



Windows Phone 8 Manual

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Windows Phone 8 Manual:

Windows Phone 8 Development Internals Andrew Whitechapel, Sean McKenna, 2013-06-15 Build and optimize Windows Phone 8 apps for performance and security Drill into Windows Phone 8 design and architecture and learn best practices for building phone apps for consumers and the enterprise Written by two senior members of the core Windows Phone Developer Platform team this hands on book gets you up to speed on the Windows 8 core features and application model and shows you how to build apps with managed code in C and native code in C You ll also learn how to incorporate Windows Phone 8 features such as speech the Wallet and in app purchase Discover how to Create UIs with unique layouts controls and gesture support Manage databinding with the Model View ViewModel pattern Build apps that target Windows Phone 8 and Windows Phone 7 Use built in sensors including the accelerometer and camera Consume web services and connect to social media apps Share code across Windows Phone 8 and Windows 8 apps Build and deploy company hub apps for the enterprise Start developing games using Direct3D Test your app and submit it to the Windows Phone Store

Windows Phone 8 Unleashed Daniel Vaughan, 2013-05-09 Windows Phone 8 Unleashed is the definitive guide to Microsoft s new Windows Phone 8 platform for intermediate to advanced developers Written by Microsoft MVP and leading Windows Phone and WPF innovator Daniel Vaughan this full color guide covers everything developers need to rapidly build highly competitive Windows Phone 8 mobile apps Vaughan teaches through complete sample apps leveraging the MVVM pattern illuminating each key concept with fully explained code and real world context He presents best practices for building highly functional maintainable and attractive mobile interfaces integrating touch rich media and data testing profiling and more Expanded and updated Vaughan shares expert insights available in no other book drawing on his exceptional access to the Windows Phone development team through the elite Microsoft Silverlight and WPF Insiders group Along the way he presents exceptionally practical and thorough coverage of many powerful new Windows Phone 8 platform enhancements including full chapters on voice commands and speech synthesis incorporating speech driven experiences Wallet integration new Live Tile capabilities the Nokia Maps control launching apps via file and protocol associations and much more Detailed information on how to Get started quickly with Windows Phone XAML development in Visual Studio Master the Capabilities Model threading and the Execution Model Create attractive mobile interfaces using Windows Phone s rich set of controls including the Windows Phone Toolkit Make the most of the application bar and other interface elements Enhance user experience with advanced support for touch gestures and sensors Build location aware apps that use Nokia Maps and location services Incorporate speech driven experiences Quickly internationalize apps for global markets Leverage Windows Phone 8 s improved camera support Connect apps to online services via SOAP REST and OData Validate user input on the client side or via WCF services Use Windows Phone 8 s powerful local database support Implement background actions file transfers and audio playback Automatically launch your app using file and protocol associations Unit test to find

defects earlier saving time and money **Windows Phone 8 in Action** Michael Sync, Massimo Perga, Tim Binkley-Jones, 2013-12-30 Summary Windows Phone 8 in Action is a comprehensive guide to developing apps for the WP8 platform It covers the Windows Phone Runtime and NET APIs used to work with a phone s sensors and hardware including the accelerometer camera gyroscope GPS and microphone You will learn to write code to dial the phone write emails send text messages and recognize speech The book also teaches you to build applications that use location and push notification About this Book With 10 million and climbing active handsets Windows Phone 8 has become a real alternative to Android and iOS WP users are hungry for great apps so it s time for you to start creating them Windows Phone 8 in Action teaches you how to design build and sell WP8 apps In it you ll learn to use the WP Runtime and NET APIs to control key features like the accelerometer camera GPS and microphone This example driven book also shows you how to write applications that use location and push notification enhanced navigation services and WP8 s deep multimedia capabilities You ll need a working knowledge of C No experience with Windows Phone or XAML is required Purchase of the print book includes a free eBook in PDF Kindle and ePub formats from Manning Publications What s Inside Build your first phone app Master the Windows Phone 8 interface How to sell on the Windows Phone Store Use features like voice recognition and media About the Authors Tim Binkley Jones has worked with XAML since the first releases of WPF and Silverlight Adam Benoit is an independent developer with more than a dozen apps in the Windows Phone Store Massimo Perga is an engineer at Microsoft Michael Sync is a web and WP architect Table of Contents PART 1 INTRODUCING WINDOWS PHONE A new phone a new operating system Creating your first Windows Phone application PART 2 CORE WINDOWS PHONE Fast application switching and resume Scheduled actions Launching tasks and choosers Contacts and calendars Storing data Working with the camera Integrating with the Photos and Music Videos Hubs Using sensors Network communication with push notifications Using the Speech API PART 3 XAML FOR WINDOWS PHONE ApplicationBar and context menus Panorama and pivot controls Building a media player Using Maps Building HTML applications Releasing and monetizing apps **Essential Windows Phone 8** Shawn Wildermuth, 2013-02-18 Essential Windows Phone 8 is the definitive guide to creating powerful visually compelling mobile applications that take full advantage of Microsoft s Windows Phone 8 platform Nine time Microsoft MVP Shawn Wildermuth draws on his extensive experience teaching Windows Phone developers helping you to get started fast and master techniques that lead to truly outstanding apps Expanded and updated with 30% new coverage this conversational authoritative guide covers the essentials and a whole lot more Wildermuth begins with a solid foundation building introduction to Windows Phone 8 development and Windows Phone 8 hardware introducing design language hardware specifications patterns the application lifecycle out of the box services Live Tiles and the Windows Marketplace Once you have that foundation Wildermuth dives into hands on development emphasizing best practices and realistic code examples You ll develop a complete application from start to finish then build on your skills with increasingly sophisticated techniques

Coverage includes Designing your app s look and feel Implementing email calling search Web browsing and camera support Interacting with users Choosing the right app paradigm and functionality Incorporating touch vibration motion sound and other forms of input Working with hubs and tiles Building location based services Storing data Multitasking Integrating external data Preparing apps for the Marketplace And much more *Windows 8.1 Absolute Beginner's Guide* Paul Sanna,2013-11-06 Make the most of your new Windows 8 1 device without becoming a technical expert This book is the fastest way to take control of Windows 8 1 and use it to create connect and discover simplify and organize your whole life learn more play more do more live better This book shows you how to do what you want the way you want one incredibly clear and easy step at a time Windows has never ever been this simple Who knew how simple Windows 8 1 could be This is the easiest most practical beginner s guide to using your new Windows 8 1 desktop notebook or tablet simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Run Windows the way that s easiest for you mouse touch or keyboard Make the most of the Charms Bar and other new shortcuts Get online with Internet Explorer 11 and master its new tools Retrieve up to the minute news sports weather and financial data Set up your home network printer and other devices Safeguard your personal information and keep it private Enjoy all your digital photos videos movies and music Easily connect with anyone through email and the People app Discover and play new Windows 8 1 games Control your Xbox from Windows with Xbox SmartGlass Manage even the most gigantic collections of data and media Automatically back up your data to the cloud Fix problems protect against malware and keep Windows working reliably

System Center 2012 R2 Configuration Manager Unleashed Kerrie Meyler,Jason Sandys,Greg Ramsey,Dan Andersen,Kenneth van Surksun,Panu Saukko,2014-09-01 Since Microsoft introduced System Center 2012 Configuration Manager it has released two sets of important changes and improvements Service Pack 1 and R2 This comprehensive reference and technical guide focuses specifically on those enhancements It offers 300 pages of all new in the trenches guidance for applying Configuration Manager 2012 s newest features to improve user and IT productivity across all corporate consumer and mobile devices An authoring team of world class System Center consultants thoroughly cover System Center integration with Microsoft Intune and its mobile device management capabilities They fully address Microsoft s increased support for cross platform devices enhanced profiles changes to application management operating system deployment as well as improvements to performance security usability and mobile device management The essential follow up to System Center 2012 R2 Configuration Manager Unleashed this new supplement joins Sams market leading series of books on Microsoft System Center Use ConfigMgr 2012 R2 with Windows Intune to deliver people centric management to any user any device anywhere Simplify BYOD registration and enrollment and enable consistent access to corporate resources Integrate new mobile device management capabilities into the Configuration Manager console without service packs hot fixes or major releases Provision authentication certificates for managed devices via certificate profiles Automate

repetitive software and device related tasks with PowerShell cmdlets Centrally control roaming profiles certificates Wi Fi profiles and VPN configuration Configure User Data and Profiles to manage folder redirection offline files folders and roaming profiles for Windows 8 x users Enable users to access data in Virtual Desktop Infrastructure VDI environments Manage devices running OS X UNIX Linux Windows Phone 8 WinRT iOS and Android Understand the new cross platform agent introduced in ConfigMgr 2012 R2 Automate Windows setup with OSD Prepare for configure install and verify successful installation of the Windows Intune connector role Respond to emerging challenges in mobile device management

The Mobile Application Hacker's Handbook Dominic Chell,Tyrone Erasmus,Shaun Colley,Ollie

Whitehouse,2015-02-17 See your app through a hacker s eyes to find the real sources of vulnerability The Mobile Application Hacker s Handbook is a comprehensive guide to securing all mobile applications by approaching the issue from a hacker s point of view Heavily practical this book provides expert guidance toward discovering and exploiting flaws in mobile applications on the iOS Android Blackberry and Windows Phone platforms You will learn a proven methodology for approaching mobile application assessments and the techniques used to prevent disrupt and remediate the various types of attacks Coverage includes data storage cryptography transport layers data leakage injection attacks runtime manipulation security controls and cross platform apps with vulnerabilities highlighted and detailed information on the methods hackers use to get around standard security Mobile applications are widely used in the consumer and enterprise markets to process and or store sensitive data There is currently little published on the topic of mobile security but with over a million apps in the Apple App Store alone the attack surface is significant This book helps you secure mobile apps by demonstrating the ways in which hackers exploit weak points and flaws to gain access to data Understand the ways data can be stored and how cryptography is defeated Set up an environment for identifying insecurities and the data leakages that arise Develop extensions to bypass security controls and perform injection attacks Learn the different attacks that apply specifically to cross platform apps IT security breaches have made big headlines with millions of consumers vulnerable as major corporations come under attack Learning the tricks of the hacker s trade allows security professionals to lock the app up tight For better mobile security and less vulnerable data The Mobile Application Hacker s Handbook is a practical comprehensive guide

A Practical Guide to Computer Forensics Investigations Darren R. Hayes,2015 A Practical Guide to Computer Forensics Investigations introduces the newest technologies along with detailed information on how the evidence contained on these devices should be analyzed Packed with practical hands on activities students will learn unique subjects from chapters including Mac Forensics Mobile Forensics Cyberbullying and Child Endangerment This well developed book will prepare students for the rapidly growing field of computer forensics for a career with law enforcement accounting firms banks and credit card companies private investigation companies or government agencies 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 **Microsoft Access 2016 Training Manual Classroom in a Book** TeachUcomp

,2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 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 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections 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 Group 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform Subreport Control Reports 1 Using the Report Wizard 2 Using Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Using Program Flow with Macros 4 Creating Autoexec Macros 5 Creating Data Macros 6 Editing Named Data Macros 7 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 2016 Only

Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp, 2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What's New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options *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 *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 PowerPoint*

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