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Comprehensive is to teach Microsoft Word 2003 quickly and easily with an approach that is based on clearly defined projects. A key feature of the book is the use of Microsoft procedural syntax steps begin with where the action is to take place followed by the action itself. The instruction is error free, clearly written and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Combining Volumes 1 and 2, the comprehensive edition covers the following topics relating to Word 2003: getting started, using special utilities and formatting tools, adding clip art and tables, creating newsletters with multiple columns and special formats, using charts and text effects to enhance documents, group projects, working with tables, graphics and objects, creating styles and automating mass mailings, working with large documents, creating standardized forms and documents working collaboratively and customizing Word for particular needs. An efficient and handy guide for anyone interested in learning the ins and outs of Microsoft Word 2003. **EBOOK: Using Information Technology Complete Edition** Brian Williams, 2012-03-16. **EBOOK: Using Information Technology Complete Edition** Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp, 2019-10-27. Complete classroom training manuals for Microsoft Excel 2019 for Lawyers, 479 pages and 224 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to effectively use legal templates, legal business functions such as the PIV and FV functions and simple IOLTA management. In addition, you will receive our complete Excel curriculum. Topics Covered: Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts. File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave. Online Workbooks. Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill. Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate 9 Function Compatibility. Copying/Pasting Formulas 1 Relative References and Absolute References 2 Cutting, Copying and Pasting Data 3 AutoFilling Cells 4 The Undo Button 5 The Redo Button. Columns/Rows 1 Selecting Columns/Rows 2 Adjusting Column Width and Row Height 3 Hiding and Unhiding Columns and Rows 4 Inserting and Deleting Columns and Rows. Formatting Worksheets 1 Formatting Cells 2 The Format Cells Dialog Box 3 Clearing All Formatting from Cells 4 Copying All Formatting from Cells to Another Area. Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple Worksheets 3 Navigating Worksheets 4 Renaming Worksheets 5 Coloring Worksheet Tabs 6 Copying or Moving Worksheets

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