



Microsoft® Office 365

SharePoint



SharePoint is a web-based collaboration tool that allows groups of colleagues to manage and edit a wide range of shared content (such as documents, lists and calendars) in secure team sites. Sites can be created either for temporary, short-term projects, or as permanent locations for shared content. With Office 365, you can upload or create and save new documents to Team Sites using both the client version of Microsoft Word, PowerPoint and Excel, or the new Office Online apps. The Office Online apps offer the added bonus of allowing you to view and make simple changes to documents from any computer with an Internet connection, which is helpful when you don't have access to the client version of Office.

Site navigation links.

The Settings menu, with links to add an app, display all site contents, change site themes, and other tools.

A document library. See [Document Libraries](#), page 2.

When Should I use SharePoint?

When you are looking for a centralized hub for file sharing and storage.
 When you want to formally communicate and discuss projects with team members.
 When you want to track task progress related to a project and documents.
 When you want a quick newsfeed on a project's progress.

Why Should I use SharePoint?

So you can ensure team members are working on the most up-to-date documents.
 So you can build a fully-customizable landing page for a project or team.
 So you can keep relevant project-related files organized and accessible.

Which Office Apps Work with SharePoint?



Problem: Team members are located at various offices, making communication and decision making difficult.



Solution: Use SharePoint's Discussion app to ask and answer questions, take polls, and keep team members up-to-date and on track.



Problem: File versions quickly get mixed up, as multiple people share files back and forth.

Solution: Use Teams SharePoint and to provide real time collaboration and version control.

Problem: Projects require nuanced apps, lists, and timelines in order to keep track of progress.



Solution: Use SharePoint apps to customize your project's landing page or team site.

TABLE OF CONTENTS

- 2 Sites, Adding Content, & Libraries**
 - Changing Site Appearance
 - Adding Content to a Site
 - Working with Web Parts
 - Document Libraries
 - Working with Documents
- 3 Versions, Alerts, & Community Sites**
 - Version History
 - Setting Alerts
 - Community Sites

- 4 Lists, Tasks, & Collaboration**
 - Adding Community Features to an Existing Site
 - Creating & Managing lists
 - Creating & Viewing Tasks

- 5 Sharing, Project Sites & Workflows**
 - Sharing & Collaboration in Sites
 - Creating a Project Site
 - Setting Up a Site Mailbox
 - Workflows

- 6 Calendar & MS Office Integration**
 - Working with Calendars
 - Displaying Additional Calendars
 - Saving Files from Office
 - Opening Documents with Office
 - Saving Documents from Office

Sharepoint Short Manual

Matthew MacDonald



Sharepoint Short Manual:

Troubleshooting SharePoint Stacy Simpkins, 2017-11-24 Utilize a treasure trove of free SharePoint troubleshooting tools and receive insightful guidance about the types of SharePoint issues that can be discovered through their use Chapters in this book contrast solid and least privileged builds in order to help you understand the types of issues that are raised when farms are not built the least privileged way Because SharePoint errors often present themselves one way when an issue is actually something entirely different the process of finding the root cause can feel like going down a rabbit hole Hands on exercises get you comfortable with logs so you can efficiently and effectively explore the rabbit hole Troubleshooting SharePoint also demonstrates how to identify components and settings that enter an environment where access has been restricted The author shares his proven methods for researching an issue based on what appears in the logs with the understanding that often it is not as simple as asking a question but how you ask it that leads to the right answer What You'll Learn Utilize networking tools such as NetMon WireShark and Fiddler for troubleshooting Master SharePoint PAL Webalizer Indihaing Developer Dashboard the Feature Admin tool and more Become proficient using Timer Jobs and Search Diagnostics Understand how various files are accessed by IIS sites and within the server file system Discover how IIS mappings and file permissions affect issues Troubleshoot with ULS Viewer PowerShell and tools such as ProcMon PerfMon and Event Viewer Meet your new best friend the ULS Viewer Use Event Viewer as a troubleshooting source Become conversant in the language of SharePoint from the log's perspective Who This Book Is For SharePoint administrators and developers who want to learn how to quickly diagnose and resolve issues in any SharePoint server in SharePoint farms where admin access is possible Mastering Microsoft SharePoint Foundation 2010 C. A. Callahan, 2011-03-08 Everything IT professionals need to create collaborative solutions SharePoint Foundation 2010 is the newest version of a powerful collaboration tool used in many Exchange enabled organizations This book gets network professionals and business application administrators up to speed on the updates features and installation procedures preparing them to create powerful collaboration structures for their companies Microsoft SharePoint Foundation 2010 is the successor to Windows SharePoint Services 3.0 and is used with Microsoft Office SharePoint Server to enable collaboration this guide prepares IT professionals to install and service the newest version Designed for administrators who are familiar with the previous version this book doesn't waste time with basic instruction but focuses directly on skills needed to manage the upgrade Covers administration customization disaster recovery and migrating from Windows SharePoint Services 3.0 to Windows SharePoint Foundation 2010 Packed with real world examples to support the instructions Mastering Microsoft SharePoint Foundation 2010 gets administrators up to speed quickly on this essential technology **SharePoint Online Power User Playbook** Panda Deviprasad, 2020-09-03 Manage and administrate your SharePoint Online site with ease Key Features a Explore next generation sites libraries lists for better collaboration a Configure SharePoint features a Permission management a modern

approach to secure and share a Design modify site with next generation webparts a Next generation approach to monitor and analyze reports

Description This book is a one stop guide for everyone who wants to learn how to administer SharePoint online sites This book starts by covering the fundamentals of SharePoint and SharePoint Content and then shares an overview of the next generation SharePoint Site templates You will learn how to select the right template for your business You will get familiar with Site contents and all the upgraded features of lists and libraries Furthermore the book focuses on features such as Information Management Policy Permissions Content Approval Concept Document ID Service Managing metadata and Server Publishing You will also get familiar with section layouts and terminologies and will learn how to configure webparts in SharePoint online You will then come across the new features in the structural navigation cache and will understand the entire working of the hub site Towards the end you will organize and monitor site content and usage What will you learn a Configure features like Information Management Policy Document ID Content Organizer Managed Metadata and Server Publishing etc a Improved Permission Management for better quick navigation and sharing a Configure and Integrate external content types with site Designing configuring modern web parts and site a New approach of Monitoring and analyzing site s reports

Who this book is for This book is a must read for everybody who uses SharePoint Online users responsible for managing or administrating sites users with roles like owner designer approver contributor

Table of Contents 1 Introduction and Site Information 2 Library and List of Smart Management 3 Content Approval Concept 4 Configure Document ID Service 5 Document Sets Feature 6 Content Organizer Feature 7 Manage Permission 8 Managed Metadata Concept 9 SharePoint Server Publishing Infrastructure Feature 10 Application of Business Connectivity Services 11 Site Designing and Enhancement 12 Manage Site Usage

About the Author Deviprasad Panda is currently working as a Lead SharePoint administrator having almost 9 year relevant experience in sharepoint He is having strong experience in sharepoint 2010 sharepoint 2013 sharepoint 2016 sharepoint 2019 on premises production farm sharepoint online hosting sharepoint in azure He completed certifications in e 70 573 Microsoft SharePoint Application Developmente e 70 667 Microsoft SharePoint Configuratione e 70 668 Microsoft SharePoint 2010 Administratore e 70 331 Core Solutions of Microsoft SharePoint Server 2013e e 70 332 Advanced Solutions of Microsoft SharePoint Server 2013e e 70 339 Managing Microsoft SharePoint Server 2016e e 70 533 Implementing Microsoft Azure Infrastructure Solutionse He has huge production experience in multiple reputed companies in India He is the founder of e SharePointTechnicalSupport e a website to support sharepoint related queries to people He is a trainer YouTuber having channel e Deviprasad Pandae as well He is very passionate about the work that he steps into and his dedication to providing quality work as committed is highly appreciated Your LinkedIn Profile www.linkedin.com/in/deviprasadpanda *Microsoft SharePoint* Albert Chipman,2021

Microsoft Excel 2019 Training Manual Classroom in a Book TeachUcomp ,2019-08-01 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

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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 *Word for*

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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 Posting to a Blog 25 5 Saving as a PDF or XPS File 25 6 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 **Microsoft**
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 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

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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

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Table of Contents Sharepoint Short Manual

1. Understanding the eBook Sharepoint Short Manual
 - The Rise of Digital Reading Sharepoint Short Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Sharepoint Short Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sharepoint Short Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sharepoint Short Manual
 - Personalized Recommendations
 - Sharepoint Short Manual User Reviews and Ratings
 - Sharepoint Short Manual and Bestseller Lists
5. Accessing Sharepoint Short Manual Free and Paid eBooks
 - Sharepoint Short Manual Public Domain eBooks
 - Sharepoint Short Manual eBook Subscription Services
 - Sharepoint Short Manual Budget-Friendly Options

6. Navigating Sharepoint Short Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Sharepoint Short Manual Compatibility with Devices
 - Sharepoint Short Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sharepoint Short Manual
 - Highlighting and Note-Taking Sharepoint Short Manual
 - Interactive Elements Sharepoint Short Manual
8. Staying Engaged with Sharepoint Short Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sharepoint Short Manual
9. Balancing eBooks and Physical Books Sharepoint Short Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sharepoint Short Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sharepoint Short Manual
 - Setting Reading Goals Sharepoint Short Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sharepoint Short Manual
 - Fact-Checking eBook Content of Sharepoint Short Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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