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complete classroom training manuals for microsoft word 2019 for lawyers 396 pages and 223 individual topics includes practice exercises and keyboard shortcuts you will learn how to perform legal reviews create citations and authorities and use legal templates in addition you ll receive our complete word curriculum topics covered getting acquainted with word 1 about word 2 the word environment 3 the title bar 4 the ribbon 5 the file tab and backstage view 6 the quick access toolbar 7 touch mode 8 the ruler 9 the scroll bars 10 the document view buttons 11 the zoom slider 12 the status bar 13 the mini toolbar 14 keyboard shortcuts creating basic documents 1 opening documents 2 closing documents 3 creating new documents 4 saving documents 5 recovering unsaved documents 6 entering text 7 moving through text 8 selecting text 9 non printing characters 10 working with word file formats 11 autosave online documents document views 1 changing document views 2 showing and hiding the ruler 3 showing and hiding gridlines 4 showing and hiding the navigation pane 5 zooming the document 6 opening a copy of a document in a new window 7 arranging open document windows 8 split window 9 comparing open documents 10 switching open documents 11 switching to full screen view basic editing skills 1 deleting text 2 cutting copying and pasting 3 undoing and redoing actions 4 finding and replacing text 5 selecting text and objects basic proofing tools 1 the spelling and grammar tool 2 setting default proofing options 3 using the thesaurus 4 finding the word count 5 translating documents 6 read aloud in word font formatting 1 formatting fonts 2 the font dialog box 3 the format painter 4 applying styles to text 5 removing styles from text formatting paragraphs 1 aligning paragraphs 2 indenting paragraphs 3 line spacing and paragraph spacing document layout 1 about documents and sections 2 setting page and section breaks 3 creating columns in a document 4 creating column breaks 5 using headers and footers 6 the page setup dialog box 7 setting margins 8 paper settings 9 layout settings 10 adding line numbers 11 hyphenation settings using templates 1 using templates 2 creating personal templates printing documents 1 previewing and printing documents helping yourself 1 the tell me bar and microsoft search 2 using word help 3 smart lookup working with tabs 1 using tab stops 2 using the tabs dialog box pictures and media 1 inserting online pictures 2 inserting your own pictures 3 using picture tools 4 using the format picture task pane 5 fill line settings 6 effects settings 7 alt text 8 picture settings 9 inserting screenshots 10 inserting screen clippings 11 inserting online video 12 inserting icons

13 inserting 3d models 14 formatting 3d models drawing objects 1 inserting shapes 2 inserting wordart 3 inserting text boxes 4 formatting shapes 5 the format shape task pane 6 inserting smartart 7 design and format smartart 8 inserting charts using building blocks 1 creating building blocks 2 using building blocks styles 1 about styles 2 applying styles 3 showing headings in the navigation pane 4 the styles task pane 5 clearing styles from text 6 creating a new style 7 modifying an existing style 8 selecting all instances of a style in a document 9 renaming styles 10 deleting custom styles 11 using the style inspector pane 12 using the reveal formatting pane themes and style sets 1 applying a theme 2 applying a style set 3 applying and customizing theme colors 4 applying and customizing theme fonts 5 selecting theme effects page 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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settings in windows 11 6 power battery settings in windows 11 7 storage settings in windows 11 8 nearby sharing settings in windows 11 9 multitasking settings in windows 11 10 activation settings in windows 11 11 troubleshoot settings in windows 11 12 recovery settings in windows 11 13 projecting to this pc settings in windows 11 14 remote desktop settings in windows 11 15 clipboard settings in windows 11 16 about settings in windows 11 bluetooth devices settings 1 accessing the bluetooth devices settings 2 how to enable bluetooth in windows 11 3 how to add a device in windows 11 4 how to manage devices in windows 11 5 how to manage printers scanners in windows 11 6 your phone settings in windows 11 7 how to manage cameras in windows 11 8 mouse settings in windows 11 9 touchpad settings in windows 11 10 pen windows ink settings in windows 11 11 autoplay settings in windows 11 12 usb settings in windows 11 network internet settings 1 accessing the network internet settings 2 wi fi settings in windows 11 3 ethernet settings in windows 11 4 vpn settings in windows 11 5 mobile hotspot settings in windows 11 6 airplane mode settings in windows 11 7 proxy settings in windows 11 8 dial up settings in windows 11 9 advanced network settings in windows 11 personalization settings 1 accessing the personalization settings 2 background settings in windows 11 3 colors settings in windows 11 4 themes settings in windows 11 5 lock screen settings in windows 11 6 touch keyboard settings in windows 11 7 start settings in windows 11 8 taskbar settings in windows 11 9 fonts settings in windows 11 10 device usage settings in windows 11 apps settings 1 accessing the apps settings 2 apps features settings in windows 11 3 default apps settings in windows 11 4 offline maps settings in windows 11 5 optional features settings in windows 11 6 apps for websites settings in windows 11 7 video playback settings in windows 11 8 startup settings in windows 11 accounts settings 1 accessing the accounts settings 2 your microsoft account settings in windows 11 3 your info settings in windows 11 4 email accounts settings in windows 11 5 sign in options settings in windows 11 6 family other users settings in windows 11 7 windows backup settings in windows 11 8 access work or school settings in windows 11 time language settings 1 accessing the time language settings 2 date time settings in windows 11 3 language region settings in windows 11 4 typing settings in windows 11 5 speech settings in windows 11 gaming settings 1 accessing the gaming settings 2 xbox game bar settings in windows 11 3 captures settings in windows 11 4 game mode settings in windows 11 accessibility settings 1 accessing the accessibility settings 2 text size settings in windows 11 3 visual effects settings in windows 11 4 mouse pointer and touch settings in windows 11 5 text cursor settings in windows 11 6 magnifier settings in windows 11 7 color filters settings in windows 11 8 contrast themes settings in windows 11 9 narrator settings in windows 11 10 audio accessibility settings in windows 11 11 captions settings in windows 11 12 speech accessibility settings in windows 11 13 keyboard accessibility settings in windows 11 14 mouse accessibility settings in

windows 11 15 eye control settings in windows 11 privacy security settings 1 accessing the privacy security settings 2 windows security settings in windows 11 3 find my device settings in windows 11 4 device encryption settings in windows 11 5 for developers settings in windows 11 6 general privacy settings in windows 11 7 speech privacy settings in windows 11 8 inking typing personalization setting in windows 11 9 diagnostics feedback settings in window 11 10 activity history settings in windows 11 11 search permissions settings in windows 11 12 searching windows settings in windows 11 13 app permissions settings in windows 11 windows update settings 1 accessing the windows update settings 2 windows update in windows 11 3 pause windows updates in windows 11 4 update history in windows 11 5 advanced windows update options in windows 11 6 windows insider program settings windows features 1 the control panel in windows 11 2 file history in windows 11 3 system restore in windows 11 4 chat in windows 11 5 installing amazon appstore mobile apps in windows 11 6 installing and uninstalling software desktop management 1 the recycle bin in windows 11 2 creating desktop shortcuts in windows 11 3 pinning apps to the taskbar in windows 11 4 notification center and quick settings in windows 11 5 onedrive settings in windows 11 creating documents in wordpad 1 starting wordpad and creating a new document 2 copying and pasting text in wordpad 3 formatting text in wordpad 4 saving a document in wordpad 5 closing and opening a document in wordpad 6 printing a document in wordpad drawing pictures in paint 1 starting paint and creating a new document 2 drawing shapes and lines in paint 3 using tools and brushes in paint 4 selections in paint 5 saving a picture in paint 6 closing and opening a picture in paint using microsoft edge 1 about the internet and world wide 2 connecting to the internet in windows 11 3 the microsoft edge interface in windows 11 4 viewing pages in microsoft edge 5 find text in pages in microsoft edge 6 immersive reader in microsoft edge 7 add a favorite to microsoft edge 8 manage favorites in microsoft edge 9 manage browser history in microsoft edge 10 manage downloads in microsoft edge 11 how to manually update microsoft edge 12 sharing pages in microsoft edge 13 open a window or inprivate window in microsoft edge 14 zoom pages in microsoft edge 15 print pages in microsoft edge 16 settings in microsoft edge

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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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members 3 ordering editing hiding and deleting teams 4 managing teams and members 5 creating channels 6 renaming deleting hiding showing and pinning channels 7 sending email to an entire channel posts and messages 1 creating and formatting posts 2 making an announcement 3 getting attention with mentions 4 posting to multiple channels at once 5 using tags 6 editing and deleting posts and messages 7 reading and saving posts and messages file sharing and collaboration 1 uploading and sharing files 2 syncing sharepoint and teams files 3 collaborating on files in channels chats and calls 1 starting and pinning chats 2 filtering hiding and muting chats 3 creating contacts and contact groups 4 adding people to your speed dial list 5 making video and audio calls 6 answering calls and using the meeting controls toolbar 7 configuring call answer rules and voicemail 8 checking call history and voicemail 9 setting up a delegate to take your calls meetings 1 scheduling a meeting and inviting attendees 2 using meet now for instant meetings 3 meeting options 4 managing and replying to meetings 5 starting and joining a meeting 6 changing the video background in a meeting 7 sharing your screen in a meeting 8 sharing powerpoint slides in a meeting 9 recording a meeting 10 raising hands spotlighting muting and removing participants 11 taking notes in meeting 12 using live captions in meetings 13 ending a meeting for everyone in attendance live events 1 scheduling a live event 2 producing a live event 3 moderating a live event 4 attending a live event exploring apps and tools 1 using apps bots and connectors 2 turing a file into a tab 3 using the wiki tab for shared information 4 using the command box

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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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creating lists 1 numbered ordered lists 2 bulleted unordered lists 3 nested lists 4 definition lists links 1 what are links 2 text links 3 image links 4 opening a page in a new window or tab 5 setting all links on a page to open in a new window or tab 6 linking to an area on the same page bookmarks 7 linking to an e mail address 8 linking to other types of files images 1 introduction to images for webpages 2 adding images to webpages 3 re sizing an image 4 alternative alt text 5 image labels basic tables 1 inserting a table 2 table borders 3 table headers iframes 1 what is an iframe 2 inserting iframes 3 setting height and width 4 using an iframe for a link target forms 1 about forms 2 sending to e mail 3 text boxes 4 text areas 5 check boxes 6 menu lists 7 radio buttons 8 submit button 9 reset button 10 changing the tab order video and audio 1 about video and audio files 2 linking to video and audio files 3 adding video 4 adding audio 5 using youtube to display video troubleshooting 1 troubleshooting cascading style sheets 1 what are cascading style sheets 2 css syntax 3 creating an internal css 4 linking to a css 5 adding comments and notes to a css 6 creating an internal style sheet 7 id and class 8 inline styling working with text in css 1 emphasizing text bold and italic 2 decoration 3 indentation 4 transformation 5 text alignment 6 fonts 7 font sizes 8 letter spacing kerning 9 line spacing leading 10 text color 11 margins 12 padding 13 borders 14 styling links 15 number and bullet styles 16 sizing elements 17 text wrapping 18 shadowing creating backgrounds in css 1 colors 2 images 3 fixed images images in css 1 opacity 2 floating images 3 image galleries 4 image sprites box model in css 1 what is a box model 2 margin 3 padding 4 border 5 outline working with elements in css 1 display and visibility 2 grouping and nesting 3 dimensions and elements 4 positioning 5 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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content it is important to have a firm grasp of the basics of javascript we begin this course by discussing the basic components and structure of javascript as well as learning the terminology then we ll advance through topics to cover some more advanced concepts and uses for javascript

topics covered getting acquainted with javascript 1 introduction to javascript 2 javascript vs java 3 the tag 4 external javascript 5 uses for javascript

the makeup of javascript 1 javascript statements 2 code and code blocks 3 whitespace 4 case sensitivity 5 breaking up a line 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 allowed 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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paper size and margins 2 formatting page backgrounds 3 adding a background graphic printing 1 previewing and printing sharing notebooks collaborating 1 saving and exporting notebooks to share 2 creating a shared notebook and inviting others to share 3 sharing notes in an outlook meeting invitation 4 synching notebooks 5 sending pages in various formats 6 author indicators 7 finding newly added content with highlighting 8 page versions 9 the notebook recycle bin researching with onenote 1 linked notes 2 the research pane 3 translating text with the mini translator changing onenote options 1 customizing the quick access toolbar and ribbon 2 changing onenote options helping yourself 1 using onenote help

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