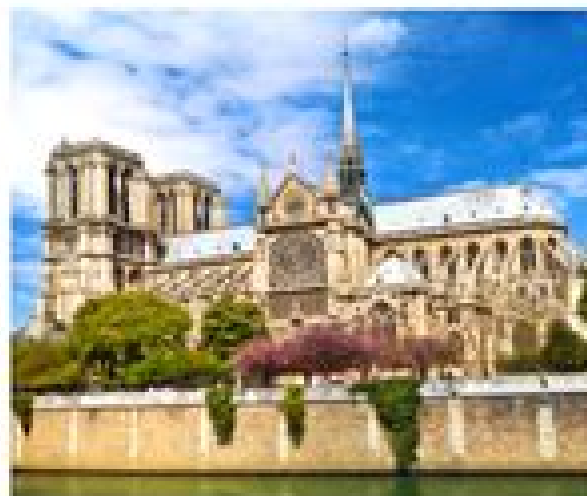


5:18 PM

- ☒ Book all flights
- ☐ Hotel reservation confirmation: 11 days? Parking?
- ☐ Rental car: four door or SUV?
- ☐ Hotel conference room: Book for Tuesday 9am (confirm extra seats)
- ☒ Set up lunch catering for Tuesday
- ☐ ★ Client hotel accommodations
- ☒ Ratings/maps: restaurants/grocery stores
- ☐ Create final guest list
- ☐ Sign up for tour of Notre Dame



 Add Page

Trip Itinerary

Spreadsheets

Appendix

Budget

Current finances



Airfare	\$ 2,000
Hotel	\$ 3,000
Car rentals	\$ 1,000
Meals	\$ 800
Other expenses	\$ 1,000
Total	\$ 8,800

A pie chart illustrating the distribution of expenses. The largest portion is Airfare at 35%, followed by Hotel at 34%, Car rentals at 11%, Meals at 9%, and Other expenses at 11%.

Category	Amount	Percentage
Airfare	\$2,000	35%
Hotel	\$3,000	34%
Car rentals	\$1,000	11%
Meals	\$800	9%
Other expenses	\$1,000	11%

meet John
at the tower
@ 2pm

Microsoft Onenote 2015 Manual

Mike Halsey



Microsoft Onenote 2015 Manual:

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The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What's New in PowerPoint 2016 Creating Basic Presentations
 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering
 Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint
 File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show
 View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph
 Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using
 Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5
 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture
 Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a
 Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3
 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and
 Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting
 Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3
 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating
 Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1
 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation
 Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying
 Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables
 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options **Microsoft Access 2016 Training**
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 Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a
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 and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1
 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for
 Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8

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Work Resources 3 Creating Material Resources 4 Creating Cost Resources 5 Entering Costs for Project Resources 6
 Scheduling Work Resources 7 Creating New Base Calendars Resource and Task Assignment 1 Assigning Work Resources to
 Tasks 2 Assigning Material Resources to Tasks 3 Assigning Cost Resources to Tasks 4 The Team Planner Tracking Project
 Tasks 1 Creating Project Baselines 2 Updating Multiple Tasks in a Project 3 Updating Tasks Individually 4 Rescheduling
 Uncompleted Work Formatting Gantt Chart Views 1 Formatting Text in a Gantt Chart 2 Formatting Gridlines in a Gantt Chart
 3 Formatting the Task Bar Layout in a Gantt Chart 4 Formatting Columns in Gantt Charts 5 Applying Bar and Gantt Chart
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 Printing Views Advanced Task Management 1 Setting Task Lead and Lag Time 2 Using Task Constraints 3 Task Types 4
 Setting Deadlines 5 Interrupting Tasks 6 Moving and Rescheduling Tasks 7 Inspecting Tasks 8 Creating Recurring Tasks 9
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 Rates 2 Advanced Resource Availability 3 Using Work Contours 4 Material Resource Consumption Rates 5 Delaying Resource
 Assignments Advanced Project Tracking 1 Monitoring Resource Allocation 2 Leveling Overallocated Resources 3 Monitoring
 Project Costs 4 Monitoring Project Statistics Advanced Project Tools 1 Using the Organizer 2 Making Macros 3 Customizing
 the Ribbon 4 Creating and Linking Resource Pools 5 Using and Updating Resource Pools 6 Consolidating and Linking
 Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing
 the Report View 5 Basic Report Formatting 6 Inserting Report Objects 7 Managing Reports 8 Basic Page Setup for Reports 9
 Advanced Page Setup for Reports 10 Printing Reports Modifying Report Objects 1 Selecting Moving and Resizing Report
 Charts 2 Using the Field List with Report Charts 3 Designing Report Charts 4 Formatting Report Charts 5 Using Report
 Tables 6 Designing Report Tables 7 Setting Report Table Layout Options 8 Modifying Pictures Text Boxes and Shapes 9
 Formatting Text Boxes and Shapes 10 Formatting Report Pictures Visual Reporting 1 Using Visual Reports **CompTIA**
Network+ Review Guide Jon Buhagiar, 2018-04-10 Essential last minute review aid for the updated CompTIA Network
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Network and Internet Settings 1 Accessing the Network and Internet Settings 2 Connect to Wi Fi Networks and Manage Wi Fi Settings 3 Airplane Mode Settings 4 View Data Usage 5 VPN Settings 6 Dial up Settings 7 Ethernet Settings 8 Proxy Settings

Personalization Settings 1 Accessing the Personalization Settings 2 Changing the Background Settings 3 Changing the Color Settings 4 Lock Screen and Screen Saver Settings 5 Theme Sound and Desktop Icon Settings 6 Start Settings

Accounts Settings 1 Accessing the Accounts Settings 2 Managing Your Account Settings 3 Manage Sign in Options for Your Device 4 Managing Work Access Account Settings 5 Managing Family and Other Users 6 Managing Sync Settings

Time and Language Settings 1 Accessing the Time and Language Settings 2 Date and Time Settings 3 Region and Language Settings 4 Speech Settings

Ease of Access Settings 1 Accessing the Ease of Access Settings 2 Narrator Settings 3 Magnifier Settings 4 High Contrast Settings 5 Closed Captions Settings 6 Keyboard Accessibility Settings 7 Mouse Accessibility Settings 8 Cursor and Other Visual Accessibility Settings

Privacy Settings 1 Accessing the Privacy Settings 2 General Privacy Settings 3 Location Privacy Settings 4 Camera Privacy Settings 5 Microphone Privacy Settings 6 Speech Inking and Typing Privacy Settings 7 Account Info Privacy Settings 8 Contacts Privacy Settings 9 Calendar Privacy Settings 10 Messaging Privacy Settings 11 Radios Privacy Settings 12 Privacy Settings for Other Devices 13 Feedback and Diagnostics Privacy Settings 14 Background Apps Privacy Settings

Update and Security Settings 1 Accessing the Update and Security Settings 2 Windows Update Settings 3 Windows Defender Settings 4 Backup Settings 5 Recovery Settings 6 Activation Settings 7 Developer Settings

Control Panel Settings 1 The Control Panel 2 File History 3 System Restore 4 Audio Adjustment 5 Adding Devices and Printers 6 Installing and Uninstalling Software

Desktop Management 1 The Recycle Bin 2 Creating Desktop Shortcuts 3 Pinning Items to the Taskbar 4 Moving and Resizing the Taskbar 5 Setting the Date and Time Display 6 The Action Center 7 Virtual Desktops 8 OneDrive Settings 9 Using Cortana

Creating Documents 1 Starting WordPad and Creating a New Document 2 Copying and Pasting Text 3 Formatting Text 4 Saving a Document 5 Opening a Document 6 Printing a Document 7 Closing a Document

Drawing Pictures 1 Starting Paint and Creating a New Document 2 Drawing Shapes and Lines 3 Adding Text 4 Erasing Parts of a Picture 5 Saving a Picture 6 Opening a Picture

Using the Internet and Microsoft Edge 1 About the Internet 2 Connecting to the Internet 3 The Microsoft Edge Interface 4 Viewing Web Pages in Microsoft Edge 5 Find Text in Web Pages in Microsoft Edge 6 Reading View in Microsoft Edge 7 Add a Favorite to Microsoft Edge 8 Add a Page to the Reading List 9 Manage Favorites in the Hub 10 Manage the Reading List in the Hub 11 Manage Browser History in the Hub 12 Manage Downloads in the Hub 13 Make a

Web Note in Microsoft Edge 14 Sharing Web Pages in Microsoft Edge 15 Opening a New Window or New InPrivate Window
 16 Zoom Web Pages in Microsoft Edge 17 Print Web Pages in Microsoft Edge 18 Settings in Microsoft Edge 19 Advanced
 Settings in Microsoft Edge 20 Using Cortana in Microsoft Edge 21 Windows Defender in Windows 10 Printing Information 1
 Selecting a Printer 2 General Printing Options 3 Managing Print Jobs **Handbook of Research on Positive Scholarship
 for Global K-20 Education** Wang, Viktor, 2018-03-02 In the twenty first century learning and the definition of education is
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 this publication is geared towards academicians practitioners and researchers seeking current research on all areas of
 education and e learning **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
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 Sherry Kinkoph Gunter, 2015-11-23 If you re currently a OneNote user or thinking about upgrading to the latest version My

OneNote 2016 is your must have companion This friendly quick full color 100% practical tutorial walks you through the various tasks for building your own digital notebooks and filling them with notes ideas resources artwork lists and more If you re ready to organize your note taking projects then My OneNote 2016 is ready to help **Microsoft Office 2016: The Complete Guide** Stewart Melart,2015-11-12 PC users need not be bothered in the least as the 2016 versions of Word PowerPoint Access and Excel are here to give you the best experience ever In addition to all the cool new features that are packed into this software you can have the entire suite cloud connected so you can have all your documents at your disposal anytime and place You will enjoy the comfort ease of locating important information anywhere you are You will also be able to capitalize on the great opportunity of sharing your documents with your friends family or colleagues as you get your most important tasks done with easy and great new features Job Hazard Analysis James Roughton,Nathan

Crutchfield,2015-11-25 Job Hazard Analysis A Guide for Voluntary Compliance and Beyond Second Edition provides a complete reference for performing JHA and setting up a JHA program The book identifies the basic job steps and tasks their associated hazards and risks and safe operating procedures and hazard controls based on this analysis Authors James Roughton and Nathan Crutchfield argue that the JHA should be the centerpiece of any risk control and occupational safety and health program However the traditional JHA has potential problems in gathering and analysis of task data and with its focus on the sequence of steps can miss the behavioral effects and the systems interactions between tools equipment materials work environment management and the individual worker The concepts are presented for the JHA incorporating elements from Behavior Based Safety and Six Sigma Readers are taken through the whole process of developing tools for identifying workplace hazards developing systems that support hazard recognition developing an effective JHA and managing a JHA based program that can be easily incorporated into occupational safety and health management systems thus allowing businesses to move from mere compliance to a pro active safety management The book is supported by numerous examples of JHAs end of chapter review questions sample checklists action plans and forms Provides a basic understanding of the JHA process and a more in depth background on the human performance improvement for a successful JHA program implementation Methodically develops the risk assessment basics needed within the JHA process Presents expanded resources that are useful in safety systems Incorporates elements from Behavior Based Safety and Six Sigma **Surviving and Thriving in Postgraduate Research** Ray Cooksey,Gael McDonald,2019-06-27 This handbook provides an in depth exploration of the entire journey of postgraduate research in the social and behavioural sciences from enrolment to its culmination in the form of a thesis dissertation or portfolio and beyond It is written in an accessible and example rich style offering practical and concrete advice in virtually all areas It also includes references to additional resources and websites and each chapter features key recommendations for improving the postgraduate research experience The book addresses not only research related aspects e g supervisors selecting your guiding assumptions contextualising framing and configuring

research reviewing literature sampling writing proposals ethics and academic integrity selecting a data gathering strategy surviving your thesis dissertation portfolio examination and publishing but also questions concerning how to integrate manage and balance the research journey in the context of the postgraduate student's broader life world e.g. skill development and supervisor relations effective time and project management a healthy work life balance maintaining motivation and dealing with criticism The book adopts an explicitly pluralist perspective on postgraduate research moving beyond mixed methods thinking and offers concrete examples from postgraduate students' real world experiences

Office 2016 In Depth (includes Content Update Program) Joe Habraken, 2015-10-09 Beyond the Basics Beneath the Surface In Depth Do more in less time Whatever your Microsoft Office experience don't let Office 2016 make you feel like a beginner This book is packed with intensely useful knowledge tips and shortcuts you just won't find anywhere else It's the fastest best way to master Office 2016's full power and the great new features built into Word Excel PowerPoint Outlook Publisher and OneNote This friendly expert guide will make you way more productive whether you're creating documents analyzing data delivering presentations designing newsletters taking quick notes or managing your life Take full advantage of Office 2016's cloud integration Use Insights for Office to quickly access information Easily create complex Word documents from books to mail merges Coauthor Word documents with collaborators in real time Build flexible reliable Excel workbooks with formulas and functions Transform data into insight with Excel charts and PivotTables Discover best practices for creating great PowerPoint slides handouts and notes Take advantage of the new Tell Me Box which provides access to contextual and traditional Office help features including the new Insights pane Use Outlook 2016's Clutter feature to clear away low priority email Create visually compelling documents of all kinds with Publisher 2016 Gather organize share and use knowledge with OneNote 2016 Get more done faster by integrating OneNote with other Office 2016 components Discover Microsoft's new mobile Word Excel and PowerPoint apps for Windows 10 All In Depth books offer Comprehensive coverage with detailed solutions Practical real world examples with nothing glossed over or left out Troubleshooting help for tough problems you can't fix on your own This book is part of Que's Content Update Program As Microsoft updates features of Office sections of this book will be updated or new sections will be added to match the updates to the software See inside for details

Coaching Green Belts for Sustainable Success Steve Pollock, Daro Mott, 2015-04-20 Six Sigma Green Belts need support in applying new skills after training yet there is little research about how this works and even less advice about what support looks like in the field This book is that missing link in providing coaching tips to support Green Belt projects There is an abundant amount of information on the technical hard skills aspects of Six Sigma while considerably less about the interpersonal side of DMAIC Research has shown that desirable Green Belt project outcomes are greatly influenced by collaboration issues between the coach and the Green Belt team member and therefore this text focuses on tips for effective collaboration practices Besides being a comprehensive discussion about how to coach Green Belts on their first project it may

also be used to coach subsequent Green Belt projects A case study of Louisville Metro demonstrates this book's ideas in the field and includes an example of one of its actual Six Sigma Green Belt projects **OS X El Capitan: The Missing Manual** David Pogue, 2015-11-16 With El Capitan Apple brings never before seen features to OS X like a split screen desktop improved window controls and amazing graphics The new edition of David Pogue's 1 bestselling Mac book shows you how to use key new features such as swiping gestures Notes a new Spotlight search system the Safari pinning feature and Split View Missing Manuals creator David Pogue is one of the most widely recognized technology authors in the world A former New York Times technology columnist he founded and now produces videos for Yahoo Tech **Everybody Writes** Ann Handley, 2014-09-15 Finally a go to guide to creating and publishing the kind of content that will make your business thrive Everybody Writes is a go to guide to attracting and retaining customers through stellar online communication because in our content driven world every one of us is in fact a writer If you have a web site you are a publisher If you are on social media you are in marketing And that means that we are all relying on our words to carry our marketing messages We are all writers Yeah but who cares about writing anymore In a time challenged world dominated by short and snappy by click bait headlines and Twitter streams and Instagram feeds and gifs and video and Snapchat and YOLO and LOL and tbh does the idea of focusing on writing seem pedantic and ordinary Actually writing matters more now not less Our online words are our currency they tell our customers who we are Our writing can make us look smart or it can make us look stupid It can make us seem fun or warm or competent or trustworthy But it can also make us seem humdrum or discombobulated or flat out boring That means you've got to choose words well and write with economy and the style and honest empathy for your customers And it means you put a new value on an often overlooked skill in content marketing How to write and how to tell a true story really really well That's true whether you're writing a listicle or the words on a Slideshare deck or the words you're reading right here right now And so being able to communicate well in writing isn't just nice it's necessity And it's also the oft overlooked cornerstone of nearly all our content marketing In Everybody Writes top marketing veteran Ann Handley gives expert guidance and insight into the process and strategy of content creation production and publishing with actionable how to advice designed to get results These lessons and rules apply across all of your online assets like web pages home page landing pages blogs email marketing offers and on Facebook Twitter LinkedIn and other social media Ann deconstructs the strategy and delivers a practical approach to create ridiculously compelling and competent content It's designed to be the go to guide for anyone creating or publishing any kind of online content whether you're a big brand or you're small and solo Sections include How to write better Or for adult onset writers How to hate writing less Easy grammar and usage rules tailored for business in a fun memorable way Enough to keep you looking sharp but not too much to overwhelm you Giving your audience the gift of your true story told well Empathy and humanity and inspiration are key here so the book covers that too Best practices for creating credible trustworthy content steeped in some time honored rules of solid journalism Because

publishing content and talking directly to your customers is at its heart a privilege Things Marketers Write The fundamentals of 17 specific kinds of content that marketers are often tasked with crafting Content Tools The sharpest tools you need to get the job done Traditional marketing techniques are no longer enough Everybody Writes is a field guide for the smartest businesses who know that great content is the key to thriving in this digital world

Beginning Windows 10 Mike Halsey, 2015-10-13 Beginning Windows 10 takes you through the new features of this amazing new operating system revealing some of its surprising capabilities and helping you customize it to suit you Whether you are new to Windows or you want to get up to speed with the latest features and changes this book has everything you need to get started Author Mike Halsey shows you how to create an environment for school work and play that puts the important things at your fingertips while combining them in ways you never thought possible Learn how to carry your personalized Windows experience with you as part of your Microsoft account instead of having it tied to one device while also keeping everything safe secure and backed up so you can enjoy peace of mind with your new PC With the right start your PC can become a tool that works for you not against you and leaves more of your time and energy free for the things that matter to you Beginning Windows 10 shows you how What You'll Learn About the ins and outs of the Windows 10 interface and its new features How to personalize your Windows experience to give trouble free performance How to manage your Microsoft account across different devices and services in the home at work and on the move How to maximize your productivity with Windows 10 How to secure and configure Windows 10 to guarantee a safe and secure experience How to use hack and manipulate Windows to enable advanced customization Who This Book Is For Beginning Windows 10 is for people new to Windows or who want to get up to speed with the latest version This book also can help people who already know how to perform routine tasks learn how to get more out of Windows their computer and their time Whether you want to get up and running with Windows 10 or want to go to the next level and learn useful ways to minimize problems maximize performance and optimize your overall Windows experience this book is for you

Getting Started with Chromebook Katie Morris, 2015-03-11 Welcome to the world of Google Chromebook Google has revolutionized many of the online services we use every day search engines online maps web based email and much more With Chromebook Google brings its famous and fearless style of innovation to the desktop with phenomenal results In this guide we'll show you how to get the most out of your Chromebook In Part 1 Meet Chromebook we'll explain what Chromebook is and how it works In Part 2 Getting Started with Chromebook we'll help you get your device set up and show you how to find your way around and use Chromebook's unique keyboard In Part 3 Using Chromebook we'll cover every app that comes with an out of the box Chromebook including the Google Chrome browser Google's productivity suite and much much more In Part 4 Settings and Customization we'll focus on all of Chromebook's settings and walk you through every customization option and performance tweak available to you as well as some ideas for maintaining and troubleshooting your device Finally in Part 5 Our Favorite Apps and Extensions we'll share

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