

Concepto PowerPoint:

Power Point o PowerPoint es el nombre de uno de los programas más populares creados por Microsoft. Se trata de un software que permite realizar presentaciones a través de diapositivas. El programa contempla la posibilidad de utilizar texto, imágenes, música y animaciones.



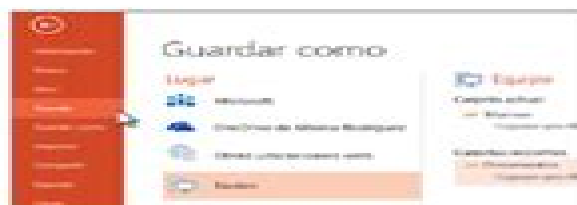
Insertar una diapositiva nueva

1. En la pestaña Inicio/Diapositivas/Nueva diapositiva
2. En el panel de miniaturas de diapositivas de la parte izquierda, haga clic en la diapositiva detrás de la cual desea insertar la nueva diapositiva.
3. En la pestaña Inicio, haga clic en la flecha situada bajo Nueva diapositiva.
4. En la galería de diseños, haga clic en el diseño que desee para la nueva diapositiva.
5. Se inserta una nueva diapositiva y puede hacer clic dentro de un marcador de posición para empezar a agregar contenido.



Guardar la presentación

1. En la pestaña Archivo, elija Guardar.
2. Elija una carpeta o desplácese hasta ella.
3. En el cuadro Nombre de archivo, escriba un nombre para la presentación y después elija Guardar.



Manual Microsoft Powerpoint 2010

Andrei Besedin



Manual Microsoft Powerpoint 2010:

Microsoft PowerPoint 2010 Courseware Kimberly McKay, 2011-08-29 Welcome to Velsoft s courseware for Microsoft Office PowerPoint 2010 Microsoft s powerful and easy to use presentation program This new version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible This Foundation level is intended to help all novice computers get up to speed quickly This manual will also help more experienced users who have little to no experience with PowerPoint 2007 and the ribbon interface **Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Beezix Software Services, 2010-06-10 **Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book** TeachUcomp , 2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 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 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 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint 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 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in

a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word **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 PowerPoint 2010 EZ-Ref Courseware,2010-12-01 B W Student reference manual designed for instructor led
 computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft PowerPoint 2010 To
 download the exercise files that accompany this title please visit http://www.ezref.com/exercise_files For information regarding
 unlimited printing with the ability to customize our courseware please visit our website www.ezref.com Topics covered in
 Microsoft PowerPoint 2010 One Day 6 8 hours PowerPoint Basics Screen Menus Opening a Presentation Using Help Running
 a Slide Show Changing Views Spell Checking your Presentation Working with Objects Moving Copying Resizing Deleting
 Customizing Objects Entering Editing Text Creating a New Presentation Using the Outliner Adding Headers and Footers
 Working with Text Charts Find Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists
 Drawing Objects Using the Ruler to Set Tabs Indents Adding Tables Inserting ClipArt Creating WordArt SmartArt Creating
 and Customizing Charts Creating Slide Shows Adding Animation Transition Effects Document Recovery Editing Master Slides
 Creating Custom Backgrounds Using Creating Templates Adding Hyperlinks Microsoft Manual of Style Microsoft
 Corporation,2012-01-15 Maximize the impact and precision of your message Now in its fourth edition the Microsoft Manual
 of Style provides essential guidance to content creators journalists technical writers editors and everyone else who writes
 about computer technology Direct from the Editorial Style Board at Microsoft you get a comprehensive glossary of both
 general technology terms and those specific to Microsoft clear concise usage and style guidelines with helpful examples and
 alternatives guidance on grammar tone and voice and best practices for writing content for the web optimizing for
 accessibility and communicating to a worldwide audience Fully updated and optimized for ease of use the Microsoft Manual
 of Style is designed to help you communicate clearly consistently and accurately about technical topics across a range of
 audiences and media **Microsoft Excel 2019 Training Manual Classroom in a Book** TeachUcomp ,2019-08-01
 Complete classroom training manual for Microsoft Excel 2019 453 pages and 212 individual topics Includes practice
 exercises and keyboard shortcuts You will learn how to create spreadsheets and advanced formulas format and manipulate
 spreadsheet layout sharing and auditing workbooks create charts maps macros and much more Topics Covered Getting
 Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage
 View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status
 Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts File Management 1
 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks
 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and
 Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen
 View 14 Working With Excel File Formats 15 AutoSave Online Workbooks Data Entry 1 Selecting Cells 2 Entering Text into

Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate 9 Function Compatibility Copying Pasting Formulas 1 Relative References and Absolute References 2 Cutting Copying and Pasting Data 3 AutoFilling Cells 4 The Undo Button 5 The Redo Button Columns Rows 1 Selecting Columns Rows 2 Adjusting Column Width and Row Height 3 Hiding and Unhiding Columns and Rows 4 Inserting and Deleting Columns and Rows Formatting Worksheets 1 Formatting Cells 2 The Format Cells Dialog Box 3 Clearing All Formatting from Cells 4 Copying All Formatting from Cells to Another Area Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple Worksheets 3 Navigating Worksheets 4 Renaming Worksheets 5 Coloring Worksheet Tabs 6 Copying or Moving Worksheets Setting Worksheet Layout 1 Using Page Break Preview 2 Using the Page Layout View 3 Opening The Page Setup Dialog Box 4 Page Settings 5 Setting Margins 6 Creating Headers and Footers 7 Sheet Settings Printing Spreadsheets 1 Previewing and Printing Worksheets Helping Yourself 1 Using Excel Help 2 The Tell Me Bar 3 Smart Lookup Creating 3D Formulas 1 Creating 3D Formulas 2 3D Formula Syntax 3 Creating 3D Range References Named Ranges 1 Naming Ranges 2 Creating Names from Headings 3 Moving to a Named Range 4 Using Named Ranges in Formulas 5 Naming 3D Ranges 6 Deleting Named Ranges Conditional Formatting and Cell Styles 1 Conditional Formatting 2 Finding Cells with Conditional Formatting 3 Clearing Conditional Formatting 4 Using Table and Cell Styles Paste Special 1 Using Paste Special 2 Pasting Links Sharing Workbooks 1 About Co authoring and Sharing Workbooks 2 Co authoring Workbooks 3 Adding Shared Workbook Buttons in Excel 4 Traditional Workbook Sharing 5 Highlighting Changes 6 Reviewing Changes 7 Using Comments and Notes 8 Compare and Merge Workbooks Auditing Worksheets 1 Auditing Worksheets 2 Tracing Precedent and Dependent Cells 3 Tracing Errors 4 Error Checking 5 Using the Watch Window 6 Cell Validation Outlining Worksheets 1 Using Outlines 2 Applying and Removing Outlines 3 Applying Subtotals Consolidating Worksheets 1 Consolidating Data Tables 1 Creating a Table 2 Adding an Editing Records 3 Inserting Records and Fields 4 Deleting Records and Fields Sorting Data 1 Sorting Data 2 Custom Sort Orders Filtering Data 1 Using AutoFilters 2 Using the Top 10 AutoFilter 3 Using a Custom AutoFilter 4 Creating Advanced Filters 5 Applying Multiple Criteria 6 Using Complex Criteria 7 Copying Filter Results to a New Location 8 Using Database Functions Using What If Analysis 1 Using Data Tables 2 Using Scenario Manager 3 Using Goal Seek 4 Forecast Sheets Table Related Functions 1 The Hlookup and Vlookup Functions 2 Using the IF AND and OR Functions 3 The IFS Function Sparklines 1 Inserting and Deleting Sparklines 2 Modifying Sparklines Creating Charts In Excel 1 Creating Charts 2 Selecting Charts and Chart Elements 3 Adding Chart Elements 4 Moving and Resizing Charts 5 Changing the Chart Type 6 Changing the Data Range 7 Switching Column and Row Data 8 Choosing a Chart Layout 9 Choosing a Chart Style 10 Changing Color Schemes 11 Printing Charts 12 Deleting Charts Formatting Charts in Excel 1 Formatting Chart Objects 2 Inserting Objects into a

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Microsoft Outlook 2019 Training Manual Classroom in a Book TeachUcomp ,2020-10-26 Complete classroom training manual for Microsoft Outlook 2019 177 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more Topics Covered CHAPTER 1 GETTING ACQUAINTED WITH OUTLOOK 1 1 The Outlook Environment 1 2 The Title Bar 1 3 The Ribbon 1 4 The Quick Access Toolbar 1 5 Touch Mode 1 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar CHAPTER 2 MAKING CONTACTS 2 1 The Contacts Folder 2 2 Customizing the Contacts Folder View 2 3 Creating Contacts 2 4 Basic Contact Management 2 5 Printing Contacts 2 6 Creating Contact Groups 2 7 Categorizing Contacts 2 8 Searching for Contacts 2 9 Calling Contacts 2 10 Mapping a Contact s Address CHAPTER 3 EMAIL 3 1 Using the Inbox 3 2 Changing the Inbox View 3 3 Message Flags 3 4 Searching for Messages 3 5 Creating Addressing and Sending Messages 3 6 Checking Message Spelling 3 7 Setting Message Options 3 8 Formatting Messages 3 9 Using Signatures 3 10 Replying to Messages 3 11 Forwarding Messages 3 12 Sending Attachments 3 13 Opening Attachments 3 14 Ignoring Conversations CHAPTER 4 THE SENT ITEMS FOLDER 4 1 The Sent Items Folder 4 2 Resending Messages 4 3 Recalling Messages CHAPTER 5 THE OUTBOX FOLDER 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the

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Microsoft OneNote 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manual for Microsoft OneNote 2019 122 pages and 67 individual topics Includes practice exercises and keyboard shortcuts You will learn note creation formatting working with Microsoft Outlook using tables sharing and collaboration formatting pages and much more Topics Covered Getting Acquainted with OneNote 1 The OneNote Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 The Scroll Bars 7 The Mini Toolbar Getting Started 1 Opening Saving and Closing Notebooks 2 Creating New Notebooks 3 Creating Moving and Deleting Sections and Pages 4 Creating Moving and Deleting Subpages Notes 1 Creating a Basic Note 2 Quick Notes 3 Copying and Pasting Content 4 Screen Clippings 5 Adding Pictures 6 Adding Audio Video Files 7 Inserting Online Video 8 Recording Audio Video Files 9 Adding Other Types of Files 10 Embedding an Excel Spreadsheet 11 Adding Mathematical Equations 12 Quick Filing Sending Information to OneNote Formatting Notes 1 Basic Text Formatting 2 Bullets and Numbering 3 Checking Spelling 4 Setting Default Proofing Options Working with Microsoft Outlook 1 Inserting Outlook Meetings 2 Sending Notebook Pages via Microsoft Outlook 3 Working with Microsoft Outlook Tasks Tables 1 Creating a

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 1 Pen Mode 2 Formatting Written Notes Drawings 3 Adding and Removing Note Space 4 Converting Handwriting to Type
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 Notebook 4 Wiki Linking 5 Tagging Notes 6 Working with Sections 7 Section Groups Stationery and Templates 1 Applying
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 Margins 2 Formatting Page Backgrounds 3 Adding a Background Graphic Printing 1 Previewing and Printing Sharing
 Notebooks Collaborating 1 Saving and Exporting Notebooks to Share 2 Creating a Shared Notebook and Inviting Others to
 Share 3 Sharing Notes in an Outlook Meeting Invitation 4 Synching Notebooks 5 Sending Pages in Various Formats 6 Author
 Indicators 7 Finding Newly Added Content with Highlighting 8 Page Versions 9 The Notebook Recycle Bin Researching with
 OneNote 1 Linked Notes 2 The Research Pane 3 Translating Text with the Mini Translator Changing OneNote Options 1
 Customizing the Quick Access Toolbar and Ribbon 2 Changing OneNote Options Helping Yourself 1 Using OneNote Help

Microsoft Publisher 2019 Training Manual Classroom in a Book TeachUcomp ,2020-08-01 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
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 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
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 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 **Microsoft**

Word 2019 Training Manual Classroom in a Book TeachUcomp ,2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Quick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen View CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5 1 The Spelling and Grammar Tool 5 2 Setting Default Proofing Options 5 3 Using the Thesaurus 5 4 Finding the Word Count 5 5 Translating Documents 5 6 Read Aloud in Word CHAPTER 6 FONT Formatting 6 1 Formatting Fonts 6 2 The Font Dialog Box 6 3 The Format Painter 6 4 Applying Styles to Text 6 5 Removing Styles from Text CHAPTER 7 Formatting Paragraphs 7 1 Aligning Paragraphs 7 2 Indenting Paragraphs 7 3 Line Spacing and Paragraph Spacing CHAPTER 8 Document Layout 8 1 About Documents and Sections 8 2 Setting Page and Section Breaks 8 3 Creating Columns in a Document 8 4 Creating Column Breaks 8 5 Using Headers and Footers 8 6 The Page Setup Dialog Box 8 7 Setting Margins 8 8 Paper Settings 8 9 Layout Settings 8 10 Adding Line Numbers 8 11 Hyphenation Settings CHAPTER 9 Using Templates 9 1 Using Templates 9 2 Creating Personal Templates CHAPTER 10 Printing Documents 10 1 Previewing and Printing Documents CHAPTER 11 Helping Yourself 11 1 The Tell Me Bar and Microsoft Search 11 2 Using Word Help 11 3 Smart Lookup CHAPTER 12 Working with Tabs 12 1 Using Tab Stops 12 2 Using the Tabs Dialog Box CHAPTER 13 Pictures and Media 13 1 Inserting Online Pictures 13 2 Inserting Your Own Pictures 13 3 Using Picture Tools 13 4 Using the Format Picture Task Pane 13 5 Fill Line Settings 13 6 Effects Settings 13 7 Alt Text 13 8 Picture Settings 13 9 Inserting Screenshots 13 10 Inserting Screen Clippings 13 11 Inserting Online Video 13 12 Inserting Icons 13 13 Inserting 3D Models 13 14 Formatting 3D Models CHAPTER 14 DRAWING OBJECTS 14 1 Inserting Shapes 14 2 Inserting WordArt 14 3 Inserting Text Boxes 14 4 Formatting Shapes 14 5 The Format Shape Task Pane 14 6 Inserting SmartArt 14 7 Design and Format SmartArt 14 8 Inserting Charts CHAPTER 15 USING BUILDING BLOCKS 15 1 Creating Building Blocks 15 2 Using Building Blocks CHAPTER 16 Styles 16 1

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 Document 33 3 Restrict Editing within a Document 33 4 Removing Editing Restrictions from a Document *Microsoft Office*
PowerPoint 2010 ,2010 Microsoft Access 2019 and 365 Training Manual Classroom in a Book TeachUcomp,2021-08-11
 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics
 Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using
 fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and
 navigation forms 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
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 Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6
 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR
 Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a
 Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1
 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7
 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form
 Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the
 Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections in Design View
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