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## Microsoft Excel 2019 Training Manual Classroom in a Book

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[TeachUcomp Inc.](#) Complete classroom training manual for Microsoft OneNote 2019. 122 pages and 67 individual topics. Includes practice exercises and keyboard shortcuts. You will learn note creation, formatting, working with Microsoft Outlook, using tables, sharing and collaboration, formatting pages, and much more. Topics Covered: Getting Acquainted with OneNote 1. The OneNote Environment 2. The Title Bar 3. The Ribbon 4. The "File" Tab and Backstage View 5. The Quick Access Toolbar 6. The Scroll Bars 7. The Mini Toolbar Getting Started 1. Opening, Saving and Closing Notebooks 2. Creating New Notebooks 3. Creating, Moving and Deleting Sections and Pages 4. Creating, Moving and Deleting Subpages Notes 1. Creating a Basic Note 2. Quick Notes 3. Copying and Pasting Content 4. Screen Clippings 5. Adding Pictures 6. Adding Audio & Video Files 7. Inserting Online Video 8. Recording Audio & Video Files 9. Adding Other Types of Files 10. Embedding an Excel Spreadsheet 11. Adding Mathematical Equations 12. Quick Filing - Sending Information to OneNote Formatting Notes 1. Basic Text Formatting 2. Bullets and Numbering 3. Checking Spelling 4. Setting Default Proofing Options Working with Microsoft Outlook 1. Inserting Outlook Meetings 2. Sending Notebook Pages via Microsoft Outlook 3. Working with Microsoft Outlook Tasks Tables 1. Creating a Table 2. Working with Columns and Rows 3. Formatting Tables and Table Data 4. Moving Tables and Table Data Writing Tools 1. Pen Mode 2. Formatting Written Notes & Drawings 3. Adding and Removing Note Space 4. Converting Handwriting to Type Viewing and Organizing Information 1. Organizing the OneNote Interface 2. Creating New Windows 3. Searching Content in a Notebook 4. Wiki Linking 5. Tagging Notes 6. Working with Sections 7. Section Groups Stationery and Templates 1. Applying Templates and Stationery 2. Custom Templates 3. Choosing a Default Template Formatting Pages 1. Defining 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

## Microsoft PowerPoint 2016 Training Manual Classroom in a Book

[TeachUcomp Inc.](#) Complete classroom training manuals for Microsoft PowerPoint 2016. Two manuals (Introductory and Advanced) in one book. 161 pages and 82 individual topics. Includes practice 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 13. What's New in PowerPoint 2016 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. Sharing Presentations 9. Working with PowerPoint File Formats 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 Using SmartArt 1. Inserting and Manipulating SmartArt 2. Formatting 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

## Microsoft Access 2016 Training Manual Classroom in a Book

[TeachUcomp Inc.](#) Complete classroom training manuals for Microsoft Access 2016. Three manuals (Introductory, Intermediate, Advanced) in one book. 174 pages and 105 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about relational databases, advanced queries, creating forms, reporting, macros and much more. Topics Covered: Getting Acquainted with Access 1. Creating a New Database 2. Overview of a Database 3. The Access Interface 4. Touch Mode 5. Viewing Database Objects in the Navigation Bar 6. Opening and Closing Databases Creating Relational Database Tables 1. The "Flat File" Method of Data Storage 2. The Relational Model of Data Storage 3. Tips for Creating a Relational Database 4. Creating Relational Database Tables 5. Assigning a Primary Key to a Table Using Tables 1. Using Datasheet View 2. Navigating in Datasheet View 3. Adding Records in Database View 4. Editing and Deleting Records in Datasheet View 5. Inserting New Fields 6. Renaming Fields 7. Deleting Fields Field Properties 1. Setting Field Properties 2. The 'Field Size' Property 3. The 'Format' Property for Date/Time Fields 4. The 'Format' Property for Logical Fields 5. Setting Default Values for Fields 6. Setting Input Masks 7. Setting Up Validation Rules and Responses 8. Requiring Field Input 9. Allowing Zero Length Entries Joining Tables in a Database 1. The Relationships Window 2. Enforcing Referential Integrity 3. Creating Lookup Fields Indexing Tables 1. Indexes 2. Creating Indexes 3. Deleting Indexes Queries 1. Using the Simple Query Wizard 2. Designing Queries 3. Joining Tables in a Query 4. Adding Criteria to the QBE Grid 5. Running A Query 6. How is Using the QBE Grid Writing SQL Code? 7. Sorting Query Results 8. Hiding Fields in a Query 9. Using Comparison Operators 10. Using 'AND' and 'OR' Conditions Advanced Queries 1. Using the 'BETWEEN...AND' Condition 2. Using Wildcard Characters in Criteria 3. Creating a Calculated Field 4. Creating 'Top Value' Queries 5. Function Queries 6. Parameter Queries Advanced Query Types 1. Make-Table Queries 2. Update Queries 3. Append Queries 4. Delete Queries 5. Crosstab Queries 6. The 'Find Duplicates' Query 7. The 'Find Unmatched' Query Creating Forms 1. Forms Overview 2. The Form Wizard 3. Creating AutoForms 4. Using Forms 5. Form and Report Layout View 6. Form and Report Design View 7. Viewing the Ruler and Gridlines 8. The 'Snap to Grid' Feature 9. Creating a Form in Design View 10. Modifying Form Selections in Design View Form & Report Controls 1. Selecting Controls 2. Deleting Controls 3. Moving and Resizing Controls 4. Sizing Controls 'To Fit' 5. 'Nudging' Controls 6. Aligning, Spacing and Sizing Controls 7. Formatting Controls 8. Viewing Control Properties Using Controls 1. The Controls Group 2. Adding Label Controls 3. Adding Logos and Image Controls 4. Adding Line and Rectangle Controls 5. Adding Combo Box Controls 6. Adding List Box Controls 7. Setting Tab Order Subforms 1. Creating Subforms 2. Using the Subform/Subreport Control Reports 1. Using the Report Wizard 2. Using Basic Reports 3. Creating a Report in Design View 4. Sorting and Grouping Data in Reports 5. Creating

Calculated Fields Subreports 1. Creating Subreports Charting Data 1. Using Charts Macros 1. Creating a Standalone Macro 2. Assigning Macros to a Command Button 3. Using Program Flow with Macros 4. Creating Autoexec Macros 5. Creating Data Macros 6. Editing Named Data Macros 7. Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 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

## Microsoft Project 2016 Training Manual Classroom in a Book

TeachUcomp Inc. Complete classroom training manuals for Microsoft Project 2016. Two manuals (Introductory and Advanced) in one book. 185 pages and 101 individual topics. Includes practice exercises and keyboard shortcuts. You will learn introductory through advanced concepts including assigning and managing tasks and resources, tracking project tasks, developing dynamic reports and much more. Topics Covered: Getting Acquainted with Project 1. About Project 2. Starting Project 3. Project Management Terms and Concepts 4. The Project Environment 5. The Title Bar 6. The Ribbon 7. The "File" Tab and Backstage View 8. The Scroll Bars 9. The Quick Access Toolbar 10. The Entry Bar 11. The Status Bar 12. Touch 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

## Microsoft Windows 11 Training Manual Classroom in a Book

TeachUcomp Inc. Complete classroom training manual for Microsoft Windows 11. 308 pages and 183 individual topics. Includes practice exercises and keyboard shortcuts. Professionally developed and sold all over the world, these materials are provided in full-color PDF format with not-for-profit reprinting rights and offer clear, concise, and easy-to-use instructions. You will learn File Explorer, how to adjust system and device settings, desktop management, creating documents, Using Microsoft Edge, and much more. Topics Covered: Windows Basics 1. About Windows 11 2. Sign-in to Windows 11 with a Microsoft User Account 3. How to Use the Mouse in Windows 11 4. How to Use Touch Gestures in Windows 11 5. The Windows 11 Desktop 6. How to Use the Start Button in Windows 11 7. How to Use the Start Menu in Windows 11 8. How to Customize the Start Menu in Windows 11 9. How to Search in Windows 11 10. How to Use Universal App Windows in Windows 11 11. How to Use Snap Layouts in Windows 11 12. How to Resize a Desktop Window in Windows 11 13. How to Scroll a Window in Windows 11 14. How to Use Multiple Desktops in Windows 11 15. How to Shut Down Windows 11 16. How to Use the Microsoft Store in Windows 11 17. Sign in Options in Windows 11 18. How to Change Your PIN in Windows 11 19. How to Use Widgets in Windows 11 File Explorer 1. File Explorer in Windows 11 2. Navigating Folders 3. Changing Folder Views 4. Sorting Folder Contents 5. Selecting Files 6. Opening a File 7. Reopening a Frequently Opened Folder 8. Creating a New Folder 9. Renaming Files and Folders 10. Cutting, Copying, and Pasting Files and Folders 11. Burning a CD or DVD 12. Deleting Files 13. Managing Libraries in Windows 11 14. Managing the

Computer and Drives in Windows 11 15. Quick Access in Windows 11 16. OneDrive Folders in File Explorer 17. Zip Folders in File Explorer 18. Unzip Files in File Explorer Windows 11  
 Settings 1. Accessing Settings in Windows 11 System Settings 1. Accessing the System Settings 2. Display Settings in Windows 11 3. Sound Settings in Windows 11 4. Notifications  
 Settings in Windows 11 5. Focus Assist 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 Web 2. Connecting to the  
 Internet in Windows 11 3. The Microsoft Edge Interface in Windows 11 4. Viewing Web Pages in Microsoft Edge 5. Find Text in Web 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 Web Pages in Microsoft Edge 13. Open a Window or InPrivate Window in Microsoft Edge 14. Zoom Web Pages in Microsoft Edge  
 15. Print Web Pages in Microsoft Edge 16. Settings in Microsoft Edge



## Microsoft Teams 2020 Training Manual Classroom in a Book

[TeachUcomp Inc.](#) Complete classroom training manual for Microsoft Teams 2020. 101 pages and 51 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create and manage teams, channels, and users, setup and attend meetings, make calls, create live events, and much more. Topics Covered: Getting Acquainted with Teams 1. The Teams Environment 2. Viewing and Managing the Activity Feed 3. Customizing Settings 4. Setting Your Status and Creating Status Messages Setting Up Teams and Channels 1. Overview of Teams and Channels 2. Creating Teams and Adding 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, Spotighting, 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

## Microsoft Publisher 2019 Training Manual Classroom in a Book

[TeachUcomp Inc.](#) Complete classroom training manual for Microsoft Publisher 2019. 296 pages and 189 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create publications, format objects, customize schemes, create tables, perform mailings, prepare print files, and much more. Topics Covered: Getting Acquainted with Publisher 1. The Publisher Environment 2. The Title Bar 3. The Ribbon 4. The File Tab and Backstage View 5. The Quick Access Toolbar 6. Touch Mode 7. The Scroll Bars 8. The Page Layout View Buttons 9. The Zoom Slider and Zoom Button 10. The Status Bar 11. The Mini Toolbar 12. Keyboard Shortcuts Creating Basic Publications 1. Creating New Publications 2. Changing the Publication Template 3. Using Business Information 4. Saving Publications 5. Closing Publications 6. Opening Publications 7. Inserting New Pages 8. Deleting Pages 9. Moving Pages Basic Skills 1. Inserting Text Boxes 2. Inserting Shapes 3. Adding Text to Shapes 4. Inserting Pictures Saved Locally 5. Inserting Online Pictures 6. Inserting Picture Placeholders 7. Using the Scratch Area 8. Moving, Resizing, and Rotating Objects 9. Deleting Objects 10. Using Find and Replace 11. Using AutoCorrect 12. Inserting WordArt Formatting Objects 1. Formatting Text 2. Formatting Shapes 3. Formatting Pictures Using Building Blocks 1. Creating Basic Building Blocks 2. Using Building Blocks Master Pages 1. Using Master Pages Customizing Schemes 1. Creating a Custom Color Scheme 2. Creating a Custom Font Scheme 3. Customizing Page Backgrounds Using Tables 1. Creating and Deleting Tables 2. Selecting Table Elements 3. Inserting and Deleting Columns and Rows 4. Merging Text in Table Cells 5. Modifying Text in Table Cells 6. Formatting Tables Page Setup and Layouts 1. Using Page Setup 2. Using Layout Guides 3. Using the Rulers 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. Previewing a Merge 7. Detaching the Data Source 8. Finishing a Mail Merge 9. Merging a Catalog Printing 1. Previewing and Printing 2. Using the Pack and Go Feature 3. Sharing and Exporting Publications Helping Yourself 1. Using Publisher Help

## Outlook on the Web Training Manual Classroom in a Book

[TeachUcomp Inc.](#) Complete classroom training manual for Microsoft Outlook on the Web. 143 pages and 94 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about email, tasks, effective use of the calendar, and much more. Topics Covered: Getting Acquainted with Outlook on the Web 1. Introduction to the Outlook on the Web 2. What is the Outlook on the Web? 3. Starting Outlook on the Web 4. The Outlook on the Web Environment 5. System Requirements for the Outlook on the Web 6. Using the Outlook on the Web (Light) Version 7. Applying a Theme 8. Adding and Managing Add-ins E-Mail 1. Using the Inbox 2. Creating and Addressing Messages 3. Entering and Formatting Messages 4. Checking Message Spelling 5. Saving Message Drafts 6. Sending Attachments from OneDrive 7. Sending Local Attachments 8. Inserting Pictures 9. Sending a Message 10. Receiving E-Mail Messages 11. Opening Messages 12. Printing Messages 13. Downloading Attachments 14. Replying to Messages 15. Forwarding Messages 16. Ignoring a

Conversation Thread 17. The Deleted Items Folder 18. Permanently Deleting Items 19. Recovering Deleted Items Managing Items 1. Creating and Managing Categories 2. Categorizing Items 3. Marking Messages as Read or Unread 4. Flagging Items 5. Marking Messages as Junk 6. Pinning Messages 7. Archiving Messages 8. Changing the Display of Messages in the Inbox Pane Mailbox Management 1. Creating and Using Inbox and Sweep Rules 2. Creating a Folder 3. Moving and Copying Messages 4. Managing the Favorites Folder List 5. Filtering and Sorting Messages in the Inbox Pane 6. Setting and Managing Folder Permissions 7. Finding Items E-Mail Options 1. Creating and Using E-Mail Signatures 2. Using Automatic Replies (Out of Office Assistant) 3. Changing Your Password 4. Viewing Your Mailbox Usage 5. Enabling Online Access Calendar 1. Opening the Calendar 2. Navigating Calendar Dates 3. Creating Appointments and Events 4. Canceling Appointments and Events 5. Creating Recurring Appointments and Events 6. Printing the Calendar 7. Sharing Calendars 8. Managing Multiple Calendars 9. Adding Shared Calendars 10. Using the Scheduling Assistant 11. Using the Suggested Meetings App 12. Accessing Calendar Options 13. Changing Automatic Processing Settings 14. Changing the Calendar Appearance 15. Changing the Notifications Settings 16. Publishing Calendars 17. Changing Reminders Settings Meetings 1. Creating a Meeting Request 2. Responding to Meeting Requests 3. Viewing Meeting Request Responses 4. Editing and Updating Meetings 5. Creating Recurring Meetings People 1. Creating a New Contact 2. Adding Contacts from E-Mail 3. Creating a Contact List 4. Linking Contacts 5. Finding Contacts 6. Connecting to Social Networks 7. Using the Directory 8. Importing Contacts Tasks 1. Creating a New Task 2. Editing Tasks 3. Attaching Files to Tasks 4. Viewing Tasks and Flagged Items 5. Sorting Tasks 6. Filtering Tasks 7. Deleting Tasks Groups 1. Accessing Groups 2. Creating a New Group 3. Adding Members to Groups 4. Contributing to Groups 5. Managing Files in Groups 6. Accessing the Group Calendar 7. Changing the View of Groups 8. Subscribing to and Unsubscribing from Groups 9. Leaving Groups 10. Editing, Managing, and Deleting Groups

## Crystal Reports Training Manual Classroom in a Book

[TeachUcomp Inc.](#) Complete classroom training manuals for Crystal Reports. Two manuals (Introductory and Advanced) in one book. 226 pages and 118 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about how to establish data connections, create complex and detailed reports, advanced charting techniques and much more. Topics Covered: The Crystal Reports Environment 1. Starting Crystal Reports 2. The Menu Bar 3. Using Toolbars 4. The Design View Creating Data Connections 1. Creating a New Blank Report 2. The Database Expert 3. Access/Excel (DAO) 4. ADO.NET (XML) 5. Database Files 6. Java Beans Connectivity 7. JDBC (JNDI) 8. ODBC (RDO) 9. OLAP 10. OLE DB (ADO) 11. Salesforce.com 12. SAP BW MDX Query 13. SAP Info Sets 14. SAP Operational Data Source 15. SAP Table, Cluster, or Function 16. Universes 17. XML and Web Services 18. Repository 19. More Data Sources 20. Selecting Report Data and Tables 21. The Data Explorer Creating Basic Reports 1. Adding Data Fields to a Report 2. Browsing Field Data 3. Selecting, Moving, and Resizing Fields 4. Using the "Size" and "Align" Commands 5. Creating Text Objects 6. Saving a Report 7. Previewing a Report 8. Refreshing the Report Data Linking Tables in a Report 1. Basic Table Structures and Terms 2. Linking Multiple Tables 3. Table Joins 4. Enforcing Table Joins and Changing Link Types Basic Formatting Techniques 1. Formatting Report Objects 2. The "Common" Tab of the Format Editor 3. The "Number" Tab of the Format Editor 4. The "Font" Tab of the Format Editor 5. The "Border" Tab of the Format Editor 6. The "Date and Time" Tab of the Format Editor 7. The "Paragraph" Tab of the Format Editor 8. The "Picture" Tab of the Format Editor 9. The "Boolean" Tab of the Format Editor 10. The "Hyperlink" Tab of the Format Editor 11. The "Subreport" Tab of the Format Editor 12. Drawing Lines 13. Drawing Boxes 14. Format Painter 15. Formatting Part of a Text Object 16. The Template Expert 17. Inserting Pictures Record Selection 1. The Select Expert 2. Setting Multiple Filters 3. Editing the Selection Formula Sorting and Grouping Records 1. The Record Sort Expert 2. The Group Expert 3. Managing Groups 4. Summarizing Groups 5. Hierarchical Groupings 6. The Group Sort Expert Printing Reports 1. Inserting Special Fields 2. Page Setup 3. Printing Reports Using Formulas 1. Crystal Reports Formula Syntax 2. The Formula Workshop- Formula Editor Window 3. Creating Formula Fields 4. Crystal Syntax 5. Basic Syntax 6. Finding Function and Operator Assistance Advanced Formatting 1. The Highlighting Expert 2. The Section Expert 3. Conditionally Formatting a Section 4. Conditionally Formatting a Field 5. Manipulating Multiple Sections Summary Reports 1. Summarizing Report Data 2. Using the DrillDownGroupLevel Feature Charting 1. The Chart Expert 2. Editing Charts 3. Setting General Chart Options 4. Formatting Selected Chart Items 5. Formatting a Data Series 6. Formatting Chart Gridlines 7. Setting Chart Axes Options 8. Adding Chart Trendlines 9. Modifying a 3D Chart View 10. Using Chart Templates 11. Auto-Arranging Charts Advanced Reporting Tools 1. Using Running Totals 2. Creating Parameter Fields 3. Parameterized Record Selection 4. Creating Subreports 5. Report Alerts 6. Report Alert Functions Advanced Formula Creation 1. Evaluation Time Functions 2. Declaring Variables 3. Using and Displaying Variables 4. Using Array Values 5. Using "If... Then... Else..." Statements 6. Using the "Select/Case" Statement 7. Using "For" Loops 8. Using "Do... While" Loops 9. The IIF Function Advanced Reporting 1. Creating a Report Template 2. Exporting Report Results 3. Exporting as HTML 4. Setting Default Options 5. Setting Report Options Using Report Wizards 1. Using the Report Wizards 2. Report Wizard Types 3. Creating a Cross-Tab Report Advanced Database Concepts 1. Viewing the SQL Code 2. Using Table Aliases 3. Verifying the Database 4. Setting the Datasource Location 5. Mapping Fields

# Microsoft Windows 10 Training Manual Classroom in a Book

[TeachUcomp Inc.](#) Complete classroom training manual for Microsoft Windows 10. 232 pages and 164 individual topics. Includes practice exercises and keyboard shortcuts.

Professionally developed and sold all over the world, these materials are provided in full-color PDF format with not-for-profit reprinting rights and offer clear, concise, and easy-to-use instructions. You will learn File Explorer, how to adjust system and device settings, desktop management, creating documents, Using Microsoft Edge, and much more. Topics Covered: Introduction to Windows 1. About Windows 2. Sign in to Windows 10 with a Microsoft User Account 3. The Mouse 4. Touch Gestures in Windows 10 5. The Windows Desktop 6. The Start Button 7. The Start Menu in Windows 10 8. Customizing the Start Menu in Windows 10 9. The Start Screen in Windows 10 10. Customizing the Start Screen in Windows 10 11. Choosing the Start Menu or Start Screen 12. Tablet Mode Settings in Windows 10 13. Using Tablet Mode in Windows 10 14. Text Search in Windows 10 15. Search Using Cortana in Windows 10 16. Universal App Windows in Windows 10 17. App Snapping in Windows 10 18. Resizing a Desktop Window 19. Scrolling a Window 20. Shutting Down Windows 21. Downloading Apps from the Windows Store 22. Sign-in with a PIN or Picture 23. Changing or Removing a PIN or Picture Password File Explorer 1. File Explorer in Windows 10 2. Navigating Folders 3. Changing Folder Views 4. Sorting Folder Contents 5. Selecting Files 6. Opening a File 7. Reopening a Frequently Opened Folder 8. Creating a New Folder 9. Renaming Files and Folders 10. Cutting, Copying, and Pasting Files and Folders 11. Burning a CD or DVD 12. Deleting Files 13. Managing Libraries in Windows 10 14. Managing the Computer and Drives in Windows 10 15. Quick Access in Windows 10 16. OneDrive Folders in File Explorer 17. Zip Folders in File Explorer 18. Unzip Files in File Explorer Windows 10 Settings 1. Windows 10 Settings System Settings 1. Accessing the “System” Settings 2. Changing the Display Settings 3. Notification and Action Settings 4. Managing Apps and Features 5. Multitasking Settings in Windows 10 6. Battery Saver Settings in Windows 10 7. Power and Sleep Settings in Windows 10 8. Manage Storage Space in Windows 10 9. Download and Manage Offline Maps in Windows 10 10. Set the Default Apps in Windows 10 11. View Information About Your Device Devices Settings 1. Accessing the “Devices” Settings 2. Managing Printers and Scanners 3. Managing Other Connected Devices 4. Mouse and Touchpad Settings 5. Typing Settings 6. AutoPlay Settings Network and Internet Settings 1. Accessing the “Network and Internet” Settings 2. Connect to Wi-Fi Networks and Manage Wi-Fi Settings 3. Airplane Mode Settings 4. View Data Usage 5. 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 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 Web Pages in Microsoft Edge 5. Find Text in Web 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 Web Note in Microsoft Edge 14. Sharing Web Pages in Microsoft Edge 15. Opening a New Window or New InPrivate Window 16. Zoom Web Pages in Microsoft Edge 17. Print Web 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

## Critical Infrastructure Protection II

[Springer](#) **Critical Infrastructure Protection II** describes original research results and innovative applications in the interdisciplinary field of critical infrastructure protection. Also, it highlights the importance of weaving science, technology and policy in crafting sophisticated solutions that will help secure information, computer and network assets in the various critical infrastructure sectors. This book is the second volume in the annual series produced by the International Federation for Information Processing (IFIP) Working Group 11.10 on Critical Infrastructure Protection, an international community of scientists, engineers, practitioners and policy makers dedicated to advancing research, development and implementation efforts focused on infrastructure protection. The book contains a selection of twenty edited papers from the Second Annual IFIP WG 11.10 International Conference on Critical Infrastructure Protection held at George Mason University, Arlington, Virginia, USA in the spring of 2008.

## Aquarius 3 Financial Model

May 2003 Version : Issue 2 : User Manual

Honda C50, C70 & C90

1967 to 2003

[Haynes Manuals N. America, Incorporated](#) **With a Haynes manual, you can do it yourself...from simple maintenance to basic repairs. Haynes writes every book based on a complete teardown of the motorcycle. We learn the best ways to do a job and that makes it quicker, easier and cheaper for you. Our books have clear instructions and plenty of photographs that show each step. Whether you're a beginner or a pro, you can save big with Haynes!** • Step-by-step procedures • Easy-to-follow photos • Complete troubleshooting section • Valuable short cuts • Color spark plug diagnosis Complete coverage for your Honda C50, C70 and C90 for 1967 thru 2003: • Routine Maintenance • Tune-up procedures • Engine, clutch and transmission repair • Cooling system • Fuel and exhaust • Emissions control • Ignition and electrical systems • Brakes, wheels and tires • Steering, suspension and final drive • Frame and bodywork • Wiring diagrams

## Mastering Publisher Made Easy

Versions 2007 Through 2000

[TeachUcomp Inc.](#)

## Mastering Excel Made Easy

Versions 2007 Through 97

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## Mastering Crystal Reports Made Easy Versions 11, 10 & 9

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## Mastering Word Made Easy Versions 2007 Through 97

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## Mastering Access Made Easy Versions 2007 Through 97

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## Mastering Windows Made Easy Vista & XP Editions

[TeachUcomp Inc.](#)

## User's Manual for Nfpa 921

## Guide for Fire and Explosion Investigations

[Jones & Bartlett Learning](#) **Fire Investigator**

## SharePoint 2010 User's Guide

### Learning Microsoft's Business Collaboration Platform

Apress **Microsoft SharePoint Foundation 2010 and SharePoint Server 2010** provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision-making processes. In order to get the most out of SharePoint 2010, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as publishing, workflow, and policies) that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. As a reader, you'll then embrace two common SharePoint uses, document management and project information management, and walk through creating samples of these solutions, understanding the challenges these solutions are designed to address and the benefits they can provide. The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

## Environmental Information in Instructions for Use of Consumer Products

Nordic Council of Ministers

### Sustainable Development

### Education, Business and Management - Architecture and Building Construction - Agriculture and Food Security

BoD - Books on Demand **Securing the future of the human race will require an improved understanding of the environment as well as of technological solutions, mindsets and behaviors in line with modes of development that the ecosphere of our planet can support. Some experts see the only solution in a global deflation of the currently unsustainable exploitation of resources. However, sustainable development offers an approach that would be practical to fuse with the managerial strategies and assessment tools for policy and decision makers at the regional planning level. Environmentalists, architects, engineers, policy makers and economists will have to work together in order to ensure that planning and development can meet our society's present needs without compromising the security of future generations. Better planning methods for urban and rural expansion could prevent environmental destruction and imminent crises. Energy, transport, water, environment and food production systems should aim for self-sufficiency and not the rapid depletion of natural resources. Planning for sustainable development must overcome many complex technical and social issues.**

## Access 2003

## User Manual

"The 'Access 2003' reference books are visual, accessible, simple but comprehensive! The different chapters can be consulted independently from each other. They each deal with a precise theme which is explained in detail and abundantly illustrated."--Editor.

## Progress in Improving Project Management at the Department of Energy

## 2003 Assessment

National Academies Press In 1997, Congress, in the conference report, H.R. 105-271, to the FY1998 Energy and Water Development Appropriation Bill, directed the NRC to carry out a series of assessments of project management at the Department of Energy (DOE). This report, the 2003 Assessment, is the final one in that series. It presents an examination of DOE's progress in improving program management over the past three years including the Department's response to the recommendations of the previous assessments in this series. In addition to assessing DOE's progress, the report also describes opportunities for further improvement and gives a prognosis for future developments.

## The Complete NPA User's Manual

A Comprehensive Guide and Reference for the Nationwide Programmatic Agreement ("NPA") for Section 106 Historic Preservation Review of the Undertakings of the Federal Communications Commission

Pike & Fischer - A BNA Company

## Statistical Guidelines: New Developments in Statistical Methods and Psychometric Tools

Frontiers Media SA

Audi TT Service Manual 2000, 2001, 2002, 2003, 2004, 2005 2006

## 1. 8L Turbo, 3. 2 L, Including Roadster and Quattro

The Audi TT: 2000-2006 Service Manual contains in-depth maintenance, service and repair information for the Audi TT Coupe and Roadster models from 2000 to 2006. Service to Audi owners is of top priority to Audi and has always included the continuing development and introduction of new and expanded services. Whether you're a professional or a do-it-yourself Audi owner, this manual will help you understand, care for, and repair your Audi. Although the do-it-yourself Audi owner will find this manual indispensable as a source of theory of operation and step-by-step maintenance and repair information, the Audi owner who has no intention of working on his or her car will find that reading and owning this manual will make it possible to discuss repairs more intelligently with a professional technician. Engines covered: \* 1.8L turbo gasoline (engine code: ATC, AWP, AMU, BEA) \* 3.2L gasoline (engine code: BHE) Transmissions covered: \* 02J 5-speed manual (front wheel drive) \* 02M/02Y 5- and 6-speed manual (all wheel drive) \* 09G 6-speed automatic (front wheel drive) \* 02E 6-speed DSG (all wheel drive)

## CASL User Manual

### Introduction to Using the Common Algebraic Specification Language

[Springer](#) CASL, the Common Algebraic Specification Language, was designed by the members of CoFI, the Common Framework Initiative for algebraic specification and development, and is a general-purpose language for practical use in software development for specifying both requirements and design. CASL is already regarded as a de facto standard, and various sublanguages and extensions are available for specific tasks. This book illustrates and discusses how to write CASL specifications. The authors first describe the origins, aims and scope of CoFI, and review the main concepts of algebraic specification languages. The main part of the book explains CASL specifications, with chapters on loose, generated and free specifications, partial functions, sub- and supersorts, structuring specifications, genericity and reusability, architectural specifications, and version control. The final chapters deal with tool support and libraries, and present a realistic case study involving the standard benchmark for comparing specification frameworks. The book is aimed at software researchers and professionals, and follows a tutorial style with highlighted points, illustrative examples, and a full specification and library index. A separate, complementary LNCS volume contains the CASL Reference Manual.

## JavaScript Training Manual Classroom in a Book

[TeachUcomp Inc.](#) Complete classroom training manual for JavaScript. 283 pages and 128 individual topics. Includes practice exercises and keyboard shortcuts. The purpose of this course is to educate the student in the basic language skills necessary to use JavaScript. There are many resources available on the Internet that allow you to download code and place it into your HTML document or JavaScript code file. However, it is important to first understand the underlying language and components of JavaScript to be able to alter the code to work in your desired application, and easily troubleshoot any errors that may occur. Whether you are looking to add interactivity to your website, control how a browser acts or alter your HTML document's 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 CLARTIMEOUT() 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

## HTML and CSS Training Manual Classroom in a Book

TeachUcomp Inc. Complete classroom training manual for HTML 5 and CSS. 190 pages and 125 individual topics. Includes practice exercises and keyboard shortcuts. You will learn  
 how to create a website from scratch, while exploring all of the techniques to add the various elements of a website - text, links, images, CSS and much more. Topics Covered:  
 Getting Acquainted with HTML 1. Introduction to the Internet 2. Introduction to HTML Terminology 3. Options for Writing HTML 4. Unicode Transformation Format (UTF) 5. HTML5  
 Resources New for HTML5 1. What's different in HTML5? 2. !DOCTYPE in HTML5 Designing a Webpage 1. Design Considerations and Planning 2. Basic Tags and Document Structure  
 3. HTML Tags 4. Head Tags 5. Title Tags 6. Body Tags 7. Metadata 8. Saving an HTML Page Page Formatting 1. Adding a New Paragraph 2. Adding a Line Break 3. Inserting Blank  
 Space 4. Preformatted Text 5. Changing a Page's Background Color 6. Div Element Text Items and Objects 1. Headings 2. Comments 3. Block Quotes 4. Horizontal Lines 5. Special  
 Characters 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

# Geochemical Modeling for Mine Site Characterization and Remediation

Society for Mining, Metallurgy & Exploration **The single most important factor for the successful application of a geochemical model is the knowledge and experience of the individual(s) conducting the modeling. Geochemical Modeling for Mine Site Characterization and Remediation is the fourth of six volumes in the Management Technologies for Metal Mining Influenced Water series about technologies for management of metal mine and metallurgical process drainage. This handbook describes the important components of hydrogeochemical modeling for mine environments, primarily those mines where sulfide minerals are present—metal mines and coal mines. It provides general guidelines on the strengths and limitations of geochemical modeling and an overview of its application to the hydrogeochemistry of both unmined mineralized sites and those contaminated from mineral extraction and mineral processing. The handbook includes an overview of the models behind the codes, explains vital geochemical computations, describes several modeling processes, provides a compilation of codes, and gives examples of their application, including both successes and failures. Hydrologic modeling is also included because mining contaminants most often migrate by surface water and groundwater transport, and contaminant concentrations are a function of water residence time as well as pathways. This is an indispensable resource for mine planners and engineers, environmental managers, land managers, consultants, researchers, government regulators, nongovernmental organizations, students, stakeholders, and anyone with an interest in mining influenced water. The other handbooks in the series are Basics of Metal Mining Influenced Water; Mitigation of Metal Mining Influenced Water; Mine Pit Lakes: Characteristics, Predictive Modeling, and Sustainability; Techniques for Predicting Metal Mining Influenced Water; and Sampling and Monitoring for the Mine Life Cycle.**