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Microsoft Word 2010 Training Manual

Geoff Evelyn, John Pierce



Microsoft Word 2010 Training Manual:

Microsoft Word 2010 Digital Classroom AGI Training Team, 2011-10-14 The perfect book and video training package for Word 2010 This Word 2010 book and video training package from the same professional training experts who also create many training materials for Adobe Systems is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Word 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks This jam packed training package takes you well beyond the basics in a series of easy to absorb five minute lessons Walks you through 8 lessons each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers exciting new Word 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect one stop robust learning package with book and supplementary video training Additional resources available on companion Web site www.digitalclassroombooks.com Learn the ins and outs of Word 2010

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Introduction Microsoft Word 2010 Angela Manning,2011 Microsoft Word 2010 - Advanced EZ-Ref Courseware,2010-12-15 Advanced Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the advanced concepts of Microsoft Word 2010 To download the exercise files that accompany this title please visit http://www.ezref.com/exercise_files For information regarding unlimited printing with the ability to customize our courseware please visit our website www.ezref.com Topics covered in Microsoft Word 2010 Advanced 6 8 hours Working with Tables Performing Math Importing Spreadsheets Linking Files Clipart AutoShapes WordArt Using the Drawing Toolbar Adding Diagrams Charts Watermarks Text Boxes Sorting Selecting Merge Records Creating Mailing Labels Using Creating Styles Adding Footnotes Endnotes Cross Referencing Text Creating an

Index Inserting Table of Contents Master Sub Documents Creating Web Pages Customizing the Toolbar Setting Program Options **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

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 Creating and changing and Formatting Tables Creating Templates Adding objects and pictures Linking data with Excel and
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