

Microsoft Project 2013 Training Manual

Microsoft Excel 2019 Training Manual Classroom in a Book Microsoft Word 2019 Training Manual Classroom in a Book Microsoft Outlook 2019 Training Manual Classroom in a Book Microsoft Access 2019 and 365 Training Manual Classroom in a Book Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book Excel for Microsoft 365 Training Tutorial Manual Classroom in a Book Manual of Romance Forensic Linguistics Teaching Learners with Visual Impairment Practicing Rights Reckless Fellows Early Warning Systems and Targeted Interventions for Student Success in Online Courses PISA A Review of International Large-Scale Assessments in Education Assessing Component Skills and Collecting Contextual Data Puberty education & menstrual hygiene management Forensic Metrology The Failure of Evangelical Mental Health Care Comprehension Instruction Disaster Response and Recovery Handbook of Human Factors in Air Transportation Systems Assistive Technologies- E-Book Child Rights Education for Inclusion and Protection TeachUcomp TeachUcomp TeachUcomp TeachUcomp TeachUcomp TeachUcomp Victoria Guillén-Nieto Maximus M. Sefotho David Androff Edward Bujak Glick, Danny Cresswell John UNESCO Ted Vosk John Weaver Sheri R. Parris David A. McEntire Steven James Landry Albert M. Cook Murli Desai

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complete classroom training manual for microsoft excel 2019 453 pages and 212 individual topics includes practice exercises and keyboard shortcuts you will learn how to create spreadsheets and advanced formulas format and manipulate spreadsheet layout sharing and auditing workbooks create charts maps macros and much more topics covered getting acquainted with excel 1 about excel 2 the excel environment 3 the title bar 4 the ribbon 5 the file tab and backstage view 6 scroll bars 7 the quick access toolbar 8 touch mode 9 the formula bar 10 the workbook window 11 the status bar 12 the workbook view buttons 13 the zoom slider 14 the mini toolbar 15 keyboard shortcuts file management 1 creating new workbooks 2 saving workbooks 3 closing workbooks 4 opening workbooks 5 recovering unsaved workbooks 6 opening a workbook in a new window 7 arranging open workbook windows 8 freeze panes 9 split panes 10 hiding and unhiding workbook windows 11 comparing open workbooks 12 switching open workbooks 13 switching to full screen view 14 working with excel file formats 15 autosave online workbooks data entry 1 selecting cells 2 entering text into cells 3 entering numbers into cells 4 autocomplete 5 pick from drop down list 6 flash fill 7 selecting ranges 8 ranged data entry 9 using autofill creating formulas 1 ranged formula syntax 2 simple formula syntax 3 writing formulas 4 using autosum 5 inserting functions 6 editing a range 7 formula autocorrect 8 autocalculate 9 function compatibility copying pasting formulas 1 relative references and absolute references 2 cutting copying and pasting data 3 autofilling cells 4 the undo button 5 the redo button columns rows 1 selecting columns rows 2 adjusting column width and row height 3 hiding and unhiding columns and rows 4 inserting and deleting columns and rows formatting worksheets 1 formatting cells 2 the format cells dialog box 3 clearing all formatting from cells 4 copying all formatting from cells to another area worksheet tools 1 inserting and deleting worksheets 2 selecting multiple worksheets 3 navigating worksheets 4 renaming worksheets 5 coloring worksheet tabs 6 copying or moving worksheets setting worksheet layout 1 using page break preview 2 using the page layout view 3 opening the page setup dialog box 4 page settings 5 setting margins 6 creating headers and footers 7 sheet settings printing spreadsheets 1 previewing and printing worksheets helping yourself 1 using excel help 2 the tell me bar 3 smart lookup creating 3d formulas 1 creating 3d formulas 2 3d formula syntax 3 creating 3d range references named ranges 1 naming ranges 2 creating names from headings 3 moving to a named range 4 using named ranges in formulas 5 naming 3d ranges 6 deleting named ranges conditional formatting and cell styles 1 conditional formatting 2 finding cells with conditional formatting 3 clearing conditional formatting 4 using table and cell styles paste special 1 using paste special 2 pasting links sharing workbooks 1 about co authoring and sharing workbooks 2 co authoring workbooks 3 adding shared workbook buttons in excel 4 traditional workbook sharing 5 highlighting

changes 6 reviewing changes 7 using comments and notes 8 compare and merge workbooks auditing 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

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 31 making macros 31 1 recording macros 31 2 running and deleting recorded macros 31 3 assigning macros chapter 32 word options 32 1 setting word options 32 2 setting document properties 32 3 checking accessibility chapter 33 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

complete classroom training manual for microsoft outlook 2019 177 pages and 101 individual topics includes practice exercises and keyboard shortcuts you will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more topics covered chapter 1 getting acquainted with outlook 1 1 the outlook environment 1 2 the title bar 1 3 the ribbon 1 4 the quick access toolbar 1 5 touch mode 1 6 the navigation bar folder pane reading pane and to do bar chapter 2 making contacts 2 1 the contacts folder 2 2 customizing the contacts folder view 2 3 creating contacts 2 4 basic contact management 2 5 printing contacts 2 6 creating contact groups 2 7 categorizing contacts 2 8 searching for contacts 2 9 calling contacts 2 10 mapping a contact s address chapter 3 email 3 1 using the inbox 3 2 changing the inbox view 3 3 message flags 3 4 searching for messages 3 5 creating addressing and sending messages 3 6 checking message spelling 3 7 setting message options 3 8 formatting messages 3 9 using signatures 3 10 replying to messages 3 11 forwarding messages 3 12 sending attachments 3 13 opening attachments 3 14 ignoring conversations chapter 4 the sent items folder 4 1 the sent items folder 4 2 resending messages 4 3 recalling messages chapter 5 the outbox folder 5 1 using the outbox 5 2 using the drafts folder chapter 6 using the calendar 6 1 the calendar window 6 2 switching the calendar view 6 3 navigating the calendar 6 4 appointments meetings and events 6 5 manipulating calendar objects 6 6 setting an appointment 6 7 scheduling a meeting 6 8 checking meeting attendance status 6 9 responding to meeting requests 6 10 scheduling an event 6 11 setting recurrence 6 12 printing the calendar 6 13 teams meetings in outlook 6 14 meeting notes chapter 7 tasks 7 1 using tasks 7 2 printing tasks 7 3 creating a task 7 4 setting task recurrence 7 5 creating a task request 7 6 responding to task requests 7 7 sending status reports 7 8 deleting tasks chapter 8 deleted items 8 1 the deleted items folder 8 2 permanently deleting items 8 3 recovering deleted items 8 4 recovering and purging permanently deleted items chapter 9 groups 9 1 accessing groups 9 2 creating a new group 9 3 adding members to groups and inviting others 9 4 contributing to groups 9 5 managing files in groups 9 6 accessing the group calendar and notebook 9 7 following and stop following groups 9 8 leaving groups 9 9 editing managing and deleting groups chapter 10 the journal folder 10 1 the journal folder 10 2 switching the journal view 10 3 recording journal items 10 4 opening journal entries and documents 10 5 deleting journal items chapter 11 public folders 11 1 creating public folders 11 2 setting permissions 11 3 folder rules 11 4 copying public folders chapter 12 personal private folders 12 1 creating a

personal folder 12 2 setting autoarchiving for folders 12 3 creating private folders 12 4 creating search folders 12 5 one click archiving chapter 13 notes 13 1 creating and using notes chapter 14 advanced mailbox options 14 1 creating mailbox rules 14 2 creating custom mailbox views 14 3 handling junk mail 14 4 color categorizing 14 5 advanced find 14 6 mailbox cleanup chapter 15 outlook options 15 1 using shortcuts 15 2 adding additional profiles 15 3 adding accounts 15 4 outlook options 15 5 using outlook help chapter 16 delegates 16 1 creating a delegate 16 2 acting as a delegate 16 3 deleting delegates chapter 17 security 17 1 types of email encryption in outlook 17 2 sending encrypted email

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

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

complete classroom training manual for excel for microsoft 365 345 pages and 211 individual topics includes practice exercises and keyboard shortcuts you will learn how to create spreadsheets and advanced formulas format and manipulate spreadsheet layout sharing and auditing workbooks create charts maps macros and much more topics covered getting acquainted with excel 1 about excel 2 the excel environment 3 the title bar 4 the ribbon 5 the file tab and backstage view 6 scroll bars 7 the quick access toolbar 8 touch mode 9 the formula bar 10 the workbook window 11 the status bar 12 the workbook view buttons 13 the zoom slider 14 the mini toolbar 15 keyboard shortcuts file management 1 creating new workbooks 2 saving workbooks 3 closing workbooks 4 opening workbooks 5 recovering unsaved workbooks 6 opening a workbook in a new window 7 arranging open workbook windows 8 freeze panes 9 split panes 10 hiding and unhiding workbook windows 11 comparing open workbooks 12 switching open workbooks 13 switching to full screen 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

it is evident that published serious science based work in forensic linguistics is predominantly written in english and focuses on casework from the english speaking world while the first aspect is understandable given that english serves as an international lingua franca in scientific discourse the second aspect presents a significant limitation for the field should researchers assume that there is simply less crime in non english speaking areas of the world a more pertinent question might be what cultural disciplinary legal or legal cultural factors contribute to the lack of research in and on languages other than english in addition to addressing the underrepresentation of romance languages in scientific publications related to forensic work the chapters in this handbook will also explore the reasons behind this unfortunate situation designed to engage readers whether they are linguists legal professionals or simply interested individuals and to spark interest in romance forensic linguistics this handbook follows three key objectives first we are committed to providing a comprehensive overview of the casework and research conducted in and on several romance languages including peninsular spanish catalan brazilian portuguese french canadian french italian and romanian second the chapters in this volume seek to understand why forensic linguistics has thrived more in some romance speaking countries than in others finally we aim to uncover the reasons for the slower development of forensic linguistics in regions where romance languages are predominantly spoken

this book teaching learners with visual impairment focuses on holistic support to learners with visual impairment in and beyond the classroom and school context special attention is given to classroom practice learning support curriculum differentiation and assessment practices to mention but a few areas of focus covered in the book in this manner this book makes a significant contribution to the existing body of knowledge on the implementation of inclusive education policy with learners affected by visual impairment

social work codes of ethics of professional organizations around the world appeal to the concept of people having rights that social

workers need to respect and advocate for however it isn't always clear how social workers can actually incorporate human rights based approaches in their practice whether domestic or international this book fills this gap by advancing rights based approaches to social work the first part gives an overview of the relationship between human rights and social work and outlines a model for how rights based approaches can be integrated into social work practice the second part introduces the rights based framework across five mainstream areas of practice poverty child welfare older adults health and mental health each of these substantive chapters introduces the area of practice and traditional social welfare interventions associated with it outlines relevant human rights frameworks explores case studies showcasing rights based approaches presents practical implications for implementing rights based social work practice the book ends with a discussion of the limitations and criticisms of rights based approaches and lays out some future directions for practice this accessible text is designed for all those interested in learning how to introduce human rights based interventions into their practice it will be of particular use to social work students taking direct practice macro practice social policy international social work and human rights courses as part of their program

the royal flying corps later the royal air force was formed in 1912 and went to war in 1914 where it played a vital role in reconnaissance supporting the british expeditionary force as air cavalry and also in combat establishing air superiority over the imperial german air force edward bujak here combines the history of the air war including details of strategy tactics technical issues and combat with a social and cultural history the rfc was originally dominated by the landed elite in lloyd george's phrase from the stateliest houses in england and its pilots were regarded as knights of the air harlaxton manor in lincolnshire seat of landed gentry became their major training base bujak shows how within the circle of the rfc the class divide and unconscious superiority of edwardian britain disappeared absorbed by common purpose technical expertise and by an influx of pilots from canada australia new zealand and south africa he thus provides an original and unusual take on the air war in world war i combining military social and cultural history

online learning has increasingly been viewed as a possible way to remove barriers associated with traditional face to face teaching such as overcrowded classrooms and shortage of certified teachers while online learning has been recognized as a possible approach to deliver more desirable learning outcomes close to half of online students drop out as a result of student related course related and out of school related factors e.g. poor self regulation ineffective teacher student student and platform student interactions low household income many educators have expressed concern over students who unexpectedly begin to struggle and appear to fall off track without apparent reason a well implemented early warning system therefore can help educators identify students at risk of

dropping out and assign and monitor interventions to keep them on track for graduation despite the popularity of early warning systems research on their design and implementation is sparse early warning systems and targeted interventions for student success in online courses is a cutting edge research publication that examines current theoretical frameworks research projects and empirical studies related to the design implementation and evaluation of early warning systems and targeted interventions and discusses their implications for policy and practice moreover this book will review common challenges of early warning systems and dashboard design and will explore design principles and data visualization tools to make data more understandable and therefore more actionable highlighting a range of topics such as curriculum design game based learning and learning support it is ideal for academicians policymakers administrators researchers education professionals instructional designers data analysts and students

the oecd has initiated pisa for development pisa d in response to the rising need of developing countries to collect data about their education systems and the capacity of their student bodies

forensic metrology is the application of scientific measurement to the investigation and prosecution of crime forensic measurements are relied upon to determine breath and blood alcohol and drug concentrations weigh seized drugs perform accident reconstruction and for many other applications forensic metrology provides a basic framework for th

in the evangelical community a variety of alternative mental health treatments deliverance exorcism biblical counseling reparative therapy and many others have been proposed for the treatment of mentally ill female and lgbt evangelicals this book traces the history of these methods focusing on the major proponents of each therapeutic system while also examining mainstream evangelical psychology the author concludes that in the majority of cases mental disorders are blamed on two main issues sin and demonic possession oppression and that as a result some communities have become a mental health underclass who are ill served or oppressed by both alternative and mainstream evangelical therapeutic systems he argues that the only recourse left for mentally ill female and lgbt evangelicals is to rally for reform and increased accountability for both professional and alternative evangelical practitioners

all key issues of research and practice in comprehension instruction are addressed in this highly regarded professional resource and course text leading scholars examine the processes that enable students to make meaning from what they read and how this

knowledge can be applied to improve teaching at all grade levels best practices for meeting the needs of diverse elementary and secondary students are identified essential topics include strategies for comprehending different types of texts the impact of the common core state standards ccss cutting edge assessment approaches and the growing importance of digital genres and multimodal literacies user friendly features include end of chapter discussion questions new to this edition incorporates the latest research and instructional practices chapters on the ccss critical theory culturally responsive instruction and response to intervention chapters on teaching fiction and informational texts in the secondary grades expanded coverage of multimodal literacy learning timely topics such as text complexity close reading digital literacies and neuroscience are discussed in multiple chapters

provides an overview of the various types of disasters that may occur the myriad of actors that are involved in emergency management and the diverse theoretical frameworks from which post disaster activities may be approached includes updated chapters keeping the material fresh and accessible while incorporating recent changes in policy and new research highlights lessons learned from such incidents and catastrophes as hurricane katrina earthquake in haiti parking lot collapse in miami west texas industrial explosion train wreck in spain aurora movie shooting times square bombing etc examines typical challenges to be expected during response efforts along with tools and techniques to enhance the ability to protect lives reduce property damage and minimize disruption includes an instructor package which contains sample syllabus teaching suggestions test bank and powerpoints

one of the primary applications of human factors engineering is in the aviation domain and the importance of human factors has never been greater as u s and european authorities seek to modernize the air transportation system through the introduction of advanced automation this handbook provides regulators practitioners researchers and educators a comprehensive resource for understanding and applying human factors to air transportation

master the assistive strategies you need to make confident clinical decisions and help improve the quality of life for people with disabilities based on the human activity assistive technology haat model developed by al cook sue hussey and jan polgar assistive technologies principles practice 5th edition provides detailed coverage of the broad range of devices services and practices that comprise assistive technology this new text offers a systematic process for ensuring the effective application of assistive technologies and focuses on the relationship between the human user and the assisted activity within specific contexts it features over 30 new photos and illustrations as well as updated chapters and case studies that reflect current technology human activity assistive

technology haat framework locates assistive technology within common everyday contexts for more relevant application focus on clinical application guides application of concepts to real world situations study questions and chapter summaries in each chapter help assessment of understanding and identification of areas where more study is needed coverage of changing at needs throughout the lifespan emphasizes how it fits into people's lives and contributes to their full participation in society principles and practice of assistive technology provide the foundation for effective reasoning ethical issues content provides vital information to guide at service delivery explicit applications of the haat model in each of the chapters on specific technologies and more emphasis on the interactions among the elements make content even easier to understand new thoroughly updated chapters to reflect current technology and practice new expanded discussion on assistive robotics and smart technologies new review of global initiatives on assistive technology new updated art program with 30 new photos and illustrations new updated case studies to reflect changes in technology and practice since last edition

the aims of child rights education are to make children and their primary duty bearers aware of child rights so that they both can be empowered to together advocate for and apply them at their family school and community levels this sourcebook focuses on child rights education for primary prevention related to inclusion and protection child rights education for exclusion non discrimination and inclusion is discussed in the context of family and society with reference to girls children with disability and dalit and tribal children and child rights to cultural and financial inclusion child rights education for protection comprises prevention of violence against children with reference to physical abuse corporal punishment and bullying commercial exploitation of children with reference to child labour and trafficking and sale of children sexual abuse and exploitation of children problems in adolescent sexual relationships such as violence teenage pregnancy abortion and unwed motherhood and sexually transmitted infections and hiv child marriage and conflict with law this is a necessary read for social workers lawyers researchers trainers and teachers working on child rights across the world and especially in developing countries

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