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OPTIONS 32 1 Setting Word Options 32 2 Setting Document Properties 32 3 Checking Accessibility CHAPTER 33 DOCUMENT SECURITY 33 1 Applying Password Protection to a Document 33 2 Removing Password Protection from a Document 33 3 Restrict Editing within a Document 33 4 Removing Editing Restrictions from a Document Practice of Statistics Excel Manual Fred Hoppe, David S. Moore, 2003-06-15 **Introduction to the Practice of** Statistics Excel Manual with Macros Linda Getch Dawson, David S. Moore, George P. McCabe, 2005-03-04 An easy to use software package with excellent graphical capabilities Excel is an ideal way to teach and learn statistics at the introductory level By organizing data into spreadsheets Excel allows for easy analysis and graphic exploration Its versatility convenience and reliability make it an attractive alternative to specialized statistical software This manual was written specifically for using Excel with David Moore and George McCabe s Introduction to the Practice of Statistics Fifth Edition IPS a text that advocates using statistical software to free students from computations allowing them to focus on the more practical matters of data gathering and analysis No prior knowledge of the software is necessary. The manual provides a detailed introduction to Excel in the context of IPS and follows the text chapter by chapter to show how to use Excel to work through specific examples and exercises In addition the author developed add in macros to assist in creating boxplots and normal quantile plots a capability that does not exist in standard Excel The macros are available on the textbook companion Web sit and can be downloaded and used on your own computer This manual is compatible with Excel 2000 Windows and Excel 2001 Macintosh and the code successfully operates under all subsequent versions of the software It is also easily adaptable for students using eXcel 97 Windows or Excel 98 Macintosh Back cover Microsoft Word 2019 Training Manual Classroom in a Book TeachUcomp, 2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Quick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen View CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5

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