks Add visual impact with SmartArt diagrams charts pictures and drawings Organize and clarify content with effective tables and charts Use cross references tables of contents and indexes in your complex documents Produce Web sites and publish blogs directly from Word Coauthor and collaborate on documents in real time and help keep them secure Customize documents with macros content controls and other automation features Your book online Get your fully searchable online edition with unlimited access on the Web

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Record If Mail Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail Merge Rules in Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing by Email 4 Presenting Online 5 Posting to a Blog 6 Saving as a PDF or XPS File 7 Saving as a Different File Type Creating a Table of Contents 1 Creating a Table of Contents 2 Customizing a Table of Contents 3 Updating a Table of Contents 4 Deleting a Table of Contents Creating an Index 1 Creating an Index 2 Customizing an Index 3 Updating an Index Citations and Bibliography 1 Select a Citation Style 2 Insert a Citation 3 Insert a Citation Placeholder 4 Inserting Citations Using the Researcher Pane 5 Managing Sources 6 Editing Sources 7 Creating a Bibliography Captions 1 Inserting Captions 2 Inserting a Table of Figures 3 Inserting a Cross Reference 4 Updating a Table of Figures Creating Forms 1 Displaying the Developer Tab 2 Creating a Form 3 Inserting Controls 4 Repeating Section Content Control 5 Adding Instructional Text 6 Protecting a Form Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 Assigning Macros Word Options 1 Setting Word Options 2 Setting Document Properties 3 Checking Accessibility Document Security 1 Applying Password Protection to a Document 2 Removing Password Protection from a Document 3 Restrict Editing within a Document 4 Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature 3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6 Using the Document Inspector Citations and Authorities 1 Marking Citations 2 Creating a Table of Authorities 3 Updating a Table of Authorities 4 Inserting Footnotes and Endnotes Legal Documents and Printing 1 Printing on Legal Paper 2 Using Legal Templates in Word 3 WordPerfect to Word Migration Issues

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web summary in this chapter we talked about anns deep learning and the elements of a deep learning model we then installed tensorflow and learned about the core concepts that we use in tensorflow in the next chapter we will perform predictive analytics with tensorflow and deep learning

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web we discussed the importance of predictive analytics in the modern enterprise and went through some industry use cases to appreciate the real world implications of its implementation we then went slightly deep into the statistics and mathematics behind different predictive analytics algorithms

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web decision tree example import the library required for this example create the decision tree regression model from
sklearn import tree dtree tree decisiontreeregressor min samples split 20 dtree fit x train y train print accuracy dtree predict
use shap explainer to interpret values in the test set ex shap treeexplainer dtree

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web summary in this chapter we talked about feature selection methods how to distinguish between useful features and
features that are not likely to be helpful in prediction we talked about dimensionality reduction and we learned how to
perform pca in scikit learn