



### Course's Overview

## Welcome to the course!

In this course, you'll learn in a classroom-style setting in addition to online discussions, team project collaboration, and special event participation through the Learning center portal.

[Continue to the Learning center portal →](#)

### Documents

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+ New + Upload +

All Documents +

	Name	Modified	Modified By
	General	October 27, 2022	Cathy Day
	Project team 1	October 27, 2022	Cathy Day
	Project team 2	October 27, 2022	Cathy Day
	Subjects	October 27, 2022	Cathy Day

### Resources [Sample content]

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### Upcoming events [Sample content]

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+ Add event



#### Create an event

When you add an event, it will show here where your visitors can see it.

Month 01

#### Title of event

Tuesday 12:00 AM - 1:00 PM

Month 01

#### Title of event

Tuesday 12:00 AM - 1:00 PM

Month 01

#### Title of event

Tuesday 12:00 AM - 1:00 PM

### Course updates [Sample content]

+ Add +



+ Add News

#### Create a news post

Keep your audience engaged by sharing your latest updates.



Keep your team updated with news on your team site.

From the site home page you'll be able to quickly surface a news post -- a status update, trip report, or even just highlight a document with some additional context...



#### What is a team site?

A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. For example, you can use a team site to share and collaborate...



#### Add a page to a site

Adding pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, videos, and more. You can create and publish pages quickly and easily, and...



### Meet the course instructor [Sample content]

Hi, my name is Megan Rowen. I am excited to be teaching this course again for the 5th year in a row! Teaching is my passion because I love watching others learn and grow. I am looking forward to meeting you soon.

Read my course FAQs and email me for questions.

# Microsoft Learning Course Manual 10774a

**Lingsheng Yao**



## **Microsoft Learning Course Manual 10774a:**

**Bibliographic Guide to Education** ,2001 lists publications cataloged by Teachers College Columbia University supplemented by The Research Libraries of The New York Public Library *Library & Information Science Abstracts* ,2006

**American Book Publishing Record** ,1999 Books In Print 2004-2005 Ed Bowker Staff,Staff Bowker, Ed,2004

**Consumer Sourcebook** ,2002 Paperbound Books in Print ,1992 *PC Magazine* ,1993 *Forthcoming Books* Rose Army,1998-04 Current Law Index ,2001 **Consultants and Consulting Organizations Directory** ,2004 Indexes are arranged by geographic area activities personal name and consulting firm name Verzeichnis lieferbarer Bücher ,2002

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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

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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

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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

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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

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