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How Everything Really Works, from Microphones to MIDI Addison-Wesley Professional

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- Selecting Text and Objects CHAPTER 5- BASIC PROOFING Tools 5.1- The Spelling and Grammar Tool 5.2- Setting Default Proofing Options 5.3- Using the Thesaurus 5.4- Finding the Word Count 5.5-

Translating Documents 5.6- Read Aloud in Word CHAPTER 6- FONT Formatting 6.1- Formatting Fonts 6.2- The Font Dialog Box 6.3- The Format Painter 6.4- Applying Styles to Text 6.5- Removing Styles from Text CHAPTER 7- Formatting Paragraphs 7.1- Aligning Paragraphs 7.2- Indenting Paragraphs 7.3- Line Spacing and Paragraph Spacing CHAPTER 8- Document Layout 8.1- About Documents and Sections 8.2- Setting Page and Section Breaks 8.3- Creating Columns in a Document 8.4- Creating Column Breaks 8.5- Using Headers and Footers 8.6- The Page Setup Dialog Box 8.7- Setting Margins 8.8- Paper Settings 8.9- Layout Settings 8.10- Adding Line Numbers 8.11- Hyphenation Settings CHAPTER 9- Using Templates 9.1- Using Templates 9.2- Creating Personal Templates CHAPTER 10- Printing Documents 10.1- Previewing and Printing Documents CHAPTER 11- Helping Yourself 11.1- The Tell Me Bar and Microsoft Search 11.2- Using Word Help 11.3- Smart Lookup CHAPTER 12- Working with Tabs 12.1- Using Tab Stops 12.2- Using the Tabs Dialog Box CHAPTER 13- Pictures and Media 13.1- Inserting Online Pictures 13.2- Inserting Your Own Pictures 13.3- Using Picture Tools 13.4- Using the Format Picture Task Pane 13.5- Fill & Line Settings 13.6- Effects Settings 13.7- Alt Text 13.8- Picture Settings 13.9- Inserting Screenshots 13.10- Inserting Screen Clippings 13.11- Inserting Online Video 13.12- Inserting Icons 13.13- Inserting 3D Models 13.14- Formatting 3D Models CHAPTER 14- DRAWING OBJECTS 14.1- Inserting Shapes 14.2- Inserting WordArt 14.3- Inserting Text Boxes 14.4- Formatting Shapes 14.5- The Format Shape Task Pane 14.6- Inserting SmartArt 14.7- Design and Format SmartArt 14.8- Inserting Charts CHAPTER 15- USING BUILDING BLOCKS 15.1- Creating Building Blocks 15.2- Using Building Blocks CHAPTER 16- Styles 16.1- About Styles 16.2- Applying Styles 16.3- Showing Headings in the Navigation Pane 16.4- The Styles Task Pane 16.5- Clearing Styles from Text 16.6- Creating a New Style 16.7- Modifying an Existing Style 16.8- Selecting All Instances of a Style in a Document 16.9- Renaming Styles 16.10- Deleting Custom Styles 16.11- Using the Style Inspector Pane 16.12- Using the Reveal Formatting Pane CHAPTER 17- Themes and style sets 17.1- Applying a Theme 17.2- Applying a Style Set 17.3- Applying and Customizing Theme Colors 17.4- Applying and Customizing Theme Fonts 17.5- Selecting Theme Effects CHAPTER 18- PAGE BACKGROUNDS 18.1- Applying Watermarks 18.2- Creating Custom Watermarks 18.3- Removing Watermarks 18.4- Selecting a Page Background Color or Fill Effect 18.5- Applying Page Borders CHAPTER 19- BULLETS AND NUMBERING 19.1- Applying Bullets and Numbering 19.2- Formatting Bullets and Numbering 19.3- Applying a Multilevel List 19.4- Modifying a Multilevel List Style CHAPTER 20- Tables 20.1- Using Tables 20.2- Creating Tables 20.3- Selecting Table Objects 20.4- Inserting and Deleting Columns and Rows 20.5- Deleting Cells and Tables 20.6- Merging and Splitting Cells 20.7- Adjusting Cell Size 20.8- Aligning Text in Table Cells 20.9- Converting a Table into Text 20.10- Sorting Tables 20.11- Formatting Tables 20.12- Inserting Quick Tables CHAPTER 21- Table formulas 21.1- Inserting Table Formulas 21.2- Recalculating Word Formulas 21.3- Viewing Formulas Vs. Formula Results 21.4- Inserting a Microsoft Excel Worksheet CHAPTER 22- Inserting page elements 22.1- Inserting Drop Caps 22.2- Inserting Equations 22.3- Inserting Ink Equations 22.4- Inserting Symbols 22.5- Inserting Bookmarks 22.6- Inserting Hyperlinks CHAPTER 23- Outlines 23.1- Using Outline View 23.2- Promoting and Demoting Outline Text 23.3- Moving Selected Outline Text 23.4- Collapsing and Expanding Outline Text CHAPTER 24- MAILINGS 24.1- Mail Merge 24.2- The Step by Step Mail Merge Wizard 24.3- Creating a Data Source 24.4- Selecting Recipients 24.5- Inserting and Deleting Merge Fields 24.6- Error Checking 24.7- Detaching

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REVIEW OF DOCUMENT TYPING

- A review of theories of collapse of complex societies. complete review of the theories on the collapse. It concludes that most of the theories is incomplete. I have not reached the end ...
- Dreams of Trespass by Fatima Mernissi This history of a young girl growing up in a harem in Morocco is charming and thought provoking. Mernissi transports the reader to 1940's Morocco with her frank tales of childhood. Colorful vignettes and reminiscences tell the story of her youth and underscore the restrictive lives of harem women She tells of the methods women used to entertain themselves and each other in a world that allowed women to participate in few activities outside of the harem. Dreams of Trespass emphasizes the solidarity that occurred between the women that were so closely confined. Mernissi's numerous references and footnotes lend authenticity to her memoirs and tempt readers to further study. The vast differences between city and country harem life are particularly interesting, as the country harem in which her Grandmother, Yasmine, lives is much less restrictive than the harem in which she lives in the city. In the country, the harem is more a state of mind, as the women have free run of the surrounding countryside. The harem in which the author lives restricts the women of the family to the home. The gatekeeper will not allow any woman or child to leave the home unless an adult male family member has granted permission. The similarities between harem life and that of African slaves living on plantations in pre-civil war America was striking. Certainly there are many differences, for example, harem women were generally affluent and often had servants and slaves of their own to wait upon them while plantation slaves often had few resources to call their own. Both groups were totally dependent upon others for their upkeep and were not allowed to make decisions. Neither group had a sense of autonomy, because the freedoms experienced by both groups were dependent upon the will of their masters, husbands and fathers in the harem, owners and overseers on plantations. Mernissi's description of the possession dance that Mina participated in has its roots in Ghana and is reminiscent of the

stories of slave celebrations in the United States. As Mernissi states on page 161 in a description of the women's behavior at the possession dance, "It was as if the women had freed themselves for once of all external pressures". I can't help but wonder if the slaves weren't feeling the same sense of release when participating in their own celebrations. The same sense of camaraderie experienced in harems may well have been felt by slaves in their own restricted societies. Harems had their own rules of social order, as did those in slave's quarters on plantations. Hierarchy was determined primarily by age in both cultures. Stories, plays and other forms of entertainment were methods used to experience the freedoms that were forbidden. Perhaps the subjugation of people generates a desire for entertainment that includes the independence that they lack. The progressive feminism that existed in the harem was surprising in that the women were so very cloistered. They were allowed no radio or other means of information unless they had first secured permission from one of the men and yet they had a real sense of how little freedom they had and just how much of the world they were missing. Throughout this book, runs a thread of dissatisfaction and a desire for more education, opportunities and experiences. The methods used to rebel against suppression were almost comical. They smoked forbidden cigarettes and chewed outlawed gum and designed embroidery that did not fit the accepted rules of tradition. The women were very aware of how limited their freedoms were. "Running around the planet is what makes the brain race, and to put our brains to sleep is the idea behind the locks and the walls... the whole crusade against chewing gum and American cigarettes was in fact a crusade against women's rights as well...but men opposed them because they gave women opportunities to make decisions on their own, decisions which were unregulated by either tradition or authority" (Mernissi, p.186-187). It is apparent that the same tactics were used against the American slaves. Keep them ignorant, allow no decision-making and they will not cause trouble seemed to be the prevalent attitude on plantations. But no one figured out a way to prevent dreams, in the harem or on the plantations. And dreams of freedom were common and necessary in both societies.