



MICROSOFT EXCEL

Microsoft Excel es un programa para realizar cálculos de tipo matemático, estadístico, financiero, lógico, etc. Este programa pertenece a la Suite Ofimática de Microsoft Office. Está clasificado como una Hoja de Cálculo en donde se pueden elaborar documentos tales como:

- Facturas de Venta
- Cotizaciones
- Nómina de Empleados
- Tablas Financieras
- Cuadros Estadísticos
- Listados Ordenados Alfabéticamente
- Formatos para Documentos de la Empresa
- Gráficos estadísticos basados en los datos
- Y muchas cosas más...

Este programa le permitirá realizar cálculos en forma automatizada por medio de Fórmulas y Funciones predeterminadas lo cual le ayudará a agilizar los procesos de cálculo que requiera de forma fácil y rápida.

La hoja de cálculo se ve como una cuadrícula conformada por filas y columnas en las cuales podrá colocar información o realizar operaciones de tipo matemático.

TERMINOS COMUNES EN LA HOJA DE CÁLCULO

- ❑ **Libro:** Se denomina Libro al conjunto de Hojas de Cálculo. Un libro es un archivo de Excel.
- ❑ **Hoja:** Es un arreglo de filas y columnas que tiene el aspecto de una cuadrícula o planilla.
- ❑ **Fila:** Cada una de las disposiciones horizontales dentro de la Hoja de Cálculo y se identifican por un número.
- ❑ **Columna:** Cada una de las disposiciones verticales dentro de la Hoja de Cálculo y se identifican por una letra.
- ❑ **Celda:** Es la intersección de una columna con una fila. Se identifican mencionando la letra de la columna y el número de la fila. Por ejemplo: B5.
- ❑ **Rango:** Es un conjunto de celdas que se encuentran seleccionadas y agrupadas en forma rectangular. Se hace referencia a un rango nombrando su celda superior izquierda, seguida por dos puntos (:) y luego por su celda inferior derecha.
- ❑ **Dato:** Es cualquier información no elaborada. Puede ser un texto, un número, una fecha, etc.
- ❑ **Fórmula:** Expresión matemática que involucra referencias de celda y que devuelven un resultado. Toda fórmula debe empezar con el signo igual (=).
- ❑ **Función:** Es una expresión que tiene un nombre seguido de un paréntesis dentro de los cuales se pueden colocar los argumentos de dicha función. Un argumento puede ser una serie de datos separados por comas (o punto y coma) o un rango de celdas. Las funciones también retornan un resultado y deben empezar con el signo igual (=). Por ejemplo: **=SUMA(C7:C20)**
- ❑ **Encabezado:** Es cada uno de los nombres que aparecen en cada columna donde hayan datos.
- ❑ **Etiqueta:** Es una serie de nombres o valores que hacen parte de la primera columna de una hoja de cálculo.
- ❑ **Tabla:** Es el conjunto de columnas y filas que contienen una información relacionada.
- ❑ **Cursor o Puntero:** Es un señalizador dentro de la hoja de cálculo y tiene la forma de una cruz.

Microsoft Excel 2003 Manual

TeachUcomp

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

Microsoft Excel 2003 Manual:

Excel 2003: The Missing Manual Matthew MacDonald, 2004-12-22 Whether you are an Excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills Excel The Missing Manual is sure to become your go to resource for all things Excel Covering all the features of Excel 2002 and 2003 the most recent versions for Windows Excel The Missing Manual is an easy to read thorough and downright enjoyable guide to one of the world s most popular and annoyingly complicated computer programs Never a candidate for the most user friendly of Microsoft programs Excel demands study practice and dedication to gain even a working knowledge of the basics Excel 2003 is probably even tougher to use than any previous version of Excel However despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge Excel can help you to collaborate effectively and protect and control access to your work Power users can take advantage of industry standard Extensible Markup Language XML data to connect to business processes To unleash the power of the program and mine the full potential of their database talents users need an authoritative and friendly resource None is more authoritative or friendlier than Excel The Missing Manual Not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and Web interface knowledge that pros can adopt for their latest project Neophytes will find everything they need to create professional spreadsheets and become confident users Excel The Missing Manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming If you buy just one book about using Excel this has GOT to be it This book has all you need to help you excel at Excel

Absolute Beginner's Guide to Microsoft Office Excel 2003 Joe Kraynak, 2003 Takes you step by step through the most essential tasks and provides plenty of illustrations that show you exactly what to do abstract **Excel 2003 for Starters: The Missing Manual** Matthew MacDonald, 2005-10-31 The dominant spreadsheet program and one of the most widely used software applications in the world Microsoft Excel is unbelievably powerful and can be downright intimidating If you re new to Excel or among the many existing Excel users who are dazed and confused by all that the program can do and by how little it has actually done for you Excel for Starter The Missing Manual is your ideal resource For everyone who wants to quickly get up to speed on Excel to create organize and present household and or office data and information this smart new guide delivers just the essentials it concentrates on the must have information and the best most practical Excel features that people like you can use to maximize your productivity and minimize your spreadsheet confusion and frustration Excel for Starters The Missing Manual demystifies spreadsheets and explains how to use them most effectively and efficiently Clear explanations with lots of examples step by step instructions helpful illustrations and timesaving advice guide you through all the most common and useful features of Excel 2002 and 2003 including how to build spreadsheets add and format

information print reports create charts and graphics and use basic formulas and functions Sure there are plenty more thorough more massive Excel books on the bookstore shelves But why wade your way through a swamp of details you ll never need or want to use Let author Matthew MacDonald an educator and software developer who also wrote the highly popular Excel The Missing Manual be your trusted guide as you learn which Excel features will serve you best and which are best ignored Utterly practical and refreshingly funny this down to earth guide gives you nothing more and nothing less than what you need to make Excel do exactly what you want it to do It s a quick read you ll want to keep on hand for reference again and again **Microsoft Excel 2003: Basic Student Manual + Microsoft Access 2003: Basic** ,2006-04-01

Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manuals for Microsoft Excel 2019 for Lawyers 479 pages and 224 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively use legal templates legal business functions such as the Pv and Fv functions and simple IOLTA management In addition you ll receive our complete Excel curriculum 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 Using Online Templates 1 Downloading Online Templates 2 Saving a Template 3 Creating New Workbooks from Saved Templates Legal Templates 1 Chapter Overview 2 Using the Law Firm Financial Analysis Worksheet 3 Using the Law Firm Project Tracker 4 Using the Law Firm Project Plan Legal Business Functions 1 The Pv Function 2 The Fv Function 3 The IRR and XIRR Functions Simple IOLTA Management 1 IOLTA Basics 2 Using Excel for Simple IOLTA Management 3 Using the Simple IOLTA Template *Microsoft Office Excel 2003* Robyn Francis, 2003 In this course you will use Microsoft Office Excel 2003 to manage edit and print data Course Objective You will create and edit basic Microsoft Office Excel 2003 worksheets and workbooks Amazon.com publisher's description February 2008 *Word 2003*, 2006 **Student Manual and Data** Logical Operations, 2004-12 This ILT Series manual teaches the basic functions and features of Excel 2003 Students will learn how to enter and edit data labels and formulas work with functions format cells print worksheets create charts and save a workbook as a Web page Comes with a companion CBT program

Courseguide: Microsoft Office Excel 2003-Illustrated Intermediate Elizabeth Eisner Reding, Lynn Wermers, 2004-01 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for Excel 2003 Lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right This signature streamlined approach allows continuing education students learn quickly while also serving as an excellent reference tool *Excel 2007: The Missing Manual* Matthew MacDonald, 2006-12-27 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to find them all Microsoft has addressed this problem in Excel 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 if users can find advanced features they probably won't know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It is a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information 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 Deleting Columns and Rows 20 5 Deleting Cells and Tables 20 6 Merging and Splitting Cells 20 7 Adjusting Cell Size 20 8 Aligning Text in Table Cells 20 9 Converting a Table into Text 20 10 Sorting Tables 20 11 Formatting Tables 20 12 Inserting Quick Tables CHAPTER 21 Table formulas 21 1 Inserting Table Formulas 21 2 Recalculating Word Formulas 21 3 Viewing Formulas Vs Formula Results 21 4 Inserting a Microsoft Excel Worksheet CHAPTER 22 Inserting page elements 22 1 Inserting Drop Caps 22 2 Inserting Equations 22 3 Inserting Ink Equations 22 4 Inserting Symbols 22 5 Inserting Bookmarks 22 6 Inserting Hyperlinks CHAPTER 23 Outlines 23 1 Using Outline View 23 2 Promoting and Demoting Outline Text 23 3 Moving Selected Outline Text 23 4 Collapsing and Expanding Outline Text CHAPTER 24 MAILINGS 24 1 Mail Merge 24 2 The Step by Step Mail Merge Wizard 24 3 Creating a Data Source 24 4 Selecting Recipients 24 5 Inserting and Deleting Merge Fields 24 6 Error Checking 24 7 Detaching the Data Source 24 8 Finishing a Mail Merge 24 9 Mail Merge Rules 24 10 The Ask Mail Merge Rule 24 11 The Fill in Mail Merge Rule 24 12 The If Then Else Mail Merge Rule 24 13 The Merge Record Mail Merge Rule 24 14 The Merge Sequence Mail Merge Rule 24 15 The Next Record Mail Merge Rule 24 16 The Next Record If Mail Merge Rule 24 17 The Set Bookmark Mail Merge Rule 24 18 The Skip Record If Mail Merge Rule 24 19 Deleting Mail Merge Rules in Word CHAPTER 25 SHARING DOCUMENTS 25 1 Sharing Documents in Word Using Co authoring 25 2 Inserting Comments 25 3 Sharing by Email 25 4 Presenting Online 25 5 Posting to a Blog 25 6 Saving as a PDF or XPS File 25 7 Saving as a Different File Type CHAPTER 26 CREATING A TABLE OF CONTENTS 26 1 Creating a Table of Contents 26 2 Customizing a Table of Contents 26 3 Updating a Table of Contents 26 4 Deleting a Table of Contents CHAPTER 27 CREATING AN INDEX 27 1 Creating an Index 27 2 Customizing an Index 27 3 Updating an Index CHAPTER 28 CITATIONS AND BIBLIOGRAPHY 28 1 Select a Citation Style 28 2 Insert a Citation 28 3 Insert a Citation Placeholder 28 4 Inserting Citations Using the Researcher Pane 28 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

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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**
PowerPoint 2019 and 365 Training Manual Classroom in a Book TeachUcomp ,2021-10-29 Complete classroom
training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice
exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant
presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The
PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6
Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini
Toolbar 12 Keyboard Shortcuts 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 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in
PowerPoint 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 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting
WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects
1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3
Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic
Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying
Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme
Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating
Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5
Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10
Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using
Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing
and Printing Presentations 4 Check Accessibility 5 Create a PDF Document 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 Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word **Open**

Learning Guide for Excel 2003 Introductory Cia Training Ltd Staff, 2004-05 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of an Excel spreadsheet The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual using a step by step approach *Microsoft PowerPoint 2016 Training Manual Classroom in a Book* TeachUcomp , 2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 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
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 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
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 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
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 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
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