

# Drop Down Menu 10

Jonathan Stars

Photoshop Elements 2023 Training Manual Classroom in a Book TeachUcomp ,2022-12-21 Complete classroom training manual for Photoshop Elements 2023. 280 pages and 196 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to use the Organizer and Camera Raw, use basic painting and selection tools, create and manage layers, draw, manipulate and edit images, enhance photos, and much more. Topics Covered: Getting Acquainted with Photoshop Elements 1. Introduction to Photoshop Elements 2. The Home Screen Importing Photos Into the Organizer 1. The Organizer Environment 2. JPEG and Camera Raw 3. Importing Photos from Files and Folders 4. Importing Photos from Cameras and Card Readers 5. Importing Photos from a Scanner 6. Importing Photos in Bulk 7. Setting Watch Folders (Windows Only) Using the Organizer 1. Grid, Single Photo, and Full Screen Views 2. Creating and Using Albums 3. Photo Sharing 4. Managing Albums 5. The Taskbar 6. Creating a New Catalog 7. Renaming Images 8. Creating Keyword Tags 9. Creating New Tag Categories 10. Assigning and Managing Tags and Ratings 11. Stacking and Unstacking 12. Assigning Digital Notes 13. Sorting Images 14. Searching and Finding Your Images 15. Date View and Timeline View 16. Back Up and Restore a Catalog 17. Managing Files in the Organizer 18. Elements Web Features in the Organizer Camera Raw 1. About Processing Camera Raw Files 2. Opening a Camera Raw Image from the Organizer 3. Opening a Camera Raw Image from the Editor 4. The Camera Raw Dialog Box in the Editor 5. Edit Tools in Camera Raw 6. Crop and Rotate Tools in Camera Raw 7. Red Eye Removal in Camera Raw 8. Camera Raw Preferences 9. Process Versions 10. Camera Raw Profiles 11. Adjusting the White Balance 12. Making Basic Tonal Adjustments 13. Making Image Detail Adjustments 14. Resetting Camera Raw Settings 15. Using the Filmstrip 16. Opening Processed Camera Raw Files in the Editor 17. Saving a Camera Raw File as a DNG File Edit Modes 1. The Different Edit Modes 2. The Expert Edit Mode Environment 3. The Panel Bin and Taskbar 4. The Photo Bin 5. The Undo Command and Undo History Panel 6. Opening Images 7. Image Magnification 8. Viewing Document Information 9. Moving the Image 10. Setting Preferences 11. Quick Edit Mode 12. Guided Edit Mode Basic Image Manipulation 1. Bitmap Images 2. Vector Images 3. Image Size and Resolution Settings 4. Creating New Images 5. Placing Files 6. Displaying Drawing Guides Color Basics 1. Color Modes and Models 2. Color Mode Conversion 3. Color Management 4. Foreground and Background Colors 5. Using the Color Picker 6. Selecting Colors with the Color Picker Tool 7. Selecting Colors with the Swatches Panel Painting Tools 1. Painting Tools 2. The Brush Tool 3. Blending Modes 4. The Impressionist Brush 5. The Pencil Tool 6. The Color Replacement Tool 7. The Eraser Tool 8. The Magic Eraser Tool 9. The Background Eraser Tool 10. The Smart Brush Tools Brush Settings 1. Using the Brush Preset Picker 2. Loading New Brush Sets 3. Creating Custom Brush Presets 4. Creating Brush Tips from Selections 5. Setting Shape Dynamics 6. Resetting the Brush and Tool Settings Making Selections 1. Selection Basics 2. Making Pixel Selections 3. The Marquee Tools 4. The Lasso Tool 5. The Polygonal Lasso Tool 6. The Magnetic Lasso Tool 7. The Magic Wand Tool 8. The Auto Selection Tool 9. The Selection Brush Tool 10. The Refine Selection Brush Tool 11. The Quick Selection Tool 12. Modifying Pixel Selections 13. Refining Selection Edges 14. Transforming Selections 15. Copying and Pasting Pixel Selections 16. Saving and Loading Selections Filling and Stroking 1. Applying Fills 2. Using the Paint Bucket Tool 3. Using the Gradient Tool 4. Using the Gradient Editor 5. Using Patterns 6. Stroking Layers 1. About Layers and the Layers Panel 2. Layer Types 3. Creating New Layers 4. Converting a Background Layer 5. Selecting Layers 6. Hiding and Showing Layers 7. Duplicating Layers 8. Stacking and Linking Layers 9. Linking Layers 10. Grouping Layers 11. Color Coding Layers 12. Moving Layer Content with the Move Tool 13. Locking Pixels in Layers 14. Renaming Layers and Deleting Layers 15. Merging Layers and Flattening Layers 16. Layer Styles 17. Adjustment Layers and Fill Layers 18. Creating Clipping Groups 19. Layer Masks Text 1. Text Basics 2. Creating Point Text 3. Creating Paragraph Text 4. Selecting Text 5. Manipulating and Moving Text Boxes 6. Creating a Type Mask 7. Warping Text 8. Applying Layer Styles to Text Layers 9. Simplifying Text 10. Text on Selections, Shapes and Custom Paths Tools Drawing 1. Raster vs. Vector 2. Shape Layers and Shape Options 3. Using the Shape Tools 4. The Cookie Cutter Tool Manipulating Images 1. Changing the Canvas Size 2. Rotating and Flipping Images 3. Cropping Images 4. The Free Transform Command 5. The Smudge Tool 6. Blurring and Sharpening Images 7. Using the Dodge Tool and the Burn Tool 8. The Sponge Tool 9. Filters and The Filter Gallery 10. The Liquify Command 11. Applying Effects 12. The Clone Stamp Tool 13. The Recompose Tool 14. Photomerge 15. The Pattern Stamp Tool 16. The Healing Brush Tool 17. The Spot Healing Brush Tool 18. The Straighten Tool 19. The Content-Aware Move Tool 20. Correcting Camera Distortions Enhancing Photos 1. Auto Fixes 2. The Red Eye Removal Tool 3. Adjusting Shadows/Highlights 4. Adjusting Brightness/Contrast 5. Using Levels 6. Removing Color Casts 7. Hue/Saturation 8. Removing Color 9. Replacing Color 10. Color Curves 11. Adjusting Skin Tone 12. Defringing Layers 13. Adjust Smart Fix 14. Convert to Black and White 15. Colorize Photo 16. Haze Removal 17. Adjust Sharpness 18. Smooth Skin 19. Open Closed Eyes 20. Adjust Facial Features 21. Shake Reduction 22. Unsharp Mask 23. Repairing Photos 24. Moving Photos 25. Moving Overlays 26. Moving Elements Saving Images 1. Saving Images 2. The Save for Web Dialog Box Printing, Sharing & Creating 1. Printing Images 2. Creation Wizards 3. Creating a Slide Show 4. Editing a Slide Show 5. Sharing Your Creations Help 1. Elements Help 2. System Info 3. Online Updates

*Alan Simpson's Windows Vista Bible* Alan Simpson,Bradley L. Jones,2007-03-22 Check out the best of Windows Vista in this handy desktop-size resource. This convenient reference is drawn from the very best of bestselling author Alan Simpson's *Alan Simpson's Windows Vista Bible*. You'll discover how to master the basics of PCs and operating systems, get started on Vista, and move ahead to multimedia, adding security, building a network, and more. You'll even find special tips, workarounds, and advice on how to deal with Vista's quirkier aspects.

*Excel for Microsoft 365 for Lawyers Training Tutorial Manual Classroom in a Book TeachUcomp*, 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 Mode 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. Microsoft Search in Excel 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 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 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

*Mastering QuickBooks Made Easy TeachUcomp,2008*

*LEGO MINDSTORMS NXT-G Programming Guide* James Floyd Kelly,2010-08-03 James Kelly's LEGO MINDSTORMS NXT-G Programming Guide, Second Edition is a fountain of wisdom and ideas for those looking to master the art of programming LEGO's MINDSTORMS NXT robotics kits. This second edition is fully-updated to cover all the latest features and parts in the NXT 2.0 series. It also includes exercises at the end of each chapter and other content suggestions from educators and other readers of the first edition. LEGO MINDSTORMS NXT-G Programming Guide, Second Edition focuses on the NXT-G programming language. Readers 10 years old and up learn to apply NXT-G to real-life problems such as moving and turning, locating objects based upon their color, making decisions, and much more. Perfect for those who are new to programming, the book covers the language, the underlying mathematics, and explains how to calibrate and adjust robots for best execution of their programming. Provides programming techniques and easy-to-follow examples for each and every programming block Includes homework-style exercises for use by educators Gives clear instructions on how to build a test robot for use in running the example programs Please note: the print version of this title is black & white; the eBook is full color.

Learn FileMaker Pro 10 Jonathan Stars,2009-01-12 Learn FileMaker® Pro 10 provides an excellent reference to FileMaker Inc.'s award-winning database program for both beginners and advanced developers. From converting files created with previous versions of FileMaker Pro and sharing data on the web to creating reports and sorting data, this book offers a hands-on approach to getting the most out of your FileMaker Pro databases. Learn how to use the completely redesigned Status area, now known as the Status toolbar; send e-mail right from FileMaker with the SMTP-based Send Mail option; build reports quickly and easily with the Saved Finds feature; automate your database with scripts and activate those scripts with the new script trigger feature; integrate your Bento data into your FileMaker files; work with the enhanced Web viewer.

Sage 50 2019 Training Manual Classroom in a Book TeachUcomp ,2020-10-27 Complete classroom training manuals for Sage 50 Accounting. Two manuals (Introductory and Advanced) in one book. 247 pages and 68 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to setup a company file, work with payroll, sales tax, job tracking, advanced reporting and much more.

**FileMaker Pro 8 Bible** Dennis R. Cohen,Steven A. Schwartz,2006-02-02 Track information crucial to your business with the new FileMaker Pro 8 database software and the latest edition of this comprehensive guide. From capturing customer data, automating employee records, or linking databases, to tracking your own investments or home inventory, find out how to set up the FileMaker Pro database you need to classify important information and improve productivity. This valuable reference provides clear step-by-step explanations and examples for beginners as well as experienced database users, for both Windows and Macintosh. Inside, you'll find complete coverage of FileMaker Pro 8 \* Get the Big Picture on FileMaker Pro for business and home \* Understand basic operations for both Windows(r) and Macintosh(r) platforms \* Define fields, set up scripts, and create new databases \* Master standard forms, columnar lists, and other layouts \* Create, enter, edit, and sort records \* Generate summary statistics across records \* Learn how to use ScriptMaker to automate FileMaker \* Exchange data between programs such as Microsoft(r) Excel(r) \* Publish or share data on the Web or company intranet \* Import and export XML Bonus CD-ROM includes \* Trial version of FileMaker Pro 8 for Windows and Mac \* Templates \* Plug-in tools

*Front-end Design and Development for Systems Applications* Andreas Sofroniou,2009-12-21 A guide to designing and developing the "front-end" for systems applications, including the standards and guidelines for the Graphical User Interface (GUI) and the Human Computer Interface (HCI), through which users communicate with the computer system and the database. Also, dialogue styles in which a user is provided with a hierarchically organised set of choices pointing to and interacting with visible elements.

**Microsoft Publisher 2019 Training Manual Classroom in a Book** TeachUcomp ,2020-08-01 Complete classroom training manual for Microsoft Publisher 2019. 296 pages and 189 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create publications, format objects, customize schemes, create tables, perform mailings, prepare print files, and much more. Topics Covered: Getting Acquainted with Publisher 1. The Publisher Environment 2. The Title Bar 3. The Ribbon 4. The File Tab and Backstage View 5. The Quick Access Toolbar 6. Touch Mode 7. The Scroll Bars 8. The Page Layout View Buttons 9. The Zoom Slider and Zoom Button 10. The Status Bar 11. The Mini Toolbar 12. Keyboard Shortcuts Creating Basic Publications 1. Creating New Publications 2. Changing the Publication Template 3. Using Business Information 4. Saving Publications 5. Closing Publications 6. Opening Publications 7. Inserting New Pages 8. Deleting Pages 9. Moving Pages Basic Skills 1. Inserting Text Boxes 2. Inserting Shapes 3. Adding Text to Shapes 4. Inserting Pictures Saved Locally 5. Inserting Online Pictures 6. Inserting Picture Placeholders 7. Using the Scratch Area 8. Moving, Resizing, and Rotating Objects 9. Deleting Objects 10. Using Find and Replace 11. Using AutoCorrect 12. Inserting WordArt Formatting Objects 1. Formatting Text 2. Formatting Shapes 3. Formatting Pictures Using Building Blocks 1. Creating Basic Building Blocks 2. Using Building Blocks Master Pages 1. Using Master Pages Customizing Schemes 1. Creating a Custom Color Scheme 2. Creating a Custom Font Scheme 3. Customizing Page Backgrounds Using Tables 1. Creating and Deleting Tables 2. Selecting Table Elements 3. Inserting and Deleting Columns and Rows 4. Merging Text in Table Cells 5. Modifying Text in Table Cells 6. Formatting Tables Page Setup and Layouts 1. Using Page Setup 2. Using Layout Guides 3. Using the Rulers Mailings 1. Mail Merge 2. The Step by Step Mail Merge Wizard 3. Creating a Data Source 4. Selecting Recipients 5. Inserting and Deleting Merge Fields 6. Previewing a Merge 7. Detaching the Data Source 8. Finishing a Mail Merge 9. Merging a Catalog Printing 1. Previewing and Printing 2. Using the Pack and Go Feature 3. Sharing and Exporting Publications Helping Yourself 1. Using Publisher Help

*PHP Cookbook* David Sklar,Adam Trachtenberg,2014-06-30 Want to understand a certain PHP programming technique? Or learn how to accomplish a particular task? This cookbook is the first place to look. With more than 350 code-rich recipes revised for PHP 5.4 and 5.5, this third edition provides updated solutions for generating dynamic web content—everything from using basic data types to querying databases, and from calling RESTful APIs to testing and securing your site. Each recipe includes code solutions that you can freely use, along with a discussion of how and why they work. Whether you're an experienced PHP programmer or coming to PHP from another language, this book is an ideal on-the-job resource. You'll find recipes to help you with: Basic data types: strings, numbers, arrays, and dates and times Program building blocks: variables, functions, classes, and objects Web programming: cookies,

forms, sessions, and authentication Database access using PDO, SQLite, and other extensions RESTful API clients and servers, including HTTP, XML, and OAuth Key concepts: email, regular expressions, and graphics creation Designing robust applications: security and encryption, error handling, debugging and testing, and performance tuning Files, directories, and PHP's Command Line Interface Libraries and package managers such as Composer and PECL

Word for Microsoft 365 Training Manual Classroom in a Book TeachUcomp,2024-03-26 Complete classroom training manual for Word for Microsoft 365. Includes 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. 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*Beginning Microsoft Office 2010* Guy Hart-Davis, 2011-01-11 This book is a practical, step-by-step guide to getting started with Microsoft Office 2010. You'll learn how to create and edit essential office files—documents, spreadsheets, presentations, and more—quickly and efficiently. You'll also learn about all of the new updates included with Office 2010. Collaborate on projects in the cloud and access your files from virtually anywhere—with *Beginning Microsoft Office 2010*, you'll take a hands-on approach to learning everything, new and old, that the world's most popular productivity software suite has to offer. Get started with Office 2010 Basics. Create, store, and share office documents. Use shared Office tools both online and offline. How to keep e-mail, contacts, appointments, notes, and tasks organized.

*Microsoft Excel Pivot Table Data Crunching (Office 2021 and Microsoft 365)* Bill Jelen, 2021-12-21 Use Microsoft 365 Excel and Excel 2021 pivot tables and pivot charts to produce powerful, dynamic reports in minutes: take control of your data and your business! Even if you've never created a pivot table before, this book will help you leverage all their flexibility and analytical power—including important recent improvements in Microsoft 365 Excel. Drawing on more than 30 years of cutting-edge Excel experience, MVP Bill Jelen (“MrExcel”) shares practical “recipes” for solving real business problems, expert insights for avoiding mistakes, and advanced tips and tricks you'll find nowhere else. By reading this book, you will: Master easy, powerful ways to create, customize, change, and control pivot tables Transform huge datasets into clear summary reports Instantly highlight your most profitable customers, products, or regions Use the data model and Power Query to quickly analyze disparate data sources Create powerful crosstab reports with new dynamic arrays and Power Query Build geographical pivot tables with 3D Maps Construct and share state-of-the-art dynamic dashboards Revamp analyses on the fly by dragging and dropping fields Build dynamic self-service reporting systems Share your pivot tables with colleagues Create data mashups using the full Power Pivot capabilities in modern Excel versions Generate pivot tables using either VBA on the Desktop or Typescript in Excel Online Save time and avoid formatting problems by adapting reports with GetPivotData Unpivot source data so it's easier to work with Use new Analyze Data artificial intelligence to create pivot tables

*Beginning Excel Services* Liviu Asnash, Eran Megiddo, Craig Thomas, 2007-03-07 Written by Microsoft's lead developers of Excel Services, this book shares their insights into the benefits and usage of Excel's new server technology so that you can solve business problems. You'll learn what Excel Services is for and how it is used, how to deploy an evaluation copy of the server and effectively administer it, and gain an understanding of how the server works. You'll also get step-by-step guidelines for using the server in each of the scenarios for which it was designed.

*Excel 2016 All-in-One For Dummies* Greg Harvey, 2015-11-16 Your one-stop guide to all things Excel 2016 Excel 2016 All-in-One For Dummies, the most comprehensive Excel reference on the market, is completely updated to reflect Microsoft's changes in the popular spreadsheet tool. It offers you everything you need to grasp basic Excel functions, such as creating and editing worksheets, setting up formulas, importing data, performing statistical functions, editing macros with Visual Basic—and beyond. In no time, your Excel skills will go from 'meh' to excellent. Written by expert Greg Harvey, who has sold more than 4.5 million copies of his previous books combined and has taught and trained extensively in Microsoft Excel, this all-encompassing guide offers everything you need to get started with Excel. From generating pivot tables and performing financial functions to performing error trapping and building and running macros—and everything in between—this hands-on, friendly guide makes working with Excel easier than ever before. Serves as the ideal reference for solving common questions and Excel pain points quickly and easily Helps to increase productivity and efficiency when working in Excel Fully updated for the new version of Excel Covers basic and more advanced Excel topics If working in Excel occasionally makes you want to scream, this will be the dog-eared, dust-free reference you'll turn to again and again.

*Excel 2010 All-in-One For Dummies* Greg Harvey, 2010-05-10 A comprehensive, up-to-date, user-friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide, but it's not always user-friendly. That makes it a perfect For Dummies topic, and this handy all-in-one guide covers all the essentials, the new features, how to analyze data with Excel, and much more. Eight minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and Excel and VBA. Excel is the leading spreadsheet/data analysis software and is used throughout the world; the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel, with more than three million copies sold Excel 2010 All-in-One For Dummies covers the changes in the newest version as well as familiar tasks, such as creating and editing worksheets, setting up formulas, and performing statistical functions Eight self-contained minibooks cover the basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis, and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All-in-One For Dummies has everything they need to know.

*Microsoft Excel Inside Out (Office 2021 and Microsoft 365)* Bill Jelen, 2021-12-22 Master proven processes for improving development with Scrum and Azure DevOps This guide can help any development team plan, track, and manage work far more effectively, by combining today's leading agile framework (Scrum) and Microsoft's ALM/DevOps toolset (Azure DevOps). Renowned Scrum expert Richard Hundhausen thoroughly covers team formation, backlogs, Sprints, test plans, collaboration, flow, continuous improvement, Azure Boards, Azure Test Plans, and the real-world tradeoffs associated with DevOps. Throughout, you'll find practical, in-the-trenches tips from experienced Professional Scrum Developers. To make this guide even more valuable, Hundhausen has organized it to complement Scrum.org's popular Professional Scrum Developer (PSD) program, which he created with Scrum.org's Ken Schwaber, author of this book's Foreword. Professional Scrum Trainer Richard Hundhausen shows how to: Deepen your understanding of the Scrum framework and Professional Scrum as based on the 2020 Scrum Guide. Provide proven work item planning and tracking, and quickly drive value from Azure Boards Improve your Scrum “pre-game”: the tasks you'll perform before your first Sprint Use Azure DevOps to create and manage backlogs, plan Sprints, and collaborate throughout them Improve at scale with Scaled Professional Scrum and the Nexus scaled Scrum framework Recognize which practices are still most efficiently performed without tools Define and optimize team flow, overcome common dysfunctions, and evolve into a high-performance Professional Scrum Team About This Book For everyone who works with or relies on Scrum, including developers, designers, architects, testers, business analysts, Product Owners, Scrum Masters, managers, and other stakeholders Focuses primarily on using Scrum for software products, but can support development of adaptive solutions for any complex problem performance Professional Scrum Team

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