

Access™ 2010 Intermediate

Table Design

Shipping and Logistics: Customs, Regulatory, Risks

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1. Select a field to calculate in a table's Design view.
2. Click the `Table/Column/Field` property box in the lower `FIELD` tab of the `PROPERTY` pane.
3. Enter an expression (e.g., the function `Pat("60000", "000", "000000")`) in the `expression` box of the `expression` property.
4. Enter a formatting phrase for the `Table/Column/Field` property (e.g., "intended alignment: right").
5. Set the `REQUIRED` property to `YES` for calculating along fields, and a record will not be saved unless data is entered.
6. Save the table, and test the results.

**Fired and Sort: Move Quickly with
motherhood.**

Abstract: The purpose of this study was to determine the effect of a 12-week training program on the physical and psychological health of sedentary, middle-aged women. The study was conducted in a community-based setting. The participants were 120 women, aged 40-60 years, who were sedentary and had no history of cardiovascular disease. They were randomly assigned to either a control group or an intervention group. The intervention group participated in a 12-week training program consisting of aerobic and strength training exercises. The control group did not participate in any training program. The physical health of the participants was assessed using a series of tests, including a 6-minute walk test, a 10-minute step test, and a 10-minute sit-to-stand test. The psychological health of the participants was assessed using a series of questionnaires, including the Beck Depression Inventory (BDI), the State-Trait Anxiety Inventory (STAI), and the Zung Depression Index (ZDI). The results of the study showed that the intervention group had significantly higher scores on the physical health tests and significantly lower scores on the psychological health questionnaires compared to the control group. These findings suggest that a 12-week training program can improve the physical and psychological health of sedentary, middle-aged women.

1. Select a field to index in a table's **Design** view.
2. Click **INDEXED** in the **Design** ribbon's **INDEXES** group and use the **INDEXED** button to set **INDEXED** to **YES**. You can also set **INDEXED** to **YES** by clicking the **INDEXED** button in the **INDEXES** group on the **Design** ribbon.
3. Save the table and test the results.

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Students' English usage must be presented across a combination of fields even though they are allowed within each field, for example, in a table of regions and companies. Duplicate regions and duplicate companies are allowed but multiple field indicators requires a specific, non-comparable combination (e.g., region, field).

- At the latter's Design view, choose **TABLE PROPERTIES, DESIGN, PROPERTIES**.
- Type an **INDEX NAME** (not the first name).
- Select the **INDEX NAME** (and **SOFT ORDER** if necessary).
- For each additional table, repeat **INDEX NAME** (and **SOFT ORDER** if necessary).
- Select the **INDEX NAME** for the main table only. When used the **INDEX PROPERTIES** is the better grid.
- From the **SOFT ORDER** column, there are two tables.

1. Tables are joined typically by combining the primary key field of the primary table to its foreign key, represented in the secondary table. This usually creates a one-to-many relationship, but other types are possible:
 - **One-to-many** - each primary table record is related to many secondary table records but each vice versa. This is very common and occurs, for example, when a customer is related to multiple orders.
 - **One-to-one** - each primary table record is related to only one secondary table record and vice versa. This type is uncommon but may happen, for example, when a customer is related to a discount.
 - **Many-to-many** - each primary table record is related to many secondary table records and vice versa. There is not uniqueness there from an informational, or junction, table is always required to transform a single many-to-many into two one-to-many relationships. Order details could be used as a junction table, for example, to relate one order to many products, and one product to many orders.
2. The primary table field must be set as a primary key in the Microsoft Access property table: `tbl_products.pk_id=1`
3. The secondary table field must match the data type of the primary table field.
4. Create table relationships, **REFRESH** creating queries, forms, and reports.
5. To help organize relationships, give primary and secondary table the same name.
6. To show which relationship type is operating, look at both ends of a table connection. The "one" side should be "1" and the "many" side should be "N".

Joining Tables by Creating Relationships

- [illegible]

Constant Income in Taxable Income

1. Right-click the middle of a table row on the **MS-Access.com** tab or in a query's Design view. Select **Copy** for the specific query.
2. Choose **DELETE** if prompted, then **Yes**.
3. Save, then close the tab.

Presented by **Dr. Robert C. Serfaty**

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The 2007-2012 *ArchivesPlus* listing offers more insight on collections that have been digitized or are being digitized.

- **Enhance Replicated Tables:** Secondary table records will be a subset of primary table and reflect updates and cannot be used in database operations. Enforcing referential integrity requires this data not become a candidate should need be added if a related primary record does not yet exist.
- **Consolidate Updates Related Fields:** Join to the primary table first with secondary table update all related secondary values.
- **Consolidate Deletes Related Records:** Joining a primary table record and 1 or more all related secondary records ensuring data integrity are not sufficiently critical. Use two-step delete case.
- 3. **Choose DATABASE TOOLS, RELATIONSHIPS, & TABLES**
- 4. **Project One:** a table connection and (table) table relationship
- 5. **Check the ERD:** is consistent, attributes and updates, set the CASCADE UPDATE or CASCADE DELETE options, then (table) table
- 6. **Choose Relationship and Table:** a primary table

Queen Design

**Chandrasekhar, Chandra, with: Ramchandran, Quairns,
Mason, Bennett**

Consider a point x on the boundary of the unit ball. The authors then establish the following theorem:

1. Open a query in Design view and click on the **CRITERIA** row for a field that requires your input.
2. And a message must pop-up with options such as:
e.g. [Phone enter company]
3. Then, and then the query.

[illegible][illegible][illegible]

© 2005 Blackwell Publishing Ltd, *Journal of Internal Medicine* 258: 105–112

- [illegible]

But is it right to be greedy, and to actually use the chemicals on the crops? Will we be getting better returns?

Participating Clinical centers

Keywords: 2000 U.S. census; high school seniors; gender; families; social change; social capital; social networks; 2000 U.S. census

1. Apply a 10-fold reduction to a number's average score.
(Right) One- to four-fold more than (Left)
2. In the 1970s, the UNITED STATES ended the apartheid,
a p. discriminated (South Africa) system.
3. Connections that have the same meaning.

Business performance: Selected Data

1. To group query rows with corresponding statistical data, specify a column in the **Group by** clause. For example, **GROUP BY** **QUANTITY**.
 2. To sort query rows, specify the column to sort by in the **ORDER BY** clause. For example, **ORDER BY** **QUANTITY**.
 3. To create a query design, drag the query to the **Queries** pane.
- Knowledge:** Microsoft Access generates a table query's data.
1. To create a table query, drag 1. **Table**.
 2. To create a table query, drag 2. **Table**.
 3. To group a field's data based on a single category, click **GROUP BY** in the **Queries** pane.
 4. To create separate columns for the results of a single table query field, click **UNIQUE** in the **Queries** pane.
 5. To sort a field's data, click **ORDER BY**.
 6. To create a query design, drag the query design.
- There can be only one **UNIQUE** field in a query. There can only be one **ORDER BY** field.

Ms Access 2010 Instruction Manual

J Spring



Ms Access 2010 Instruction Manual:

Microsoft Access 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 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 **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 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 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 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 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 List 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 or Subreport Control Reports 1 Using the Report Wizard 2 Creating 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 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 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 **Microsoft Access 2016: The Complete Guide** Stewart Melart, 2015-11-12 Microsoft has made many strides with the Access program since its invention Over the years it has risen has one of the most dominant database programs with user friendly features Access 2013 is a part of the Office 2012 and so have similar commands and features as that of Microsoft Word and Microsoft Excel Information can easily be shared between Access and all other Microsoft programs This guide provides a detailed look along with detailed steps on how to work in Access 2016 and the features that are commonly utilized **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams** John Pierce, Geoff Evelyn, 2011 Presents a guide to preparing for certification exams for four Microsoft Office programs which includes overviews step by step instructions and practice projects for each program 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 Table 2 Working with Columns and Rows 3 Formatting Tables and Table Data 4 Moving Tables and Table Data Writing Tools 1 Pen Mode 2 Formatting Written Notes Drawings 3 Adding and Removing Note Space 4 Converting Handwriting to Type Viewing and Organizing Information 1 Organizing the OneNote Interface 2 Creating New Windows 3 Searching Content in a Notebook 4 Wiki Linking 5 Tagging Notes 6 Working with Sections 7 Section Groups Stationery and Templates 1 Applying Templates and Stationery 2 Custom Templates 3 Choosing a Default Template Formatting Pages 1 Defining Paper Size and 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 Excel 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manuals for Microsoft Excel 2019 for Lawyers 479 pages and 224 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively use legal templates legal business functions such as the Pv and Fv functions and simple IOLTA management In addition you ll receive our complete Excel curriculum 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 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 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 Access 2010 In Depth Roger
 Jennings, 2010-12-28 Access 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to
 streamline their work with Access 2010 and get more done in less time Legendary Access expert Roger Jennings provides
 specific tested proven solutions to the problems Access database users and developers run into every day challenges other
 books ignore or oversimplify Jennings thoroughly covers all facets of working with Access 2010 and adds new chapters on
 integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros New
 coverage also includes customizable Ribbon and Themes the revamped Macro Designer Quick Start Fields IntelliSense
 support in Expression Builder Application Parts and Navigation Forms conditional formatting and data bars in reports and
 new web database publishing techniques As with all In Depth books Access 2010 In Depth presents comprehensive coverage
 breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real
 world examples with nothing glossed over or left out Step by step instructions with icons guide readers through essential
 tasks such as designing tables entering data importing external data designing and executing queries and designing data
 entry forms and printed reports Additional chapters on advanced form and report design emphasize data entry efficiency and
 presentation clarity By Roger Jennings a world renowned Access expert who has sold more than 1 25 million books Covers all
 aspects of working with Access 2010 from the customizable Ribbon and Themes to conditional formatting advanced web
 database publishing to SharePoint collaboration For everyone who wants to get the most out of Access 2010 from hobbyists
 to power users to corporate developers **Microsoft Project 2016 Training Manual Classroom in a Book** TeachUcomp
 , 2015-10-27 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

**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
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Documents 10 Switching Open Documents 11 Switching to Full Screen View Basic Editing Skills 1 Deleting Text 2 Cutting

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