

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

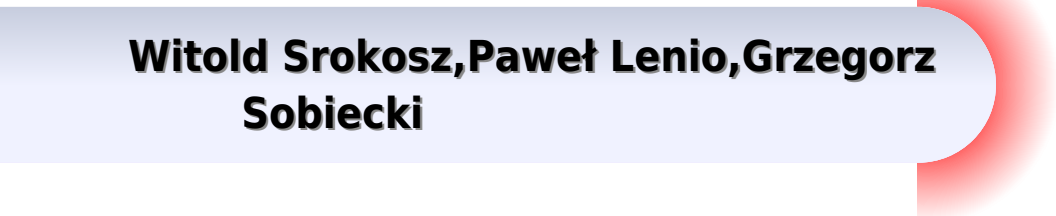
Accept Video Call.....	Ctrl + Shift + A
Accept Audio Call.....	Ctrl + Shift + S
Decline Call.....	Ctrl + Shift + D
Start Audio Call.....	Ctrl + Shift + C
Start Video Call.....	Ctrl + Shift + U
Toggle Mute.....	Ctrl + Shift + M
Toggle Video.....	Ctrl + Shift + O
Toggle Fullscreen.....	Ctrl + Shift + F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

Microsoft Project Standard 2015 User Reference Guide

**Witold Srokosz, Paweł Lenio, Grzegorz
Sobiecki**



Microsoft Project Standard 2015 User Reference Guide:

Microsoft Project 2016 Training Manual Classroom in a Book TeachUcomp, 2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals Introductory and Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic reports and much more Topics Covered Getting Acquainted with Project 1 About Project 2 Starting Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab and Backstage View 8 The Scroll Bars 9 The Quick Access Toolbar 10 The Entry Bar 11 The Status Bar 12 Touch Mode Project Basics 1 Opening Projects 2 Closing Projects 3 Creating New Projects 4 Saving Projects 5 Changing Project Views 6 Planning a Project Tasks 1 Creating Tasks 2 Editing and Deleting Tasks 3 Setting Task Duration 4 Linking Tasks 5 Marking Milestones 6 Using Phases and Summary Tasks 7 Using Task Notes Resources 1 Project Resources Overview 2 Creating Work Resources 3 Creating Material Resources 4 Creating Cost Resources 5 Entering Costs for Project Resources 6 Scheduling Work Resources 7 Creating New Base Calendars Resource and Task Assignment 1 Assigning Work Resources to Tasks 2 Assigning Material Resources to Tasks 3 Assigning Cost Resources to Tasks 4 The Team Planner Tracking Project Tasks 1 Creating Project Baselines 2 Updating Multiple Tasks in a Project 3 Updating Tasks Individually 4 Rescheduling Uncompleted Work Formatting Gantt Chart Views 1 Formatting Text in a Gantt Chart 2 Formatting Gridlines in a Gantt Chart 3 Formatting the Task Bar Layout in a Gantt Chart 4 Formatting Columns in Gantt Charts 5 Applying Bar and Gantt Chart Styles 6 Drawing Objects 7 Formatting Timescale in Gantt Charts 8 Creating Custom Views Other Project Views 1 Using Timeline View 2 Creating Multiple Timelines 3 The Task Usage View 4 The Network Diagram View 5 The Calendar View 6 Printing Views Advanced Task Management 1 Setting Task Lead and Lag Time 2 Using Task Constraints 3 Task Types 4 Setting Deadlines 5 Interrupting Tasks 6 Moving and Rescheduling Tasks 7 Inspecting Tasks 8 Creating Recurring Tasks 9 Entering Fixed Costs 10 Critical Paths 11 Using WBS Codes Advanced Resource Management 1 Applying Multiple Resource Rates 2 Advanced Resource Availability 3 Using Work Contours 4 Material Resource Consumption Rates 5 Delaying Resource Assignments Advanced Project Tracking 1 Monitoring Resource Allocation 2 Leveling Overallocated Resources 3 Monitoring Project Costs 4 Monitoring Project Statistics Advanced Project Tools 1 Using the Organizer 2 Making Macros 3 Customizing the Ribbon 4 Creating and Linking Resource Pools 5 Using and Updating Resource Pools 6 Consolidating and Linking Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing the Report View 5 Basic Report Formatting 6 Inserting Report Objects 7 Managing Reports 8 Basic Page Setup for Reports 9 Advanced Page Setup for Reports 10 Printing Reports Modifying Report Objects 1 Selecting Moving and Resizing Report Charts 2 Using the Field List with Report Charts 3 Designing Report Charts 4 Formatting Report Charts 5 Using Report Tables 6 Designing Report Tables 7 Setting Report

Table Layout Options 8 Modifying Pictures Text Boxes and Shapes 9 Formatting Text Boxes and Shapes 10 Formatting Report Pictures Visual Reporting 1 Using Visual Reports **Monthly Catalogue, United States Public Documents** ,1994

The Software Encyclopedia 2000 Bowker Editorial Staff,2000-05 Indoor Thermal Comfort Francesca Romana d'Ambrosio Alfano,Boris Igor Palella,2020-12-07 As the century begins natural resources are under increasing pressure threatening public health and development As a result the balance between man and nature has been disrupted with climatic changes whose effects are starting to be irreversible Due to the relationship between the quality of the indoor built environment and its energy demand thermal comfort issues are still relevant in the disciplinary debate This is also because the indoor environment has a potential impact on occupants health and productivity affecting their physical and psychological conditions To achieve a sustainable compromise in terms of comfort and energy requirements several challenging questions must be answered with regard to design technical engineering psychological and physiological issues and finally potential interactions with other IEQ issues that require a holistic way to conceive the building envelope design This Special Issue collected original research and review articles on innovative designs systems and or control domains that can enhance thermal comfort work productivity and wellbeing in a built environment along with works considering the integration of human factors in buildings energy performance Project Finance in Theory and Practice Stefano Gatti,2023-05-24 Project Finance in Theory and Practice Designing Structuring and Financing Private and Public Projects Fourth Edition provides essential core coverage of project finance offering new insights into Sharia compliant instruments and a comprehensive overview of the current state of international regulation of banking post financial crisis This updated edition includes new case studies and topics related to country risk along with insights from project finance experts who share their specialized knowledge on legal issues and the role of advisors in project finance details The book will be useful for readers at all levels of education and experience who want to learn how to succeed in project finance Features useful illustrative case studies Addresses human rights and sustainability issues in particular the Equator Principles for determining assessing and managing environmental and social risk in projects Explores treatment of guarantee mechanisms that governments are increasingly providing to private developers to attract private capital Blockchain Technology in Project Finance Witold Srokosz,Paweł Lenio,Grzegorz Sobiecki,2025-01-31 There is currently no comprehensive scientific study that addresses the problem of financing projects using Distributed Ledger blockchain Technology DLT that are not themselves embedded in the blockchain ecosystem particularly in the context of long term and capital intensive investments This book fills this gap It poses a number of research questions such as what financing model mechanism is the most effective in the long term where very large financial resources are concerned are there appropriate legal regulations in place and can DLT blockchain technology provide usability and solutions that can be used in the process of financing capital intensive investments The book ultimately shows that it is possible to build a legal and economic model that would effectively enable

the financing of long term and capital intensive investments based on a specially prepared integrated platform operating on the basis of blockchain technology As a result of the mechanisms of smart contracts the platform would enable the issuance and service of tokens including equity tokens but also auxiliary and payment or utility tokens and the automation of relations between stakeholders It would also allow the creation of a virtual decentralized autonomous organization DAO that would control the implementation of the project and a decentralized exchange that would enable token trading The core readership for the book is academics scholars and researchers in the fields of economics finance and law particularly those focused on blockchain technology distributed ledger systems and innovative financing mechanisms for large scale investments Policymakers and regulators involved in developing policies and legal frameworks for blockchain technology cryptocurrencies and financial innovation would find it to be a practical reference The Open Access version of this book available at www.taylorfrancis.com has been made available under a Creative Commons Attribution Non Commercial No Derivatives CC BY NC ND 4 0 license

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Encyclopedia of Sustainable Technologies Martin Abraham,2017-07-04 Encyclopedia of Sustainable Technologies Eight Volume Set provides an authoritative assessment of the sustainable technologies that are currently available or in development Sustainable technology includes the scientific understanding development and application of a wide range of technologies and processes and their environmental implications Systems and lifecycle analyses of energy systems environmental management agriculture manufacturing and digital technologies provide a comprehensive method for understanding the full sustainability of processes In addition the development of clean processes through green chemistry and engineering techniques are also described The book is the first multi volume reference work to employ both Life Cycle Analysis LCA and Triple Bottom Line TBL approaches to assessing the wide range of technologies available and their impact upon the world Both approaches are long established and widely recognized playing a key role in the organizing principles of this valuable work Provides readers with a one stop guide to the most current research in the field Presents a grounding of the fundamentals of the field of sustainable technologies Written by international leaders in the field offering comprehensive coverage of the field and a consistent high quality scientific standard Includes the Life Cycle Analysis and Triple Bottom Line approaches to help users understand and assess sustainable technologies

Corpus Approaches to Contemporary British Speech Vaclav Brezina,Robbie Love,Karin Aijmer,2018-05-23 Featuring contributions from an international team of leading and up and coming scholars this innovative volume provides a comprehensive sociolinguistic picture of current spoken British English based on the Spoken BNC2014 a brand new corpus of British speech The book begins with short introductions highlighting the state of the art in three major areas of corpus based sociolinguistics while the remaining chapters feature rigorous analysis of the research outcomes of the project grounded in Spoken BNC2014 data samples highlighting English used in everyday situations in the UK with brief summaries reflecting on the sociolinguistic implications

of this research included at the end of each chapter This unique and robust dataset allows this team of researchers the unique opportunity to focus on speaker characteristics such as gender age dialect and socio economic status to examine a range of sociolinguistic dimensions including grammar pragmatics and discourse and to reflect on the major changes that have occurred in British society since the last corpus was compiled in the 1990s This dynamic new contribution to the burgeoning field of corpus based sociolinguistics is key reading for students and scholars in sociolinguistics corpus

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