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Description This second edition book covers the new and exciting features of Microsoft Office 2021 for desktop and web apps helping you broaden the skills from the previous edition Using real world experiences this book will guide you through practical examples that set off your thought process to boost productivity To build new skills in each application the book ensures that you gain a thorough understanding of new functions such as PivotTables Dashboards and data manipulation methods in Excel You ll explore PowerPoint tools such as Presenter Coach Presenter View the record tool and setting reading order to mention a few You ll also manipulate slide elements using Auto Fix draw features insert video captions explore playback options and rehearse presentations using the body language Presenter Coach feature The book demystifies the Transform feature and shows you how to dictate directly in Word You ll even be able to work with Styles by refining the layout and multiple tables of contents Finally you ll focus on making the best use of Outlook enhancements and working remotely using Teams By the end of this book you ll have understood the features of each app inside out and enhanced your existing skills using new techniques to make your professional life more efficient What you will learn Uncover OneDrive features and Word enhancements such as dictation co authoring embedding styles referencing and media tools Manage Word document layouts online forms recording document automation and track compare and combine Create engaging PowerPoint presentations using Presenter Coach Auto Fix Record and drawing tools Explore Excel functions such as XLOOKUP LET XMATCH IFS arrays and IFERROR and VLOOKUP Work with database and COUNTIF functions Advanced Filter clean data and PivotTables and Dashboards Explore Outlook enhancements Who this book is for If you work with Microsoft Office applications but are yet to discover the complete range of features this second edition is tailored to broaden your skillset with new features and functionalities It would be of value for those working in any industry and for students moving into the workplace or preparing for Microsoft Office certification The book uses real world practical workplace examples to help you get ready to apply your skills and make the most of the recent features of Microsoft Office Although not a prerequisite a solid understanding of the Microsoft Office applications will be beneficial *PowerPoint* Kath Attree,Michael Lowbridge,2006

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Common Tools Toolbar 10 Customizing the Quick Tools Toolbar 11 The Page Controls Toolbar 12 Resetting All Customizable Toolbars 13 Showing and Hiding All Toolbars and the Menu Bar 14 The Navigation Pane 15 The Tools Center 16 Customizing the Tools Pane

Opening and Viewing PDFs 1 Opening PDFs 2 Selecting and Copying Text and Graphics 3 Rotating Pages 4 Changing the Viewing Options 5 Using the Zoom Tools 6 Reviewing Preferences 7 Finding Words and Phrases 8 Searching a PDF and Using the Search Pane 9 Sharing PDFs by Email 10 Sharing PDFs with Adobe Send and Track

Creating PDFs 1 Creating New PDFs 2 Creating PDFs from a File 3 Creating PDFs from Multiple Files 4 Creating Multiple PDF Files at Once 5 Creating PDFs from Scanned Documents 6 Creating PDFs Using the PDF Printer 7 Creating PDFs from Web Pages Using a Browser 8 Creating PDFs from Web Pages Using Acrobat 9 Creating PDFs from the Clipboard 10 Creating PDFs Using Microsoft Office 11 Creating PDFs in Excel PowerPoint and Word 12 Creating PDFs in Adobe Applications 13 Creating PDFs in Outlook 14 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 Email in Excel PowerPoint and Word 11 Mail Merge and Email in Word 12 Create and Review in Excel PowerPoint and Word 13 Importing Acrobat Comments in Word 14 Embed Flash in PowerPoint and Word 15 PDF Settings and Automatic Archival in Outlook

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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 and Editing Buttons 2 Adding Video Sound and SWF Files 3 Adding 3D Content to PDFs 4 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

Collaborating 1 Methods of Collaborating 2 Sending for Email Review 3 Sending for Shared Review 4 Reviewing Documents 5 Adding Comments and Annotation 6 The Comment Pane 7 Advanced Comments List Option Commands 8 Enabling Extended Commenting in Acrobat Reader 9 Using Drawing Tools 10 Stamping and Creating Custom Stamps 11 Importing Changes in a Review 12 Using Tracker to Manage PDF Reviews

Creating and Working With Portfolios 1 Creating a PDF Portfolio 2 PDF Portfolio Views 3 Using Layout View 4

Managing Portfolio Content 5 Using Details View 6 Setting Portfolio Properties Getting Started With 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 Forms from Image Files 5 Creating Text Fields 6 Creating Radio Buttons and Checkboxes 7 Creating Drop Down and List Boxes 8 Creating Buttons 9 Creating a Digital Signature Field 10 General Properties of Form Fields 11 Appearance Properties of Form Fields 12 Position Properties of Form Fields 13 Options Properties of Form Fields 14 Actions Properties of Form Fields 15 Selection Change and Signed Properties of Form Fields 16 Format Properties of Form Fields 17 Validate Properties of Form Fields 18 Calculate Properties of Form Fields 19 Align Center Match Size and Distribute Form Fields 20 Setting Form Field Tab Order 21 Enabling Users and Readers to Save Forms 22 Distributing Forms 23 Responding to a Form 24 Collecting Distributed Form Responses 25 Managing a Form Response File 26 Using Tracker with Forms 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 Recognizing Text in PDFs 3 Reviewing and Correcting OCR Suspects Automating Routine Tasks 1 Using Actions 2 Creating Custom Actions 3 Editing and Deleting Custom Actions 4 Sharing 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 Signing Documents with Adobe Sign 9 Getting Others to Sign Documents 10 Redacting Content in a PDF 11 Redaction Properties 12 Revealing and Clearing Hidden Information Adobe Reader and Document Cloud 1 Opening and Navigating PDFs in Reader 2 Adding Comments 3 Digitally Signing a PDF 4 Adobe Document Cloud Adobe Acrobat Help 1 Adobe Acrobat Help

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Table of Contents Convert Word Doc Into

1. Understanding the eBook Convert Word Doc Into
 - The Rise of Digital Reading Convert Word Doc Into
 - Advantages of eBooks Over Traditional Books
2. Identifying Convert Word Doc Into
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Convert Word Doc Into
 - User-Friendly Interface
4. Exploring eBook Recommendations from Convert Word Doc Into
 - Personalized Recommendations
 - Convert Word Doc Into User Reviews and Ratings
 - Convert Word Doc Into and Bestseller Lists
5. Accessing Convert Word Doc Into Free and Paid eBooks
 - Convert Word Doc Into Public Domain eBooks
 - Convert Word Doc Into eBook Subscription Services

- Convert Word Doc Into Budget-Friendly Options
- 6. Navigating Convert Word Doc Into eBook Formats
 - ePub, PDF, MOBI, and More
 - Convert Word Doc Into Compatibility with Devices
 - Convert Word Doc Into Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Convert Word Doc Into
 - Highlighting and Note-Taking Convert Word Doc Into
 - Interactive Elements Convert Word Doc Into
- 8. Staying Engaged with Convert Word Doc Into
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Convert Word Doc Into
- 9. Balancing eBooks and Physical Books Convert Word Doc Into
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Convert Word Doc Into
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Convert Word Doc Into
 - Setting Reading Goals Convert Word Doc Into
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Convert Word Doc Into
 - Fact-Checking eBook Content of Convert Word Doc Into
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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