

# Microsoft Excel Manual

## Purpose and Overview

The purpose of this manual is to provide an overview of Microsoft Excel tools and functions which are most useful to improve daily operational efficiency.

## Training, Evaluation & System Support

### Companion Manuals

#### Commons Manager Manual

## SECTION I: What is Excel?

Microsoft Excel is a spreadsheet application that is commonly used for a variety of uses. At its core, this is a table consisting of rows and columns. Excel is composed of rows and columns and stores a spreadsheet display data. Features include: calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

### What can I do with this?

The data within a table can be sorted by any column, which means that the rows can be ordered by 1 more or less: alphabetically, by the ID number ascending or descending, by the amount paid, ascending or descending, or by the date. You can also filter the data in the table to have only specific values shown.

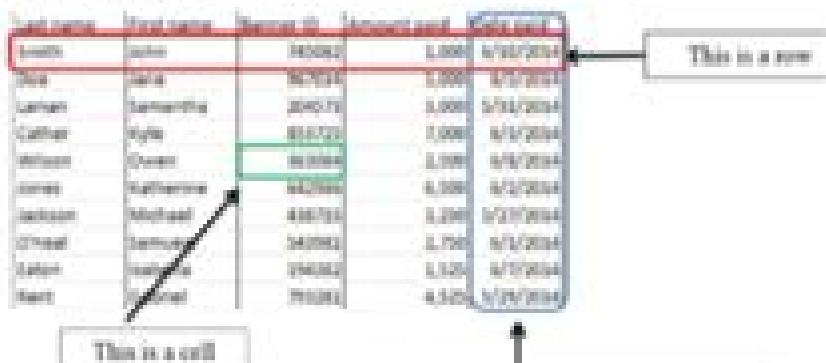
## SECTION II: Cells, Rows, and Columns

### What is a cell?

A cell, outlined in green below, is an individual block within a table in which you can enter values, or words or numbers.

### What are rows and columns?

Rows, outlined in red below, are a horizontal group of cells. Columns, outlined in blue below, are a vertical group of cells.



Last Name	First Name	Start Date	Amount Paid	Comments
Smith	John	10/01/2012	1,000	1/1/2013
White	Sarah	10/01/2012	1,000	1/1/2014
Levins	Matthew	10/01/2012	1,000	1/1/2014
Castor	Sara	10/01/2012	1,000	1/1/2014
Wilson	David	10/01/2012	1,000	1/1/2014
Jones	Katherine	10/01/2012	1,000	1/1/2014
Johnson	Michael	10/01/2012	1,000	1/1/2014
Ortiz	James	10/01/2012	1,750	1/1/2014
Miller	Angela	10/01/2012	1,125	1/1/2014
Clark	Robert	10/01/2012	4,375	1/1/2014

## Inserting rows and columns

### To Add a Row:

1. Select the entry row below where you want to add the new row.

# Microsoft Excel Manual

**Microsoft Corporation**

## **Microsoft Excel Manual:**

*Excel 2022 Beginner's User Guide. The Made Easy Microsoft Excel Manual to Learn how to Use Excel Productively Even as Beginners* kylie Cox,2022    [Excel 2022 beginner's user guide](#) kylie Cox,2022-08-31 Excel is the application used by many industries to develop business plans create financial reports produce budget reports etc It is a software from the Microsoft Office suite that allows the creation of tables automated calculations schedules graphs and databases This type of software is called a spreadsheet Even if you ve never used Excel before this book will walk you through the basics and if you ve used it before you ll get even more information This is a complete guide for those who are just getting started with Excel and want to understand all the little keyboard tricks and shortcuts In addition the book provides simple hotkeys and step by step instructions Don t waste any more time Dive in right away One more thing you also get free access to a GIFT at the end of this book that can help you work smarter and faster if you get this book SIMPLE GUIDE TO UNDERSTANDING EXCEL 2022 IN FEW DAYS Are you a beginner and want to learn Excel quickly and easily Do you use Excel at home or in the office Do you want to learn how to use Microsoft Excel 2022 so that you can be successful in the workplace If so you are in the right place In this book you will discover Microsoft Excel Basics Excel Applications and Terminologies Excel Formulas and Functions Excel Charts and Charts Excel Shortcuts and Tricks and many more The language for beginners is very simple and the explanations are accompanied by lots of colored images to make the path fluid and understandable Even if you ve never used Excel before this book will walk you through the basics and if you ve used it before you ll get even more information This is a complete guide for those who are just getting started with Excel and want to understand all the little keyboard tricks and shortcuts In addition the book provides simple hotkeys and step by step instructions Don t waste any more time Dive in right away One more thing you also get free access to a GIFT at the end of this book that can help you work smarter and faster if you get this book

Translator Johnn Bryan PUBLISHER TEKTIME    **Excel 2007** Matthew MacDonald,2007  
Publisher description    *Microsoft Excel* ,1990    **Microsoft Excel** Microsoft Corporation,1991    [VBA Macro MS Excel Manual Book](#) Jubilee Enterprise,2015-03-04 Buku ini berisi kompilasi materi yang berkaitan dengan pemrograman VBA Macro menggunakan MS Excel Melalui materi yang disajikan pembaca akan mengenal dunia VBA Macro dengan lebih baik dan diharapkan bisa menciptakan fungsi atau aplikasinya sendiri Selengkapnya buku ini membahas tentang Apa itu VBA Dasar Dasar Pemrograman VBA Pengenalan Visual Basic Editor Membuat Sub Procedure Membuat Function Merekam Macro Logika dan Pengulangan Pengenalan Variabel dan Konstanta Bekerja dengan Events Bekerja dengan UserForm Chart dan VBA Membuat Digital Certificate Operator Operator VBA Dan lain lain Buku ini ditujukan untuk para pemula yang ingin mengenal VBA secara lebih dekat Banyak contoh praktis yang bisa menuntun pembaca untuk menguasai VBA dengan lebih cepat    **Excel 2010: The Missing Manual** Matthew MacDonald,2010-06-18 Excel the world s most popular spreadsheet program has the muscle to analyze heaps of data Beyond basic number crunching Excel 2010 has many impressive features

that are hard to find much less master especially from online help pages This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly Navigate with ease Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations Write formulas for rounding numbers calculating mortgage payments and more Organize your data Search sort and filter huge amounts of information Illustrate trends Bring your data to life with charts and graphics including miniature charts called Sparklines Examine your data Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets Use the Excel Web App to collaborate with colleagues online Rescue lost data Restore old versions of data and find spreadsheets you forgot to save

**Outlook on the Web Training Manual Classroom in a Book** TeachUcomp ,2019-10-27 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 9 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     *Excel 2007* Helen Dixon, 2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating. But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features like consolidation, what-if analysis, PivotTables, sorting and filtering, and some commonly used functions. You'll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools. The book includes practical examples to illustrate advanced features. It also covers new features of Excel 2007 along with ways to access old features. You'll even gain timesaving tips and shortcuts     **Adobe Acrobat Pro DC Training Manual Classroom in a Book** TeachUcomp , 2024-12-11 Complete classroom training manual for Adobe Acrobat Pro DC. 292 pages and 133 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 PDF creation, advanced PDF settings, exporting and rearranging PDFs, collaboration, creating forms, document security and much more. Topics Covered: Getting Acquainted with Acrobat, 1. Introduction to Adobe Acrobat Pro and PDFs, 2. The Acrobat Environment, 3. The Acrobat Home View, 4. The Acrobat Document View, 5. The Acrobat Tools View, 6. The New Document View in Acrobat, 7. The Quick Tools Panel in Acrobat, 8. Customizing the Quick Tools Panel in Acrobat, 9. The Navigation Pane in Acrobat, Opening and Viewing PDFs, 1. Opening PDFs, 2. Selecting and Copying Text and Graphics, 3. Rotating Pages Using the Pages Panel in Acrobat, 4. View and Page Display Settings in Acrobat, 5. Using the Zoom Tools, 6. Reviewing Preferences, 7. Finding Words and Phrases, 8. Searching a PDF and Using the Search Pane, Creating PDFs, 1. Overview of Creating New PDFs in Acrobat, 2. Creating a PDF from a Single File or Creating a Blank PDF, 3. Combine Files to Create a PDF, 4. Creating Multiple PDFs from Multiple Files at Once, 5. Creating PDFs from Scanned Documents, 6. Creating PDFs Using the PDF Printer, 7. Creating PDFs from Web Pages Using Acrobat, 8. Creating PDFs from the Clipboard, 9. Creating PDFs in Microsoft 365 Desktop Apps, 10. Creating PDFs in Excel, PowerPoint and Word, 11. Creating PDFs in Adobe Applications, 12. Creating a PDF from Email in Outlook, 13. Converting Folders to PDF in Outlook, Custom PDF Creation Settings, 1. PDF Preferences in Excel, PowerPoint and Word, 2. Adobe PDF Settings, 3. Creating and Modifying Preset Adobe PDF Settings, 4. The General Category in Preset Adobe PDF Settings, 5. The Images Category in Preset Adobe PDF Settings, 6. The Fonts Category in Preset Adobe PDF Settings, 7. The Color Category in Preset Adobe PDF Settings, 8. The Advanced Category in Preset Adobe PDF Settings, 9. The Standards Category in Preset Adobe PDF Settings, 10. Create PDF and Share via Outlook in Excel, PowerPoint and Word, 11.

Mail Merge and Email in Word 12 Create PDF and Share Link in Excel PowerPoint and Word 13 PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1 Initial View Settings for PDFs 2 Full Screen Mode 3 The Edit Panel in Acrobat 4 Adding Formatting Resizing Rotating and Moving Text 5 Editing Text 6 Managing Text Flow with Articles 7 Adding and Editing Images 8 Changing the Page Number Display 9 Cropping Pages and Documents Advanced PDF Settings 1 Adding and Removing Watermarks 2 Adding and Removing Page Backgrounds 3 Adding Headers and Footers 4 Attaching Files to a PDF 5 Adding Metadata 6 Optimizing a PDF for File Size and Compatibility Bookmarks 1 Using Bookmarks in a PDF 2 Modifying and Organizing Bookmarks 3 Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1 Creating Links in Acrobat 2 Creating and Editing Buttons 3 Adding Video and Sound Files 4 Adding 3D Content to PDFs 5 Adding Page Transitions Combining and Rearranging PDFs 1 Extracting and Replacing Pages 2 Splitting a PDF into Multiple Files 3 Inserting Pages from Files and Other Sources 4 Moving and Copying Pages 5 Combining PDFs Exporting and Converting Content 1 Exporting Text 2 Exporting Images 3 Exporting PDFs to Microsoft Word 4 Exporting PDFs to Microsoft Excel 5 Exporting PDFs to Microsoft PowerPoint Sharing and Collaborating 1 Sharing a PDF as an Email Attachment 2 Sharing a File in Acrobat 3 Adding Comments 4 The Comments Panel 5 Using Drawing Tools 6 Stamping and Creating Custom Stamps Creating and Working With Portfolios 1 Creating a PDF Portfolio 2 Managing Portfolio Content 3 Changing the View of a PDF Portfolio Forms 1 Creating a Form from an Existing PDF 2 Designing a Form in Microsoft Word 3 Creating a Form from a Scanned Document 4 Creating Text Fields 5 Creating Radio Buttons and Checkboxes 6 Creating Drop Down and List Boxes 7 Creating Buttons 8 Creating a Digital Signature Field 9 General Properties of Form Fields 10 Appearance Properties of Form Fields 11 Position Properties of Form Fields 12 Options Properties of Form Fields 13 Actions Properties of Form Fields 14 Selection Change and Signed Properties of Form Fields 15 Format Properties of Form Fields 16 Validate Properties of Form Fields 17 Calculate Properties of Form Fields 18 Align Center Match Size and Distribute Form Fields 19 Setting Form Field Tab Order 20 Enabling Users and Readers to Save Forms 21 Distributing Forms 22 Collecting Distributed Form Responses 23 Using Tracker with Forms 24 Sending a Form for One or More Signatures in Acrobat 25 Sending a Form in Acrobat for Signature in Bulk 26 Manually Signing a PDF in Acrobat Professional Print Production 1 Overview of Print Production Support 2 Previewing Color Separations 3 Color Management and Conversion 4 Using the Object Inspector 5 Using the Preflight Dialog Box 6 Correcting Hairlines 7 Saving as a Standards Compliant PDF Scanning and Optical Character Recognition 1 Recognizing Text in a Scanned PDF 2 Manually Recognizing Text in PDFs Automating Routine Tasks 1 Using Actions 2 Creating Custom Actions 3 Editing and Deleting Custom Actions Document Protection and Security 1 Methods of Securing a PDF 2 Password Protecting a PDF 3 Creating and Registering Digital IDs 4 Using Certificate Encryption 5 Creating a Digital Signature 6 Digitally Signing a PDF 7 Certifying a PDF 8 Redacting Content in a PDF 9 Redaction Properties 10 Sanitizing a Document in Acrobat

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worksheets adding information and moving data formatting cells viewing and printing basic formulas tables charts and other topics    **JavaScript Training Manual Classroom in a Book** TeachUcomp, 2017-10-27 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 Allows in STRICT Mode JavaScript HTML DOM 1 What is HTML DOM 2 HTML DOM Methods and Properties 3 HTML DOM Document 4 Finding HTML Elements 5 Changing the Output Stream 6 Changing the Value of an Attribute 7 Changing CSS HTML DOM Events 1 Using Events 2 The ONCHANGE Event HTML DOM Navigation 1 DOM Nodes 2 Node Relationships 3 Child Nodes and Values 4 NODE Properties 5 HTML DOM Nodelist 6 Root Nodes Adding and Removing DOM Nodes 1 Creating New

HTML Elements Nodes 2 Removing Existing HTML Elements Nodes 3 Replacing HTML Elements Nodes JavaScript Browser Object Model BOM 1 What is the Browser Object Model BOM 2 The Window Object 3 Window Size Properties 4 Other Window Methods and Properties Window Screen Object 1 What does the Window Screen Object Do 2 Window Screen Object Properties Window Location Object 1 What does the Window Location Object Do 2 Window Location HREF Property 3 Window Location PATHNAME Property 4 Window Location ASSIGN Method Window History Object 1 What does the Window History Object Do 2 Window History Back and Forward Methods Window Navigator Object 1 What does the Window Navigator Object Do JavaScript Popup Boxes 1 The Alert Box 2 The Confirm Box 3 The Prompt Box JavaScript Timing Events 1 What are JavaScript Timing Events 2 SETINTERVAL and CLEARINTERVAL Methods 3 SETTIMEOUT and CLEARTIMEOUT Methods 4 Creating a Clock JavaScript Cookies 1 What are Cookies 2 Working with Cookies The JavaScript Console Object 1 The Console Object 2 Inline Grouping 3 Timers 4 String Substitution Advanced JavaScript Objects 1 The Object Literal and the Keyword New 2 Using an Object Constructor 3 JavaScript Prototype 4 Mutable Objects and Immutable Primitive Values 5 JavaScript Object Properties 6 Adding New Properties and Deleting Properties Number Object 1 What is a Number Object 2 Hexadecimal Numbers 3 NaN Not a Number 4 Infinity String Object 1 Using the String Object 2 String Properties and Methods 3 Special Characters Date Object 1 The Date Object 2 Set and Compare Dates 3 Convert the Date to a String Array Object 1 Create and Access an Array Object 2 Joining Arrays 3 Working with Arrays Math Object 1 The Math Object and Mathematical Constants 2 Math Object Methods JavaScript Libraries Frameworks 1 JavaScript Libraries or Frameworks 2 Testing jQuery **Microsoft Excel 5.0** Carole K. Tobias, 1994-01-01 *Microsoft Excel 5.0* Microsoft Corporation, 1994

**Microsoft Office 97 User Manual** Rick Winter, 1998 Microsoft Office 97 User Manual picks up where other user manuals fall short by providing detailed documentation of Office's many commands dialog boxes buttons toolbars and more. Here you'll find documentation for the many complex tools found in Word Excel PowerPoint and Outlook 98 features all organized by menu. **Crystal Reports Training Manual Classroom in a Book** TeachUcomp, 2013-10-27 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 Excel Manual for Waner and Costenoble's Applied Calculus, Third Edition** Larry J. Stephens, 2004 This distinctive text specific manual uses Excel instructions and formulas to reinforce vital concepts

**Microsoft Excel 365** EZ-Ref Courseware, 2019 Note This is the black white version of the Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the beginning concepts of Microsoft Excel 365 For the black and white instructor guide search for ISBN 13 9781699706930 For the color instructor guide search for ISBN 13 9781699708163 For the color student manual search for ISBN 13 9781699703373 For the black and white student manual search for ISBN 13 9781699051566 For information regarding

unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft Excel 365 Beginning 6 8 hours Spreadsheet Basics Excel Basics Screen Menu Navigating Within a Worksheet Changing the View Using Help Entering Editing Deleting Undeleting Data Working with Blocks Adjusting Column Widths Row Height Creating Filling Formulas Auto Fill Using the Spell Checker Saving Opening Printing Workbooks Setting Print Options Copying Moving Drag Drop The Office Clipboard Formatting Alignment Attributes Borders Inserting Deleting Rows Columns Using Built In Functions Cell Formats The Format Painter Working with Charts Absolute Addressing Creating Templates    **QuickBooks Online Training Manual Classroom in a Book** TeachUcomp ,2021-06-07 Complete classroom training manual for QuickBooks Online 415 pages and 177 individual topics Includes practice exercises and keyboard shortcuts You will learn how to set up a QuickBooks Online company file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more Topics Covered The QuickBooks Online Plus Environment 1 The QuickBooks Online Interface 2 The Dashboard Page 3 The Navigation Bar 4 The New Button 5 The Settings Button 6 Accountant View and Business View Creating a Company File 1 Signing Up for QuickBooks Online Plus 2 Importing Company Data 3 Creating a New Company File 4 How Backups Work in QuickBooks Online Plus 5 Setting Up and Managing Users 6 Transferring the Primary Admin 7 Customizing Company File Settings 8 Customizing Billing and Subscription Settings 9 Usage Settings 10 Customizing Sales Settings 11 Customizing Expenses Settings 12 Customizing Payment Settings 13 Customizing Time Settings 14 Customizing Advanced Settings 15 Signing Out of QuickBooks Online Plus 16 Switching Company Files 17 Cancelling a Company File Using Pages and Lists 1 Using Lists and Pages 2 The Chart of Accounts 3 Adding New Accounts 4 Assigning Account Numbers 5 Adding New Customers 6 The Customers Page and List 7 Adding Employees to the Employees List 8 Adding New Vendors 9 The Vendors Page and List 10 Sorting Lists 11 Inactivating and Reactivating List Items 12 Printing Lists 13 Renaming and Merging List Items 14 Creating and Using Tags 15 Creating and Applying Customer Types Setting Up Sales Tax 1 Enabling Sales Tax and Sales Tax Settings 2 Adding Editing and Deactivating Sales Tax Rates and Agencies 3 Setting a Default Sales Tax 4 Indicating Taxable Non taxable Customers and Items Setting Up Inventory Items 1 Setting Up Inventory 2 Creating Inventory Items 3 Enabling Purchase Orders and Custom Fields 4 Creating a Purchase Order 5 Applying Purchase Orders to Vendor Transactions 6 Adjusting Inventory Setting Up Other Items 1 Creating a Non inventory or Service Item 2 Creating a Bundle 3 Creating a Discount Line Item 4 Creating a Payment Line Item 5 Changing Item Prices and Using Price Rules Basic Sales 1 Enabling Custom Fields in Sales Forms 2 Creating an Invoice 3 Creating a Recurring Invoice 4 Creating Batch Invoices 5 Creating a Sales Receipt 6 Finding Transaction Forms 7 Previewing Sales Forms 8 Printing Sales Forms 9 Grouping and Subtotaling Items in Invoices 10 Entering a Delayed Charge 11 Managing Sales Transactions 12 Checking and Changing Sales Tax in Sales Forms Creating Billing Statements 1 About Statements and Customer Charges 2 Automatic Late Fees 3 Creating Customer

Statements Payment Processing 1 Recording Customer Payments 2 Entering Overpayments 3 Entering Down Payments or Prepayments 4 Applying Customer Credits 5 Making Deposits 6 Handling Bounced Checks by Invoice 7 Handling Bounced Checks by Expense or Journal Entry 8 Handling Bad Debt Handling Refunds 1 Refund Options in QuickBooks Online 2 Creating a Credit Memo 3 Creating a Refund Receipt 4 Refunding Customer Payments by Check 5 Creating a Delayed Credit Entering And Paying Bills 1 Entering Bills 2 Paying Bills 3 Creating Terms for Early Bill Payment 4 Early Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit 7 Managing Expense Transactions Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Printing Checks 4 Transferring Funds Between Accounts 5 Reconciling Accounts 6 Voiding Checks 7 Creating an Expense 8 Managing Bank and Credit Card Transactions 9 Creating and Managing Rules 10 Uploading Receipts and Bills Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Creating Customer and Vendor QuickReports 2 Creating Account QuickReports 3 Using QuickZoom 4 Standard Reports 5 Basic Standard Report Customization 6 Customizing General Report Settings 7 Customizing Rows and Columns Report Settings 8 Customizing Aging Report Settings 9 Customizing Filter Report Settings 10 Customizing Header and Footer Report Settings 11 Resizing Report Columns 12 Emailing Printing and Exporting Preset Reports 13 Saving Customized Reports 14 Using Report Groups 15 Management Reports 16 Customizing Management Reports Using Graphs 1 Business Snapshot Customizing Forms 1 Creating Custom Form Styles 2 Custom Form Design Settings 3 Custom Form Content Settings 4 Custom Form Emails Settings 5 Managing Custom Form Styles Projects and Estimating 1 Creating Projects 2 Adding Transactions to Projects 3 Creating Estimates 4 Changing the Term Estimate 5 Copy an Estimate to a Purchase Order 6 Invoicing from an Estimate 7 Duplicating Estimates 8 Tracking Costs for Projects 9 Invoicing for Billable Costs 10 Using Project Reports Time Tracking 1 Time Tracking Settings 2 Basic Time Tracking 3 QuickBooks Time Timesheet Preferences 4 Manually Recording Time in QuickBooks Time 5 Approving QuickBooks Time 6 Invoicing from Time Data 7 Using Time Reports 8 Entering Mileage Payroll 1 Setting Up QuickBooks Online Payroll and Payroll Settings 2 Editing Employee Information 3 Creating Pay Schedules 4 Creating Scheduled Paychecks 5 Creating Commission Only or Bonus Only Paychecks 6 Changing an Employee's Payroll Status 7 Print Edit Delete or Void Paychecks 8 Manually Recording External Payroll Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Charges on Credit Cards 3 Entering Credit Card Credits 4 Reconciling and Paying Credit Cards 5 Pay Down Credit Card Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using Other Current Assets Accounts 3 Removing Value from Other Current Assets Accounts 4 Creating Fixed Assets Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of the Fixed Asset 7 Tracking Depreciation Equity Accounts 1 Equity Accounts 2 Recording an Owner's Draw 3 Recording a Capital Investment Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the Reminders List 4 Making General Journal Entries Using QuickBooks Tools 1 Exporting Report and List Data to Excel 2 Using the Audit Log Using QuickBooks Other Lists 1

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