

Excel® 2010 Advanced & Macros

Goal Seek

1. Select the formula cell.
2. Choose DATA, then WHAT-IF ANALYSIS  then GOAL SEEK.
3. In the SET CELL box, ensure the formula cell is specified.
4. In the TO VALUE box, specify what you would like the result of the formula to be.
5. In the BY CHANGING CELL box, specify which variable to change. [Click] OK.
6. When the result is found [Click] OK to accept the new result, or CANCEL to abandon it.

Saving Views


A custom view is a group of settings including window position/size, hidden rows/columns, view options such as zoom and gridlines, page setup, filters, and print setup.

1. Set up the worksheet in the way that you would like the view defined.
2. Choose VIEW, then CUSTOM VIEWS  [Click] ADD.
3. Name the view, and specify options. [Click] OK.

Showing/Deleting a View:

1. Choose VIEW, then CUSTOM VIEWS .
2. Select the view. [Click] SHOW or DELETE.

Defining Scenarios

1. Choose DATA, then WHAT-IF ANALYSIS  SCENARIO MANAGER.
2. [Click] ADD. Name the scenario, specify which cells will change, and add comments. [Click] OK.
3. Enter values for the changing cells.
4. [Click] OK. Or to define more scenarios, [Click] ADD. The previous CHANGING CELLS are retained, modify if desired.
5. [Click] CLOSE to close the Scenario Manager.

Displaying a Scenario:

1. Choose DATA, then WHAT-IF ANALYSIS  then SCENARIO MANAGER.
2. Select the scenario name and [Click] SHOW.
3. When finished, [Click] CLOSE.

Hiding Columns, Rows or Sheets

1. Select the columns, rows or sheets to hide.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

To make the columns, rows or sheets visible again:

1. Select an area that includes the hidden columns or rows. For sheets you do not need to select anything specific.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

Restricting Cell Entry with Data Validation

1. Select the range you wish to restrict.
2. Choose DATA, then DATA VALIDATION  then DATA VALIDATION.
3. On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
4. INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
5. ERROR ALERT tab (optional): specify a message to appear if an invalid entry is made. [Click] OK.

Highlighting Invalid Data

To circle cells that fail validation rules:

1. Choose DATA, then DATA VALIDATION  then CIRCLE INVALID DATA.

Clearing Data Validation Circles

1. Choose DATA, then DATA VALIDATION  then CLEAR VALIDATION CIRCLES.

Data Consolidation

Use data consolidation to combine values from several ranges using functions such as SUM, AVERAGE, MAX, etc.


1. [Click] in the top-left corner of the area where the consolidated results are to be placed. Data in this area will be overwritten.
2. Choose DATA, CONSOLIDATE .
3. Specify which calculation to perform on the data by choosing from the FUNCTION list.
4. [Click] the REFERENCE box, and select the first range of data, moving to another sheet if necessary. To select cells from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS .
5. [Click] ADD.
6. Select the next range of data, and [Click] ADD. Repeat this step for additional ranges as required.
7. To have changes in the source ranges automatically update the consolidated data, [Click] CREATE LINKS TO SOURCE DATA (Source and destination must be on different worksheets.)
8. [Click] OK.

To match data in different areas by headings:

1. To order or only include some headings, type them into the destination cells.
2. Follow steps 1-5 as above, making sure to include the headings of the data in your selection.
3. Indicate that the headings to match are in the TOP ROW and/or LEFT COLUMN. [Click] OK.

Conditional Formatting






1. Select the cells to format.
2. Choose HOME, then CONDITIONAL FORMATTING .
3. Select a conditional formatting type, then make a selection from commonly used rules. Or, select NEW RULE for all options.
 - Select the type DATA BARS, COLOR SCALE, or ICON SET to highlight cells based on their values.
 - For more options, such as hiding the data and only showing data bars or icons, select any formatting type, then MORE RULES.
4. If prompted, fill in specific settings, then [Click] OK.
5. To add more conditions and formats, repeat steps 1 to 4.

Clearing Conditional Formatting



1. Select the cells to be cleared.
2. Choose HOME, then CONDITIONAL FORMATTING  CLEAR RULES, then select an option.

Conditional Formatting Rules Manager

1. Choose HOME, then CONDITIONAL FORMATTING  then MANAGE RULES.
2. To see all conditional formatting on a worksheet, select the worksheet from SHOW FORMATTING RULES FOR.
3. Select a rule and [Click] EDIT or DELETE RULE as needed, or [Click]  or  to change the order in which the rules are applied.
4. Check STOP IF TRUE to prevent further conditional formatting if the rule is applied.

Creating a Workspace With Multiple Workbooks

To create a workspace which will load multiple workbooks in a specific window arrangement:

1. Open and arrange each workbook .
2. Choose VIEW, SAVE WORKSPACE .
3. Type the FILE NAME, choose a location, [Click] SAVE.
- To open a workspace, open the saved workspace file like any workbook.


Protecting/Unprotecting Worksheets

Protecting a worksheet prevents editing of cells (unless they are unlocked), and can also prevent other commands from being used.

- Turn on protection by choosing REVIEW, PROTECT SHEET . Select specific actions to permit. A password is optional.
- To access the protected area, choose REVIEW, UNPROTECT SHEET .

To Lock/Unlock Cells:

By default, all cells are locked (protected) when worksheet protection is turned on. To lock/unlock cells:

1. Unprotect the worksheet if necessary.
2. Select the cells where users will be able to enter data.
3. Choose HOME, then FORMAT  then LOCK CELLS.

Password Protecting Specific Cells

1. Choose REVIEW, then  ALLOW USERS TO EDIT RANGES.
2. [Click] NEW.
3. Enter a TITLE, select the (locked) cells to protect, and type a RANGE PASSWORD.
4. To allow/deny specific users access to modify cells:
 - a. [Click] PERMISSIONS, then ADD.
 - b. Type in a user or group, [Click] CHECK NAMES.
 - c. If the name matches multiple names, select from the presented list, then [Click] OK.(Note: Setting permissions for non-local users requires a domain controller.)
5. [Click] OK twice.
6. To add additional ranges, repeat steps 2-5, then [Click] OK when done.
7. Protect the worksheet (REVIEW, PROTECT SHEET).

Once the worksheet is protected, trying to edit a password protected cell will bring up a password prompt. Users specifically given access permissions will not get a password dialog box. Users specifically denied access require a password to edit the cells.

Keeping Part of a Worksheet Visible

Use freeze panes or splitting to keep parts of a worksheet visible while working on another part. You cannot have split and freeze panes on the same worksheet.

Freeze Panes

Use freeze panes to keep top rows or left columns always visible:

To freeze the first row or column, choose VIEW, FREEZE PANES, then FREEZE TOP ROW or FREEZE COLUMN. Or,

1. Select the cell below and to the right of the rows & columns to be frozen.

- To freeze only rows, select a cell in column A.
- To freeze only columns, select a cell in row 1.

2. Choose VIEW, FREEZE PANES  then FREEZE PANES.

To remove freeze panes, choose VIEW, FREEZE PANES then UNFREEZE PANES.

Split Panes

To create separate scrollable areas, use split panes.

1. Select a cell that will be below and to the right of the split lines, then choose VIEW,  SPLIT.

- To create a horizontal split, [Drag] the split bar above the vertical scroll bar .

- To create a vertical split, [Drag] the split bar to the right of the horizontal scroll bar .

2. [Drag] the split bar to reposition.

3. To scroll an area, select a cell in the area, then scroll as usual.

To remove a split, [Double-Click] the split bar. Or, to remove all splits, choose VIEW,  SPLIT.

Excel 2010 Instruction Manual

TeachUcomp

The logo for TeachUcomp, featuring a stylized red and white circular graphic with a gradient effect, positioned to the right of the company name.

Excel 2010 Instruction Manual:

Excel 2010: The Missing Manual Matthew MacDonald, 2010-06-18 Excel the world's most popular spreadsheet program has the muscle to analyze heaps of data Beyond basic number crunching Excel 2010 has many impressive features that are hard to find much less master especially from online help pages This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly Navigate with ease Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations Write formulas for rounding numbers calculating mortgage payments and more Organize your data Search sort and filter huge amounts of information Illustrate trends Bring your data to life with charts and graphics including miniature charts called Sparklines Examine your data Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets Use the Excel Web App to collaborate with colleagues online Rescue lost data Restore old versions of data and find spreadsheets you forgot to save **Altova® MapForce® 2010 User & Reference Manual**, **Level I Hot Mix Asphalt 2009-2010 Instruction Manual**, 2009 **Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas *A Research Primer for Technical Communication* George F Hayhoe, Pam Estes Brewer, 2020-09-10 This fully revised edition provides a practical introduction to research methods for anyone conducting and critically reading technical communication research The first section discusses the role of research in technical communication and explains in plain language how to conduct and report such research It covers both quantitative and qualitative methods as well as surveys usability studies and literature reviews The second section presents a collection of research articles that serve as exemplars of these major types of research projects each followed by commentary breaking down how it corresponds to the information on that research type In addition to five new chapters of exemplars and commentaries this second edition contains a new chapter on usability studies This book is an essential introduction to research methods for students of technical communication and for industry professionals who need to conduct and engage with research on the job *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 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

EBOOK:
Using Information Technology Complete Edition Brian Williams, 2012-03-16 EBOOK Using Information Technology Complete Edition *Microsoft Access 2016 Training Manual Classroom in a Book* TeachUcomp , 2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database

Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls To Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls Group 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform Subreport Control Reports 1 Using the Report Wizard 2 Using Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Using Program Flow with Macros 4 Creating Autoexec Macros 5 Creating Data Macros 6 Editing Named Data Macros 7 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar 2016 Only **Excel 2010 Quick Source Guide** Quick Source,2010-06-01 **Microsoft Access 2019 and 365 Training Manual Classroom in a Book** TeachUcomp,2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational

databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls to Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls List 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform or Subreport Control Reports 1 Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1

Using Access Help 2 The Tell Me Bar Research Methods and Methodologies in Education James Arthur, Michael Waring, Robert Coe, Larry V Hedges, 2012-03-19 This work will be of immense value to those who are undertaking a significant post graduate research study in Education The array of impressive contributors writes in an accessible and clear manner and brings the attention of the reader to both technical and conceptual terms This book certainly will be an addition to my own reference library Susan Groundwater Smith Faculty of Education and Social Work University of Sydney This straightforward and jargon free book will provide students with the theoretical understandings practical knowledge and skills they need to carry out independent research The international contributors identify key research methodologies data collection tools and analysis methods and focus on the direct comparisons between them Each chapter sets out the strengths and weaknesses of a key research method by identifying specific research designs presenting a series of relevant data collection tools highlighting which analytical methods which can be used The chapters cover the full range of methods and methodologies including internet research mixed methods research and the various modes of ethnographic research Additional online materials are also available including links to useful journal articles enabling further reading and exploration of each chapter This is a key book for M level students and other postgraduates within Education and Educational Research Methods courses James Arthur is Head of School and Professor of Education and Civic Engagement at the University of Birmingham UK Michael J Waring is a Senior Lecturer in the School of Sport Exercise and Human Sciences at Loughborough University UK Robert Coe is Professor in the School of Education and Director of the Centre for Evaluation and Monitoring CEM Durham University UK Larry V Hedges PhD is Board of Trustees Professor of Statistics and Social Policy at the Institute for Policy Research Northwestern University US *Spacecraft Systems Engineering* Peter Fortescue, Graham Swinerd, John Stark, 2011-08-24 This fourth edition of the bestselling Spacecraft Systems Engineering title provides the reader with comprehensive coverage of the design of spacecraft and the implementation of space missions across a wide spectrum of space applications and space science The text has been thoroughly revised and updated with each chapter authored by a recognized expert in the field Three chapters Ground Segment Product Assurance and Spacecraft System Engineering have been rewritten and the topic of Assembly Integration and Verification has been introduced as a new chapter filling a gap in previous editions This edition addresses front end system level issues such as environment mission analysis and system engineering but also progresses to a detailed examination of subsystem elements which represents the core of spacecraft design This includes mechanical electrical and thermal aspects as well as propulsion and control This quantitative treatment is supplemented by an emphasis on the interactions between elements which deeply influences the process of spacecraft design Adopted on courses worldwide Spacecraft Systems Engineering is already widely respected by students researchers and practising engineers in the space engineering sector It provides a valuable resource for practitioners in a wide spectrum of disciplines including system and subsystem engineers spacecraft equipment designers

spacecraft operators space scientists and those involved in related sectors such as space insurance In summary this is an outstanding resource for aerospace engineering students and all those involved in the technical aspects of design and engineering in the space sector Frontiers in Offshore Geotechnics III Vaughan Meyer,2015-05-15 Frontiers in Offshore Geotechnics III comprises the contributions presented at the Third International Symposium on Frontiers in Offshore Geotechnics ISFOG Oslo Norway 10 12 June 2015 organised by the Norwegian Geotechnical Institute NGI The papers address current and emerging geotechnical engineering challenges facing those working in off **Technologies for Smart Sensors and Sensor Fusion** Kevin Yallup,Krzysztof Iniewski,2017-12-19 Exciting new developments are enabling sensors to go beyond the realm of simple sensing of movement or capture of images to deliver information such as location in a built environment the sense of touch and the presence of chemicals These sensors unlock the potential for smarter systems allowing machines to interact with the world around them in more intelligent and sophisticated ways Featuring contributions from authors working at the leading edge of sensor technology Technologies for Smart Sensors and Sensor Fusion showcases the latest advancements in sensors with biotechnology medical science chemical detection environmental monitoring automotive and industrial applications This valuable reference describes the increasingly varied number of sensors that can be integrated into arrays and examines the growing availability and computational power of communication devices that support the algorithms needed to reduce the raw sensor data from multiple sensors and convert it into the information needed by the sensor array to enable rapid transmission of the results to the required point Using both SI and US units the text Provides a fundamental and analytical understanding of the underlying technology for smart sensors Discusses groundbreaking software and sensor systems as well as key issues surrounding sensor fusion Exemplifies the richness and diversity of development work in the world of smart sensors and sensor fusion Offering fresh insight into the sensors of the future Technologies for Smart Sensors and Sensor Fusion not only exposes readers to trends but also inspires innovation in smart sensor and sensor system development **Level II Portland Cement Concrete 2009-2010 Instruction Manual** ,2009 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 13 13 Inserting 3D Models 13 14 Formatting 3D Models CHAPTER 14 DRAWING OBJECTS 14 1 Inserting Shapes 14 2 Inserting WordArt 14 3 Inserting Text Boxes 14 4 Formatting Shapes 14 5 The Format Shape Task Pane 14 6 Inserting SmartArt 14 7 Design and Format SmartArt 14 8 Inserting Charts CHAPTER 15 USING BUILDING BLOCKS 15 1 Creating Building Blocks 15 2 Using Building Blocks CHAPTER 16 Styles 16 1 About Styles 16 2 Applying Styles 16 3 Showing Headings in the Navigation Pane 16 4 The Styles Task Pane 16 5 Clearing Styles from Text 16 6 Creating a New Style 16 7 Modifying an Existing Style 16 8 Selecting All Instances of a Style in a Document 16 9 Renaming Styles 16 10 Deleting Custom Styles 16 11 Using the Style Inspector Pane 16 12 Using the Reveal Formatting Pane CHAPTER 17 Themes and style sets 17 1 Applying a Theme 17 2 Applying a Style Set 17 3 Applying and Customizing Theme Colors 17 4 Applying and Customizing Theme Fonts 17 5 Selecting Theme Effects CHAPTER 18 PAGE BACKGROUNDS 18 1 Applying Watermarks 18 2 Creating Custom Watermarks 18 3 Removing Watermarks 18 4 Selecting a Page Background Color or Fill Effect 18 5 Applying Page Borders CHAPTER 19 BULLETS AND NUMBERING 19 1 Applying Bullets and Numbering 19 2 Formatting Bullets and Numbering 19 3 Applying a Multilevel List 19 4 Modifying a Multilevel List Style CHAPTER 20 Tables 20 1 Using Tables 20 2 Creating Tables 20 3 Selecting Table Objects 20 4 Inserting and

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