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Course 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 →](#)

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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]

- Help center
- Course FAQs
- Feedback
- Study guides
- Course calendar
- Message the instructor

Upcoming events [Sample content]

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← Add event

- Create an event
When you add an event, it will show here where your students can see it.

Month 01

Title of event
Tuesday 12:00 AM - 1:00 PM
- Create an event
When you add an event, it will show here where your students can see it.

Month 01

Title of event
Tuesday 12:00 AM - 1:00 PM
- Create an event
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Month 01

Title of event
Tuesday 12:00 AM - 1:00 PM

Course updates [Sample content]

← Add →

- 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, blog report, or event post. Highlight a document with some additional content...
- 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
Using pages is a great way to share ideas using images, text, Word and PowerPoint documents, video, and more. You can create and publish pages quickly and easily and...



Meet the course instructor [Sample content]

Hi, my name is Megan Bowen. 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

JR Anderson



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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 **70-698 Installing and Configuring Windows 10 Lab Manual** Microsoft Official Academic Course, 2016-12-27 This is the Lab Manual to accompany 70 698 Installing the optional MOAC Labs Online facilitate hands on labs from any location locally or remotely Available as an ebook with optional MOAC Labs Online or Lab Manual **Microsoft Windows 10 Training Manual Classroom in a Book** TeachUcomp, 2020-10-27 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 **Exam 70-687 Configuring Windows 8 Lab Manual** Microsoft Official Academic Course,2013-10-14 This is the Lab Manual to accompany 70 687 Configuring Windows 8 This 70 687 Configuring Windows 8 textbook prepares your student for the first of two required exams for the Microsoft Certified Solutions Associate MCSA Windows 8 certification Students master configuration or support for Windows 8 computers devices users and associated network and security resources Those in this IT Professional career field are prepared to work with networks configured as a domain based or peer to peer environment with access to the Internet and cloud services In addition these IT Professionals will have mastered the skills required to be a consultant full time desktop support technician or IT generalist who administers Windows 8 based computers and devices as a portion of their broader technical responsibilities Additional skills addressed in this textbook Install and Upgrade to Windows 8 Configure Hardware and Applications Configure Network Connectivity Configure Access to Resources Configure Remote Access and Mobility Monitor and Maintain Windows Clients Configure Backup and Recovery Options The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification and was authored for college instructors and college students MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas Instructor readiness student software student assessment instruction resources and learning validation With the Microsoft Official Academic course program you are getting instructional support from Microsoft materials that are accurate and make course delivery easy Request your sample materials today *Microsoft Official Academic Course* ,2004 Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Outlook 2003 and how to use them at school at home and in the workplace This Microsoft Official Academic Course offers friendly straightforward instruction with a focus on real world business scenarios Included with the book is a 180 day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Outlook 2003 examination A complete instructor support program is available with the text *Microsoft Teams 2020 Training Manual Classroom in a Book* TeachUcomp ,2020-10-19 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

Mastering Microsoft Teams Melissa Hubbard, Matthew J. Bailey, 2018-08-20 Do you need to learn how to use Microsoft Teams Are you questioning how to drive user adoption govern content and manage access for your Teams deployment Either way Mastering Microsoft Teams is your one stop shop to learning everything you need to know to find success with Microsoft Teams Microsoft s new chat based collaboration software has many rich features that enable teams to be more efficient and save valuable time and resources However as with all software there is a learning curve and pitfalls that should be avoided Begin by learning the core components and use cases for Teams From there the authors guide you through ideas to create governance and adoption plans that make sense for your organization or customer Wrap up with an understanding of features and services in progress and a road map to the future of the product What You ll Learn Implement use and manage Microsoft Teams Understand how Teams drives productivity and engagement by combining the functionality of Microsoft Groups SharePoint OneDrive Outlook and other services in one location Govern explain and use Teams in your organization Know the pitfalls to avoid that may create challenges in your usage of Teams Become familiar with the functionality and components of Teams via walkthroughs including opportunities for automating business processes in Teams Who This Book Is For Anyone who wants to learn Microsoft Teams To get the most out of the book a basic understanding of Office 365 and a subscription including a Microsoft Teams license is useful [Microsoft Access 2019 and 365 Training Manual Classroom in a Book](#) TeachUcomp, 2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and

navigation forms 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 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 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate 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 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections 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 List 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 or Subreport Control Reports 1 Using the Report Wizard 2 Creating 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 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 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 **Microsoft Teams for Education** Yolanda Baker,2020-05-25 Microsoft Teams for Teachers Easy to Learn with Step By Step

Illustrations Microsoft Teams is a digital hub that brings conversations content and apps together in a single experience in Office 365 for Education Using Teams teachers can move quickly and easily from conversations to content creation with context continuity and transparency A lot of Teachers and Schools are looking at remote learning to overcome the effect of school closures in many countries Schools will want to ensure that their students continue to make progress in their courses This book explains how to apply Microsoft Teams in remote learning and how to use common features such as Setting up class channels Adding topics Replying to topics Adding assignments Remote teaching holding discussions Setting up meetings Creating Assignment Customizing teams by adding tabs

70-687 Configuring Windows 8 with Lab Manual and Labs Online Set Microsoft Official Academic Course,2013-09-16 This course in the Microsoft Official Academic Course program prepares students for exam 70 687 Configuring Windows 8 with Lab Manual and Labs Online Set

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