

TRAINING MANUAL TEMPLATE

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Sample Group Training Pty Ltd
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(PO Box 222)
SAMPLE TOWN NSW 0001

Ph: 0111 1111
Fax: 0222 2222

Email: name@samplegt.nsw.au
Company website:
www.samplegrouptraining.com.au



Microsoft Office Training Manual Template

Tao Wei



Microsoft Office Training Manual Template:

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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 Chart 3 Formatting Axes 4 Formatting Axis Titles 5 Formatting a Chart Title 6 Formatting Data Labels 7 Formatting a Data Table 8 Formatting Error Bars 9 Formatting Gridlines 10 Formatting a Legend 11 Formatting Drop and High Low Lines 12 Formatting Trendlines 13 Formatting Up Down Bars 14 Formatting the Chart and Plot Areas 15 Naming Charts 16 Applying Shape Styles 17 Applying WordArt Styles 18 Saving Custom Chart Templates Data Models 1 Creating a Data Model from External Relational Data 2 Creating a Data Model from Excel Tables 3 Enabling Legacy Data Connections 4 Relating Tables in a Data Model 5 Managing a Data Model PivotTables and PivotCharts 1 Creating Recommended PivotTables 2 Manually Creating a PivotTable 3 Creating a PivotChart 4 Manipulating a PivotTable or PivotChart 5 Changing Calculated Value Fields 6 Formatting PivotTables 7 Formatting PivotCharts 8 Setting PivotTable Options 9 Sorting and Filtering Using Field Headers PowerPivot 1 Starting PowerPivot 2 Managing the Data Model 3 Calculated Columns and Fields 4 Measures 5 Creating KPIs 6 Creating and Managing Perspectives 7 PowerPivot PivotTables and PivotCharts 3D Maps 1 Enabling 3D Maps 2 Creating a New 3D Maps Tour 3 Editing a 3D Maps Tour 4 Managing Layers in a 3D Maps Tour 5 Filtering Layers 6 Setting Layer Options 7 Managing Scenes 8 Custom 3D Maps 9 Custom Regions 10 World Map Options 11 Inserting 3D Map Objects 12 Previewing a Scene 13 Playing a 3D Maps Tour 14 Creating a Video of a 3D Maps Tour 15 3D Maps Options Slicers and Timelines 1 Inserting and Deleting Slicers 2 Modifying Slicers 3 Inserting and Deleting Timelines 4 Modifying Timelines Security Features 1 Unlocking Cells 2 Worksheet Protection 3 Workbook Protection 4 Password Protecting Excel Files Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 The Personal Macro Workbook Using Online Templates 1 Downloading Online Templates 2 Saving a Template 3 Creating New Workbooks from Saved Templates Legal Templates 1 Chapter Overview 2 Using the Law Firm Financial Analysis Worksheet 3 Using the Law Firm Project Tracker 4

Using the Law Firm Project Plan Legal Business Functions 1 The Pv Function 2 The Fv Function 3 The IRR and XIRR Functions Simple IOLTA Management 1 IOLTA Basics 2 Using Excel for Simple IOLTA Management 3 Using the Simple IOLTA Template 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

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Complete classroom training manual for Word for Microsoft 365 Includes 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 Mode 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 Microsoft Search in Word 11 2 Using Word Help 11 3 Smart Lookup

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Microsoft Outlook for Lawyers Training Manual Classroom in a Book TeachUcomp ,2020-10-27 Complete classroom training manuals for Microsoft Outlook 2019 for Lawyers 211 pages and 120 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively manage legal contacts tasks and digital security In addition you ll receive our complete Outlook curriculum Topics Covered Getting Acquainted with Outlook 1 The Outlook Environment 2 The Title Bar 3 The Ribbon 4 The Quick Access Toolbar 5 Touch Mode 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar Making Contacts 1 The People Folder 2 Customizing the Contacts Folder View 3 Creating Contacts 4 Basic Contact Management 5 Printing Contacts 6 Creating Contact Groups 7 Categorizing Contacts 8 Searching for Contacts 9 Calling Contacts 10 Mapping a Contact s Address E Mail 1 Using the Inbox 2 Changing the Inbox View 3 Message Flags 4 Searching for Messages 5 Creating Addressing and Sending Messages 6 Checking Message Spelling 7 Setting Message Options 8 Formatting Messages 9 Using Signatures 10 Replying to Messages 11 Forwarding Messages 12 Sending Attachments 13 Opening Attachments 14 Ignoring Conversations The Sent Items Folder 1 The Sent Items Folder 2 Resending Messages 3 Recalling Messages The Outbox Folder 1 Using the Outbox 2 Using the Drafts Folder Using the Calendar 1 The Calendar Window 2 Switching the Calendar View 3 Navigating the Calendar 4 Appointments Meetings and Events 5 Manipulating Calendar Objects 6 Setting an Appointment 7 Scheduling a Meeting 8 Checking Meeting Attendance Status 9 Responding to Meeting Requests 10 Scheduling an Event 11 Setting Recurrence 12 Printing the Calendar 13 Teams Meetings in Outlook 14 Meeting Notes Tasks 1 Using Tasks 2 Printing Tasks 3 Creating a Task 4 Setting Task Recurrence 5 Creating a Task Request 6 Responding to Task Requests 7 Sending Status Reports 8 Deleting Tasks Deleted Items 1 The Deleted Items Folder 2 Permanently Deleting Items 3 Recovering Deleted Items 4 Recovering and Purging Permanently Deleted Items Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups and Inviting Others 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar and Notebook 7 Following and Stop Following Groups 8 Leaving Groups 9 Editing Managing and Deleting Groups The Journal Folder 1 The Journal Folder 2 Switching the Journal View 3 Recording Journal Items 4 Opening Journal Entries and Documents 5 Deleting Journal Items Public Folders 1 Creating Public Folders 2 Setting Permissions 3 Folder Rules 4 Copying Public Folders Personal and Private Folders 1 Creating a Personal Folder 2 Setting AutoArchiving for Folders 3 Creating Private Folders 4 Creating Search Folders 5 One Click Archiving Notes 1 Creating and Using Notes Advanced

Mailbox Options 1 Creating Mailbox Rules 2 Creating Custom Mailbox Views 3 Handling Junk Mail 4 Color Categorizing 5 Advanced Find 6 Mailbox Cleanup Outlook Options 1 Using Shortcuts 2 Adding Additional Profiles 3 Adding Accounts 4 Outlook Options 5 Using Outlook Help Delegates 1 Creating a Delegate 2 Acting as a Delegate 3 Deleting Delegates Security 1 Types of Email Encryption in Outlook 2 Sending Encrypted Email Managing Mail 1 Using Subfolders 2 Using Mailbox Rules to Organize Mail 3 Using Search and Search Folders to Organize Mail 4 Making Mail Easier to Search 5 Managing Reminders 6 Saving Email as PDF 7 Turning Emails into Tasks 8 AutoReply to Email 9 Auto forward Email 10 Using Quick Parts 11 Using Quick Steps in Outlook 12 Tips to Reduce PST Folder Size 13 Adding Confidentiality Notices 14 Deferring Mail Delivery Legal Contacts 1 Using BCC for Confidentiality with Contact Groups Managing Legal Scheduling 1 Automatically Processing Meeting Requests Managing Tasks 1 Task Tracking vs Forwarding Email 2 Viewing and Managing Task Times 3 Categorizing Tasks and Managing Views **Excel 2003: The Missing Manual** Matthew

MacDonald,2004-12-22 Whether you are an Excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills Excel The Missing Manual is sure to become your go to resource for all things Excel Covering all the features of Excel 2002 and 2003 the most recent versions for Windows Excel The Missing Manual is an easy to read thorough and downright enjoyable guide to one of the world s most popular and annoyingly complicated computer programs Never a candidate for the most user friendly of Microsoft programs Excel demands study practice and dedication to gain even a working knowledge of the basics Excel 2003 is probably even tougher to use than any previous version of Excel However despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge Excel can help you to collaborate effectively and protect and control access to your work Power users can take advantage of industry standard Extensible Markup Language XML data to connect to business processes To unleash the power of the program and mine the full potential of their database talents users need an authoritative and friendly resource None is more authoritative or friendlier than Excel The Missing Manual Not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and Web interface knowledge that pros can adopt for their latest project Neophytes will find everything they need to create professional spreadsheets and become confident users Excel The Missing Manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming If you buy just one book about using Excel this has GOT to be it This book has all you need to help you excel at Excel **Office 2007: The Missing Manual** Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 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

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