

# Microsoft Teams

## The Teams Program Screen



## Getting Started

**Sign In:** Enter your email address in the Sign in field, then click **Sign In**. Enter your password in the Password field, then click **Sign In**.

**Sign Out:** Click your account icon in the upper-right, then select **Sign Out**.

**Set Your Status:** Click your account icon in the upper-right, click your current status, then select a new status from the menu.

|  |                |                                            |
|--|----------------|--------------------------------------------|
|  | Available      | Online and available                       |
|  | Busy           | On a call, in a meeting, or otherwise busy |
|  | Do Not Disturb | Online, but does not want to be disturbed  |
|  | Be Right Back  | Will return shortly                        |
|  | Appear Away    | Currently away from computer or idle       |

**Set a Status Message:** Click your account icon in the upper-right, then select **Set Status Message**. Enter a message into the text field, then click the **Clear status message** after list arrow and select when the message should expire. Click **Done**.

## Chats

**Start a New Chat:** Click the **Chat** button on the App bar, then click the **New Chat** button at the top of the list pane. Start typing the name of the person you want to chat with, then select their name from the search results. Enter a message in the Compose box, then click **Send**.

**Resume a Recent Chat:** Click the **Chat** button on the App bar, then select a contact from under the **Recent** heading.

**Start a Chat with a Contact:** Click the **Chat** button on the App bar. Click the **Chat** heading at the top of the list pane, select **Contacts**, then select someone from the **Contacts** list.

**Start a Group Chat:** Click the **Chat** button on the App bar, then click the **New Chat** button at the top of the list pane. Start typing a person's name, then select their name from the search results. Start typing another name, then select another contact from the search results. Repeat until you have all the contacts you want.

**Format Text:** Click the **Format** button below the Compose box. Select the text you want to format, then use the formatting options available. Click the **More Options** button to access additional formatting options.

## Keyboard Shortcuts

### General

|                              |          |
|------------------------------|----------|
| Go to Search.....            | Ctrl + E |
| Start a New Chat.....        | Ctrl + N |
| Show Commands.....           | Ctrl + / |
| Show Keyboard Shortcuts..... | Ctrl + . |
| Go to.....                   | Ctrl + G |
| Help.....                    | F1       |
| Settings.....                | Ctrl + , |
| Zoom In.....                 | Ctrl + = |
| Zoom Out.....                | Ctrl + - |

### Navigation

|               |          |
|---------------|----------|
| Activity..... | Ctrl + 1 |
| Chat.....     | Ctrl + 2 |
| Teams.....    | Ctrl + 3 |
| Calendar..... | Ctrl + 4 |
| Calls.....    | Ctrl + 5 |
| Files.....    | Ctrl + 6 |

### Messaging

|                                     |                  |
|-------------------------------------|------------------|
| Go to Compose box.....              | C                |
| Expand Compose box.....             | Ctrl + Shift + X |
| Send from Expanded Compose Box..... | Ctrl + Enter     |
| Attach file.....                    | Ctrl + O         |
| New Line.....                       | Shift + Enter    |

### Meetings and Calls

|                             |                  |
|-----------------------------|------------------|
| Accept Video Call.....      | Ctrl + Shift + A |
| Accept Audio Call.....      | Ctrl + Shift + S |
| Decline Call.....           | Ctrl + Shift + D |
| Start Audio Call.....       | Ctrl + Shift + C |
| Start Video Call.....       | Ctrl + Shift + U |
| Toggle Mute.....            | Ctrl + Shift + M |
| Toggle Video.....           | Ctrl + Shift + O |
| Toggle Fullscreen.....      | Ctrl + Shift + F |
| Toggle Background Blur..... | Ctrl + Shift + P |

### Calendar

|                         |                 |
|-------------------------|-----------------|
| Schedule a Meeting..... | Alt + Shift + N |
| Go to Current Time..... | Alt + ,         |
| Previous Day/Week.....  | Ctrl + Alt + ←  |
| Next Day/Week.....      | Ctrl + Alt + →  |
| View Day.....           | Ctrl + Alt + 1  |
| View Workweek.....      | Ctrl + Alt + 2  |
| View Week.....          | Ctrl + Alt + 3  |

# Ms Project 2015 Quick Reference Guide

**Daniel F McAuley**



## **Ms Project 2015 Quick Reference Guide:**

*Fiscal Analysis of Resource Industries* Ms.Oana Luca,Diego Mesa Puyo,2016-02-24 This manual introduces key concepts and methodology used by the Fiscal Affairs Department FAD in its fiscal analysis of resource industries FARI framework Proper evaluation of fiscal regimes for extractive industries EI requires economic and financial analysis at the project level and FARI is an analytical tool that allows such fiscal regime design and evaluation The FARI framework has been primarily used in FAD s advisory work on fiscal regime design it supports calibration of fiscal parameters sensitivity analysis and international comparisons In parallel to that FARI has also evolved into a revenue forecasting tool allowing IMF economists and government officials to estimate the composition and timing of expected revenue streams from the EI sector analyze revenue management issues including quantification of fiscal rules and better integrate the EI sector in the country macroeconomic frameworks Looking forward the model presents a useful tool for revenue administration practitioners allowing them to compare actual realized revenues with model results in tax gap analysis

**A Practical Guide to Global Point-of-Care Testing** Mark Shephard OAM,2016-11 Point of care testing POCT refers to pathology testing performed in a clinical setting at the time of patient consultation generating a rapid test result that enables informed and timely clinical action to be taken on patient care It offers patients greater convenience and access to health services and helps to improve clinical outcomes POCT also provides innovative solutions for the detection and management of chronic acute and infectious diseases in settings including family practices Indigenous medical services community health facilities rural and remote areas and in developing countries where health care services are often geographically isolated from the nearest pathology laboratory A Practical Guide to Global Point of Care Testing shows health professionals how to set up and manage POCT services under a quality assured sustainable clinically and culturally effective framework as well as understand the wide global scope and clinical applications of POCT The book is divided into three major themes the management of POCT services a global perspective on the clinical use of POCT and POCT for specific clinical settings Chapters within each theme are written by experts and explore wide ranging topics such as selecting and evaluating devices POCT for diabetes coagulation disorders HIV malaria and Ebola and the use of POCT for disaster management and in extreme environments Figures are included throughout to illustrate the concepts principles and practice of POCT Written for a broad range of practicing health professionals from the fields of medical science health science nursing medicine paramedic science Indigenous health public health pharmacy aged care and sports medicine A Practical Guide to Global Point of Care Testing will also benefit university students studying these health related disciplines

*Building Bots with Microsoft Bot Framework* Kishore Gaddam,2017-05-31 Build intelligent and smart conversational interfaces using Microsoft Bot Framework About This Book Develop various real world intelligent bots from scratch using Microsoft Bot Framework Integrate your bots with most popular conversation platforms such as Skype Slack and Facebook Messenger Flaunt your bot building skills in your

organization by thoroughly understanding and implementing the bot development concepts such as messages rich text and pictures dialogs and third party authentication and calling Who This Book Is For This book is for developers who are keen on building powerful services with great and interactive bot interface Experience with C is needed What You Will Learn Set up a development environment and install all the required software to get started programming a bot Publish a bot to Slack Skype and the Facebook Messenger platform Develop a fully functional weather bot that communicates the current weather in a given city Help your bot identify the intent of a text with the help of LUIS in order to make decisions Integrate an API into your bot development Build an IVR solution Explore the concept of MicroServices and see how MicroServices can be used in bot development Develop an IoT project deploy it and connect it to a bot In Detail Bots help users to use the language as a UI and interact with the applications from any platform This book teaches you how to develop real world bots using Microsoft Bot Framework The book starts with setting up the Microsoft Bot Framework development environment and emulator and moves on to building the first bot using Connector and Builder SDK Explore how to register connect test and publish your bot to the Slack Skype and Facebook Messenger platforms Throughout this book you will build different types of bots from simple to complex such as a weather bot a natural speech and intent processing bot an Interactive Voice Response IVR bot for a bank a facial expression recognition bot and more from scratch These bots were designed and developed to teach you concepts such as text detection implementing LUIS dialogs Cortana Intelligence Services third party authentication Rich Text format Bot State Service and microServices so you can practice working with the standard development tools such as Visual Studio Bot Emulator and Azure Style and approach This step by step guide takes a learn while doing approach delivering the practical knowledge and experience you need to design and build real world Bots The concepts come to you on an as needed basis while developing a bot so you increase your programming knowledge and experience at the same time *Becoming a Project Manager* Amie Jane Leavitt, 2017-07-15 All projects require a competent manager and that is most certainly the case with big IT projects Technical project managers supervise all aspects of the project manage personnel oversee budgets ensure that the work stays on schedule and execute communication plans between all parties In this title readers will find out if they have what it takes to become a technical project manager They will learn what the job entails what skills and personality are required for the job the types of training and education needed and what a typical day on the job is like

*Artificial Intelligence* Lavanya Sharma, Pradeep Kumar Garg, 2021-10-28 Artificial Intelligence Technologies Applications and Challenges is an invaluable resource for readers to explore the utilization of Artificial Intelligence applications challenges and its underlying technologies in different applications areas Using a series of present and future applications such as indoor outdoor securities graphic signal processing robotic surgery image processing character recognition augmented reality object detection and tracking intelligent traffic monitoring emergency department medical imaging and many more this publication will support readers to get deeper knowledge and implementing the tools of Artificial Intelligence

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**(ISC)2 Guide to the CISSP CBK - Fourth Edition** Adam Gordon,2015-03-11 As an information security professional it is essential to stay current on the latest advances in technology and the effluence of security threats Candidates for the CISSP certification need to demonstrate a thorough understanding of the eight domains of the CISSP Common Body of Knowledge CBK along with the ability to apply this indepth knowledge to daily practices Recognized as one of the best tools available for security professionals specifically for the candidate who is striving to become a CISSP the Official ISC Guide to the CISSP CBK Fourth Edition is both up to date and relevant Reflecting the significant changes in the CISSP CBK this book provides a comprehensive guide to the eight domains Numerous illustrated examples and practical exercises are included in this book to demonstrate concepts and real life scenarios Endorsed by ISC and compiled and reviewed by CISSPs and industry luminaries around the world this textbook provides unrivaled preparation for the certification exam and is a reference that will serve you well into your career Earning your CISSP is a respected achievement that validates your knowledge skills and experience in building and managing the security posture of your organization and provides you with membership to an elite network of professionals worldwide *Teaching in Nursing and Role of the Educator* Jennie C. De Gagne,Marilyn H.

Oermann,2024-11-28 The essential guide for every nurse educator This comprehensive resource written by experienced authors educators thoroughly delineates the role of the nurse educator in both academic and non academic environments including the role of scholar The updated fourth edition encompasses the newest research and best practices to ensure that educators remain at the forefront of nursing education Included are completely new chapters addressing competency based education current challenges in teaching and the role of the educator as a leader mentor and advisor The book provides expanded coverage of inclusive teaching and diverse learners integration of AI and social media in education and advancements in simulations and clinical teaching The fourth edition continues to provide evidence based guidance on the role of the educator and transition from clinician to educator learning theories teaching methods new technologies clinical teaching interprofessional education curriculum development evaluation and testing accreditation and becoming a scholar The text includes many practical examples and scenarios to enhance teaching practices It emphasizes inclusivity and diversity offering insights and strategies for creating a safe and inclusive learning environment Readers will benefit from

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*SOLIDWORKS 2018 Quick Start with Video Instruction* David Planchard, 2018-02 SOLIDWORKS 2018 Quick Start with video instruction introduces the new user to the basics of using SOLIDWORKS 3D CAD software in five easy lessons This book is intended for the student or designer that needs to learn SOLIDWORKS quickly and effectively for senior capstone machine design kinematics dynamics and other engineering and technology projects that use SOLIDWORKS as a tool Engineers in industry are expected to have SOLIDWORKS skills for their company's next project Students need to learn SOLIDWORKS without taking a formal CAD course Based on years of teaching SOLIDWORKS to engineering students SOLIDWORKS 2018 in 5 Hours concentrates on the areas where the new user improves efficiency in the design modeling process By learning the correct SOLIDWORKS skills and file management techniques you gain the most knowledge in the shortest period of time You develop a mini Stirling Engine and investigate the proper design intent and constraints The mini Stirling Engine is based on the external combustion closed cycle engine of Scottish inventor Robert Stirling In addition to 3D modeling the engine can be used to teach and connect many engineering and physics principles You begin with an overview of SOLIDWORKS and the User Interface UI its menus toolbars and commands With a quick pace you learn the essentials of 2D sketching part and assembly creation perform motion study develop detailed part and assembly drawings and much more

**Anything & Everything** Cyko Games, 2015-03-27 This whole edition is dedicated to women Hence there are a lot of stuffs related to the various domains of the life of a female A lot of interesting feminal reads are available to our readers ranging from inspirational stories to the social and cultural problems encountered by females from yummylicious food recipes to unique facts about women from distinctive achievements made by women worldwide to must haves for women to name a few And yeah not to mention this edition does offer a great deal to our male readers too A magazine that contains a lot of fascinating as well as enthralling stuffs for people of all ages It includes topics ranging from technology to music from inspirational stories to news about important happenings in the prevailing month from information on useful apps to cykopedia and a lot more to attract you towards it We as a team have developed

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