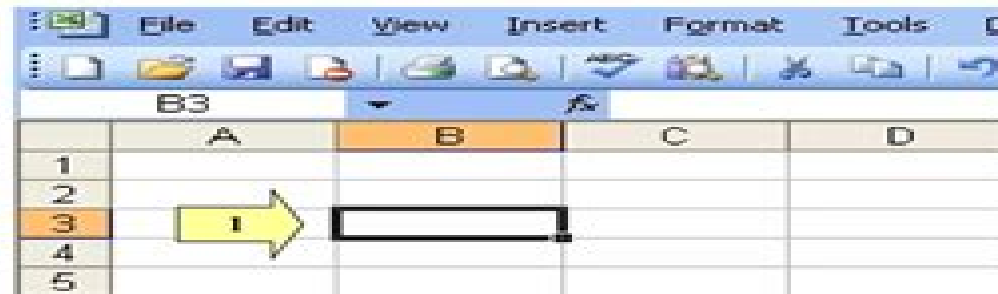


End of the worksheet (last cell containing data)	<b>CTRL+END</b>
End of the row	<b>CTRL+right arrow key</b>
End of the column	<b>CTRL+down arrow key</b>

**CELLS:** is defined as the space where a specified row and column intersect. Each **CELL** is assigned a name according to its **COLUMN letter** and **ROW number**.

**FIGURE 2.3**



In the above Figure 2.3 the **CELL** labelled **B3** is highlighted showed by **ARROW 1**. When referencing a cell, you should put the column first and the row second.

## Selecting Cells

In the following section, we will explore the methods of selecting cells within your worksheet. Selecting cells in your worksheet will allow you to make changes such as formatting, moving copying, font changes and erasing.

**FIGURE: 2.4: Shortcuts**

To select a single cell	Click in that cell
To select a range of cells	Click in the first cell, drag the mouse to the last cell or click the first cell, press and hold shift, click the last cell in the section (shift-clicking) or hold shift and double click the border of the active cell
One cell down	down arrow key or <b>ENTER</b>
To select an entire row or column	Click row or column header
To select cells using the Name box	Click row the Name box and type the cell reference

# Microsoft Excel Traing Manual

**Tao Wei**



## **Microsoft Excel Traing Manual:**

**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

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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 2010 Excel level 1 Learner Manual** Yolandie Mostert,2014-01-13 Microsoft 2010 Excel Basics Level 1 SAQA This book will teach you how to Add data Edit Data Create formulas and print out spreadsheets This book has been designed by a professional trainer that has 20 years experience in designing and presenting spreadsheet courses Easy to use step by step manual      **Microsoft Excel Intermediate Training Manual** Richard Walters,2019-03-28 The Excel Intermediate Training Manual has been designed to provide examples of how to use many useful features in Microsoft Excel and create formulas and functions All examples demonstrated in the book have been produced as Step by Step examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding popular Microsoft Excel features and how to use or create formulas and functions The book is suitable for those who have experience in the use of Microsoft Excel and want to develop useful new skills The book is also suitable for those who have good Microsoft Excel skills and who want to learn more about Microsoft Excel or just to consolidate their existing knowledge

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Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files

to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups

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**Manual for trainers: Frontline In-Service Applied Veterinary Epidemiology Training** Food and Agriculture Organization of the United Nations,AGRILIFE,2023-09-15 This manual provides details of the Frontline In

Service Applied Veterinary Epidemiology Training ISAVET programme s structure core competencies learning outcomes training activities training modules field assignments supervision monitoring and evaluation for Trainees The intended audience of the manual are individuals enrolled in the Frontline ISAVET at the national level The manual references other ISAVET manuals and documents e g ISAVET Trainer Manual ISAVET Mentor Manual SOPs course registration forms and templates etc This manual will serve as an FAO global resource for national capacity development of Veterinary Services to detect and respond to emerging infectious animal diseases including transboundary animal diseases and zoonotic diseases

*Microsoft Excel Advanced Training Manual* Karim Dastgir, Richard Walters, 2019-03-28 The Excel Advanced Training Manual has been designed to provide examples of how to use many useful features in Microsoft Excel and create formulas and functions All examples demonstrated in the book have been produced as Step by Step examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding popular Microsoft Excel features and how to use or create formulas and functions The book is suitable for those who have experience in the use of Microsoft Excel and want to develop useful new skills The book is also suitable for those who have good Microsoft Excel skills and who want to learn more about Microsoft Excel or just to consolidate their existing knowledge

*JavaScript Training Manual Classroom in a Book* TeachUcomp, 2017-10-27 Complete classroom training manual for JavaScript 283 pages and 128 individual topics Includes practice exercises and keyboard shortcuts The purpose of this course is to educate the student in the basic language skills necessary to use JavaScript There are many resources available on the Internet that allow you to download code and place it into your HTML document or JavaScript code file However it is important to first understand the underlying language and components of JavaScript to be able to alter the code to work in your desired application and easily troubleshoot any errors that may occur Whether you are looking to add interactivity to your website control how a browser acts or alter your HTML document s content it is important to have a firm grasp of the basics of JavaScript We begin this course by discussing the basic components and structure of JavaScript as well as learning the terminology Then we ll advance through topics to cover some more advanced concepts and uses for JavaScript Topics Covered Getting Acquainted with JavaScript 1 Introduction to JavaScript 2 JavaScript vs Java 3 The Tag 4 External JavaScript 5 Uses for JavaScript The Makeup of JavaScript 1 JavaScript Statements 2 Code and Code Blocks 3 Whitespace 4 Case Sensitivity 5 Breaking Up a Line of Code JavaScript Comments 1 Single Line Comments 2 Multi Line Comments 3 End of Line Comments 4 Using Comments to Stop Execution JavaScript Variables 1 What are JavaScript Variables 2 Syntax for Text and Numerical Values 3 Creating Declaring Variables 4 Re Declaring Variables 5 Undefined

Value 6 Using One Statement for Multiple Variables 7 Local Variables and Global Variables Exploring JavaScript Data Types  
1 Dynamic Data Types in JavaScript 2 Null 3 Number 4 String 5 Boolean 6 Array 7 Object JavaScript Objects 1 Creating  
Objects 2 Accessing Object Properties 3 Accessing Object Methods JavaScript Functions 1 JavaScript Function Definition and  
Syntax 2 Functions with a Return Value 3 Calling a Function with Arguments 4 Assigning Values to Undeclared Variables  
JavaScript Operators 1 Arithmetic Operators 2 Assignment Operators 3 Adding Strings and Numbers 4 Comparison  
Operators 5 Logical Operators 6 Conditional Operators JavaScript Conditions 1 If Statements 2 The Switch Statement  
JavaScript Loops 1 The FOR Loop 2 The FOR IN Loop 3 The WHILE Loop 4 The DO WHILE Loop JavaScript Break and  
Continue 1 The Break Statement 2 The Continue Statement 3 JavaScript Labels JavaScript Errors 1 The Try Catch Statement  
2 The Throw Statement JavaScript Form Validation 1 Form Validation 2 E Mail Validation JavaScript RegExp Object 1  
RegExp Definition and Modifiers 2 RegExp Special Characters 3 RegExp Methods JavaScript Hoisting 1 Declarations 2  
Initializations JavaScript USE STRICT Directive 1 What is the USE STRICT Directive and Why Use It 2 What s Not Allowed in  
STRICT Mode JavaScript HTML DOM 1 What is HTML DOM 2 HTML DOM Methods and Properties 3 HTML DOM Document  
4 Finding HTML Elements 5 Changing the Output Stream 6 Changing the Value of an Attribute 7 Changing CSS HTML DOM  
Events 1 Using Events 2 The ONCHANGE Event HTML DOM Navigation 1 DOM Nodes 2 Node Relationships 3 Child Nodes  
and Values 4 NODE Properties 5 HTML DOM Nodelist 6 Root Nodes Adding and Removing DOM Nodes 1 Creating New  
HTML Elements Nodes 2 Removing Existing HTML Elements Nodes 3 Replacing HTML Elements Nodes JavaScript Browser  
Object Model BOM 1 What is the Browser Object Model BOM 2 The Window Object 3 Window Size Properties 4 Other  
Window Methods and Properties Window Screen Object 1 What does the Window Screen Object Do 2 Window Screen Object  
Properties Window Location Object 1 What does the Window Location Object Do 2 Window Location HREF Property 3  
Window Location PATHNAME Property 4 Window Location ASSIGN Method Window History Object 1 What does the Window  
History Object Do 2 Window History Back and Forward Methods Window Navigator Object 1 What does the Window  
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1 What are JavaScript Timing Events 2 SETINTERVAL and CLEARINTERVAL Methods 3 SETTIMEOUT and CLEARTIMEOUT  
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Methods 3 Special Characters Date Object 1 The Date Object 2 Set and Compare Dates 3 Convert the Date to a String Array  
Object 1 Create and Access an Array Object 2 Joining Arrays 3 Working with Arrays Math Object 1 The Math Object and

Mathematical Constants 2 Math Object Methods JavaScript Libraries Frameworks 1 JavaScript Libraries or Frameworks 2 Testing jQuery      Microsoft Excel Training Essentials Temu Osirim,2021-09-15 Whether you are just starting out or an Excel novice Microsoft Excel Training Essentials is your comprehensive straight forward guide for all your Excel Training needs The book is designed to provide a comprehensive and simplified training guide to students corporates trainers consultants etc It is divided into three modules Basic Intermediate and Advanced 1 Part of it features include a well explained step by step processes aided with pictorial descriptions examples to aide understanding of processes exercises to track the learners understanding of what has been learned well arranged outline for easy reading and navigation By using the book you will learn how to create a pivot table perform simple and complex calculations analyze schools home management businesses corporate organizations etc      The Microsoft Excel Step-By-Step Training Guide Book Bundle C J Benton,2015-10-23 3 books in 1 a consolidation of three books in the Microsoft r Excel r Step By Step Training Guide Series This book bundle offers easy to follow examples with screenshots demonstrating how to use the most common basic and intermediate Microsoft r Excel r formulas features including Pivot Tables the VLOOKUP formula The book bundle is organized into 6 step by step sections allowing you to grow your knowledge of Microsoft r Excel r at your own pace In addition to the following this book bundle also includes sections on Excel r keyboard shortcuts and how to change the currency symbol for example to the British Pound or Euro Part 1 Excel r Formula Fundamentals SUM SUBTRACTION MULTIPLICATION DIVISION AVERAGE MIN MAX TODAY NETWORKDAYS SUMIF Part 2 Pivot Tables Dashboards Organize and summarize data Format results Insert Pivot Charts Display averages percentages Group data into predefined ranges Rank results Insert calculated fields How to create and update a basic Dashboard using Pivot Table data Part 3 Excel r Features Data Sorting Formula Trace Text To Columns Conditional Formatting Filtering Part 4 Text Functions LEN TRIM CONCATENATE MID PROPER UPPER LOWER Part 5 Logic Formulas IF Nested IF Part 6 The VLOOKUP Formula What the VLOOKUP formula does The parts of a VLOOKUP formula Detailed examples on how to use the VLOOKUP formula Incorporating the IFERROR functionality into your VLOOKUP formula How to apply the VLOOKUP formula across multiple tabs workbooks How to troubleshoot and resolve common VLOOKUP errors including reasons why you may be getting the N A or REF      *Excel for Microsoft 365 Training Tutorial Manual Classroom in a Book* TeachUcomp,2024-01-18 Complete classroom training manual for Excel for Microsoft 365 345 pages and 211 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 Mode 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 Microsoft Search in Excel 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

*Microsoft Excel Introduction Training Manual*  
 Richard Giles Walters, 2021-04-21 Microsoft Excel Introduction Training Manual has been designed to provide examples of how to use Microsoft Excel including skills such as navigating the Excel environment and creating basis formulas All examples demonstrated in the book have been produced as Step by Step visual examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding of Microsoft Excel and its uses The book is suitable for anyone who requires a basic knowledge of Microsoft Excel and wants to develop new skills in the use of Microsoft Excel

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Customization 3 Performing Additional Customization 4 The Layout Designer 5 Changing the Grid and Margins in the Layout Designer 6 Selecting Objects in the Layout Designer 7 Moving and Resizing Objects in the Layout Designer 8 Formatting Objects in the Layout Designer 9 Copying Objects and Formatting in the Layout Designer 10 Adding and Removing Objects in the Layout Designer 11 Aligning and Stacking Objects in the Layout Designer 12 Resizing Columns in the Layout Designer

Estimating 1 Creating a Job 2 Creating an Estimate 3 Duplicating Estimates 4 Invoicing From Estimates 5 Updating Job Statuses 6 Inactivating Estimates 7 Making Purchases for a Job 8 Invoicing for Job Costs 9 Using Job Reports

Time Tracking 1 Tracking Time and Printing a Blank Timesheet 2 Weekly Timesheets 3 Time Enter Single Activity 4 Invoicing from Time Data 5 Using Time Reports 6 Tracking Vehicle Mileage 7 Charging Customers for Mileage

Payroll 1 The Payroll Process 2 Creating Payroll Items 3 Setting Employee Defaults 4 Setting Up Employee Payroll Information 5 Creating Payroll Schedules 6 Creating Scheduled Paychecks 7 Creating Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks 10 Tracking Your Tax Liabilities 11 Paying Your Payroll Tax Liabilities 12 Adjusting Payroll Liabilities 13 Entering Liability Refund Checks 14 Process Payroll Forms 15 Tracking Workers Compensation Using Credit Card Accounts

1 Creating Credit Card Accounts 2 Entering Credit Card Charges 3 Reconciling and Paying Credit Cards

Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using an Other Current Asset Account 3 Removing Value from Other Current Asset Accounts 4 Creating Fixed Asset Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of Fixed Assets 7 Tracking Depreciation 8 The Loan Manager 9 The Fixed Asset Item List

Equity Accounts 1 Equity Accounts 2 Recording an Owner s Draw 3 Recording a Capital Investment

Writing Letters With QuickBooks 1 Using the Letters and Envelopes Wizard 2 Editing Letter Templates

Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4 Using Reminders and Setting Preferences 5 Making General Journal Entries 6 Using the Cash Flow Projector 7 Using Payment Reminders

Using QuickBooks Tools 1 Company File Cleanup 2 Exporting and Importing List Data Using IIF Files 3 Advanced Importing of Excel Data 4 Updating QuickBooks 5 Using the Calculator 6 Using the Portable Company Files 7 Using the Calendar 8 The Income Tracker 9 The Bill Tracker 10 The Lead Center 11 Moving QuickBooks Desktop Using the Migrator Tool

Using the Accountant s Review 1 Creating an Accountant s Copy 2 Transferring an Accountant s Copy 3 Importing Accountant s 4 Removing Restrictions

Using the Help Menu 1 Using Help

Creating a Legal Company File 1 Making a Legal Company Using Express Start 2 Making a Legal Company Using the EasyStep Interview 3 Reviewing the Default Chart of Accounts 4 Entering Vendors 5 Entering Clients and Cases 6 Enabling Class Tracking for Law Firms 7 Creating Billing Line Items

Setting up a Trust Account 1 What is an IOLTA 2 Creating Accounts for Trust Management 3 Creating Items for Trust Management

Managing a Trust Account 1 Depositing Client Money into the Client Trust Account 2 Entering Bills to Pay from the Trust Account 3 Recording Bills for Office Expenses 4 Paying Bills from the Client Trust Account 5 Using a Client Trust Credit Card 6 Time Tracking and Invoicing for Legal Professionals 7 Paying the Law Firm s Invoices Using the

Client Funds 8 Refunding Unused Client Trust Account Funds 9 Escheated Trust Funds Trust Account Reporting 1 Creating a Trust Account Liability Proof Report 2 Creating a Trust Liability Balances by Client Report 3 Creating a Client Ledger Report 4 Creating an Account Journal Report      **Crystal Reports Training Manual Classroom in a Book** TeachUcomp  
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1 Evaluation Time Functions 2 Declaring Variables 3 Using and Displaying Variables 4 Using Array Values 5 Using If Then Else Statements 6 Using the Select Case Statement 7 Using For Loops 8 Using Do While Loops 9 The IIF Function Advanced Reporting 1 Creating a Report Template 2 Exporting Report Results 3 Exporting as HTML 4 Setting Default Options 5 Setting Report Options Using Report Wizards 1 Using the Report Wizards 2 Report Wizard Types 3 Creating a Cross Tab Report Advanced Database Concepts 1 Viewing the SQL Code 2 Using Table Aliases 3 Verifying the Database 4 Setting the Datasource Location 5 Mapping Fields      **QuickBooks Online Training Manual Classroom in a Book** TeachUcomp ,2021-06-07 Complete classroom training manual for QuickBooks Online 415 pages and 177 individual topics Includes practice exercises and keyboard shortcuts You will learn how to set up a QuickBooks Online company file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more Topics Covered The QuickBooks Online Plus Environment 1 The QuickBooks Online Interface 2 The Dashboard Page 3 The Navigation Bar 4 The New Button 5 The Settings Button 6 Accountant View and Business View Creating a Company File 1 Signing Up for QuickBooks Online Plus 2 Importing Company Data 3 Creating a New Company File 4 How Backups Work in QuickBooks Online Plus 5 Setting Up and Managing Users 6 Transferring the Primary Admin 7 Customizing Company File Settings 8 Customizing Billing and Subscription Settings 9 Usage Settings 10 Customizing Sales Settings 11 Customizing Expenses Settings 12 Customizing Payment Settings 13 Customizing Time Settings 14 Customizing Advanced Settings 15 Signing Out of QuickBooks Online Plus 16 Switching Company Files 17 Cancelling a Company File Using Pages and Lists 1 Using Lists and Pages 2 The Chart of Accounts 3 Adding New Accounts 4 Assigning Account Numbers 5 Adding New Customers 6 The Customers Page and List 7 Adding Employees to the Employees List 8 Adding New Vendors 9 The Vendors Page and List 10 Sorting Lists 11 Inactivating and Reactivating List Items 12 Printing Lists 13 Renaming and Merging List Items 14 Creating and Using Tags 15 Creating and Applying Customer Types Setting Up Sales Tax 1 Enabling Sales Tax and Sales Tax Settings 2 Adding Editing and Deactivating Sales Tax Rates and Agencies 3 Setting a Default Sales Tax 4 Indicating Taxable Non taxable Customers and Items Setting Up Inventory Items 1 Setting Up Inventory 2 Creating Inventory Items 3 Enabling Purchase Orders and Custom Fields 4 Creating a Purchase Order 5 Applying Purchase Orders to Vendor Transactions 6 Adjusting Inventory Setting Up Other Items 1 Creating a Non inventory or Service Item 2 Creating a Bundle 3 Creating a Discount Line Item 4 Creating a Payment Line Item 5 Changing Item Prices and Using Price Rules Basic Sales 1 Enabling Custom Fields in Sales Forms 2 Creating an Invoice 3 Creating a Recurring Invoice 4 Creating Batch Invoices 5 Creating a Sales Receipt 6 Finding Transaction Forms 7 Previewing Sales Forms 8 Printing Sales Forms 9 Grouping and Subtotaling Items in Invoices 10 Entering a Delayed Charge 11 Managing Sales Transactions 12 Checking and Changing Sales Tax in Sales Forms Creating Billing Statements 1 About Statements and Customer Charges 2 Automatic Late Fees 3 Creating Customer Statements Payment Processing 1 Recording Customer Payments 2 Entering Overpayments 3 Entering Down

Payments or Prepayments 4 Applying Customer Credits 5 Making Deposits 6 Handling Bounced Checks by Invoice 7 Handling Bounced Checks by Expense or Journal Entry 8 Handling Bad Debt Handling Refunds 1 Refund Options in QuickBooks Online 2 Creating a Credit Memo 3 Creating a Refund Receipt 4 Refunding Customer Payments by Check 5 Creating a Delayed Credit Entering And Paying Bills 1 Entering Bills 2 Paying Bills 3 Creating Terms for Early Bill Payment 4 Early Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit 7 Managing Expense Transactions Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Printing Checks 4 Transferring Funds Between Accounts 5 Reconciling Accounts 6 Voiding Checks 7 Creating an Expense 8 Managing Bank and Credit Card Transactions 9 Creating and Managing Rules 10 Uploading Receipts and Bills Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Creating Customer and Vendor QuickReports 2 Creating Account QuickReports 3 Using QuickZoom 4 Standard Reports 5 Basic Standard Report Customization 6 Customizing General Report Settings 7 Customizing Rows and Columns Report Settings 8 Customizing Aging Report Settings 9 Customizing Filter Report Settings 10 Customizing Header and Footer Report Settings 11 Resizing Report Columns 12 Emailing Printing and Exporting Preset Reports 13 Saving Customized Reports 14 Using Report Groups 15 Management Reports 16 Customizing Management Reports Using Graphs 1 Business Snapshot Customizing Forms 1 Creating Custom Form Styles 2 Custom Form Design Settings 3 Custom Form Content Settings 4 Custom Form Emails Settings 5 Managing Custom Form Styles Projects and Estimating 1 Creating Projects 2 Adding Transactions to Projects 3 Creating Estimates 4 Changing the Term Estimate 5 Copy an Estimate to a Purchase Order 6 Invoicing from an Estimate 7 Duplicating Estimates 8 Tracking Costs for Projects 9 Invoicing for Billable Costs 10 Using Project Reports Time Tracking 1 Time Tracking Settings 2 Basic Time Tracking 3 QuickBooks Time Timesheet Preferences 4 Manually Recording Time in QuickBooks Time 5 Approving QuickBooks Time 6 Invoicing from Time Data 7 Using Time Reports 8 Entering Mileage Payroll 1 Setting Up QuickBooks Online Payroll and Payroll Settings 2 Editing Employee Information 3 Creating Pay Schedules 4 Creating Scheduled Paychecks 5 Creating Commission Only or Bonus Only Paychecks 6 Changing an Employee s Payroll Status 7 Print Edit Delete or Void Paychecks 8 Manually Recording External Payroll Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Charges on Credit Cards 3 Entering Credit Card Credits 4 Reconciling and Paying Credit Cards 5 Pay Down Credit Card Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using Other Current Assets Accounts 3 Removing Value from Other Current Assets Accounts 4 Creating Fixed Assets Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of the Fixed Asset 7 Tracking Depreciation Equity Accounts 1 Equity Accounts 2 Recording an Owner s Draw 3 Recording a Capital Investment Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the Reminders List 4 Making General Journal Entries Using QuickBooks Tools 1 Exporting Report and List Data to Excel 2 Using the Audit Log Using QuickBooks Other Lists 1 Using the Recurring Transactions List 2 Using the Location List 3 Using the Payment

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