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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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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 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reconciling accounts 7 voiding checks paying sales tax 1 sales tax reports 2 using the sales tax payable register 3 paying your tax agencies reporting 1 graph and report preferences 2 using quickreports 3 using quickzoom 4 preset reports 5 modifying a report 6 rearranging and resizing report columns 7 memorizing a report 8 memorized report groups 9 printing reports 10 batch printing forms 11 exporting reports to excel 12 saving forms and reports as pdf files 13 comment on a report 14 process multiple reports 15 scheduled reports using graphs 1 using graphs 2 company snapshot customizing forms 1 creating new form templates 2 performing basic customization 3 performing additional customization 4 the layout designer 5 changing the grid and margins in the layout designer 6 selecting objects in the layout designer 7 moving and resizing objects in the layout designer 8 formatting objects in the layout designer 9 copying objects and formatting in the layout designer 10 adding and removing objects in the layout designer 11 aligning and stacking objects in the layout designer 12 resizing columns in the layout designer estimating 1 creating a job 2 creating an estimate 3 duplicating estimates 4 invoicing from estimates 5 updating job statuses 6 inactivating estimates 7 making purchases for a job 8 invoicing for job costs 9 using job reports time tracking 1 tracking time and printing a blank timesheet 2 weekly timesheets 3 time enter single activity 4 invoicing from time data 5 using time reports 6 tracking vehicle mileage 7 charging customers for mileage payroll 1 the payroll process 2 creating payroll items 3 setting employee defaults 4 setting up employee payroll information 5 creating payroll schedules 6 creating scheduled paychecks 7 creating unscheduled paychecks 8 creating termination paychecks 9 voiding paychecks 10 tracking your tax liabilities 11 paying your payroll tax liabilities 12 adjusting payroll liabilities 13 entering liability refund checks 14 process payroll forms 15 tracking workers compensation using credit card accounts 1 creating credit card accounts 2 entering credit card charges 3 reconciling and paying credit cards assets and liabilities 1 assets and liabilities 2 creating and using an other current asset account 3 removing value from other current asset accounts 4 creating fixed asset accounts 5 creating liability accounts 6 setting the original cost of fixed assets 7 tracking depreciation 8 the loan manager 9 the fixed asset item list equity accounts 1 equity accounts 2 recording an owner s draw 3 recording a capital investment writing letters with quickbooks 1 using the letters and envelopes wizard 2 editing letter templates company management 1 viewing your company information 2 setting up budgets 3 using the to do list 4 using reminders and setting preferences 5 making general journal entries 6 using the cash flow projector 7 using payment reminders using quickbooks tools 1 company file cleanup 2 exporting and importing list data using iif files 3 advanced importing of excel data 4 updating quickbooks 5 using the calculator 6 using the portable company files 7 using the calendar 8 the income tracker 9 the bill tracker 10 the lead center 11 moving quickbooks desktop using the migrator tool using the accountant s review 1 creating an accountant s copy 2 transferring an accountant s copy 3 importing accountant s 4 removing restrictions using the help menu 1 using help creating a legal company file 1 making a legal company using express start 2 making a legal company using the easystep interview 3 reviewing the default chart of accounts 4 entering vendors 5 entering clients and cases 6 enabling class tracking for law firms 7 creating billing line items setting up a trust account 1 what is an iolta 2 creating accounts for trust management 3 creating items for trust management managing a trust account 1 depositing client money into the client trust account 2 entering bills to pay from the trust account 3 recording bills for office expenses 4 paying bills from the client trust account 5 using a client trust credit card 6 time tracking and invoicing for legal professionals 7 paying the law firm s invoices using the client funds 8 refunding unused client trust account funds 9 escheated trust funds trust account reporting 1 creating a trust account liability proof report 2 creating a trust liability balances by client report 3 creating a client ledger report 4 creating an account journal report

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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

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checks 3 writing a check for inventory items 4 printing checks 5 transferring funds 6 reconciling accounts 7 voiding checks paying sales tax 1 sales tax reports 2 using the sales tax payable register 3 paying your tax agencies reporting 1 graph and report preferences 2 using quickreports 3 using quickzoom 4 preset reports 5 modifying a report 6 rearranging and resizing report columns 7 memorizing a report 8 memorized report groups 9 printing reports 10 batch printing forms 11 exporting reports to excel 12 saving forms and reports as pdf files 13 comment on a report 14 process multiple reports 15 scheduled reports using graphs 1 using graphs 2 company snapshot customizing forms 1 creating new form templates 2 performing basic customization 3 performing additional customization 4 the layout designer 5 changing the grid and margins in the layout designer 6 selecting objects in the layout designer 7 moving and resizing objects in the layout designer 8 formatting objects in the layout designer 9 copying objects and formatting in the layout designer 10 adding and removing objects in the layout designer 11 aligning and stacking objects in the layout designer 12 resizing columns in the layout designer estimating 1 creating a job 2 creating an estimate 3 duplicating estimates 4 invoicing from estimates 5 updating job statuses 6 inactivating estimates 7 making purchases for a job 8 invoicing for job costs 9 using job reports time tracking 1 tracking time and printing a blank timesheet 2 weekly timesheets 3 time enter single activity 4 invoicing from time data 5 using time reports 6 tracking vehicle mileage 7 charging customers for mileage payroll 1 the payroll process 2 creating payroll items 3 setting employee defaults 4 setting up employee payroll information 5 creating payroll schedules 6 creating scheduled paychecks 7 creating unscheduled paychecks 8 creating termination paychecks 9 voiding paychecks 10 tracking your tax liabilities 11 paying your payroll tax liabilities 12 adjusting payroll liabilities 13 entering liability refund checks 14 process payroll forms 15 tracking workers compensation using credit card accounts 1 creating credit card accounts 2 entering credit card charges 3 reconciling and paying credit cards assets and liabilities 1 assets and liabilities 2 creating and using an other current asset account 3 removing value from other current asset accounts 4 creating fixed asset accounts 5 creating liability accounts 6 setting the original cost of fixed assets 7 tracking depreciation 8 the loan manager 9 the fixed asset item list equity accounts 1 equity accounts 2 recording an owner s draw 3 recording a capital investment writing letters with quickbooks 1 using the letters and envelopes wizard 2 editing letter templates company management 1 viewing your company information 2 setting up budgets 3 using the to do list 4 using reminders and setting preferences 5 making general journal entries 6 using the cash flow projector 7 using payment reminders 8 receipt management using quickbooks tools 1 company file cleanup 2 exporting and importing list data using iif files 3 advanced importing of excel data 4 updating quickbooks 5 using the calculator 6 using the portable company files 7 using the calendar 8 the income tracker 9 the bill tracker 10 the lead center 11 moving quickbooks desktop using the migrator tool using the accountant s review 1 creating an accountant s copy 2 transferring an accountant s copy 3 importing accountant s 4 removing restrictions using the help menu 1 using help

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matching bills to item receipts 7 adjusting inventory setting up other items 1 service items 2 non inventory items 3
 other charges 4 subtotals 5 groups 6 discounts 7 payments 8 changing item prices basic sales 1 selecting a sales form
 2 creating an invoice 3 creating batch invoices 4 creating a sales receipt 5 finding transaction forms 6 previewing
 sales forms 7 printing sales forms using price levels 1 using price levels creating billing statements 1 setting
 finance charge defaults 2 entering statement charges 3 applying finance charges and creating statements payment
 processing 1 recording customer payments 2 entering a partial payment 3 applying one payment to multiple invoices 4
 entering overpayments 5 entering down payments or prepayments 6 applying customer credits 7 making deposits 8
 handling bounced checks 9 automatically transferring credits between jobs 10 manually transferring credits between
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 vendor credit 6 applying a vendor credit using bank accounts 1 using registers 2 writing checks 3 writing a check for
 inventory items 4 printing checks 5 transferring funds 6 reconciling accounts 7 voiding checks paying sales tax 1
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 preferences 2 using quickreports 3 using quickzoom 4 preset reports 5 modifying a report 6 rearranging and resizing
 report columns 7 memorizing a report 8 memorized report groups 9 printing reports 10 batch printing forms 11
 exporting reports to excel 12 saving forms and reports as pdf files 13 comment on a report 14 process multiple
 reports 15 scheduled reports using graphs 1 using graphs 2 company snapshot customizing forms 1 creating new form
 templates 2 performing basic customization 3 performing additional customization 4 the layout designer 5 changing the
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 invoicing for job costs 9 using job reports time tracking 1 tracking time and printing a blank timesheet 2 weekly
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 charging customers for mileage payroll 1 the payroll process 2 creating payroll items 3 setting employee defaults 4
 setting up employee payroll information 5 creating payroll schedules 6 creating scheduled paychecks 7 creating
 unscheduled paychecks 8 creating termination paychecks 9 voiding paychecks 10 tracking your tax liabilities 11 paying
 your payroll tax liabilities 12 adjusting payroll liabilities 13 entering liability refund checks 14 process payroll
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 capital investment writing letters with quickbooks 1 using the letters and envelopes wizard 2 editing letter
 templates company management 1 viewing your company information 2 setting up budgets 3 using the to do list 4 using
 reminders and setting preferences 5 making general journal entries 6 using the cash flow projector 7 using payment
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depreciation 8 the fixed asset item list equity accounts 1 equity accounts 2 recording an owner s draw 3 recording a capital investment writing letters with quickbooks 1 using the letters and envelopes wizard 2 editing letter templates company management 1 viewing your company information 2 setting up budgets 3 using the to do list 4 using reminders and setting preferences 5 making general journal entries 6 using payment reminders 7 receipt management using quickbooks tools 1 company file cleanup 2 exporting and importing list data using iif files 3 advanced importing of excel data 4 updating quickbooks 5 using the calculator 6 using the portable company files 7 using the calendar 8 the income tracker 9 the bill tracker 10 the lead center 11 moving quickbooks desktop using the migrator tool using the accountant s review 1 creating an accountant s copy 2 transferring an accountant s copy 3 importing accountant s 4 removing restrictions using the help menu 1 using help

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the loan manager 9 the fixed asset item list equity accounts 1 equity accounts 2 recording an owner s draw 3 recording a capital investment writing letters with quickbooks 1

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report preferences 2 using quickreports 3 using quickzoom 4 preset reports 5 modifying a report 6 rearranging and resizing report columns 7 memorizing a report 8 memorized report groups 9 printing reports 10 batch printing forms 11 exporting reports to excel 12 saving forms and reports as pdf files 13 comment on a report 14 process multiple reports 15 scheduled reports using graphs 1 using graphs 2 company snapshot customizing forms 1 creating new form templates 2 performing basic customization 3 performing additional customization 4 the layout designer 5 changing the grid and margins in the layout designer 6 selecting objects in the layout designer 7 moving and resizing objects in the layout designer 8 formatting objects in the layout designer 9 copying objects and formatting in the layout designer 10 adding and removing objects in the layout designer 11 aligning and stacking objects in the layout designer 12 resizing columns in the layout designer estimating 1 creating a job 2 creating an estimate 3 duplicating estimates 4 invoicing from estimates 5 updating job statuses 6 inactivating estimates 7 making purchases for a job 8 invoicing for job costs 9 using job reports time tracking 1 tracking time and printing a blank timesheet 2 weekly timesheets 3 time enter single activity 4 invoicing from time data 5 using time reports 6 tracking vehicle mileage 7 charging customers for mileage payroll 1 the payroll process 2 creating payroll items 3 setting employee defaults 4 setting up employee payroll information 5 creating payroll schedules 6 creating scheduled paychecks 7 creating unscheduled paychecks 8 creating termination paychecks 9 voiding paychecks 10 tracking your tax liabilities 11 paying your payroll tax liabilities 12 adjusting payroll liabilities 13 entering liability refund checks 14 process payroll forms 15 tracking workers compensation using credit card accounts 1 creating credit card accounts 2 entering credit card charges 3 reconciling and paying credit cards assets and liabilities 1 assets and liabilities 2 creating and using an other current asset account 3 removing value from other current asset accounts 4 creating fixed asset accounts 5 creating liability accounts 6 setting the original cost of fixed assets 7 tracking depreciation 8 the fixed asset item list equity accounts 1 equity accounts 2 recording an owner s draw 3 recording a capital investment writing letters with quickbooks 1 using the letters and envelopes wizard 2 editing letter templates company management 1 viewing your company information 2 setting up budgets 3 using the to do list 4 using reminders and setting preferences 5 making general journal entries 6 using payment reminders 7 receipt management using quickbooks tools 1 company file cleanup 2 exporting and importing list data using iif files 3 advanced importing of excel data 4 updating quickbooks 5 using the calculator 6 using the portable company files 7 using the calendar 8 the income tracker 9 the bill tracker 10 the lead center 11 moving quickbooks desktop using the migrator tool using the accountant s review 1 creating an accountant s copy 2 transferring an accountant s copy 3 importing accountant s 4 removing restrictions using the help menu 1 using help creating a legal company file 1 making a legal company using express start 2 making a legal company using the easystep interview 3 reviewing the default chart of accounts 4 entering vendors 5 entering clients and cases 6 enabling class tracking for law firms 7 creating billing line items setting up a trust account 1 what is an iolta 2 creating accounts for trust management 3 creating items for trust management managing a trust account 1 depositing client money into the client trust account 2 entering bills to pay from the trust account 3 recording bills for office expenses 4 paying bills from the client trust account 5 using a client trust credit card 6 time tracking and invoicing for legal professionals 7 paying the law firm s invoices using the client funds 8 refunding unused client trust account funds 9 escheated trust funds trust account reporting 1 creating a trust account liability proof report 2 creating a trust liability balances by client report 3 creating a client ledger report 4 creating an account journal report

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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

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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

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vpn settings 6 dial up settings 7 ethernet settings 8 proxy settings personalization settings 1 accessing the personalization settings 2 changing the background settings 3 changing the color settings 4 lock screen and screen saver settings 5 theme sound and desktop icon settings 6 start settings accounts settings 1 accessing the accounts settings 2 managing your account settings 3 manage sign in options for your device 4 managing work access account settings 5 managing family and other users 6 managing sync settings time and language settings 1 accessing the time and language settings 2 date and time settings 3 region and language settings 4 speech settings ease of access settings 1 accessing the ease of access settings 2 narrator settings 3 magnifier settings 4 high contrast settings 5 closed captions settings 6 keyboard accessibility settings 7 mouse accessibility settings 8 cursor and other visual accessibility settings 9 camera privacy settings 1 accessing the privacy settings 2 general privacy settings 3 location privacy settings 4 camera privacy settings 5 microphone privacy settings 6 speech inking and typing privacy settings 7 account info privacy settings 8 contacts privacy settings 9 calendar privacy settings 10 messaging privacy settings 11 radios privacy settings 12 privacy settings for other devices 13 feedback and diagnostics privacy settings 14 background apps privacy settings update and security settings 1 accessing the update and security settings 2 windows update settings 3 windows defender settings 4 backup settings 5 recovery settings 6 activation settings 7 developer settings control panel settings 1 the control panel 2 file history 3 system restore 4 audio adjustment 5 adding devices and printers 6 installing and uninstalling software desktop management 1 the recycle bin 2 creating desktop shortcuts 3 pinning items to the taskbar 4 moving and resizing the taskbar 5 setting the date and time display 6 the action center 7 virtual desktops 8 onedrive settings 9 using cortana creating documents 1 starting wordpad and creating a new document 2 copying and pasting text 3 formatting text 4 saving a document 5 opening a document 6 printing a document 7 closing a document drawing pictures 1 starting paint and creating a new document 2 drawing shapes and lines 3 adding text 4 erasing parts of a picture 5 saving a picture 6 opening a picture using the internet and microsoft edge 1 about the internet 2 connecting to the internet 3 the microsoft edge interface 4 viewing pages in microsoft edge 5 find text in pages in microsoft edge 6 reading view in microsoft edge 7 add a favorite to microsoft edge 8 add a page to the reading list 9 manage favorites in the hub 10 manage the reading list in the hub 11 manage browser history in the hub 12 manage downloads in the hub 13 make a note in microsoft edge 14 sharing pages in microsoft edge 15 opening a new window or new inprivate window 16 zoom pages in microsoft edge 17 print pages in microsoft edge 18 settings in microsoft edge 19 advanced settings in microsoft edge 20 using cortana in microsoft edge 21 windows defender in windows 10 printing information 1 selecting a printer 2 general printing options 3 managing print jobs

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