Lotus Excel Workshop Manual

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backgrounds 1 applying watermarks 2 creating custom watermarks 3 removing watermarks 4 selecting a page background color or fill effect 5 applying page borders bullets and numbering 1 applying bullets and numbering 2 formatting bullets and numbering 3 applying a multilevel list 4 modifying a multilevel list style tables 1 using tables 2 creating tables 3 selecting table objects 4 inserting and deleting columns and rows 5 deleting cells and tables 6 merging and splitting cells 7 adjusting cell size 8 aligning text in table cells 9 converting a table into text 10 sorting tables 11 formatting tables 12 inserting quick tables table formulas 1 inserting table formulas 2 recalculating word formulas 3 viewing formulas vs formula results 4 inserting a microsoft excel worksheet inserting page elements 1 inserting drop caps 2 inserting equations 3 inserting ink equations 4 inserting symbols 5 inserting bookmarks 6 inserting hyperlinks outlines 1 using outline view 2 promoting and demoting outline text 3 moving selected outline text 4 collapsing and expanding outline text mailings 1 mail merge 2 the step by step mail merge wizard 3 creating a data source 4 selecting recipients 5 inserting and deleting merge fields 6 error checking 7 detaching the data source 8 finishing a mail merge 9 mail merge rules 10 the ask mail merge rule 11 the fill in mail merge rule 12 the if then else mail merge rule 13 the merge record mail merge rule 14 the merge sequence mail merge rule 15 the next record mail merge rule 16 the next record if mail merge rule 17 the set bookmark mail merge rule 18 the skip record if mail merge rule 19 deleting mail merge rules in word sharing documents 1 sharing documents in word using co authoring 2 inserting comments 3 sharing by email 4 presenting online 5 posting to a blog 6 saving as a pdf or xps file 7 saving as a different file type creating a table of contents 1 creating a table of contents 2 customizing a table of contents 3 updating a table of contents 4 deleting a table of contents creating an index 1 creating an index 2 customizing an index 3 updating an index citations and bibliography 1 select a citation style 2 insert a citation 3 insert a citation placeholder 4 inserting citations using the researcher pane 5 managing sources 6 editing sources 7 creating a bibliography captions 1 inserting captions 2 inserting a table of figures 3 inserting a cross reference 4 updating a table of figures creating forms 1 displaying the developer tab 2 creating a form 3 inserting controls 4 repeating section content control 5 adding instructional text 6 protecting a form making macros 1 recording macros 2 running and deleting recorded macros 3 assigning macros word options 1 setting word options 2 setting document properties 3 checking accessibility document security 1 applying password protection to a document 2 removing password protection from a document 3 restrict editing within a document 4 removing editing restrictions from a document legal reviewing 1 using the compare feature 2 using the combine feature 3 tracking changes 4 lock tracking 5 show markup options 6 using the document inspector citations and authorities 1 marking citations 2 creating a table of authorities 3 updating a table of authorities 4 inserting footnotes and endnotes legal documents and printing 1 printing on legal paper 2 using legal templates in word 3 wordperfect to word

migration issues

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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

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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

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of code javascript comments 1 single line comments 2 multi line comments 3 end of line comments 4 using comments to stop execution javascript variables 1 what are javascript variables 2 syntax for text and numerical values 3 creating declaring variables 4 re declaring variables 5 undefined value 6 using one statement for multiple variables 7 local variables and global variables exploring javascript data types 1 dynamic data types in javascript 2 null 3 number 4 string 5 boolean 6 array 7 object javascript objects 1 creating objects 2 accessing object properties 3 accessing object methods javascript functions 1 javascript function definition and syntax 2 functions with a return value 3 calling a function with arguments 4 assigning values to undeclared variables javascript operators 1 arithmetic operators 2 assignment operators 3 adding strings and numbers 4 comparison operators 5 logical operators 6 conditional operators javascript conditions 1 if statements 2 the switch statement javascript loops 1 the for loop 2 the for in loop 3 the while loop 4 the do while loop javascript break and continue 1 the break statement 2 the continue statement 3 javascript labels javascript errors 1 the try catch statement 2 the throw statement javascript form validation 1 form validation 2 e mail validation javascript regexp object 1 regexp definition and modifiers 2 regexp special characters 3 regexp methods javascript hoisting 1 declarations 2 initializations javascript use strict directive 1 what is the use strict directive and why use it 2 what s not allows in strict mode javascript html dom 1 what is html dom 2 html dom methods and properties 3 html dom document 4 finding html elements 5 changing the output stream 6 changing the value of an attribute 7 changing css html dom events 1 using events 2 the onchange event html dom navigation 1 dom nodes 2 node relationships 3 child nodes and values 4 node properties 5 html dom nodelist 6 root nodes adding and removing dom nodes 1 creating new html elements nodes 2 removing existing html elements nodes 3 replacing html elements nodes javascript browser object model bom 1 what is the browser object model bom 2 the window object 3 window size properties 4 other window methods and properties window screen object 1 what does the window screen object do 2 window screen object properties window location object 1 what does the window location object do 2 window location href property 3 window location pathname property 4 window location assign method window history object 1 what does the window history object do 2 window history back and forward methods window navigator object 1 what does the window navigator object do javascript popup boxes 1 the alert box 2 the confirm box 3 the prompt box javascript timing events 1 what are javascript timing events 2 setinterval and clearinterval methods 3 settimeout and cleartimeout methods 4 creating a clock javascript cookies 1 what are cookies 2 working with cookies the javascript console object 1 the console object 2 inline grouping 3 timers 4 string substitution advanced javascript objects 1 the object literal and the keyword new 2 using an object constructor 3 javascript prototype 4 mutable objects and immutable primitive values 5 javascript object properties 6 adding new properties and deleting properties number object 1 what is a number object 2

hexadecimal numbers 3 nan not a number 4 infinity string object 1 using the string object 2 string properties and methods 3 special characters date object 1 the date object 2 set and compare dates 3 convert the date to a string array object 1 create and access an array object 2 joining arrays 3 working with arrays math object 1 the math object and mathematical constants 2 math object methods javascript libraries frameworks 1 javascript libraries or frameworks 2 testing jquery

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floating 6 pseudo classes pseudo elements adding a navigation bar in css 1 vertical navigation bar 2 horizontal navigation bar inline 3 horizontal navigation bar floating css tables 1 borders 2 collapsed borders 3 table width and cell height 4 table color 5 table text alignment 6 table padding working with transforms in css 1 what are transforms 2 2d transforms 3 3d transforms transitions and animations in css 1 transitions 2 animations css shorthand 1 shorthand properties

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