

# Word 2007 Templates & Macros

## Templates

### Templates versus Documents

Word documents ("docs" or ".doc" files) are based on document templates ("dot" files or ".dot" files). Defaults, text, formatting, and graphics can be stored in templates, making it easy to quickly generate new documents based on standardized content and layout. Each time a template is used to create a new document, a new doc file is created.

### Using Existing Templates

1. Click then NEW.
  2. Select one of the following under NEW TEMPLATES, or MICROSOFT OFFICE (DEFAULT), then a template. Choose MY TEMPLATES for templates created by yourself or your organization.  
Or, to find a template online, type a keyword in the text search bar (e.g., business plan), then (CLICK) .
  3. (CLICK) CREATE.
- After creating a blank document, either a document based on the Normal template (Normal.docx) is

### Creating New Templates

#### ...Using an Existing Document

- Any existing document can be used as a template.
1. Close an open document to use as a template.
  2. Choose then SAVE AS WORD TEMPLATE.
  3. If necessary, change NAME OF NEW WORD TEMPLATE.
  4. Type the name for the template.
  5. To have the template appear in your My Templates area, (CLICK) MY TEMPLATES (DEFAULT) on the left of the START ribbon bar. Or, for Windows Vista, (CLICK) MY TEMPLATES in the PERSONALIZATION section.
  6. (CLICK) SAVE.

#### ...Using an Existing Template

Any existing document template can be used to create a new template.

1. (CLICK) then NEW.
2. (CLICK) MY TEMPLATES, then select a template you wish to base your new template on.
3. Change the CREATENEW option to TEMPLATE. (CLICK) OK. The template you selected will be used to create a new template.
4. Make the desired changes to your new template file.
5. Save and close the template file.

### Changing which Template is Attached

Attaching a different template to a document makes available macros, custom keys, styles, Quick Parts, and Quick Access toolbar customizations stored in the newly attached template.

1. Choose (CLICK) FILE, then (CLICK) MY TEMPLATES. See **Showing the Developer Tab if it is not visible**.
2. Note the name under DOCUMENT TEMPLATES, to attach a different template.
3. (CLICK) ATTACH.
4. Select and select the desired template. (CLICK) OPEN.
5. Check AUTOMATICALLY UPDATE DOCUMENT STYLES to use the styles from the newly attached template. Note: Changes to the styles in the attached template will change the document when the template is changed.
6. (CLICK) OK.

### Changing Defaults in the Attached Template

To change the defaults for font, paragraph, and page settings in the current document's attached template, usually the Normal template:

1. For font, choose (CLICK) then (CLICK) in the FONT group.  
For paragraph, choose HOME, then (CLICK) in the PARAGRAPH group.  
For page setup, choose PAGE LAYOUT, then (CLICK) in the PAGE SETUP group.
2. Select the desired font, paragraph, or page initial attributes.
3. (CLICK) the DEFAULT... button, then (CLICK) YES.

### Changing Elements in the Attached Template

- Quick Parts, text-based elements, Quick Access toolbar customizations, and custom key-based and updates in the attached template usually Normal default by default.
- To change default font, paragraph, and page settings, open a document based on the normal template (a new blank document will usually create), then follow the steps in **Changing Defaults in the Attached Template**.
- To change styles, follow these steps:
  1. Choose HOME, then (Right Click) on a Quick Style, or (CLICK) in the STYLES group, then (Right Click) on a style.
  2. Select REMOVE.
  3. Select NEW DOCUMENTS BASED ON THIS TEMPLATE. (CLICK) OK.

### Changing the Normal Template

Many elements of a document's attached template, including the Normal template (Normal.dotx), default template, can be changed from within the document. For instructions, see **Changing Elements in the Attached Template**. To directly change the Normal template, follow these steps:

1. (CLICK) then OPEN.
2. (CLICK) MY TEMPLATES on the left of the OPEN dialog box. Or, for Windows Vista, (CLICK) MY TEMPLATES in the PERSONALIZATION section.
3. Select Normal.dotx and (CLICK) OPEN.
4. Make desired changes.
5. Save and close the file.

### Making Elements Available in All Documents: Using Global Templates

To have macros, custom keys, Quick Parts, and Quick Access toolbar customizations available for all your files, starting a Word session, add a Global Template.

1. Choose (CLICK) FILE, then (CLICK) MY TEMPLATES.
2. (CLICK) ADD.
3. Locate and select the template.
4. (CLICK) OK. The template appears in the GLOBAL TEMPLATE (GLOBAL) list box.
5. Repeat steps 1 to 5 to add other templates to the list.

### Removing a Global Template

1. Choose (CLICK) FILE, then (CLICK) MY TEMPLATES.
  2. Select the template to remove.
  3. (CLICK) REMOVE.
- Usually, deleting, but not removing the template, removes it.
4. (CLICK) OK.

### Organizing Macros and Styles in Templates and Documents

1. Choose (CLICK) FILE, then (CLICK) in DOCUMENT TEMPLATES.
2. (CLICK) ORGANIZER.
3. Select the STYLES or MACRO PROJECT FOLDER tab.
4. On the left side, select the source template or document. To open another file, (CLICK) LOCATE FILE, then (CLICK) OPEN FILE.
5. On the right side, select the destination file in the same way.
6. Select the style or the module that contains the macros to be copied. (CLICK) COPY.
7. If you then want to remove the original style or module in the source file, (CLICK) DELETE, then YES to confirm.
8. To customize and REMOVE to change a style or module name (e.g., if the same name is already being used in the destination file).
9. (CLICK) DONE when finished.

### Inserting Fields with Options

Fields play a powerful part in templates. They allow for the automation of such things as page numbering, calculations and lists.

1. Place your cursor where the field information is to go.
2. Choose (CLICK) then (CLICK) FIELDS, then (CLICK) .
3. Select a category and a field name within that category.
4. Change FIELD PROPERTIES and FIELD OPTIONS as necessary. For more detailed options, (CLICK) FIELD OPTIONS, then OPTIONS. (CLICK) OK.

Note: To manually edit a field, place your cursor in the field and press (CLICK) F9 to display the field codes. When you are done, press (CLICK) F9 to toggle the field back.

### Including Building Blocks in a Template

Building Blocks are already stored in "Building Blocks.docx". Building Blocks stored in your Building Blocks.docx are not accessible to other users' documents, including when the file is stored by email. To move a Building Block to your template file for use by others:

1. Open the template file. If creating a new template file, save the file before continuing.
2. Choose (CLICK) then (CLICK) FIELDS, then (CLICK) BUILDING BLOCKS ORGANIZER.
3. Select the Building Block to move, then (CLICK) COPY PROPERTIES.
4. Change NAME Block for your new template file. Note: Your template will only appear in the START ribbon if a file already been saved as a template.
5. (CLICK) OK, then (CLICK) YES.
6. Repeat steps 1 to 5 to move additional Building Blocks. (CLICK) CANCEL when done.

### Copying Building Blocks Between Templates

1. Insert the Building Block into a document as usual.
2. Select the inserted text and graphics.
3. Copy, then Paste into the destination template file.
4. Select the copied text and graphics.
5. Choose (CLICK) then (CLICK) FIELDS, then (CLICK) BUILDING BLOCKS ORGANIZER. Then (CLICK) BUILDING BLOCKS ORGANIZER. (CLICK) OK.
6. Fill in the details of the Building Block. Change NAME Block to be the destination template file.
7. (CLICK) OK.

# Microsoft Word 2007 Instruction Manual

**Minjie Lin**



## **Microsoft Word 2007 Instruction Manual:**

**Word 2007** Connie Morrison, 2007-05-02 If you're familiar with Word but not Word 2007 this is the book for you Word 2007 Beyond the Manual focuses on features of Word 2007 as well as older features that were once less accessible than they are now This book also makes a point to include examples of practical applications for all the new features Written by Connie Morrison a university instructor of Microsoft applications this book will help you grow into a confident Word 2007 user The book assumes familiarity with Word 2003 or earlier versions so you can work effectively with the material here Overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with Word 2007 in the shortest possible time *Word 2007 for Starters* Chris Grover, 2007 Clear explanations step by step instructions and lots of illustrations guide you through Microsoft Word's most useful features *Word 2007 for Starters: The Missing Manual* Chris Grover, 2007-01-25 Fast paced and easy to read this concise book teaches you the basics of Word 2007 so you can start using the program right away Not only will you learn how to work with Word's most useful features to create documents format and edit text share the results and more you'll also discover how to go beyond basic documents to handle graphics create page layouts and use forms and tables The new Word is radically different from previous versions but with this convenient book you can breeze through the new user interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Word is used primarily for word processing but there's more to this powerful program than meets the eye It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software Many of these features are hidden among Word's cluttered menus and even the pros can't find them all For Word 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft's documentation is as poor as ever so even if you find the features you need you still may not know what to do with them Word 2007 for Starters The Missing Manual helps you master Word's redesigned user interface and gives you exactly what you need to create unique attractive and effective documents *Office and SharePoint 2007 User's Guide* Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to

the paperless office we've been promised for years. This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment.

**Microsoft Word 2019 Training Manual Classroom in a Book** TeachUcomp, 2020-08-15 Complete classroom training manual for Microsoft Word 2019. 369 pages and 210 individual topics. Includes practice exercises and keyboard shortcuts. You will learn document creation, editing, proofing, formatting, styles, themes, tables, mailings, and much more.

**Topics Covered:**

- CHAPTER 1 Getting Acquainted with Word
  - 1.1 About Word
  - 1.2 The Word Environment
  - 1.3 The Title Bar
  - 1.4 The Ribbon
  - 1.5 The File Tab and Backstage View
  - 1.6 The Quick Access Toolbar
  - 1.7 Touch Mode
  - 1.8 The Ruler
  - 1.9 The Scroll Bars
  - 1.10 The Document View Buttons
  - 1.11 The Zoom Slider
  - 1.12 The Status Bar
  - 1.13 The Mini Toolbar
  - 1.14 Keyboard Shortcuts
- CHAPTER 2 Creating Basic Documents
  - 2.1 Opening Documents
  - 2.2 Closing Documents
  - 2.3 Creating New Documents
  - 2.4 Saving Documents
  - 2.5 Recovering Unsaved Documents
  - 2.6 Entering Text
  - 2.7 Moving through Text
  - 2.8 Selecting Text
  - 2.9 Non Printing Characters
  - 2.10 Working with Word File Formats
  - 2.11 AutoSave Online Documents
- CHAPTER 3 Document views
  - 3.1 Changing Document Views
  - 3.2 Showing and Hiding the Ruler
  - 3.3 Showing and Hiding Gridlines
  - 3.4 Using the Navigation Pane
  - 3.5 Zooming the Document
  - 3.6 Opening a Copy of a Document in a New Window
  - 3.7 Arranging Open Document Windows
  - 3.8 Split Window
  - 3.9 Comparing Open Documents
  - 3.10 Switching Open Documents
  - 3.11 Switching to Full Screen View
- CHAPTER 4 Basic Editing Skills
  - 4.1 Deleting Text
  - 4.2 Cutting, Copying, and Pasting
  - 4.3 Undoing and Redoing Actions
  - 4.4 Finding and Replacing Text
  - 4.5 Selecting Text and Objects
- CHAPTER 5 BASIC PROOFING Tools
  - 5.1 The Spelling and Grammar Tool
  - 5.2 Setting Default Proofing Options
  - 5.3 Using the Thesaurus
  - 5.4 Finding the Word Count
  - 5.5 Translating Documents
  - 5.6 Read Aloud in Word
- CHAPTER 6 FONT Formatting
  - 6.1 Formatting Fonts
  - 6.2 The Font Dialog Box
  - 6.3 The Format Painter
  - 6.4 Applying Styles to Text
  - 6.5 Removing Styles from Text
- CHAPTER 7 Formatting Paragraphs
  - 7.1 Aligning Paragraphs
  - 7.2 Indenting Paragraphs
  - 7.3 Line Spacing and Paragraph Spacing
- CHAPTER 8 Document Layout
  - 8.1 About Documents and Sections
  - 8.2 Setting Page and Section Breaks
  - 8.3 Creating Columns in a Document
  - 8.4 Creating Column Breaks
  - 8.5 Using Headers and Footers
  - 8.6 The Page Setup Dialog Box
  - 8.7 Setting Margins
  - 8.8 Paper Settings
  - 8.9 Layout Settings
  - 8.10 Adding Line Numbers
  - 8.11 Hyphenation Settings
- CHAPTER 9 Using Templates
  - 9.1 Using Templates
  - 9.2 Creating Personal Templates
- CHAPTER 10 Printing Documents
  - 10.1 Previewing and Printing Documents
- CHAPTER 11 Helping Yourself
  - 11.1 The Tell Me Bar and Microsoft Search
  - 11.2 Using Word Help
  - 11.3 Smart Lookup
- CHAPTER 12 Working with Tabs
  - 12.1 Using Tab Stops
  - 12.2 Using the Tabs Dialog Box
- CHAPTER 13 Pictures and Media
  - 13.1 Inserting Online Pictures
  - 13.2 Inserting Your Own Pictures
  - 13.3 Using Picture Tools
  - 13.4 Using the Format Picture Task Pane
  - 13.5 Fill Line Settings
  - 13.6 Effects Settings
  - 13.7 Alt Text
  - 13.8 Picture Settings
  - 13.9 Inserting Screenshots
  - 13.10 Inserting Screen Clippings
  - 13.11 Inserting Online Video
  - 13.12 Inserting Icons
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5 Managing Sources 28 6 Editing Sources 28 7 Creating a Bibliography CHAPTER 29 CAPTIONS 29 1 Inserting Captions 29 2 Inserting a Table of Figures 29 3 Inserting a Cross reference 29 4 Updating a Table of Figures CHAPTER 30 CREATING FORMS 30 1 Displaying the Developer Tab 30 2 Creating a Form 30 3 Inserting Controls 30 4 Repeating Section Content Control 30 5 Adding Instructional Text 30 6 Protecting a Form CHAPTER 31 MAKING MACROS 31 1 Recording Macros 31 2 Running and Deleting Recorded Macros 31 3 Assigning Macros CHAPTER 32 WORD OPTIONS 32 1 Setting Word Options 32 2 Setting Document Properties 32 3 Checking Accessibility CHAPTER 33 DOCUMENT SECURITY 33 1 Applying Password Protection to a Document 33 2 Removing Password Protection from a Document 33 3 Restrict Editing within a Document 33 4 Removing Editing Restrictions from a Document      **Microsoft Office Word 2007 Essential Reference for Power**

**Users** Matthew Strawbridge, 2007-06 This extensive reference manual covers the whole of Microsoft Office Word 2007 in exquisite detail every dialog box is illustrated and every command whether or not it is available through the Ribbon is described and fully cross referenced This is not a how to guide but a serious reference for power users for whom the online help is not detailed enough Buy this book if you need quick answers to tricky questions about Word 2007      **Word 2007** E. N. I. Publishing, ENI Publishing, France, 2008-01-07 This practical guide to Microsoft Word 2007 will enable you to make full use of the new version of this popular word processing programme After becoming familiar with the new environment of the 2007 version you will learn how to create and save your documents how to enter and edit text and how to format and print your documents The following sections teach you how to format text character paragraph and page formatting To be able to take full advantage of Word's formatting possibilities you will then learn how to apply a theme to a document and create styles and templates You will then go to the next step of text management by learning how to use the Find and Replace feature the automatic spell check the synonym dictionary and the translation feature Section 8 discusses working with lengthy documents and teaches you how to create a note or a bookmark an outline a table of contents an index a bibliography or a master document As a Word document can contain much more than just text you will also learn how to work with tables graphic objects and pictures The last part teaches you how to create forms mail merges macro commands and how multiple users can work on a single document by using the Track Changes feature      **Microsoft Project 2007: The Missing**

**Manual** Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple

software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it Microsoft Office Word 2007 a Beginners Guide W. r. Mills,2010 This book is not intended to be an Everything you will ever need to know about Microsoft Word 2007 although in some cases it might be It is as the name implies a beginner s guide to Word 2007 This book has two purposes First to provide the inexperienced user with a working knowledge of Word 2007 so Word becomes more than just a way to write a letter The second purpose is to explain the new user interface the Ribbon I hope this helps *Windows 7* David Pogue,2010 In early reviews geeks raved about Windows 7 But if you re an ordinary mortal learning what this new system is all about will be challenging Fear not David Pogue s Windows 7 The Missing Manual comes to the rescue Like its predecessors this book illuminates its subject with reader friendly insight plenty of wit and hardnosed objectivity for beginners as well as veteran PC users Windows 7 fixes many of Vista s most painful shortcomings It s speedier has fewer intrusive and nagging screens and is more compatible with peripherals Plus Windows 7 introduces *Word 2007 In Simple Steps* Kogent Solutions Inc,2008-02 WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007 the latest offering from Microsoft Being precise and complete it offers the reader a cutting edge in the field of Microsoft Office With an easy to understand style lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited edition look to the book **Word 2007** Chris Grover,2007 Word basics for simple documents Creating longer and more complex documents Sharing documents and collaborating with other people Customizing Word with macros and other tools Word help and beyond Altova® StyleVision® 2012 User & Reference Manual , **Altova® StyleVision® 2013 User & Reference Manual** , *Word 2007: The Missing Manual* Chris Grover,2006-12-21 Microsoft Word has grown considerably in power sophistication and capability over the past decade but one thing that hasn t changed since the early 90s is its user interface The simple toolbar in version 2 0 has been packed with so many features since then that few users know where to find them all Consequently more and more people are looking for insider tips that will allow them to use these advanced and often hidden features Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft s documentation is as scant as ever so even though you

will be able to find advanced features you might not know what to do with them Word 2007 The Missing Manual written specifically for this version of the software explains basics like how to create documents enter and edit text format print and fax You will will also learn how to create sophisticated page layouts insert forms and tables use graphics and create book length documents with outlines and Master Documents Coverage also includes how to share documents with other people and programs create web pages automate documents with fields and automate tasks with macros and the Visual Basic scripting language This book shows you how to do it all *Altova® StyleVision® 2010 User & Reference Manual* ,

Microsoft Outlook 2019 Training Manual Classroom in a Book TeachUcomp ,2020-10-26 Complete classroom training manual for Microsoft Outlook 2019 177 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more Topics Covered CHAPTER 1 GETTING ACQUAINTED WITH OUTLOOK 1 1 The Outlook Environment 1 2 The Title Bar 1 3 The Ribbon 1 4 The Quick Access Toolbar 1 5 Touch Mode 1 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar CHAPTER 2 MAKING CONTACTS 2 1 The Contacts Folder 2 2 Customizing the Contacts Folder View 2 3 Creating Contacts 2 4 Basic Contact Management 2 5 Printing Contacts 2 6 Creating Contact Groups 2 7 Categorizing Contacts 2 8 Searching for Contacts 2 9 Calling Contacts 2 10 Mapping a Contact s Address CHAPTER 3 EMAIL 3 1 Using the Inbox 3 2 Changing the Inbox View 3 3 Message Flags 3 4 Searching for Messages 3 5 Creating Addressing and Sending Messages 3 6 Checking Message Spelling 3 7 Setting Message Options 3 8 Formatting Messages 3 9 Using Signatures 3 10 Replying to Messages 3 11 Forwarding Messages 3 12 Sending Attachments 3 13 Opening Attachments 3 14 Ignoring Conversations CHAPTER 4 THE SENT ITEMS FOLDER 4 1 The Sent Items Folder 4 2 Resending Messages 4 3 Recalling Messages CHAPTER 5 The Outbox Folder 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the Calendar 6 4 Appointments Meetings and Events 6 5 Manipulating Calendar Objects 6 6 Setting an Appointment 6 7 Scheduling a Meeting 6 8 Checking Meeting Attendance Status 6 9 Responding to Meeting Requests 6 10 Scheduling an Event 6 11 Setting Recurrence 6 12 Printing the Calendar 6 13 Teams Meetings in Outlook 6 14 Meeting Notes CHAPTER 7 Tasks 7 1 Using Tasks 7 2 Printing Tasks 7 3 Creating a Task 7 4 Setting Task Recurrence 7 5 Creating a Task Request 7 6 Responding to Task Requests 7 7 Sending Status Reports 7 8 Deleting Tasks CHAPTER 8 Deleted Items 8 1 The Deleted Items Folder 8 2 Permanently Deleting Items 8 3 Recovering Deleted Items 8 4 Recovering and Purging Permanently Deleted Items CHAPTER 9 GROUPS 9 1 Accessing Groups 9 2 Creating a New Group 9 3 Adding Members to Groups and Inviting Others 9 4 Contributing to Groups 9 5 Managing Files in Groups 9 6 Accessing the Group Calendar and Notebook 9 7 Following and Stop Following Groups 9 8 Leaving Groups 9 9 Editing Managing and Deleting Groups CHAPTER 10 The Journal Folder 10 1 The Journal Folder 10 2 Switching the Journal View 10 3 Recording Journal Items 10 4 Opening Journal



Entries and Documents 10 5 Deleting Journal Items CHAPTER 11 Public Folders 11 1 Creating Public Folders 11 2 Setting Permissions 11 3 Folder Rules 11 4 Copying Public Folders CHAPTER 12 Personal Private Folders 12 1 Creating a Personal Folder 12 2 Setting AutoArchiving for Folders 12 3 Creating Private Folders 12 4 Creating Search Folders 12 5 One Click Archiving CHAPTER 13 Notes 13 1 Creating and Using Notes CHAPTER 14 Advanced Mailbox Options 14 1 Creating Mailbox Rules 14 2 Creating Custom Mailbox Views 14 3 Handling Junk Mail 14 4 Color Categorizing 14 5 Advanced Find 14 6 Mailbox Cleanup CHAPTER 15 OUTLOOK OPTIONS 15 1 Using Shortcuts 15 2 Adding Additional Profiles 15 3 Adding Accounts 15 4 Outlook Options 15 5 Using Outlook Help CHAPTER 16 DELEGATES 16 1 Creating a Delegate 16 2 Acting as a Delegate 16 3 Deleting Delegates CHAPTER 17 SECURITY 17 1 Types of Email Encryption in Outlook 17 2 Sending Encrypted Email

*Altova® StyleVision® 2011 User & Reference Manual*, Outlook on the Web Training Manual Classroom in a Book TeachUcomp ,2019-10-27 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  
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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      Windows 7 and Introduction to Computers Yolandie  
Mostert, 2014-01-14 An introduction to Computers and exploring Windows 7 This book is designed for beginners that has  
never worked on a computer before and also for those that want to learn Windows 7 The book includes how to create user  
accounts and set parental controls so that you can restrict your employees or children from accessing certain games or  
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