

PC status: Protected

Home

Update

History

Settings

Help ▾



Your PC is being monitored and protected.

- Real-time protection: On
- Virus and spyware definitions: Up to date

Scan options:

- ☒ Quick
- ☐ Full
- ☐ Custom

[Scan now](#)

Scan details

Last scan: 8/13/2013 at 5:19 PM (Quick scan)

How To Manually Update Windows Defender In Windows 8

Lingjun Ying



How To Manually Update Windows Defender In Windows 8:

Windows 8: The Missing Manual David Pogue,2013-01-15 Covers all versions including Windows RT Cover

Windows 8 All-in-One For Dummies Woody Leonhard,2012-09-24 Ten minibooks in one great resource will get you fully up to speed on Windows 8 Promising an updated user interface new application to today s mobile world and increased connection to data and services that live in the cloud Windows 8 will have new features and perks you ll want to start using right away And that s where this bestselling guide comes in With ten minibooks in one it s packed with information on all aspects of the OS Take the guesswork out of Windows 8 from day one with this all in one resource Windows 8 boasts numerous exciting new features and this ten books in one reference is your one stop guide for discovering them all Provides top notch guidance from trusted and well known Windows expert and author Woody Leonhard Covers Windows 8 inside and out including how to customize Windows 8 Windows 8 and the Internet security networking multimedia and more Make your move to Windows 8 easy with Windows 8 All in One For Dummies *Windows 8 eLearning Kit For Dummies* Faithe Wempen,2012-12-14 Publisher s Note The online training portion of this product is no longer available Use Windows 8 without worry with this complete learning kit If you want to master Windows 8 this value packed eLearning kit is essential to your learning process A complete Microsoft Windows 8 course it includes a full color printed book and an interactive eLearning course on CD Each lesson opens with an introduction to the content and explains the importance and potential uses for every task described Featuring both written and animated step by step how tos practice labs helpful videos numerous examples and a host of For Dummies hints and tips this package makes your learning process easier Follow the material in sequence or jump in and out as you wish you learn at your own pace in your own way Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners master Windows 8 inside and out Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with the book on CD Highlights material with integrated audio and video instruction on CD that helps you learn via animations screencasts and more Offers chapter summaries practice exercises discussions of concepts and essential terms and other learning aids Allows you to follow the material sequentially or choose separate sections at your own time and pace Windows 8 eLearning Kit For Dummies is the ultimate guide to a productive and flexible learning experience Note CD ROM DVD and other supplementary materials are not included as part of the e book file but are available for download after purchase *Windows 8 In Depth* Brian Knittel,Paul McFedries,2012-10-26 Windows 8 In Depth Do more in less time Experienced with Windows Don t let Windows 8 make you feel like a beginner again This book is packed with intensely useful Windows 8 knowledge you won t find anywhere else Full of new tips and shortcuts it s the fastest best way to master Windows 8 s full power get comfortable with its radically different interface and leverage its new tools for everything from business to video security to social networking

Take a quick guided tour of everything that's new in Windows 8 Survive without the Start menu Navigate the new Windows 8 interface and customize it to make yourself more comfortable Learn hidden shortcuts you'd never find on your own Quickly locate and use files media apps websites and management tools Set up your Web connection and discover Internet Explorer 10's latest improvements Get comfortable with Windows 8's built-in apps from Calendar and Finance to Weather and Windows Store Save time by monitoring Facebook Twitter and LinkedIn through one unified app Make the most of Windows 8's supercharged media and imaging tools Profit from Windows 8's built-in support for business presentations Maximize the performance and efficiency of hardware storage and software Protect yourself from viruses spyware data theft fraud spam hackers and snoops Use SkyDrive to access your data from anywhere and use Remote Desktop to access your computer too Get even more power with Windows 8's command line interface Use Hyper V to run other operating systems alongside Windows 8 Troubleshoot the most common Windows 8 problems and the toughest ones In Depth offers Comprehensive coverage with detailed solutions Breakthrough techniques and shortcuts that are unavailable elsewhere Practical real world examples with nothing glossed over or left out Troubleshooting help for tough problems you can't fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Quick information via sidebars tips reminders notes and warnings In Depth is the only tool you need to get more done in less time

CATEGORY Windows Operating System COVERS Microsoft Windows 8 *Windows 8 Secrets* Paul Thurrott, Rafael Rivera, 2012-08-21 Tips tricks treats and secrets revealed on Windows 8 Microsoft is introducing a major new release of its Windows operating system Windows 8 and what better way for you to learn all the ins and outs than from two internationally recognized Windows experts and Microsoft insiders authors Paul Thurrott and Rafael Rivera They cut through the hype to get at useful information you'll not find anywhere else including what role this new OS plays in a mobile and tablet world Regardless of your level of knowledge you'll discover little known facts about how things work what's new and different and how you can modify Windows 8 to meet what you need Windows 8 Secrets is your insider's guide to Choosing Windows 8 Versions PCs and Devices and Hardware Installing and Upgrading to Windows The New User Experience The Windows Desktop Personalizing Windows Windows Store Finding Acquiring and Managing Your Apps Browsing the Web with Internet Explore Windows 8's Productivity Apps Windows 8's Photo and Entertainment Apps Xbox Games with Windows 8 Windows 8 Storage Backup and Recovery Accounts and Security Networking and Connectivity Windows 8 for Your Business Windows Key Keyboard Shortcuts Windows 8 Secrets is the ultimate insider's guide to Microsoft's most exciting Windows version in years

Windows 8.1 Absolute Beginner's Guide Paul Sanna, 2013-11-06 Make the most of your new Windows 8.1 device without becoming a technical expert This book is the fastest way to take control of Windows 8.1 and use it to create connect and discover simplify and organize your whole life learn more play more do more live better This book shows you how to do what you want the way you want one incredibly clear and easy step at a time Windows has never ever been this simple Who knew

how simple Windows 8.1 could be This is the easiest most practical beginner's guide to using your new Windows 8.1 desktop notebook or tablet simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Run Windows the way that's easiest for you mouse touch or keyboard Make the most of the Charms Bar and other new shortcuts Get online with Internet Explorer 11 and master its new tools Retrieve up to the minute news sports weather and financial data Set up your home network printer and other devices Safeguard your personal information and keep it private Enjoy all your digital photos videos movies and music Easily connect with anyone through email and the People app Discover and play new Windows 8.1 games Control your Xbox from Windows with Xbox SmartGlass Manage even the most gigantic collections of data and media Automatically back up your data to the cloud Fix problems protect against malware and keep Windows working reliably

Windows 10: The Missing Manual David Pogue, 2015-09-17 With Windows 8 Microsoft completely reimaged the graphical user interface for its operating system which now runs on both desktop PCs and tablets but the overhaul was not without hitches and its dueling UIs one designed for touch the other for keyboards and mice created significant confusion for users Windows 10 a free update to users of Windows 8 or Windows 7 fixes a number of the problems introduced by the revolution in Windows 8 and offers plenty of new features such as the new Spartan web browser Cortana voice activated personal assistant new universal apps that run on tablet phone and computer and more But to really get the most out of the new operating system you're going to need a guide Thankfully Windows 10 The Missing Manual will be there to help Like its predecessors this book from the founder of Yahoo Tech previous New York Times columnist bestselling author and Missing Manuals creator David Pogue illuminates its subject with technical insight plenty of wit and hardnosed objectivity for beginners veteran standalone PC users new tablet owners and those who know their way around a network

Windows 8.1 Step by Step Ciprian Rusen, Joli Ballew, 2013-11-15 The smart way to learn Windows 8.1 one step at a time Experience learning made easy and quickly teach yourself how to navigate and use Windows 8.1 With Step by Step you set the pace building and practicing the skills you need just when you need them Navigate with ease using the new Start screen Search your files music and the web all at once Store access and manage data in the cloud with SkyDrive Explore improvements in Internet Explorer 11 Stay in touch using Mail Calendar People and Skype Customize your computing experience with PC settings

Windows 8.1 David Pogue, 2013 Windows 8.1 continues the evolution of the most radical redesign in Microsoft's history It combines the familiar Windows desktop with a new touchscreen friendly world of tiles and full screen apps Luckily David Pogue is back to help you make sense of it with humor authority and 500 illustrations The important stuff you need to know What's new in 8.1 The update to 8.1 offers new apps a universal Search the return of the Start menu and several zillion other nips and tucks New features Storage Spaces Windows To Go File Histories if Microsoft wrote it this book covers it Security Protect your PC from viruses spyware spam sick hard drives and out of control kids The network HomeGroups connecting from the road mail Web music streaming among PCs this book has your network covered

The software Media Center Photo Gallery Internet Explorer speech recognition this one authoritative witty guide makes it all crystal clear It s the book that should have been in the box *How to Do Everything Windows 8* Mary Branscombe,Simon Bisson,Eric Butow,2013-03-12 Tap into the power of Windows 8 Maximize the versatile features of Windows 8 on all your devices with help from this hands on guide Discover how to customize settings use the new Start screen and Charms bar work with gestures on a touchscreen PC organize and sync data in the cloud and set up a network How to Do Everything Windows 8 covers email video conferencing web access peripheral devices security and troubleshooting You ll also get tips for using the entertainment apps to enjoy music video photos games and much more Customize Windows 8 group tiles on the Start screen pin icons to the taskbar and change settings Manage and back up your files and sync them to the cloud Share files with a Windows 8 Homegroup Surf the web with both versions of Internet Explorer 10 use tabs organize favorites and protect your privacy online Print scan and fax with Windows 8 Communicate via built in apps Mail and Messaging and add Skype Connect to social networks including Facebook and Twitter using the People app Enjoy the Music and Video apps and the Xbox Music free streaming service and video store View manage and share photos with the new Photos app including your Facebook Flickr and SkyDrive photos Use all the built in Windows 8 apps and get more from the Windows Store Keep Windows 8 running smoothly and securely Troubleshoot problems and reset or recover your PC *Windows To Go* Joli Ballew,2016-08-08 Find out how to use manage deploy and secure Windows To Go the ultimate mobile edition of Windows 10 designed to boot directly from a USB stick This book shows you how to use your Windows To Go drive to work at home and on the move and access local and network resources from anywhere Readers responsible for deploying Windows To Go drives will also learn how to plan for provision deploy and manage Windows To Go devices in the workplace in order to create an effective mobility solution for their users A Windows To Go drive can be booted on any PC that meets the Windows 7 or later certification requirements regardless of the operating system running on that PC What You ll Learn Understand how Windows To Go differs from a typical Windows installation on a desktop Meet the necessary hardware and software requirements for Windows To Go Boot your Windows To Go drive Use Windows To Go at home and on the road Plan and deploy Windows To Go in the workplace Secure and protect Windows To Go drives Who This Book Is For End users and IT professionals **My Windows 8** Katherine Murray,2013 Step by step instructions with callouts to Windows 8 that show you exactly what to do Help when you run into Windows 8 problems or limitations Tips and Notes to help you get the most from Windows 8 Full color step by step tasks walk you through getting and keeping Windows 8 working just the way you want Learn how to Quickly master Windows 8 s fluid colorful interface and leave yesterday s Windows behind Get super productive fast with the latest touch and mouse techniques Tweak your Start screen to get easy access to tasks you do every day Get up to this instant information with Live Tiles Browse the web with the sleek streamlined Internet Explorer 10 Use Windows 8 s great built in apps and get more at the new Windows Store Secure your computer with custom Lock screens

picture passwords PIN logons and location privacy Copy move and share files through the revamped File Explorer View organize and share all your photos on your PC photo sites and favorite social media accounts Work with Windows 7 programs through the Windows 8 desktop Keep your files safely backed up and Windows 8 safely updated Improve computer performance with Windows 8 s updated system tools Stream media and share files easily with your PCs your Xbox 360 tablets and phones

Windows 8.1 professional Volume 1 and Volume 2 Lalit Mali,2017-05-06 Windows 8 1 Professional Volumes 1 and 2 aims to help every Windows user to Get familiar with windows 8 1 professional operating system Know everything about new modern window 8 and 8 1 operating system Operate all new start screen metro style tile apps and its controls Customize configure system and administrator privileges settings system services system tools PC settings control panel Get familiar with all kind of apps Windows 8 1 tips and tricks About windows registry Vview edit modifymodifies Windows 8 1 registry Explore group policy behavior view and modify system and user group policy configuration Describes all each and every group policy one by one with detail explanation

[Microsoft Windows 11 Training Manual Classroom in a Book](#) TeachUcomp,2022-04-26 Complete classroom training manual for Microsoft Windows 11 308 pages and 183 individual topics Includes practice exercises and keyboard shortcuts Professionally developed and sold all over the world these materials are provided in full color PDF format with not for profit reprinting rights and offer clear concise and easy to use instructions You will learn File Explorer how to adjust system and device settings desktop management creating documents Using Microsoft Edge and much more Topics Covered Windows Basics 1 About Windows 11 2 Sign in to Windows 11 with a Microsoft User Account 3 How to Use the Mouse in Windows 11 4 How to Use Touch Gestures in Windows 11 5 The Windows 11 Desktop 6 How to Use the Start Button in Windows 11 7 How to Use the Start Menu in Windows 11 8 How to Customize the Start Menu in Windows 11 9 How to Search in Windows 11 10 How to Use Universal App Windows in Windows 11 11 How to Use Snap Layouts in Windows 11 12 How to Resize a Desktop Window in Windows 11 13 How to Scroll a Window in Windows 11 14 How to Use Multiple Desktops in Windows 11 15 How to Shut Down Windows 11 16 How to Use the Microsoft Store in Windows 11 17 Sign in Options in Windows 11 18 How to Change Your PIN in Windows 11 19 How to Use Widgets in Windows 11 File Explorer 1 File Explorer in Windows 11 2 Navigating Folders 3 Changing Folder Views 4 Sorting Folder Contents 5 Selecting Files 6 Opening a File 7 Reopening a Frequently Opened Folder 8 Creating a New Folder 9 Renaming Files and Folders 10 Cutting Copying and Pasting Files and Folders 11 Burning a CD or DVD 12 Deleting Files 13 Managing Libraries in Windows 11 14 Managing the Computer and Drives in Windows 11 15 Quick Access in Windows 11 16 OneDrive Folders in File Explorer 17 Zip Folders in File Explorer 18 Unzip Files in File Explorer Windows 11 Settings 1 Accessing Settings in Windows 11 System Settings 1 Accessing the System Settings 2 Display Settings in Windows 11 3 Sound Settings in Windows 11 4 Notifications Settings in Windows 11 5 Focus Assist Settings in Windows 11 6 Power Battery Settings in Windows 11 7 Storage Settings in Windows 11 8 Nearby Sharing Settings in Windows 11 9 Multitasking Settings

in Windows 11 10 Activation Settings in Windows 11 11 Troubleshoot Settings in Windows 11 12 Recovery Settings in Windows 11 13 Projecting to This PC Settings in Windows 11 14 Remote Desktop Settings in Windows 11 15 Clipboard Settings in Windows 11 16 About Settings in Windows 11 Bluetooth Devices Settings 1 Accessing the Bluetooth Devices Settings 2 How to Enable Bluetooth in Windows 11 3 How to Add a Device in Windows 11 4 How to Manage Devices in Windows 11 5 How to Manage Printers Scanners in Windows 11 6 Your Phone Settings in Windows 11 7 How to Manage Cameras in Windows 11 8 Mouse Settings in Windows 11 9 Touchpad Settings in Windows 11 10 Pen Windows Ink Settings in Windows 11 11 AutoPlay Settings in Windows 11 12 USB Settings in Windows 11 Network Internet Settings 1 Accessing the Network Internet Settings 2 Wi Fi Settings in Windows 11 3 Ethernet Settings in Windows 11 4 VPN Settings in Windows 11 5 Mobile Hotspot Settings in Windows 11 6 Airplane Mode Settings in Windows 11 7 Proxy Settings in Windows 11 8 Dial up Settings in Windows 11 9 Advanced Network Settings in Windows 11 Personalization Settings 1 Accessing the Personalization Settings 2 Background Settings in Windows 11 3 Colors Settings in Windows 11 4 Themes Settings in Windows 11 5 Lock Screen Settings in Windows 11 6 Touch Keyboard Settings in Windows 11 7 Start Settings in Windows 11 8 Taskbar Settings in Windows 11 9 Fonts Settings in Windows 11 10 Device Usage Settings in Windows 11 Apps Settings 1 Accessing the Apps Settings 2 Apps Features Settings in Windows 11 3 Default Apps Settings in Windows 11 4 Offline Maps Settings in Windows 11 5 Optional Features Settings in Windows 11 6 Apps for Websites Settings in Windows 11 7 Video Playback Settings in Windows 11 8 Startup Settings in Windows 11 Accounts Settings 1 Accessing the Accounts Settings 2 Your Microsoft Account Settings in Windows 11 3 Your Info Settings in Windows 11 4 Email Accounts Settings in Windows 11 5 Sign in Options Settings in Windows 11 6 Family Other Users Settings in Windows 11 7 Windows Backup Settings in Windows 11 8 Access Work or School Settings in Windows 11 Time Language Settings 1 Accessing the Time Language Settings 2 Date Time Settings in Windows 11 3 Language Region Settings in Windows 11 4 Typing Settings in Windows 11 5 Speech Settings in Windows 11 Gaming Settings 1 Accessing the Gaming Settings 2 Xbox Game Bar Settings in Windows 11 3 Captures Settings in Windows 11 4 Game Mode Settings in Windows 11 Accessibility Settings 1 Accessing the Accessibility Settings 2 Text Size Settings in Windows 11 3 Visual Effects Settings in Windows 11 4 Mouse Pointer and Touch Settings in Windows 11 5 Text Cursor Settings in Windows 11 6 Magnifier Settings in Windows 11 7 Color Filters Settings in Windows 11 8 Contrast Themes Settings in Windows 11 9 Narrator Settings in Windows 11 10 Audio Accessibility Settings in Windows 11 11 Captions Settings in Windows 11 12 Speech Accessibility Settings in Windows 11 13 Keyboard Accessibility Settings in Windows 11 14 Mouse Accessibility Settings in Windows 11 15 Eye Control Settings in Windows 11 Privacy Security Settings 1 Accessing the Privacy Security Settings 2 Windows Security Settings in Windows 11 3 Find My Device Settings in Windows 11 4 Device Encryption Settings in Windows 11 5 For Developers Settings in Windows 11 6 General Privacy Settings in Windows 11 7 Speech Privacy Settings in Windows 11 8 Inking Typing Personalization Setting in Windows 11 9 Diagnostics

Feedback Settings in Windows 11 10 Activity History Settings in Windows 11 11 Search Permissions Settings in Windows 11
 12 Searching Windows Settings in Windows 11 13 App Permissions Settings in Windows 11 Windows Update Settings 1
 Accessing the Windows Update Settings 2 Windows Update in Windows 11 3 Pause Windows Updates in Windows 11 4
 Update History in Windows 11 5 Advanced Windows Update Options in Windows 11 6 Windows Insider Program Settings
 Windows Features 1 The Control Panel in Windows 11 2 File History in Windows 11 3 System Restore in Windows 11 4 Chat
 in Windows 11 5 Installing Amazon Appstore Mobile Apps in Windows 11 6 Installing and Uninstalling Software Desktop
 Management 1 The Recycle Bin in Windows 11 2 Creating Desktop Shortcuts in Windows 11 3 Pinning Apps to the Taskbar in
 Windows 11 4 Notification Center and Quick Settings in Windows 11 5 OneDrive Settings in Windows 11 Creating
 Documents in WordPad 1 Starting WordPad and Creating a New Document 2 Copying and Pasting Text in WordPad 3
 Formatting Text in WordPad 4 Saving a Document in WordPad 5 Closing and Opening a Document in WordPad 6 Printing a
 Document in WordPad Drawing Pictures in Paint 1 Starting Paint and Creating a New Document 2 Drawing Shapes and Lines
 in Paint 3 Using Tools and Brushes in Paint 4 Selections in Paint 5 Saving a Picture in Paint 6 Closing and Opening a Picture
 in Paint Using Microsoft Edge 1 About the Internet and World Wide Web 2 Connecting to the Internet in Windows 11 3 The
 Microsoft Edge Interface in Windows 11 4 Viewing Web Pages in Microsoft Edge 5 Find Text in Web Pages in Microsoft Edge
 6 Immersive Reader in Microsoft Edge 7 Add a Favorite to Microsoft Edge 8 Manage Favorites in Microsoft Edge 9 Manage
 Browser History in Microsoft Edge 10 Manage Downloads in Microsoft Edge 11 How to Manually Update Microsoft Edge 12
 Sharing Web Pages in Microsoft Edge 13 Open a Window or InPrivate Window in Microsoft Edge 14 Zoom Web Pages in
 Microsoft Edge 15 Print Web Pages in Microsoft Edge 16 Settings in Microsoft Edge **Beginning Windows 8** Mike
 Halsey, 2013-02-01 Windows 8 has been described by Microsoft as its boldest Windows release ever Beginning Windows 8
 takes you through the new features and helps you get more out of the familiar to reveal the possibilities for this amazing new
 operating system You will learn with non technical language used throughout how to get up and running in the new Windows
 interface minimize downtime maximize productivity and harness the features you never knew existed to take control of your
 computer and enjoy the peace of mind and excitement that comes with it From tips and tweaks to easy to follow guides and
 detailed descriptions this book takes you inside Windows 8 to discover the true power and flexibility that lies within and
 guides you at your own pace through getting the very best from it **Ebook: Survey of Operating Systems** Jane
 Holcombe, Charles Holcombe, 2014-10-16 McGraw Hill is proud to introduce the fourth edition of Jane and Charles Holcombe's
 Survey of Operating Systems This title provides an introduction to the most widely used desktop operating systems
 including Windows 8 Mac OS and Linux and includes a more visual approach with more illustrations and a more interactive
 approach with hands on activities to result in students building a successful foundation for IT success Microsoft Teams
2020 Training Manual Classroom in a Book TeachUcomp , 2020-10-19 Complete classroom training manual for Microsoft

Teams 2020 101 pages and 51 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage teams channels and users setup and attend meetings make calls create live events and much more Topics Covered Getting Acquainted with Teams 1 The Teams Environment 2 Viewing and Managing the Activity Feed 3 Customizing Settings 4 Setting Your Status and Creating Status Messages Setting Up Teams and Channels 1 Overview of Teams and Channels 2 Creating Teams and Adding Members 3 Ordering Editing Hiding and Deleting Teams 4 Managing Teams and Members 5 Creating Channels 6 Renaming Deleting Hiding Showing and Pinning Channels 7 Sending Email to an Entire Channel Posts and Messages 1 Creating and Formatting Posts 2 Making an Announcement 3 Getting Attention with Mentions 4 Posting to Multiple Channels at Once 5 Using Tags 6 Editing and Deleting Posts and Messages 7 Reading and Saving Posts and Messages File Sharing and Collaboration 1 Uploading and Sharing Files 2 Syncing SharePoint and Teams Files 3 Collaborating on Files in Channels Chats and Calls 1 Starting and Pinning Chats 2 Filtering Hiding and Muting Chats 3 Creating Contacts and Contact Groups 4 Adding People to Your Speed Dial List 5 Making Video and Audio Calls 6 Answering Calls and Using the Meeting Controls Toolbar 7 Configuring Call Answer Rules and Voicemail 8 Checking Call History and Voicemail 9 Setting Up a Delegate to Take Your Calls Meetings 1 Scheduling a Meeting and Inviting Attendees 2 Using Meet Now for Instant Meetings 3 Meeting Options 4 Managing and Replying to Meetings 5 Starting and Joining a Meeting 6 Changing the Video Background in a Meeting 7 Sharing Your Screen in a Meeting 8 Sharing PowerPoint Slides in a Meeting 9 Recording a Meeting 10 Raising Hands Spotlighting Muting and Removing Participants 11 Taking Notes in Meeting 12 Using Live Captions in Meetings 13 Ending a Meeting for Everyone in Attendance Live Events 1 Scheduling a Live Event 2 Producing a Live Event 3 Moderating a Live Event 4 Attending a Live Event Exploring Apps and Tools 1 Using Apps Bots and Connectors 2 Turing a File into a Tab 3 Using the Wiki Tab for Shared Information 4 Using the Command Box **Microsoft Excel 2019 Training Manual Classroom in a Book** TeachUcomp ,2019-08-01 Complete classroom training manual for Microsoft Excel 2019 453 pages and 212 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create spreadsheets and advanced formulas format and manipulate spreadsheet layout sharing and auditing workbooks create charts maps macros and much more Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave Online Workbooks Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into

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

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