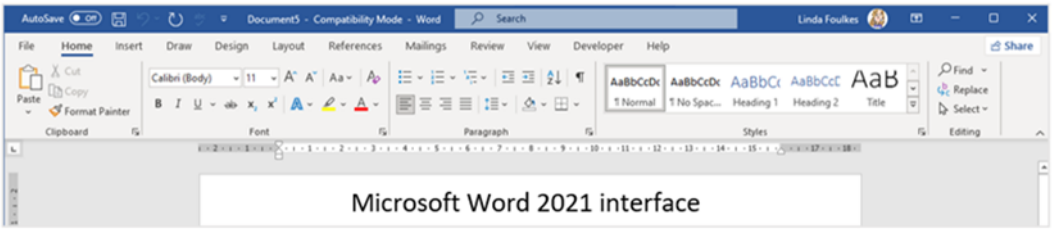
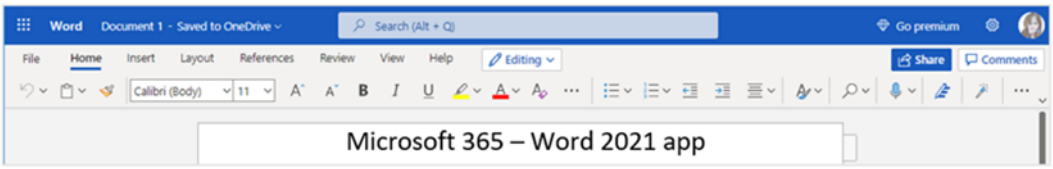
Chapter 1: Exploring the New Interface and Managing OneDrive

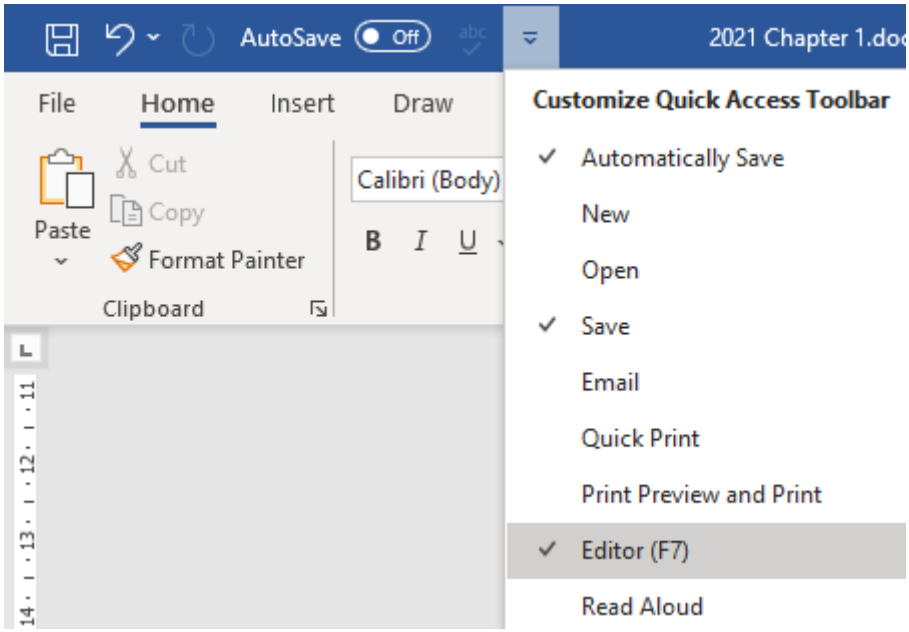
Office Home and Student	Office Home and Business	Office Professional Pro	Office Professional Plus
Word	Word	Word	Word
Excel	Excel	Excel	Excel
PowerPoint	PowerPoint	PowerPoint	PowerPoint
OneNote	Outlook	Outlook	Outlook
	Teams	Publisher	Access
	OneNote	Access	Teams
			Publisher
			OneNote

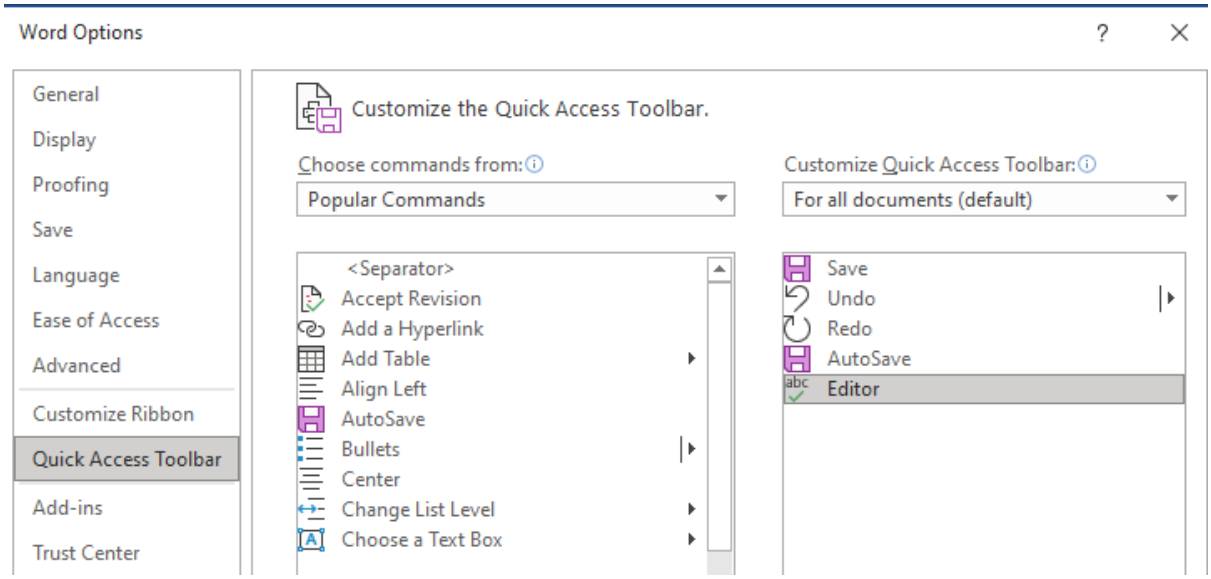


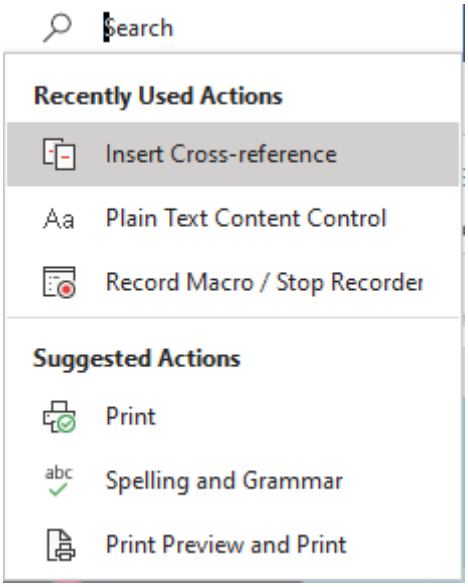
Microsoft Word 2021 interface

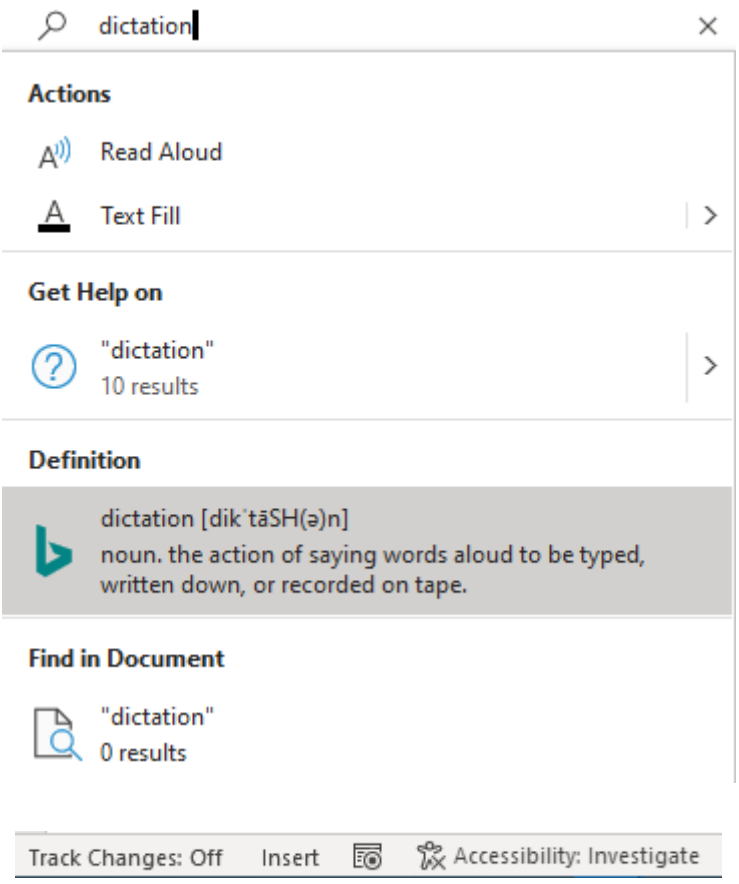


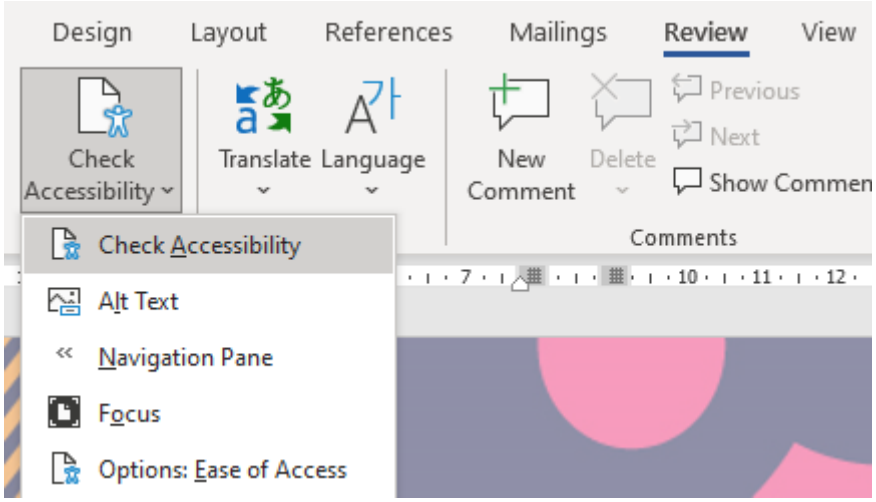
Microsoft 365 – Word 2021 app

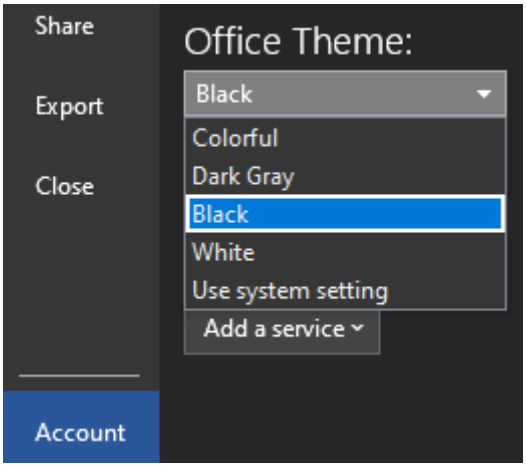

AutoSave
Off
2021 Chapter 1.doc
File
Home
Insert
Draw
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
Customize Quick Access Toolbar
Automatically Save
New
Open
Save
Email
Quick Print
Print Preview and Print
Editor (F7)
Read Aloud

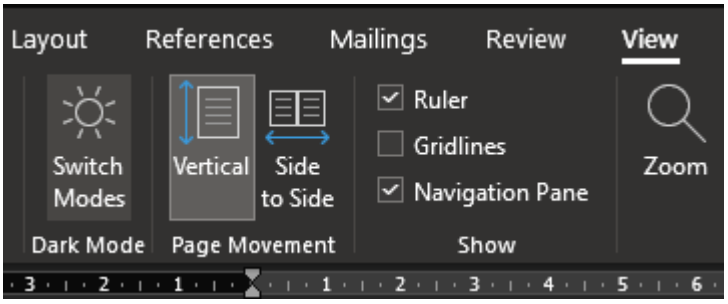

Word Options
General
Display
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Customize the Quick Access Toolbar.
Choose commands from:
Popular Commands
Customize Quick Access Toolbar:
For all documents (default)
<Separator>
Accept Revision
Add a Hyperlink
Add Table
Align Left
AutoSave
Bullets
Center
Change List Level
Choose a Text Box
Save
Undo
Redo
AutoSave
Editor

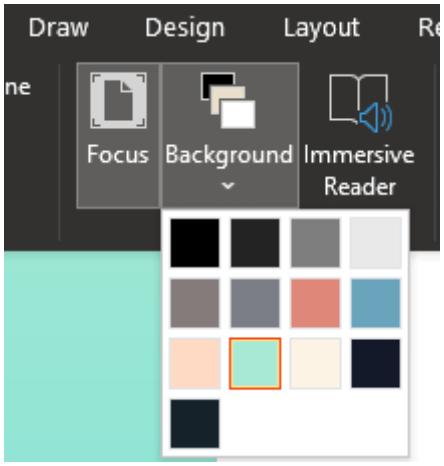

Search
Recently Used Actions
Insert Cross-reference
Plain Text Content Control
Record Macro / Stop Recorder
Suggested Actions
Print
Spelling and Grammar
Print Preview and Print

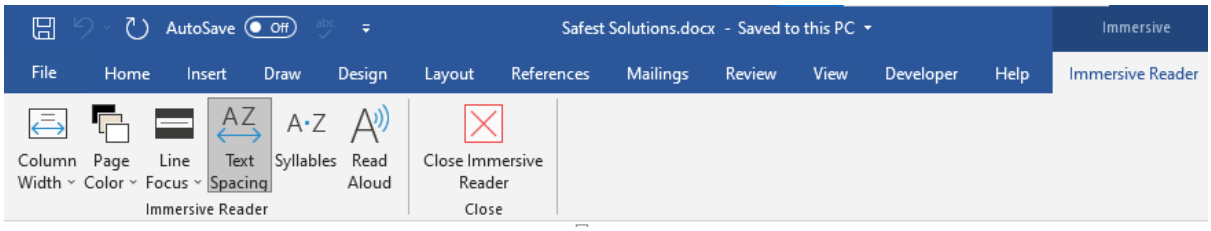

dictation
Actions
Read Aloud
Text Fill
Get Help on
"dictation"
10 results
Definition
dictation [dikˈtāSH(ə)n]
noun. the action of saying words aloud to be typed, written down, or recorded on tape.
Find in Document
"dictation"
0 results
Track Changes: Off
Insert
Accessibility: Investigate

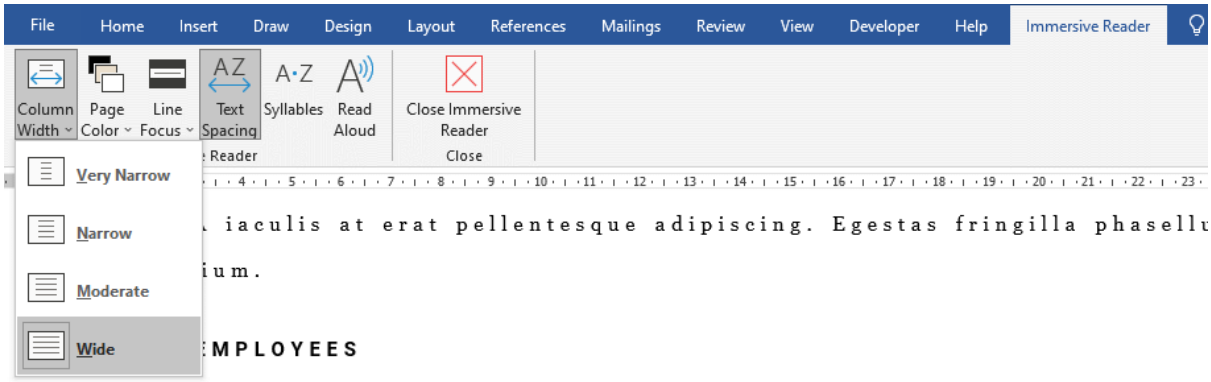

Design
Layout
References
Mailings
Review
View
Check Accessibility
Translate
Language
New Comment
Delete
Previous
Next
Show Commen
Comments
Check Accessibility
Alt Text
Navigation Pane
Focus
Options: Ease of Access

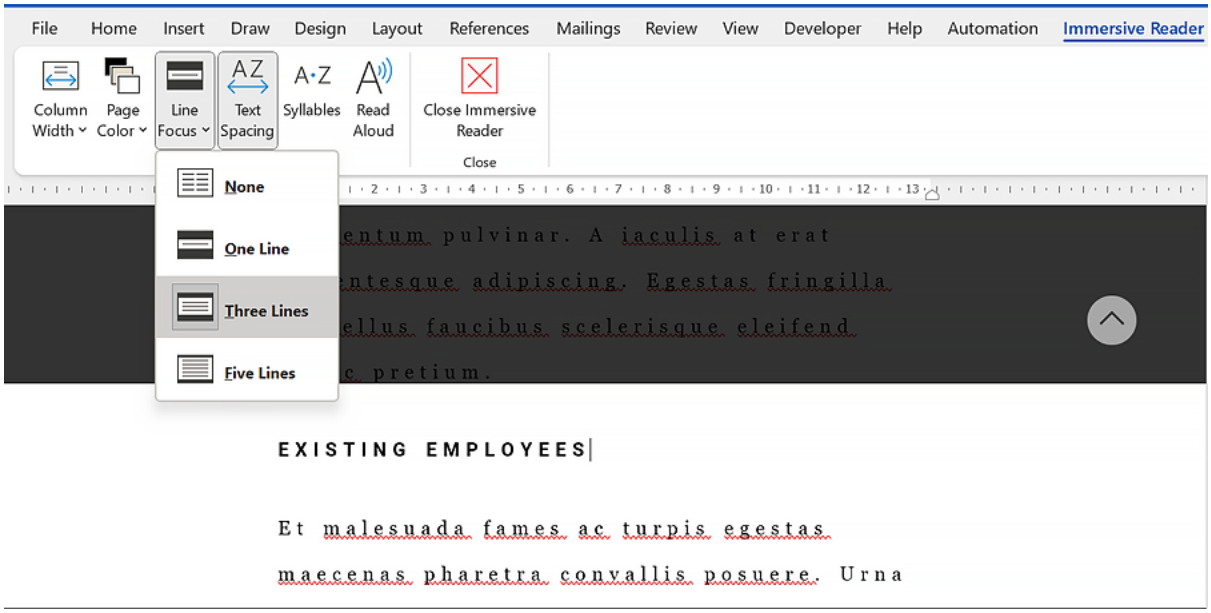

Share
Export
Close
Account
Office Theme:
Black
Colorful
Dark Gray
Black
White
Use system setting
Add a service

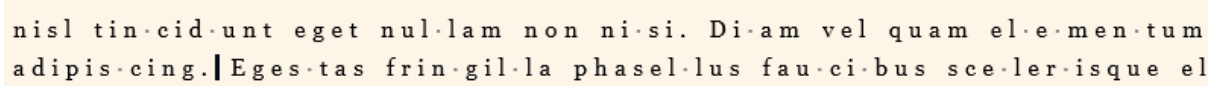

Layout
References
Mailings
Review
View
Switch Modes
Vertical
Side to Side
Ruler
Gridlines
Navigation Pane
Zoom
Dark Mode
Page Movement
Show

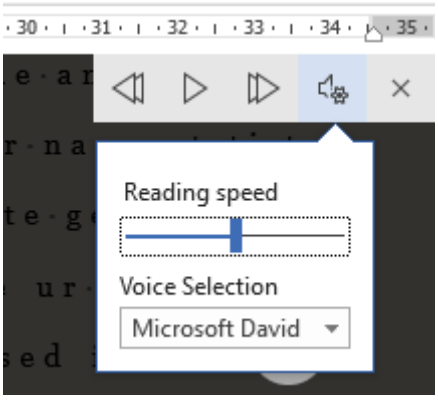

Draw
Design
Layout
Focus
Background
Immersive Reader

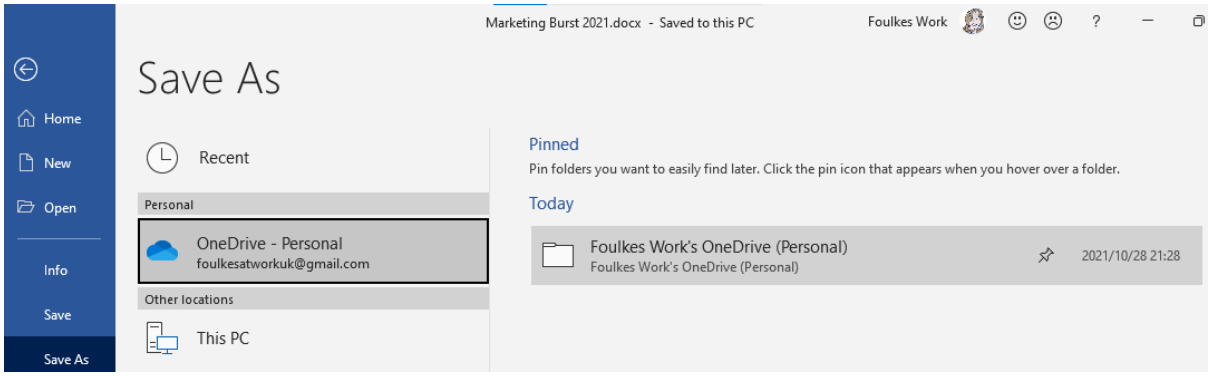

AutoSave
Off
Safest Solutions.docx - Saved to this PC
Immersive
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Immersive Reader
Column Width
Page Color
Line Focus
Text Spacing
Syllables
Read Aloud
Immersive Reader
Close Immersive Reader
Close

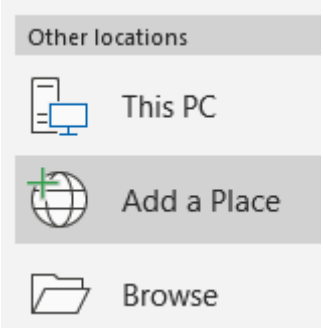

File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Immersive Reader
Column Width
Page Color
Line Focus
Text Spacing
Syllables
Read Aloud
Close Immersive Reader
Close
Very Narrow
Narrow
Moderate
Wide
iaculis at erat pellentesque adipiscing. Egestas fringilla phasellu
ium.
MPLOYEES
Et malesuada fames ac turpis egestas maecenas pharetra convallis posuere. U
Pulvinar etiam non quam lacus suspendisse faucibus. Tortor aliquam nulla fa
feugiat pretium. Mattis rhoncus urna neque viverra justo nec ultrices. Nibh
Amet consectetur adipiscing elit ut aliquam purus. Venenatis a condimentum

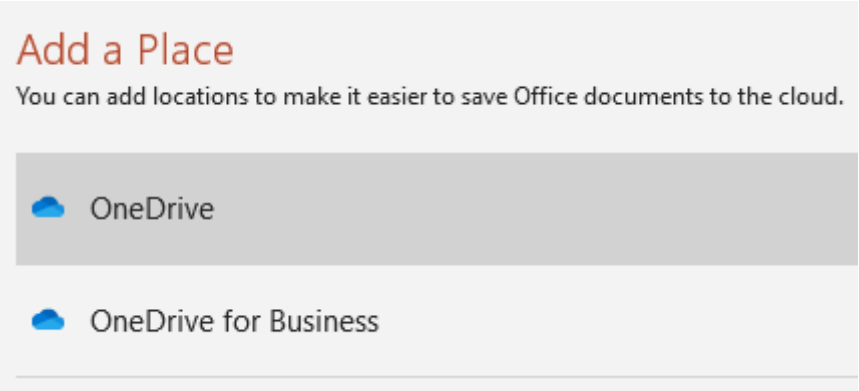

File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Automation
Immersive Reader
Column Width
Page Color
Line Focus
Text Spacing
Syllables
Read Aloud
Close Immersive Reader
Close
None
One Line
Three Lines
Five Lines
entum pulvinar. A iaculis at erat
ntesque adipiscing. Egestas fringilla
ellus faucibus scelerisque eleifend
c pretium.
EXISTING EMPLOYEES
Et malesuada fames ac turpis egestas
maecenas pharetra convallis posuere. Urna

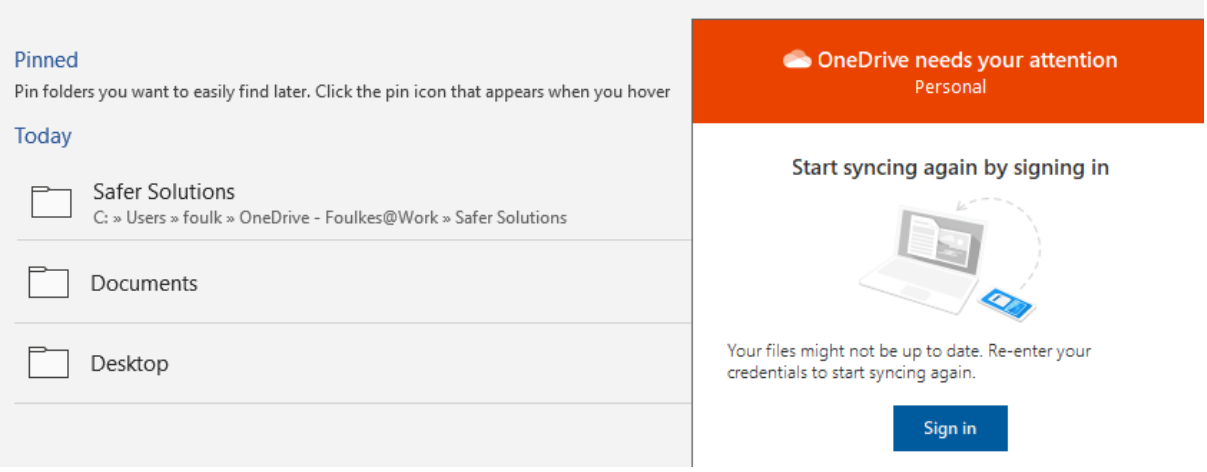

nisl tin·cid·unt eget nul·lam non ni·si. Di·am vel quam el·e·men·tum
adipis·cing. Eges·tas frin·gil·la phasel·lus fau·ci·bus sce·ler·isque el

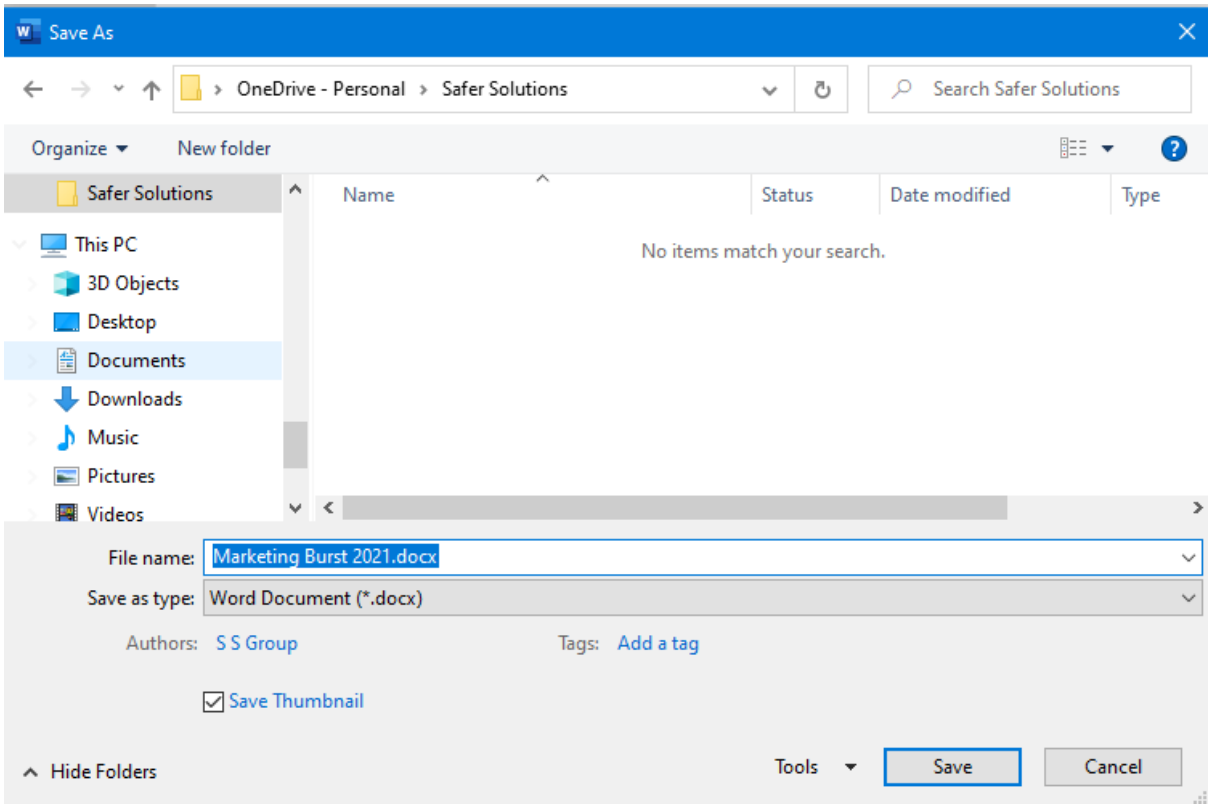

30
31
32
33
34
35
Reading speed
Voice Selection
Microsoft David

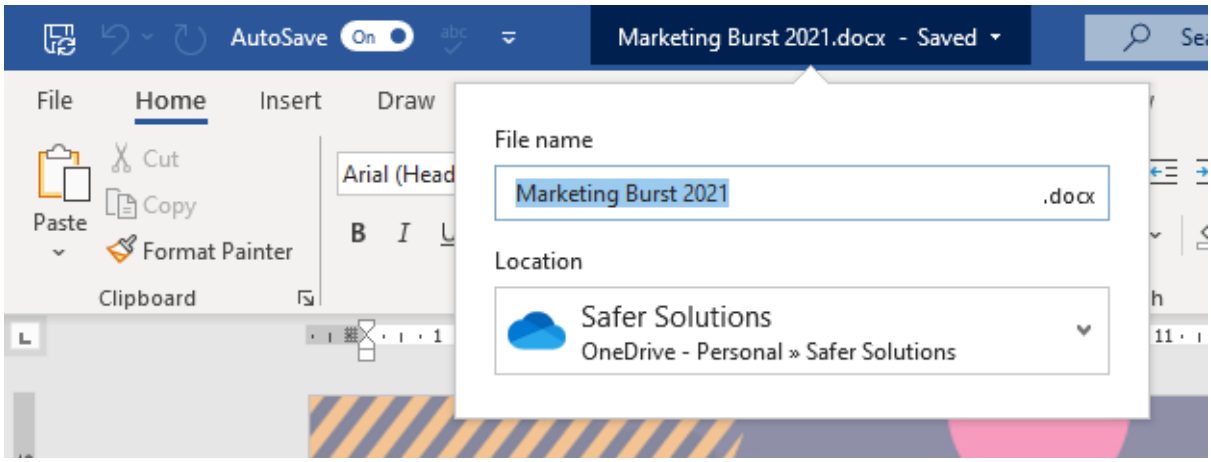

Marketing Burst 2021.docx - Saved to this PC
Foulkes Work
Save As
Home
New
Open
Info
Save
Save As
Recent
Personal
OneDrive - Personal
foulkesatworkuk@gmail.com
Other locations
This PC
Pinned
Pin folders you want to easily find later. Click the pin icon that appears when you hover over a folder.
Today
Foulkes Work's OneDrive (Personal)
Foulkes Work's OneDrive (Personal)
2021/10/28 21:28

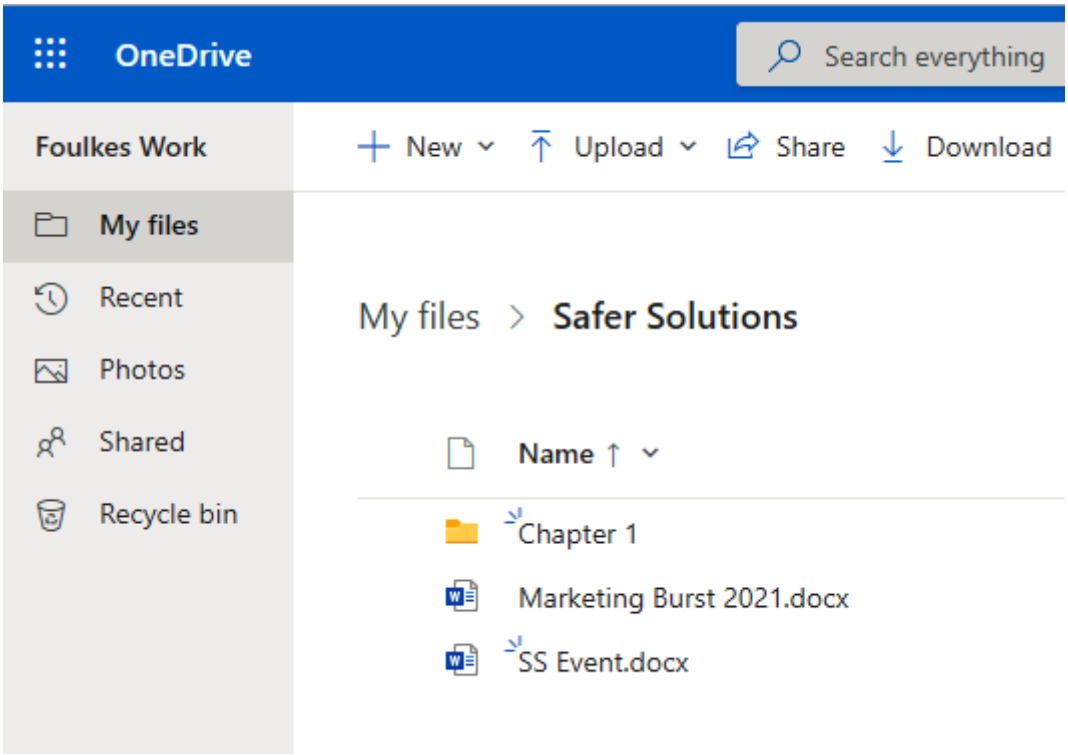

Other locations
This PC
Add a Place
Browse

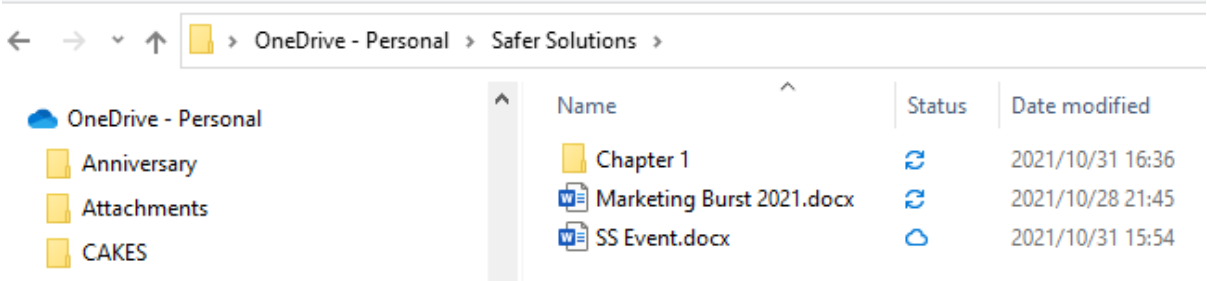

Add a Place
You can add locations to make it easier to save Office documents to the cloud.
OneDrive
OneDrive for Business

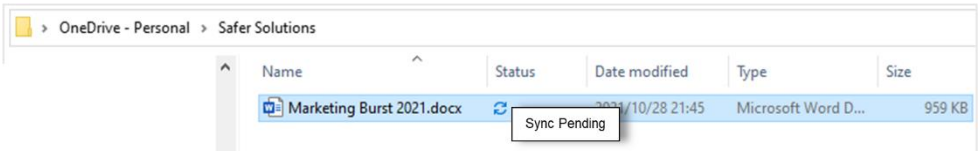

Pinned
Pin folders you want to easily find later. Click the pin icon that appears when you hover
Today
Safer Solutions
C: » Users » foulk » OneDrive - Foulkes@Work » Safer Solutions
Documents
Desktop
OneDrive needs your attention
Personal
Start syncing again by signing in
Your files might not be up to date. Re-enter your credentials to start syncing again.
Sign in


Save As
OneDrive - Personal › Safer Solutions
Search Safer Solutions
Organize
New folder
Safer Solutions
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Name
Status
Date modified
Type
No items match your search.
File name:
Marketing Burst 2021.docx
Save as type:
Word Document (*.docx)
Authors:
S S Group
Tags:
Add a tag
Save Thumbnail
Hide Folders
Tools
Save
Cancel

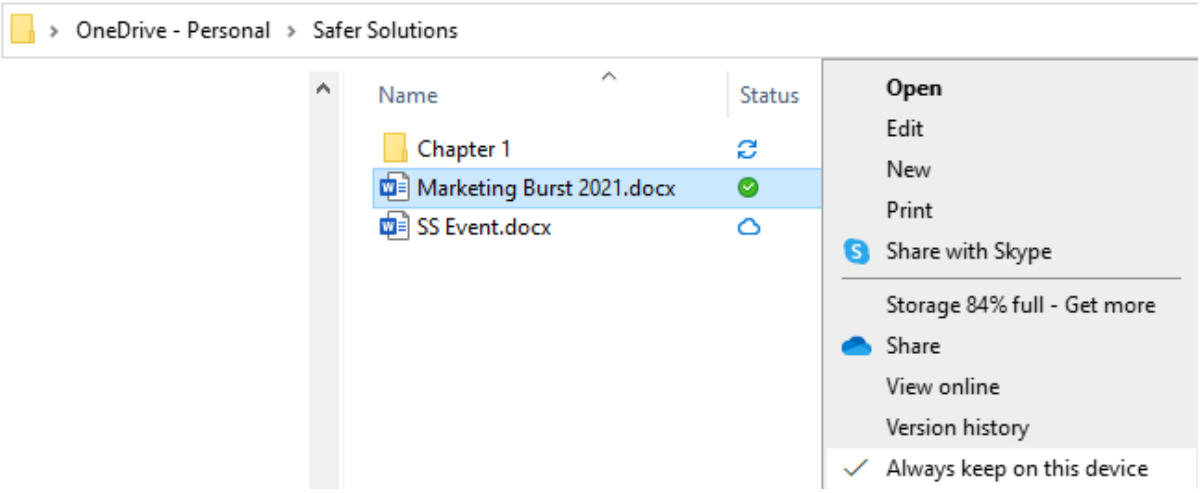

AutoSave
On
Marketing Burst 2021.docx - Saved
File
Home
Insert
Draw
Cut
Copy
Paste
Format Painter
Clipboard
Arial (Head
File name
Marketing Burst 2021
.docx
Location
Safer Solutions
OneDrive - Personal » Safer Solutions



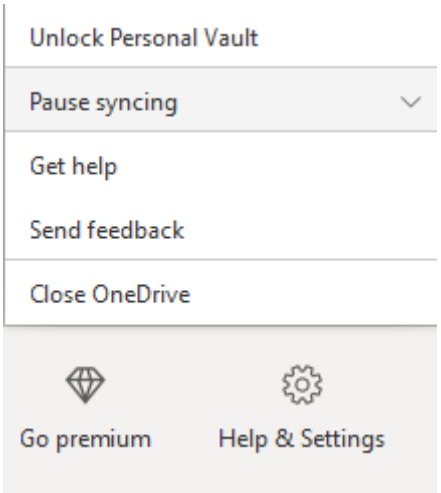


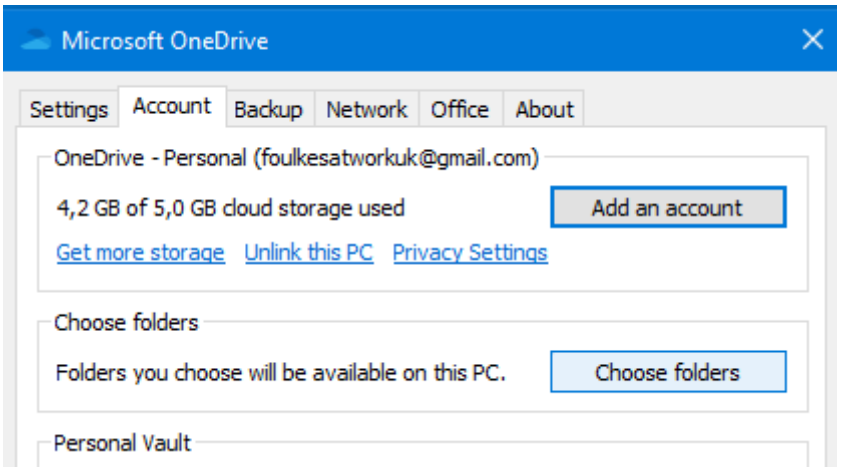


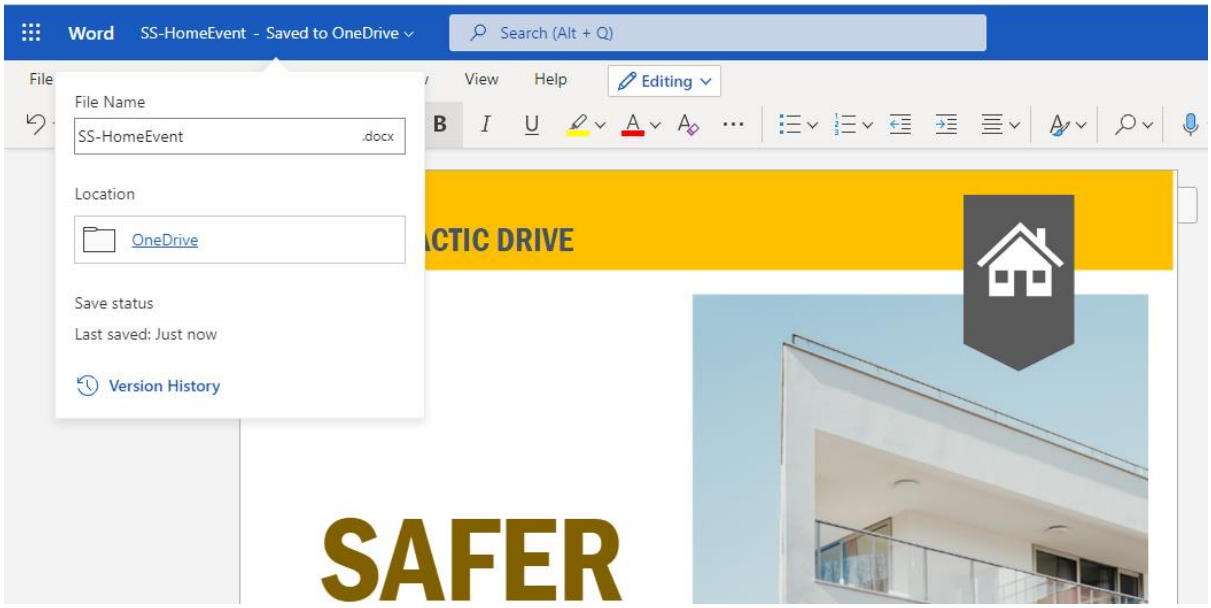
Indicates the document is available online and shared with others.	
Indicates the document is available online (you can only access the document when connected to the internet).	
Indicated the document's sync is pending.	
Indicates that the document/folder is only available on the local device – note that these status types take up hard drive space.	
Indicates the folder / file has been downloaded to your local device. Access to it is available, even if you're not connected to the internet.	

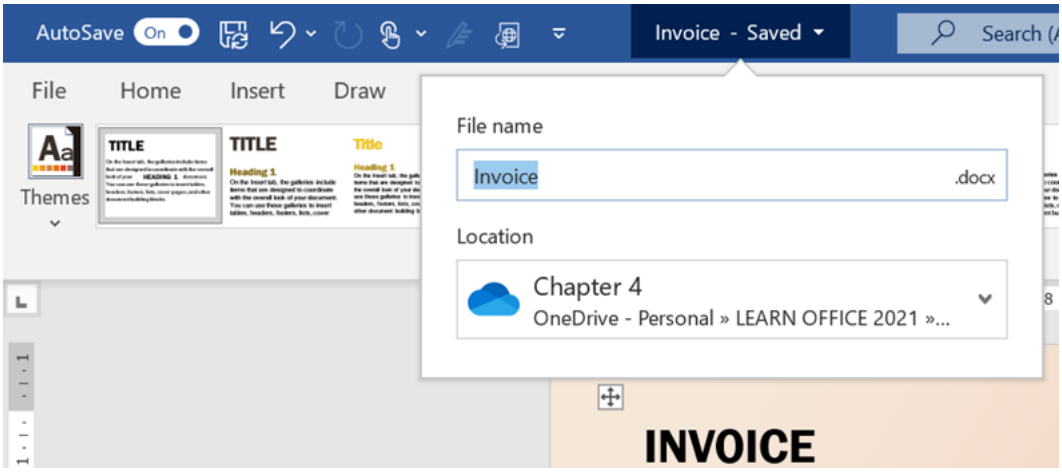

OneDrive - Personal
Safer Solutions
Name
Status
Chapter 1
Marketing Burst 2021.docx
SS Event.docx
Open
Edit
New
Print
Share with Skype
Storage 84% full - Get more
Share
View online
Version history
Always keep on this device

OneDrive - Personal
Paused
ENG 18:59
Go prem
OneDrive - Personal
Signing in
ENG 19:02
OneDrive - Personal
Your OneDrive is 84% full
ENG 19:02


Unlock Personal Vault
Pause syncing
Get help
Send feedback
Close OneDrive
Go premium
Help & Settings


Microsoft OneDrive
Settings
Account
Backup
Network
Office
About
OneDrive - Personal (foulkesatworkuk@gmail.com)
4,2 GB of 5,0 GB cloud storage used
Add an account
Get more storage
Unlink this PC
Privacy Settings
Choose folders
Folders you choose will be available on this PC.
Choose folders
Personal Vault


Word
SS-HomeEvent - Saved to OneDrive
Search (Alt + Q)
File
View
Help
Editing
File Name
SS-HomeEvent
.docx
Location
OneDrive
Save status
Last saved: Just now
Version History
ACTIC DRIVE
SAFER


AutoSave
On
Invoice - Saved
Search (
File
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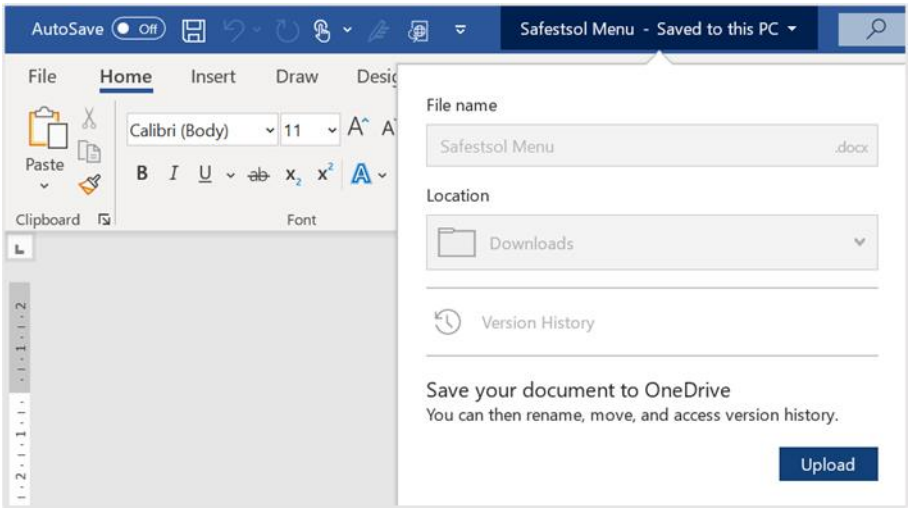
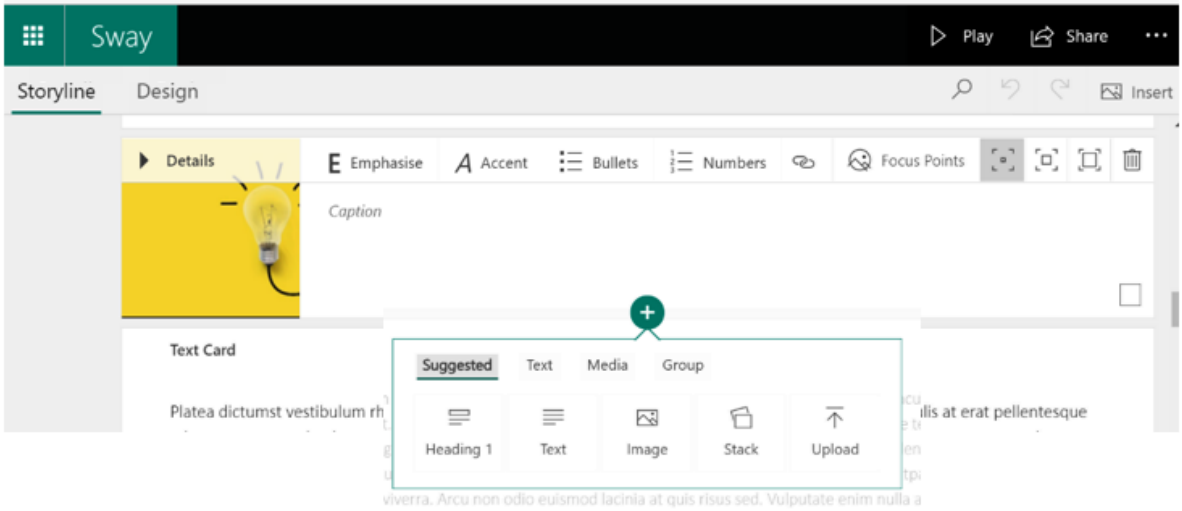
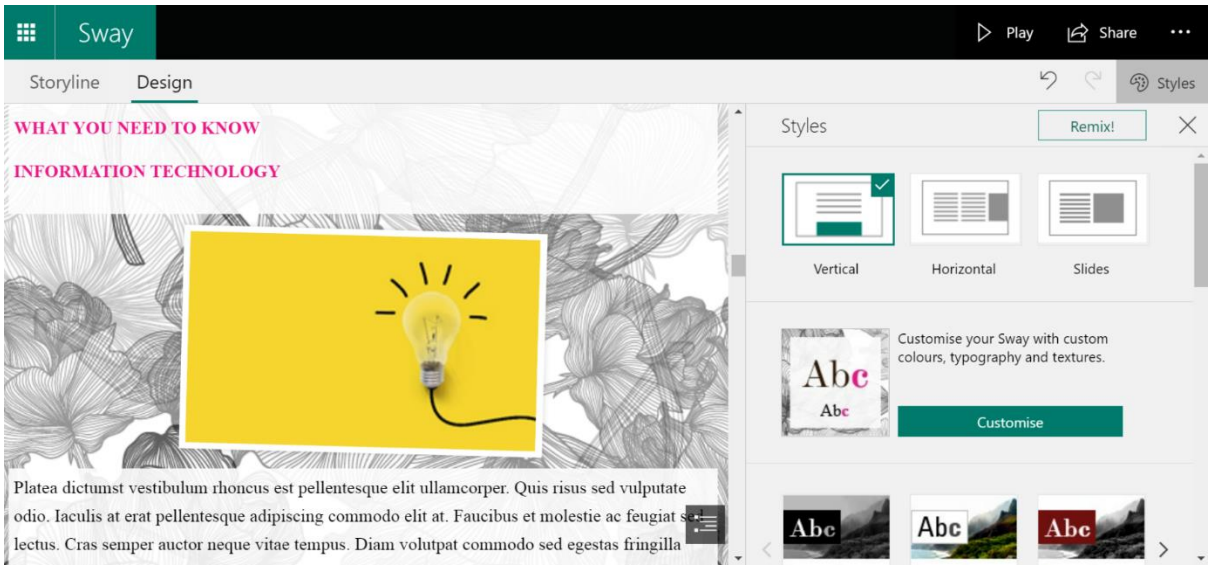
Insert
Draw
Themes
TITLE
TITLE
Title
Heading 1
File name
Invoice
.docx
Location
Chapter 4
OneDrive - Personal » LEARN OFFICE 2021 »...
INVOICE

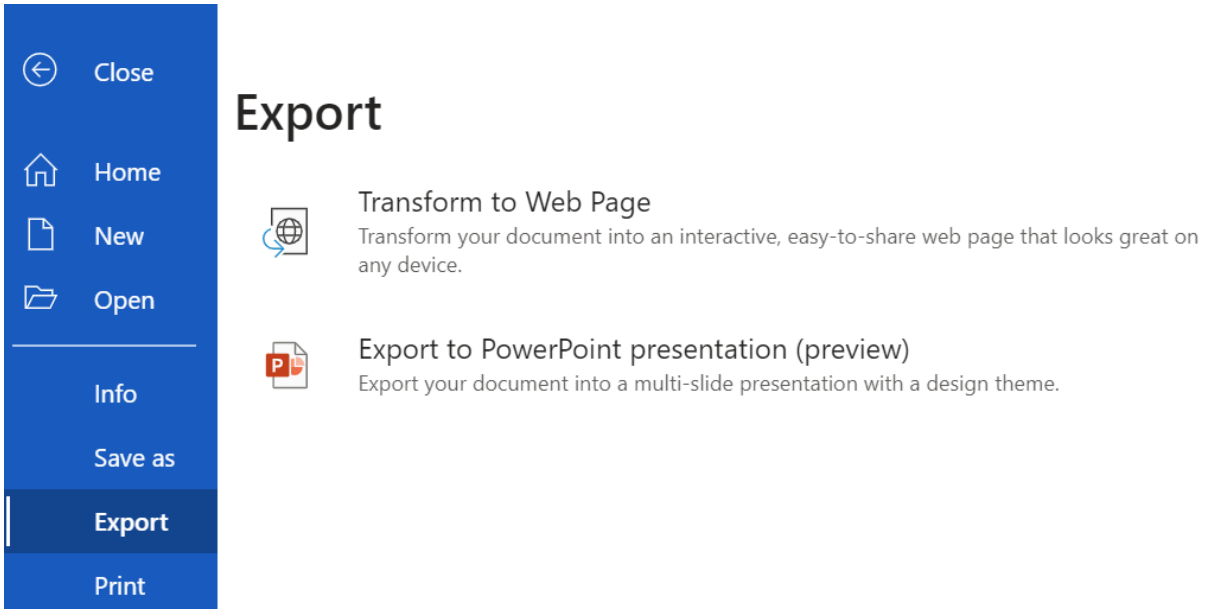

AutoSave
Off
Safestsol Menu - Saved to this PC
File
Home
Insert
Draw
Paste
Clipboard
Calibri (Body)
11
Font
File name
Safestsol Menu
.docx
Location
Downloads
Version History
Save your document to OneDrive
You can then rename, move, and access version history.
Upload

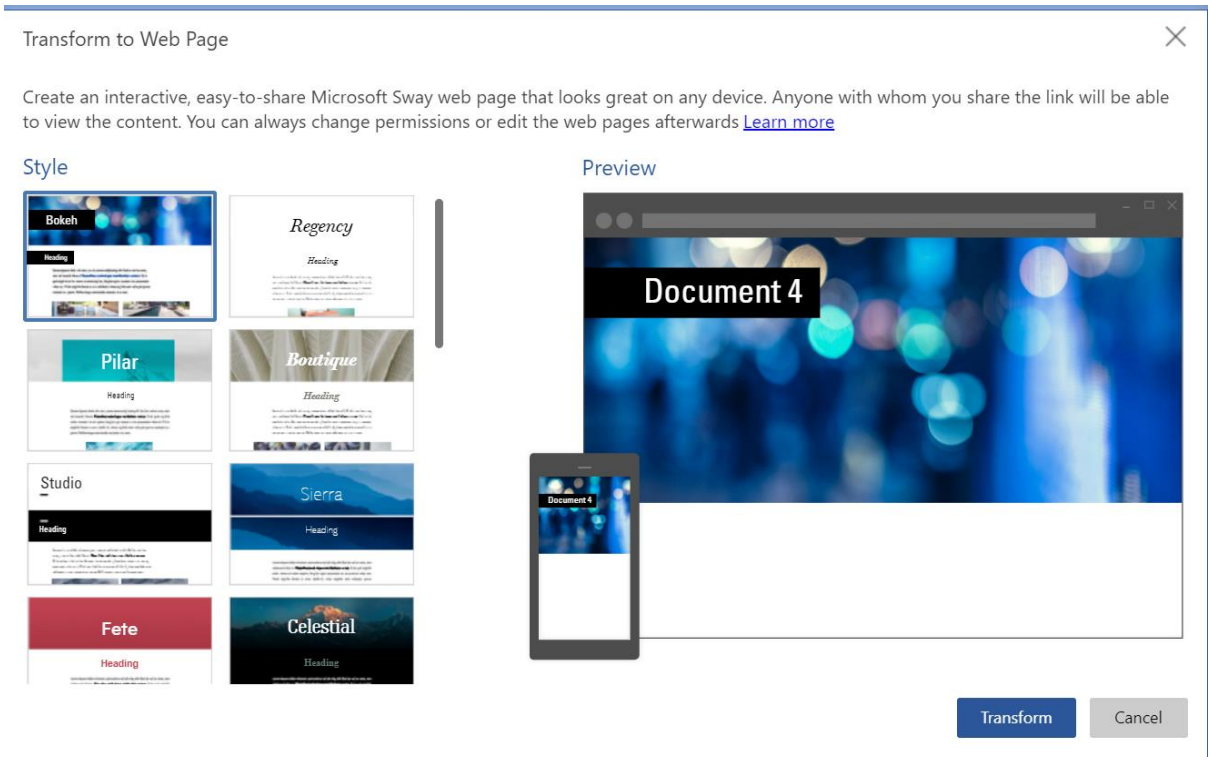
Chapter 2: Dictation, Co-authoring, and Embedding

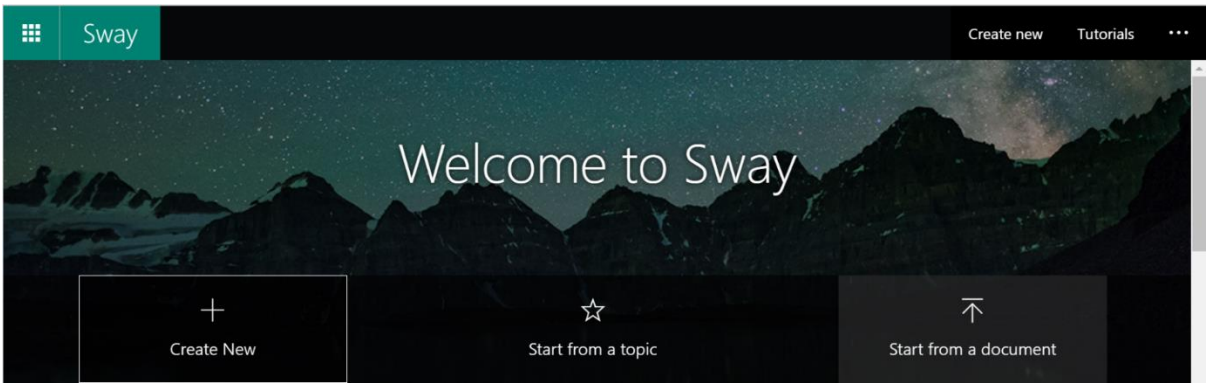
Edit
Navigation
Share
SAFEST SOLUTIONS INTRODUCTION

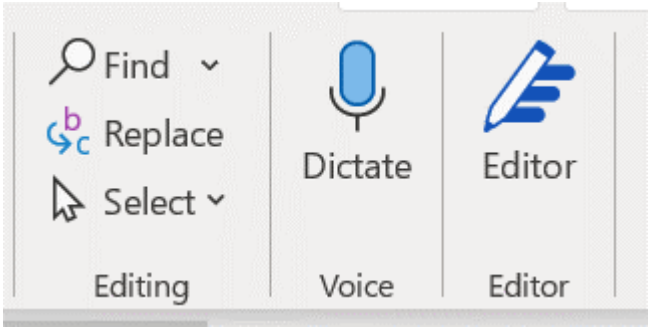

Sway
Play
Share
Storyline
Design
Insert
Details
Emphasise
Accent
Bullets
Numbers
Focus Points
Caption
Text Card
Suggested
Text
Media
Group
Heading 1
Text
Image
Stack
Upload
Platea dictumst vestibulum rh
ilis at erat pellentesque

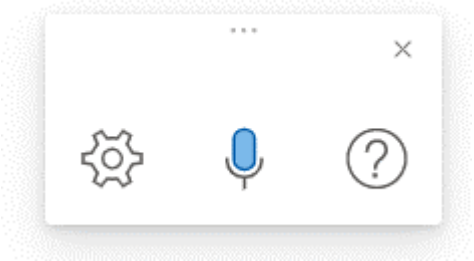

Sway
Play
Share
Storyline
Design
Styles
WHAT YOU NEED TO KNOW
INFORMATION TECHNOLOGY
Platea dictumst vestibulum rhoncus est pellentesque elit ullamcorper. Quis risus sed vulputate odio. Iaculis at erat pellentesque adipiscing commodo elit at. Faucibus et molestie ac feugiat sed lectus. Cras semper auctor neque vitae tempus. Diam volutpat commodo sed egestas fringilla
Styles
Remix!
Vertical
Horizontal
Slides
Customise your Sway with custom colours, typography and textures.
Customise

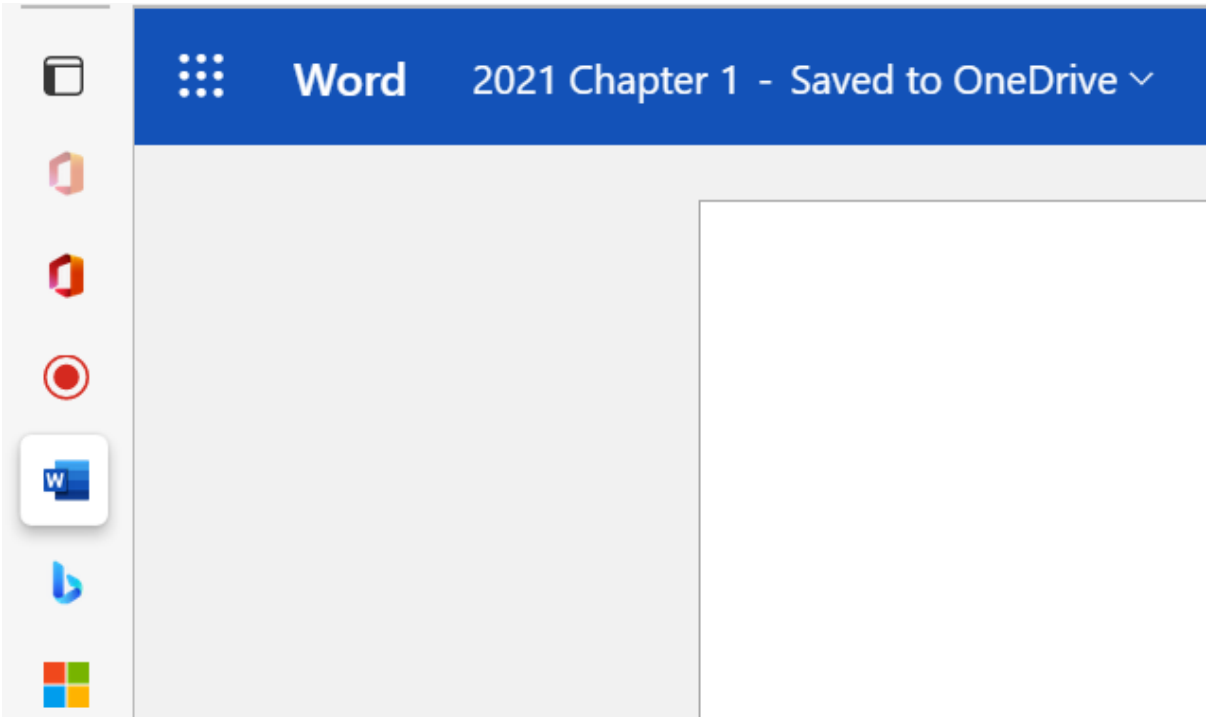

Close
Home
New
Open
Info
Save as
Export
Print
Export
Transform to Web Page
Transform your document into an interactive, easy-to-share web page that looks great on any device.
Export to PowerPoint presentation (preview)
Export your document into a multi-slide presentation with a design theme.

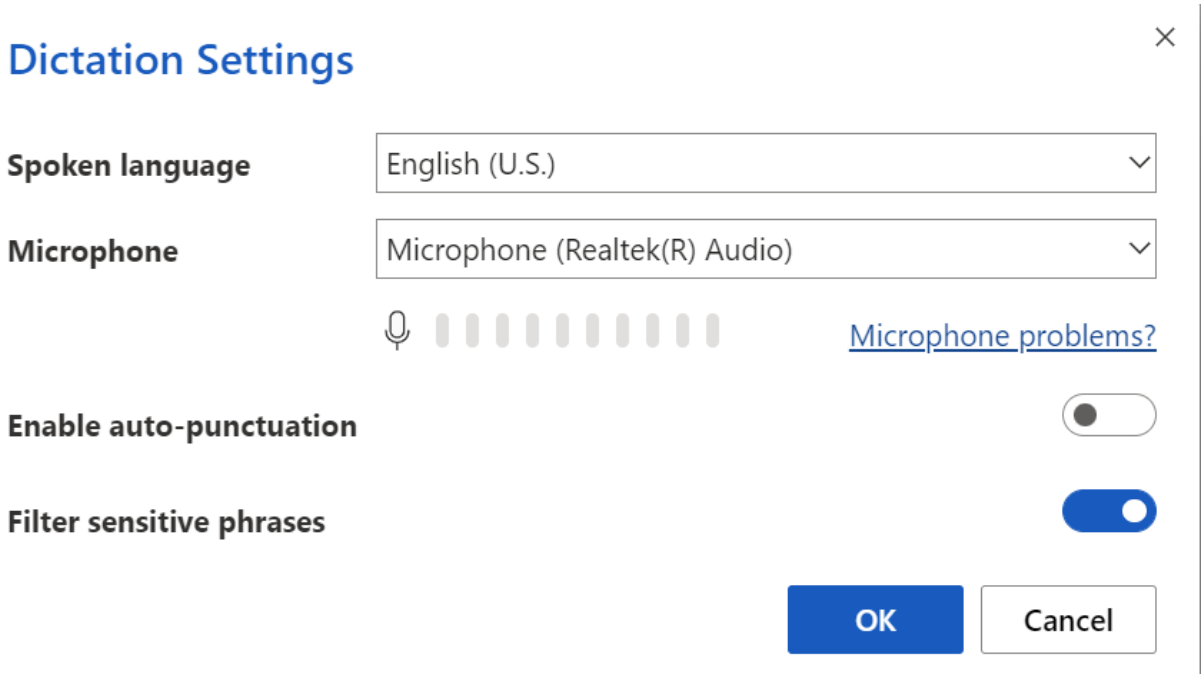

Transform to Web Page
Create an interactive, easy-to-share Microsoft Sway web page that looks great on any device. Anyone with whom you share the link will be able to view the content. You can always change permissions or edit the web pages afterwards Learn more
Style
Bokeh
Regency
Pilar
Boutique
Studio
Sierra
Fete
Celestial
Preview
Document 4
Transform
Cancel

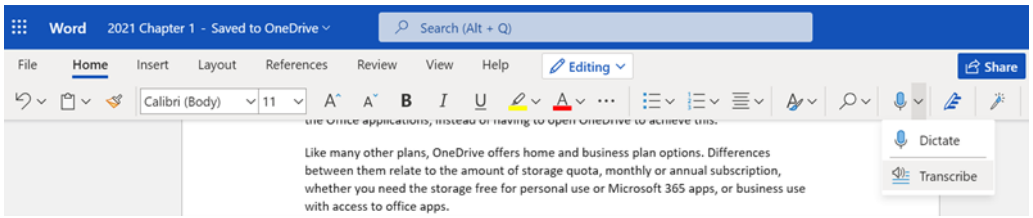

Sway
Create new
Tutorials
Welcome to Sway
Create New
Start from a topic
Start from a document

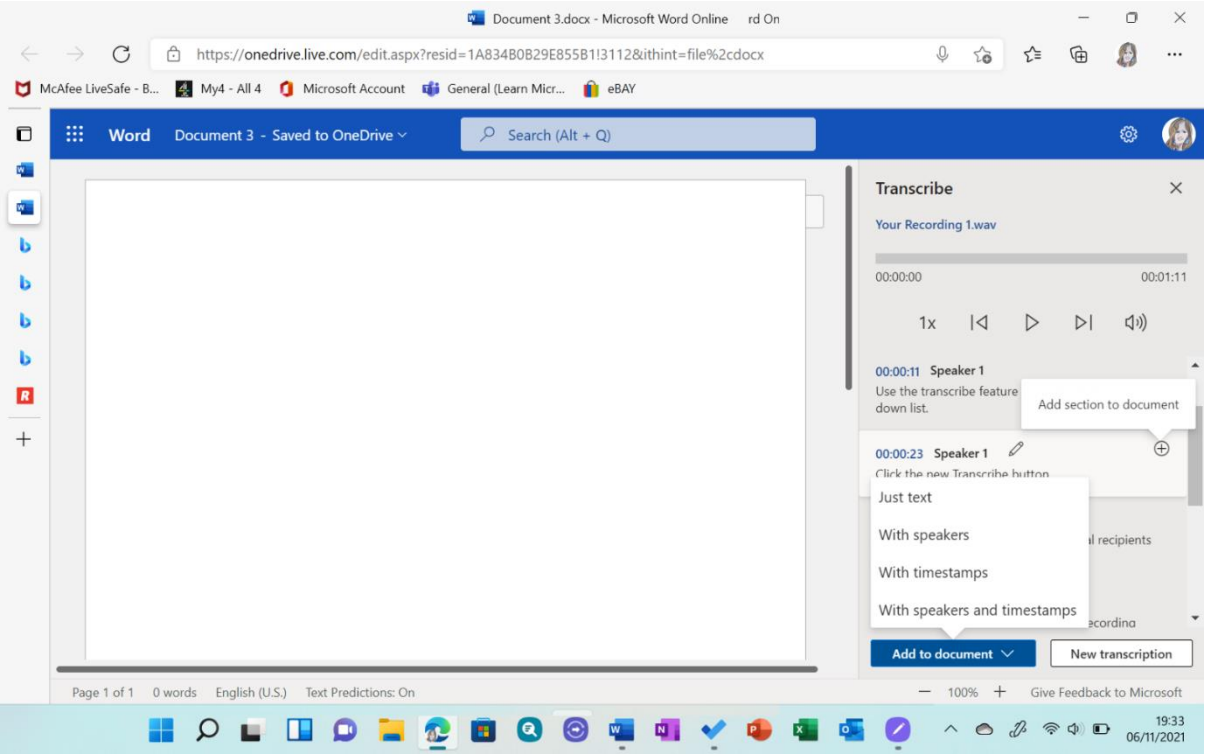

Find
Replace
Select
Editing
Dictate
Voice
Editor
Editor

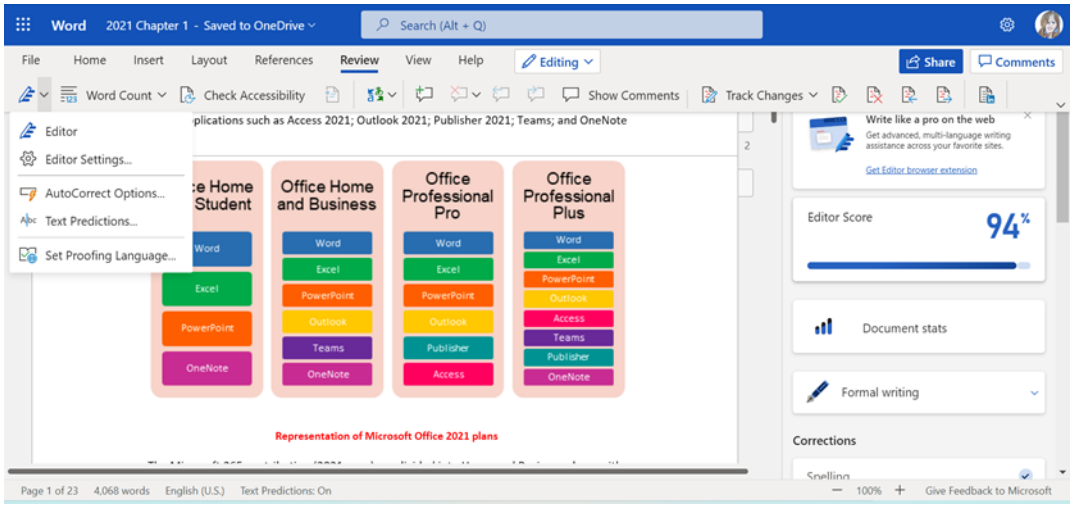


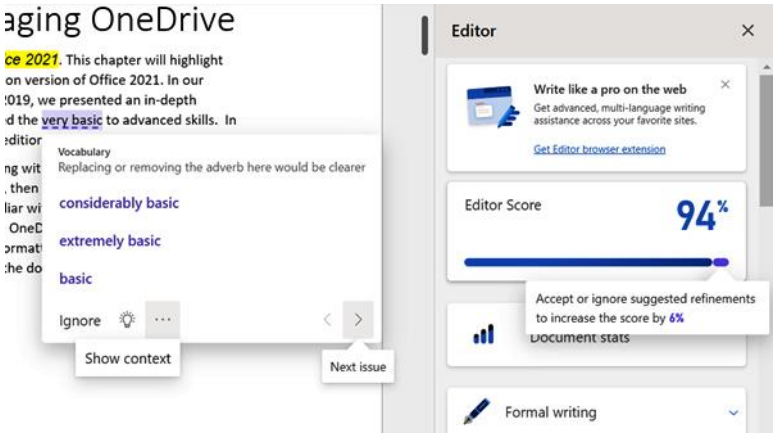

Word
2021 Chapter 1 - Saved to OneDrive

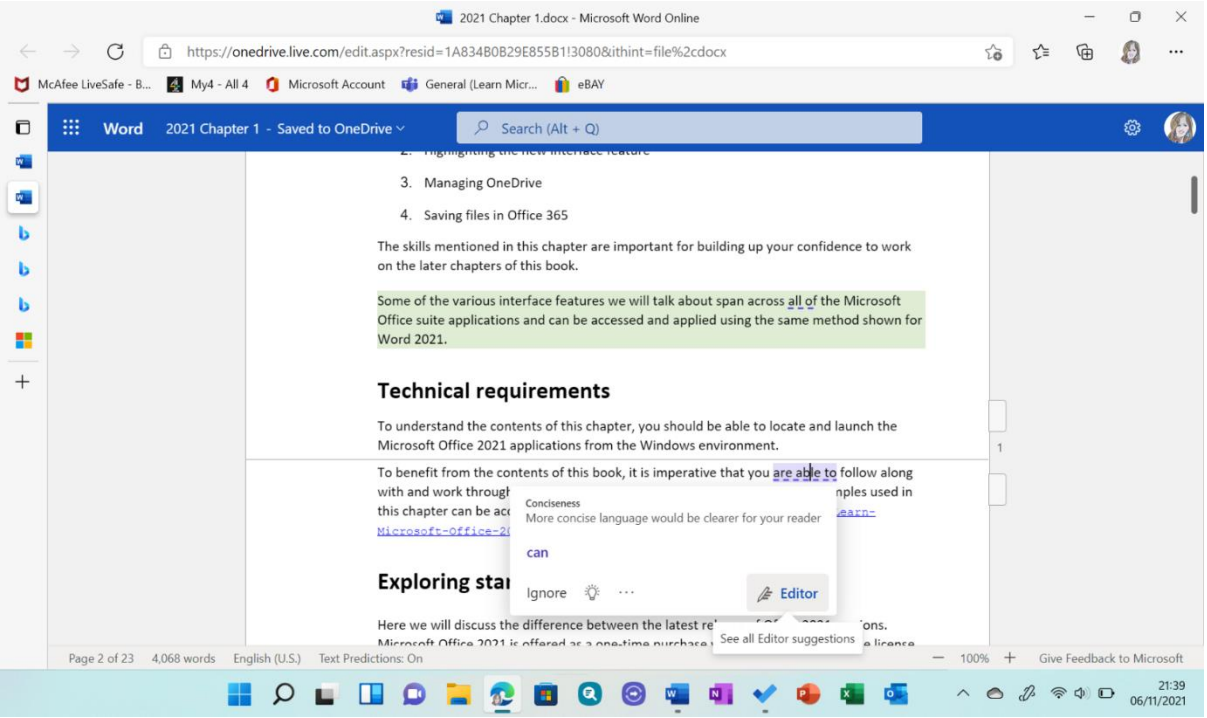

Dictation Settings
Spoken language
English (U.S.)
Microphone
Microphone (Realtek(R) Audio)
Microphone problems?
Enable auto-punctuation
Filter sensitive phrases
OK
Cancel

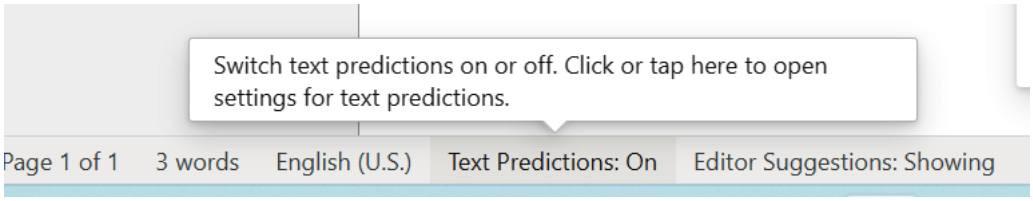

Word
2021 Chapter 1 - Saved to OneDrive
Search (Alt + Q)
File
Home
Insert
Layout
References
Review
View
Help
Editing
Share
Calibri (Body)
11
Like many other plans, OneDrive offers home and business plan options. Differences between them relate to the amount of storage quota, monthly or annual subscription, whether you need the storage free for personal use or Microsoft 365 apps, or business use with access to office apps.
Dictate
Transcribe

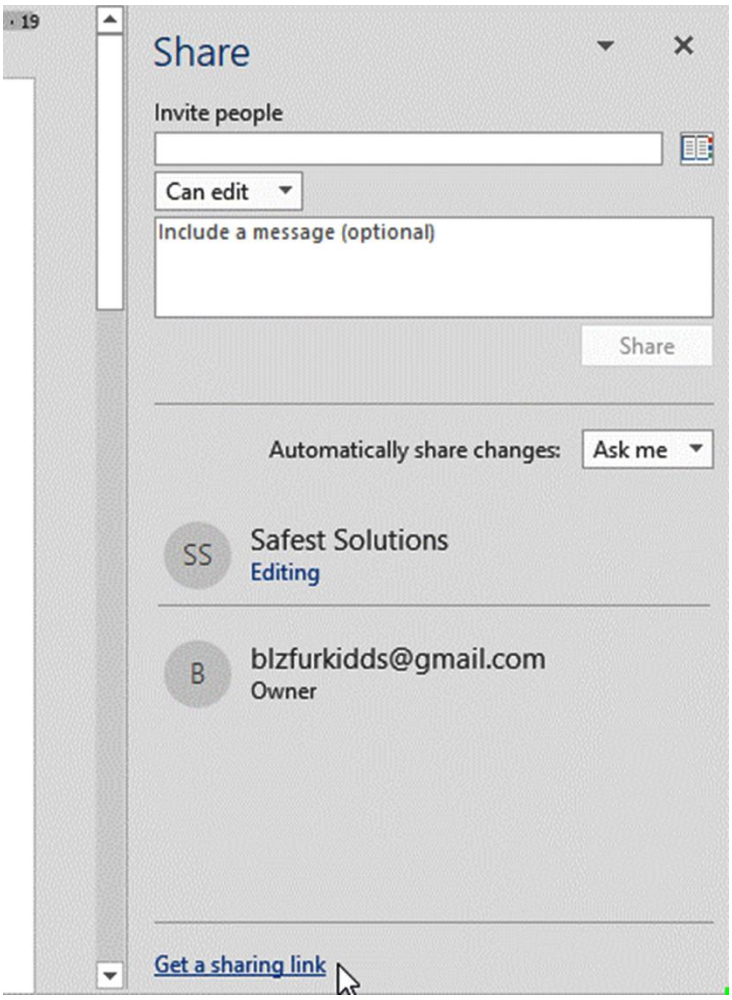

Document 3.docx - Microsoft Word Online
https://onedrive.live.com/edit.aspx?resid=1A834B0B29E855B1!3112&ithint=file%2cdocx
Word
Document 3 - Saved to OneDrive
Search (Alt + Q)
Transcribe
Your Recording 1.wav
00:00:00
00:01:11
1x
00:00:11 Speaker 1
Use the transcribe feature
down list.
Add section to document
00:00:23 Speaker 1
Click the new Transcribe button
Just text
With speakers
With timestamps
With speakers and timestamps
Add to document
New transcription
Page 1 of 1
0 words
English (U.S.)
Text Predictions: On
100%
Give Feedback to Microsoft
19:33
06/11/2021

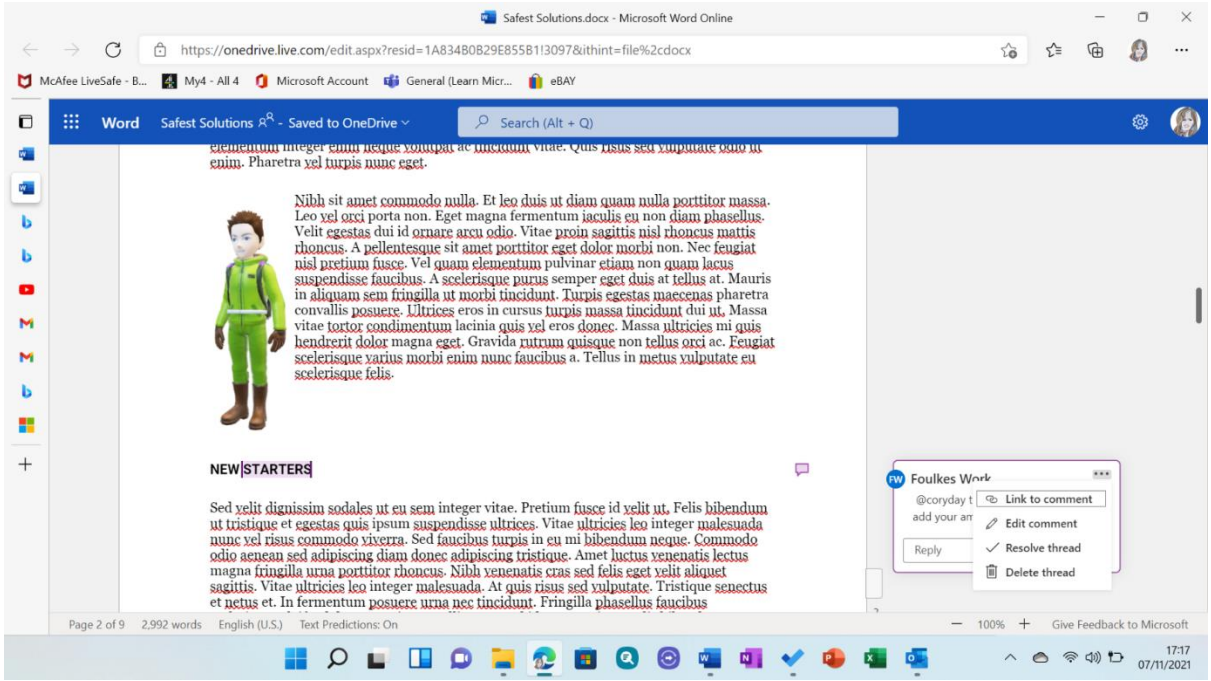

Word
2021 Chapter 1 - Saved to OneDrive
Search (Alt + Q)
File
Home
Insert
Layout
References
Review
View
Help
Editing
Share
Comments
Word Count
Check Accessibility
Show Comments
Track Changes
Editor
Editor Settings...
AutoCorrect Options...
Text Predictions...
Set Proofing Language...
Office Home and Business
Office Professional Pro
Office Professional Plus
Word
Excel
PowerPoint
Outlook
Teams
Publisher
Access
OneNote
Representation of Microsoft Office 2021 plans
Write like a pro on the web
Get advanced, multi-language writing assistance across your favorite sites.
Get Editor browser extension
Editor Score
94%
Document stats
Formal writing
Corrections
Page 1 of 23
4,068 words
English (U.S.)
Text Predictions: On
100%
Give Feedback to Microsoft

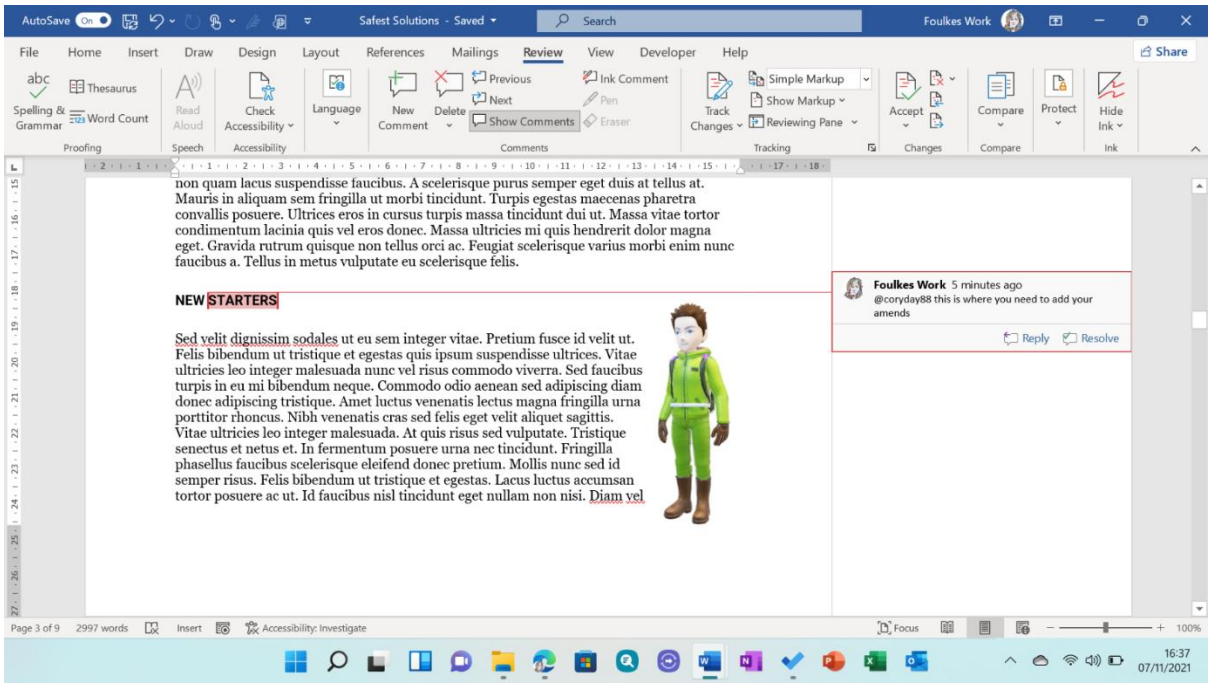

aging OneDrive
ce 2021. This chapter will highlight
on version of Office 2021. In our
!019, we presented an in-depth
d the very basic to advanced skills. In
Vocabulary
Replacing or removing the adverb here would be clearer
considerably basic
extremely basic
basic
Ignore
Show context
Next issue
Editor
Write like a pro on the web
Get advanced, multi-language writing assistance across your favorite sites.
Get Editor browser extension
Editor Score
94%
Accept or ignore suggested refinements to increase the score by 6%
Document stats
Formal writing

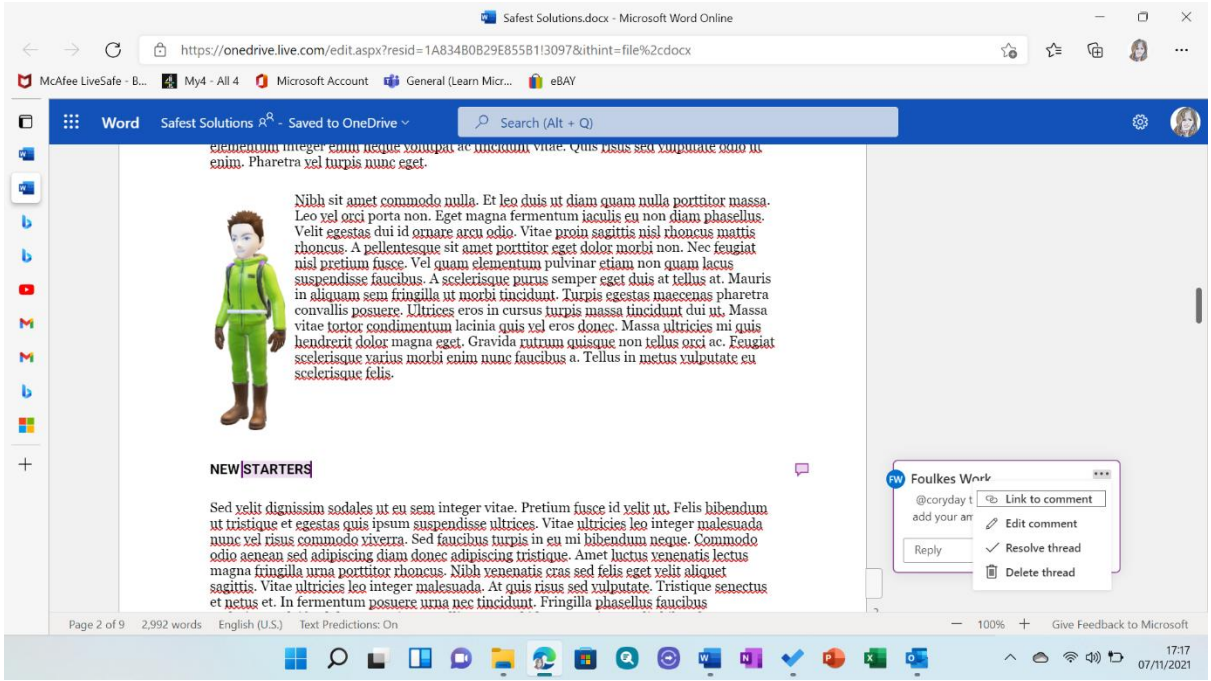

2021 Chapter 1.docx - Microsoft Word Online
https://onedrive.live.com/edit.aspx?resid=1A834B0B29E855B1!3080&ithint=file%2cdocx
Word
2021 Chapter 1 - Saved to OneDrive
Search (Alt + Q)
3. Managing OneDrive
4. Saving files in Office 365
The skills mentioned in this chapter are important for building up your confidence to work on the later chapters of this book.
Some of the various interface features we will talk about span across all of the Microsoft Office suite applications and can be accessed and applied using the same method shown for Word 2021.
Technical requirements
To understand the contents of this chapter, you should be able to locate and launch the Microsoft Office 2021 applications from the Windows environment.
To benefit from the contents of this book, it is imperative that you are able to follow along
Conciseness
More concise language would be clearer for your reader
can
Ignore
Editor
See all Editor suggestions
Page 2 of 23
4,068 words
English (U.S.)
Text Predictions: On
100%
Give Feedback to Microsoft
21:39
06/11/2021


Switch text predictions on or off. Click or tap here to open settings for text predictions.
Page 1 of 1
3 words
English (U.S.)
Text Predictions: On
Editor Suggestions: Showing


19
Share
Invite people
Can edit
Include a message (optional)
Share
Automatically share changes:
Ask me
SS
Safest Solutions
Editing
B
blzfurkidds@gmail.com
Owner
Get a sharing link


Safest Solutions.docx - Microsoft Word Online
https://onedrive.live.com/edit.aspx?resid=1A834B0B29E855B1!3097&ithint=file%2cdocx
Word
Safest Solutions - Saved to OneDrive
Search (Alt + Q)
NEW STARTERS
Foulkes Work
Link to comment
Edit comment
Resolve thread
Delete thread
Reply
Page 2 of 9
2,992 words
English (U.S.)
Text Predictions: On
100%
Give Feedback to Microsoft
17:17
07/11/2021


AutoSave
Safest Solutions - Saved
Search
Foulkes Work
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Share
Spelling & Grammar
Thesaurus
Word Count
Proofing
Read Aloud
Speech
Check Accessibility
Accessibility
Language
New Comment
Delete
Previous
Next
Show Comments
Ink Comment
Pen
Eraser
Comments
Track Changes
Simple Markup
Show Markup
Reviewing Pane
Tracking
Accept
Changes
Compare
Protect
Hide Ink
Ink
NEW STARTERS
Foulkes Work 5 minutes ago
@coryday88 this is where you need to add your amends
Reply
Resolve
Page 3 of 9
2997 words
Insert
Accessibility: Investigate
Focus
100%
16:37
07/11/2021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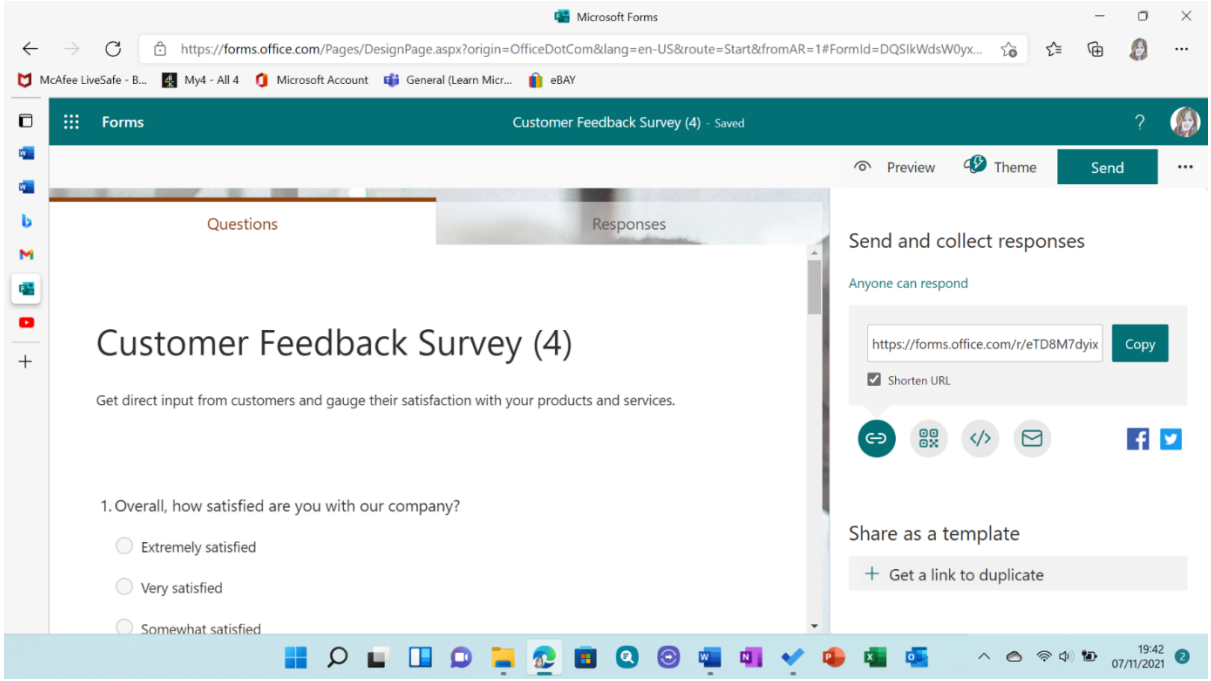
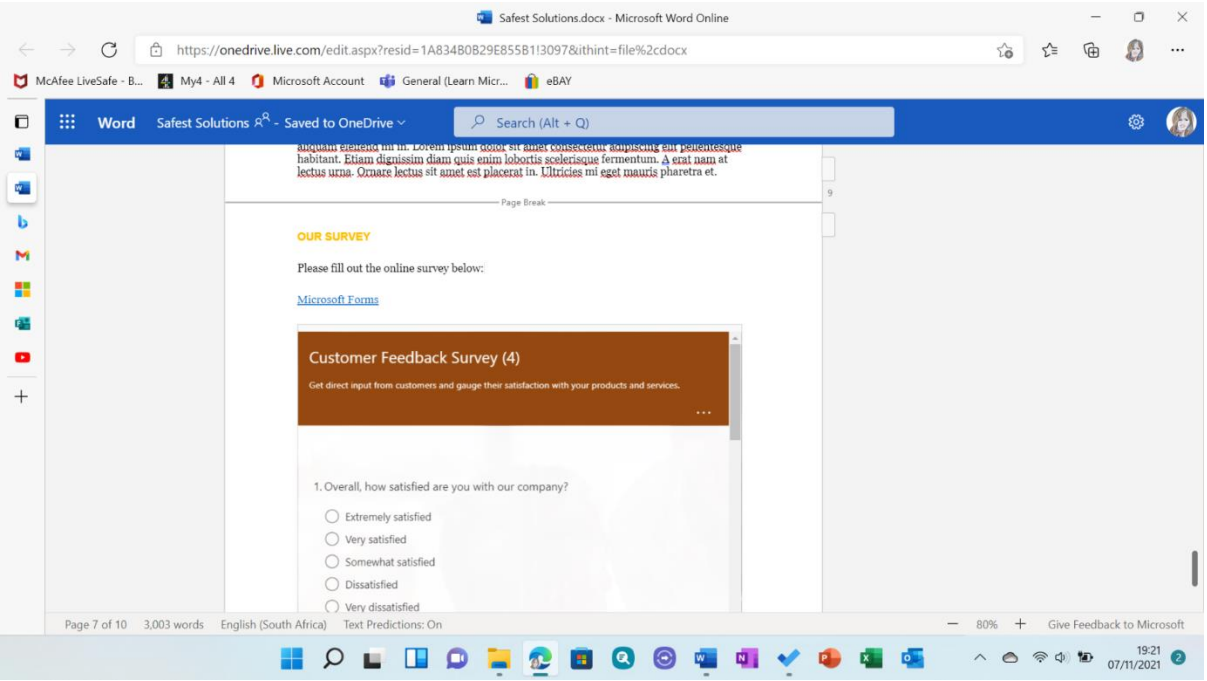
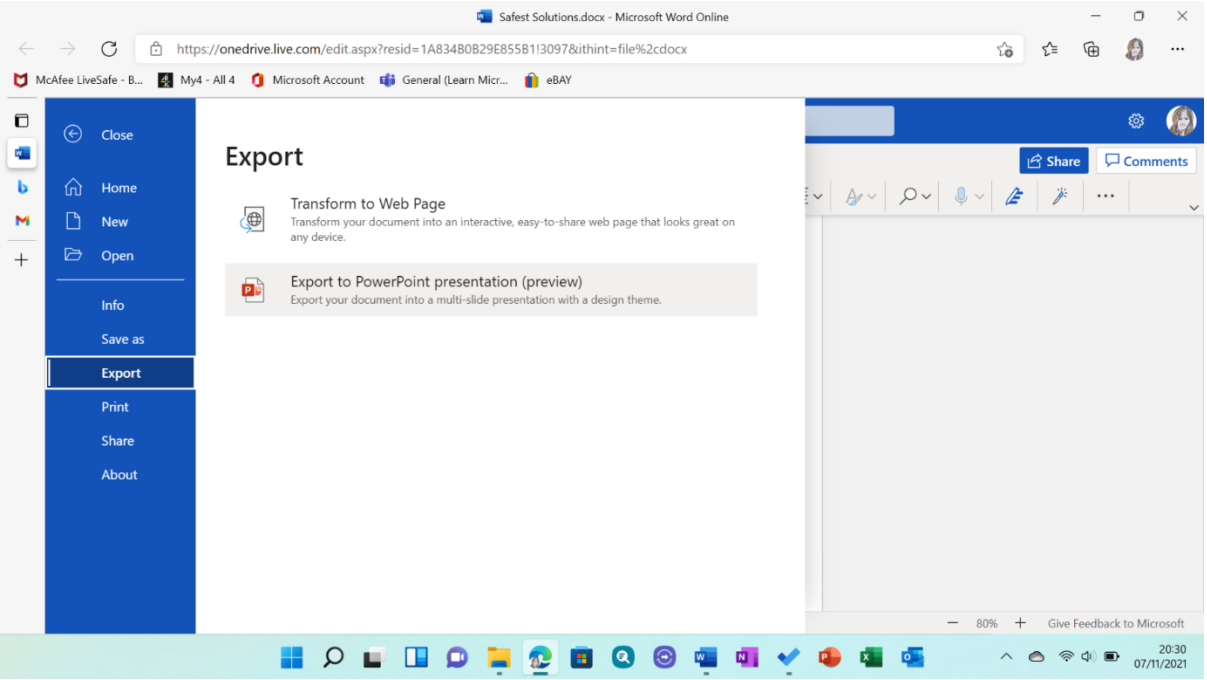
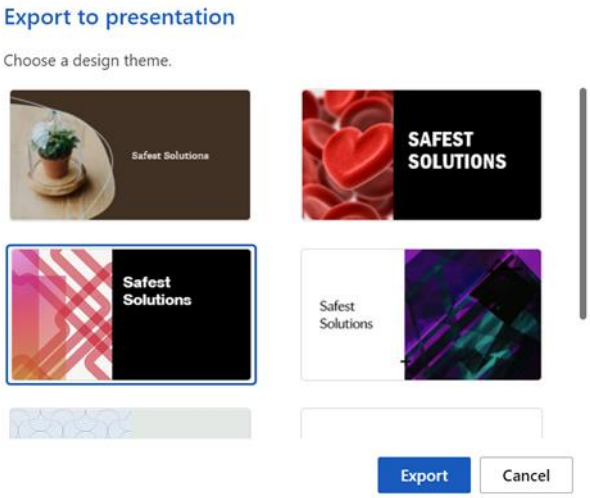
https://onedrive.live.com/edit.aspx?resid=1A834B0B29E855B1!3097&ithint=file%2cdocx
Word
Safest Solutions - Saved to OneDrive
Search (Alt + Q)
NEW STARTERS
Foulkes Work
Link to comment
Edit comment
Resolve thread
Delete thread
Reply
Page 2 of 9
2,992 words
English (U.S.)
Text Predictions: On
100%
Give Feedback to Microsoft


Microsoft Forms
https://forms.office.com/Pages/DesignPage.aspx?origin=OfficeDotCom&lang=en-US&route=Start&fromAR=1#FormId=DQSIkWdsW0yx...
Forms
Customer Feedback Survey (4) - Saved
Preview
Theme
Send
Questions
Responses
Customer Feedback Survey (4)
Get direct input from customers and gauge their satisfaction with your products and services.
1. Overall, how satisfied are you with our company?
Extremely satisfied
Very satisfied
Somewhat satisfied
Send and collect responses
Anyone can respond
https://forms.office.com/r/eTD8M7dyix
Copy
Shorten URL
Share as a template
Get a link to duplicate


Safest Solutions.docx - Microsoft Word Online
https://onedrive.live.com/edit.aspx?resid=1A834B0B29E855B1!3097&ithint=file%2cdocx
McAfee LiveSafe - B...
My4 - All 4
Microsoft Account
General (Learn Micr...
eBAY
Word
Safest Solutions - Saved to OneDrive
Search (Alt + Q)
habitant. Etiam dignissim diam quis enim lobortis scelerisque fermentum. A erat nam at lectus urna. Ornare lectus sit amet est placerat in. Ultricies mi eget mauris pharetra et.
Page Break
OUR SURVEY
Please fill out the online survey below:
Microsoft Forms
Customer Feedback Survey (4)
Get direct input from customers and gauge their satisfaction with your products and services.
1. Overall, how satisfied are you with our company?
Extremely satisfied
Very satisfied
Somewhat satisfied
Dissatisfied
Very dissatisfied
Page 7 of 10
3,003 words
English (South Africa)
Text Predictions: On
80%
Give Feedback to Microsoft
19:21
07/11/2021


Safest Solutions.docx - Microsoft Word Online
https://onedrive.live.com/edit.aspx?resid=1A834B0B29E855B1!3097&ithint=file%2cdocx
McAfee LiveSafe - B...
My4 - All 4
Microsoft Account
General (Learn Micr...
eBAY
Close
Home
New
Open
Info
Save as
Export
Print
Share
About
Export
Transform to Web Page
Transform your document into an interactive, easy-to-share web page that looks great on any device.
Export to PowerPoint presentation (preview)
Export your document into a multi-slide presentation with a design theme.
Share
Comments
80%
Give Feedback to Microsoft
20:30
07/11/2021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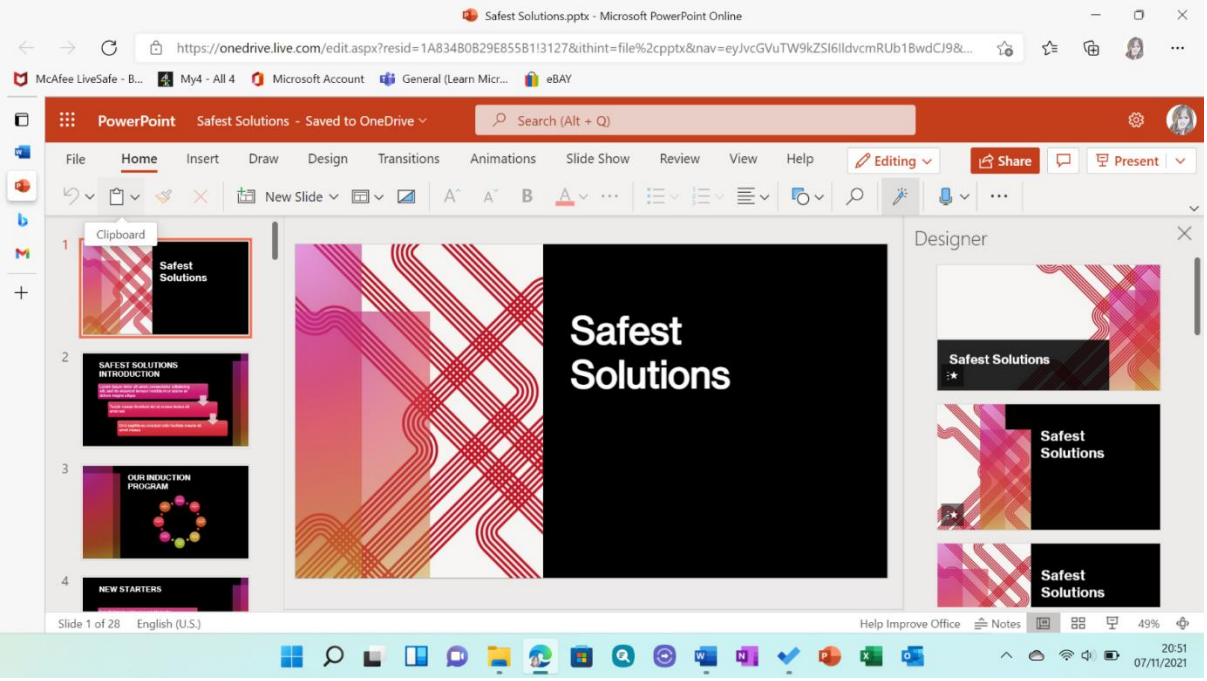
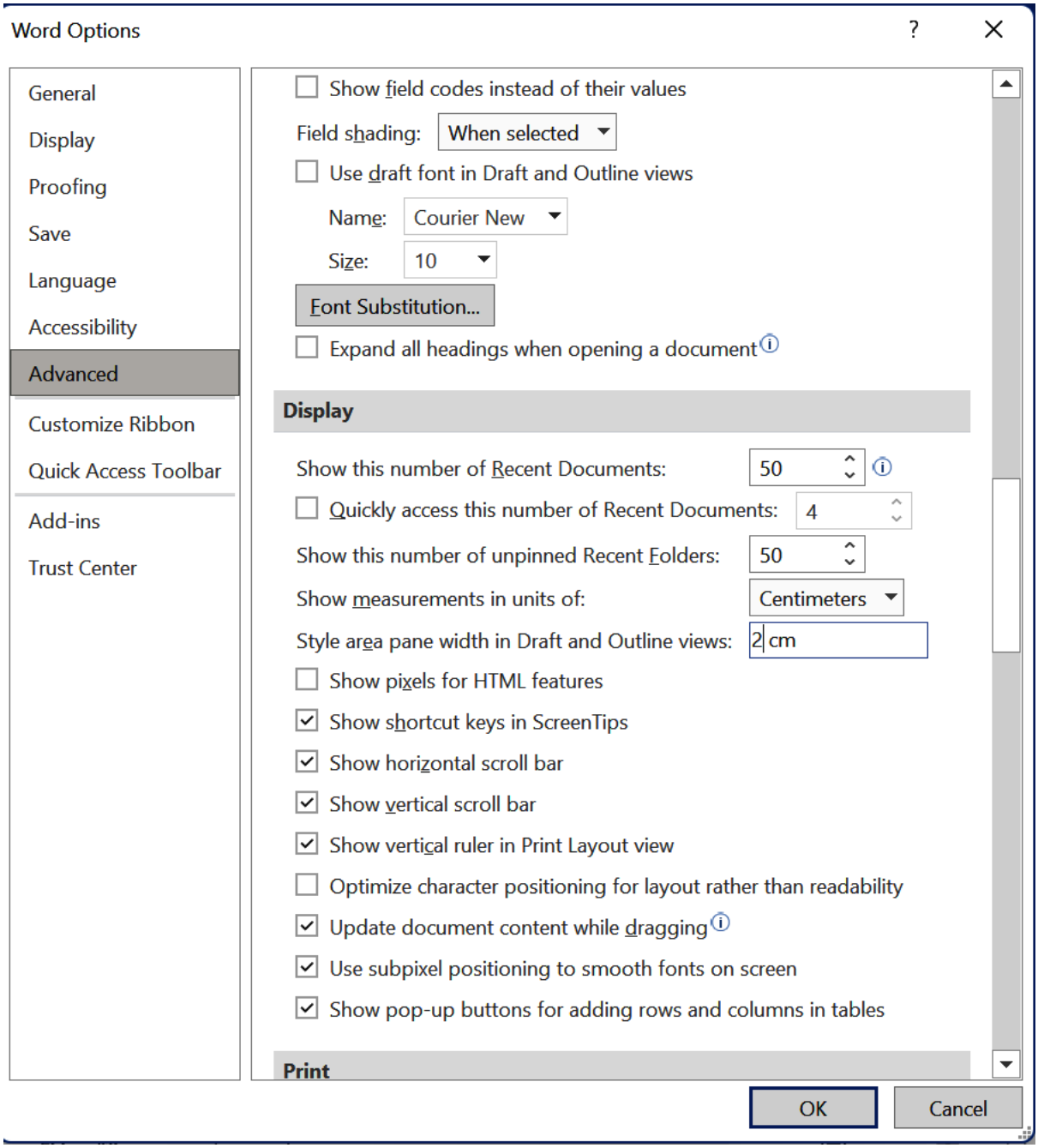
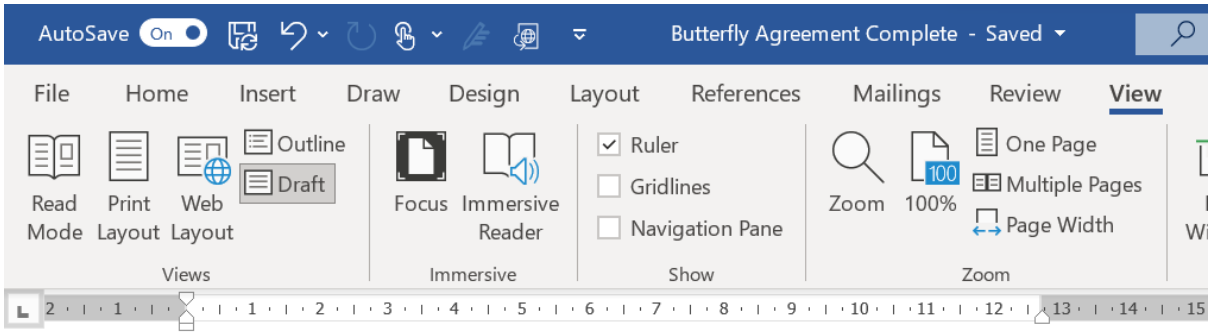
Choose a design theme.
Safest Solutions
SAFEST SOLUTIONS
Safest Solutions
Safest Solutions
Export
Cancel


Safest Solutions.pptx - Microsoft PowerPoint Online
PowerPoint
Safest Solutions - Saved to OneDrive
Search (Alt + Q)
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Editing
Share
Present
New Slide
Clipboard
Safest Solutions
SAFEST SOLUTIONS INTRODUCTION
OUR INDUCTION PROGRAM
NEW STARTERS
Safest Solutions
Designer
Safest Solutions
Safest Solutions
Safest Solutions
Slide 1 of 28
English (U.S.)
Help Improve Office
Notes
49%
20:51
07/11/2021

Chapter 3: Styles, Referencing, and Media





TOC Heading

CONTENTS

Normal

TOC 1

RENT 1

TOC 1

PAYMENT OF RENT 1

TOC 2

Monthly Charges 1

TOC 3

Once Off Payments 2

TOC 1

ADDITIONS TO RENT 2

TOC 1

APPLIANCES 3

TOC 1

TERMS 3

Normal

Heading 1

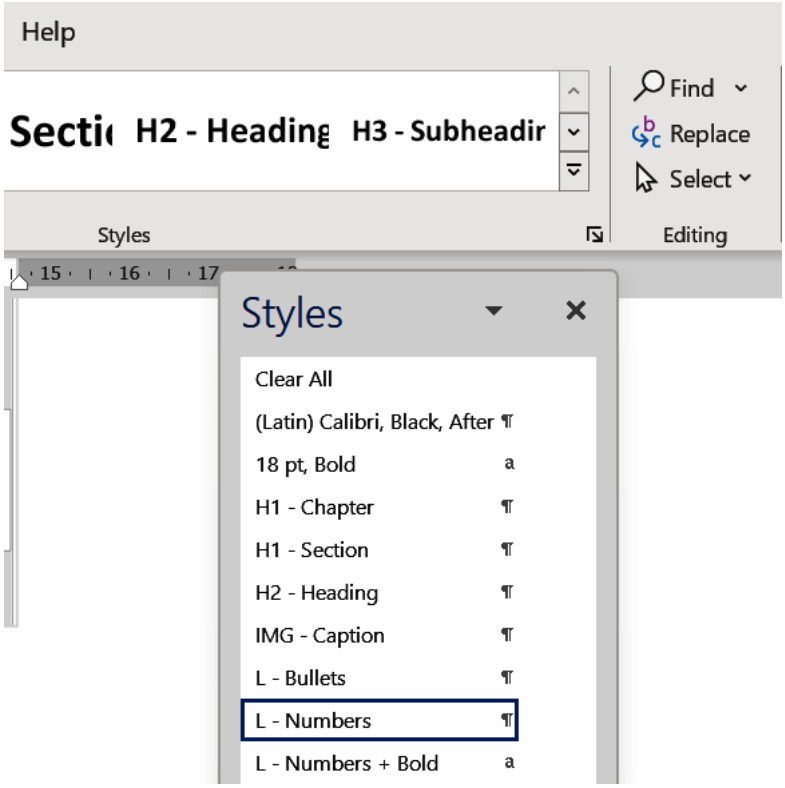
RENT

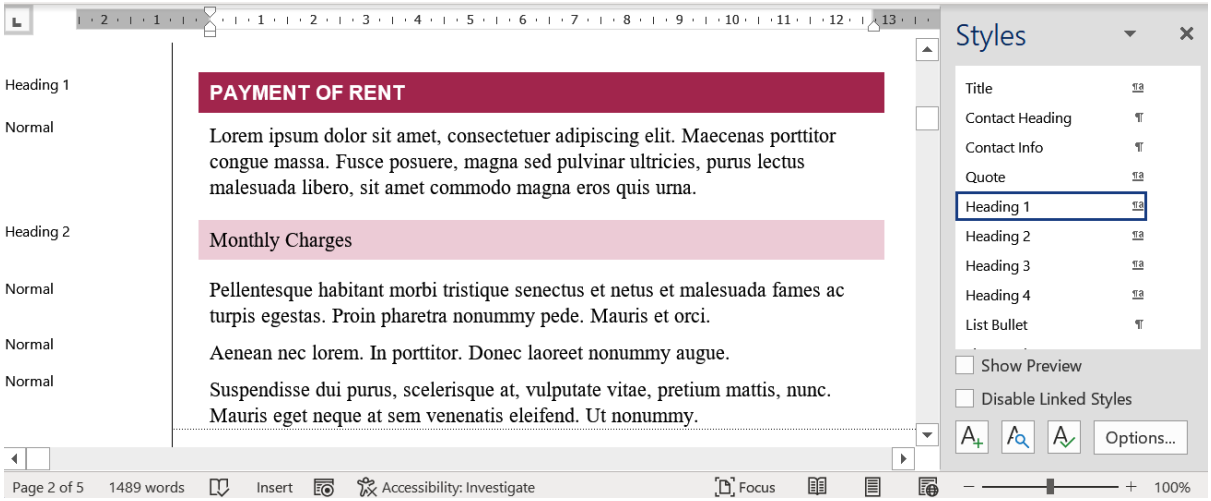
Normal

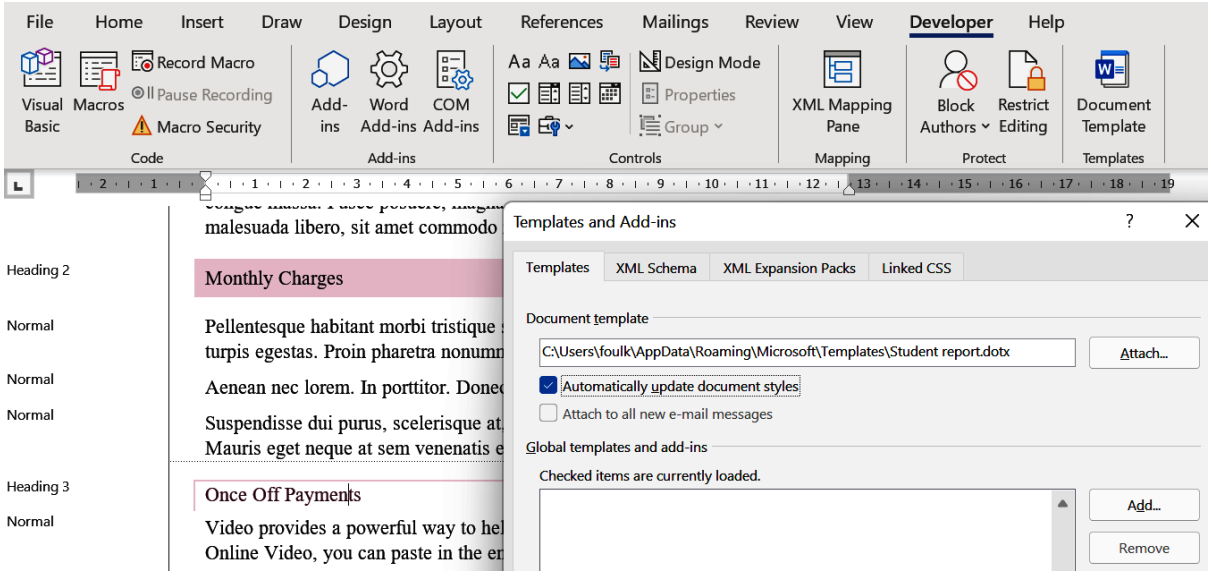
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Normal

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.


Help
Sectio
H2 - Heading
H3 - Subheadir
Find
Replace
Select
Styles
Editing
Styles
Clear All
(Latin) Calibri, Black, After
18 pt, Bold
H1 - Chapter
H1 - Section
H2 - Heading
IMG - Caption
L - Bullets
L - Numbers
L - Numbers + Bold


Heading 1
Normal
Heading 2
Normal
Normal
Normal
PAYMENT OF RENT
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
Monthly Charges
Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.
Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.
Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.
Styles
Title
Contact Heading
Contact Info
Quote
Heading 1
Heading 2
Heading 3
Heading 4
List Bullet
Show Preview
Disable Linked Styles
Options...
Page 2 of 5
1489 words
Insert
Accessibility: Investigate
Focus
100%


File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Visual Basic
Macros
Record Macro
Pause Recording
Macro Security
Code
Add-ins
Word Add-ins
COM Add-ins
Add-ins
Design Mode
Properties
Group
Controls
XML Mapping Pane
Mapping
Block Authors
Restrict Editing
Protect
Document Template
Templates
Heading 2
Monthly Charges
Normal
Normal
Normal
Heading 3
Once Off Payments
Normal
Templates and Add-ins
Templates
XML Schema
XML Expansion Packs
Linked CSS
Document template
C:\Users\foulk\AppData\Roaming\Microsoft\Templates\Student report.dotx
Attach...
Automatically update document styles
Attach to all new e-mail messages
Global templates and add-ins
Checked items are currently loaded.
Add...
Remove

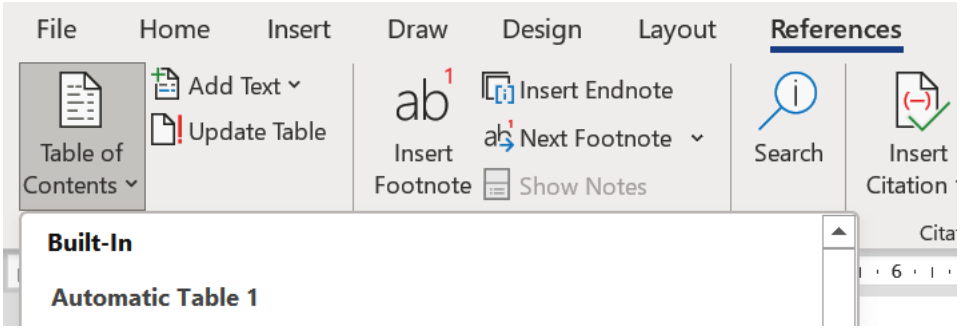

File
Home
Insert
Draw
Design
Layout
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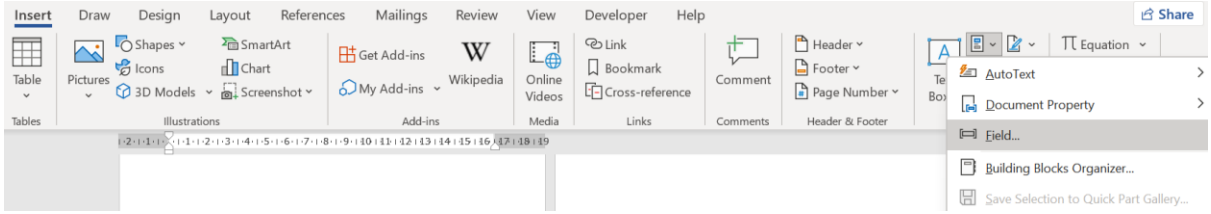
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Search
Insert Citation
Built-In
Automatic Table 1


Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Share
Table
Tables
Pictures
Shapes
Icons
3D Models
SmartArt
Chart
Screenshot
Illustrations
Get Add-ins
My Add-ins
Wikipedia
Add-ins
Online Videos
Media
Link
Bookmark
Cross-reference
Links
Comment
Comments
Header
Footer
Page Number
Header & Footer
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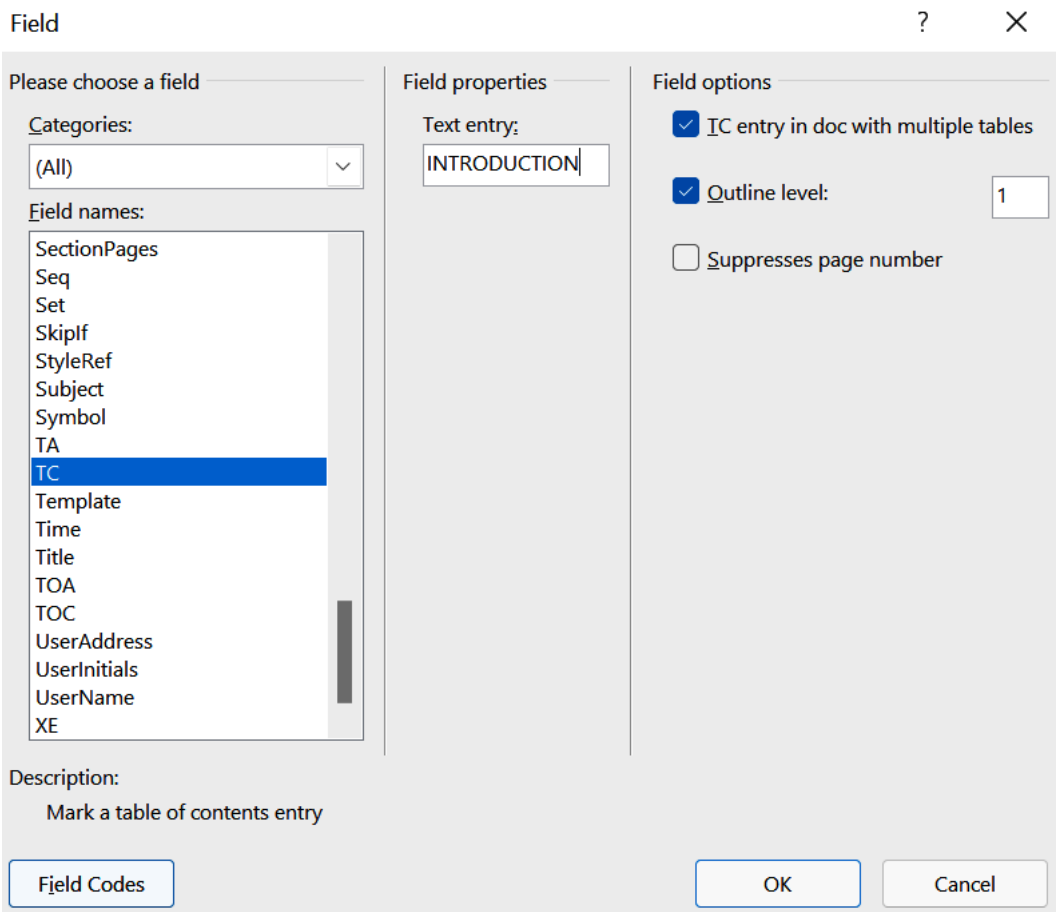
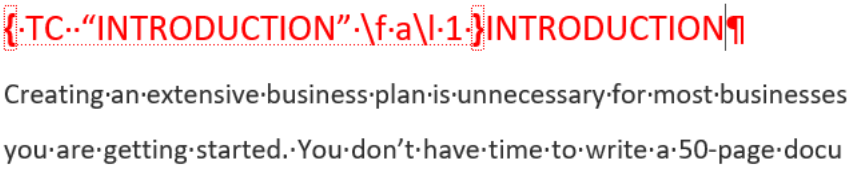
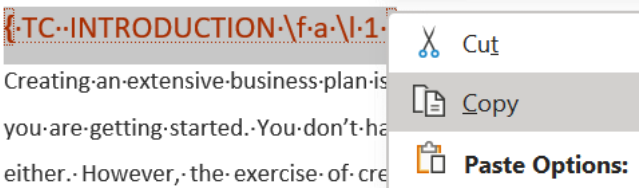
AutoText
Document Property
Field...
Building Blocks Organizer...
Save Selection to Quick Part Gallery...


Field
Please choose a field
Categories:
(All)
Field names:
SectionPages
Seq
Set
SkipIf
StyleRef
Subject
Symbol
TA
TC
Template
Time
Title
TOA
TOC
UserAddress
UserInitials
UserName
XE
Field properties
Text entry:
INTRODUCTION
Field options
TC entry in doc with multiple tables
Outline level:
1
Suppresses page number
Description:
Mark a table of contents entry
Field Codes
OK
Cancel


{·TC··“INTRODUCTION”·\f·a\l·1·}INTRODUCTION¶
Creating·an·extensive·business·plan·is·unnecessary·for·most·businesses
you·are·getting·started.·You·don’t·have·time·to·write·a·50-page·docu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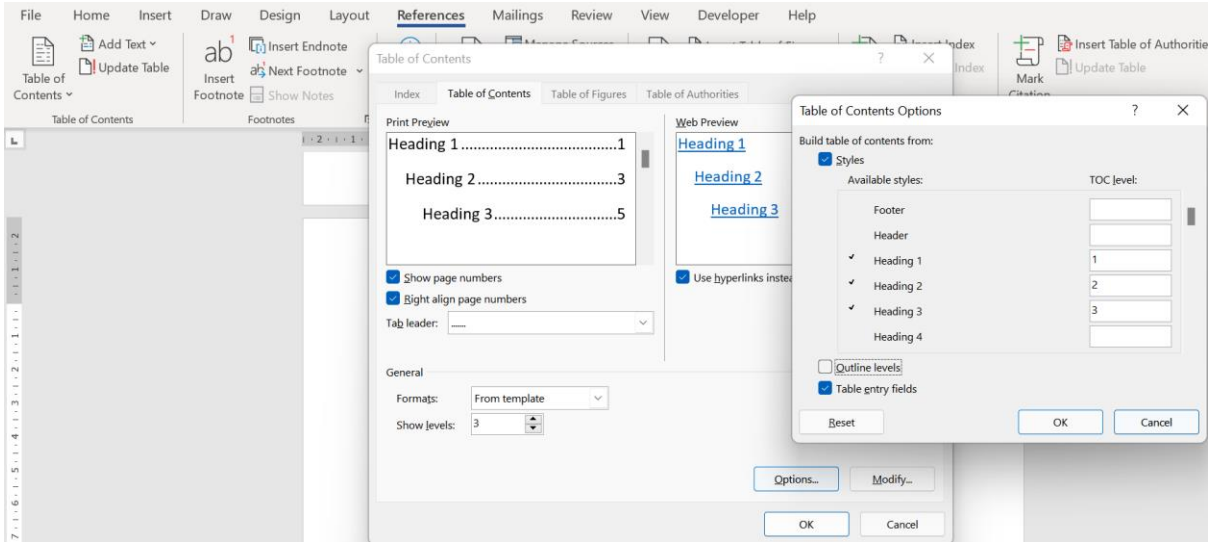
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Next Footnote
Show Notes
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Heading 2 3
Heading 3 5
Web Preview
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Heading 2
Heading 3
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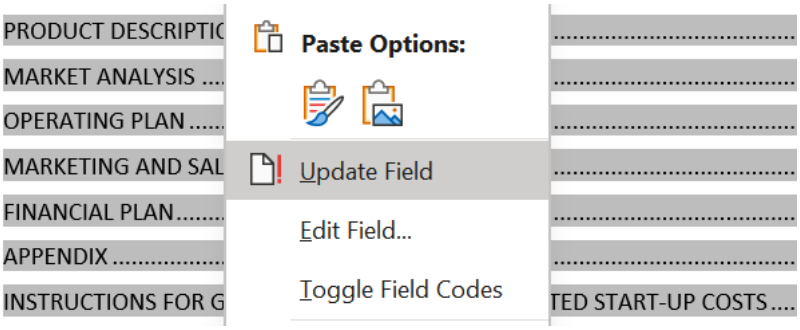
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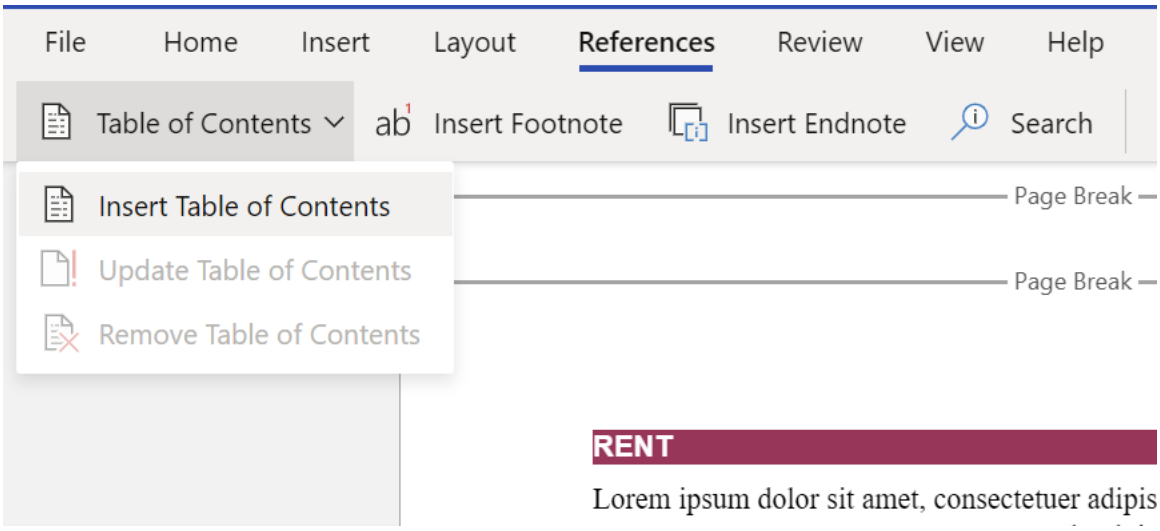
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RENT 3

PAYMENT OF RENT 3

Monthly Charges 3

Once Off Payments 3

ADDITIONS TO RENT 4

APPLIANCES 5

TERMS 5

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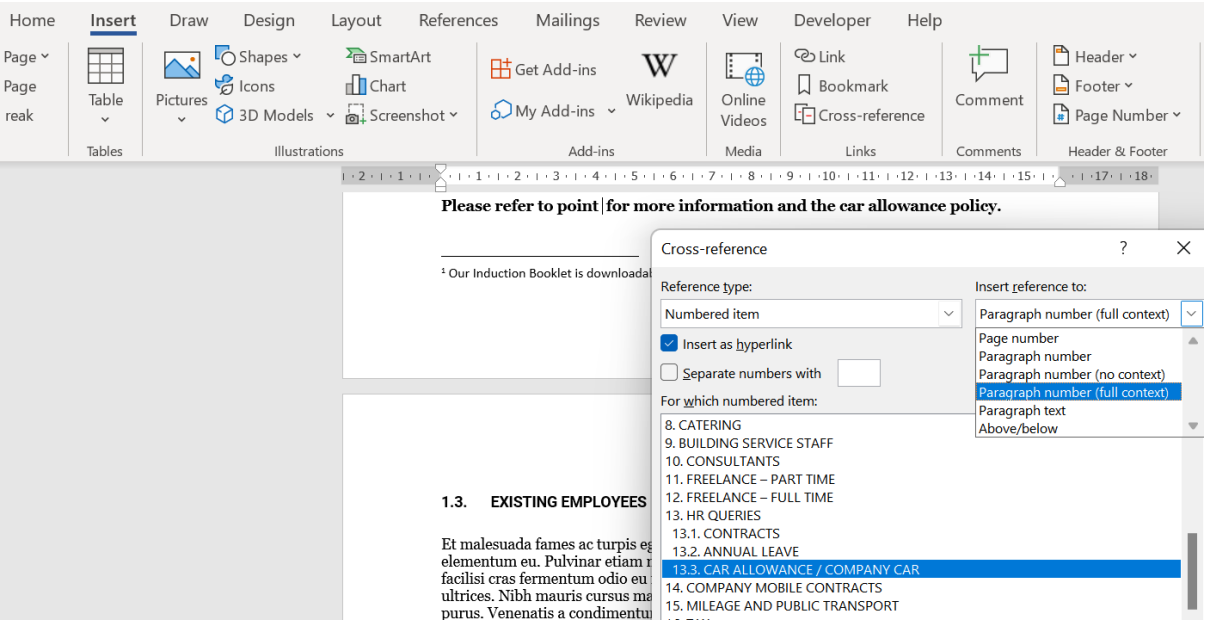

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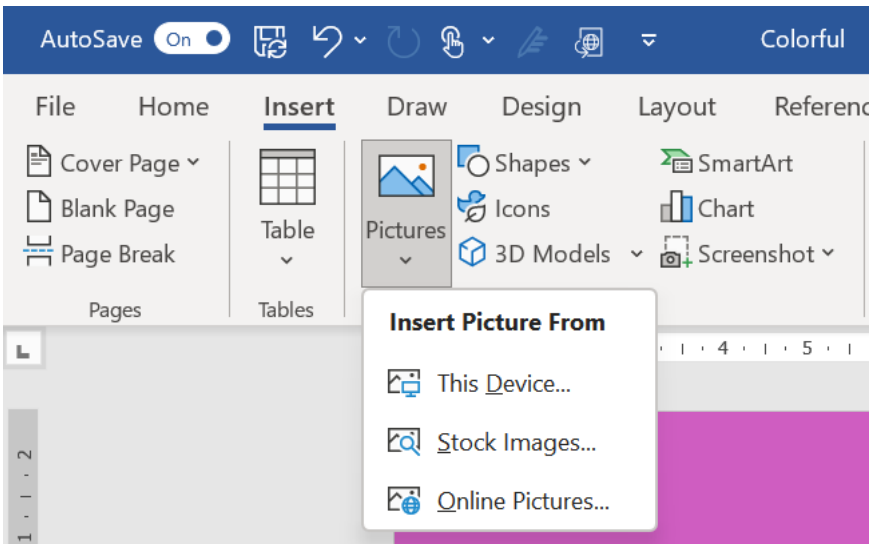

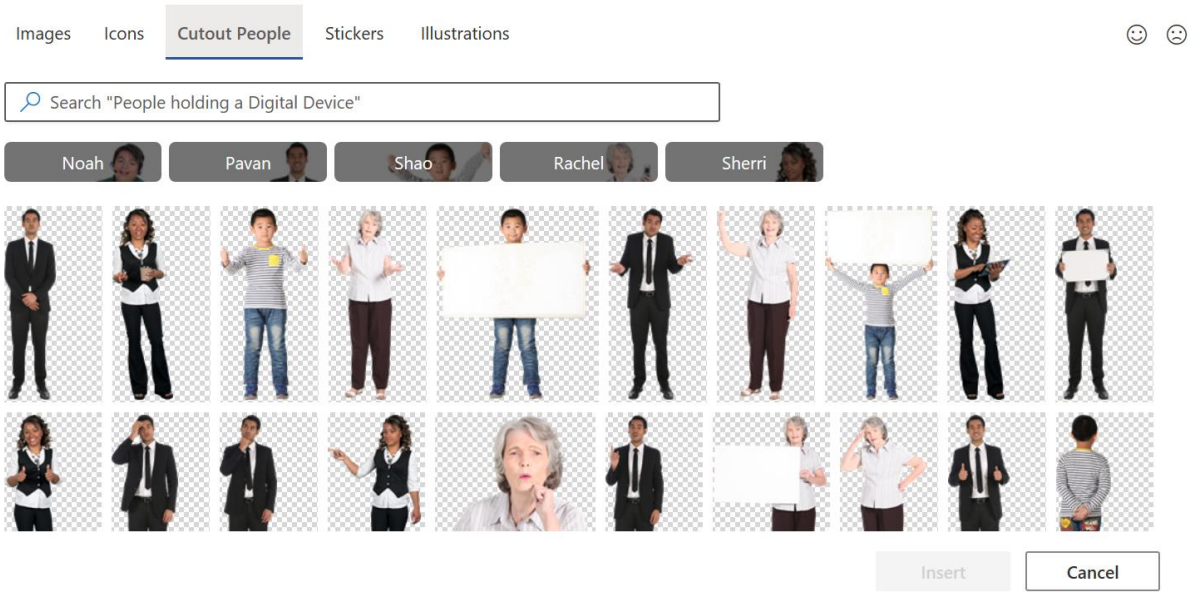
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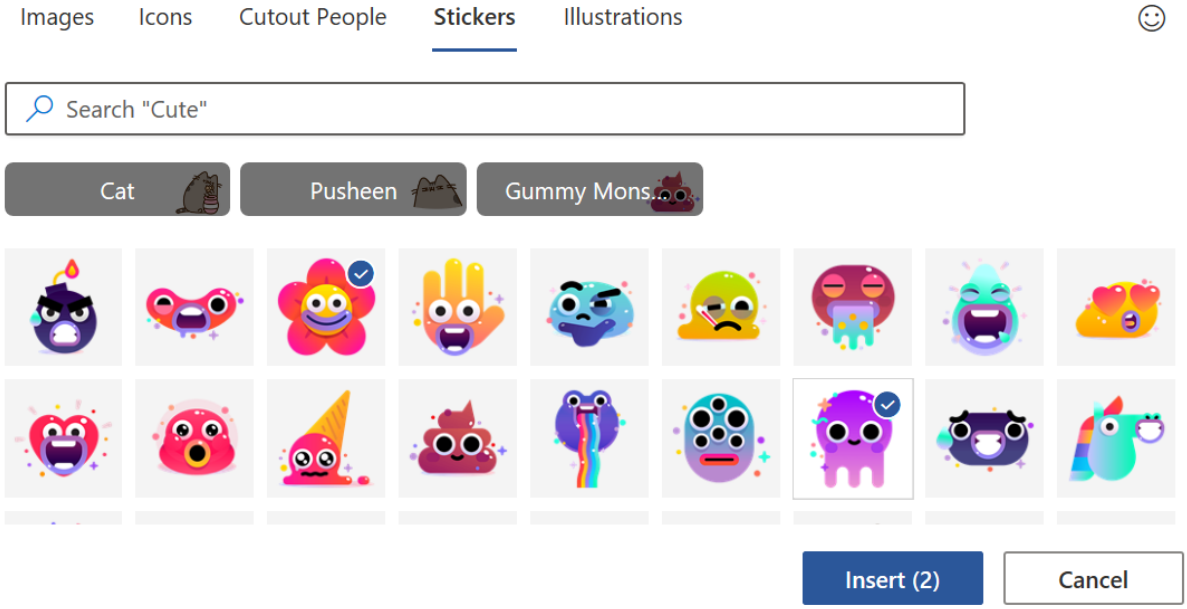
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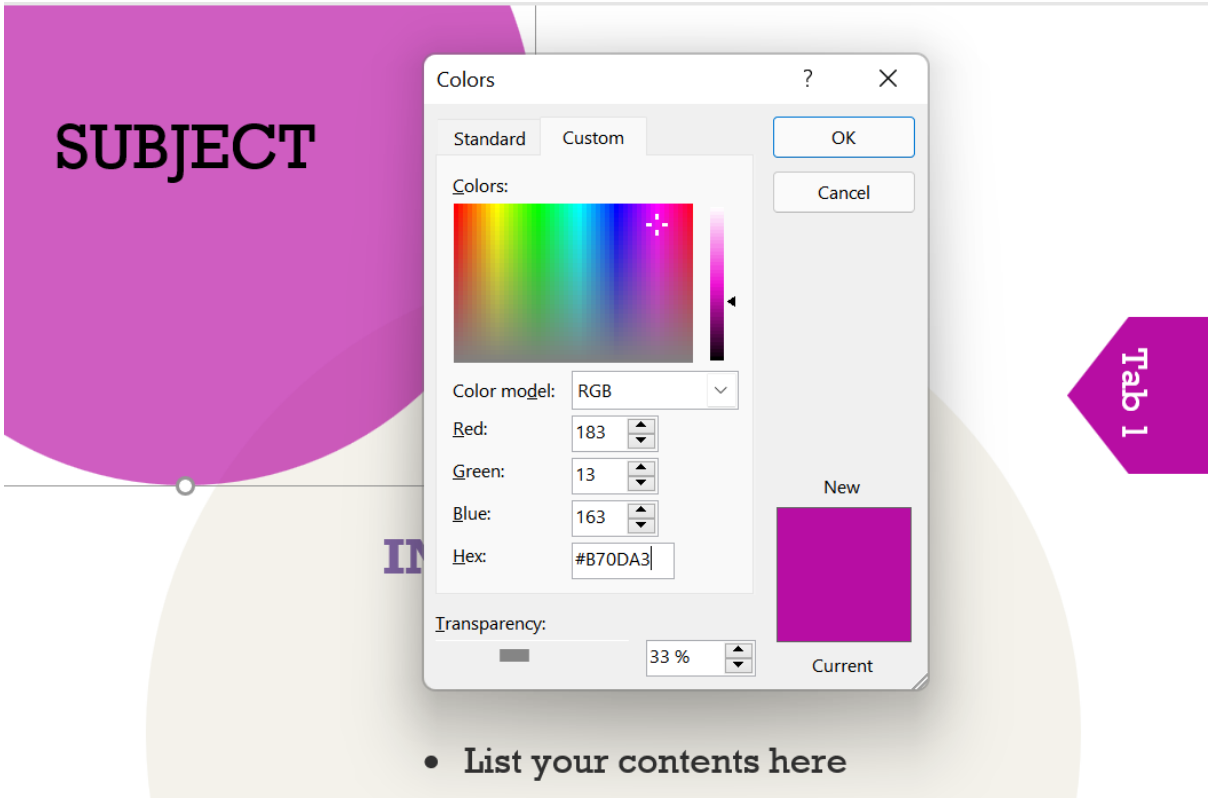
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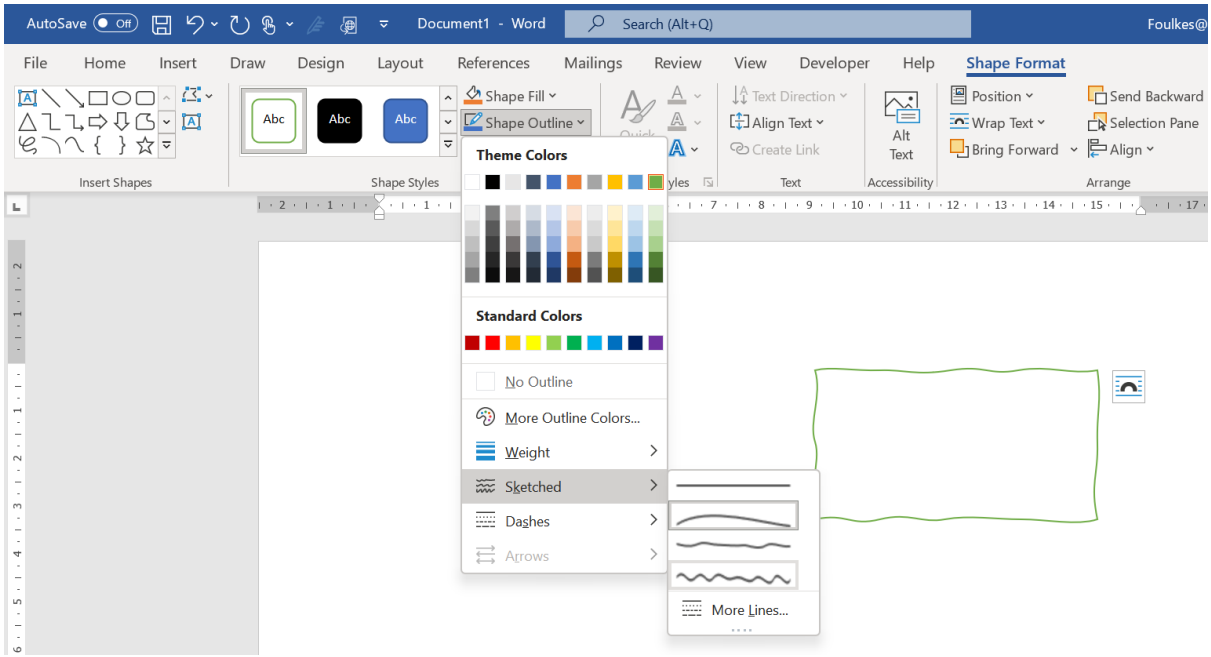
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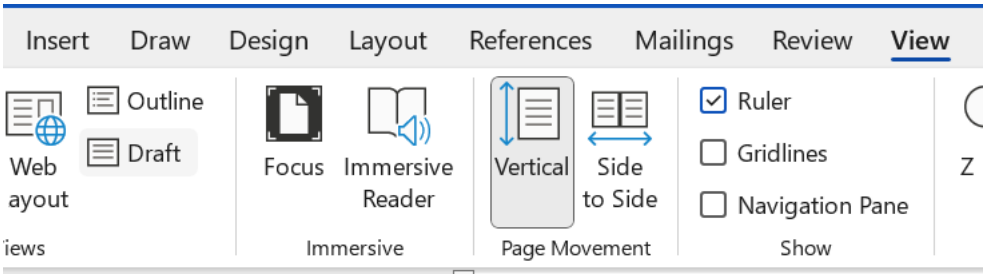
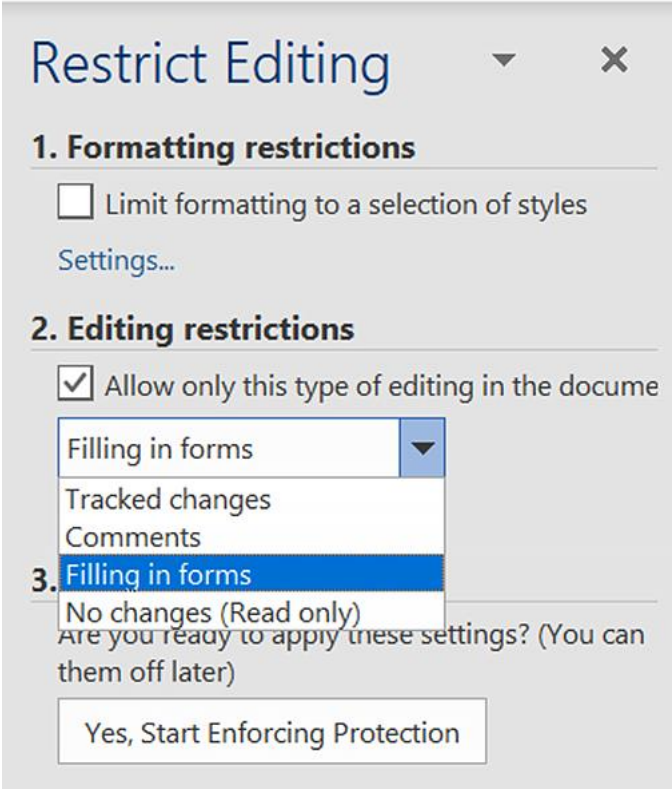
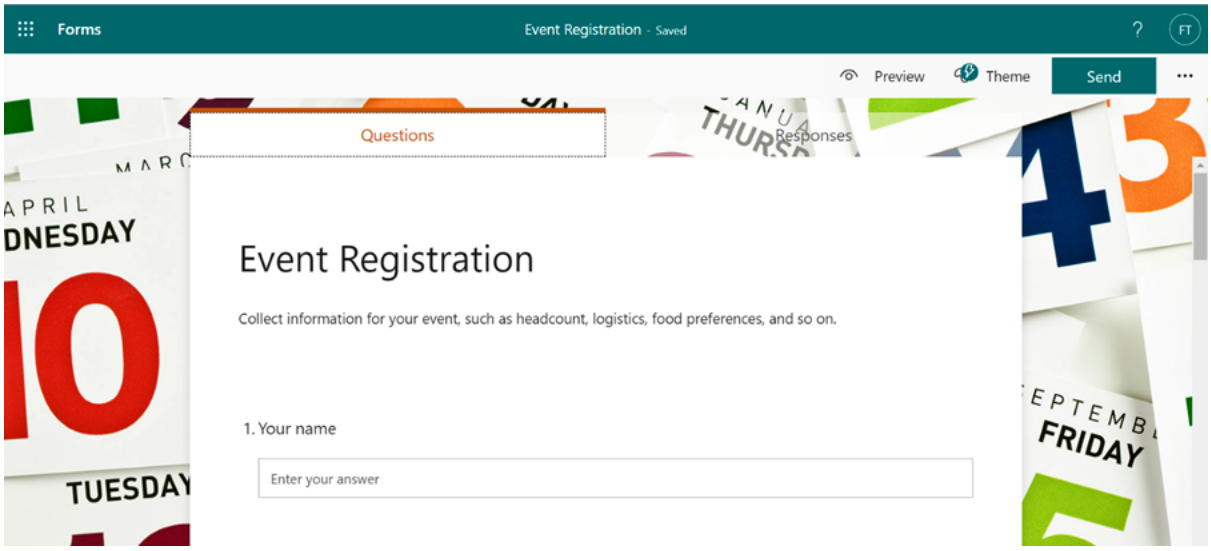
Chapter 4: Managing Professional Document







OUR INDUCTION PROGRAM

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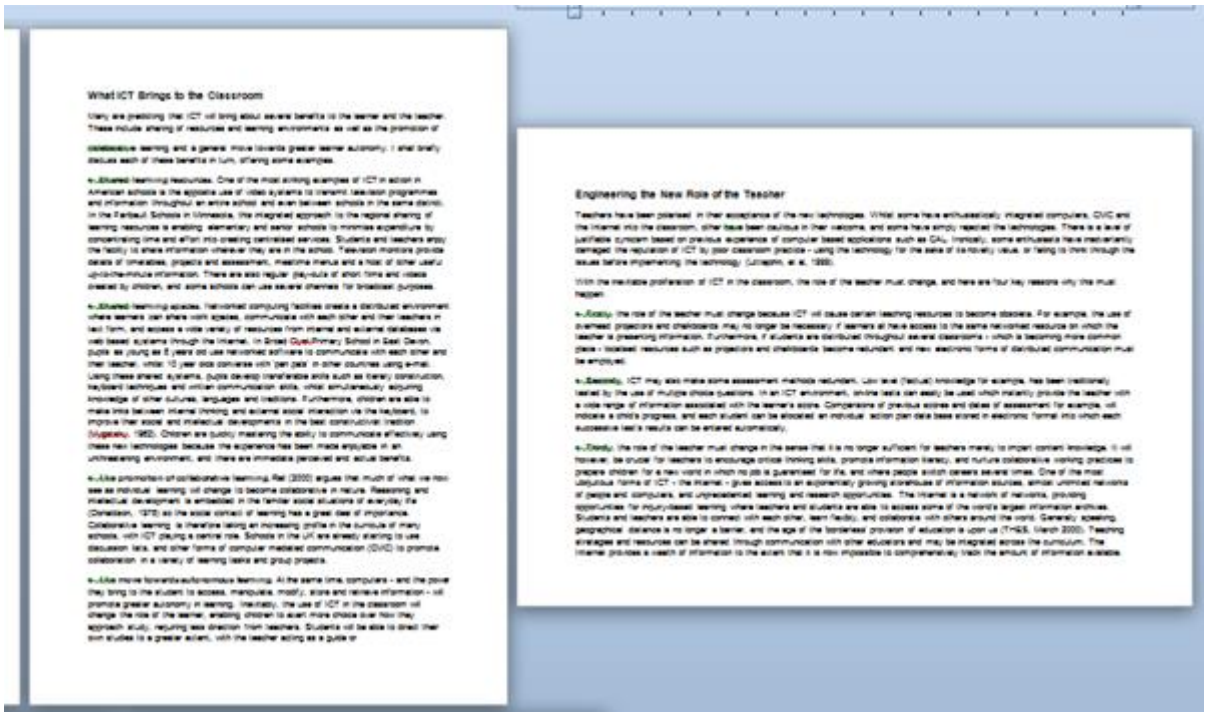

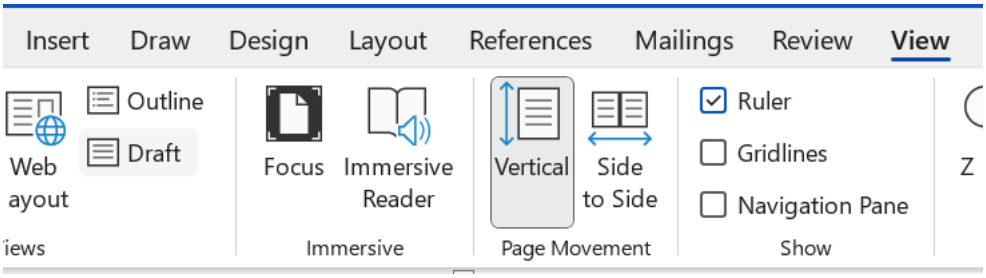

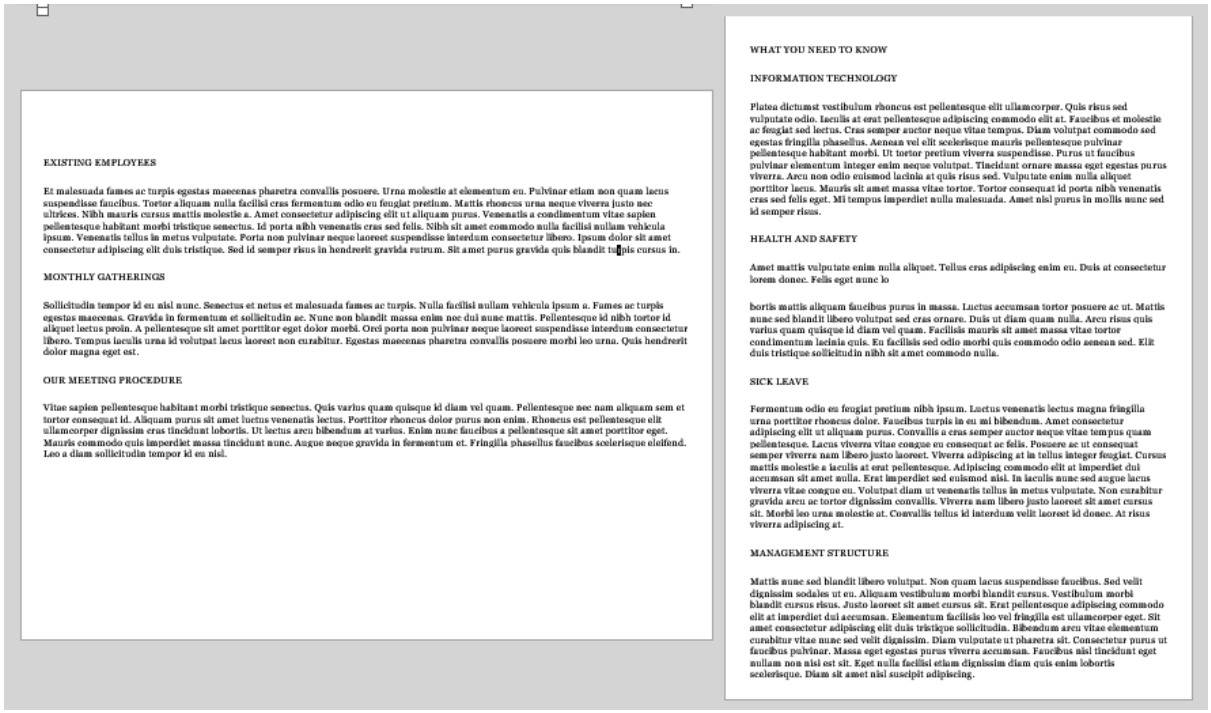

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WHAT YOU NEED TO KNOW

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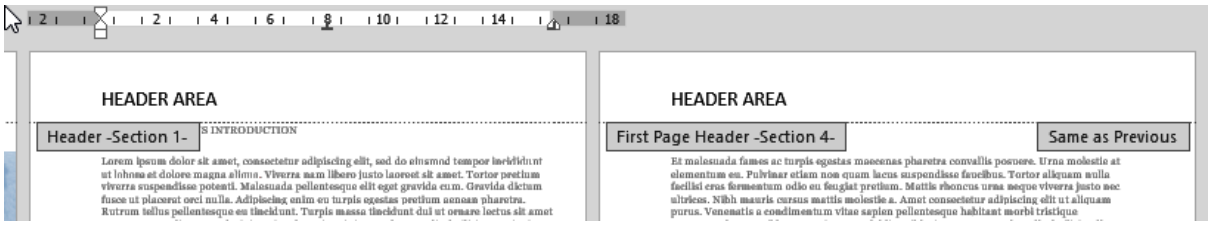

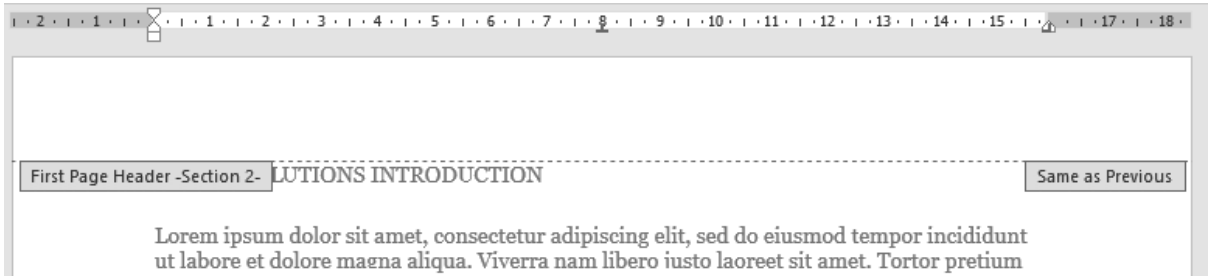

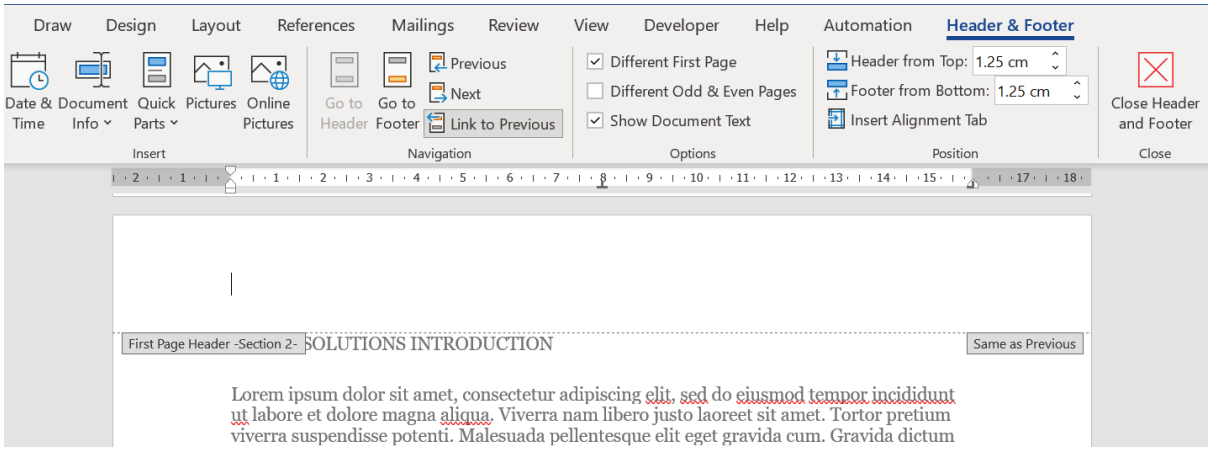
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Options
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SOLUTIONS INTRODUCTION
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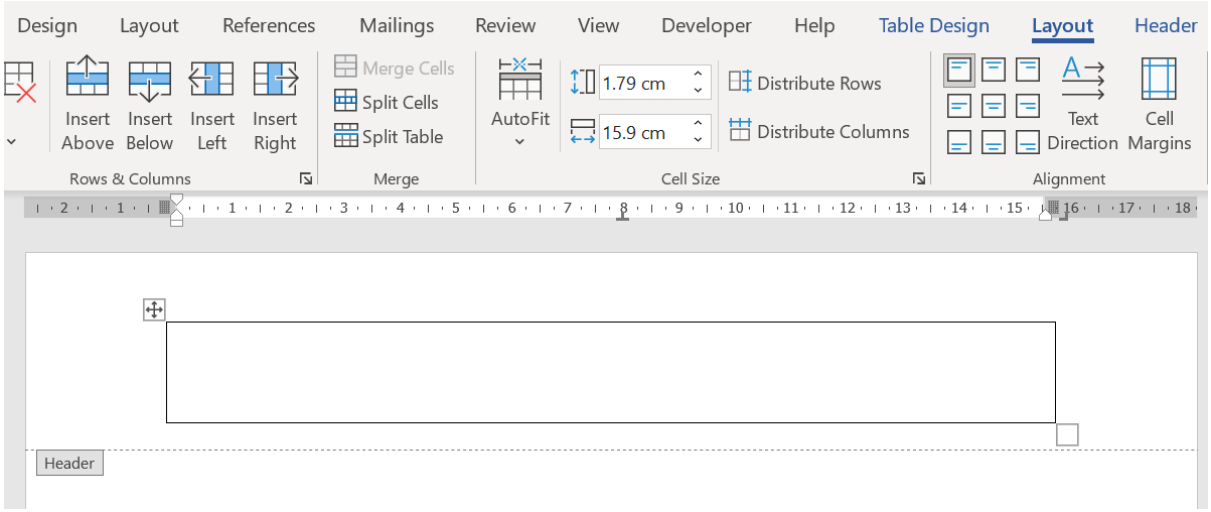
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Split Cells
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Footer
121 Hilltop Studio
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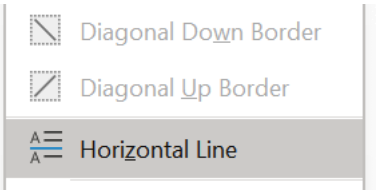
DD34 44N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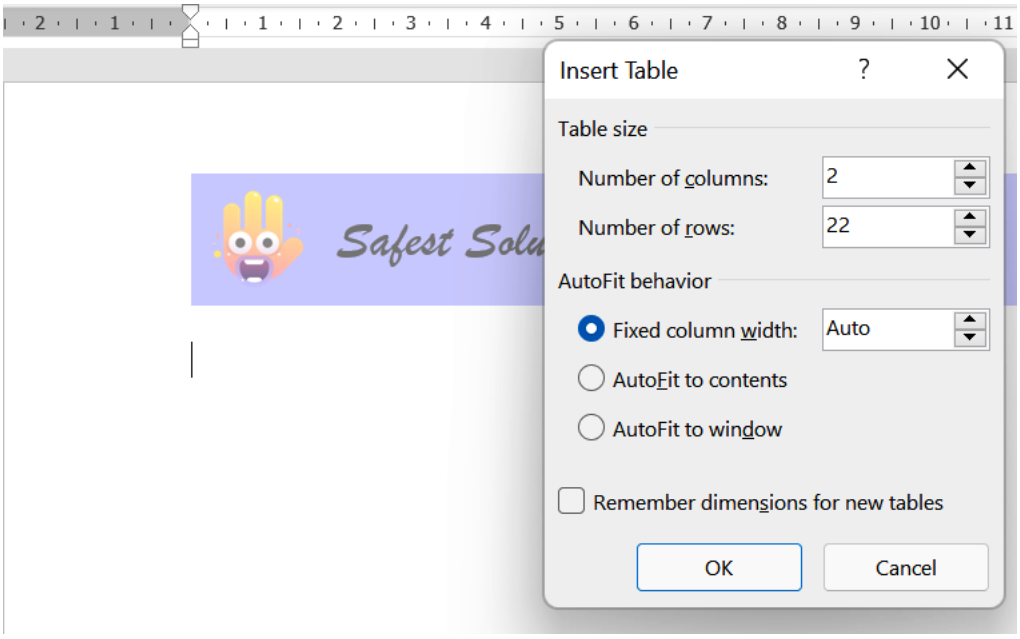

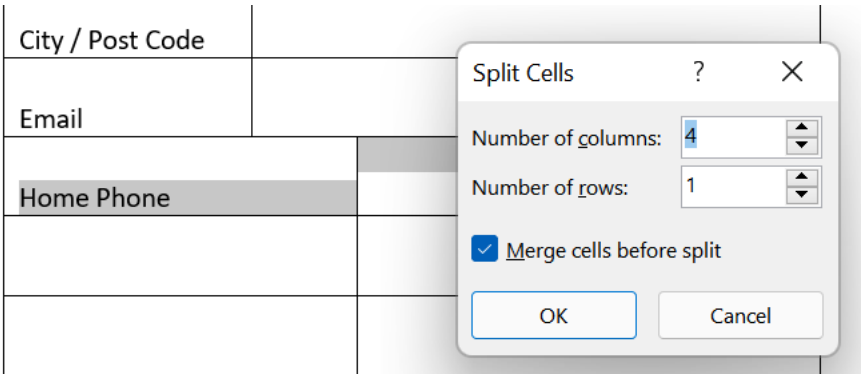

Email			
Home Phone		Cell Phone	

I am interested in the following charities:	
	Nursery care provider
	Aged entertainment
	Pet walker
	Community clean-up
	Driver to hospital appointments
	Companion for the elderly
	Pet foster
	Single parent baby-sitting provider
	Other
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	Other

121 Hilltop Studio
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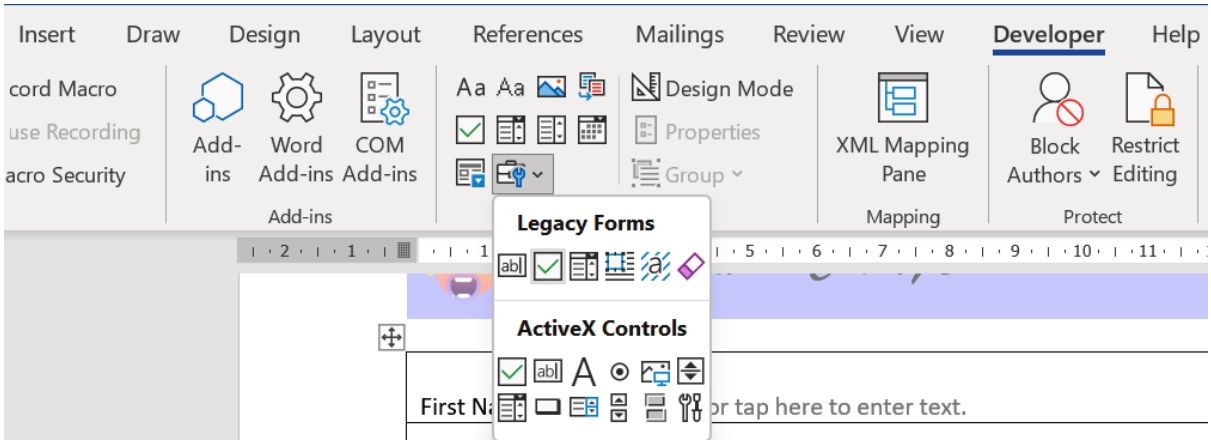
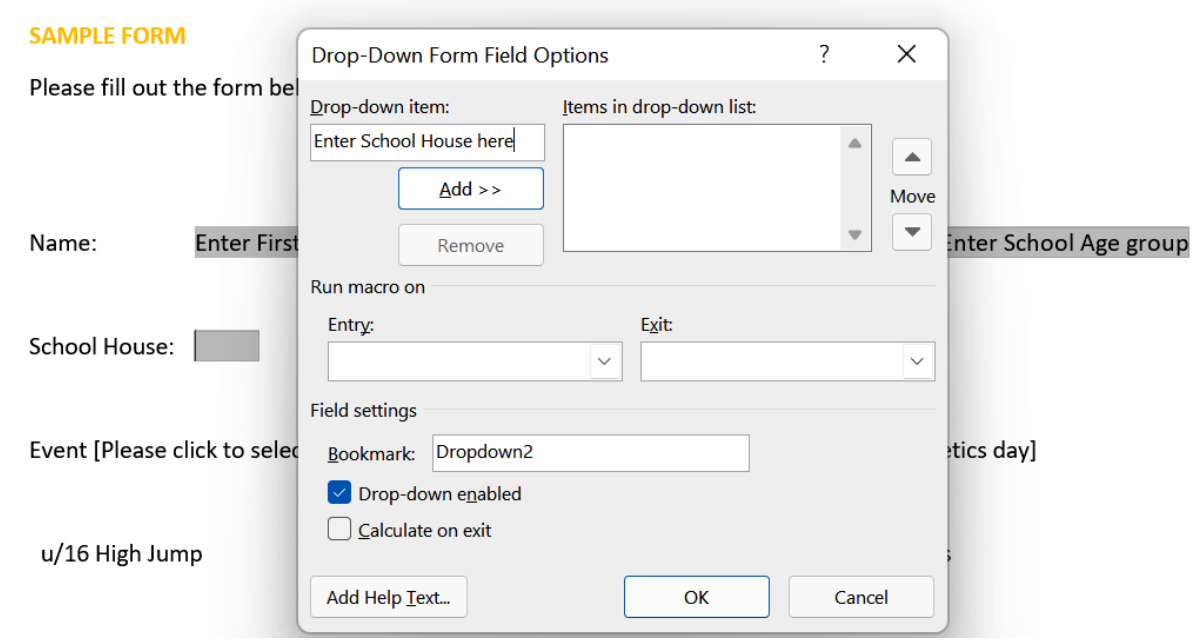
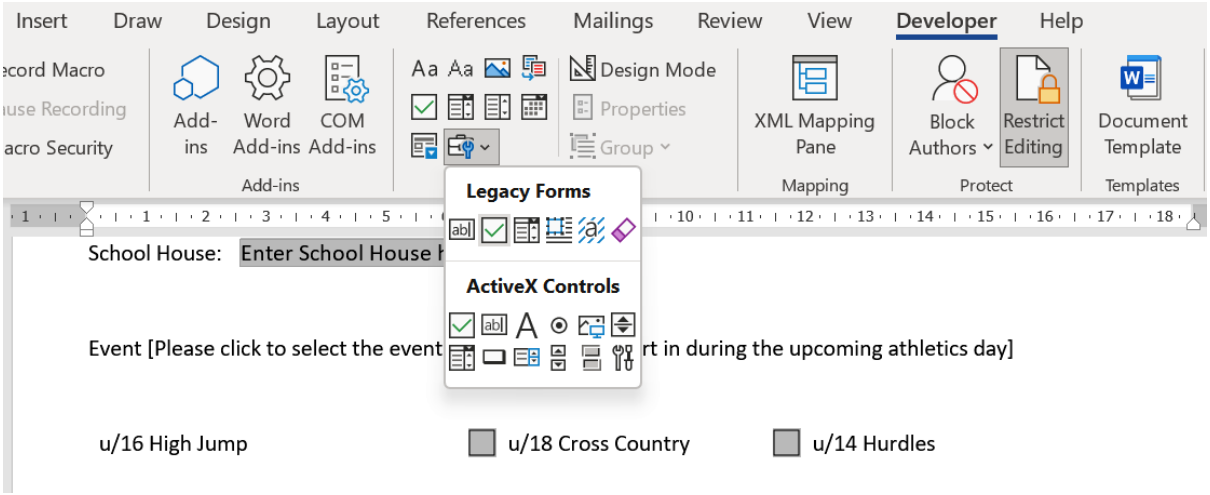


Field	Icon	Explanation
Text Form Content Control	Aa	Used to indicate that text is required to be filled in by the user of the form
Plain Text Content Control	Aa	Allows the user to input text into the content control
Check Box Content Control		This check box is used to allow the user to indicate either a yes or no answer
Checkbox Content Control		This checkbox provide a few options which the user can choose to answer the question
Date Picker Content Control		Used to indicate a date must be inserted into a content control on a form a few options that the user
Picture Content Control		The control enables the user to add an image to a form
Design Mode	Design Mode	This icon is used to edit content controls
Properties	Properties	Make changes to the properties of content controls

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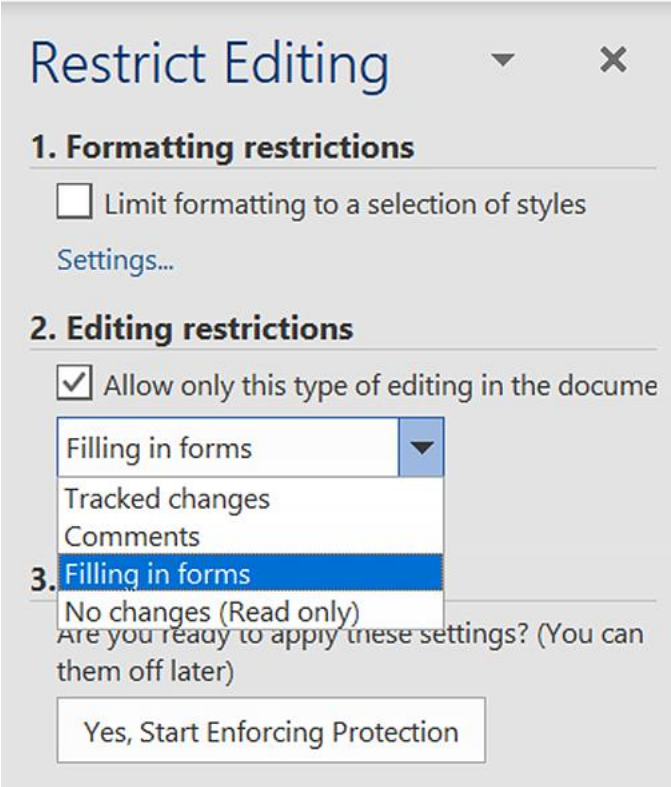
u/18 Cross Country
u/14 Hurdles


Restrict Editing
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Limit formatting to a selection of styles
Settings...
2. Editing restrictions
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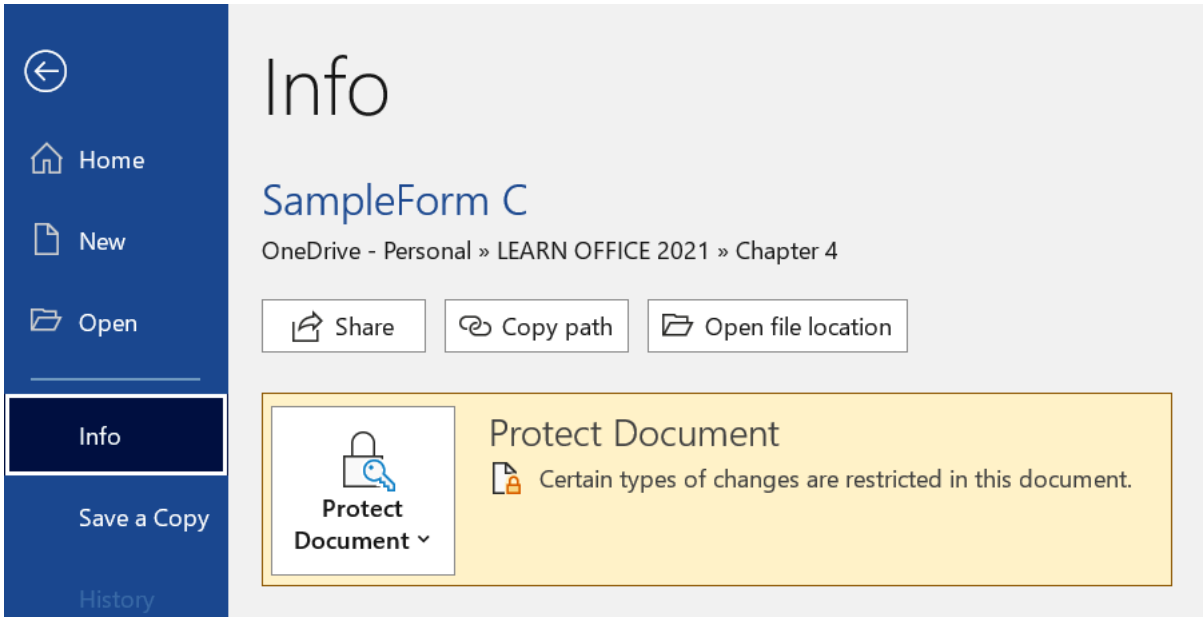
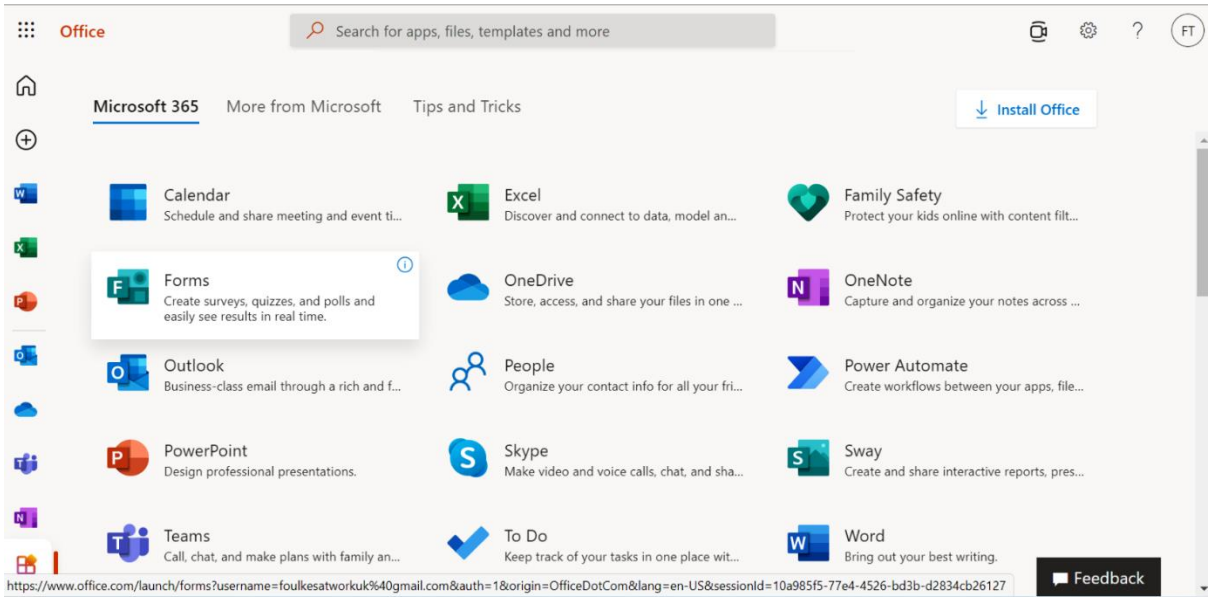
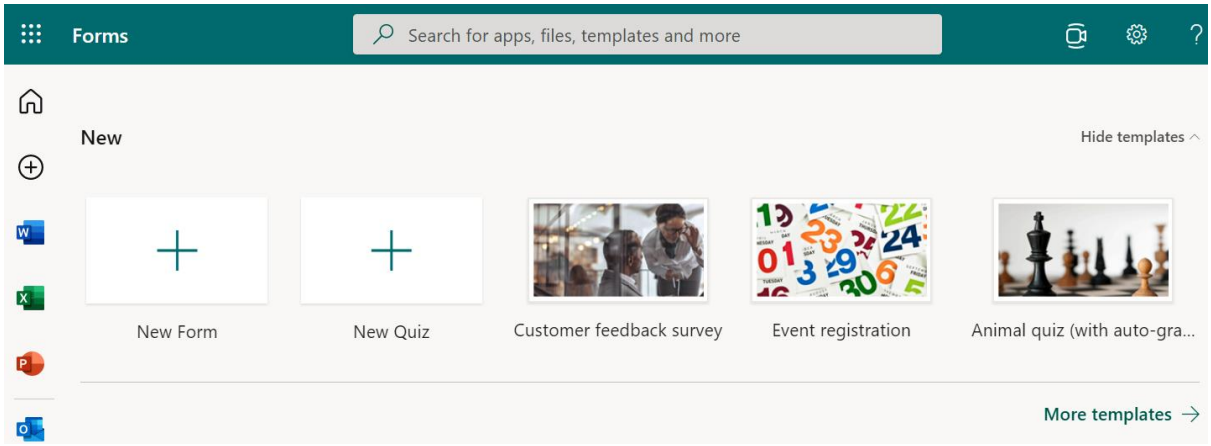
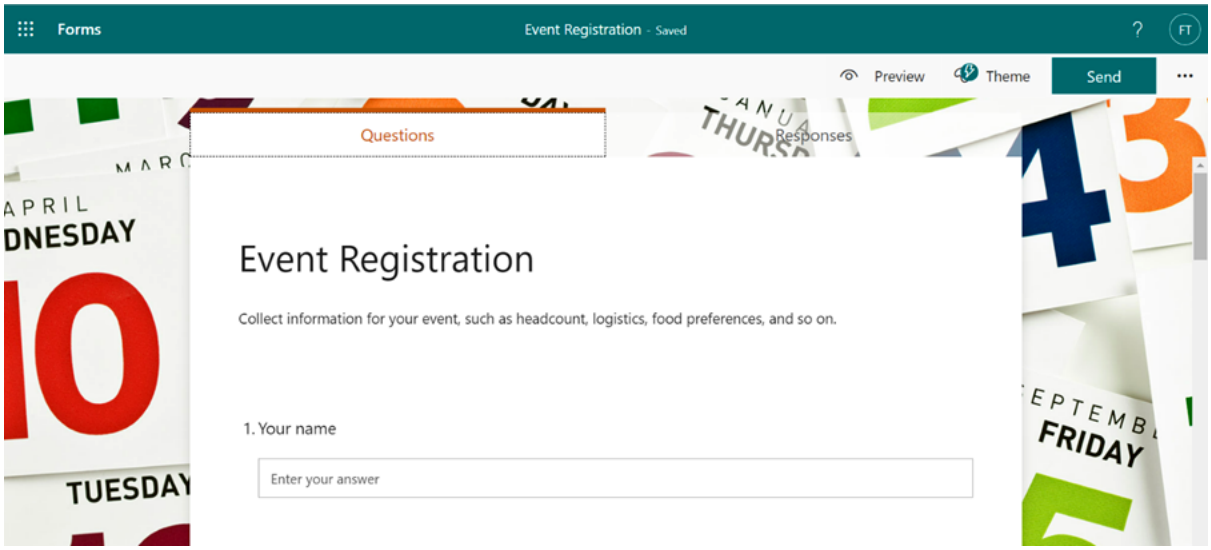
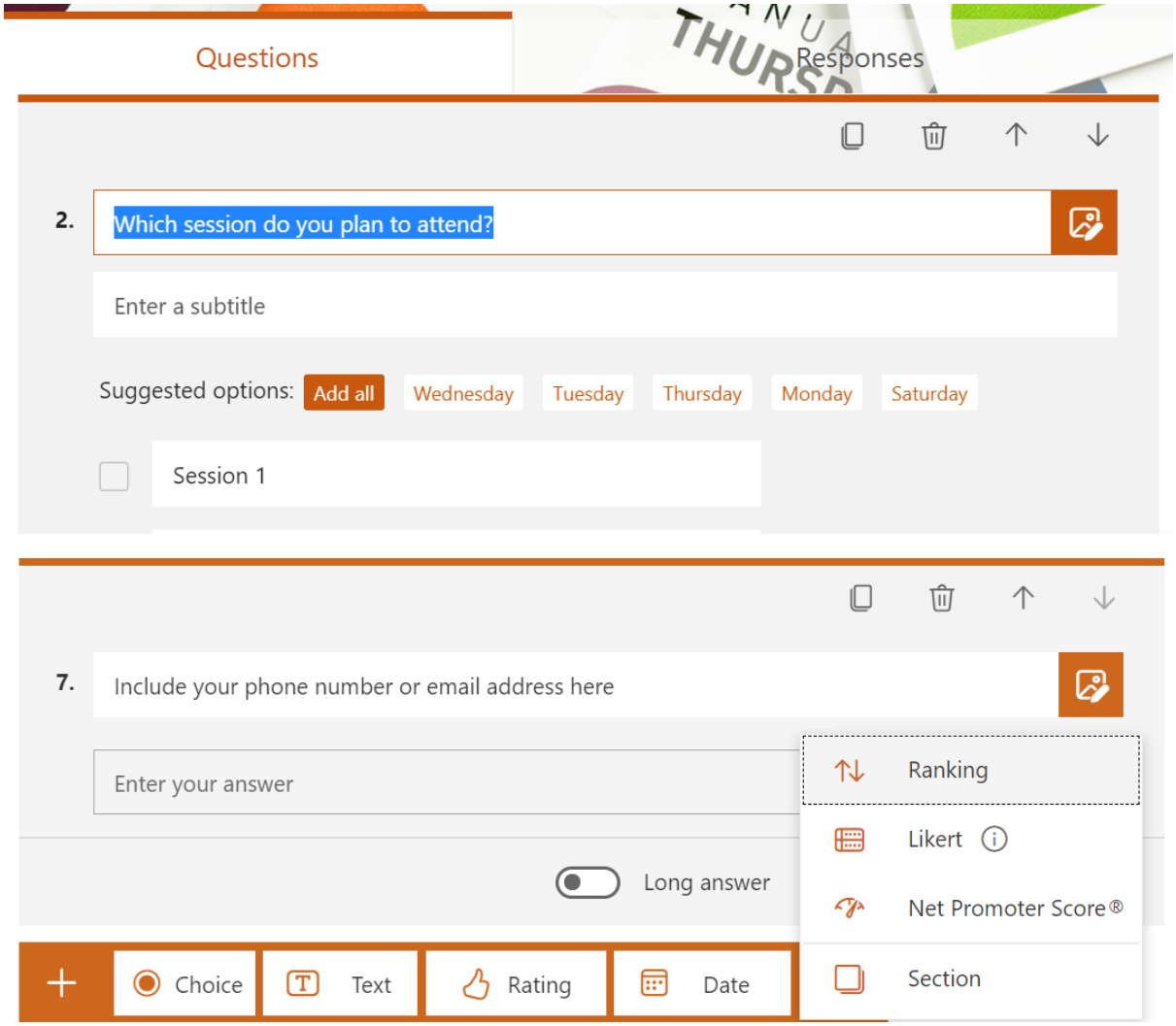
No changes (Read only)
3.
Are you ready to apply these settings? (You can
them off later)
Yes, Start Enforcing Protection

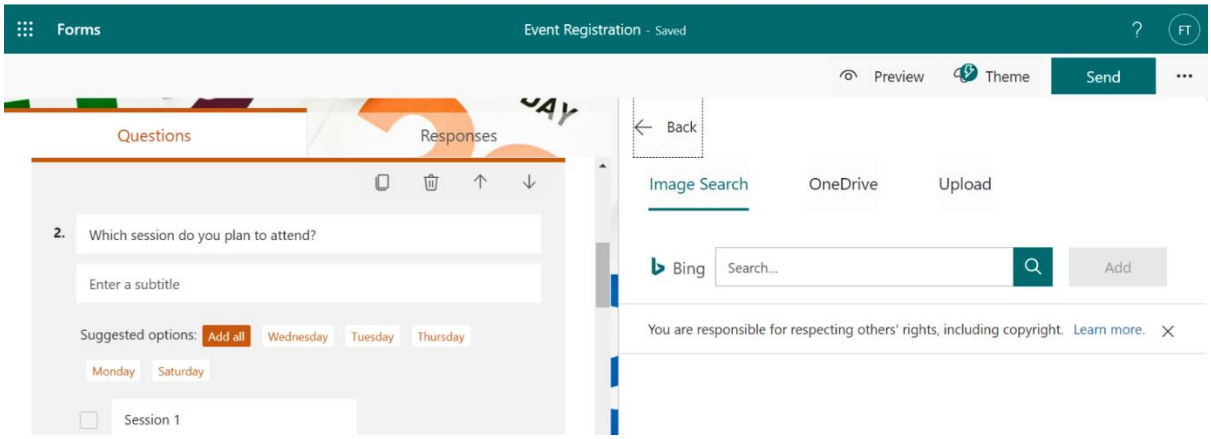

Home
New
Open
Info
Save a Copy
History
Info
SampleForm C
OneDrive - Personal » LEARN OFFICE 2021 » Chapter 4
Share
Copy path
Open file location
Protect Document
Protect Document
Certain types of changes are restricted in this document.

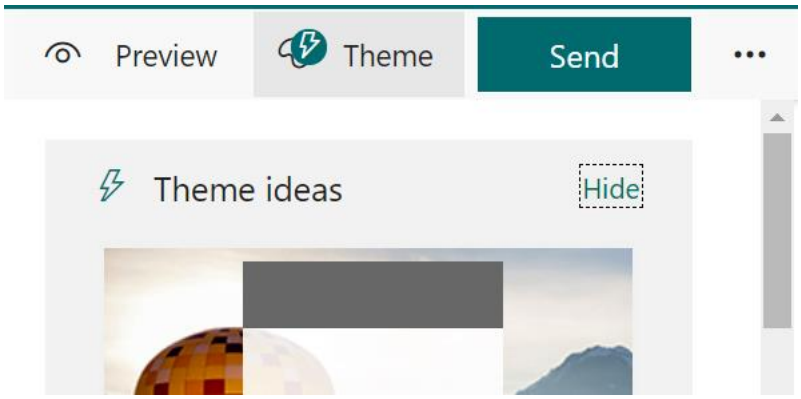

Office
Search for apps, files, templates and more
FT
Microsoft 365
More from Microsoft
Tips and Tricks
Install Office
Calendar
Schedule and share meeting and event ti...
Excel
Discover and connect to data, model an...
Family Safety
Protect your kids online with content filt...
Forms
Create surveys, quizzes, and polls and easily see results in real time.
OneDrive
Store, access, and share your files in one ...
OneNote
Capture and organize your notes across ...
Outlook
Business-class email through a rich and f...
People
Organize your contact info for all your fri...
Power Automate
Create workflows between your apps, file...
PowerPoint
Design professional presentations.
Skype
Make video and voice calls, chat, and sha...
Sway
Create and share interactive reports, pres...
Teams
Call, chat, and make plans with family an...
To Do
Keep track of your tasks in one place wit...
Word
Bring out your best writing.
Feedback
https://www.office.com/launch/forms?username=foulkesatworkuk%40gmail.com&auth=1&origin=OfficeDotCom&lang=en-US&sessionId=10a985f5-77e4-4526-bd3b-d2834cb26127

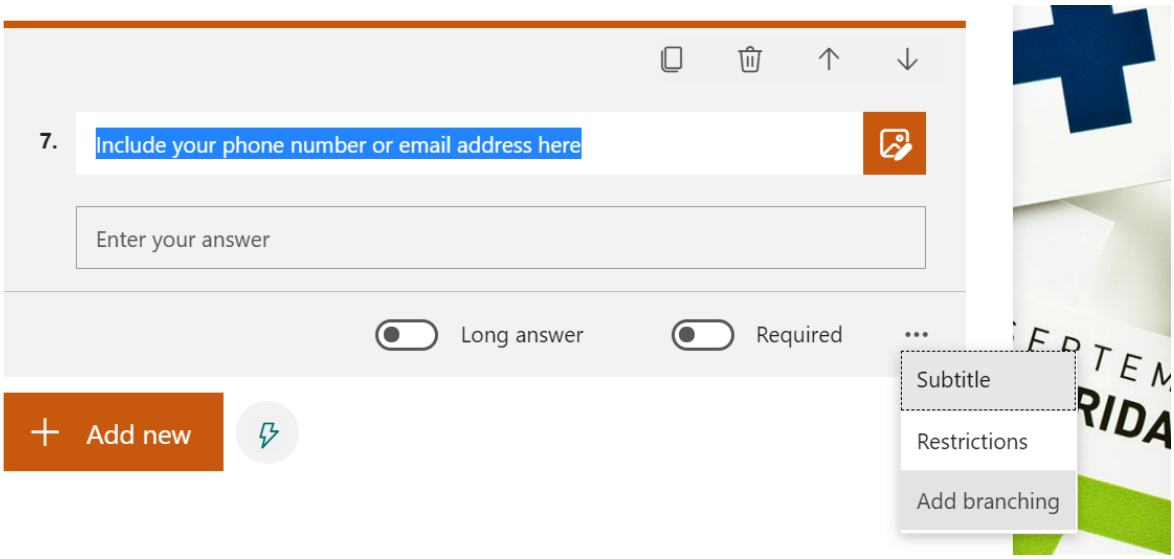

Forms
Search for apps, files, templates and more
New
Hide templates
New Form
New Quiz
Customer feedback survey
Event registration
Animal quiz (with auto-gra...
More templates

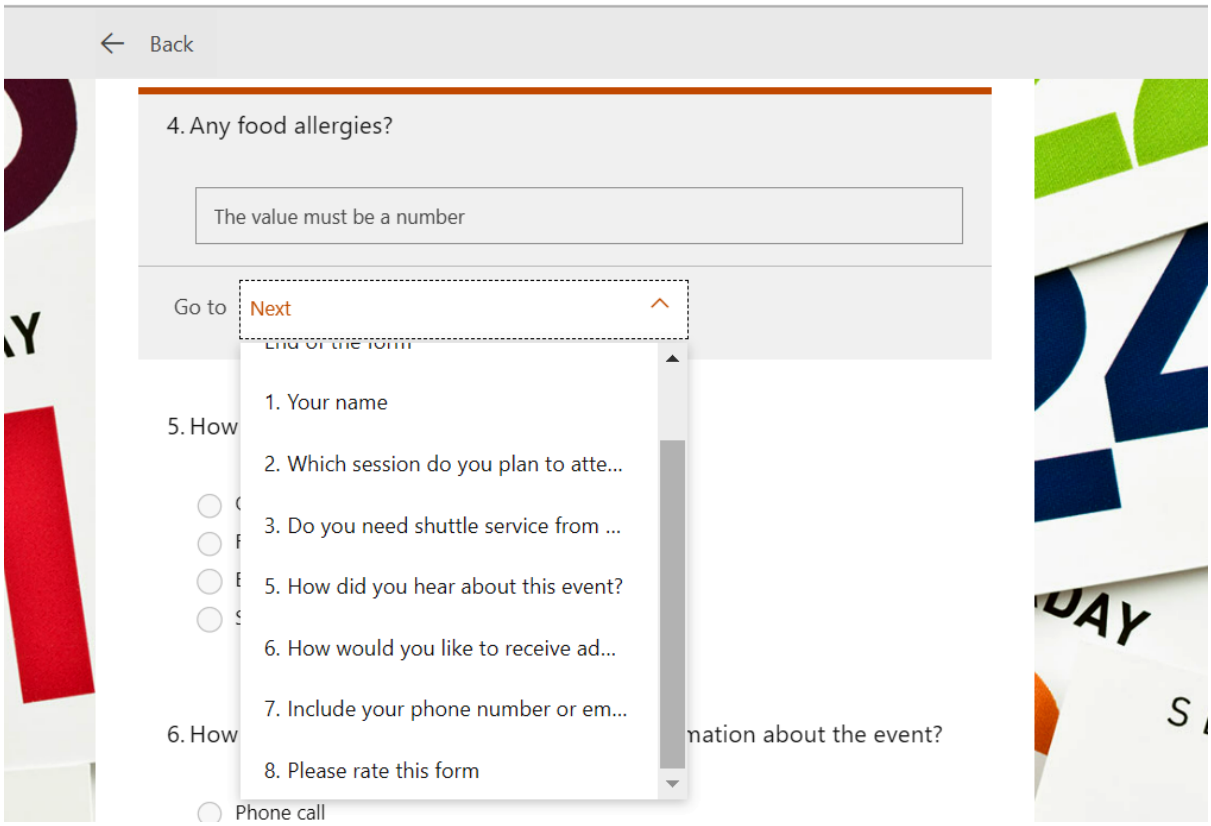

Forms
Event Registration - Saved
Preview
Theme
Send
Questions
Responses
Event Registration
Collect information for your event, such as headcount, logistics, food preferences, and so on.
1. Your name
Enter your answer

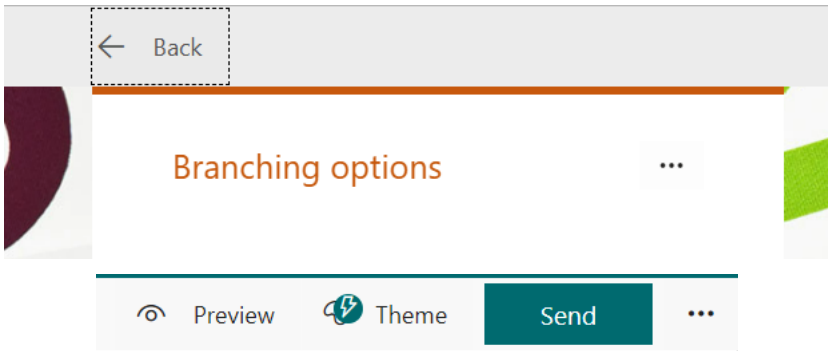

Questions
Responses
2.
Which session do you plan to attend?
Enter a subtitle
Suggested options:
Add all
Wednesday
Tuesday
Thursday
Monday
Saturday
Session 1
7.
Include your phone number or email address here
Enter your answer
Long answer
Ranking
Likert
Net Promoter Score®
Section
Choice
Text
Rating
Date

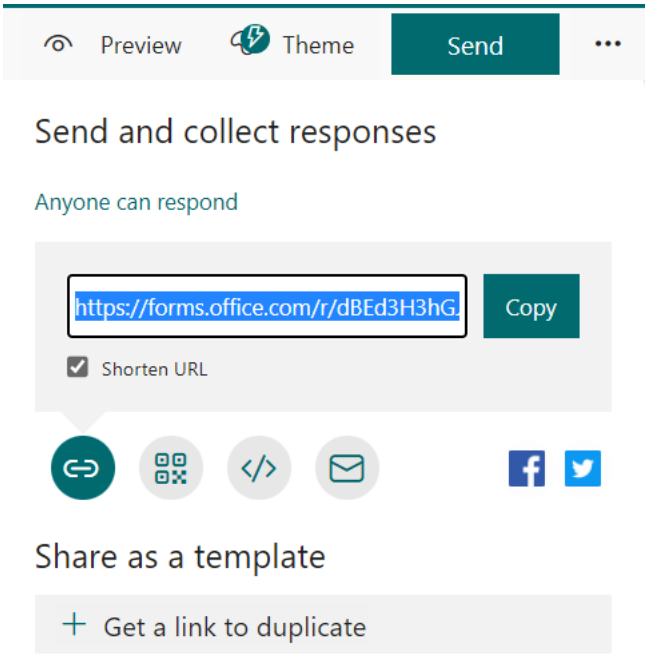

Forms
Event Registration - Saved
Preview
Theme
Send
Questions
Responses
2.
Which session do you plan to attend?
Enter a subtitle
Suggested options:
Add all
Wednesday
Tuesday
Thursday
Monday
Saturday
Session 1
Back
Image Search
OneDrive
Upload
Bing
Search...
Add
You are responsible for respecting others' rights, including copyright.
Learn more.


Preview
Theme
Send
Theme ideas
Hide


7.
Include your phone number or email address here
Enter your answer
Long answer
Required
Subtitle
Restrictions
Add branching
Add new


Back
4. Any food allergies?
The value must be a number
Go to
Next
1. Your name
2. Which session do you plan to atte...
3. Do you need shuttle service from ...
5. How did you hear about this event?
6. How would you like to receive ad...
7. Include your phone number or em...
8. Please rate this form
5. How
6. How
mation about the event?
Phone call


Back
Branching options


Preview
Theme
Send
Send and collect responses
Anyone can respond
https://forms.office.com/r/dBEd3H3hG
Copy
Shorten URL
Share as a template
Get a link to duplicate

Questions

Responses 1

Event Registration

1	00:37	Active
Responses	Average time to complete	Status

View results

Open in Excel

1. Your name

More Details

1
Responses

Latest Responses
"Cody Day"

2. Which session do you plan to attend?

Mailings Review View Developer Help Share

Get Add-ins
My Add-ins
Add-ins

Wikipedia

Online Videos
Media

Link
Bookmark
Cross-reference
Links

Comment
Comments

Header
Footer
Page Number
Header & Footer

Equation

AutoText
Document Property
Field...
Building Blocks Organizer...
Save Selection to Quick Part Gallery...

Dear Recipient,

Write the body of your letter here. To update any of the information in this lett
and start typing!

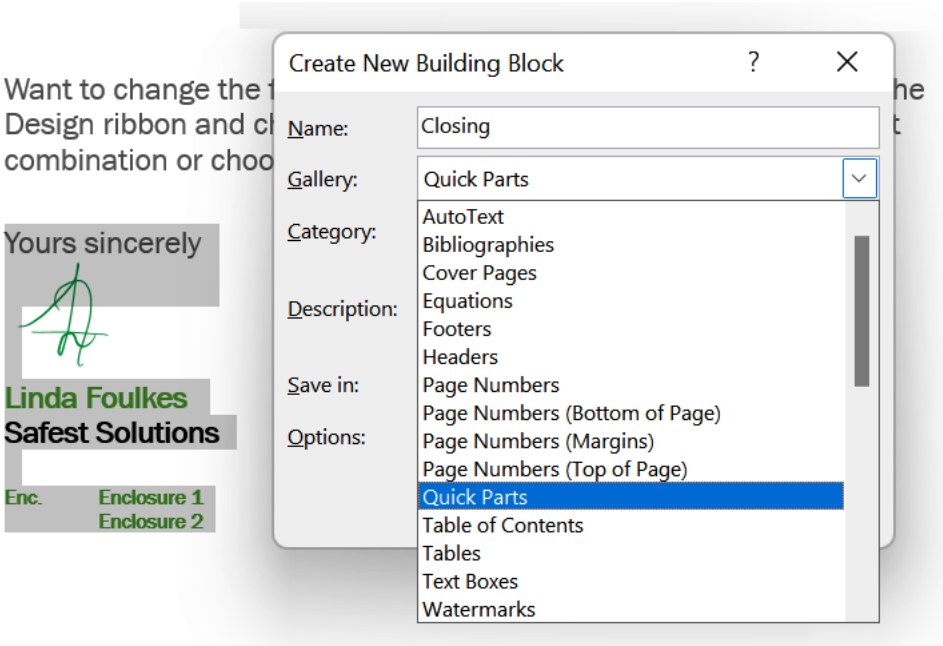
Want to customize your color palette? Just go to the Design ribbon, and select Colors from the list. If you choose a color palette that you like, the colors of the header images will update, as will the text colors. Make the document yours!

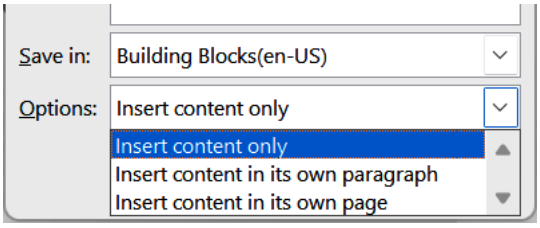
Want to change the fonts that are used? That is just as easy to update. Just go to the Design ribbon and choose Fronts from the menu options. You can use a built-in font combination or choose one of your own.

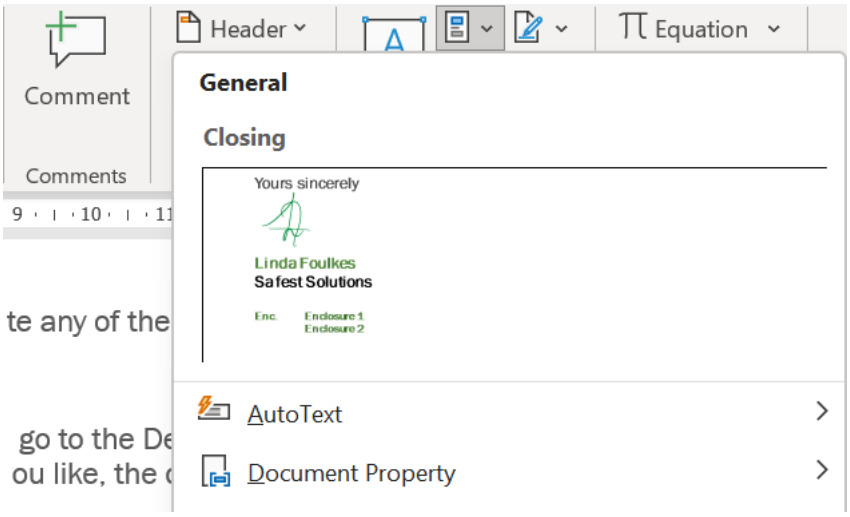
Yours sincerely

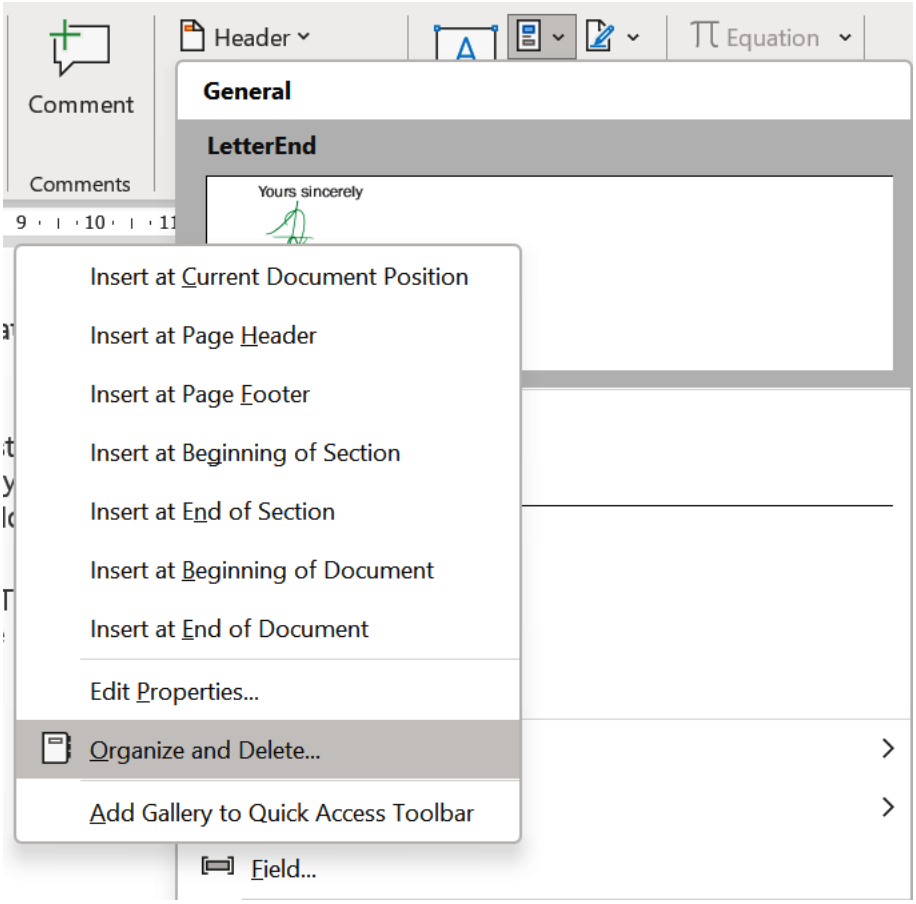
Linda Foulkes
Safest Solutions

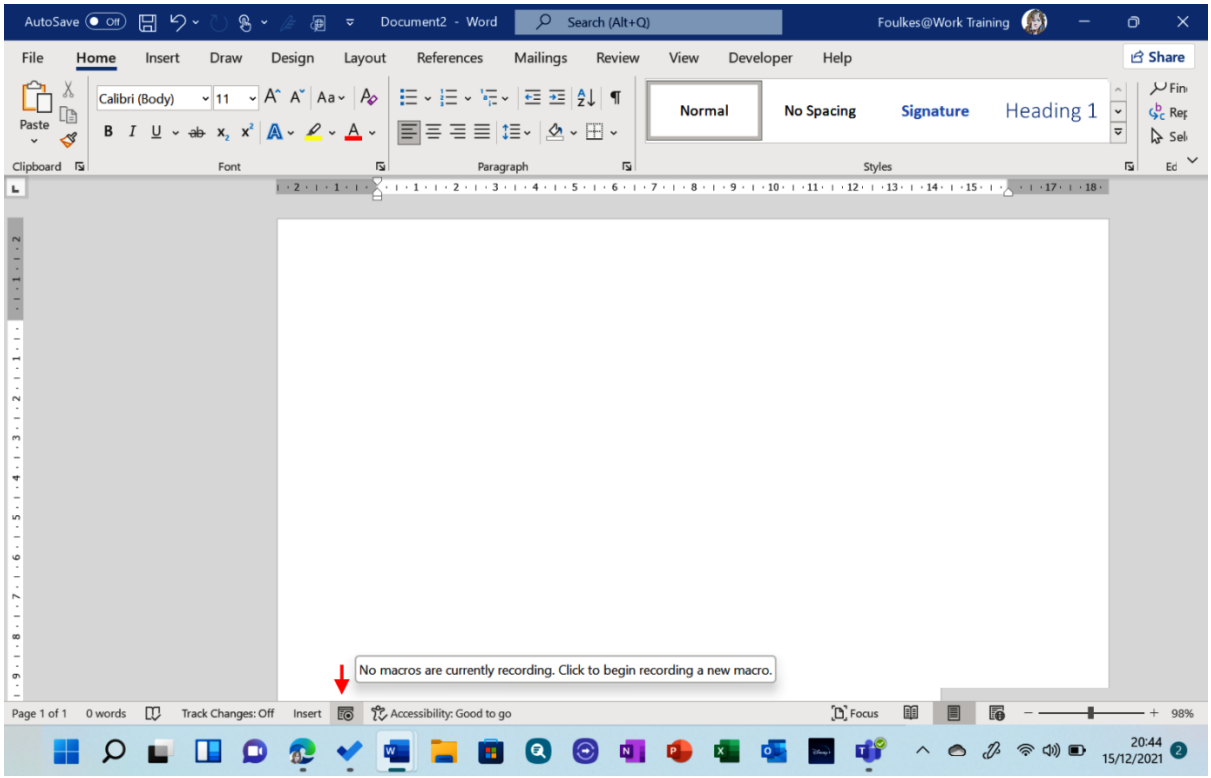
Enc. Enclosure 1
Enclosure 2

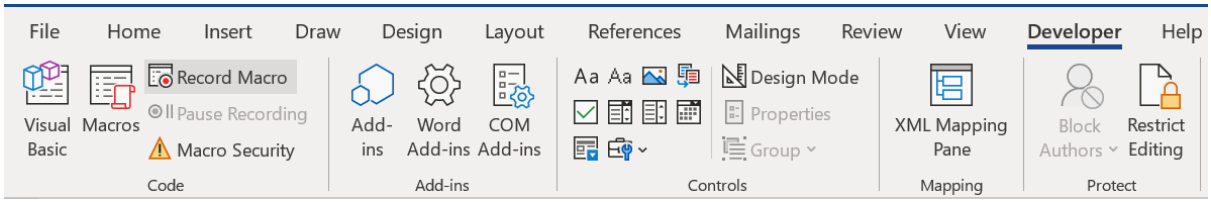

Want to change the
Design ribbon and c
combination or choo
Yours sincerely
Linda Foulkes
Safest Solutions
Enc.
Enclosure 1
Enclosure 2
Create New Building Block
Name:
Closing
Gallery:
Quick Parts
Category:
Description:
Save in:
Options:
AutoText
Bibliographies
Cover Pages
Equations
Footers
Headers
Page Numbers
Page Numbers (Bottom of Page)
Page Numbers (Margins)
Page Numbers (Top of Page)
Quick Parts
Table of Contents
Tables
Text Boxes
Watermarks

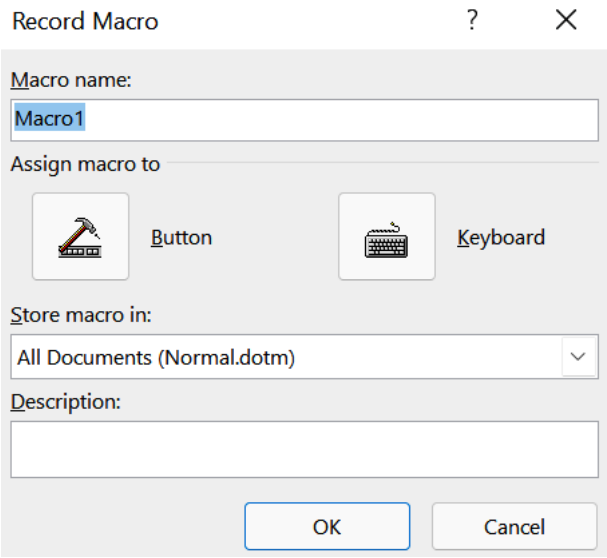

Save in:
Building Blocks(en-US)
Options:
Insert content only
Insert content only
Insert content in its own paragraph
Insert content in its own page

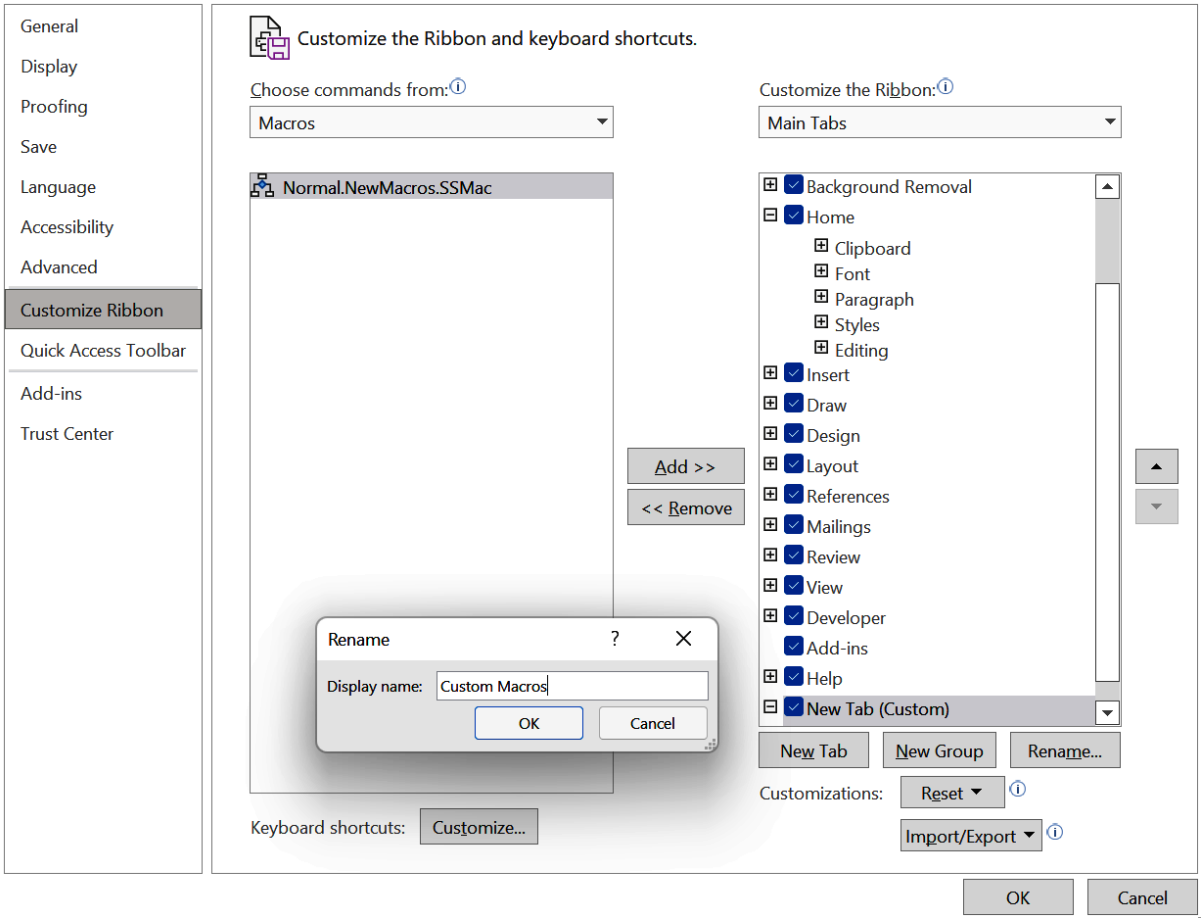

Comment
Comments
Header
Equation
General
Closing
Yours sincerely
Linda Foulkes
Safest Solutions
Enc.
Enclosure 1
Enclosure 2
AutoText
Document Property
te any of the
go to the De
ou like, the

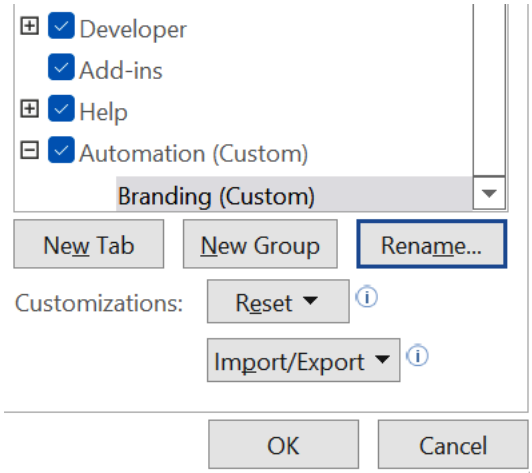

Comment
Comments
Header
Equation
General
LetterEnd
Yours sincerely
Insert at Current Document Position
Insert at Page Header
Insert at Page Footer
Insert at Beginning of Section
Insert at End of Section
Insert at Beginning of Document
Insert at End of Document
Edit Properties...
Organize and Delete...
Add Gallery to Quick Access Toolbar
Field...

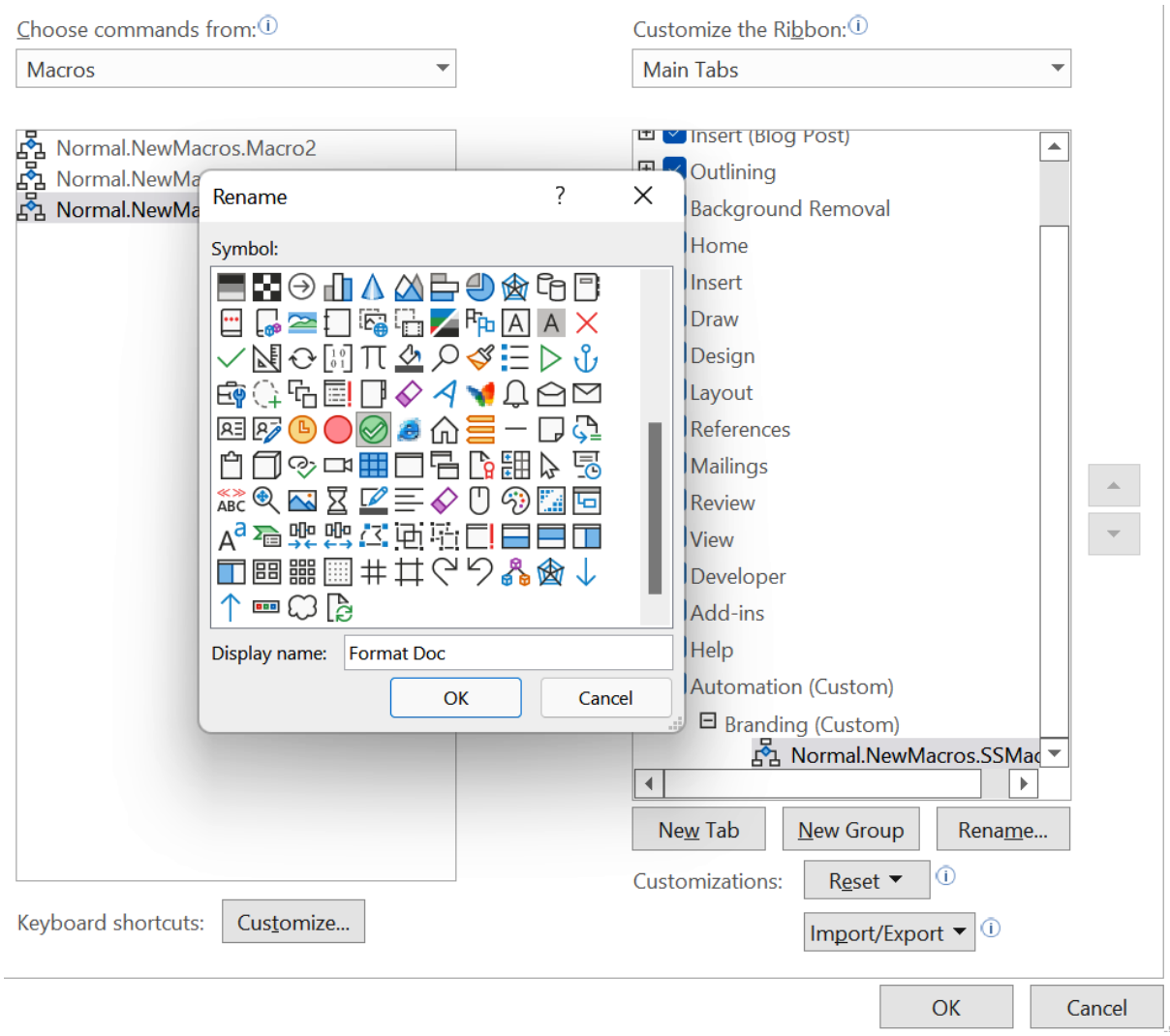

AutoSave
Document2 - Word
Search (Alt+Q)
Foulkes@Work Training
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Share
Paste
Calibri (Body)
11
Normal
No Spacing
Signature
Heading 1
Clipboard
Font
Paragraph
Styles
No macros are currently recording. Click to begin recording a new macro.
Page 1 of 1
0 words
Track Changes: Off
Insert
Accessibility: Good to go
Focus
98%
20:44
15/12/2021

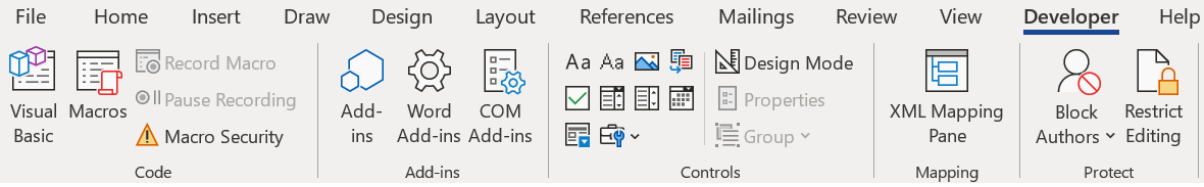

File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Visual Basic
Macros
Record Macro
Pause Recording
Macro Security
Code
Add-ins
Word Add-ins
COM Add-ins
Add-ins
Design Mode
Properties
Group
Controls
XML Mapping Pane
Mapping
Block Authors
Restrict Editing
Protect

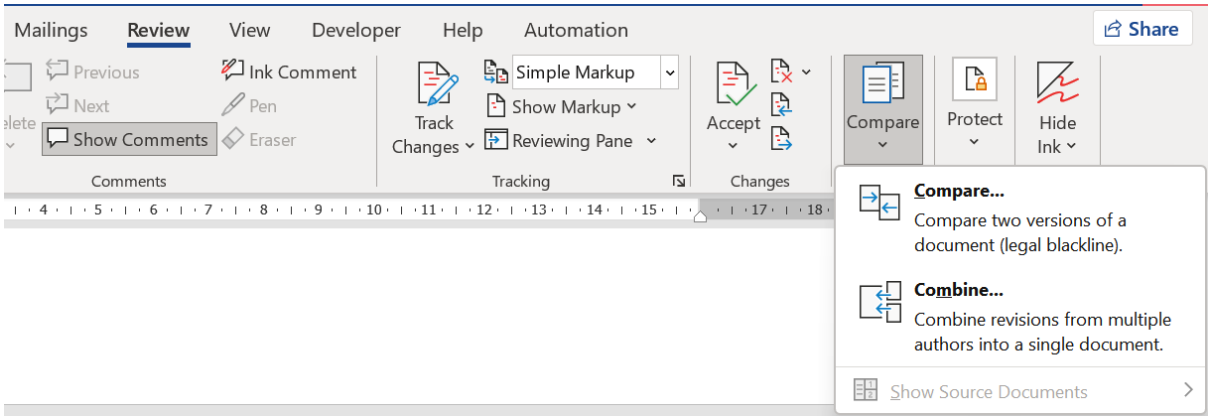

Record Macro
Macro name:
Macro1
Assign macro to
Button
Keyboard
Store macro in:
All Documents (Normal.dotm)
Description:
OK
Cancel

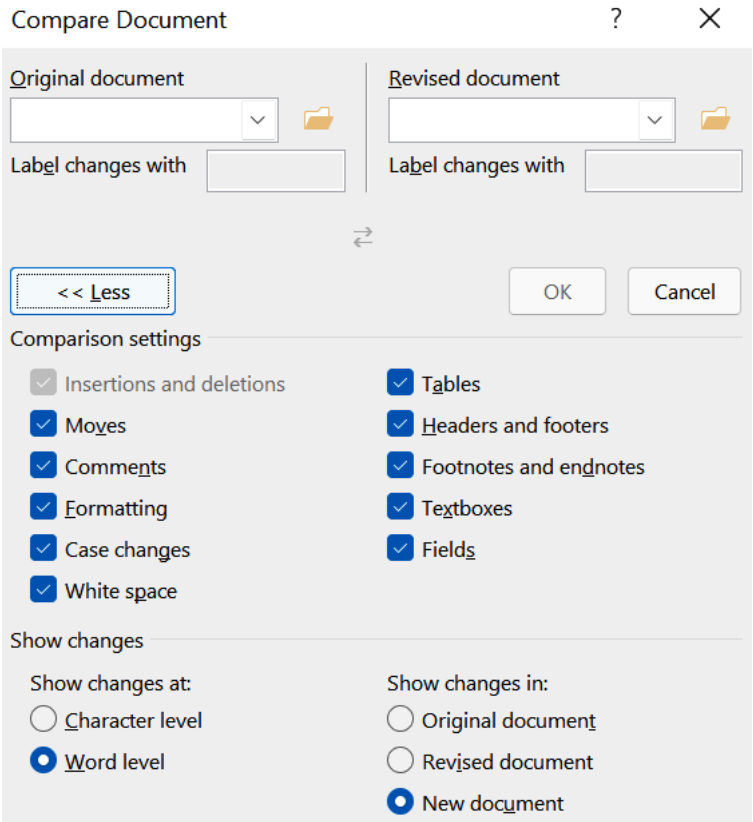

General
Display
Proofing
Save
Language
Accessibility
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Customize the Ribbon and keyboard shortcuts.
Choose commands from:
Macros
Customize the Ribbon:
Main Tabs
Normal.NewMacros.SSMac
Add >>
<< Remove
Background Removal
Home
Clipboard
Font
Paragraph
Styles
Editing
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Add-ins
Help
New Tab (Custom)
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
Rename
Display name:
Custom Macros
OK
Cancel
Keyboard shortcuts:
Customize...
OK
Cancel

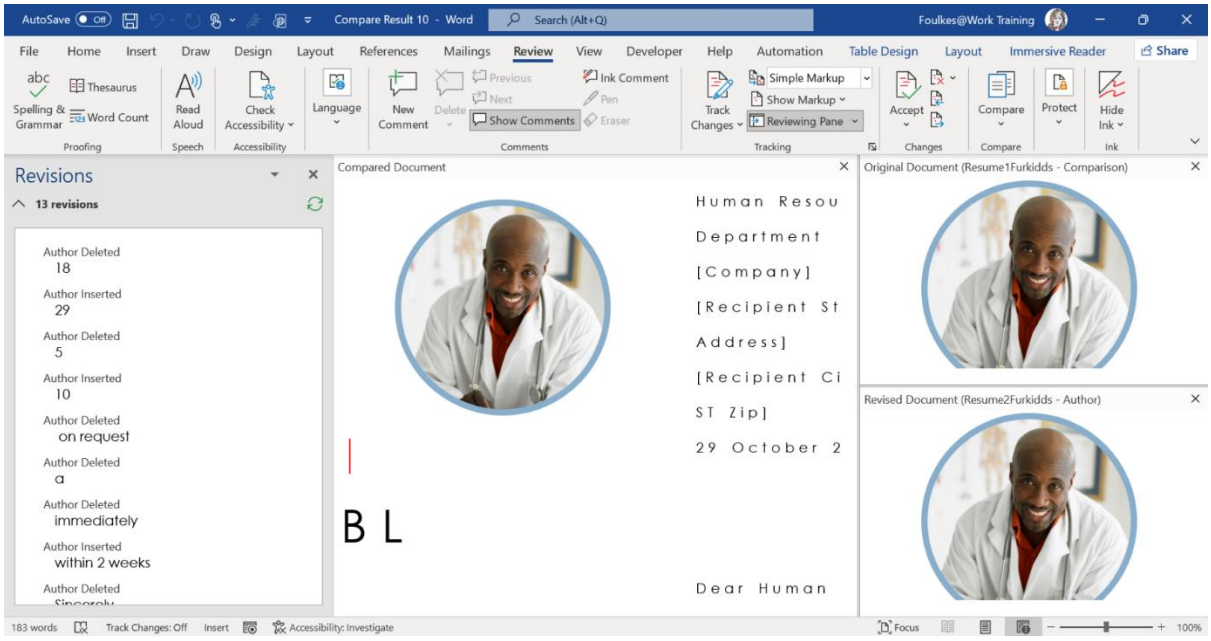

Developer
Add-ins
Help
Automation (Custom)
Branding (Custom)
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
OK
Cancel

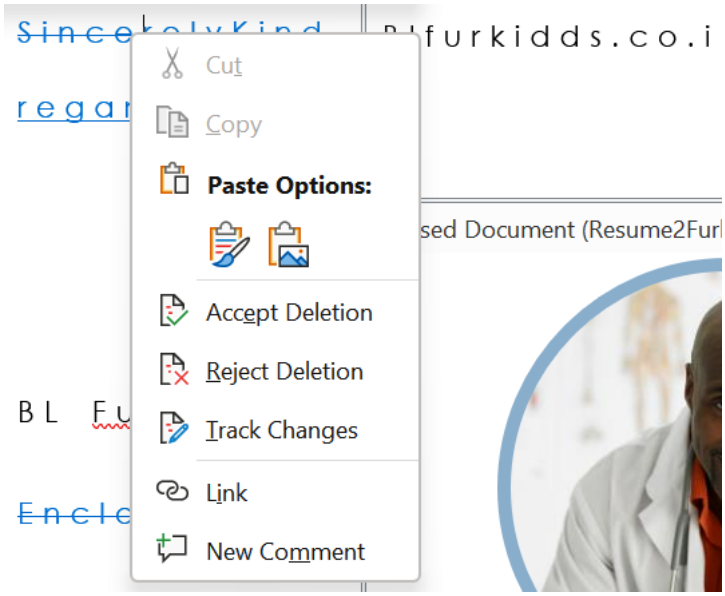

Choose commands from:
Macros
Customize the Ribbon:
Main Tabs
Normal.NewMacros.Macro2
Rename
Symbol:
Display name:
Format Doc
OK
Cancel
Insert (Blog Post)
Outlining
Background Removal
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Add-ins
Help
Automation (Custom)
Branding (Custom)
Normal.NewMacros.SSMac
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
Keyboard shortcuts:
Customize...
OK
Cancel

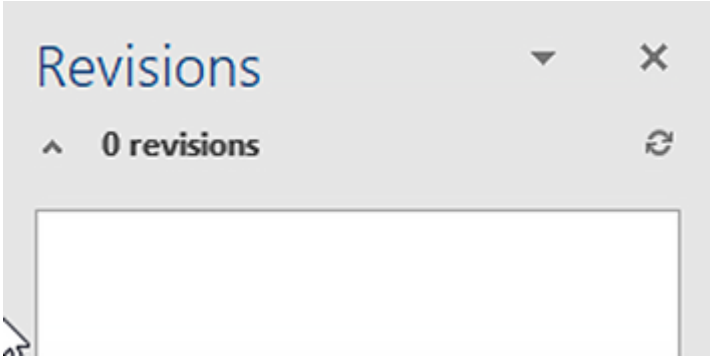

File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Visual Basic
Macros
Record Macro
Pause Recording
Macro Security
Code
Add-ins
Word Add-ins
COM Add-ins
Add-ins
Design Mode
Properties
Group
Controls
XML Mapping Pane
Mapping
Block Authors
Restrict Editing
Protect


Mailings
Review
View
Developer
Help
Automation
Share
Previous
Next
Show Comments
Ink Comment
Pen
Eraser
Comments
Track Changes
Simple Markup
Show Markup
Reviewing Pane
Tracking
Accept
Changes
Compare
Protect
Hide Ink
Compare...
Compare two versions of a document (legal blackline).
Combine...
Combine revisions from multiple authors into a single document.
Show Source Documents

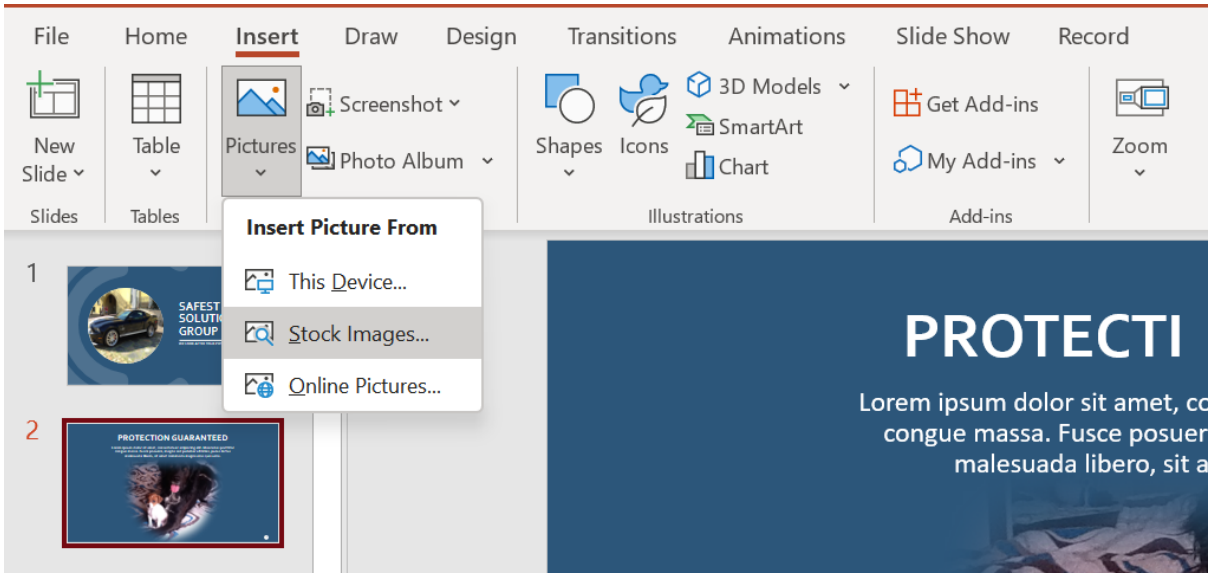

Compare Document
Original document
Revised document
Label changes with
Label changes with
<< Less
OK
Cancel
Comparison settings
Insertions and deletions
Moves
Comments
Formatting
Case changes
White space
Tables
Headers and footers
Footnotes and endnotes
Textboxes
Fields
Show changes
Show changes at:
Character level
Word level
Show changes in:
Original document
Revised document
New document

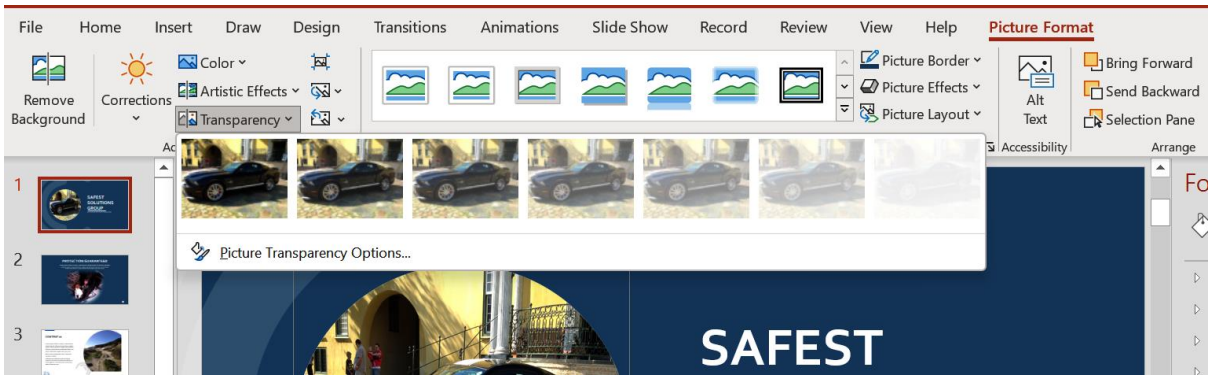

Compare Result 10 - Word
Revisions
13 revisions
Author Deleted
18
Author Inserted
29
Author Deleted
5
Author Inserted
10
Author Deleted
on request
Author Deleted
a
Author Deleted
immediately
Author Inserted
within 2 weeks
Author Deleted
Compared Document
Human Resou
Department
[Company]
[Recipient St
Address]
[Recipient Ci
ST Zip]
29 October 2
B L
Dear Human
Original Document (Resume1Furkidds - Comparison)
Revised Document (Resume2Furkidds - Author)

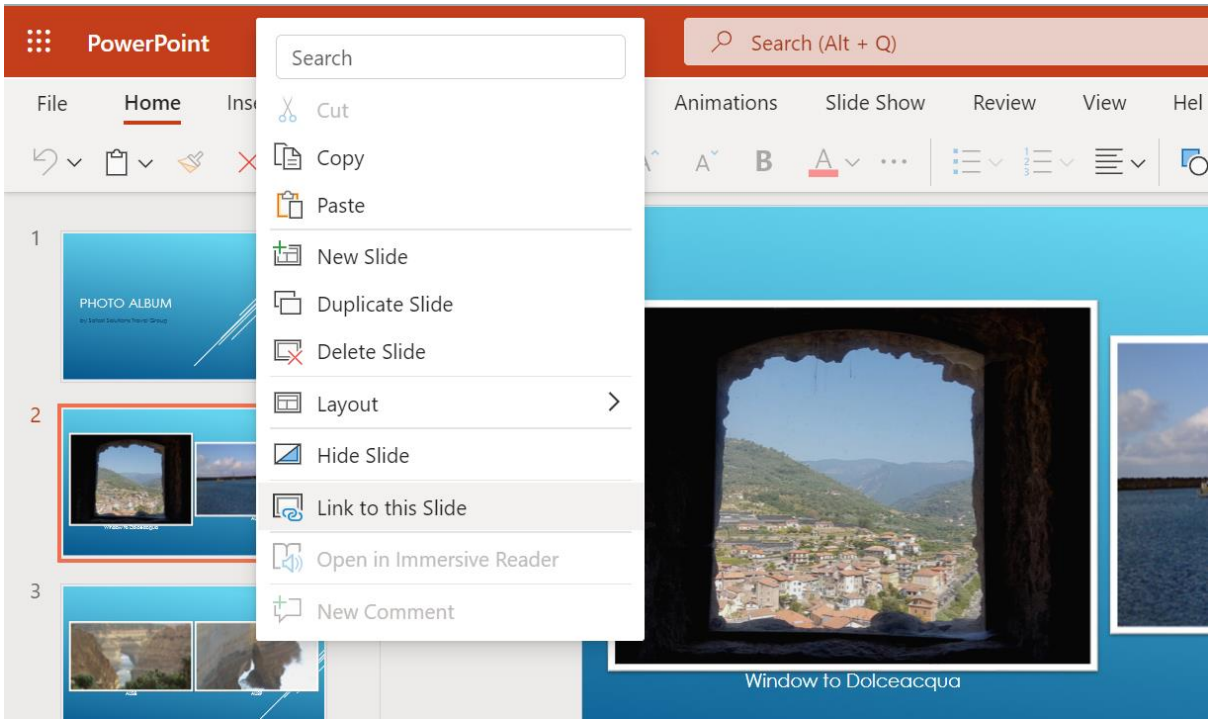

furkidds.co.i
Cut
Copy
Paste Options:
Accept Deletion
Reject Deletion
Track Changes
Link
New Comment
sed Document (Resume2Furl
B L

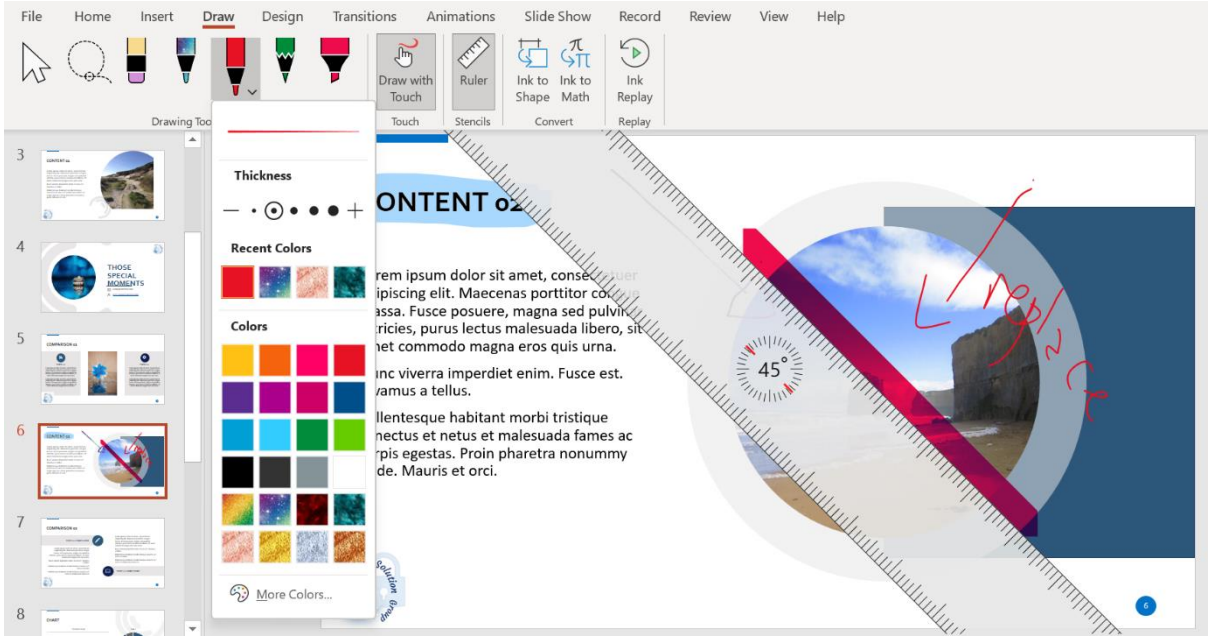

Revisions
0 revisions

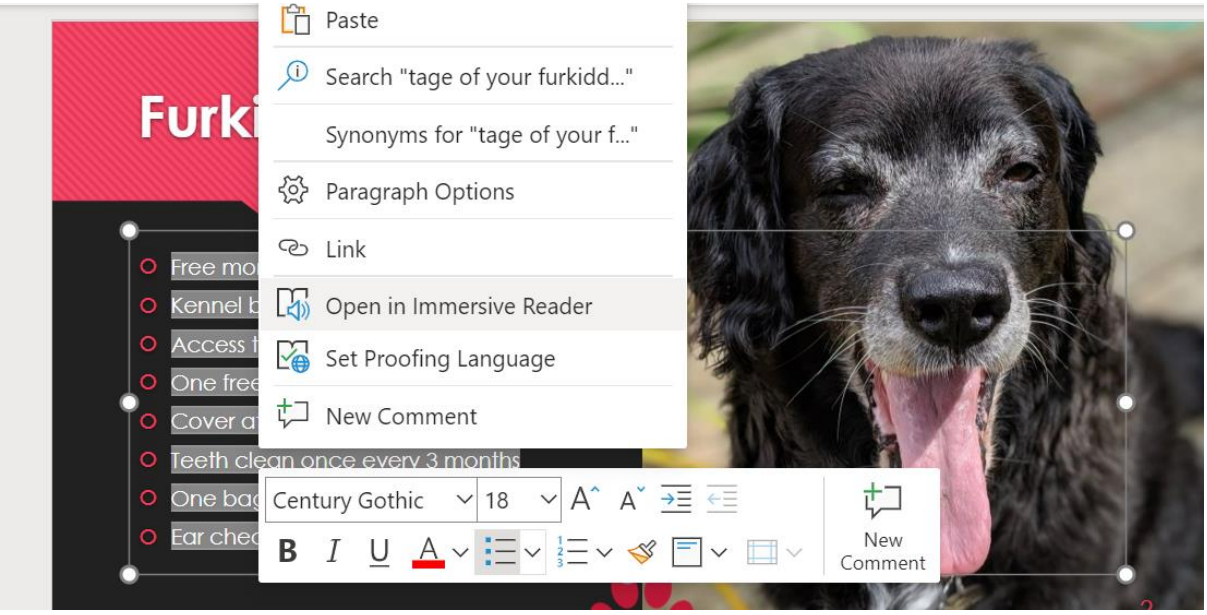
Chapter 5: The PowerPoint Interface and Presentation Options

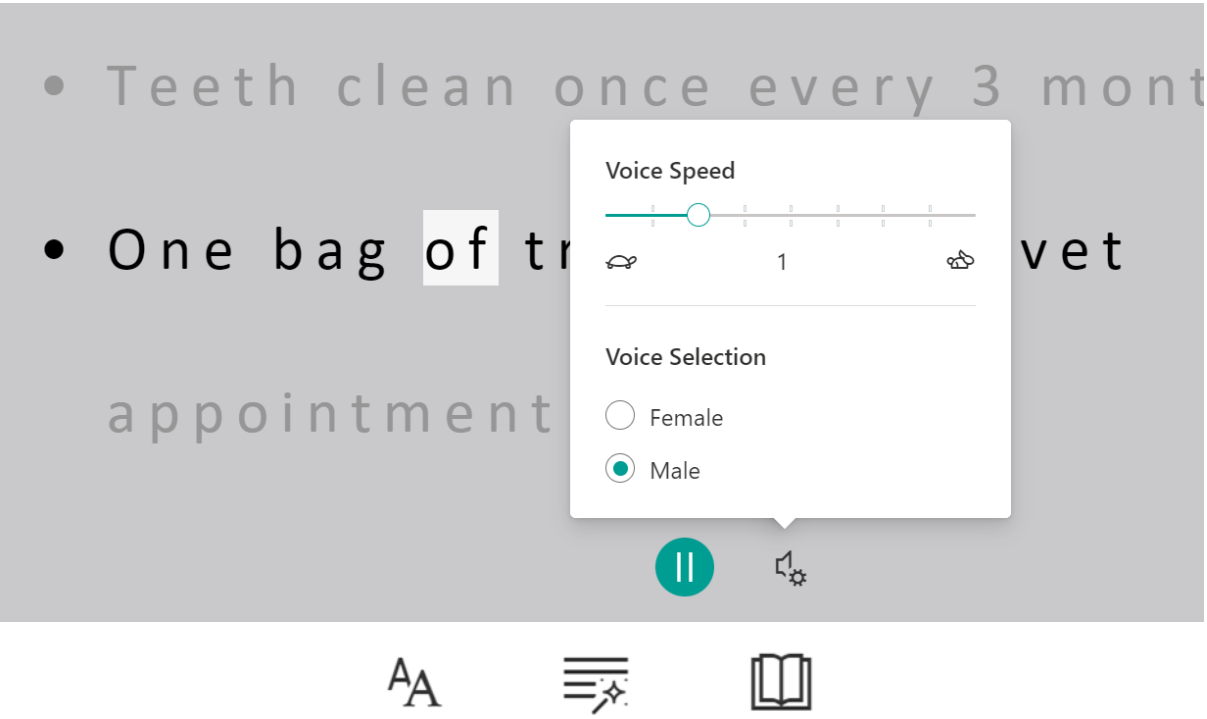





PowerPoint
Search (Alt + Q)
File
Home
Animations
Slide Show
Review
View
Search
Cut
Copy
Paste
New Slide
Duplicate Slide
Delete Slide
Layout
Hide Slide
Link to this Slide
Open in Immersive Reader
New Comment
PHOTO ALBUM
Window to Dolceacqua


File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Draw with Touch
Ruler
Ink to Shape
Ink to Math
Ink Replay
Touch
Stencils
Convert
Replay
Thickness
Recent Colors
Colors
More Colors...
45°


Paste
Search "tage of your furkidd..."
Synonyms for "tage of your f..."
Paragraph Options
Link
Open in Immersive Reader
Set Proofing Language
New Comment
Teeth clean once every 3 months
Century Gothic
18
New Comment


Teeth clean once every 3 mont
One bag of tr
vet
appointment
Voice Speed
1
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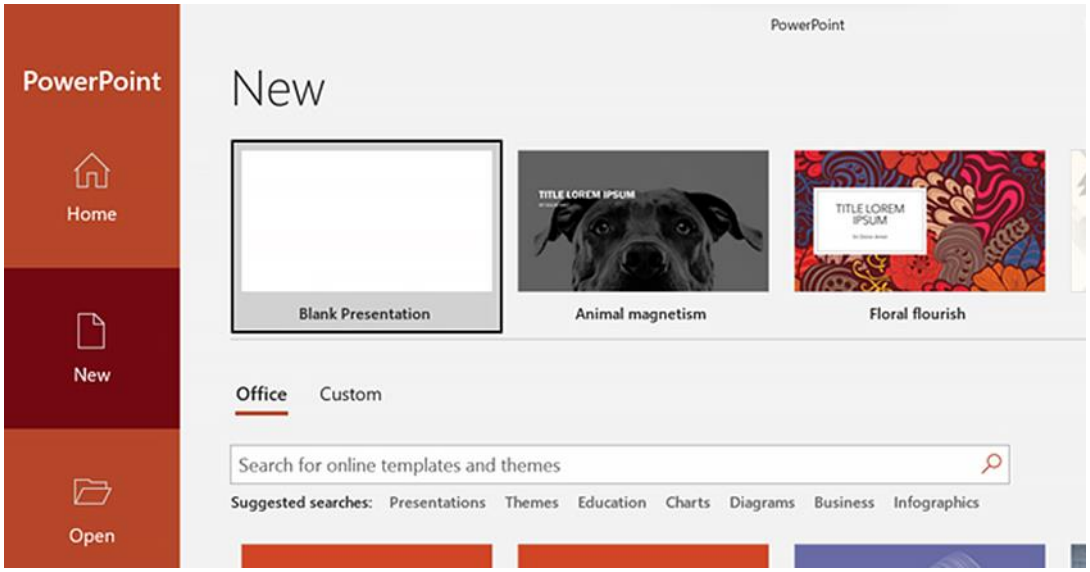
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Blank Presentation
Animal magnetism
Floral flourish
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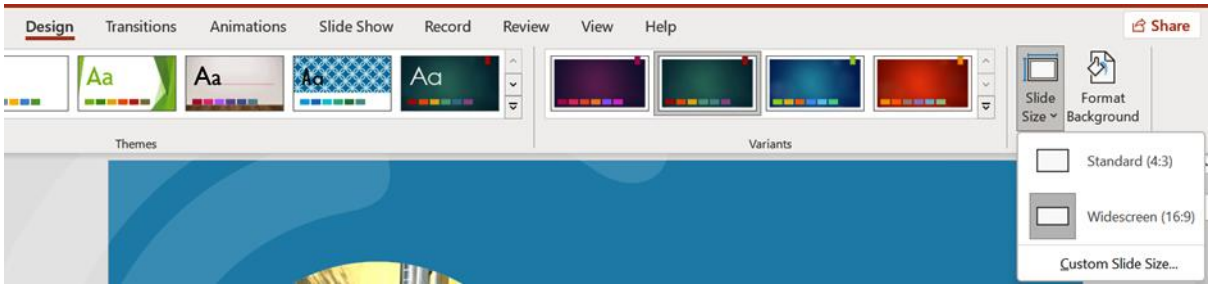
Search for online templates and themes
Suggested searches: Presentations Themes Education Charts Diagrams Business Infographics


Design
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Slide Size
Format Background
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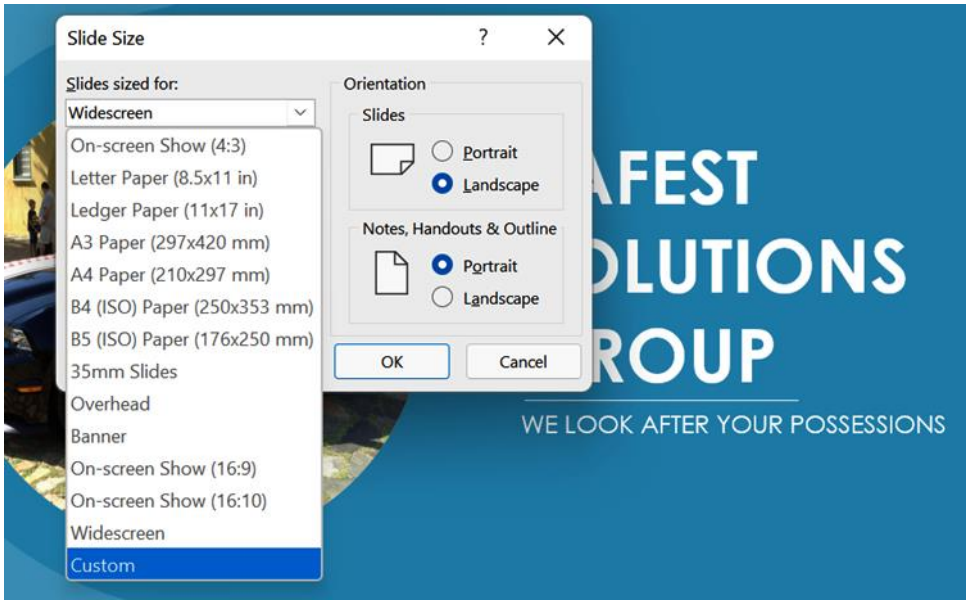
Widescreen (16:9)
Custom Slide Size...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A4 Paper (210x297 mm)
B4 (ISO) Paper (250x353 mm)
B5 (ISO) Paper (176x250 mm)
35mm Slides
Overhead
Banner
On-screen Show (16:9)
On-screen Show (16:10)
Widescreen
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AFEST
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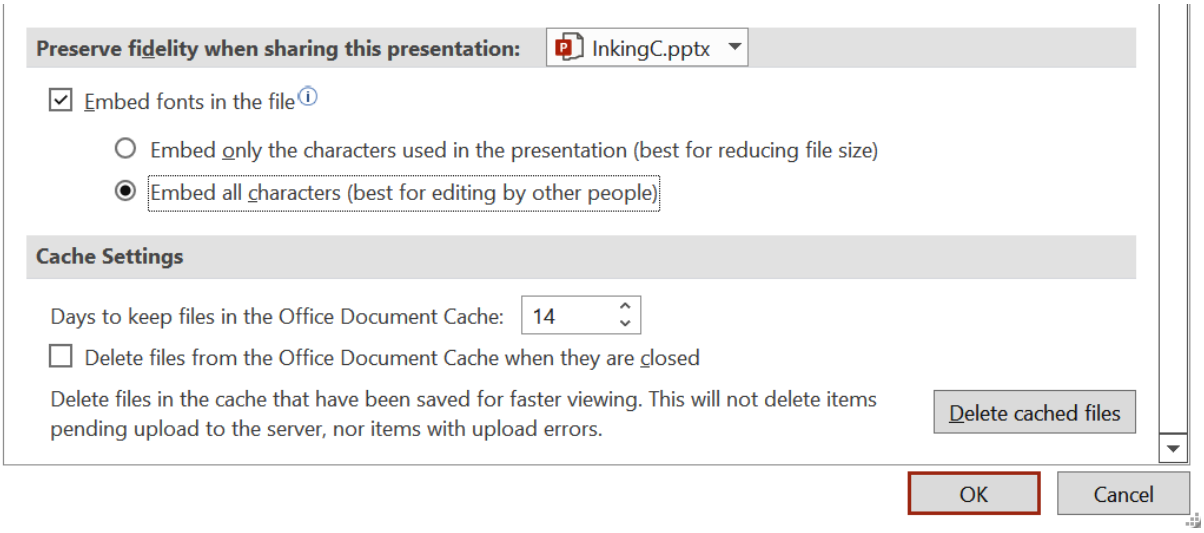
ROUP
WE LOOK AFTER YOUR POSSESSIONS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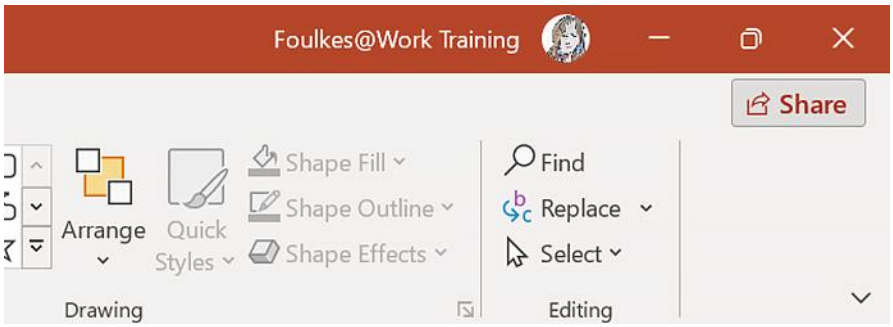
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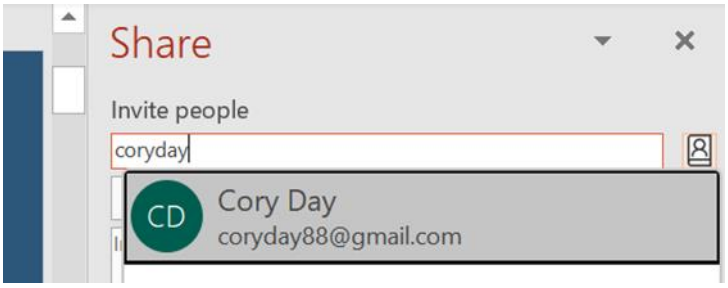
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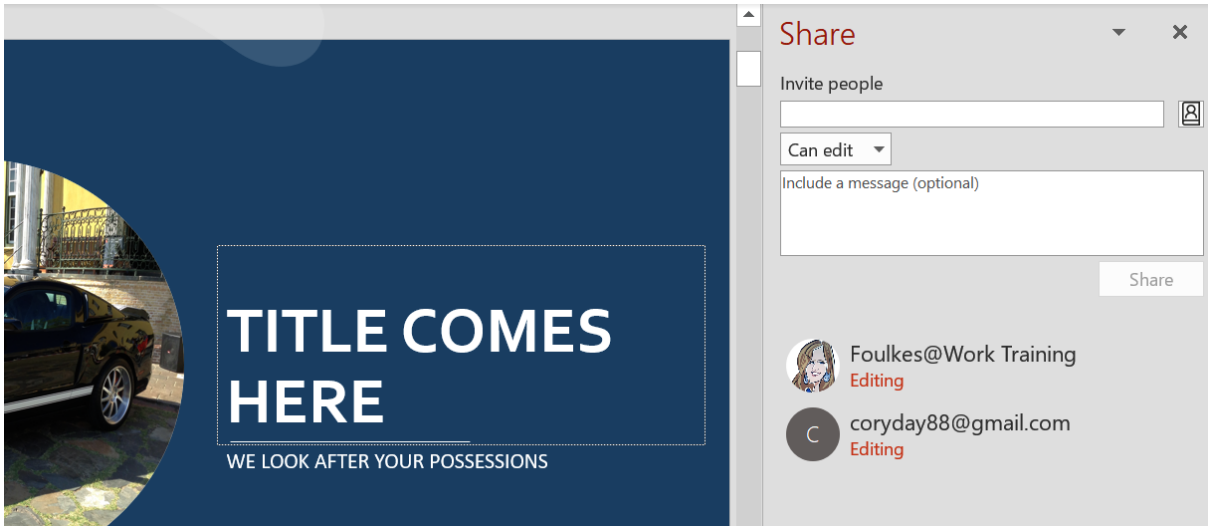
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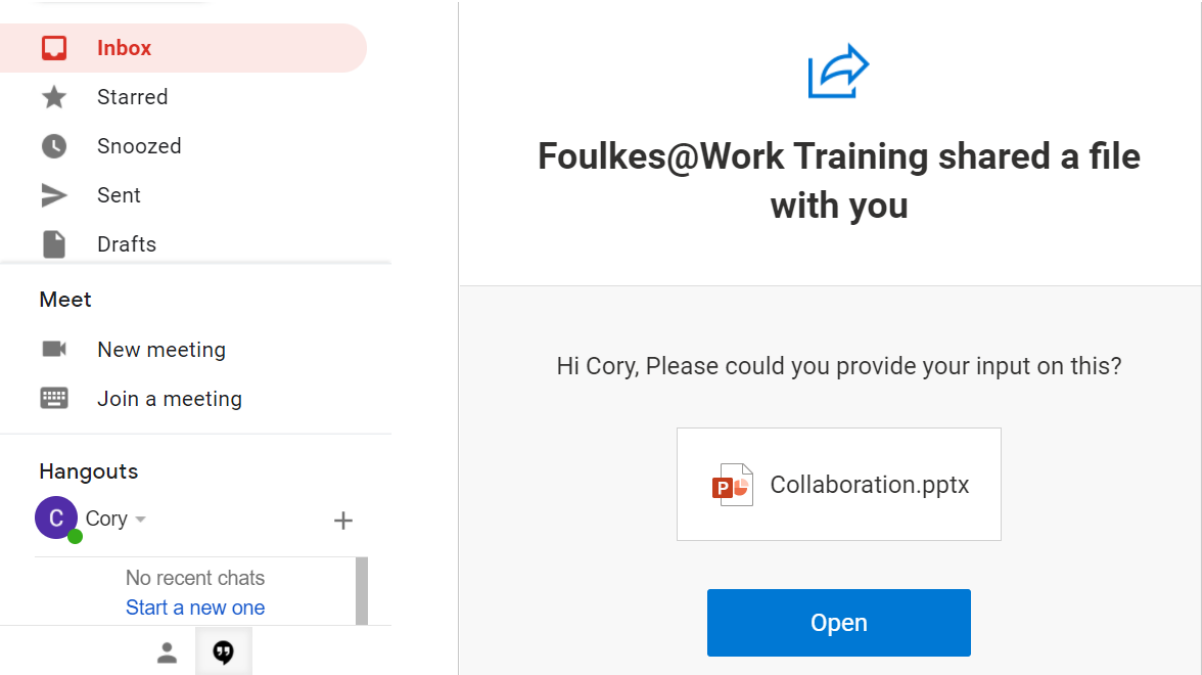
Inbox
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Drafts
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New meeting
Join a meeting
Hangouts
Cory
No recent chats
Start a new one
Foulkes@Work Training shared a file with you
Hi Cory, Please could you provide your input on this?
Collaboration.pptx
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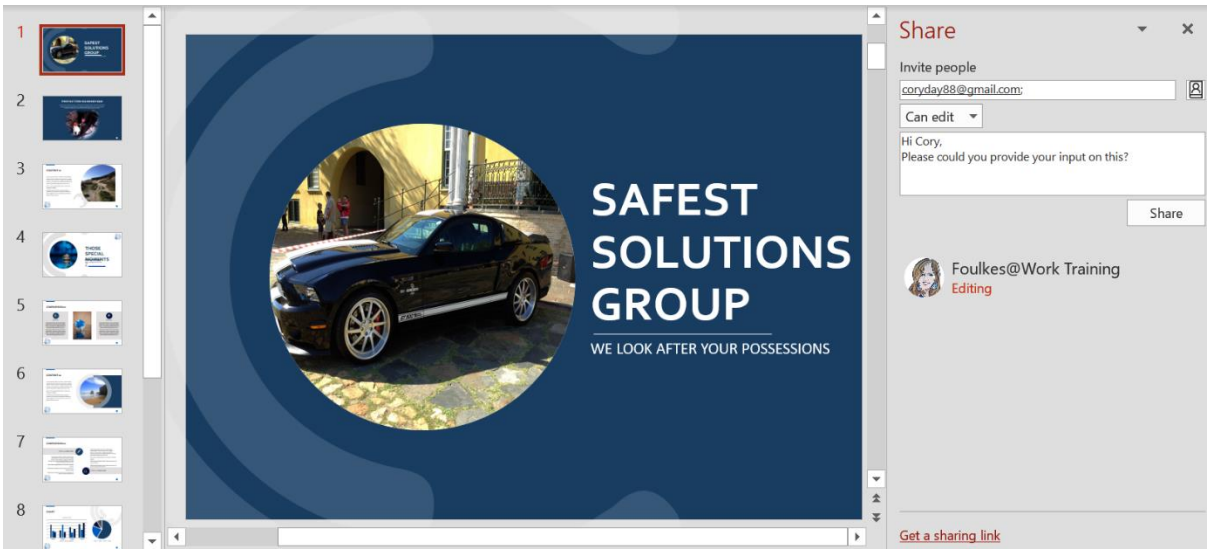
SAFEST SOLUTIONS GROUP
WE LOOK AFTER YOUR POSSESSIONS
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Hi Cory,
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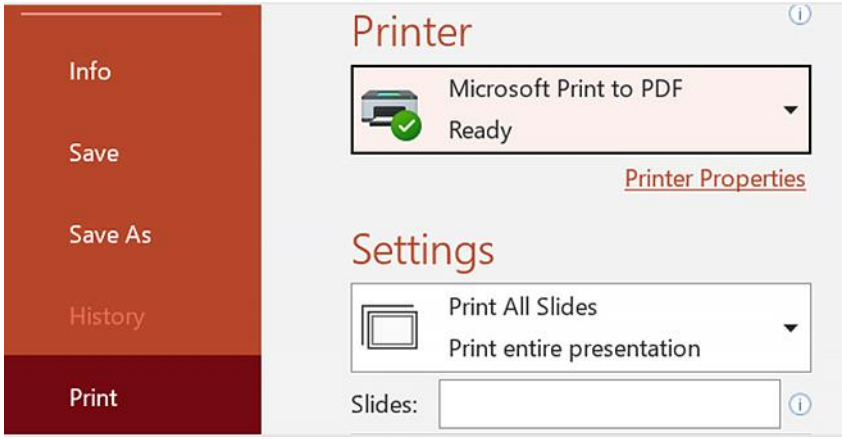
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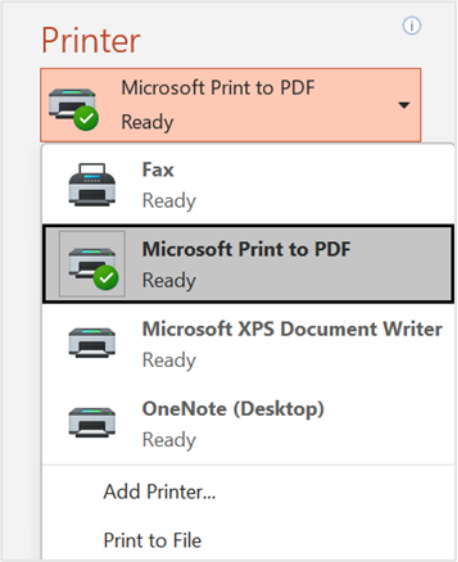
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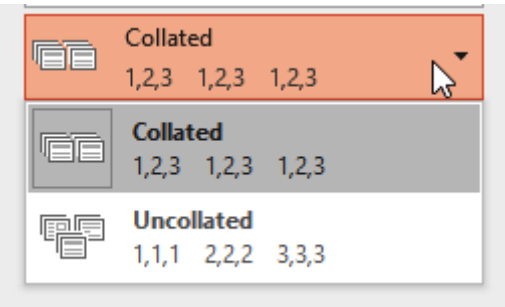
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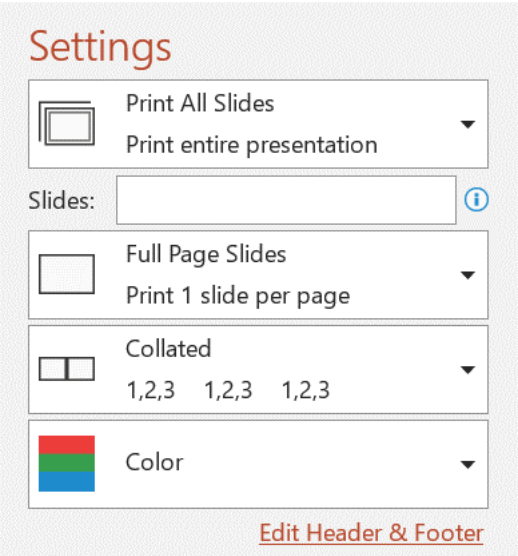
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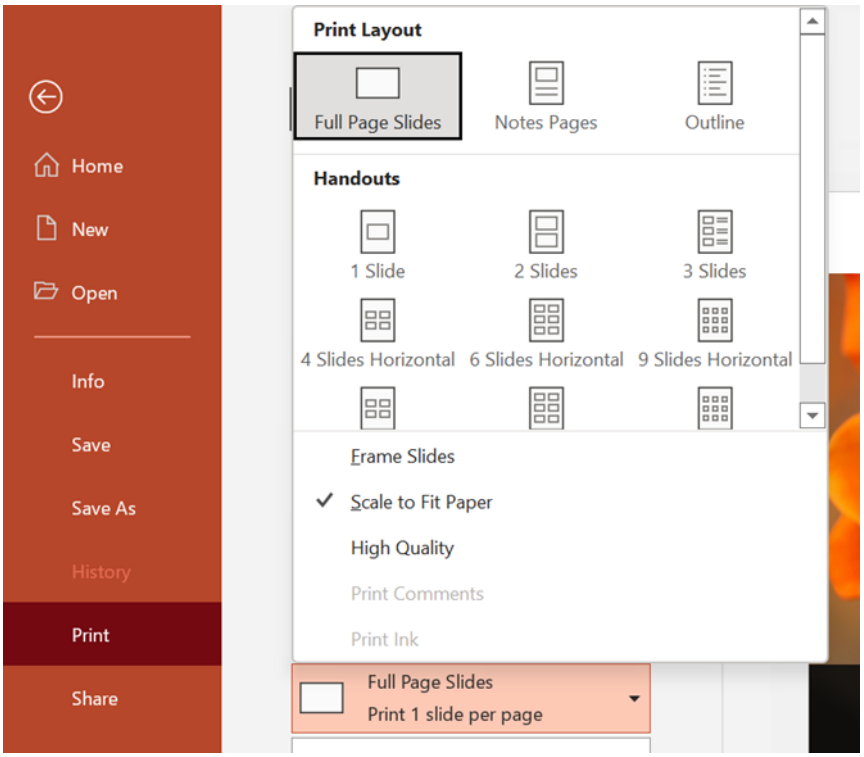
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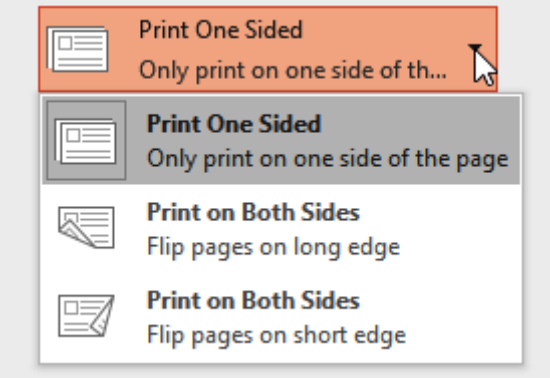
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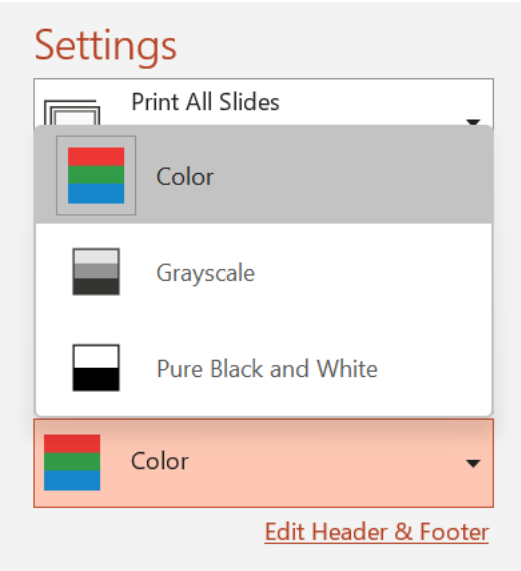
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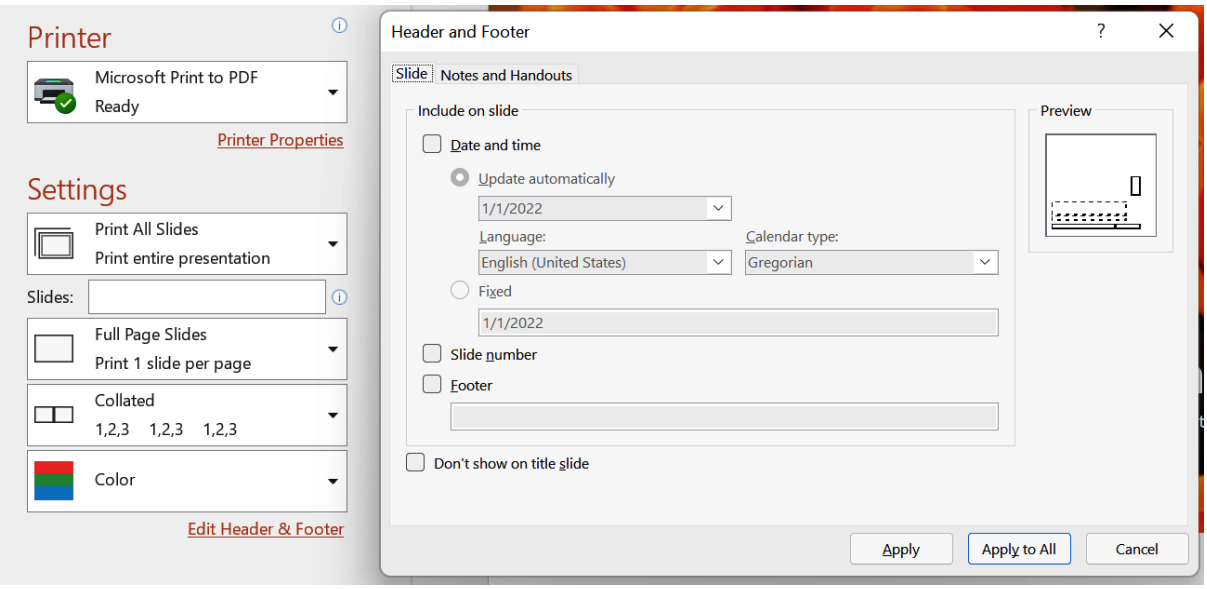
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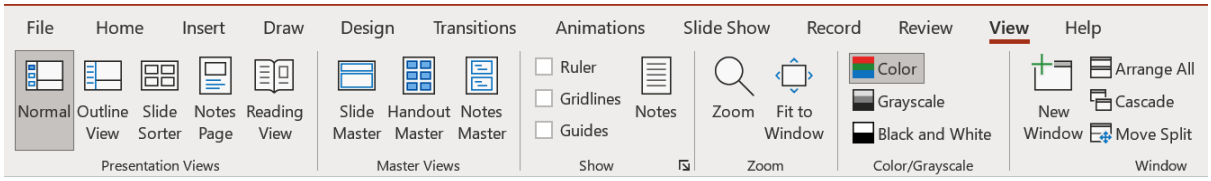
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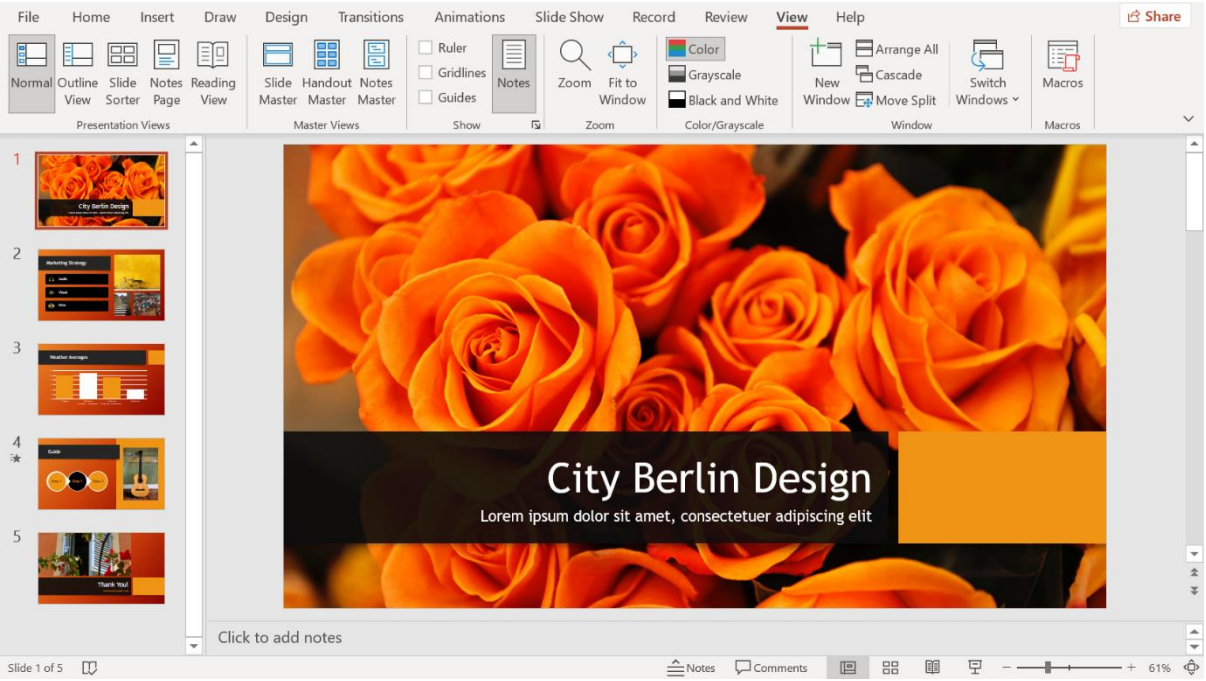
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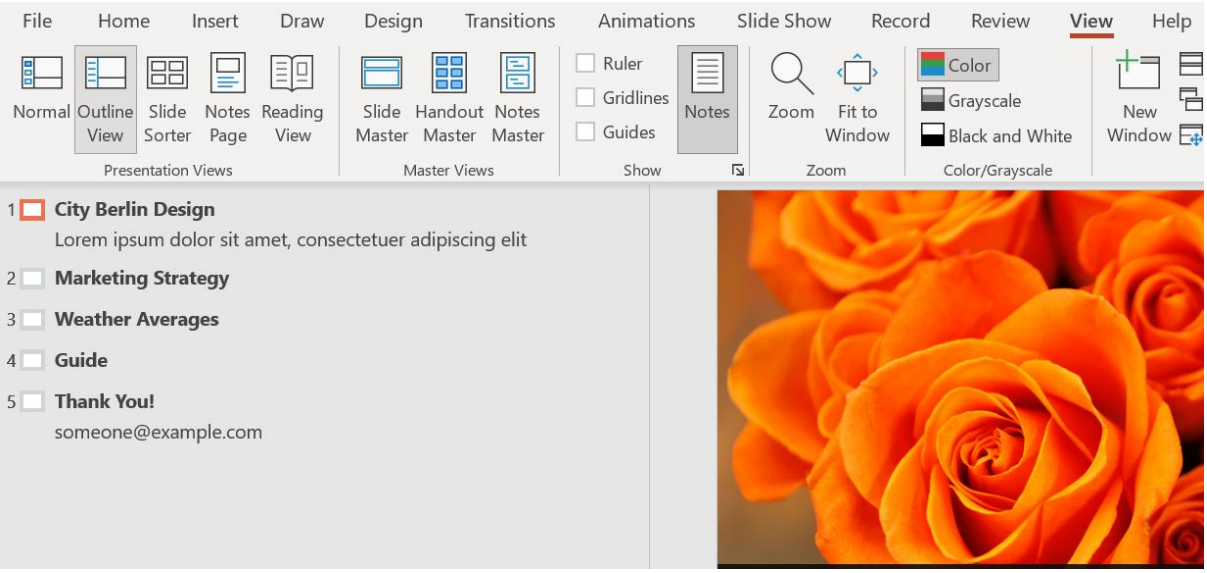
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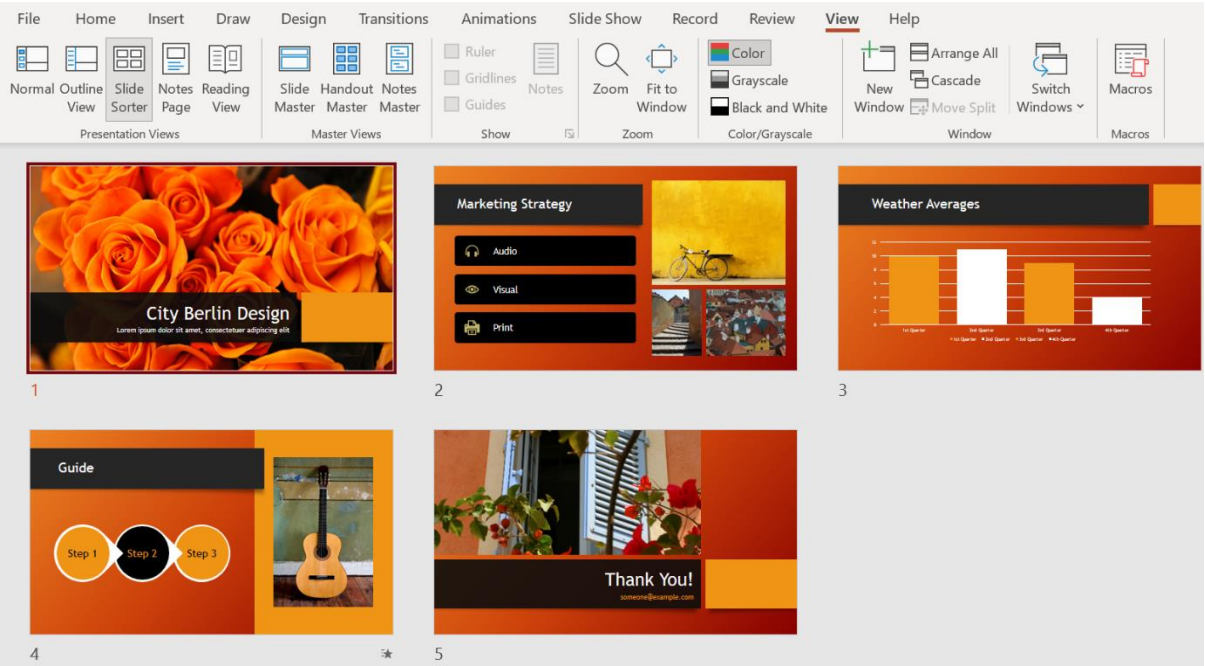
2 Marketing Strategy
3 Weather Averages
4 Guide
5 Thank You!
someone@example.com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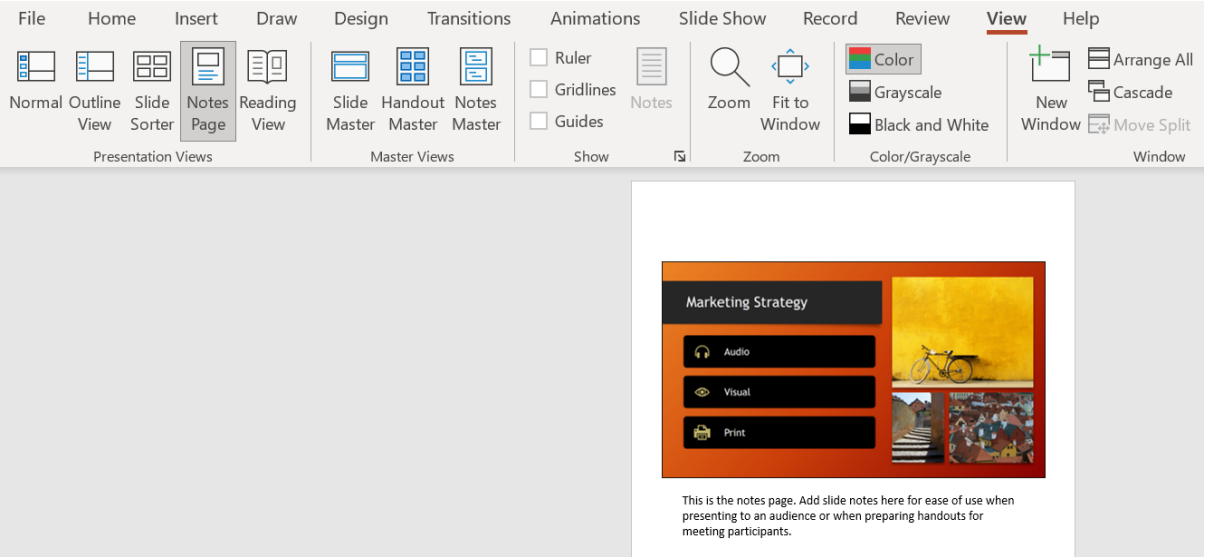
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Notes
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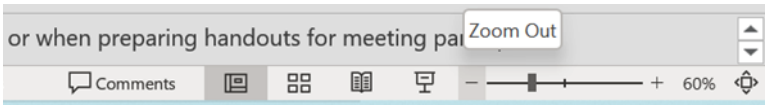
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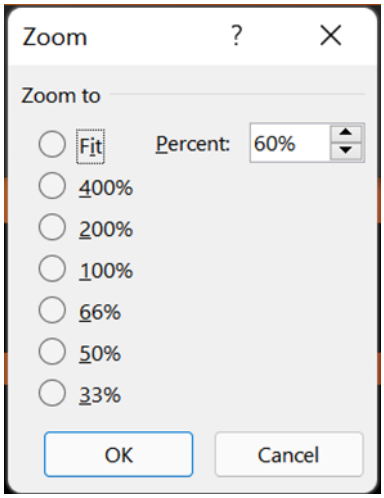
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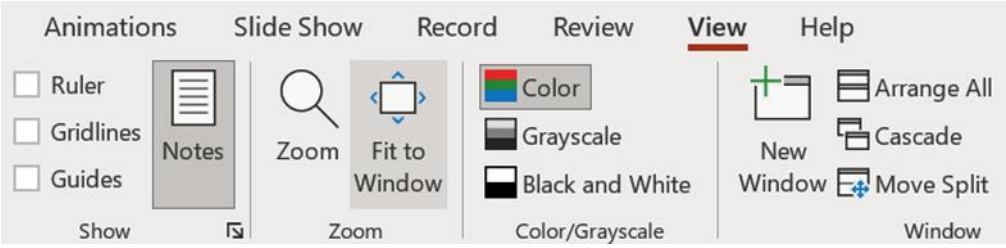
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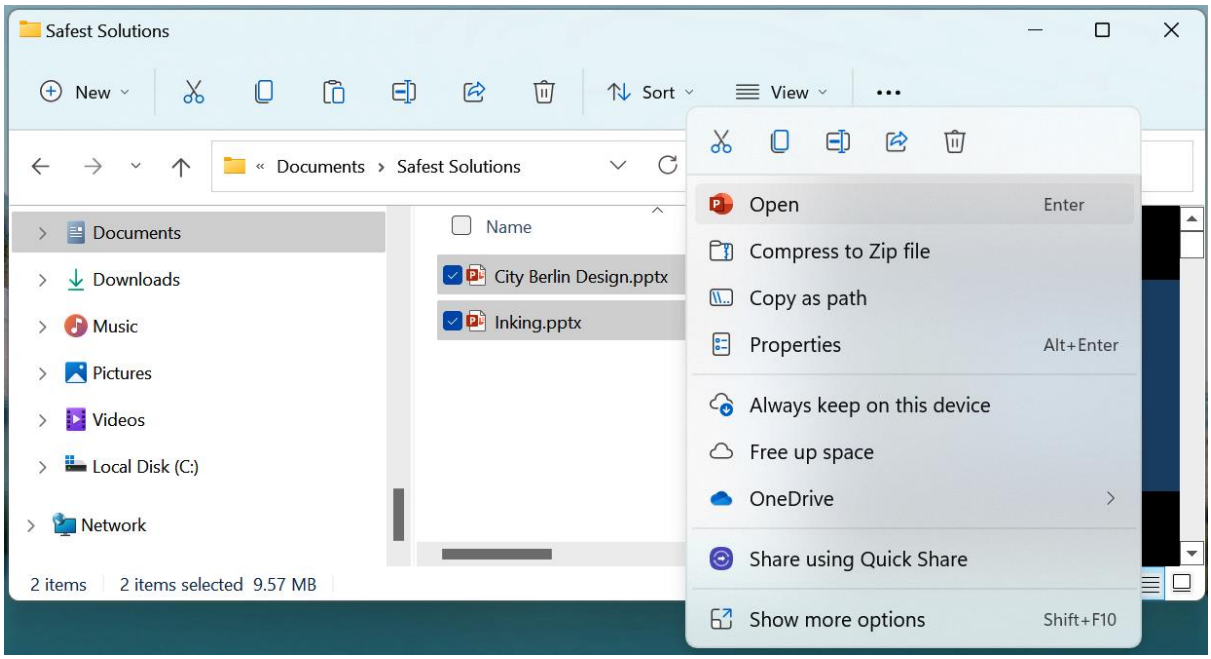
Safest Solutions
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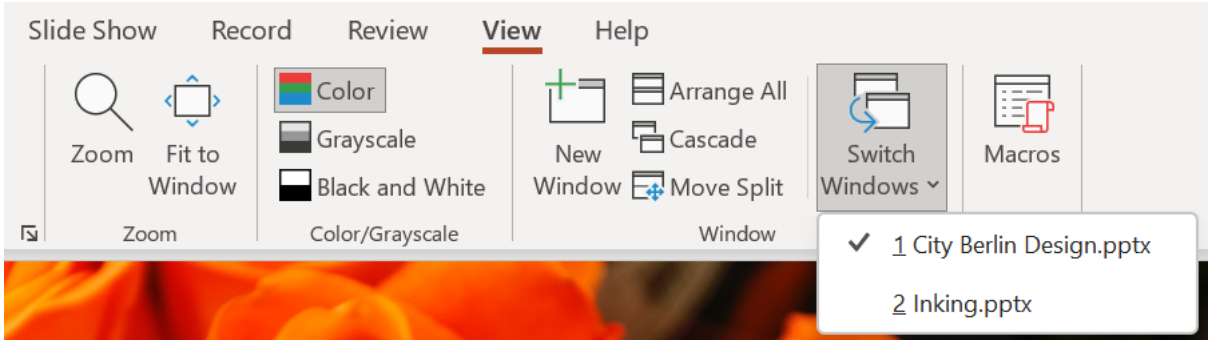
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Macros
1 City Berlin Design.pptx
2 Inking.pptx

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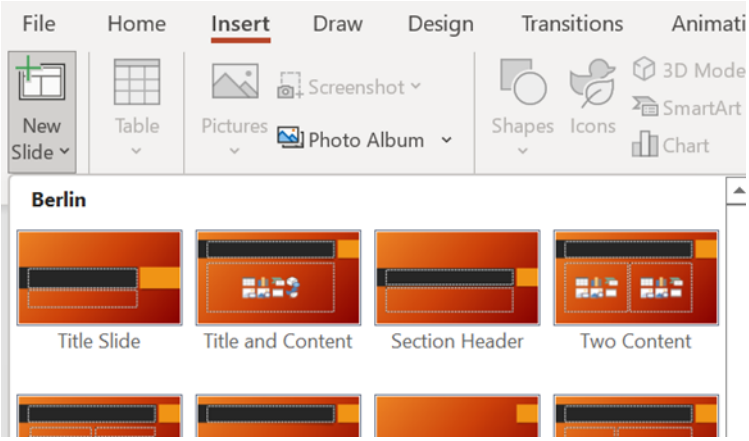
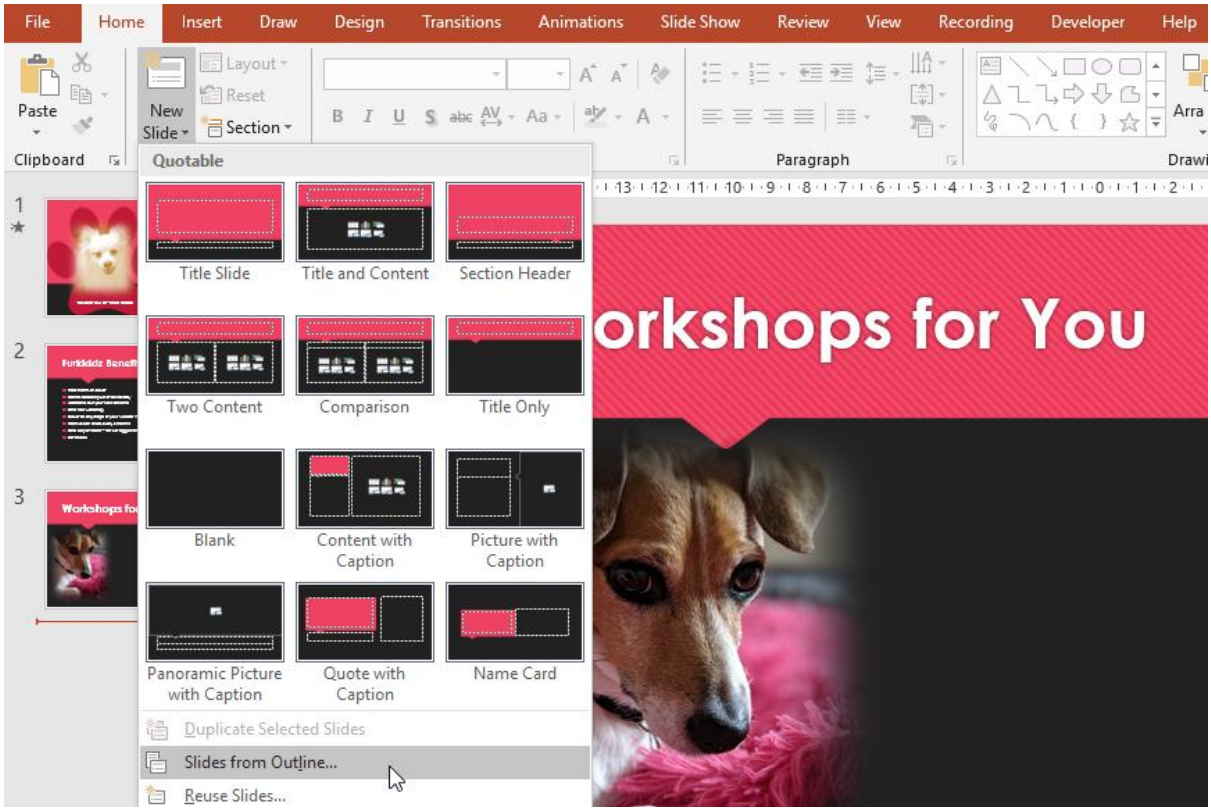
WE LOOK AFTE

Chapter 6: Formatting Slides, Charts, and Graphic Elements

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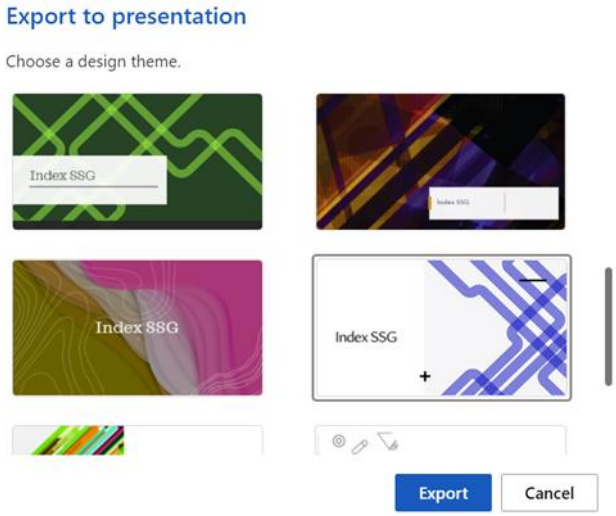
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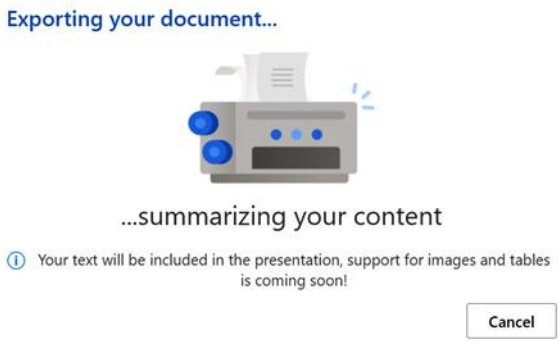
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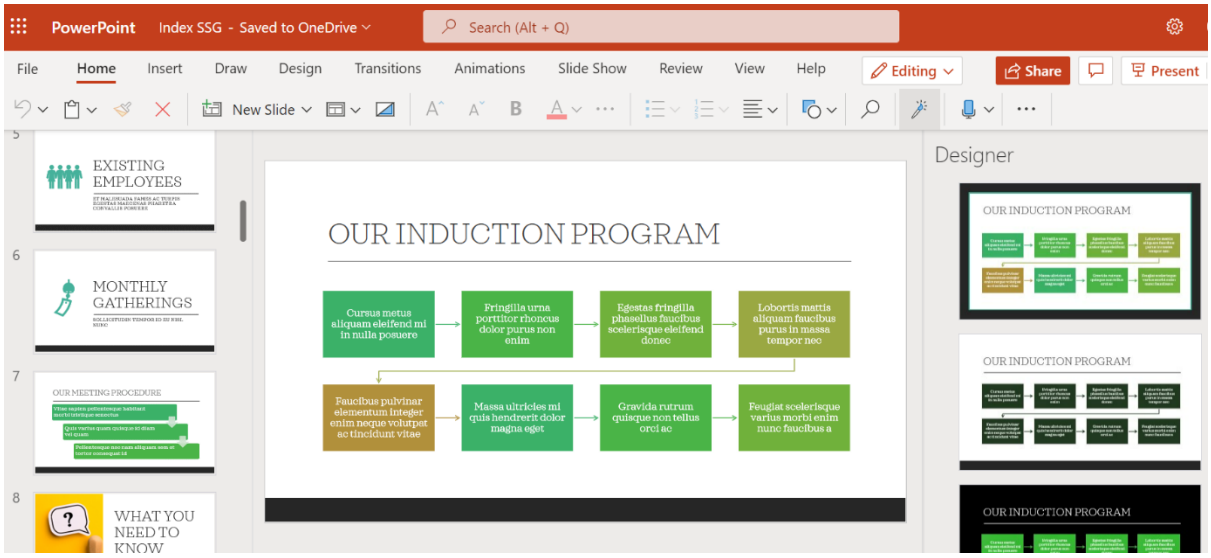
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WHAT YOU NEED TO KNOW
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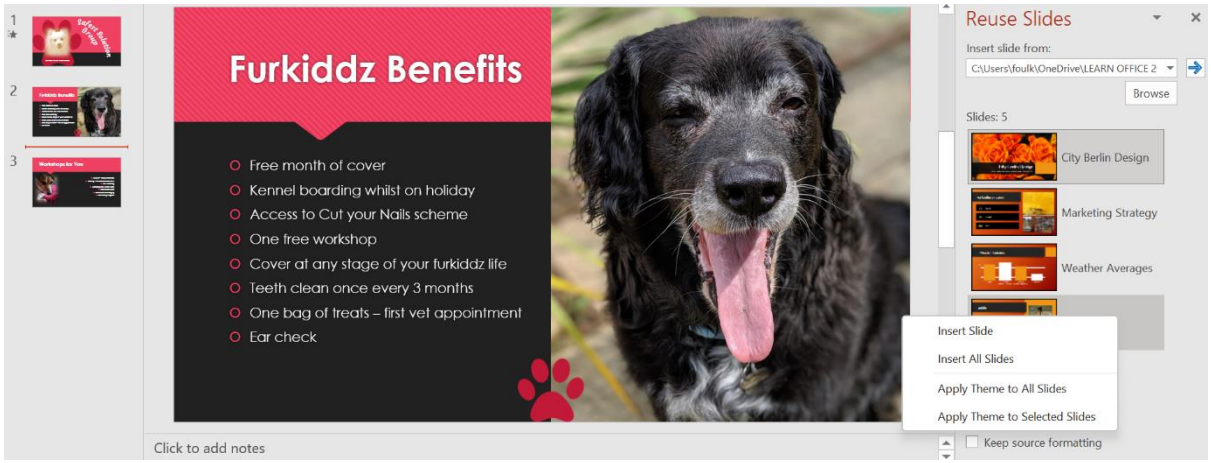
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Kennel boarding whilst on holiday
Access to Cut your Nails scheme
One free workshop
Cover at any stage of your furkiddz life
Teeth clean once every 3 months
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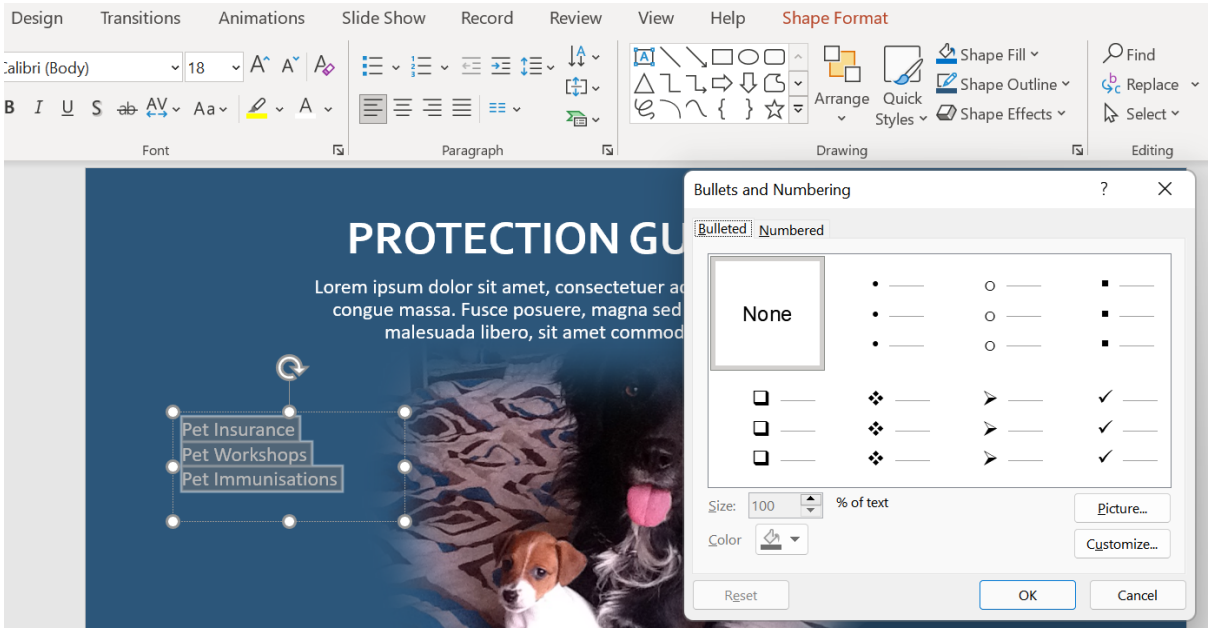
Keep source formatting
Click to add notes


Design
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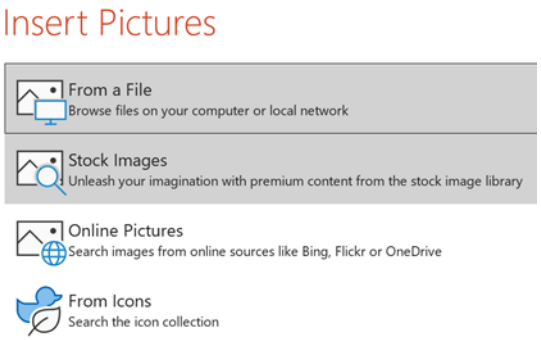
Insert Pictures
From a File
Browse files on your computer or local network
Stock Images
Unleash your imagination with premium content from the stock image library
Online Pictures
Search images from online sources like Bing, Flickr or OneDrive
From Icons
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3. Pet Insurance
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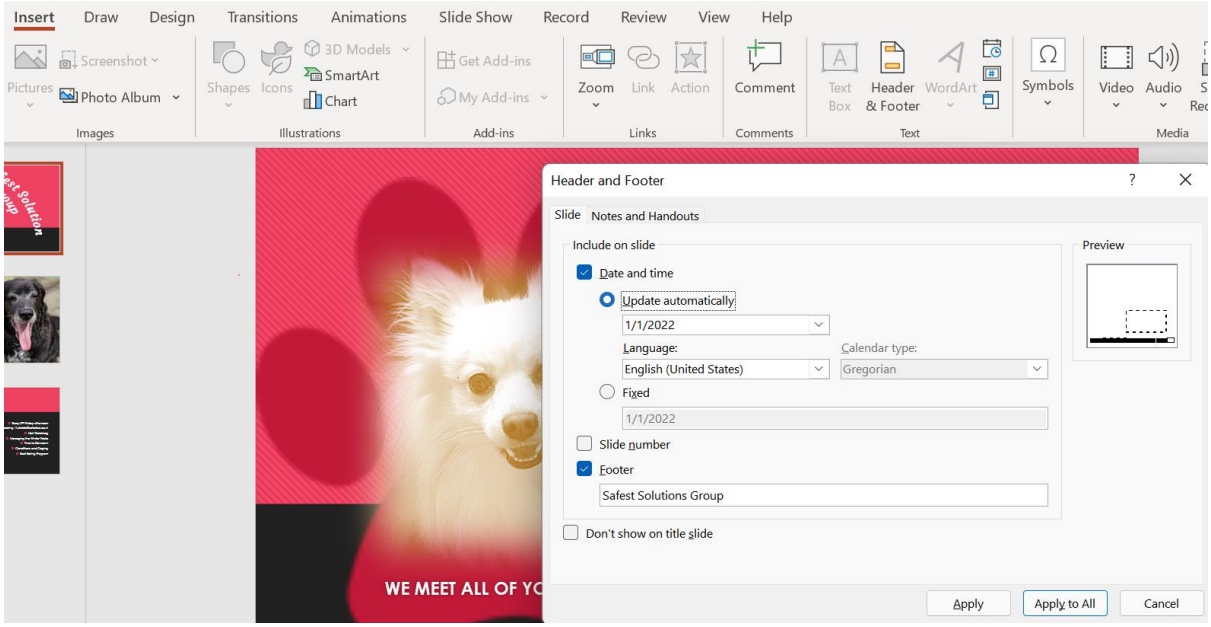
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Slide
Notes and Handouts
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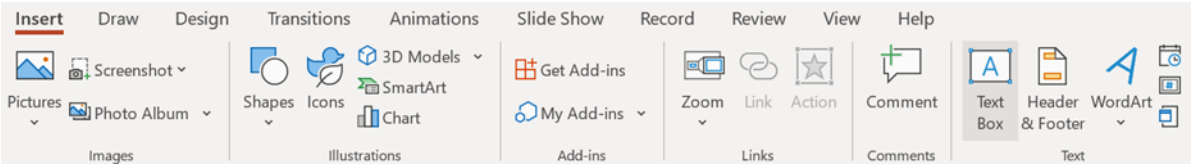
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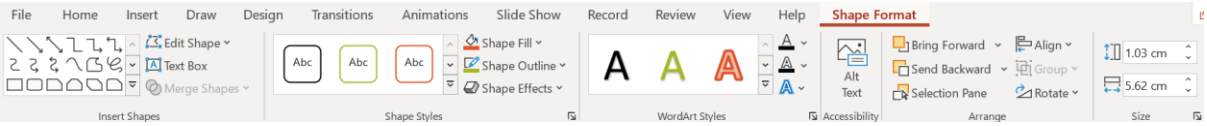
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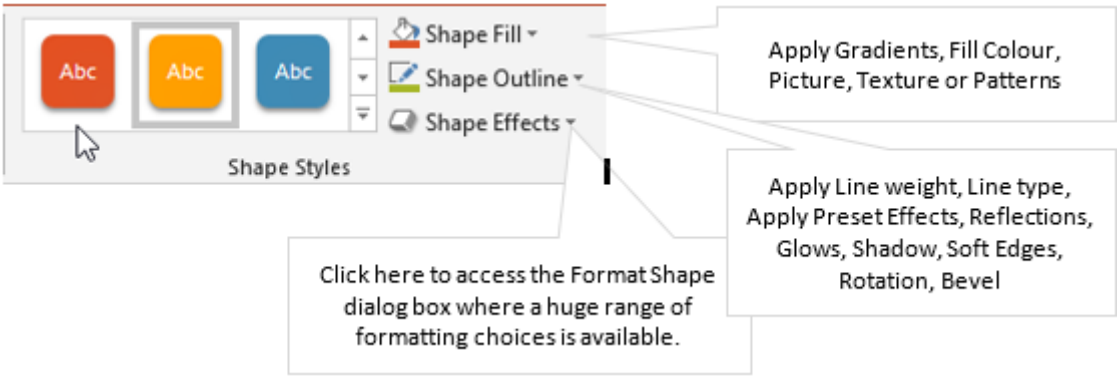
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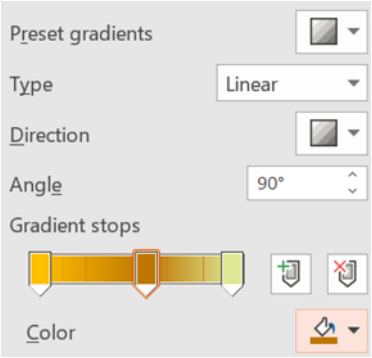
Apply Gradients, Fill Colour, Picture, Texture or Patterns
Apply Line weight, Line type, Apply Preset Effects, Reflections, Glows, Shadow, Soft Edges, Rotation, Bevel
Click here to access the Format Shape dialog box where a huge range of formatting choices is available.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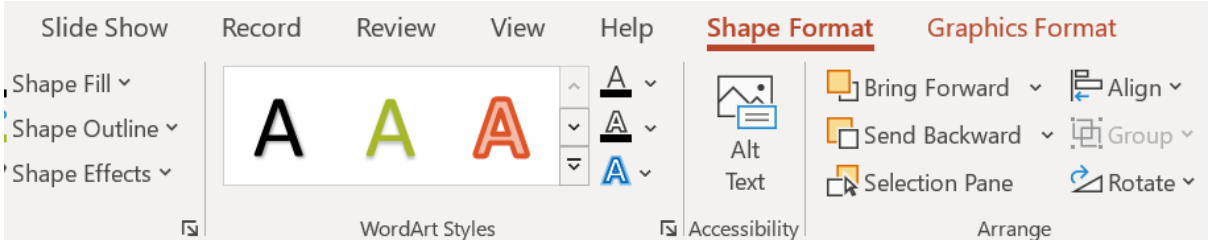
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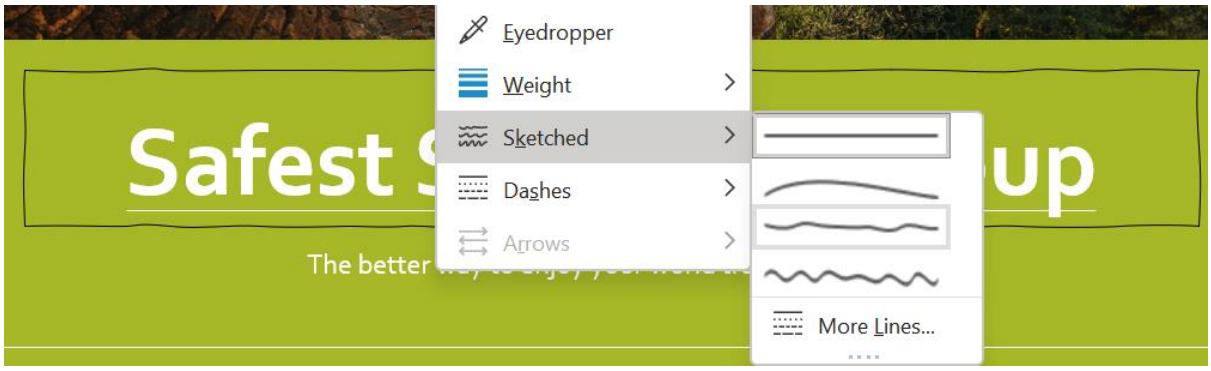
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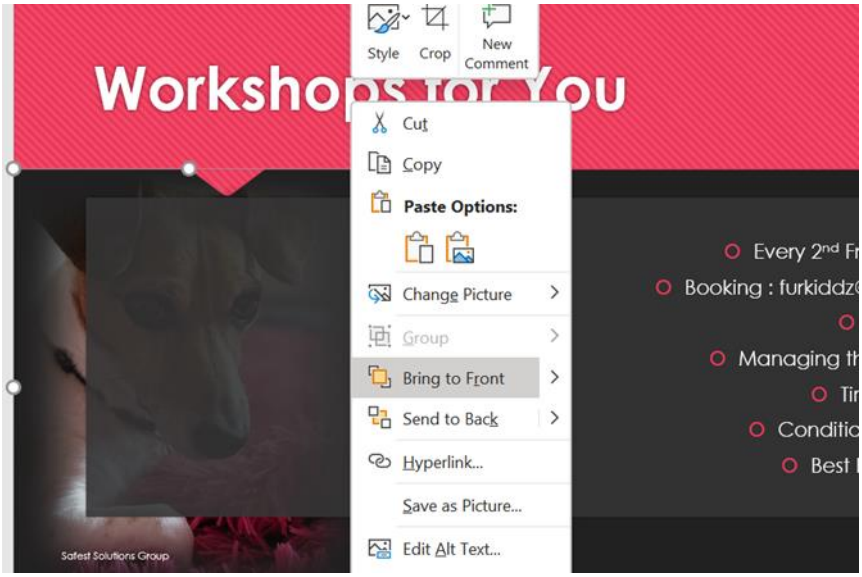
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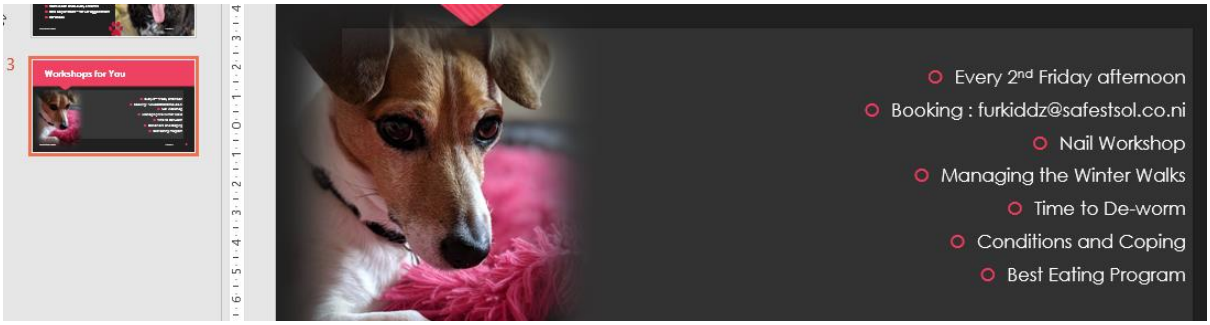
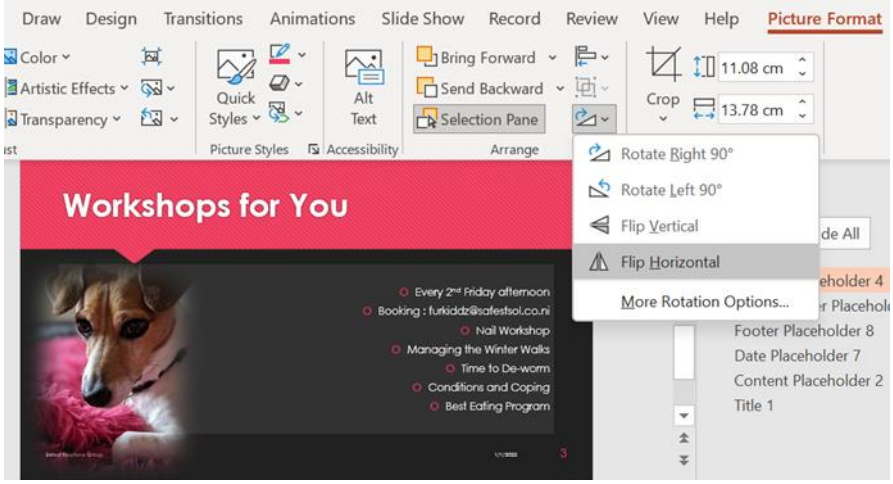

Workshops for You
Every 2nd Friday afternoon
Booking : furkiddz@safestsol.co.ni
Nail Workshop
Managing the Winter Walks
Time to De-worm
Conditions and Coping
Best Eating Program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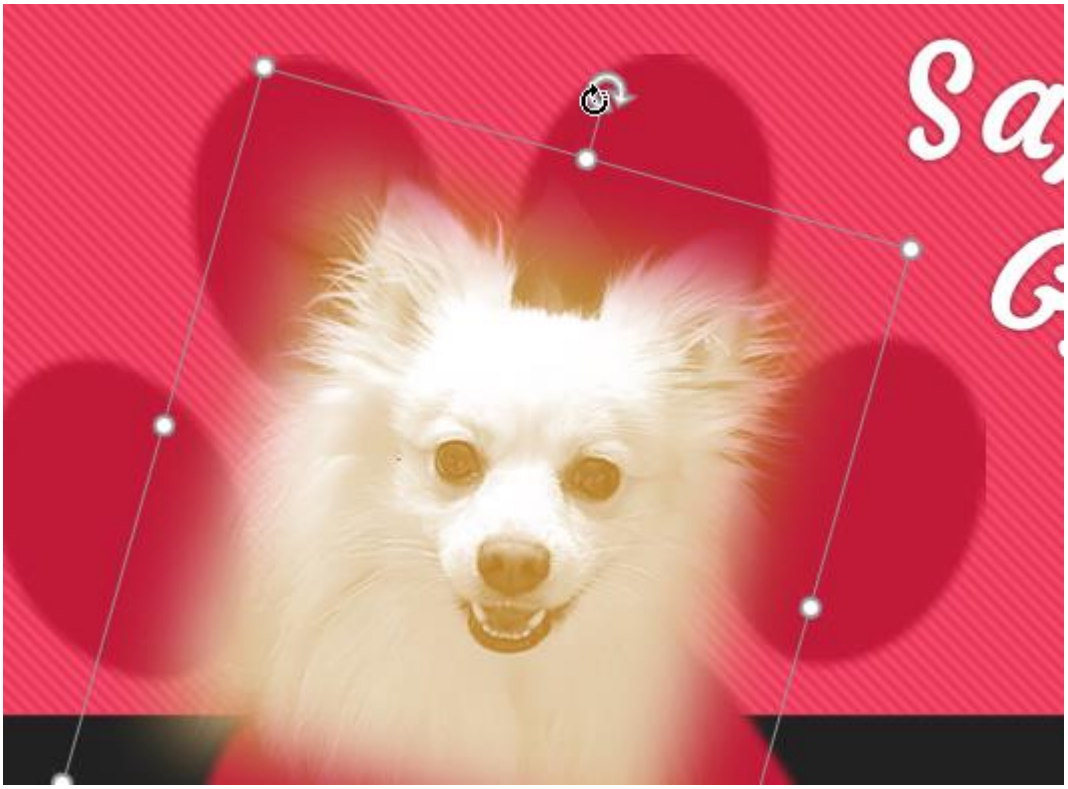
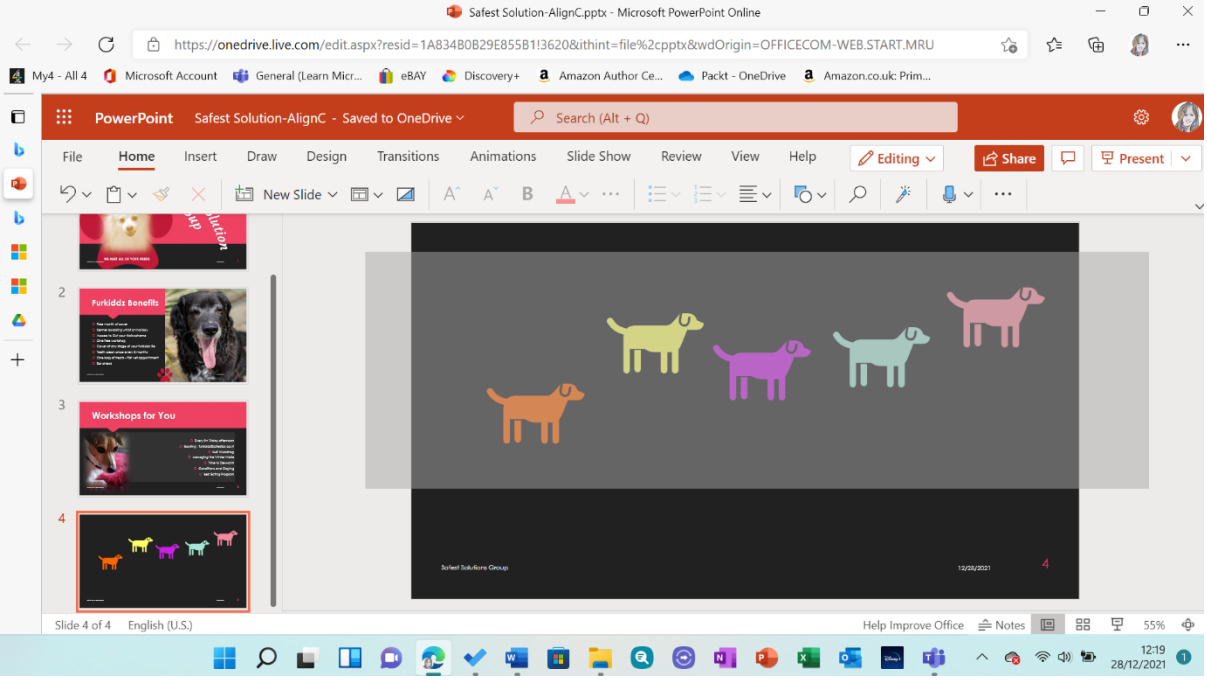
Workshops for You
Every 2nd Friday afternoon
Booking : furkiddz@safestsol.co.ni
Nail Workshop
Managing the Winter Walks
Time to De-worm
Conditions and Coping
Best Eating Program
Footer Placeholder 8
Date Placeholder 7
Content Placeholder 2
Title 1




Safest Solution-AlignC.pptx - Microsoft PowerPoint Online
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Slide 4 of 4
English (U.S.)
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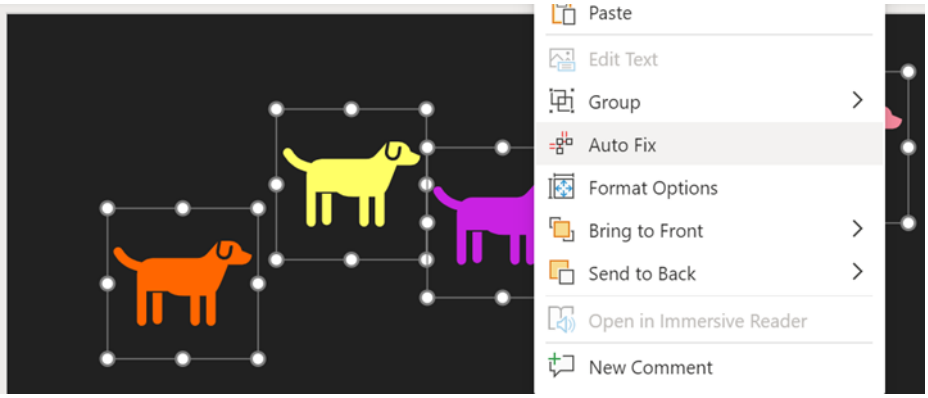
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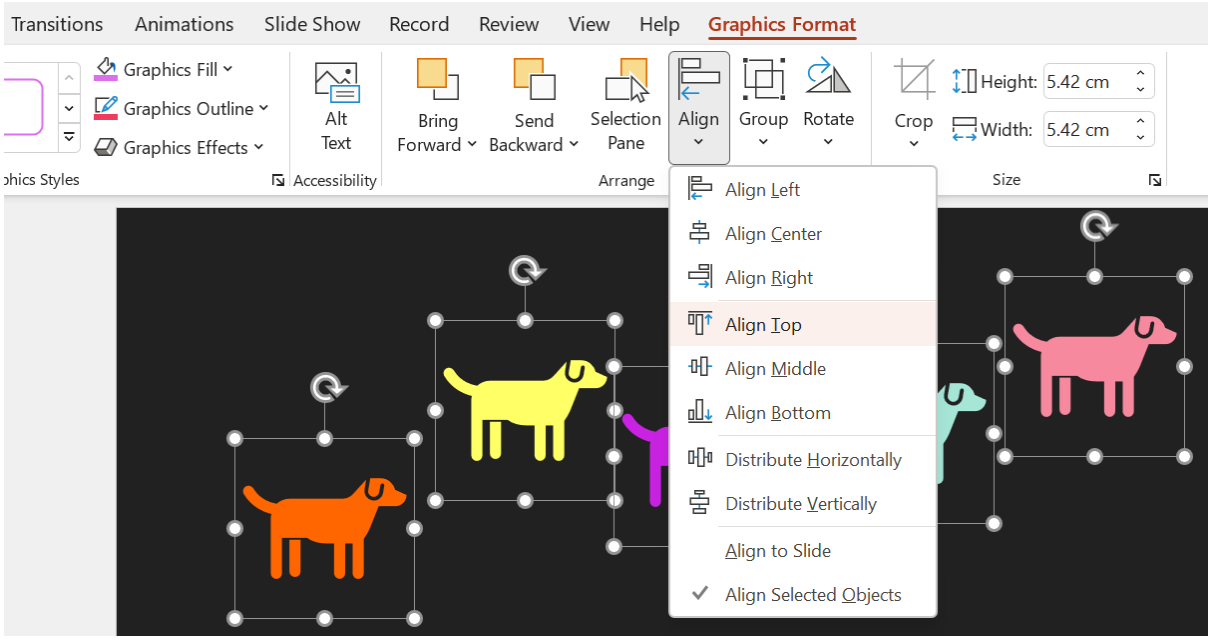
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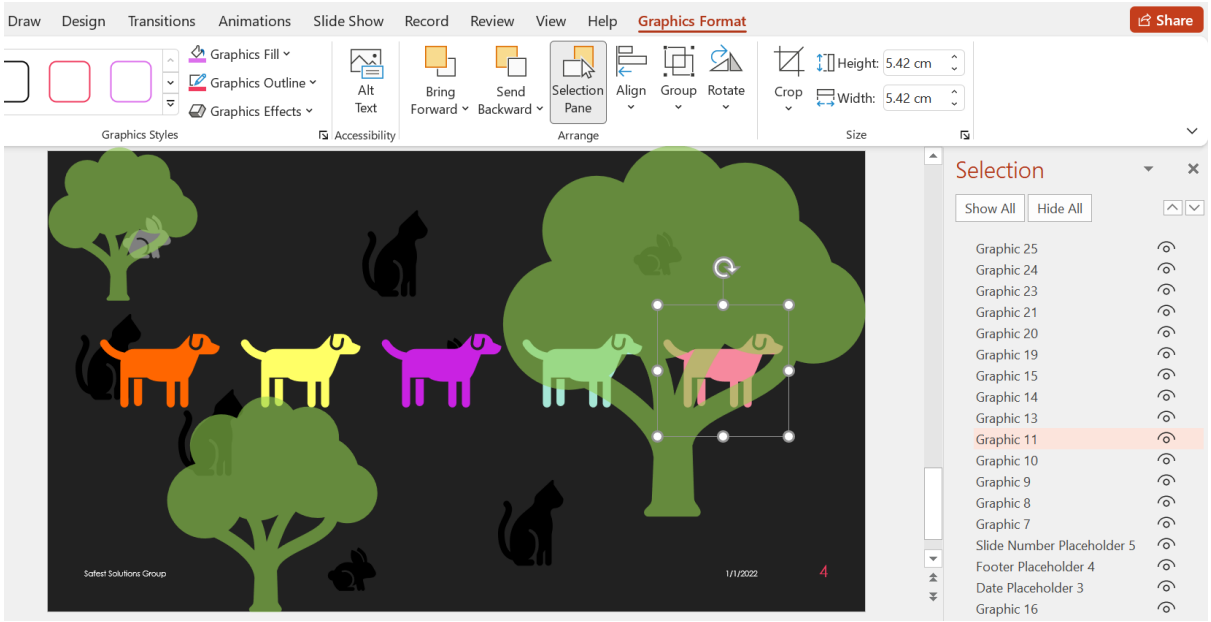
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Graphic 13
Graphic 11
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Safest Solutions Group
1/1/2022
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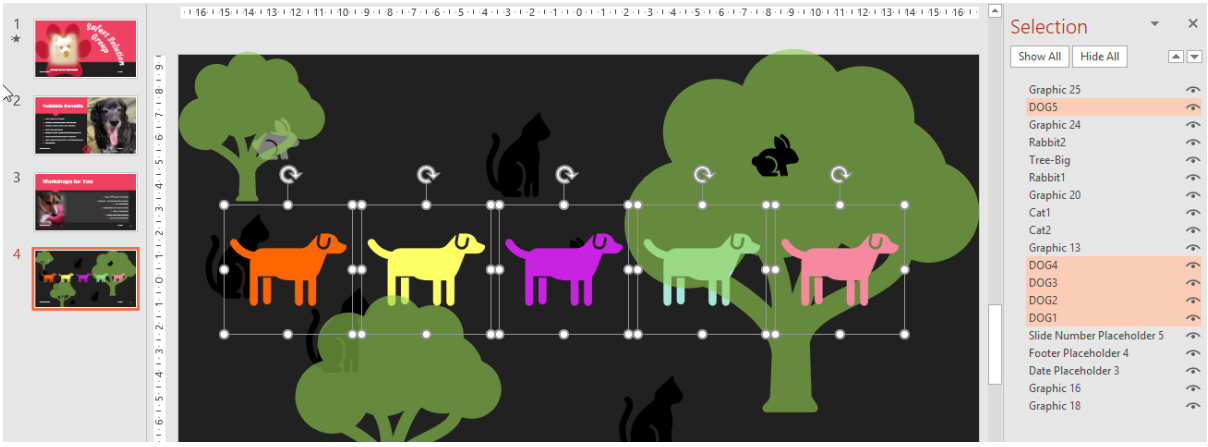

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3	Jack Russell	2		
4	Pomeranian	7		
5	Greyhound	37		
6	Beagle	24		
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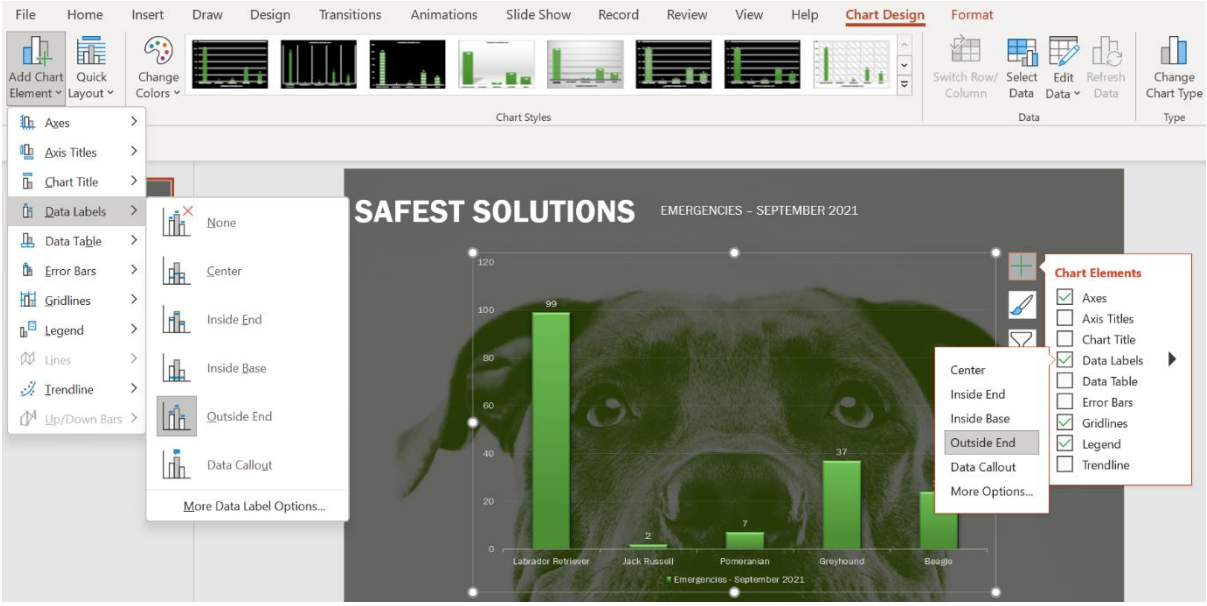

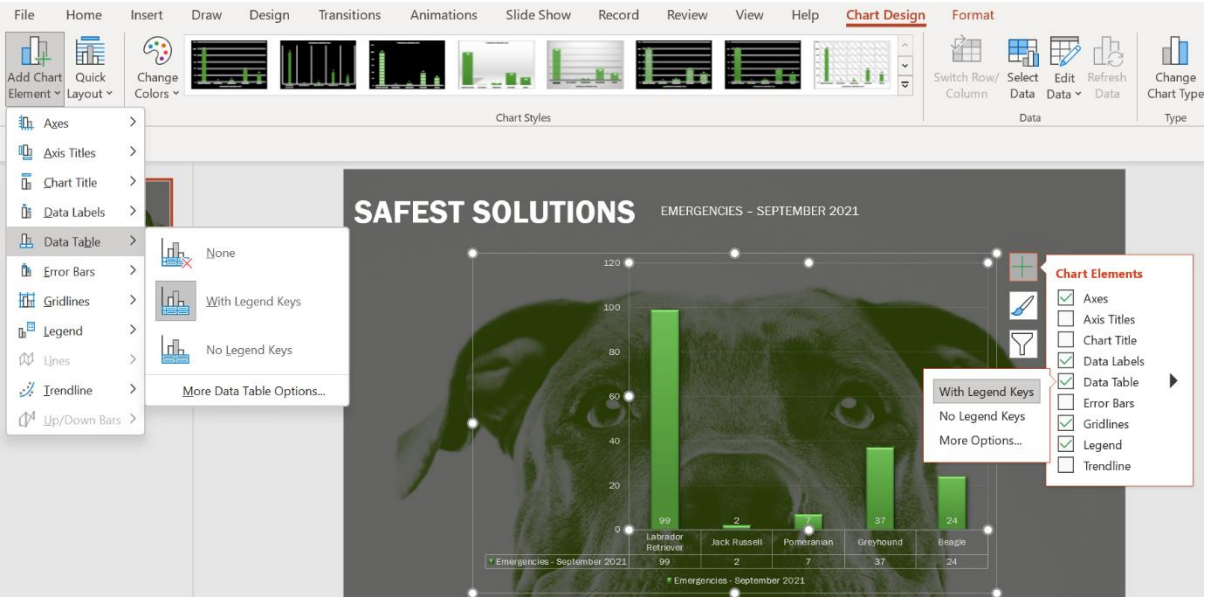
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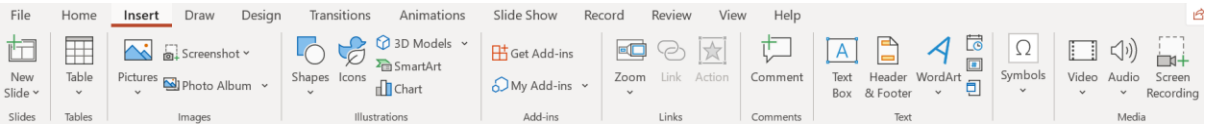
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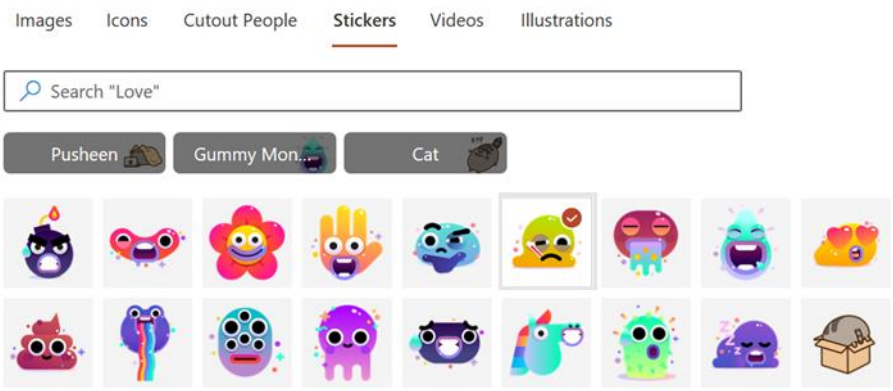
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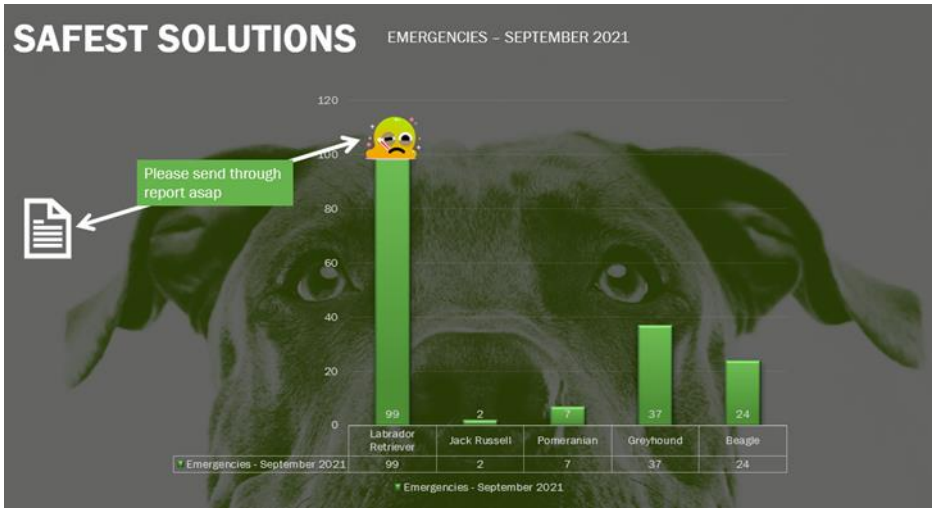
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Pomeranian
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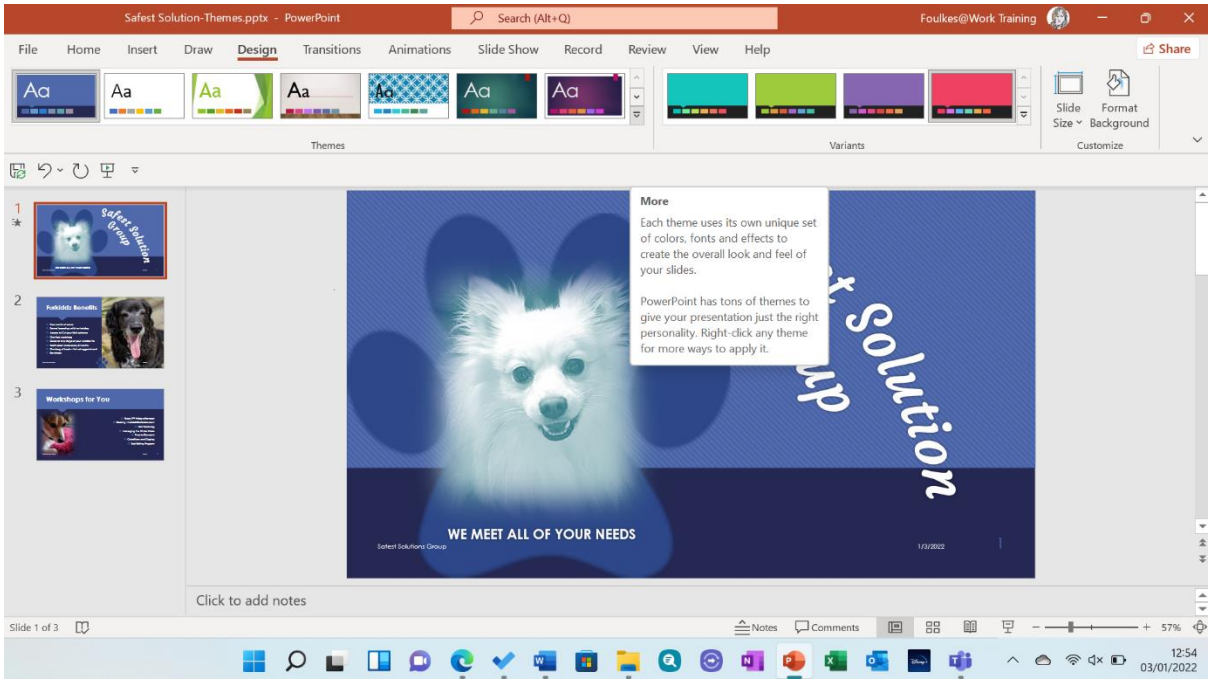
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More
Each theme uses its own unique set of colors, fonts and effects to create the overall look and feel of your slides.
PowerPoint has tons of themes to give your presentation just the right personality. Right-click any theme for more ways to apply it.
WE MEET ALL OF YOUR NEEDS
Click to add notes
Slide 1 of 3
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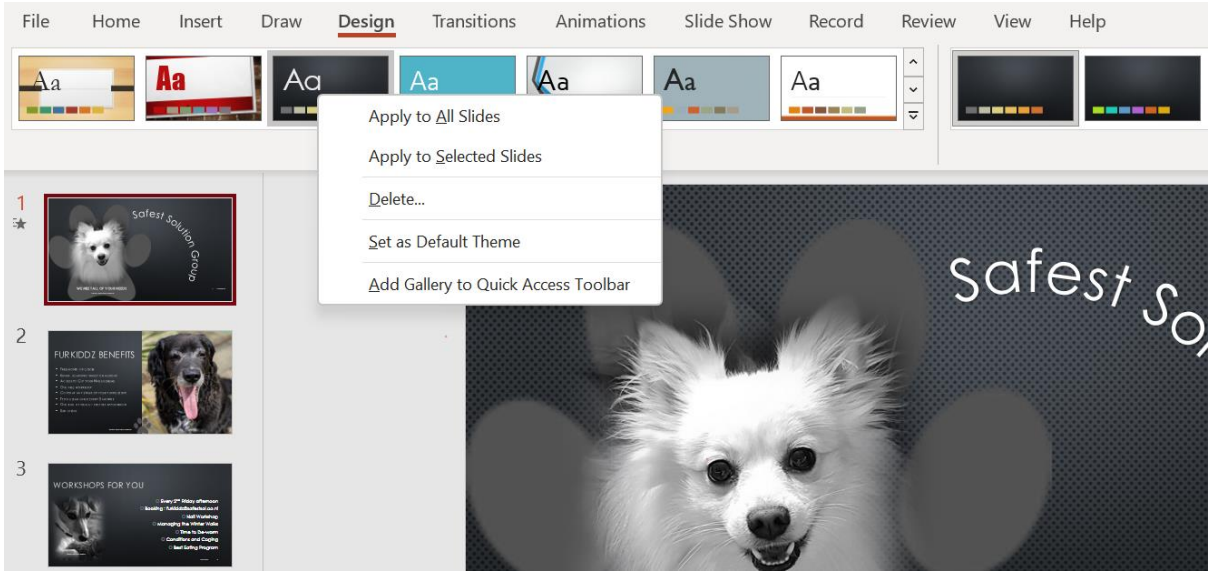
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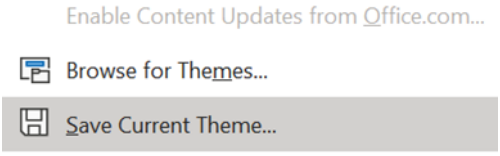
Safest Solution Group
FURKIDDZ BENEFITS
WORKSHOPS FOR YOU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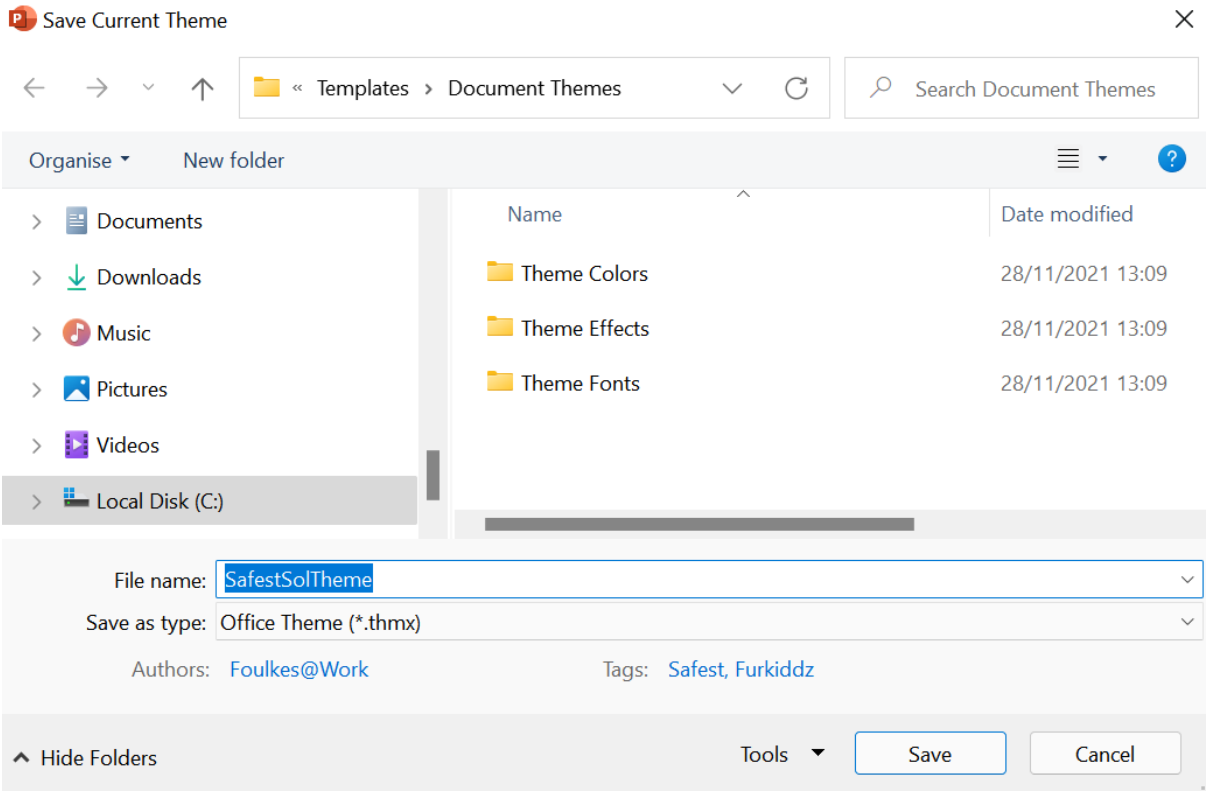
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Theme Fonts
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Authors:
Foulkes@Work
Tags:
Safest, Furkiddz
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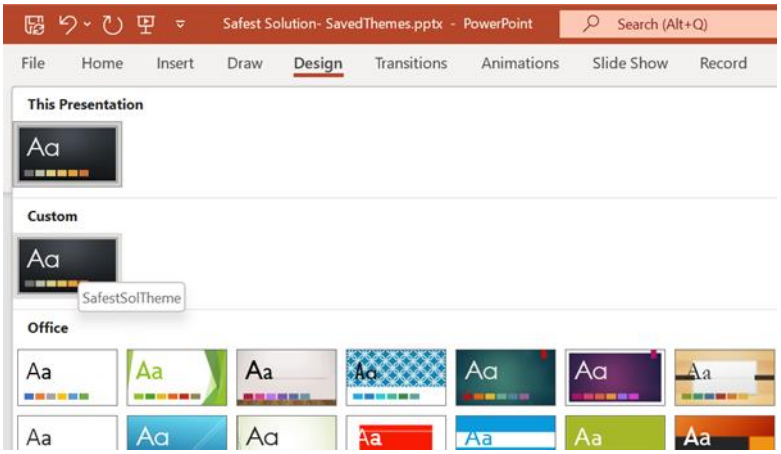
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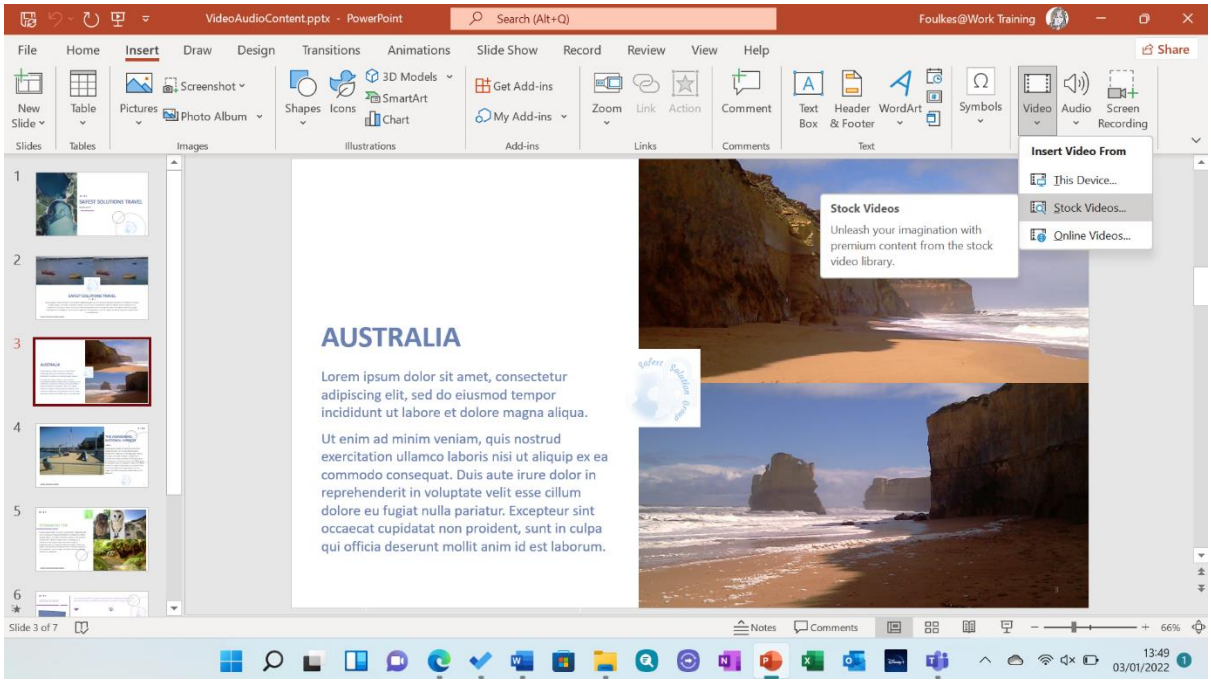
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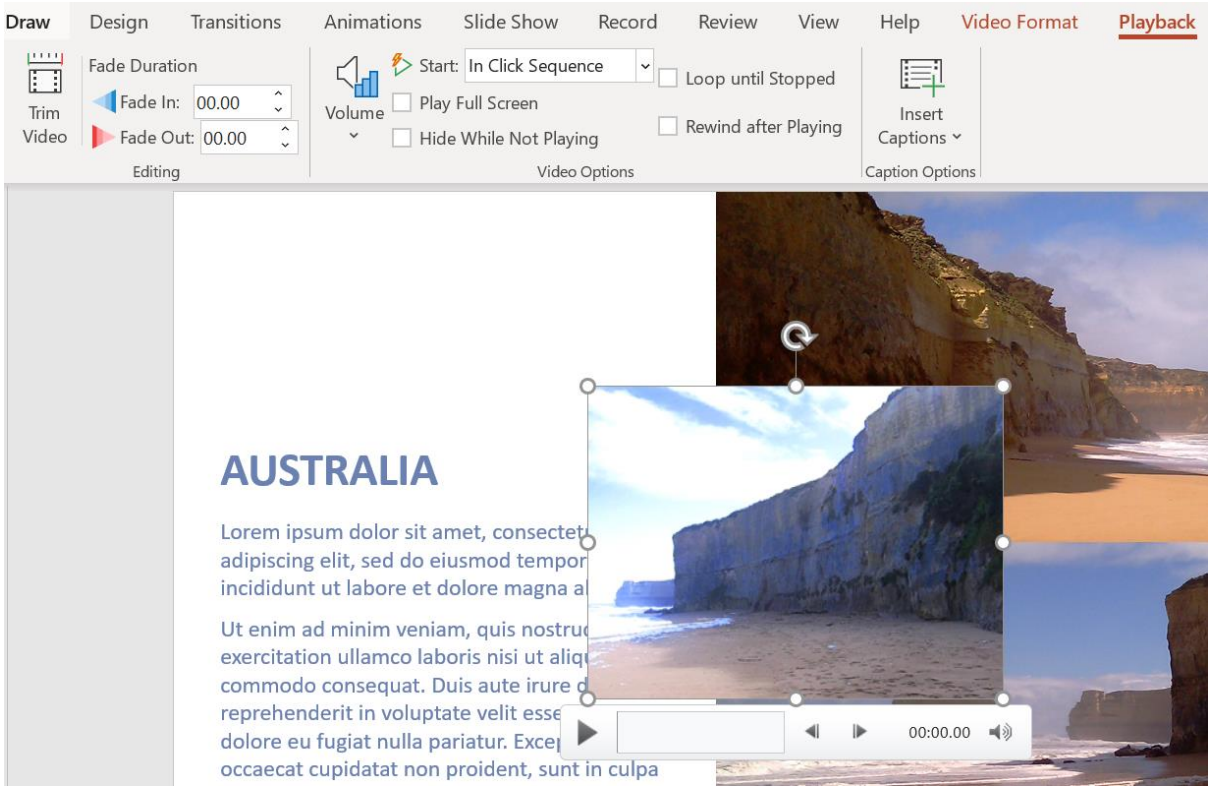
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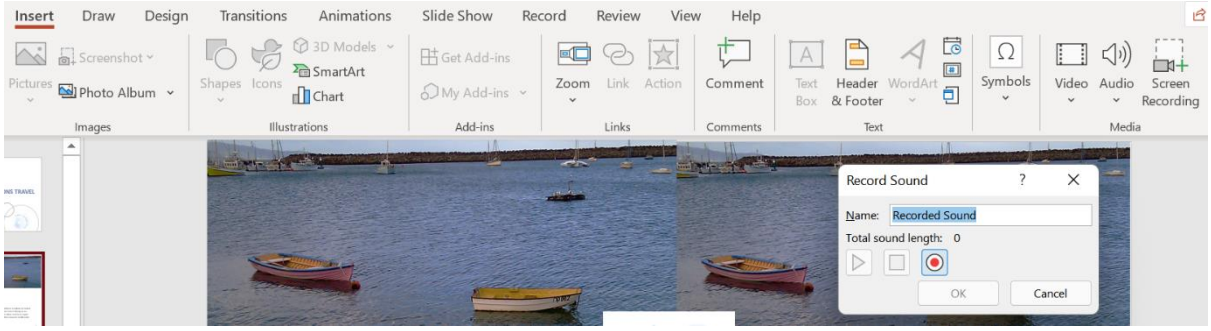
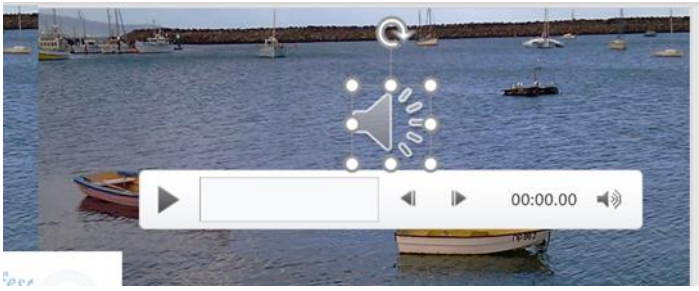
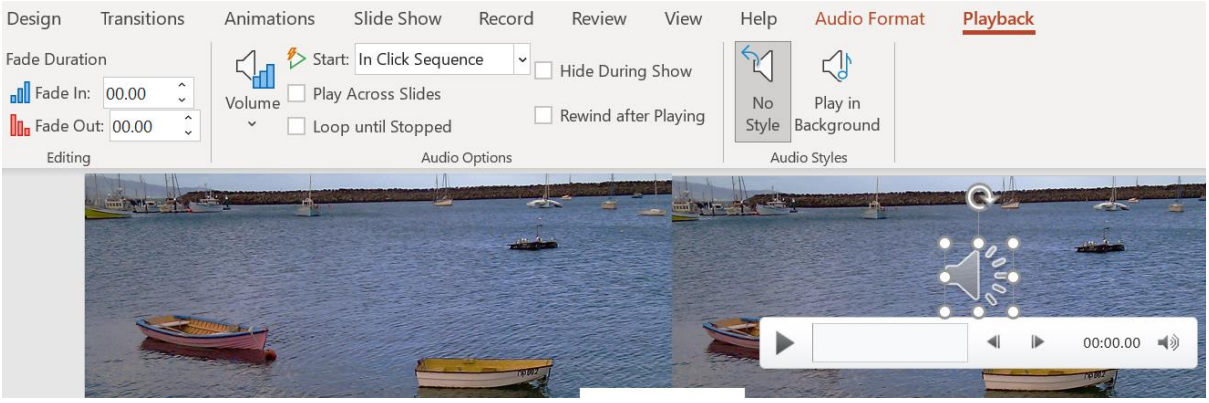
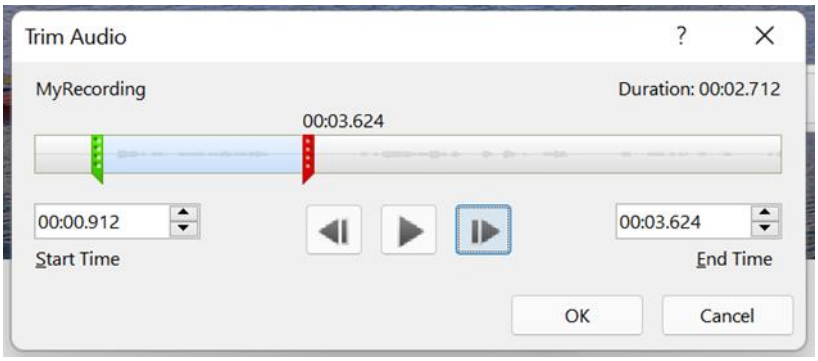

Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Pictures
Screenshot
Photo Album
Shapes
Icons
3D Models
SmartArt
Chart
Get Add-ins
My Add-ins
Zoom
Link
Action
Comment
Text Box
Header & Footer
WordArt
Symbols
Video
Audio
Screen Recording
Images
Illustrations
Add-ins
Links
Comments
Text
Media
Record Sound
Name: Recorded Sound
Total sound length: 0
OK
Cancel







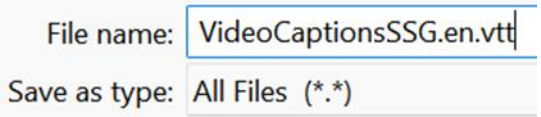
*Untitled - Notepad

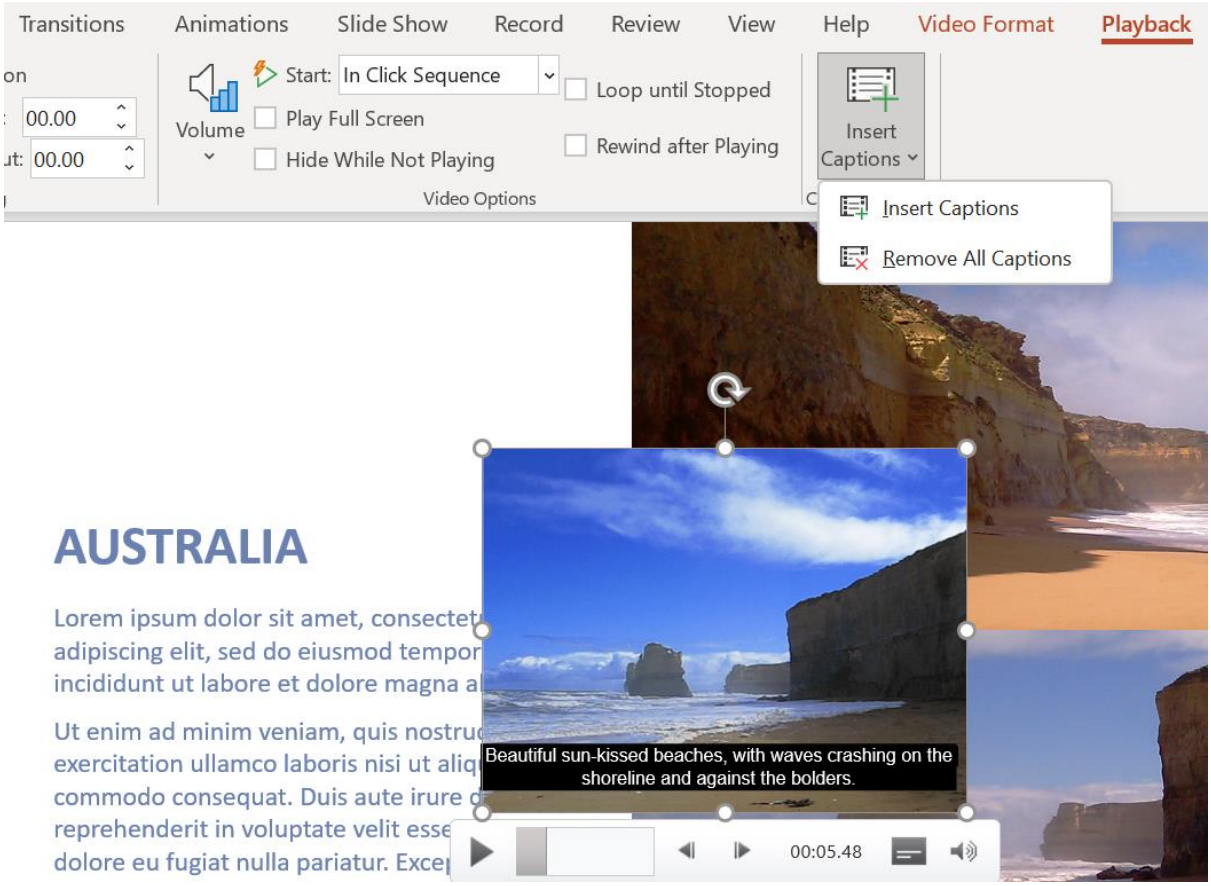
File Edit Format View Help

```
WEBVTT

00:00:01.000 --> 00:00:02.550
Safest Solutions Australia Trip.

00:00:02.556 --> 00:00:17.094
Beautiful sun-kissed beaches, with waves crashing on the shoreline and against the bolders.
```




Transitions
Animations
Slide Show
Record
Review
View
Help
Video Format
Playback
00.00
00.00
Volume
Start: In Click Sequence
Play Full Screen
Hide While Not Playing
Loop until Stopped
Rewind after Playing
Video Options
Insert Captions
Insert Captions
Remove All Captions
AUSTRALIA
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adipiscing elit, sed do eiusmod tempor
incididunt ut labore et dolore magna a
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reprehenderit in voluptate velit esse
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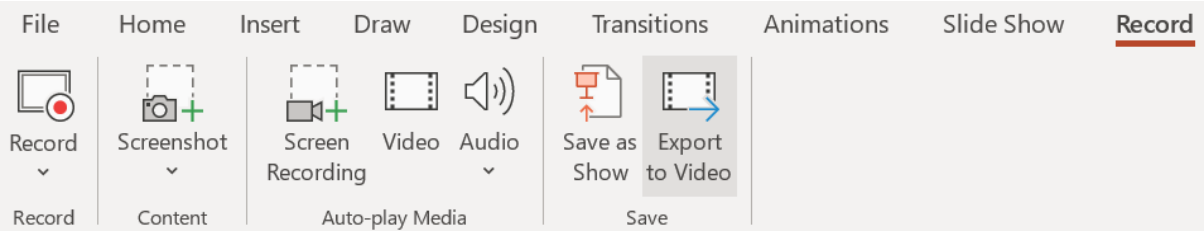
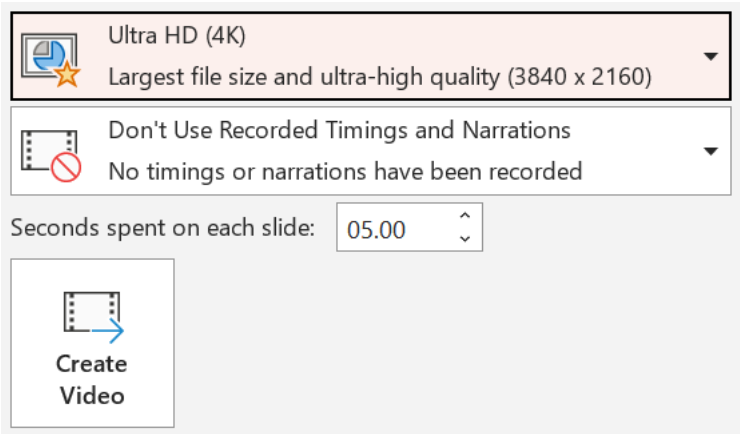
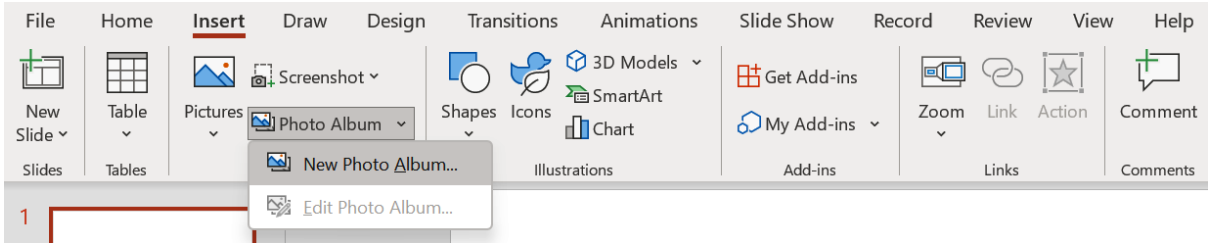
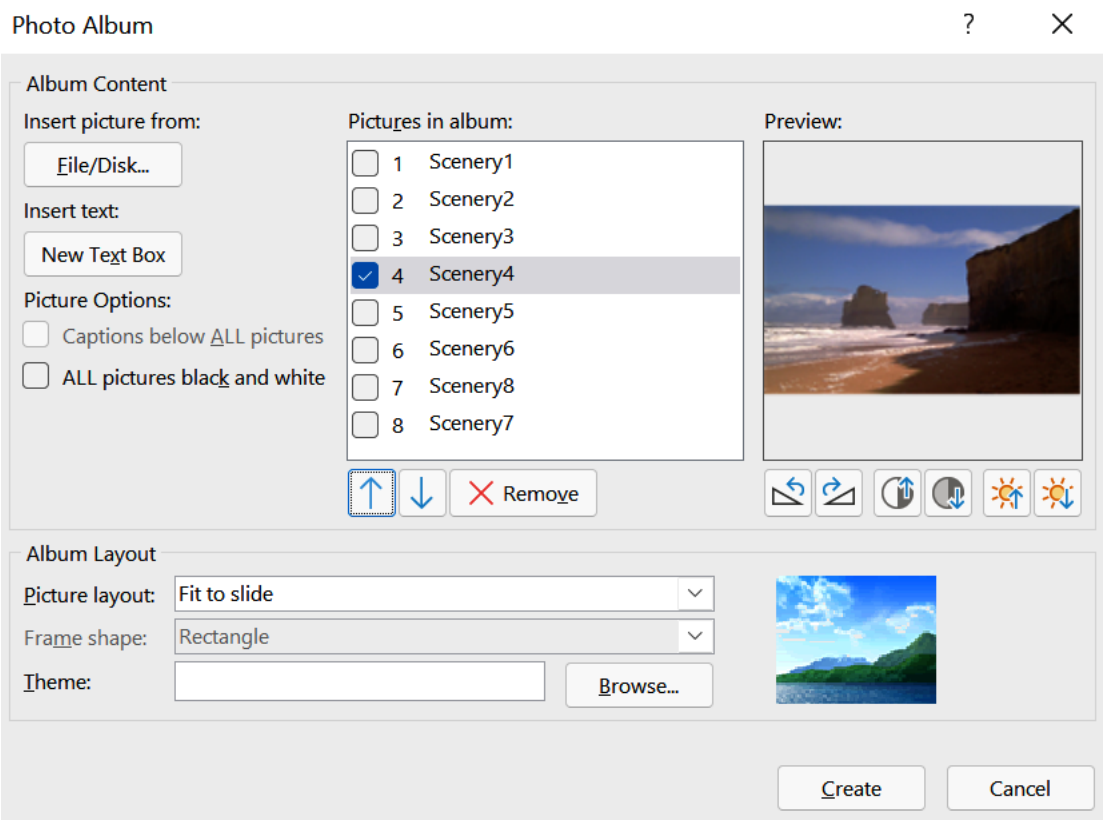
Beautiful sun-kissed beaches, with waves crashing on the shoreline and against the bolders.
00:05.48

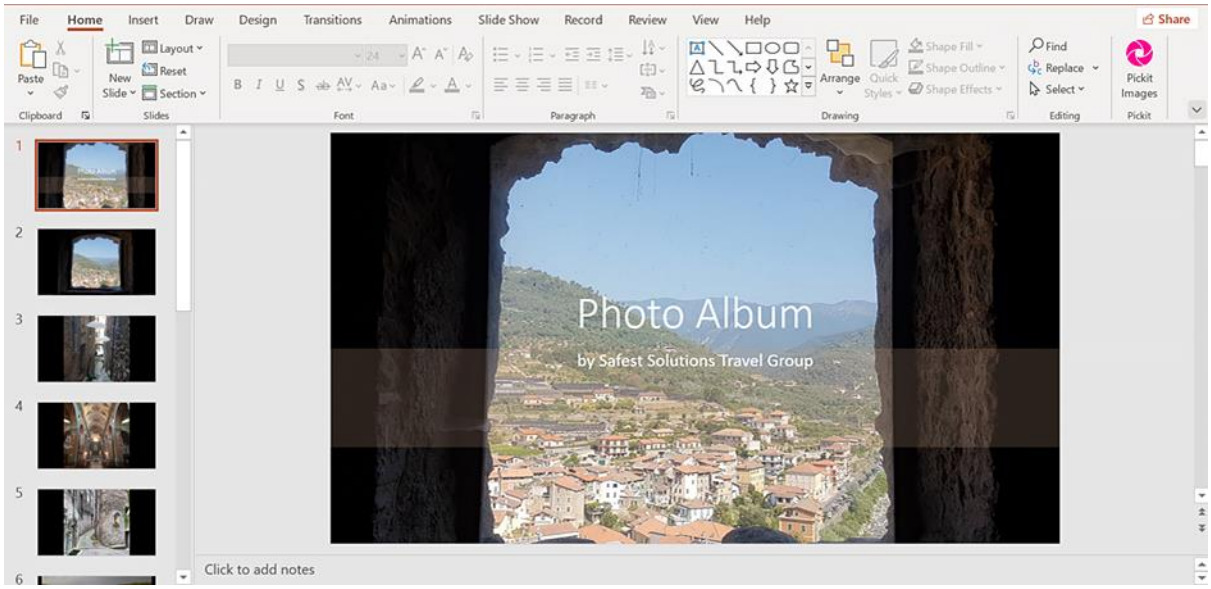

File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Record
Screenshot
Screen Recording
Video
Audio
Save as Show
Export to Video
Record
Content
Auto-play Media
Save

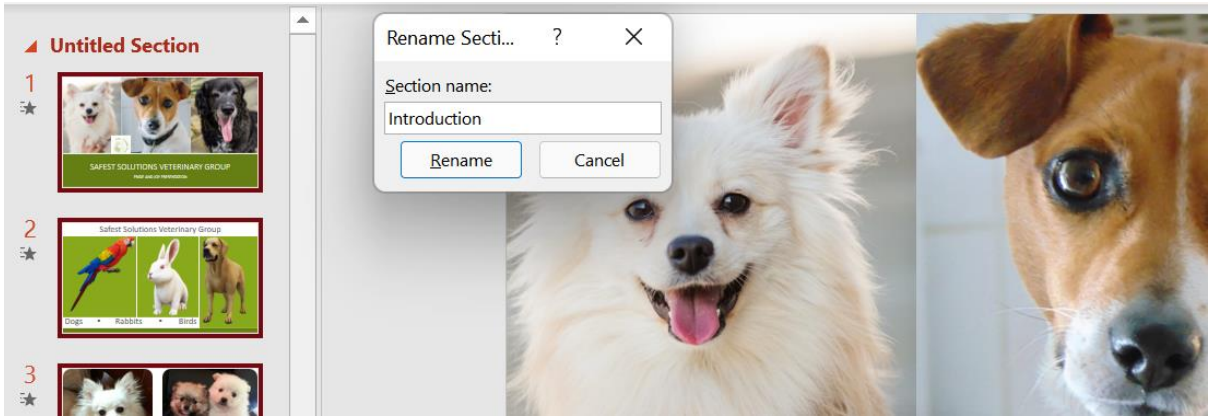

Ultra HD (4K)
Largest file size and ultra-high quality (3840 x 2160)
Don't Use Recorded Timings and Narrations
No timings or narrations have been recorded
Seconds spent on each slide:
05.00
Create Video

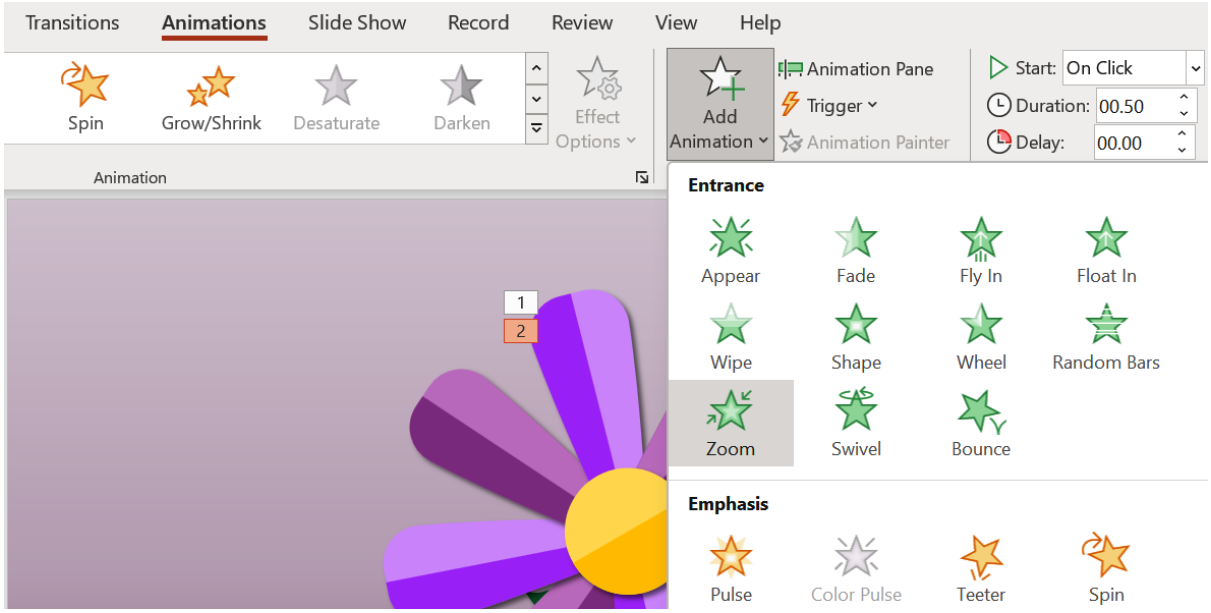
Chapter 7: Photo Albums, Sections, and Show Tools

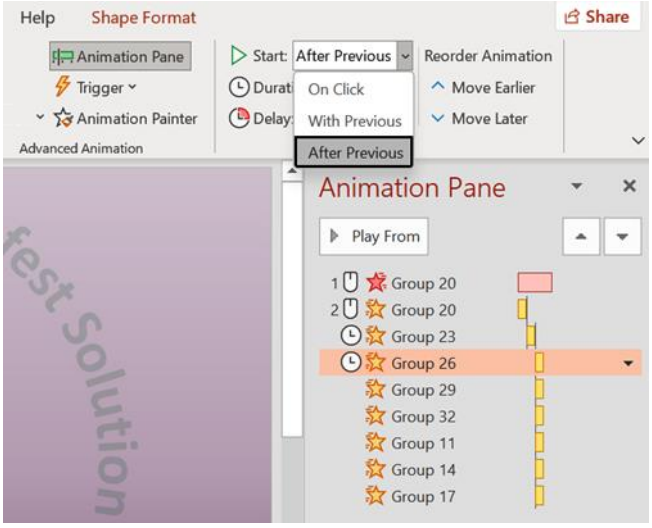


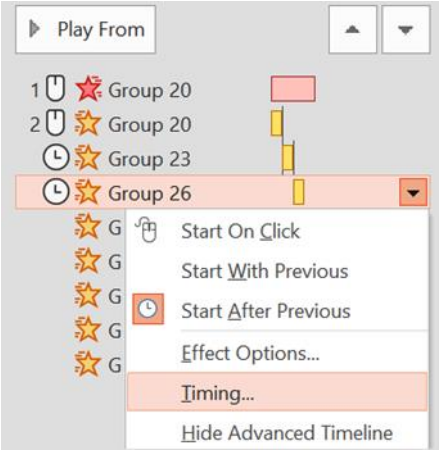


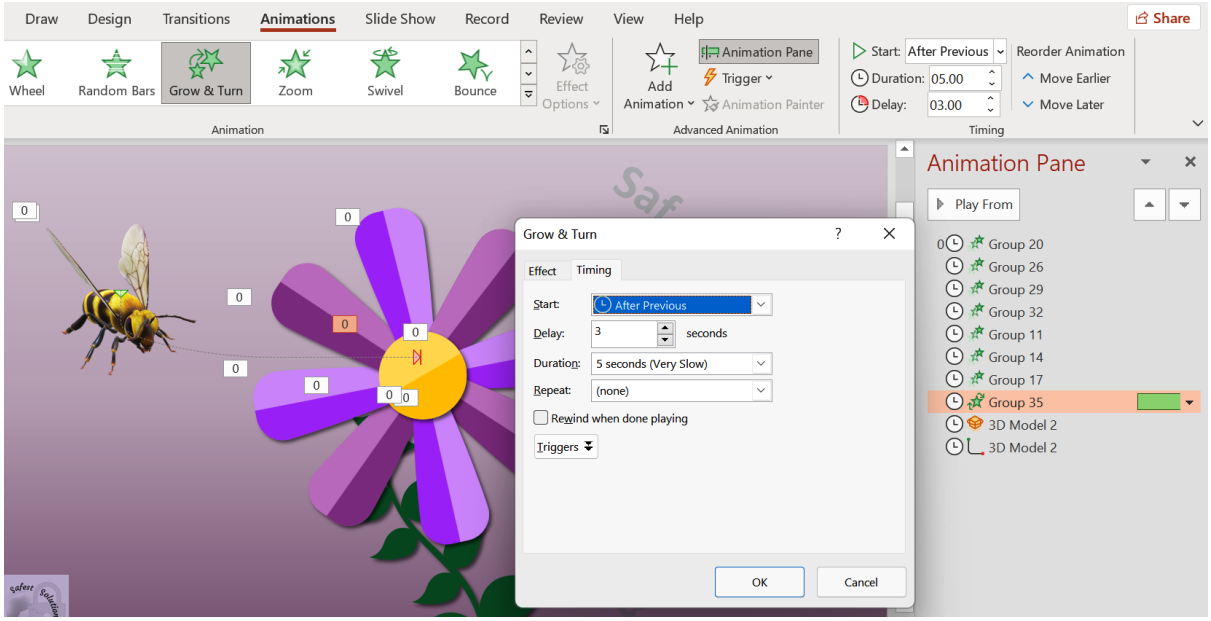

File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Share
Paste
New Slide
Layout
Reset
Section
Clipboard
Slides
Font
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Pickit Images
Pickit
Photo Album
by Safest Solutions Travel Group
Click to add notes

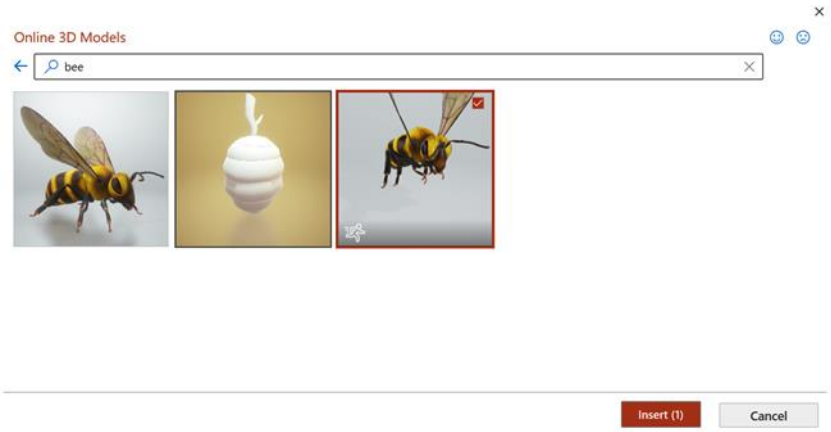

Untitled Section
SAFEST SOLUTIONS VETERINARY GROUP
Safest Solutions Veterinary Group
Dogs • Rabbits • Birds
Rename Secti...
Section name:
Introduction
Rename
Cancel

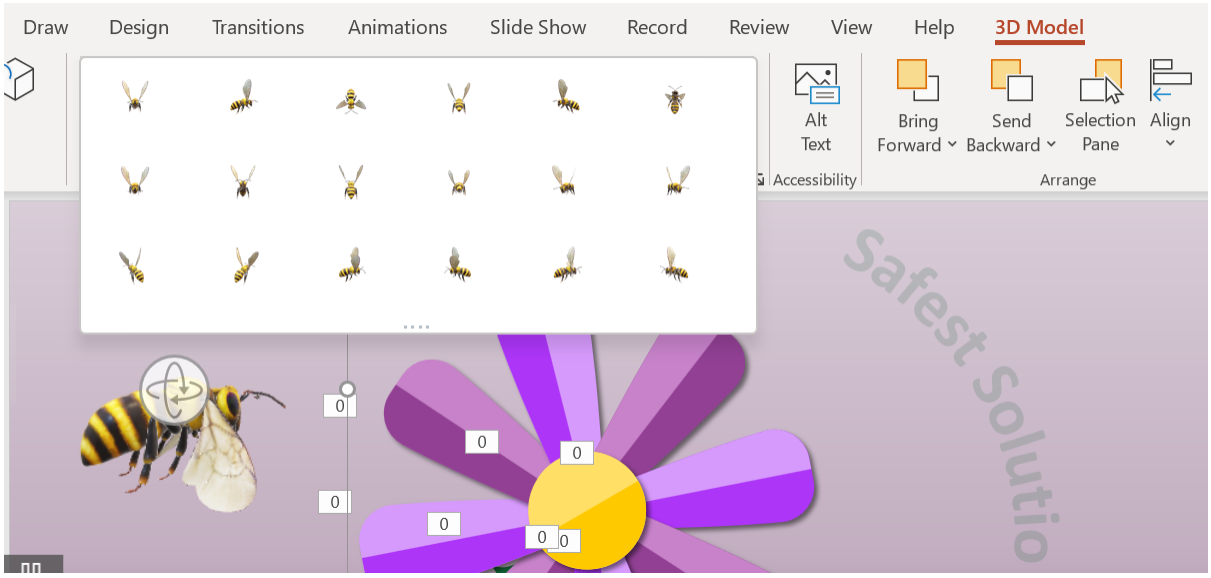

Transitions
Animations
Slide Show
Record
Review
View
Help
Spin
Grow/Shrink
Desaturate
Darken
Effect Options
Animation
Add Animation
Animation Pane
Trigger
Animation Painter
Start: On Click
Duration: 00.50
Delay: 00.00
Entrance
Appear
Fade
Fly In
Float In
Wipe
Shape
Wheel
Random Bars
Zoom
Swivel
Bounce
Emphasis
Pulse
Color Pulse
Teeter
Spin
1
2

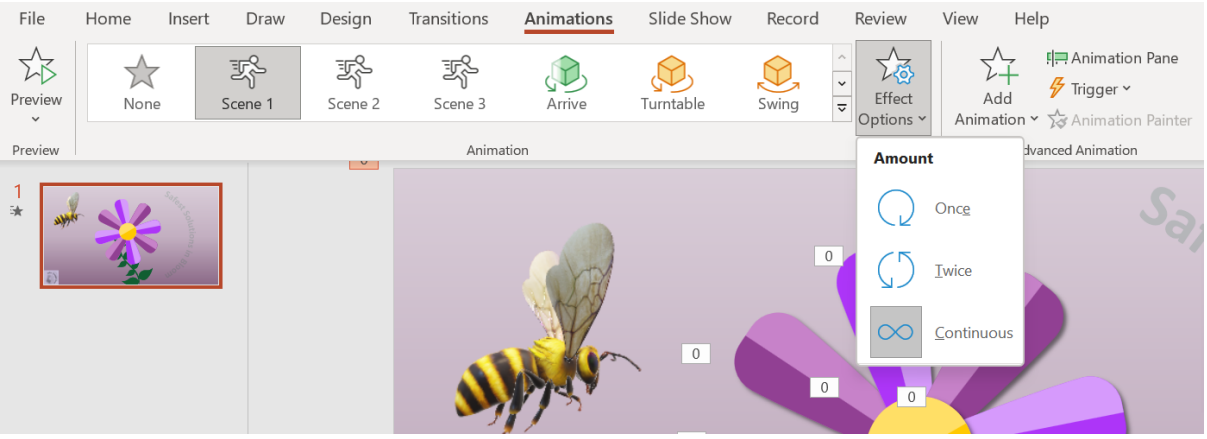

Help
Shape Format
Share
Animation Pane
Trigger
Animation Painter
Advanced Animation
Start: After Previous
On Click
With Previous
After Previous
Reorder Animation
Move Earlier
Move Later
Animation Pane
Play From
1 Group 20
2 Group 20
Group 23
Group 26
Group 29
Group 32
Group 11
Group 14
Group 17

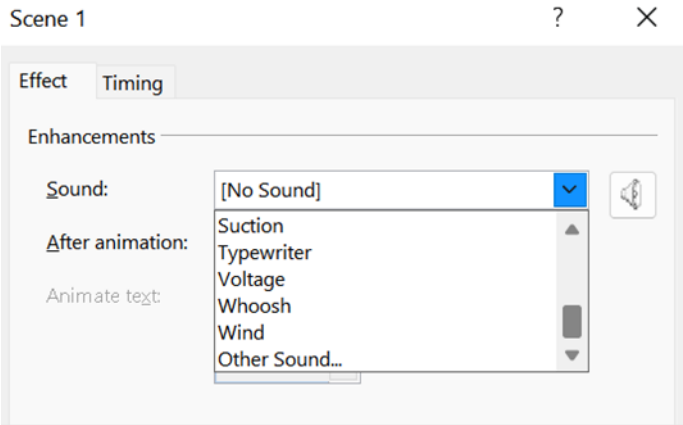

Play From
1 Group 20
2 Group 20
Group 23
Group 26
Start On Click
Start With Previous
Start After Previous
Effect Options...
Timing...
Hide Advanced Timeline

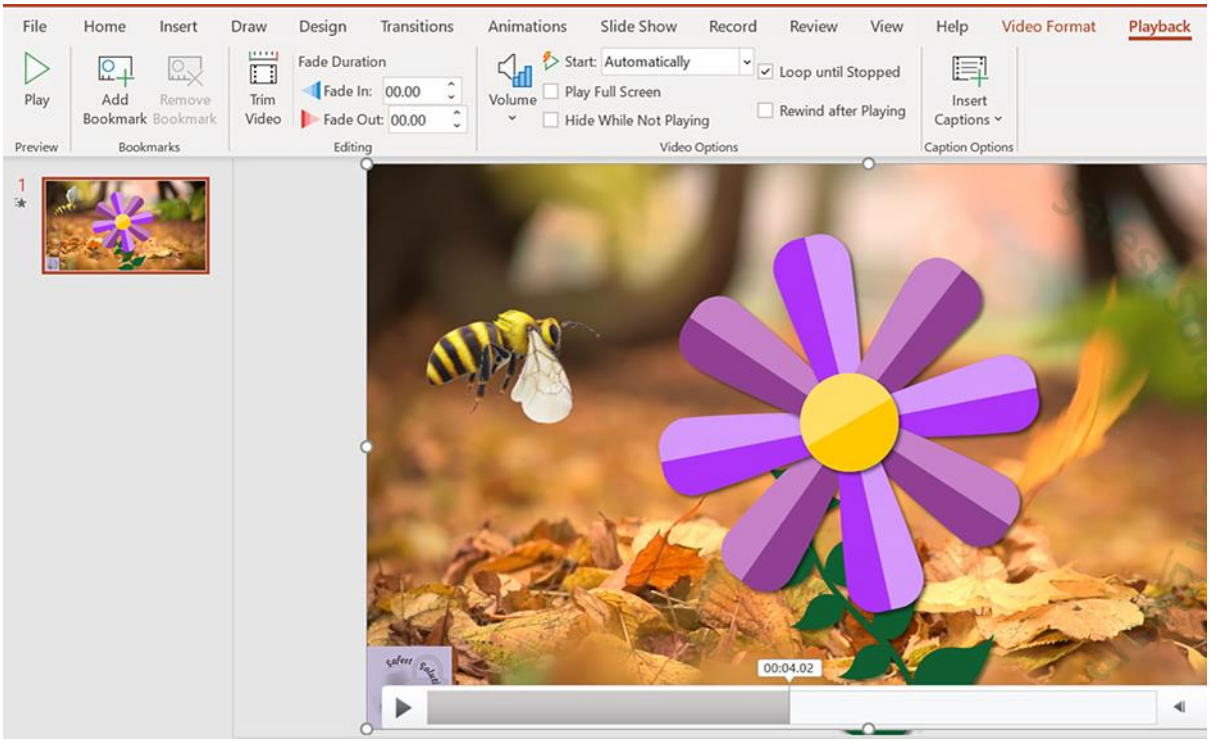

Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Share
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce
Effect Options
Animation
Add Animation
Animation Pane
Trigger
Animation Painter
Advanced Animation
Start: After Previous
Duration: 05.00
Delay: 03.00
Reorder Animation
Move Earlier
Move Later
Timing
Animation Pane
Play From
Group 20
Group 26
Group 29
Group 32
Group 11
Group 14
Group 17
Group 35
3D Model 2
3D Model 2
Grow & Turn
Effect
Timing
Start: After Previous
Delay: 3 seconds
Duration: 5 seconds (Very Slow)
Repeat: (none)
Rewind when done playing
Triggers
OK
Cancel

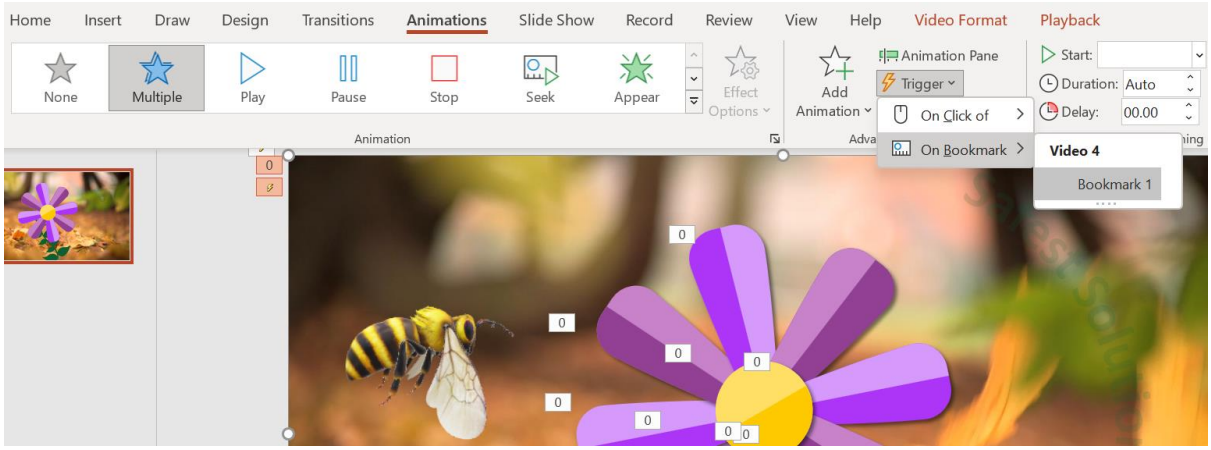

Online 3D Models
bee
Insert (1)
Cancel

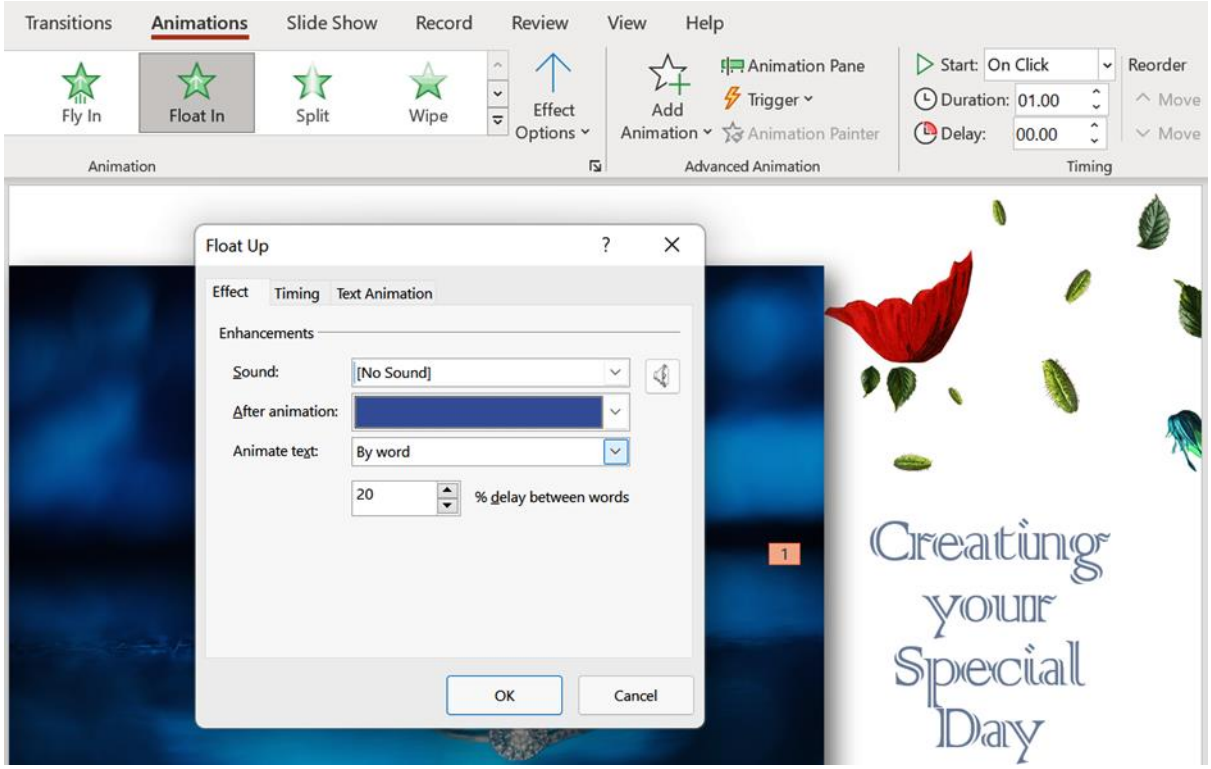

Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
3D Model
Alt Text
Accessibility
Bring Forward
Send Backward
Selection Pane
Align
Arrange
Safest Solutio

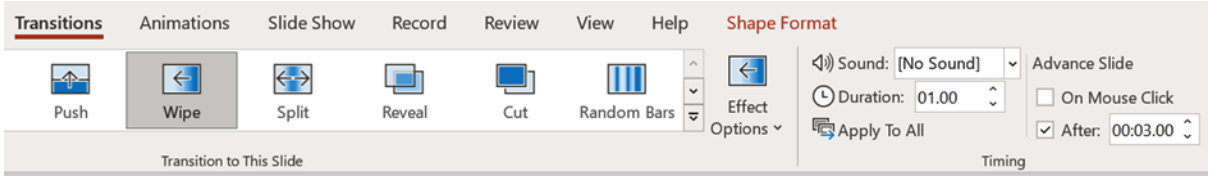

File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Preview
None
Scene 1
Scene 2
Scene 3
Arrive
Turntable
Swing
Effect Options
Add Animation
Animation Pane
Trigger
Animation Painter
Animation
Advanced Animation
Amount
Once
Twice
Continuous

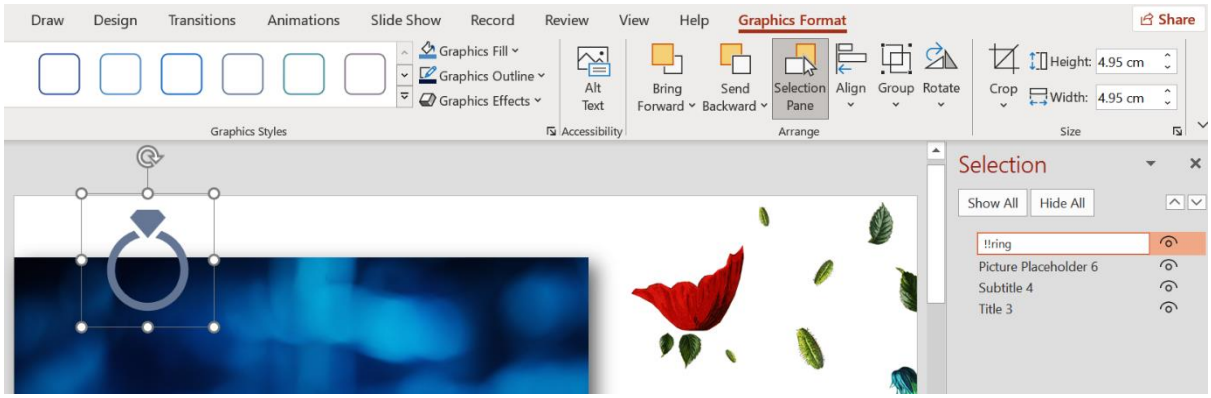

Scene 1
Effect
Timing
Enhancements
Sound:
[No Sound]
After animation:
Animate text:
Suction
Typewriter
Voltage
Whoosh
Wind
Other Sound...

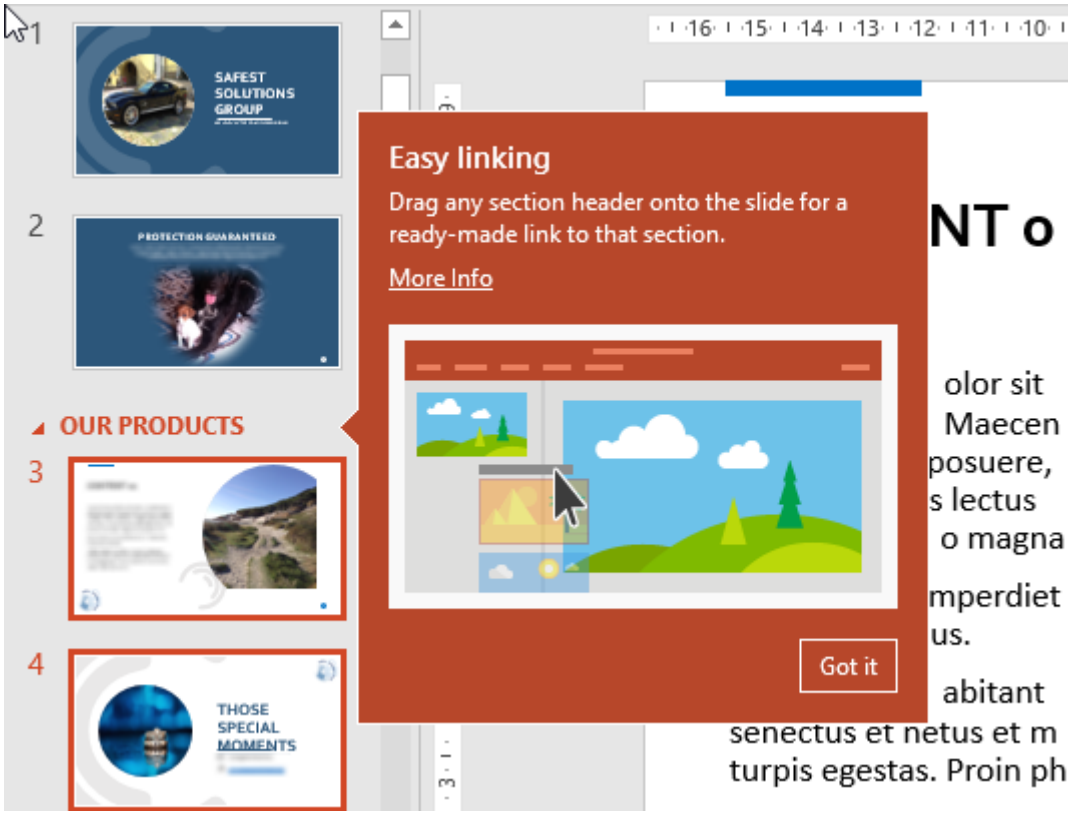

File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Video Format
Playback
Play
Preview
Add Bookmark
Remove Bookmark
Bookmarks
Trim Video
Fade Duration
Fade In: 00.00
Fade Out: 00.00
Editing
Volume
Start: Automatically
Play Full Screen
Hide While Not Playing
Loop until Stopped
Rewind after Playing
Video Options
Insert Captions
Caption Options
00:04.02


Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Video Format
Playback
None
Multiple
Play
Pause
Stop
Seek
Appear
Effect Options
Animation
Add Animation
Animation Pane
Trigger
On Click of
On Bookmark
Video 4
Bookmark 1
Start:
Duration: Auto
Delay: 00.00


Transitions
Animations
Slide Show
Record
Review
View
Help
Fly In
Float In
Split
Wipe
Effect Options
Animation
Add Animation
Animation Pane
Trigger
Animation Painter
Advanced Animation
Start: On Click
Duration: 01.00
Delay: 00.00
Reorder
Move
Move
Timing
Float Up
Effect
Timing
Text Animation
Enhancements
Sound:
[No Sound]
After animation:
Animate text:
By word
20
% delay between words
OK
Cancel
Creating your Special Day


Transitions
Animations
Slide Show
Record
Review
View
Help
Shape Format
Push
Wipe
Split
Reveal
Cut
Random Bars
Effect Options
Transition to This Slide
Sound: [No Sound]
Duration: 01.00
Apply To All
Advance Slide
On Mouse Click
After: 00:03.00
Timing


Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Graphics Format
Share
Graphics Fill
Graphics Outline
Graphics Effects
Graphics Styles
Alt Text
Accessibility
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Crop
Height: 4.95 cm
Width: 4.95 cm
Size
Selection
Show All
Hide All
!!ring
Picture Placeholder 6
Subtitle 4
Title 3


SAFEST SOLUTIONS GROUP
PROTECTION GUARANTEED
OUR PRODUCTS
THOSE SPECIAL MOMENTS
Easy linking
Drag any section header onto the slide for a ready-made link to that section.
More Info
Got it
NT o
olor sit
Maecen
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s lectus
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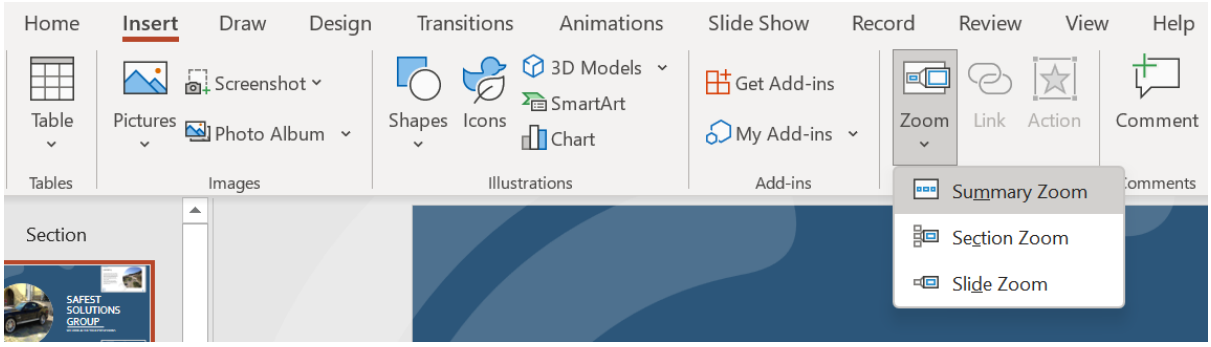
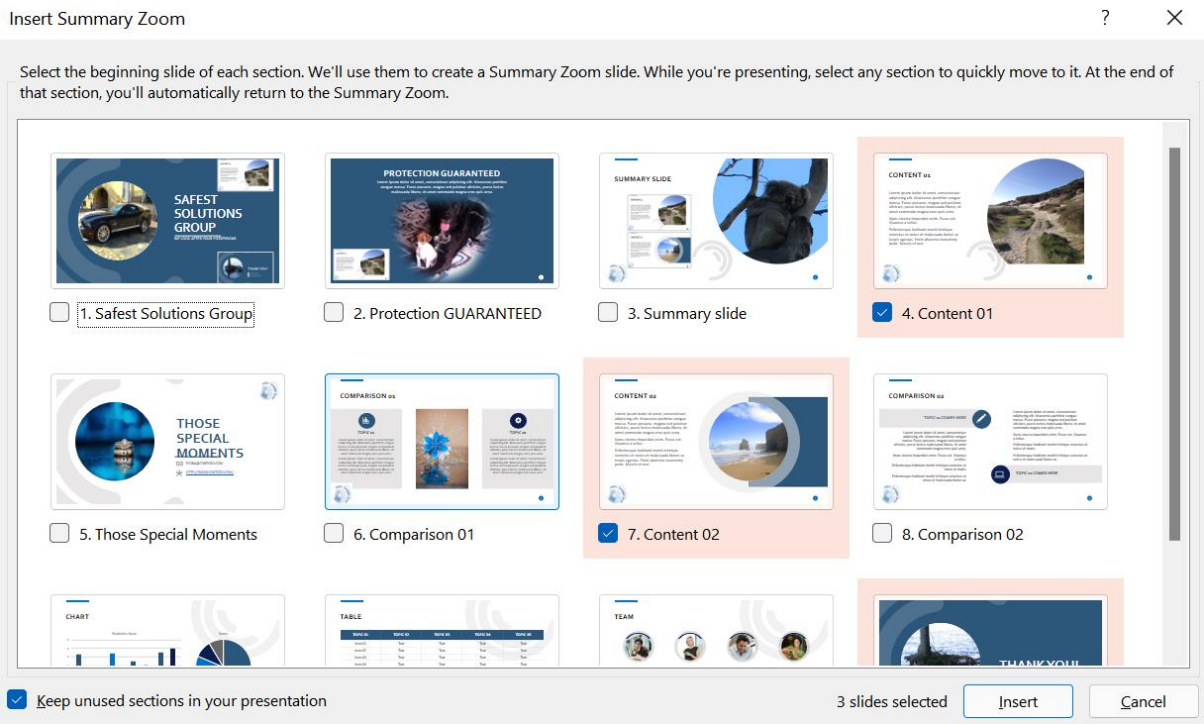
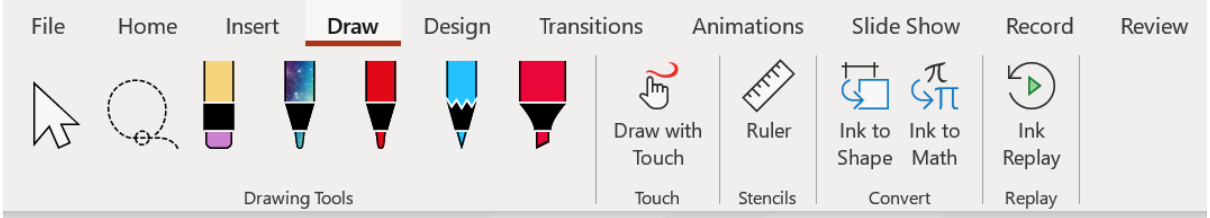
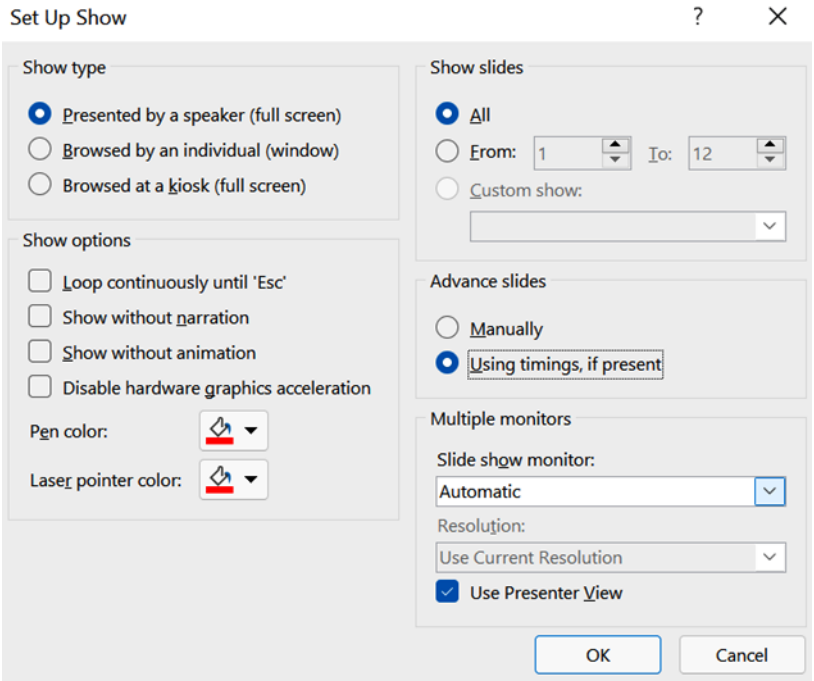
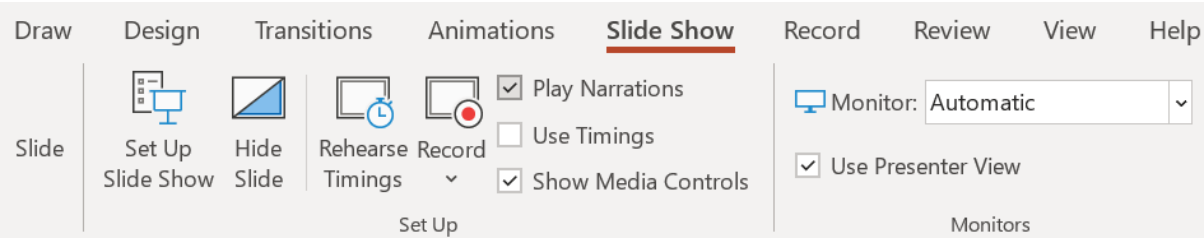
CONTENT 01

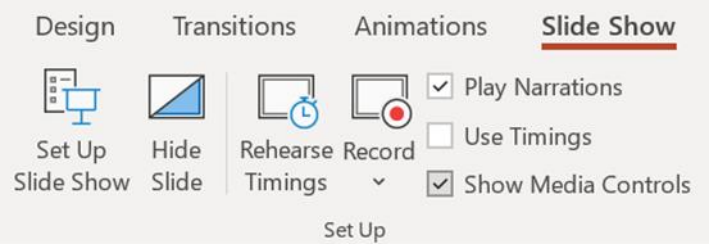

Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Table
Tables
Pictures
Screenshot
Photo Album
Images
Shapes
Icons
3D Models
SmartArt
Chart
Illustrations
Get Add-ins
My Add-ins
Add-ins
Zoom
Link
Action
Comment
Comments
Summary Zoom
Section Zoom
Slide Zoom
Section

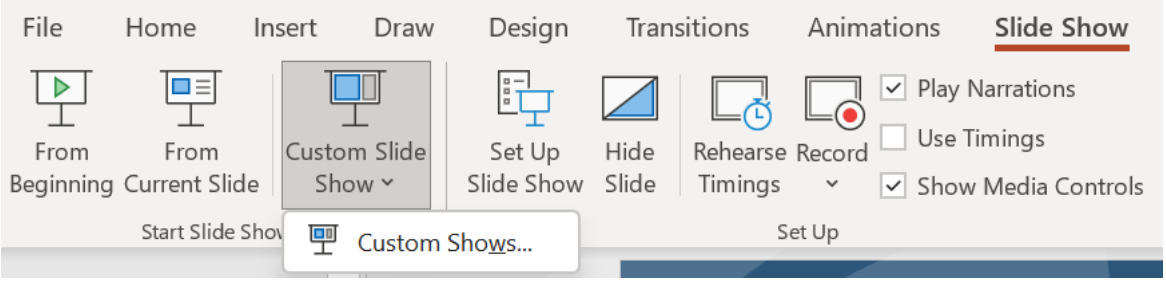

Insert Summary Zoom
Select the beginning slide of each section. We'll use them to create a Summary Zoom slide. While you're presenting, select any section to quickly move to it. At the end of that section, you'll automatically return to the Summary Zoom.
1. Safest Solutions Group
2. Protection GUARANTEED
3. Summary slide
4. Content 01
5. Those Special Moments
6. Comparison 01
7. Content 02
8. Comparison 02
Keep unused sections in your presentation
3 slides selected
Insert
Cancel

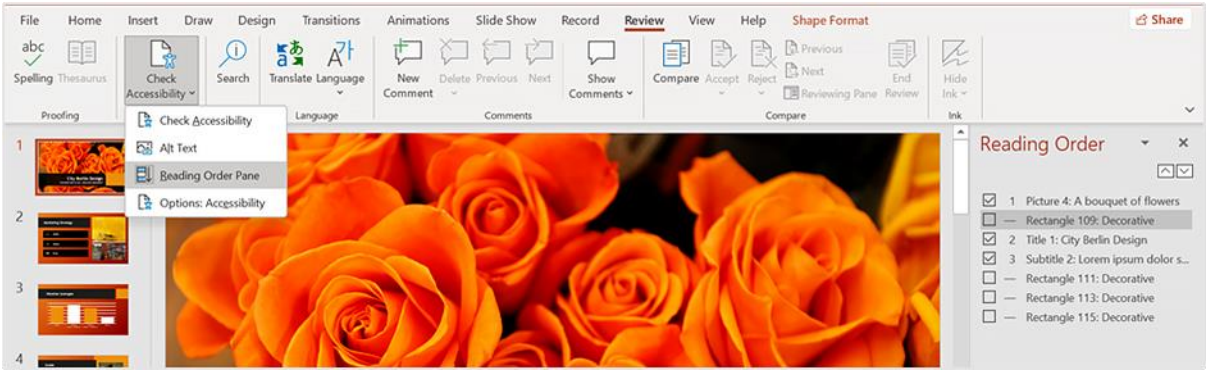

File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
Drawing Tools
Draw with Touch
Touch
Ruler
Stencils
Ink to Shape
Ink to Math
Convert
Ink Replay
Replay


Set Up Show
Show type
Presented by a speaker (full screen)
Browsed by an individual (window)
Browsed at a kiosk (full screen)
Show options
Loop continuously until 'Esc'
Show without narration
Show without animation
Disable hardware graphics acceleration
Pen color:
Laser pointer color:
Show slides
All
From: 1
To: 12
Custom show:
Advance slides
Manually
Using timings, if present
Multiple monitors
Slide show monitor:
Automatic
Resolution:
Use Current Resolution
Use Presenter View
OK
Cancel


Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Slide
Set Up Slide Show
Hide Slide
Rehearse Timings
Record
Play Narrations
Use Timings
Show Media Controls
Set Up
Monitor: Automatic
Use Presenter View
Monitors


Design
Transitions
Animations
Slide Show
Set Up Slide Show
Hide Slide
Rehearse Timings
Record
Play Narrations
Use Timings
Show Media Controls
Set Up


File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
From Beginning
From Current Slide
Custom Slide Show
Set Up Slide Show
Hide Slide
Rehearse Timings
Record
Play Narrations
Use Timings
Show Media Controls
Start Slide Show
Custom Shows...
Set Up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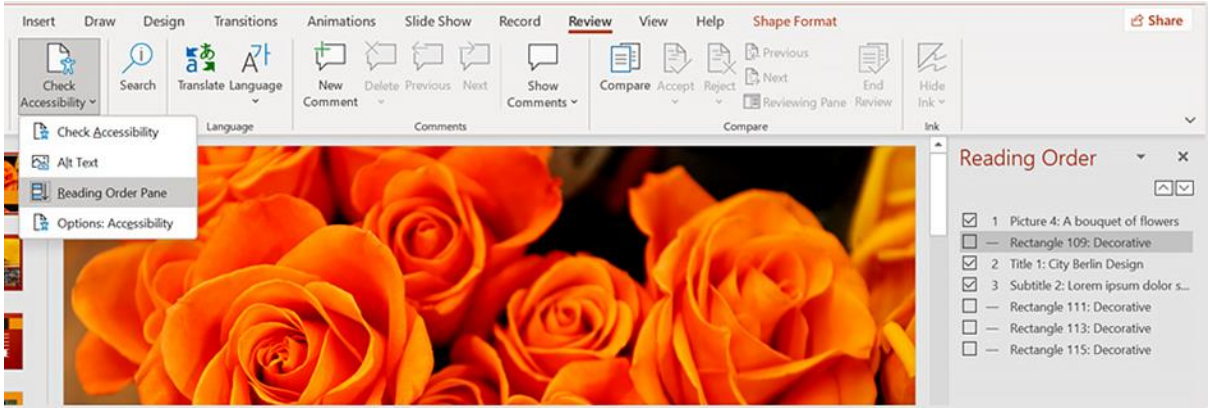
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Shape Format
Share
Check Accessibility
Search
Translate
Language
New Comment
Show Comments
Compare
Check Accessibility
Alt Text
Reading Order Pane
Options: Accessibility
Reading Order
1 Picture 4: A bouquet of flowers
Rectangle 109: Decorative
2 Title 1: City Berlin Design
3 Subtitle 2: Lorem ipsum dolor s...
Rectangle 111: Decorative
Rectangle 113: Decorative
Rectangle 115: Decorative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Help
Shape Format
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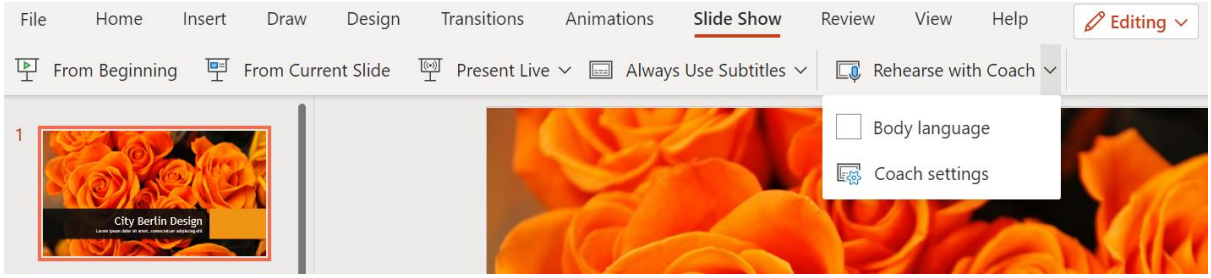
Check Accessibility
Search
Translate
Language
New Comment
Show Comments
Compare
Check Accessibility
Alt Text
Reading Order Pane
Options: Accessibility
Reading Order
1 Picture 4: A bouquet of flowers
Rectangle 109: Decorative
2 Title 1: City Berlin Design
3 Subtitle 2: Lorem ipsum dolor s...
Rectangle 111: Decorative
Rectangle 113: Decorative
Rectangle 115: Decorative


File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Editing
From Beginning
From Current Slide
Present Live
Always Use Subtitles
Rehearse with Coach
Body language
Coach settings
1
City Berlin Design

City Berlin Design
sum dolor sit amet, consectetuer adipiscing elit
Welcome
Welcome to PowerPoint Presenter Coach (Preview)
As you rehearse, we'll give you feedback about how you're presenting. At the end, you'll see a numerical summary and our suggestions.
Start Rehearsing
Show real-time feedback

ity Berlin Design
m dolor sit amet, consectetuer adipiscing elit
Clear View
Keep the area in front of your face clear.
02:03

Your Rehearsal Report (Preview)

Rehearse Again

Summary

Good job rehearsing! Keep up the hard work.

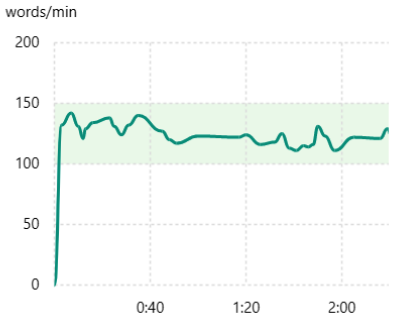
2:43 total time spent

6 slides rehearsed

Pace

Your pace is just right! Keep it up!

Your average pace over time



Fillers

To sound more polished and confident, try to avoid using filler words. Pause or take a breath to relax. Some filler words to avoid are:

umm | You know

Learn More

Repetitive Language

NEW

Try using synonyms to avoid repetition. Below are the repeated words from your rehearsal.

really | great

Try out a new word or phrase

sure

Learn More

Inclusiveness

Great job! Your use of inclusive language was excellent.

Learn More

Learn More

Pronunciation

BETA

* Based on General American English

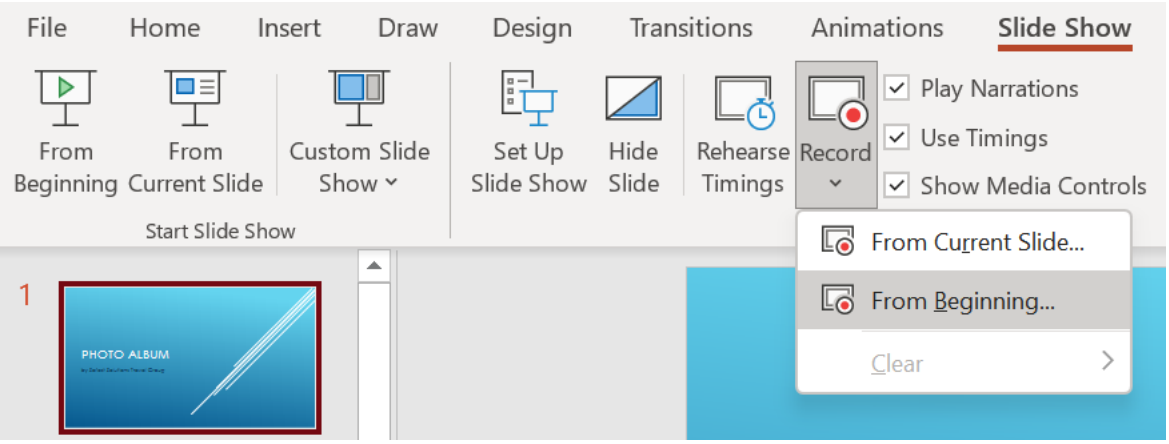
Good job! Your pronunciation sounded clear.

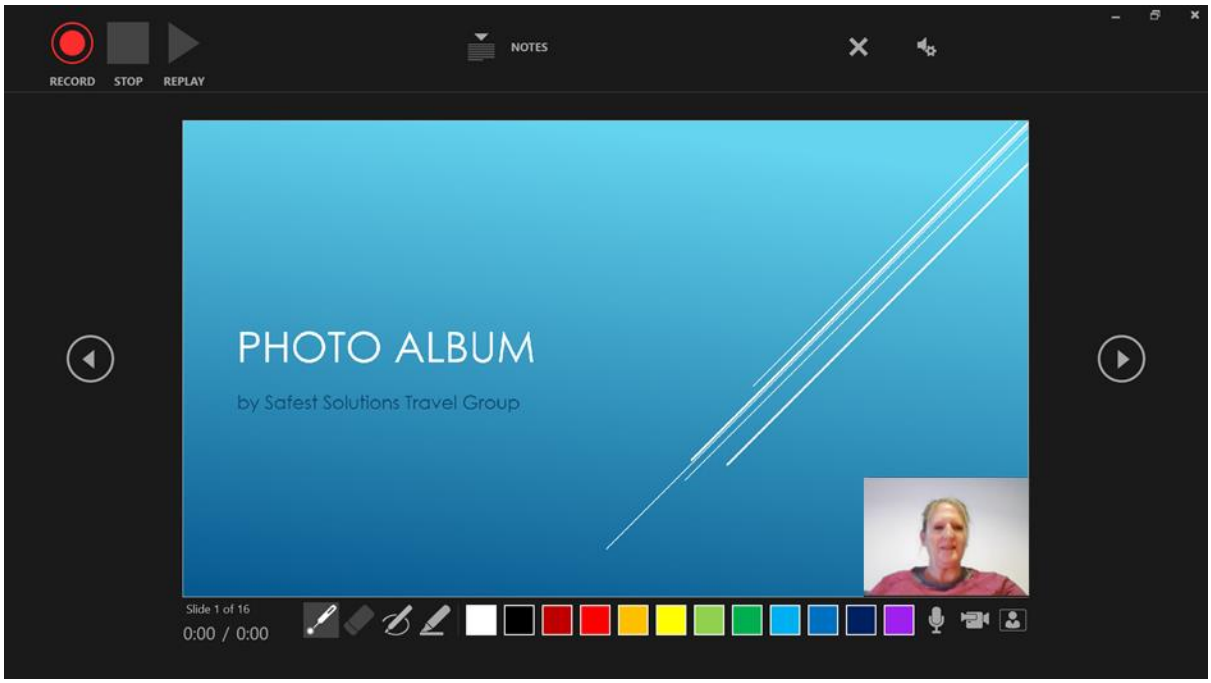
Learn More

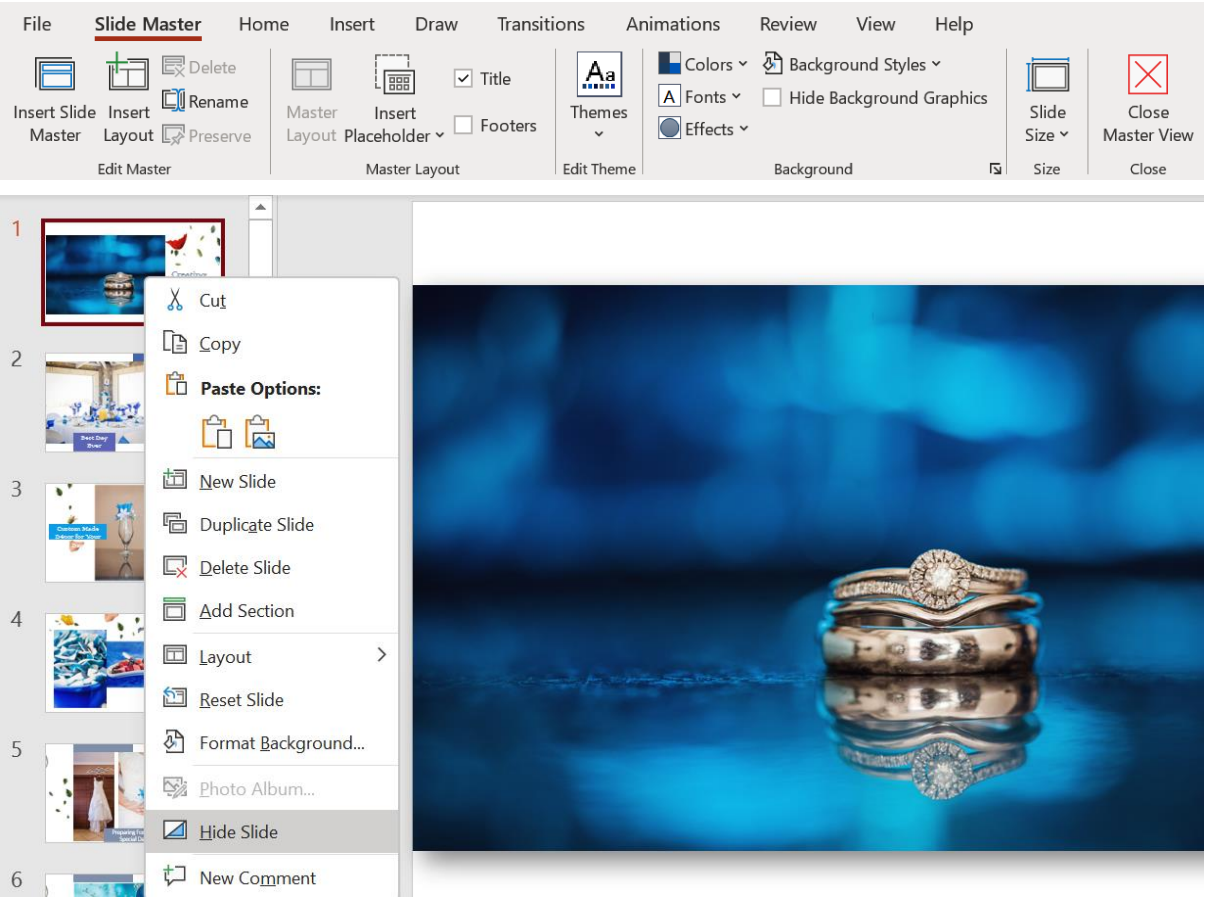
How was your experience? ☆ ☆ ☆ ☆ ☆

Pitch

Low pitch variation will make your audience lose interest. Try increasing the tone for your key points.


File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
From Beginning
From Current Slide
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Rehearse Timings
Record
Play Narrations
Use Timings
Show Media Controls
From Current Slide...
From Beginning...
Clear
1
PHOTO ALBUM


RECORD
STOP
REPLAY
NOTES
PHOTO ALBUM
by Safest Solutions Travel Group
Slide 1 of 16
0:00 / 0:00


File
Slide Master
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Transitions
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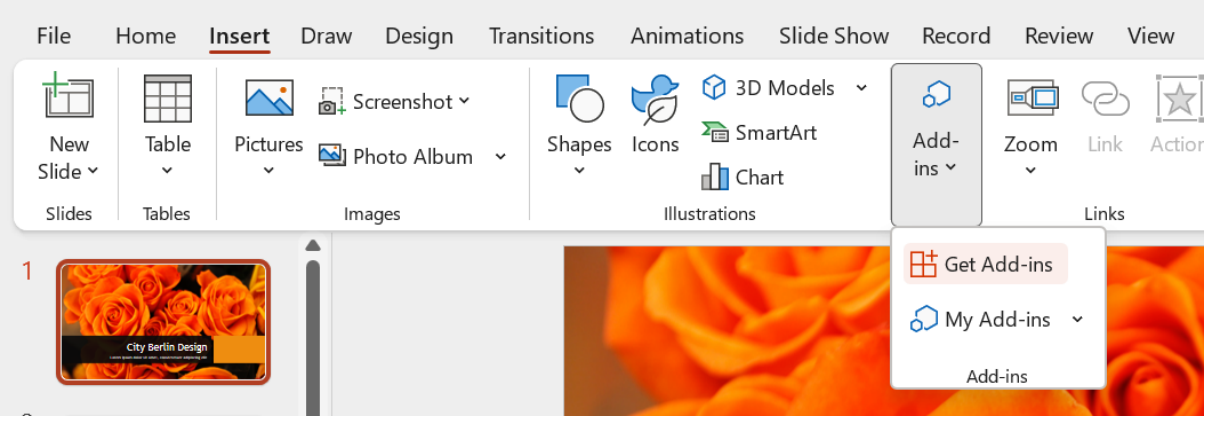
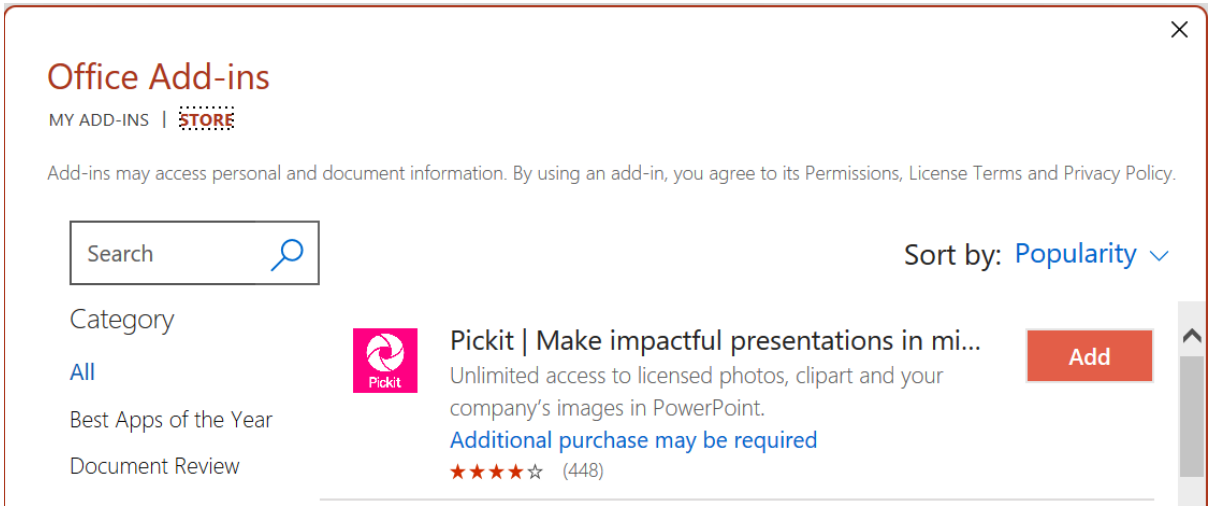
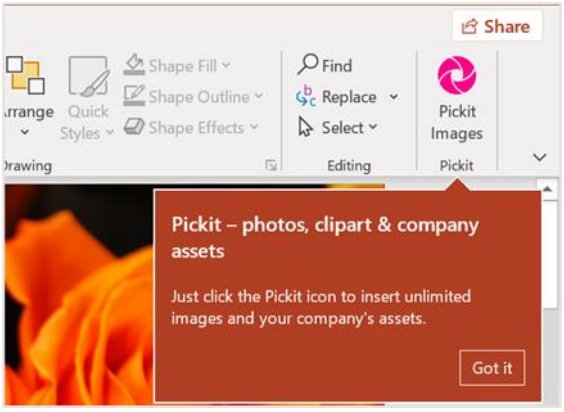
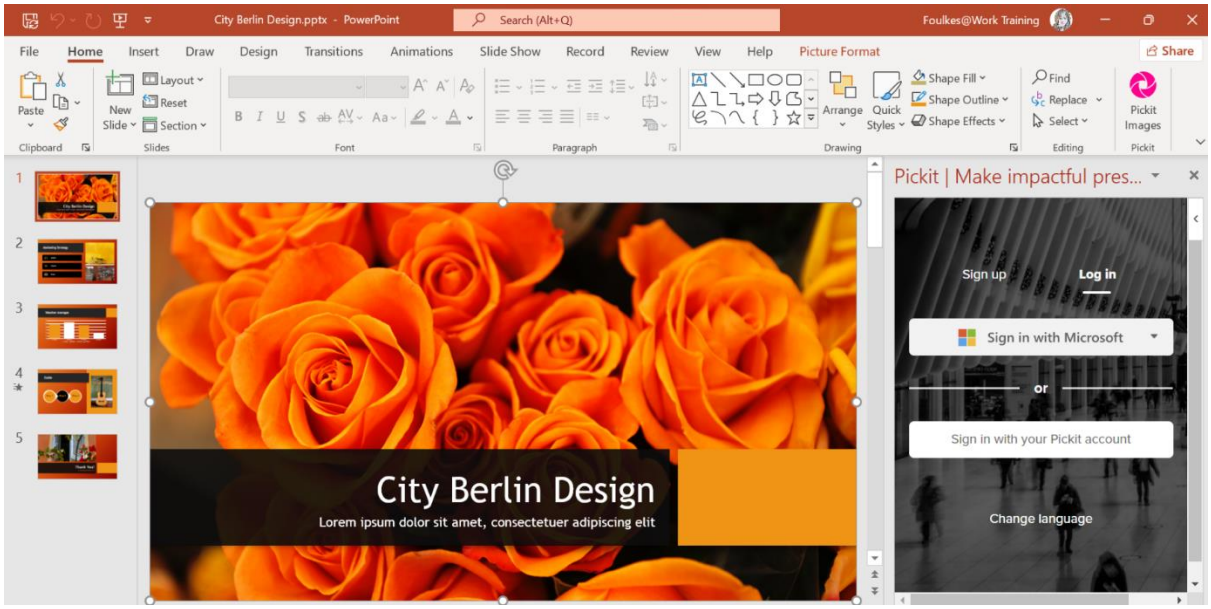
Review
View
Help
Insert Slide Master
Insert Layout
Delete
Rename
Preserve
Edit Master
Master Layout
Insert Placeholder
Title
Footers
Master Layout
Themes
Edit Theme
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slide Size
Size
Close Master View
Close
Cut
Copy
Paste Options:
New Slide
Duplicate Slide
Delete Slide
Add Section
Layout
Reset Slide
Format Background...
Photo Album...
Hide Slide
New Comment

Chapter 8: Mastering Best Practices with Presentations








City Berlin Design.pptx - PowerPoint
Search (Alt+Q)
Foulkes@Work Training
File
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Animations
Slide Show
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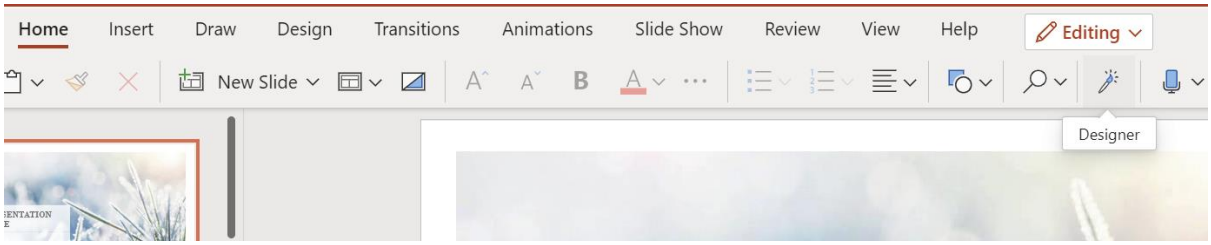
Review
View
Help
Picture Format
Share
Paste
New Slide
Layout
Reset
Section
Clipboard
Slides
Font
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Pickit Images
Pickit
Pickit | Make impactful pres...
Sign up
Log in
Sign in with Microsoft
or
Sign in with your Pickit account
Change language
City Berlin Design
Lorem ipsum dolor sit amet, consectetuer adipiscing elit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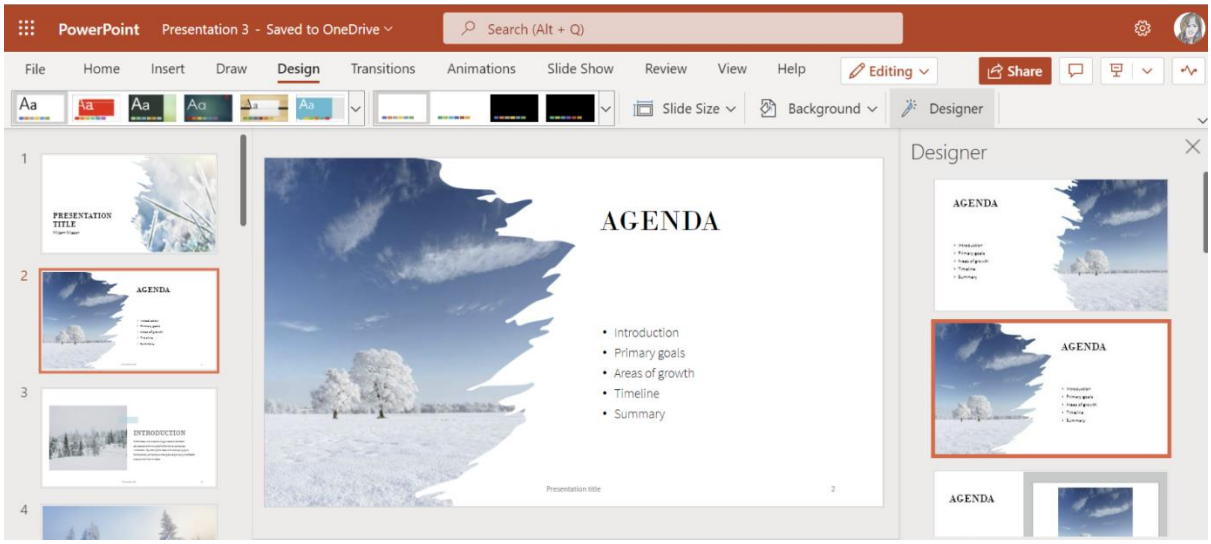
Animations
Slide Show
Review
View
Help
Editing
New Slide
Designer


PowerPoint
Presentation 3 - Saved to OneDrive
Search (Alt + Q)
File
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Insert
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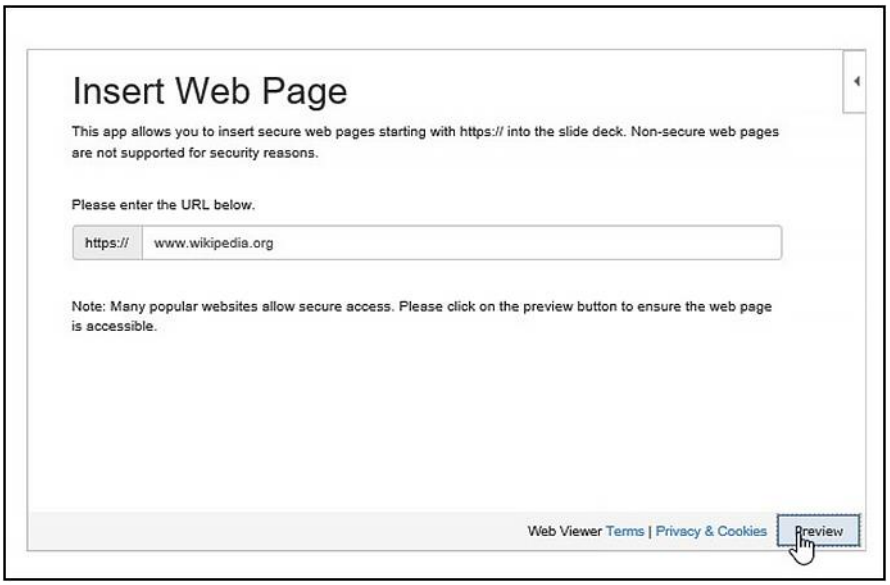
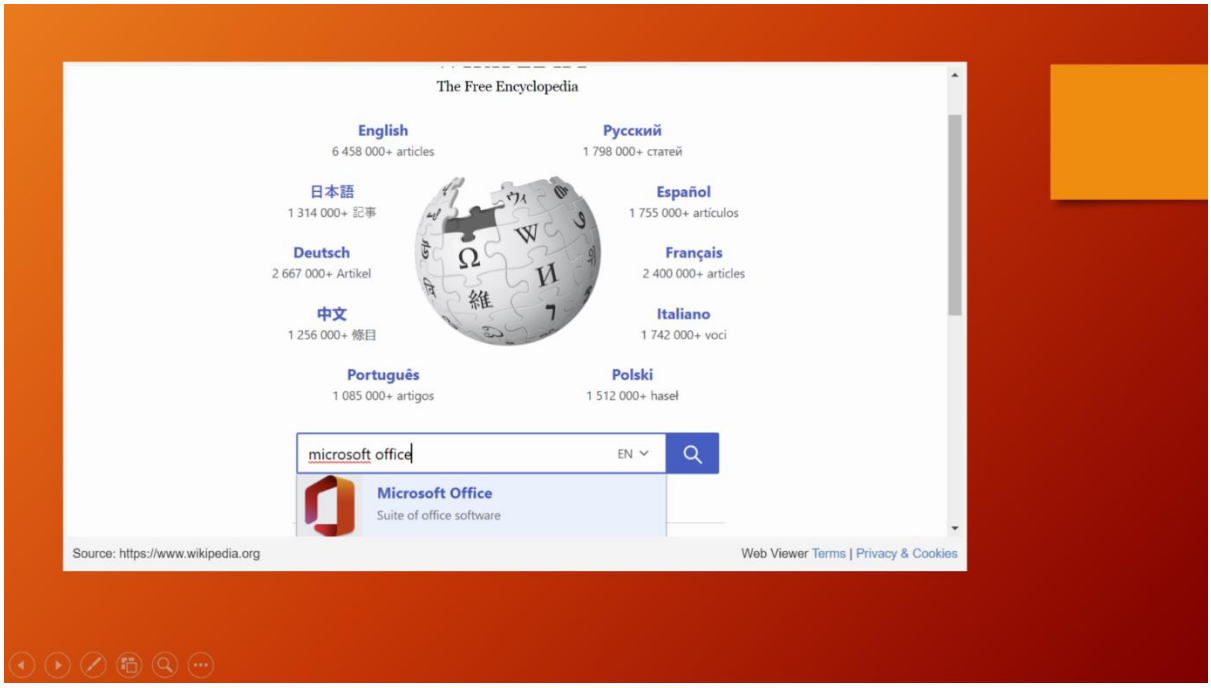
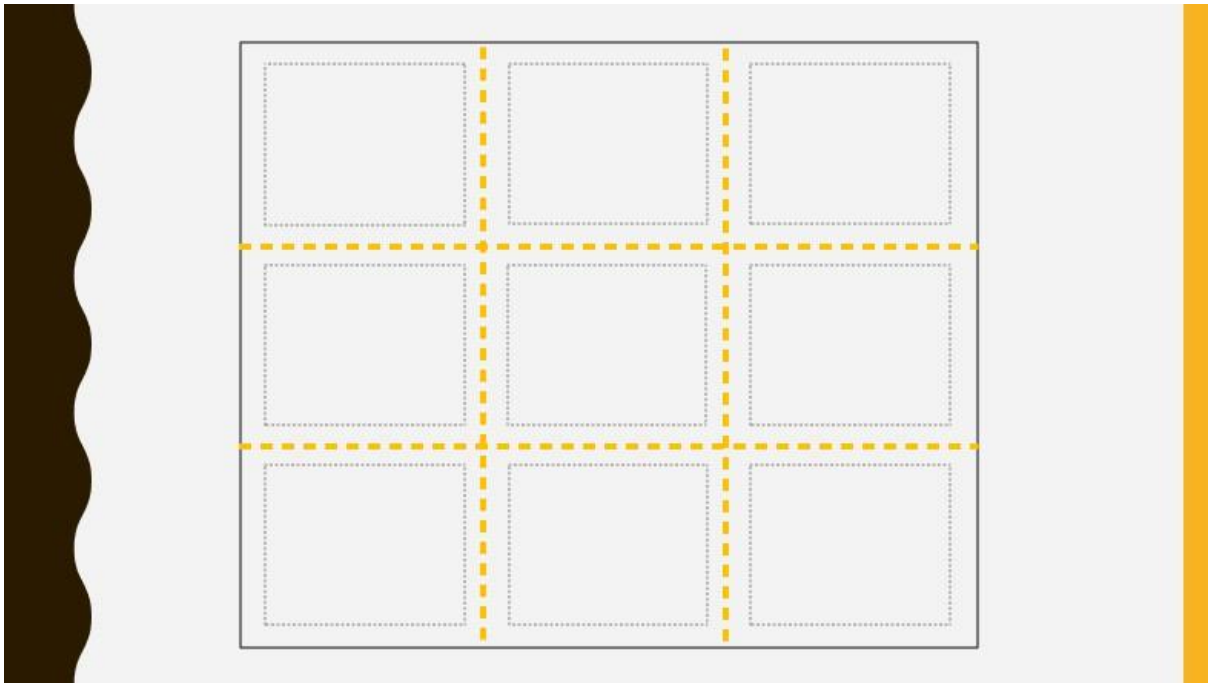
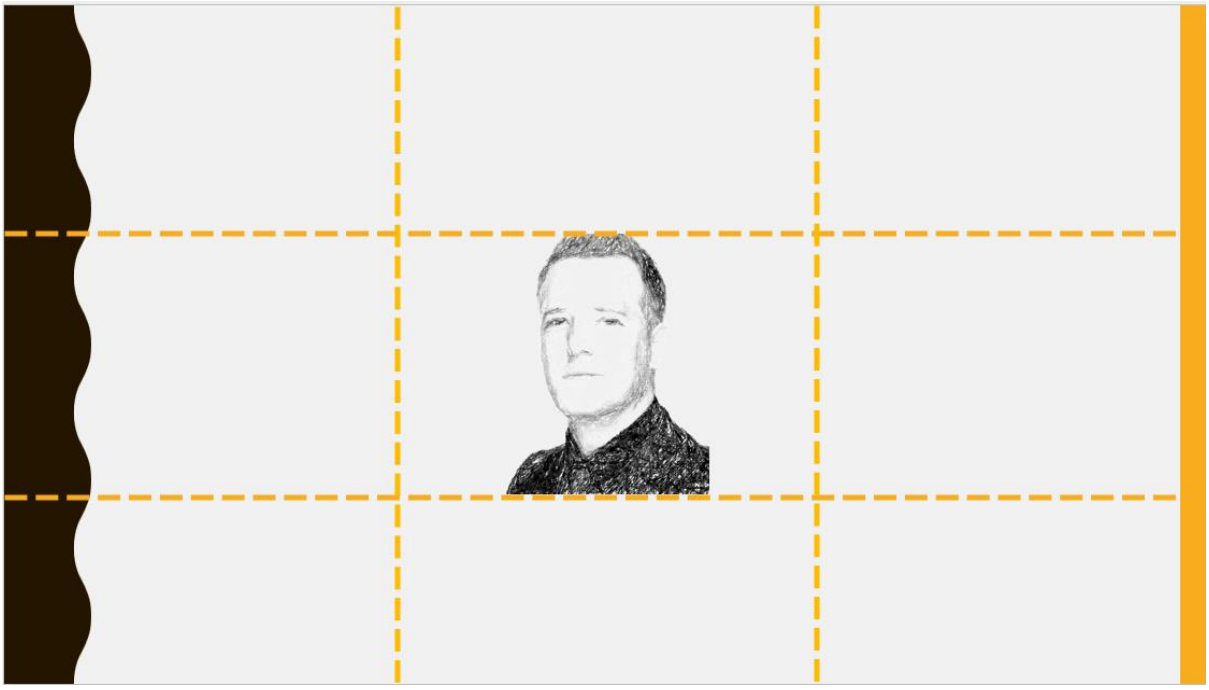
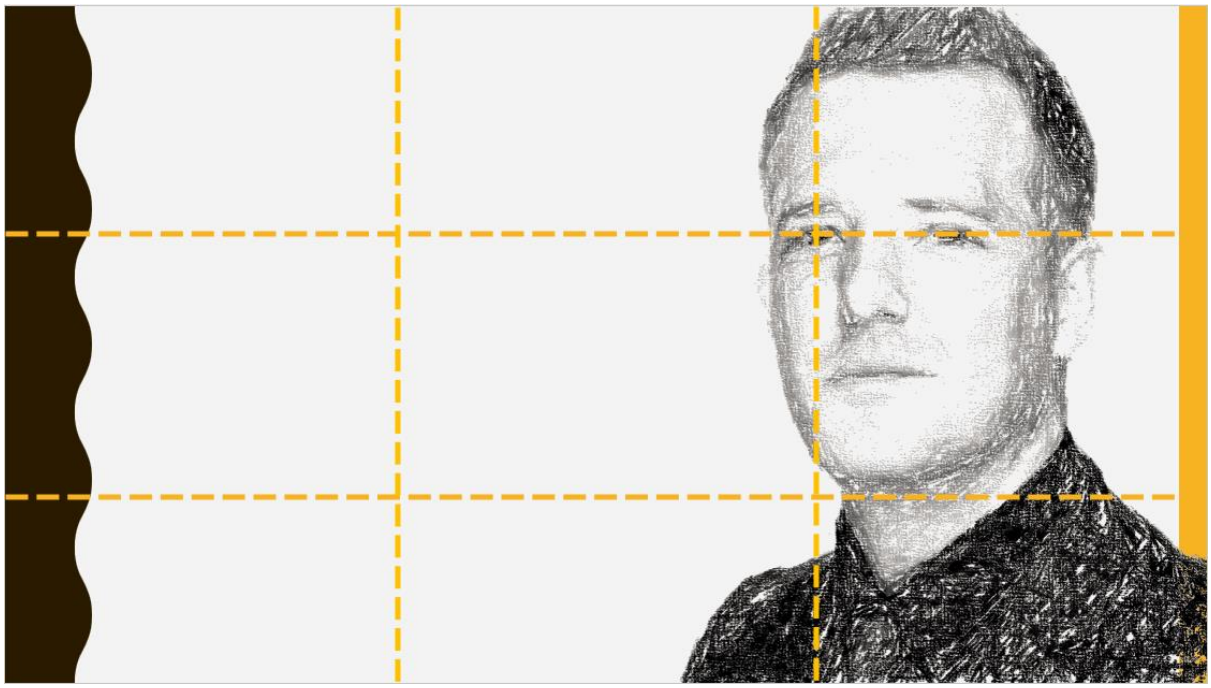
Design
Transitions
Animations
Slide Show
Review
View
Help
Editing
Share
Slide Size
Background
Designer
PRESENTATION TITLE
AGENDA
INTRODUCTION
AGENDA
Introduction
Primary goals
Areas of growth
Timeline
Summary
Presentation title
Designer
AGENDA
AGENDA
AGENDA

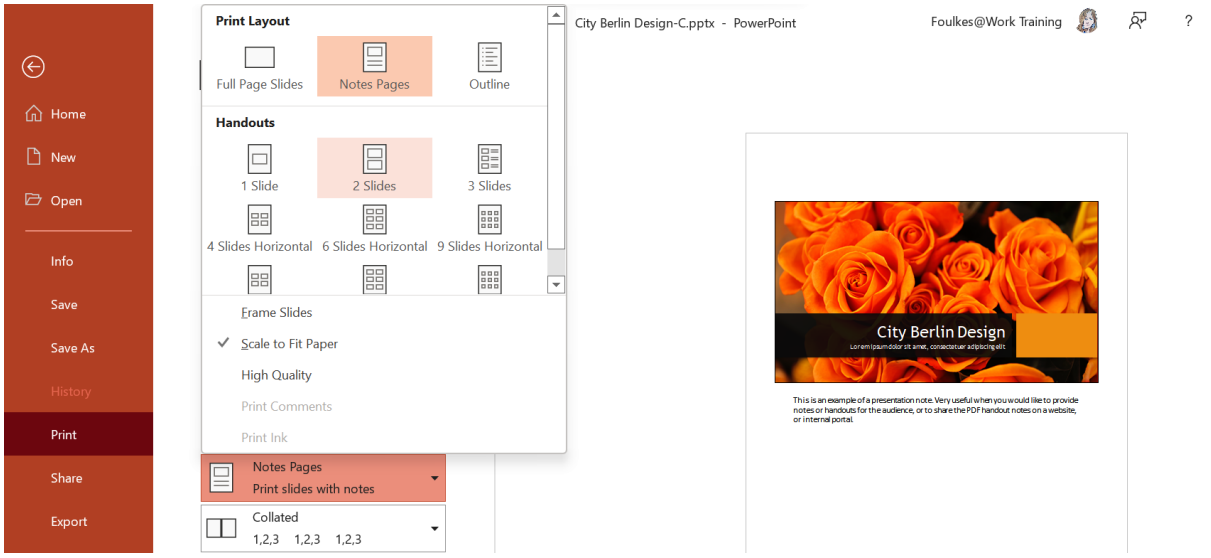

Insert Web Page
This app allows you to insert secure web pages starting with https:// into the slide deck. Non-secure web pages are not supported for security reasons.
Please enter the URL below.
https://
www.wikipedia.org
Note: Many popular websites allow secure access. Please click on the preview button to ensure the web page is accessible.
Web Viewer Terms | Privacy & Cookies
Preview

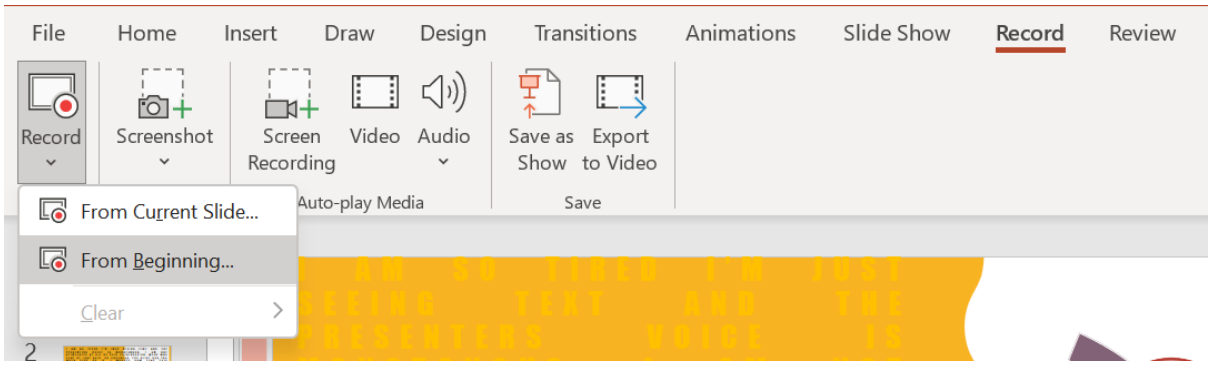

The Free Encyclopedia
English
6 458 000+ articles
Русский
1 798 000+ статей
日本語
1 314 000+ 記事
Español
1 755 000+ artículos
Deutsch
2 667 000+ Artikel
Français
2 400 000+ articles
中文
1 256 000+ 條目
Italiano
1 742 000+ voci
Português
1 085 000+ artigos
Polski
1 512 000+ haseł
microsoft office
EN
Microsoft Office
Suite of office software
Source: https://www.wikipedia.org
Web Viewer Terms | Privacy & Cookies








Home
New
Open
Info
Save
Save As
History
Print
Share
Export
Print Layout
Full Page Slides
Notes Pages
Outline
Handouts
1 Slide
2 Slides
3 Slides
4 Slides Horizontal
6 Slides Horizontal
9 Slides Horizontal
Frame Slides
Scale to Fit Paper
High Quality
Print Comments
Print Ink
Notes Pages
Print slides with notes
Collated
1,2,3 1,2,3 1,2,3
City Berlin Design-C.pptx - PowerPoint
Foulkes@Work Training
City Berlin Design
This is an example of a presentation note. Very useful when you would like to provide notes or handouts for the audience, or to share the PDF handout notes on a website, or internal portal.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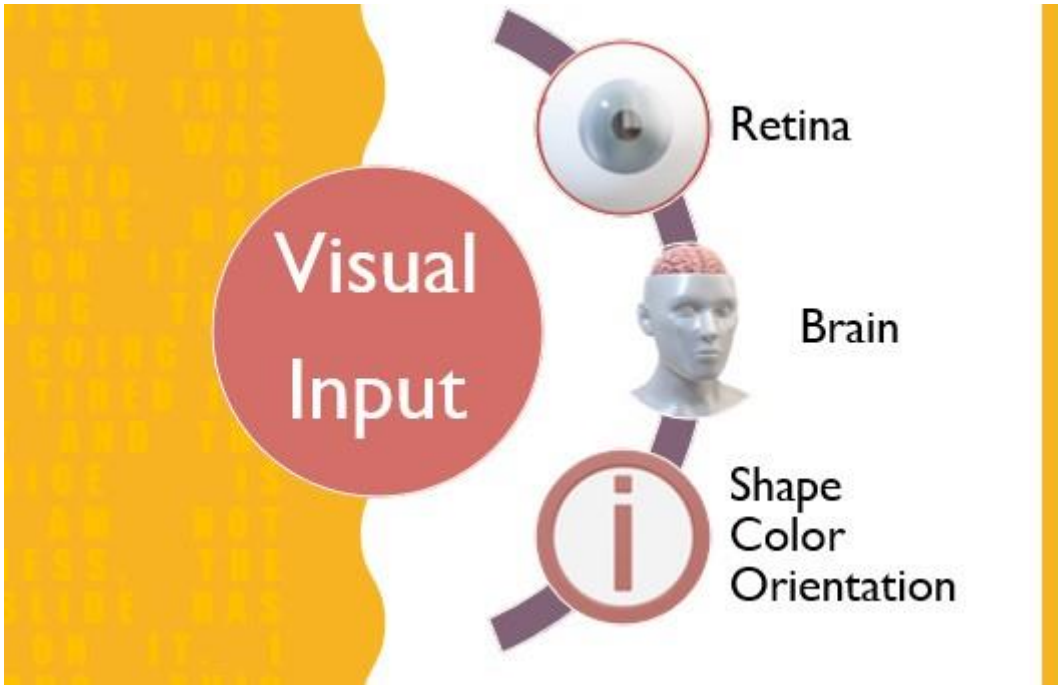
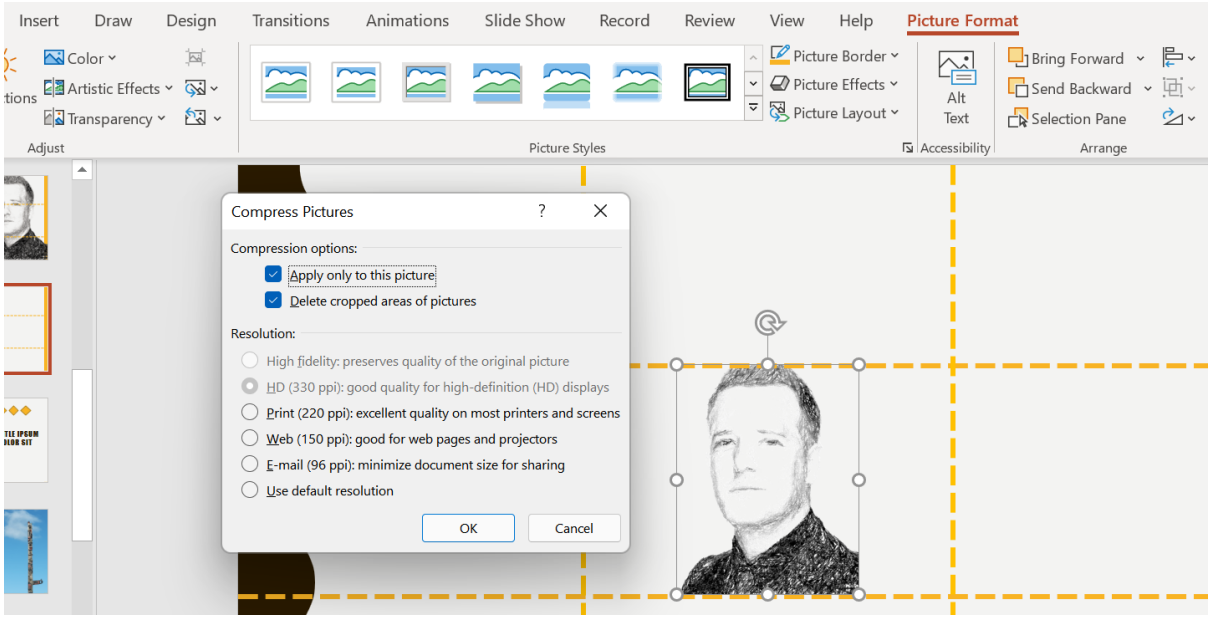
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record
Review
Record
Screenshot
Screen Recording
Video
Audio
Save as Show
Export to Video
Auto-play Media
Save
From Current Slide...
From Beginning...
Clear

VERBAL NARRATIVE
VISUAL PASSAGE


Visual Input
Retina
Brain
Shape
Color
Orientation


Insert
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Animations
Slide Show
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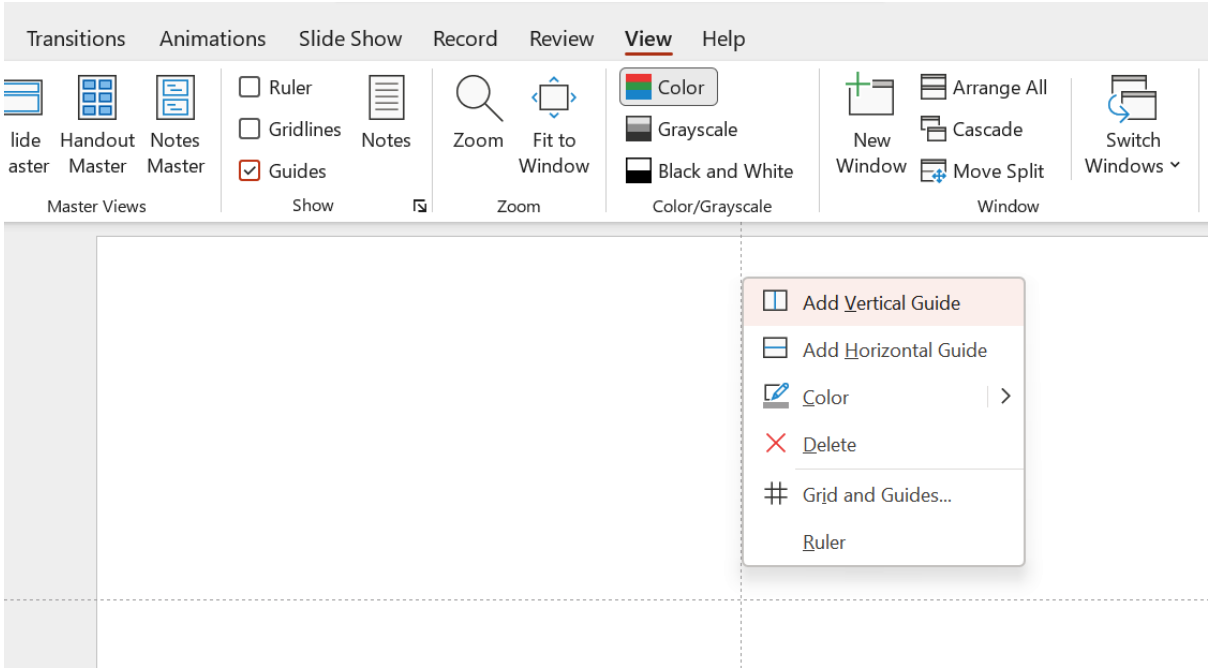
Review
View
Help
Picture Format
Color
Artistic Effects
Transparency
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Alt Text
Accessibility
Bring Forward
Send Backward
Selection Pane
Arrange
Compress Pictures
Compression options:
Apply only to this picture
Delete cropped areas of pictures
Resolution:
High fidelity: preserves quality of the original picture
HD (330 ppi): good quality for high-definition (HD) displays
Print (220 ppi): excellent quality on most printers and screens
Web (150 ppi): good for web pages and projectors
E-mail (96 ppi): minimize document size for sharing
Use default resolution
OK
Cancel


Transitions
Animations
Slide Show
Record
Review
View
Help
Handout Master
Notes Master
Master Views
Ruler
Gridlines
Guides
Notes
Show
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Fit to Window
Zoom
Color
Grayscale
Black and White
Color/Grayscale
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Window
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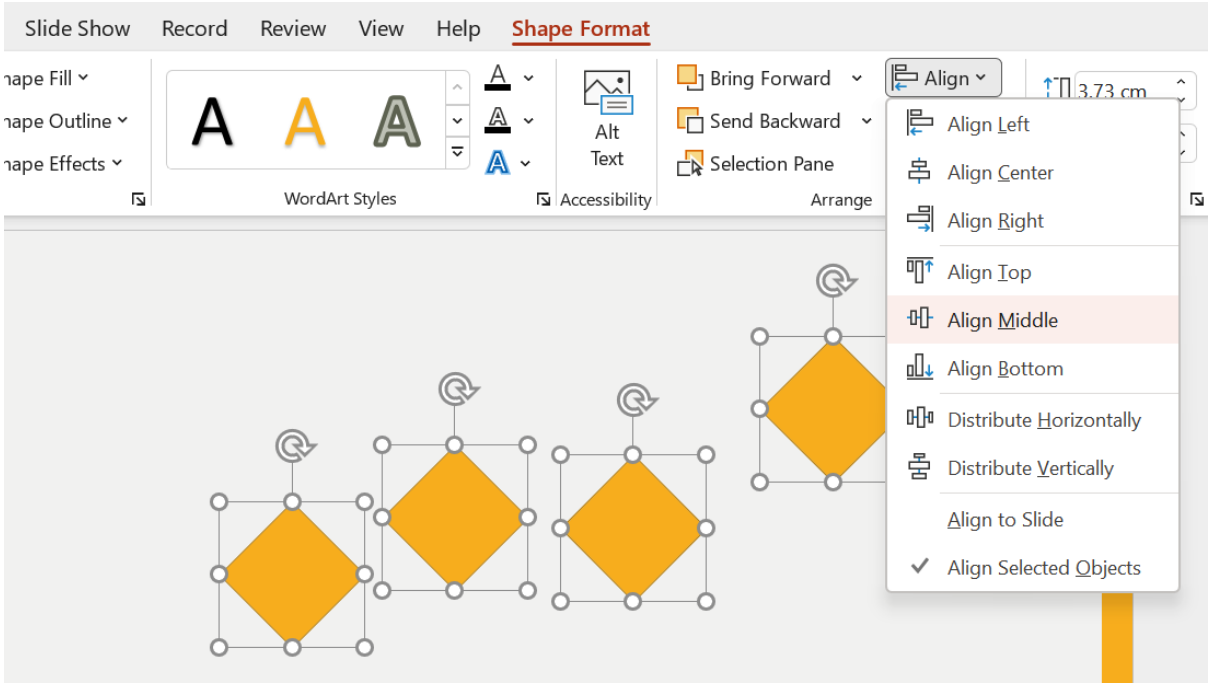
Add Horizontal Guide
Color
Delete
Grid and Guides...
Ruler


Slide Show
Record
Review
View
Help
Shape Format
hape Fill
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WordArt Styles
Alt Text
Accessibility
Bring Forward
Send Backward
Selection Pane
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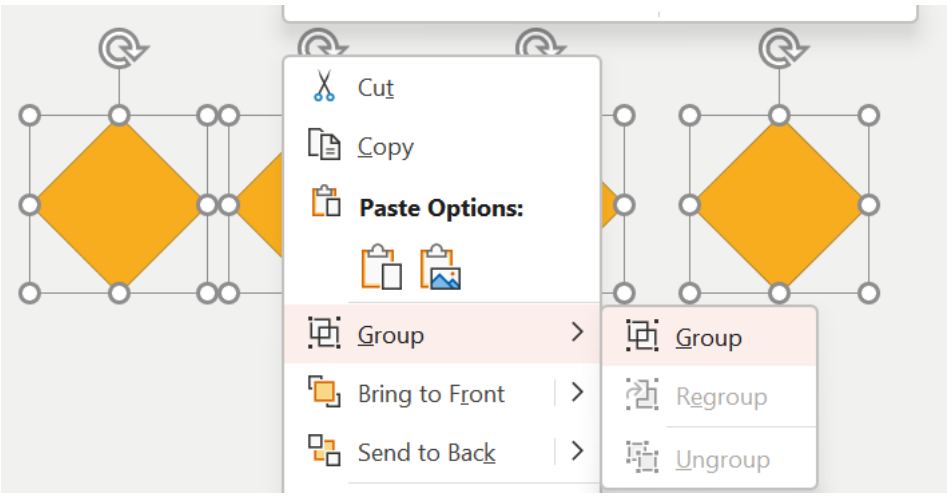
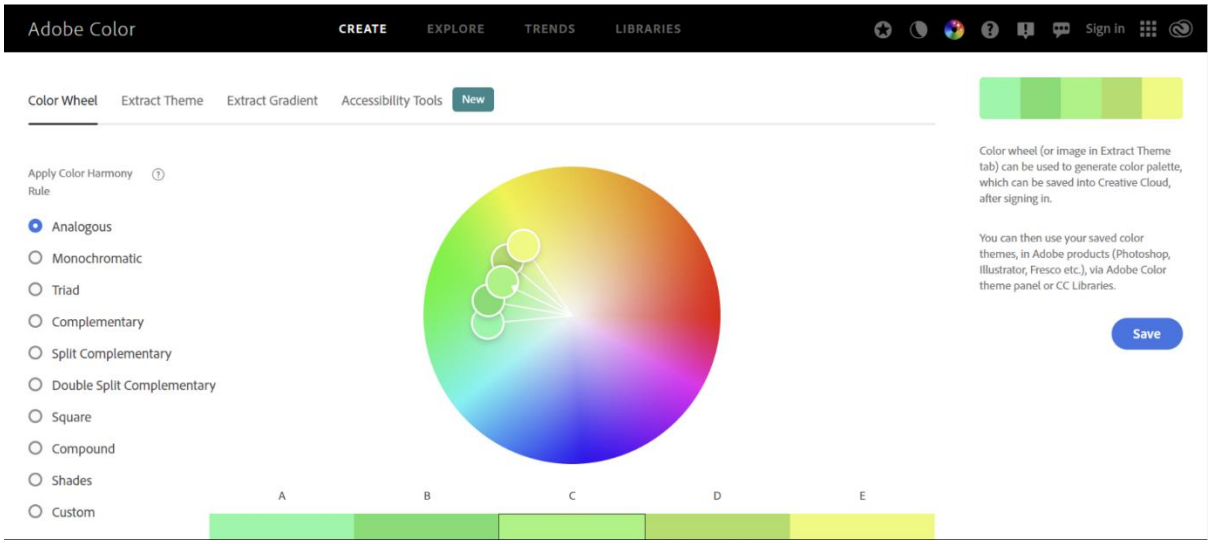
Distribute Vertically
Align to Slide
Align Selected Objects


Cut
Copy
Paste Options:
Group
Bring to Front
Send to Back
Group
Regroup
Ungroup

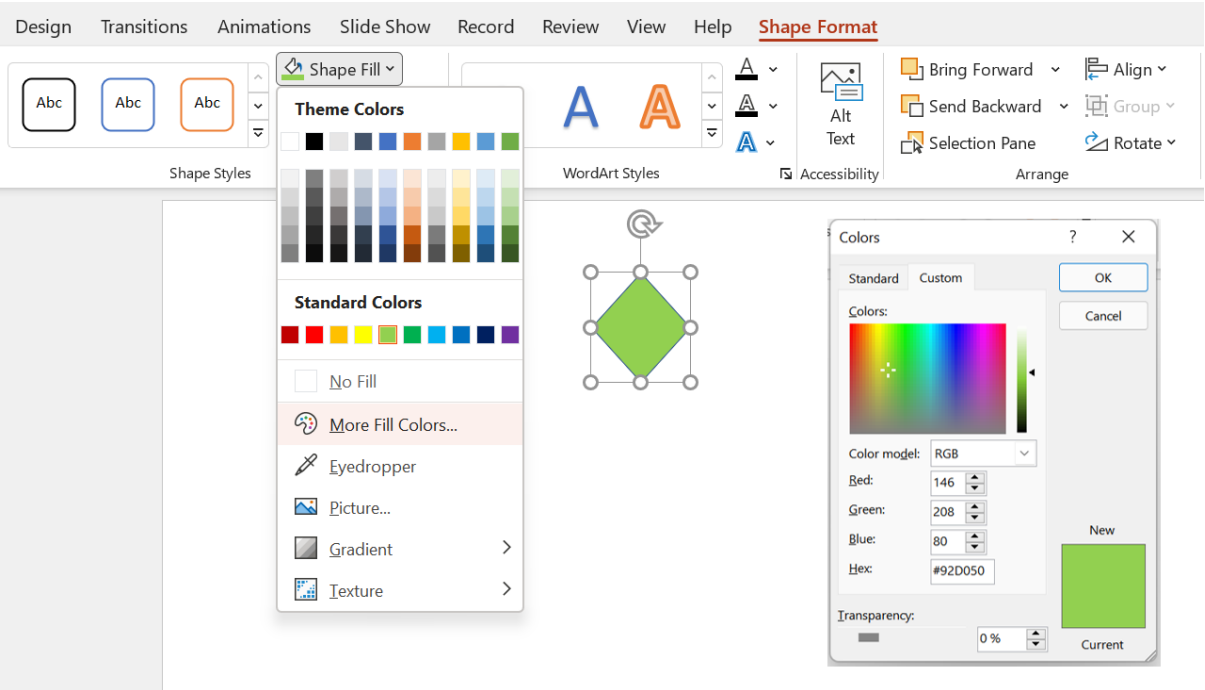
POOR USE OF COLOR
GOOD USE OF COLOR

POOR USE OF COLOR
GOOD USE OF COLOR

POOR USE OF COLOR
GOOD USE OF COLOR


Adobe Color
CREATE
EXPLORE
TRENDS
LIBRARIES
Sign in
Color Wheel
Extract Theme
Extract Gradient
Accessibility Tools
New
Apply Color Harmony Rule
Analogous
Monochromatic
Triad
Complementary
Split Complementary
Double Split Complementary
Square
Compound
Shades
Custom
A
B
C
D
E
Color wheel (or image in Extract Theme tab) can be used to generate color palette, which can be saved into Creative Cloud, after signing in.
You can then use your saved color themes, in Adobe products (Photoshop, Illustrator, Fresco etc.), via Adobe Color theme panel or CC Libraries.
Save

File
Home
Insert
Draw
Design
Transitions
Animations
Office
Office
Office 2007 - 2010
Grayscale
Blue Warm
Blue
Blue II
Blue Green
Green
Green Yellow
Yellow
Yellow Orange
Orange
Orange Red
Red Orange
Themes
Colors
Fonts
Effects
Background Styles
title


Design
Transitions
Animations
Slide Show
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Help
Shape Format
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Shape Fill
Shape Styles
Theme Colors
Standard Colors
No Fill
More Fill Colors...
Eyedropper
Picture...
Gradient
Texture
WordArt Styles
Alt Text
Accessibility
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Colors
Standard
Custom
OK
Cancel
Colors:
Color model:
RGB
Red:
146
Green:
208
Blue:
80
Hex:
#92D050
Transparency:
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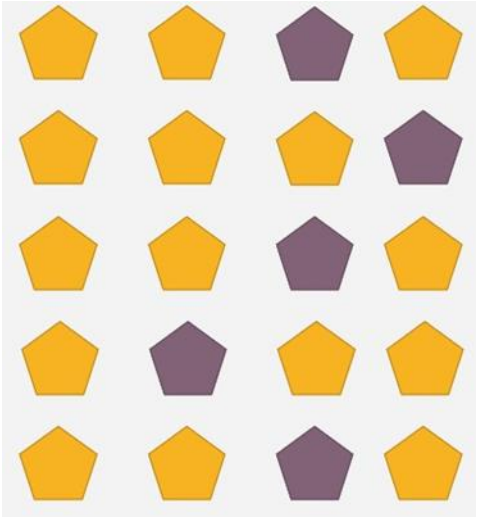
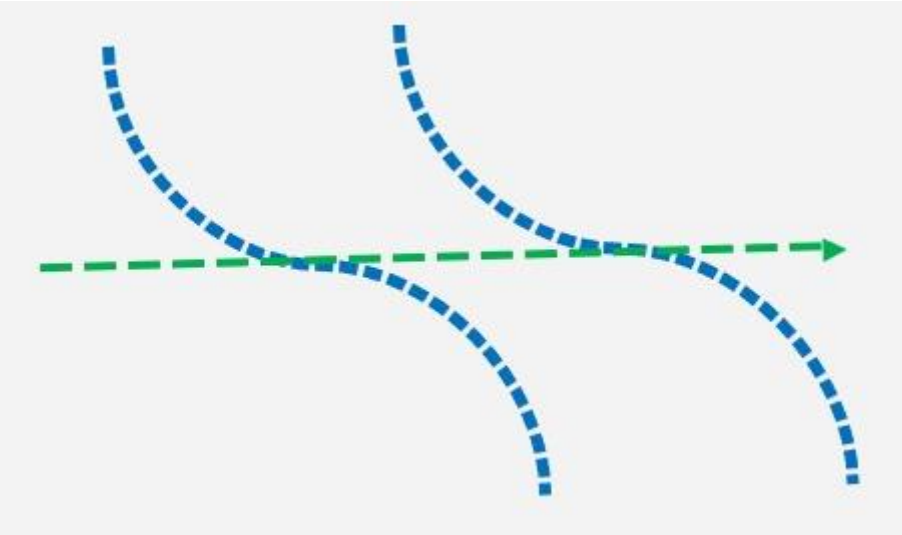
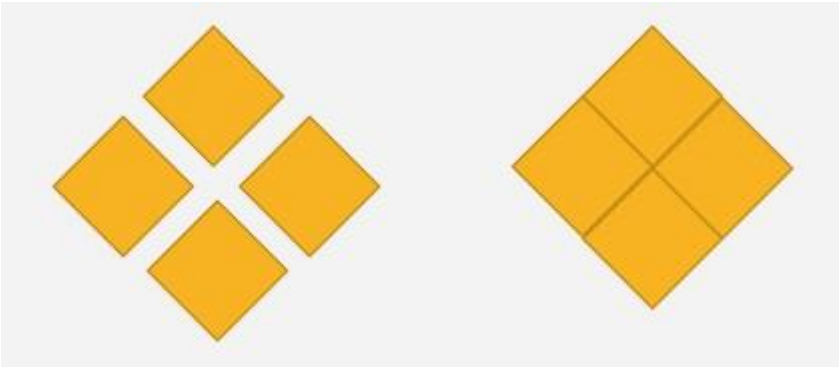
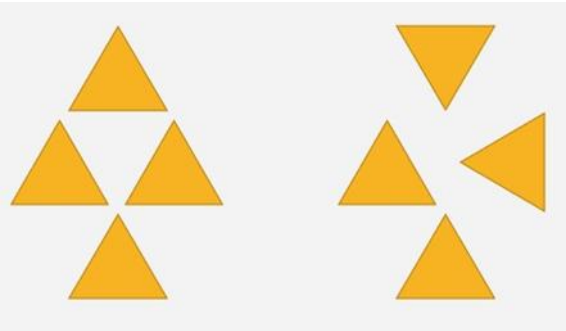
Current



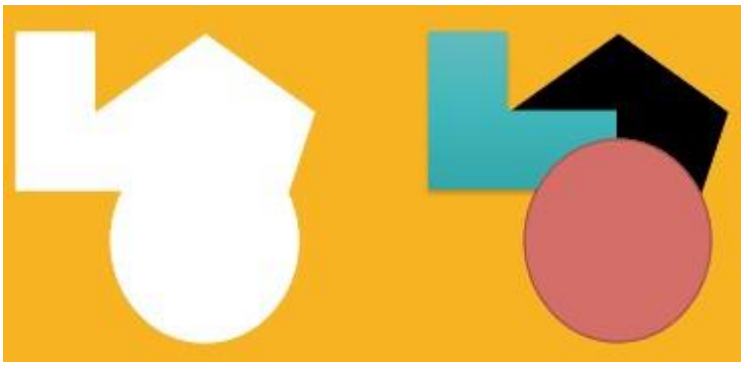
blue
orange
green
blue
orange
green

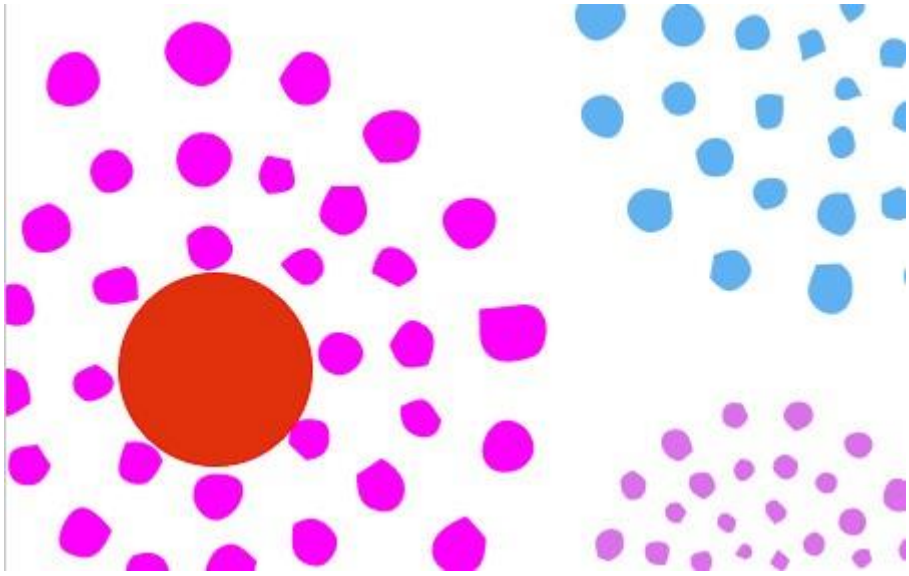


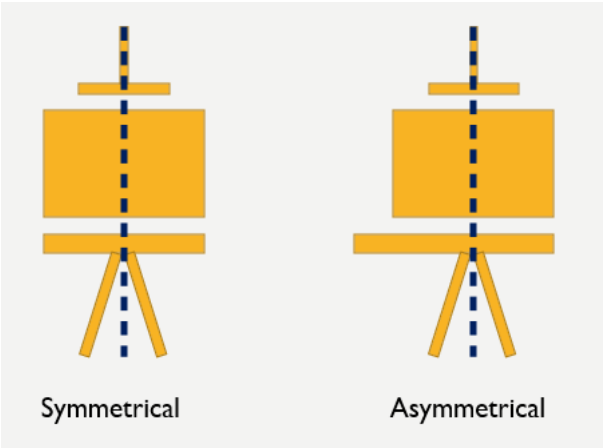




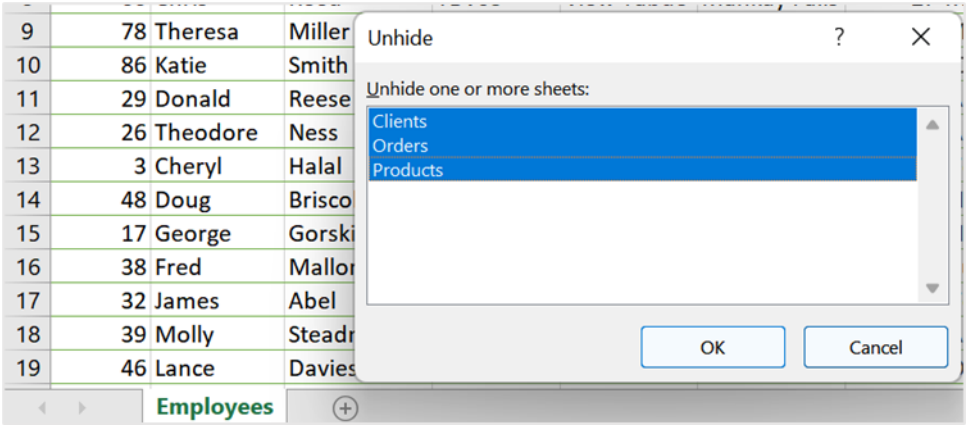
Text of Common Region
These elements are perceived as one object as they are surrounded by a border grouping the text together

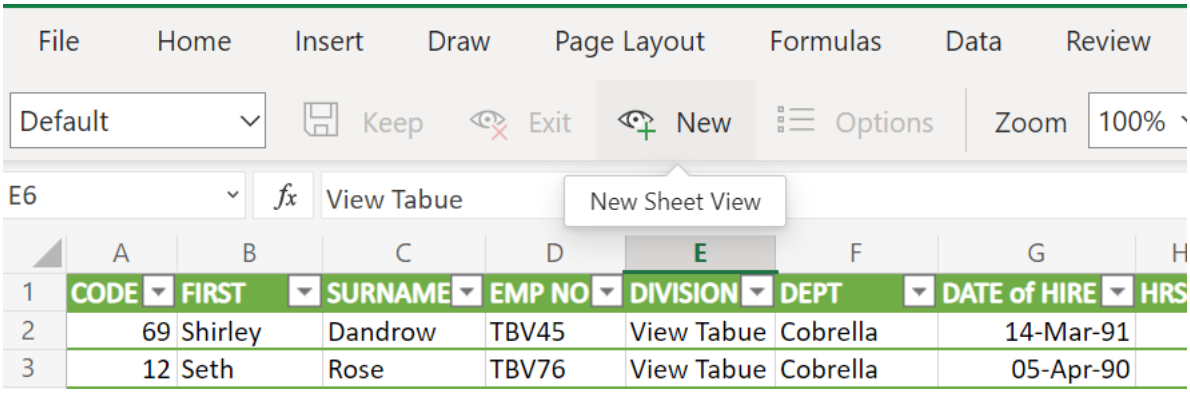


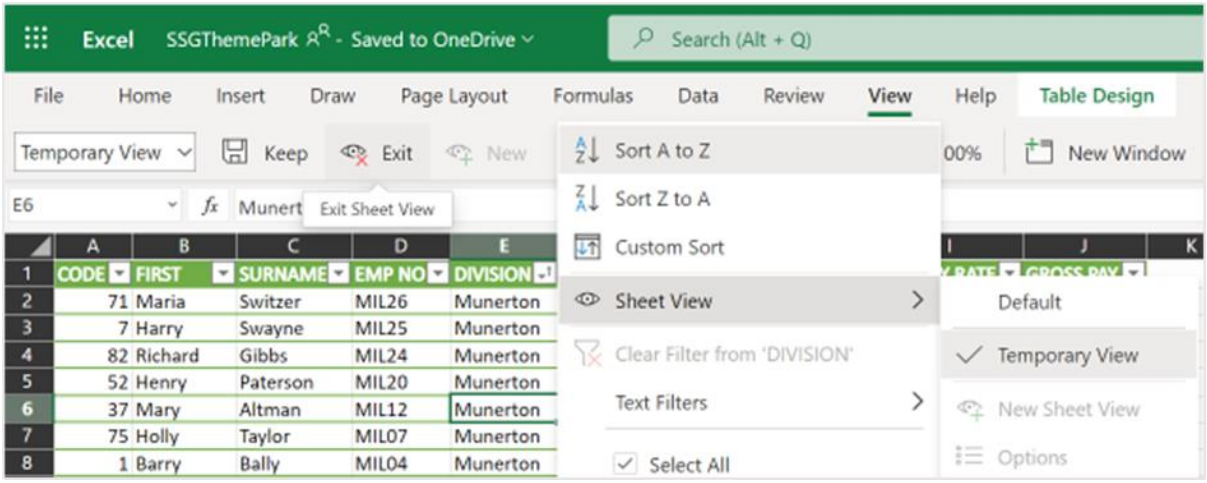


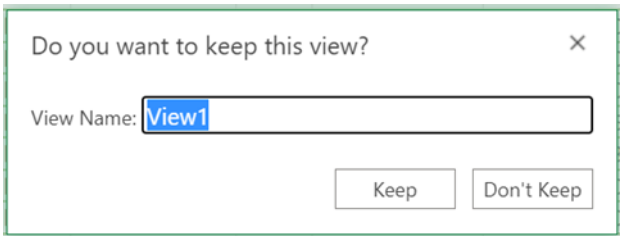

Symmetrical
Asymmetrical

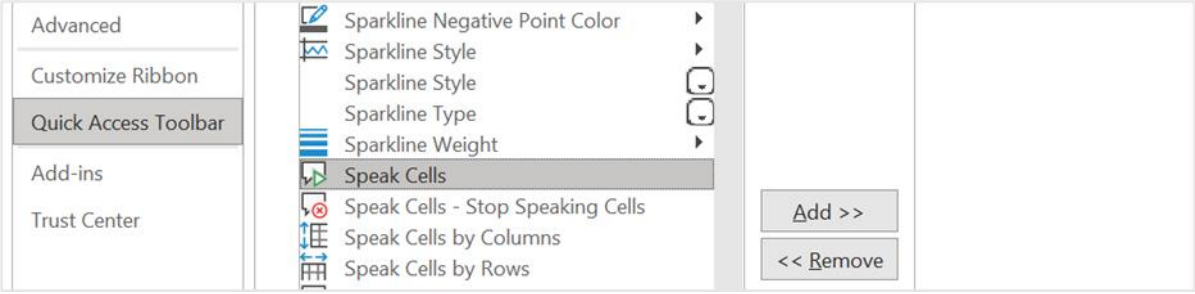
Chapter 9: New Features, Filters, and Cleaning Data

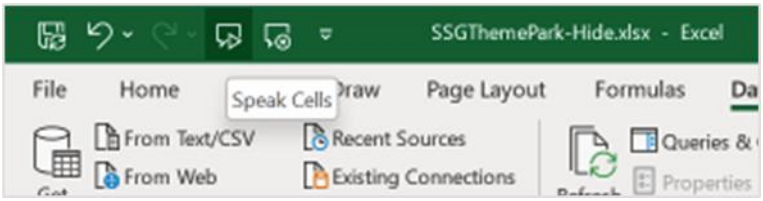


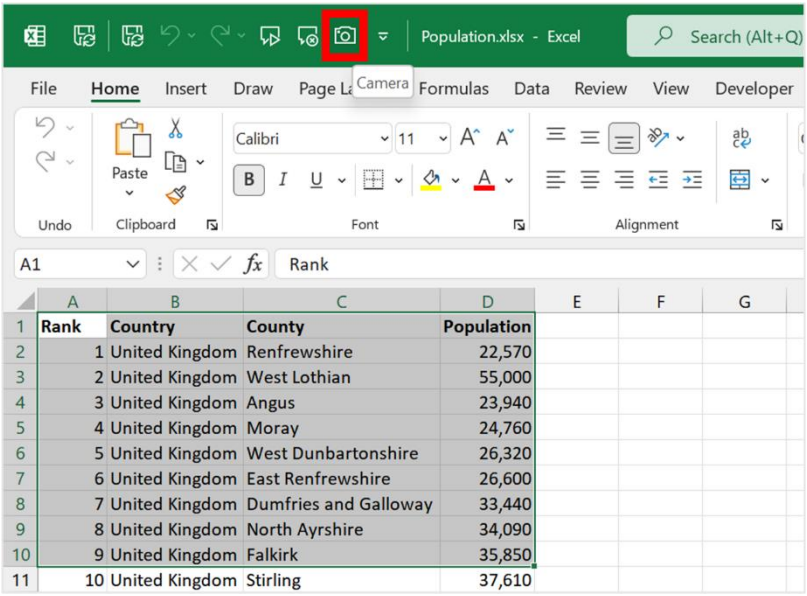


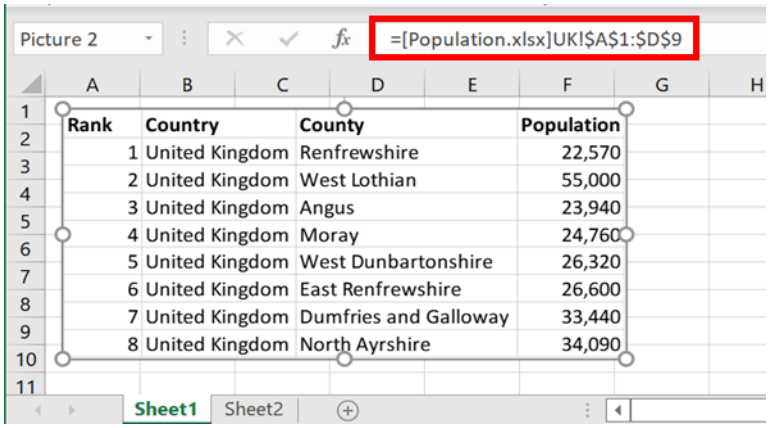



Do you want to keep this view?
View Name: View1
Keep
Don't Keep


Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Sparkline Negative Point Color
Sparkline Style
Sparkline Style
Sparkline Type
Sparkline Weight
Speak Cells
Speak Cells - Stop Speaking Cells
Speak Cells by Columns
Speak Cells by Rows
Add >>
<< Remove


SSGThemePark-Hide.xlsx - Excel
File
Home
Speak Cells
Page Layout
Formulas
From Text/CSV
From Web
Recent Sources
Existing Connections
Queries &
Properties

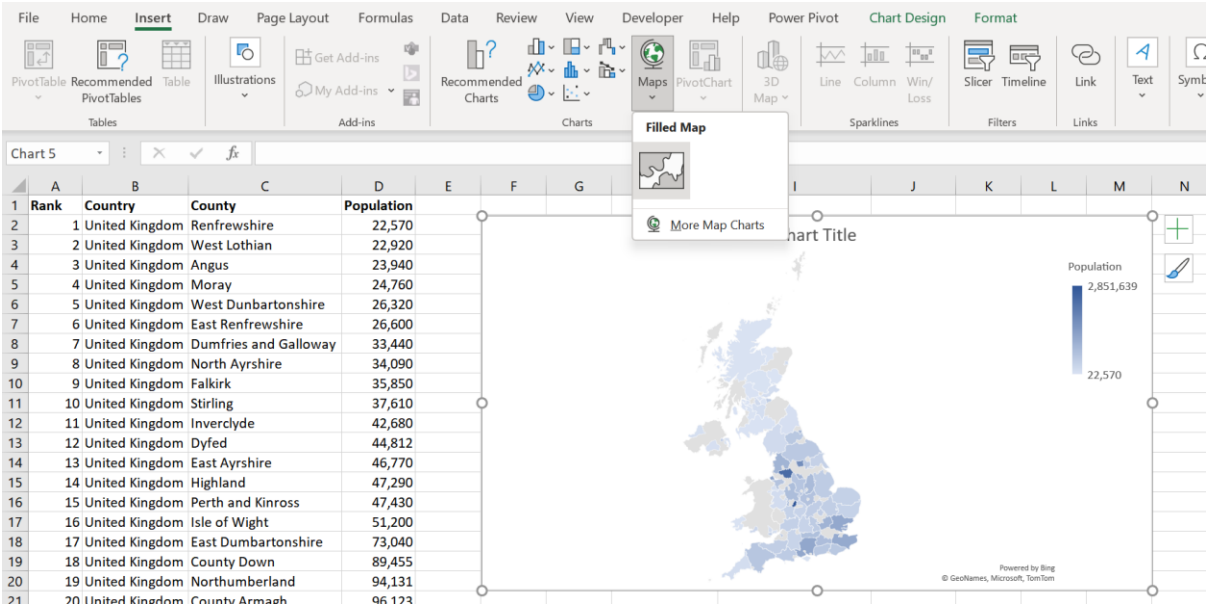

Population.xlsx - Excel
Search (Alt+Q)
File
Home
Insert
Draw
Camera
Formulas
Data
Review
View
Developer
Paste
Undo
Clipboard
Calibri
11
Font
Alignment
A1
Rank
Rank Country County Population
1 United Kingdom Renfrewshire 22,570
2 United Kingdom West Lothian 55,000
3 United Kingdom Angus 23,940
4 United Kingdom Moray 24,760
5 United Kingdom West Dunbartonshire 26,320
6 United Kingdom East Renfrewshire 26,600
7 United Kingdom Dumfries and Galloway 33,440
8 United Kingdom North Ayrshire 34,090
9 United Kingdom Falkirk 35,850
10 United Kingdom Stirling 37,610


Picture 2
=[Population.xlsx]UK!$A$1:$D$9
Rank Country County Population
1 United Kingdom Renfrewshire 22,570
2 United Kingdom West Lothian 55,000
3 United Kingdom Angus 23,940
4 United Kingdom Moray 24,760
5 United Kingdom West Dunbartonshire 26,320
6 United Kingdom East Renfrewshire 26,600
7 United Kingdom Dumfries and Galloway 33,440
8 United Kingdom North Ayrshire 34,090
Sheet1
Sheet2

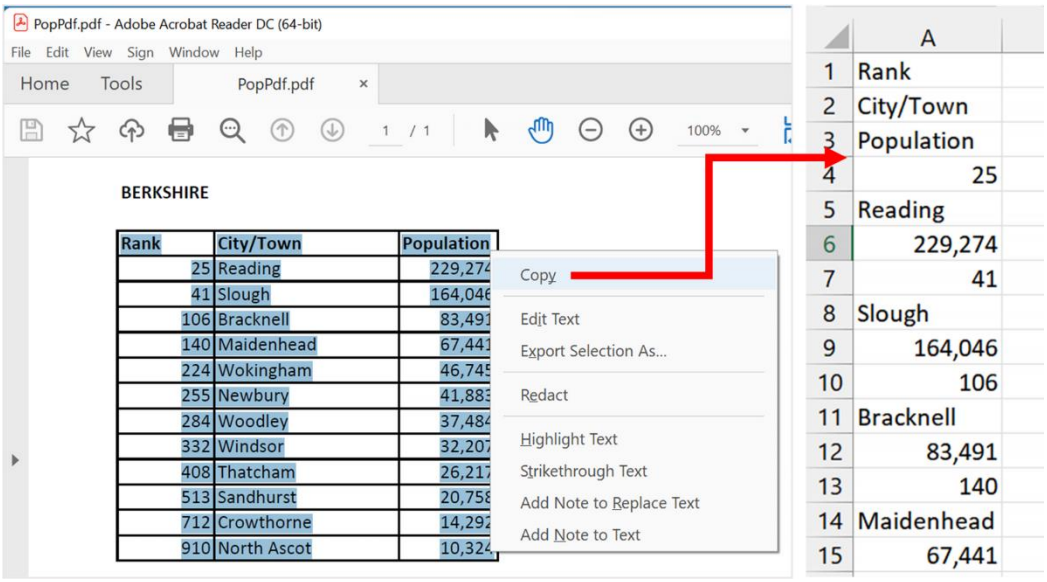
	A	B	C	D
1				
2	Name	Surname	Name Surname	Email
3	Shirley	Dandrow	Shirley Dandrow	shirley.dandrow@me.you
4	Seth	Rose	Seth Rose	seth.rose@me.you
5	Anne	Davidson	Anne Davidson	anne.davidson@me.you
6	Colleen	Abel	Colleen Abel	colleen.abel@me.you
7	Theresa	TBVlifano	Theresa TBVlifano	theresa.tbvlifano@me.you
8	Jennifer	Snyder	Jennifer Snyder	jennifer.snyder@me.you
9	Chris	Reed	Chris Reed	chris.reed@me.you
10	Theresa	Miller	Theresa Miller	theresa.miller@me.you

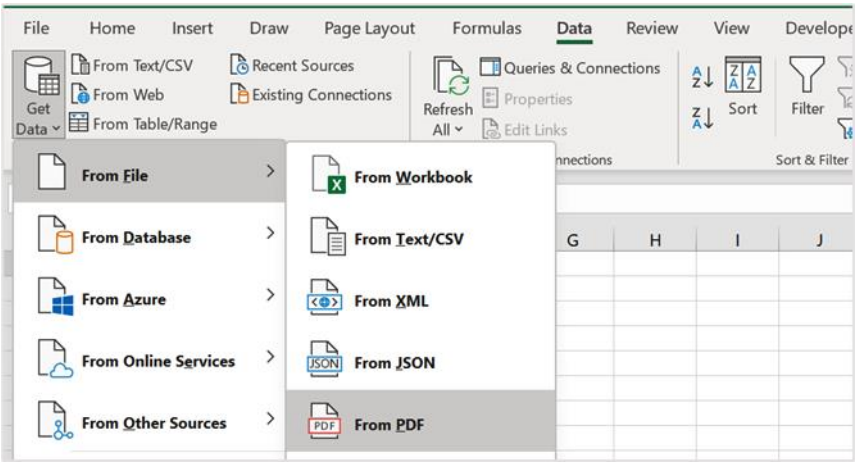
	A	B	C	D
1				
2	Address	Country	Post Code	
3	1 Southridge Way	Alabama	36628	1 Southridge Way, Alabama, 36628
4	1 Macpherson Place	Texas	88584	
5	53900 Monterey Point	California	95118	
6	6473 Homewood Road	Kentucky	40591	
7	66971 Kings Road	California	94544	

	A	B	C
1			
2	Alabama	Alabama	
3	Texas	Texas	
4	California	California	
5	Kentucky	Kentucky	
6			



Rank	Country	County	Population
1	United Kingdom	Renfrewshire	22,570
2	United Kingdom	West Lothian	22,920
3	United Kingdom	Angus	23,940
4	United Kingdom	Moray	24,760
5	United Kingdom	West Dunbartonshire	26,320
6	United Kingdom	East Renfrewshire	26,600
7	United Kingdom	Dumfries and Galloway	33,440
8	United Kingdom	North Ayrshire	34,090
9	United Kingdom	Falkirk	35,850
10	United Kingdom	Stirling	37,610
11	United Kingdom	Inverclyde	42,680
12	United Kingdom	Dyfed	44,812
13	United Kingdom	East Ayrshire	46,770
14	United Kingdom	Highland	47,290
15	United Kingdom	Perth and Kinross	47,430
16	United Kingdom	Isle of Wight	51,200
17	United Kingdom	East Dumbartonshire	73,040
18	United Kingdom	County Down	89,455
19	United Kingdom	Northumberland	94,131
20	United Kingdom	County Armagh	96,123


PopPdf.pdf - Adobe Acrobat Reader DC (64-bit)
File Edit View Sign Window Help
Home Tools PopPdf.pdf
1 / 1
100%
BERKSHIRE
Rank City/Town Population
25 Reading 229,274
41 Slough 164,046
106 Bracknell 83,491
140 Maidenhead 67,441
224 Wokingham 46,745
255 Newbury 41,883
284 Woodley 37,484
332 Windsor 32,207
408 Thatcham 26,217
513 Sandhurst 20,758
712 Crowthorne 14,292
910 North Ascot 10,324
Copy
Edit Text
Export Selection As...
Redact
Highlight Text
Strikethrough Text
Add Note to Replace Text
Add Note to Text
A
1 Rank
2 City/Town
3 Population
4 25
5 Reading
6 229,274
7 41
8 Slough
9 164,046
10 106
11 Bracknell
12 83,491
13 140
14 Maidenhead
15 67,441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From Table/Range
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Existing Connections
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Queries & Connections
Properties
Edit Links
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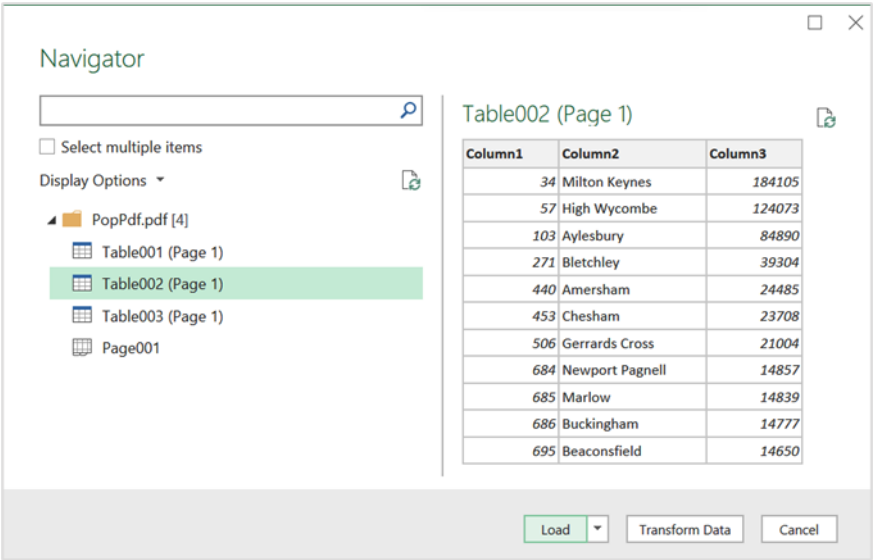
From Azure
From Online Services
From Other Sources
From Workbook
From Text/CSV
From XML
From JSON
From PDF
G H I J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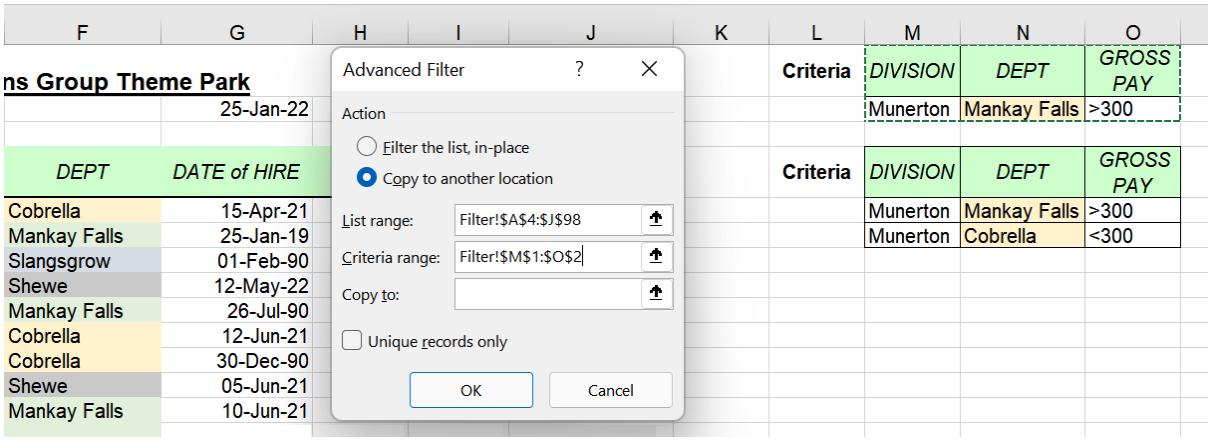
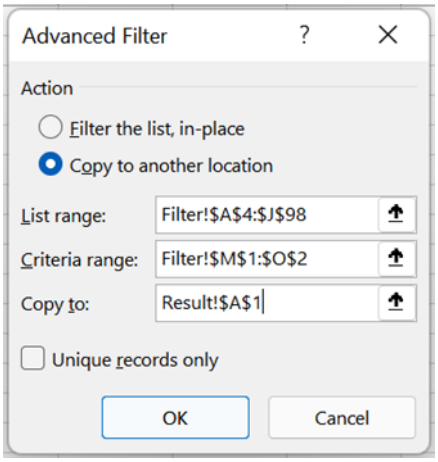
Select multiple items
Display Options
PopPdf.pdf [4]
Table001 (Page 1)
Table002 (Page 1)
Table003 (Page 1)
Page001
Table002 (Page 1)
Column1 Column2 Column3
34 Milton Keynes 184105
57 High Wycombe 124073
103 Aylesbury 84890
271 Bletchley 39304
440 Amersham 24485
453 Chesham 23708
506 Gerrards Cross 21004
684 Newport Pagnell 14857
685 Marlow 14839
686 Buckingham 14777
695 Beaconsfield 14650
Load
Transform Data
Cancel

	A	B	C	D
1	Column1	Column2	Column3	
2	34	Milton Keynes	184105	
3	57	High Wycombe	124073	
4	103	Aylesbury	84890	
5	271	Bletchley	39304	
6	440	Amersham	24485	
7	453	Chesham	23708	
8	506	Gerrards Cross	21004	
9	684	Newport Pagnell	14857	
10	685	Marlow	14839	
11	686	Buckingham	14777	
12	695	Beaconsfield	14650	
13				

L	M	N	O
Criteria	DIVISION	DEPT	GROSS PAY
	Munerton	Mankay Falls	>300
Criteria	DIVISION	DEPT	GROSS PAY
	Munerton	Mankay Falls	>300
	Munerton	Cobrella	<300

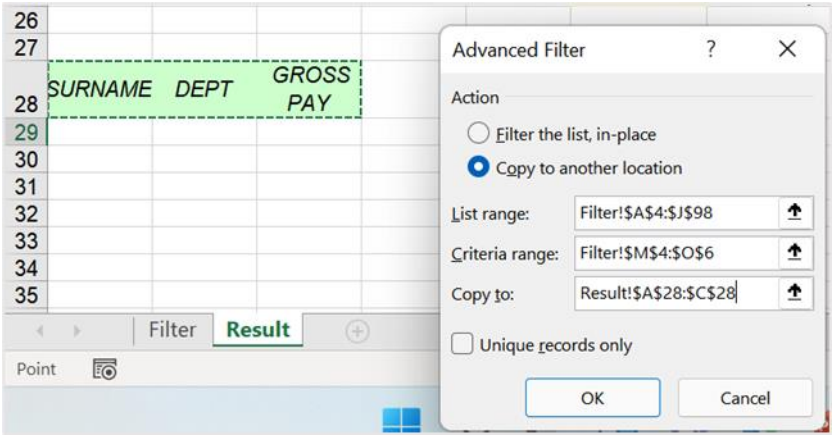




	A	B	C	D	E	F	G	H	I	J
1	CODE	FIRST	SURNAME	EMP NO	DIVISION	DEPT	DATE of HIRE	HRS	HOURLY RATE	GROSS PAY
2	2	Bob	Ambrose	MIL14	Munerton	Mankay Falls	25-Jan-19	36	£ 12.50	£443.75
3	10	Sara	Kling	MIL29	Munerton	Mankay Falls	24-Dec-20	36	£ 12.50	£443.75
4	20	TBVrol	Hill	MIL18	Munerton	Mankay Falls	21-Jul-20	36	£ 12.50	£443.75
5	23	Jeffrey	Strong	MIL04	Munerton	Mankay Falls	08-Mar-81	40	£ 19.50	£780.00
6	27	Brad	Hinkelman	MIL15	Munerton	Mankay Falls	08-Nov-19	40	£ 19.50	£780.00
7	35	Mary	Barber	MIL32	Munerton	Mankay Falls	25-Nov-21	36	£ 12.50	£443.75
8	49	George	Feldsott	MIL37	Munerton	Mankay Falls	03-Dec-21	36	£ 12.50	£443.75
9	59	Karina	Abel	MIL30	Munerton	Mankay Falls	12-Jan-21	42	£ 16.75	£703.50
10										

14										
15	CODE	FIRST	SURNAME	EMP NO	DIVISION	DEPT	DATE of HIRE	HRS	HOURLY RATE	GROSS PAY
16	2	Bob	Ambrose	MIL14	Munerton	Mankay Falls	25-Jan-19	36	£ 12.50	£443.75
17	10	Sara	Kling	MIL29	Munerton	Mankay Falls	24-Dec-20	36	£ 12.50	£443.75
18	20	TBVrol	Hill	MIL18	Munerton	Mankay Falls	21-Jul-20	36	£ 12.50	£443.75
19	23	Jeffrey	Strong	MIL04	Munerton	Mankay Falls	08-Mar-81	40	£ 19.50	£780.00
20	27	Brad	Hinkelman	MIL15	Munerton	Mankay Falls	08-Nov-19	40	£ 19.50	£780.00
21	35	Mary	Barber	MIL32	Munerton	Mankay Falls	25-Nov-21	36	£ 12.50	£443.75
22	37	Mary	Altman	MIL12	Munerton	Cobrella	09-Sep-21	30	£ 6.50	£191.75
23	49	George	Feldsott	MIL37	Munerton	Mankay Falls	03-Dec-21	36	£ 12.50	£443.75
24	59	Karina	Abel	MIL30	Munerton	Mankay Falls	12-Jan-21	42	£ 16.75	£703.50
25	88	Paul	Martin	MIL02	Munerton	Cobrella	19-Apr-79	40	£ 6.50	£260.00

27			
28	SURNAME	DEPT	GROSS PAY
29			
30			



27			
28	SURNAME	DEPT	GROSS PAY
29	Ambrose	Mankay Falls	£443.75
30	Kling	Mankay Falls	£443.75
31	Hill	Mankay Falls	£443.75
32	Strong	Mankay Falls	£780.00
33	Hinkelman	Mankay Falls	£780.00
34	Barber	Mankay Falls	£443.75
35	Altman	Cobrella	£191.75
36	Feldsott	Mankay Falls	£443.75
37	Abel	Mankay Falls	£703.50
38	Martin	Cobrella	£260.00

M	N	O	P	Q	R
Year	Winery	Date Sold	Cases Sold	Cases Sold	Profit
1991	Matts Winery	>=01/01/2021	>=300	<=600	
1992	Prominent Wines	>=01/01/2021	>=300	<=600	

Winery	Label	Region	Revenue
Matts Winery	Merlat	<>North	
Prominent Wines	Merlat	<>North	

Winery	Label	Region	Region	Revenue
Matts Winery	Merlat	<>North	<>South	

=FILTER(array,include,[if_empty])

The range of values you want to filter

e.g., A5:J98

The criteria including the row or column it resides in. Must be equal to the width or height of the array range

e.g. E5:E98="Parklands"

What must be returned if the condition is not met?

E.g., ""

SUM | =FILTER(A5:J98,E5:E98="Parklands","")

Safest Solutions Group Theme Park

Employee Information 29-Jan-22

EMP NO	DIVISION	DEPT	DATE of HIRE	HRS	HOURLY RATE	GROSS PAY
MIL04	Parklands	Mankay Falls	15-Apr-21	40	£ 21.50	£ 860.00
MIL14	Munerton	Mankay Falls	25-Jan-19	36	£ 12.50	£ 443.75
TBV26	View Tabue	Slangsgrow	01-Feb-90	36	£ 13.30	£ 472.15
SUN59	Soningdale	Shewe	12-May-22	40	£ 7.22	£ 288.80
TBV58	View Tabue	Mankay Falls	26-Jul-90	42	£ 16.75	£ 703.50
SUN07	Soningdale	Cobrella	12-Jun-21	40	£ 12.60	£ 504.00

CODE	FIRST	SURNAME	EMP NO	DIVISION	DEPT	AT
=FILTER(A5:J98,E5:E98="Parklands","")				Parklands	Mankay Fa	
FILTER(array, include, [if_empty])			PKL55	Parklands	Mankay Fa	
19	Dean	Kramer	PKL49	Parklands	Cobrella	
22	JPKLquelir	Banks	PKL03	Parklands	Shewe	
24	Jeri Lynn	MPKLFall	PKL07	Parklands	Mankay Fa	
30	Joanne	Parker	PKL09	Parklands	Mankay Fa	

CODE	FIRST	SURNAME	EMP NO	DIV
=FILTER(A5:J98,E5:E98="Parklands","")				Par
FILTER(array, **include**, [if_empty])			PKL55	Par
19	Dean	Kramer	PKL49	Par

CODE	FIRST	SURNAME	EMP NO	DIVISION	DEPT	ATE of HIR	HRS	HOU
=FILTER(A5:J98,{TRUE;FALSE;FALSE;FALSE;FALSE;FALSE;FALSE;FALSE;FALSE;								
F FILTER(array, **include**, [if_empty]) RUE;FALSE;FALSE;FALSE;FALSE;TRUE;FALSE;FALSE;								
TRUE;FALSE;TRUE;FALSE;FALSE;FALSE;FALSE;TRUE;FALSE;FALSE;FALSE;								
FALSE;FALSE;TRUE;FALSE;FALSE;FALSE;FALSE;FALSE;FALSE;FALSE;TRUE;FALSE;								
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FALSE;FALSE;FALSE;FALSE;TRUE;FALSE;FALSE;TRUE;FALSE;TRUE;FALSE;TRUE;								
FALSE;TRUE;FALSE;FALSE;FALSE;FALSE;FALSE;FALSE;TRUE;TRUE;FALSE;TRUE;								
TRUE},"")								
56	Joshua	MaTBValu	PKL69	Parklands	Mankay Fa	33261	40	

A2 =FILTER(Filter!A5:J98,(Filter!F5:F98="Shewe")*(Filter!J5:J98>600))

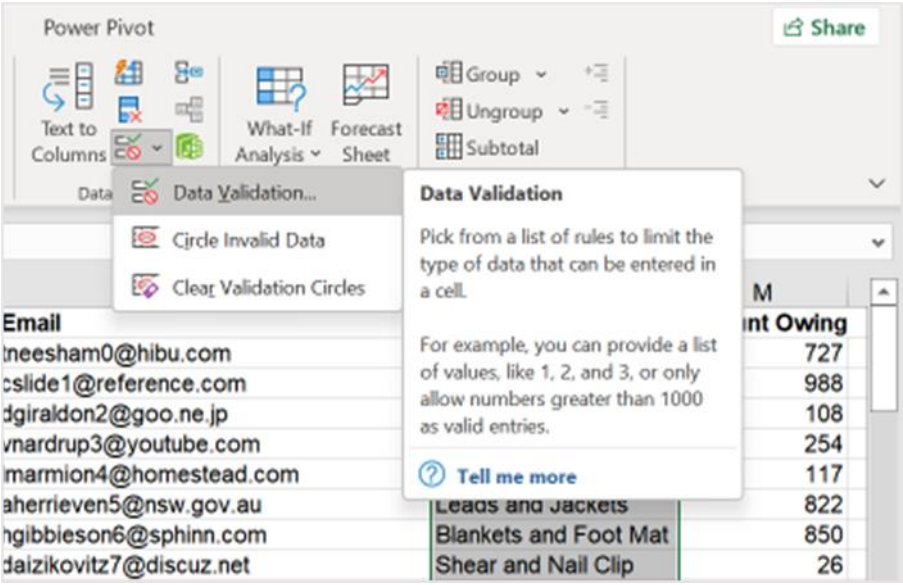
	A	B	C	D	E	F	G	H	I	J
1	CODE	FIRST	SURNAME	EMP NO	DIVISION	DEPT	DATE of HIRE	HRS	HOURLY RATE	GROSS PAY
2	8	Kristen	DeVinney	SUN45	Soningdale	Shewe	44352	35	24	840
3	18	Paul	Hoffman	SUN57	Soningdale	Shewe	44549	40	22	880
4	34	Brian	Smith	MIL40	Munerton	Shewe	44870	40	19.5	780
5	42	Bill	Simpson	MIL07	Munerton	Shewe	29963	40	19.5	780
6	45	Kyle	Earnhart	SUN16	Soningdale	Shewe	30963	40	22	880
7	50	Steve	Singer	PKL29	Parklands	Shewe	44109	40	21.5	860
8	70	Kim	Smith	MIL54	Munerton	Shewe	32839	42	24	1008
9	78	Theresa	Miller	TBV79	View Tabu	Shewe	33301	40	22	880
10	81	GrPKLe	Sloan	PKL12	Parklands	Shewe	30988	40	15.5	620
11										

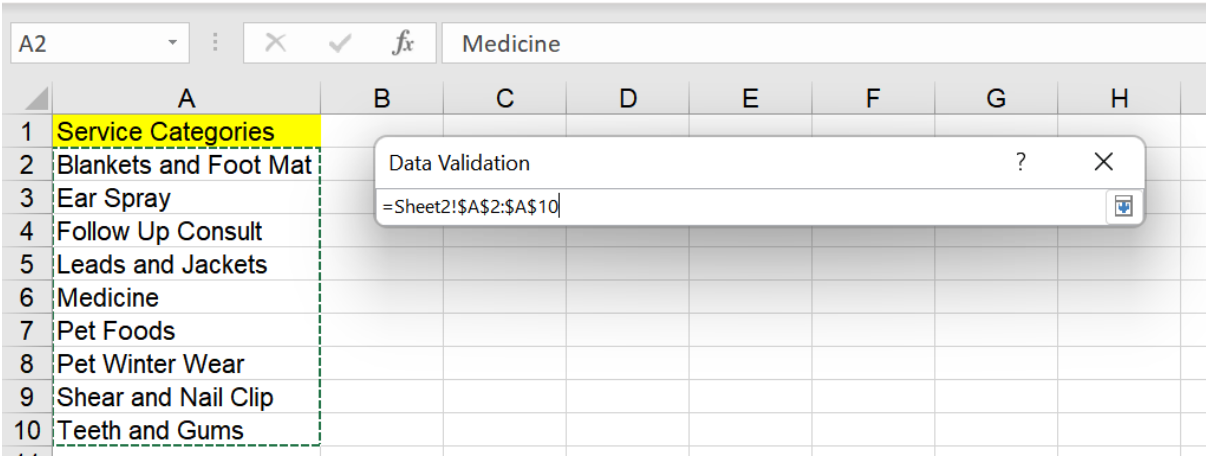
A2 =FILTER(Filter!A5:J98,Filter!F5:F98="Slipslide","not found")

	A	B	C	D	E	F	G	H	I	J
1	CODE	FIRST	SURNAME	EMP NO	DIVISION	DEPT	ATE of HIR	HRS	HOURLY RATE	GROSS PAY
2	not found									
3										

	A	B	C	D	E	F	G	H	I	J
1	CODE	FIRST	SURNAME	EMP NO	DIVISION	DEPT	DATE of HIRE	HRS	HOURLY RATE	GROSS PAY
2	no code	none	none	missing	missing division	missing dept	no hire date	0	0	0
3										

	A	B
1	**Service Categories**	
2	Blankets and Foot Mat	
3	Ear Spray	
4	Follow Up Consult	
5	Leads and Jackets	
6	Medicine	
7	Pet Foods	
8	Pet Winter Wear	
9	Shear and Nail Clip	
10	Teeth and Gums	


Power Pivot
Share
Text to Columns
What-If Analysis
Forecast Sheet
Group
Ungroup
Subtotal
Data
Data Validation...
Circle Invalid Data
Clear Validation Circles
Data Validation
Pick from a list of rules to limit the type of data that can be entered in a cell.
For example, you can provide a list of values, like 1, 2, and 3, or only allow numbers greater than 1000 as valid entries.
Tell me more
Email
M
nt Owing
tneesham0@hibu.com
cslide1@reference.com
dgiraldon2@goo.ne.jp
vnardrup3@youtube.com
mmarmion4@homestead.com
aherrieven5@nsw.gov.au
ngibbieson6@sphinn.com
daizikovitz7@discuz.net
Leads and Jackets
Blankets and Foot Mat
Shear and Nail Clip
727
988
108
254
117
822
850
26


A2
Medicine
Service Categories
Blankets and Foot Mat
Ear Spray
Follow Up Consult
Leads and Jackets
Medicine
Pet Foods
Pet Winter Wear
Shear and Nail Clip
Teeth and Gums
Data Validation
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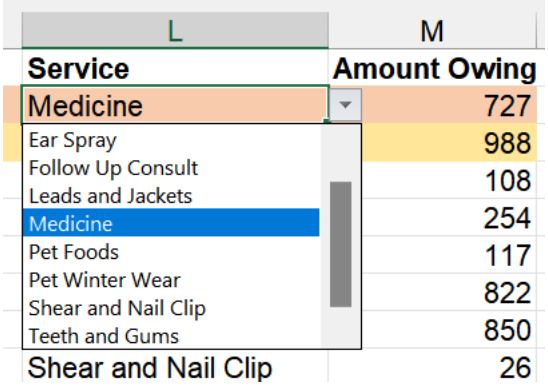
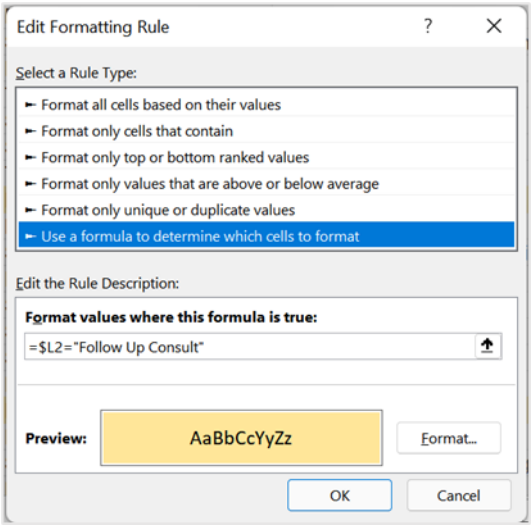
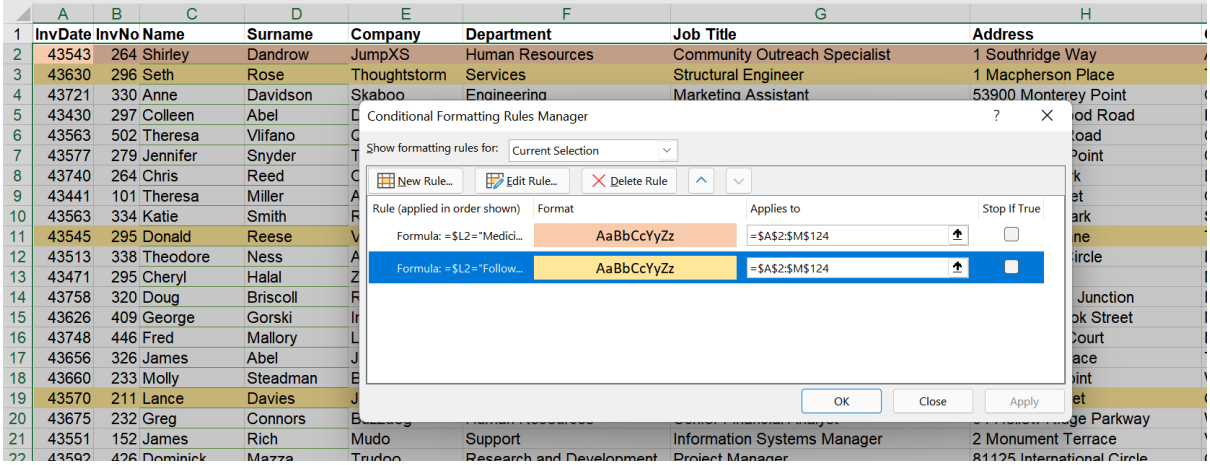
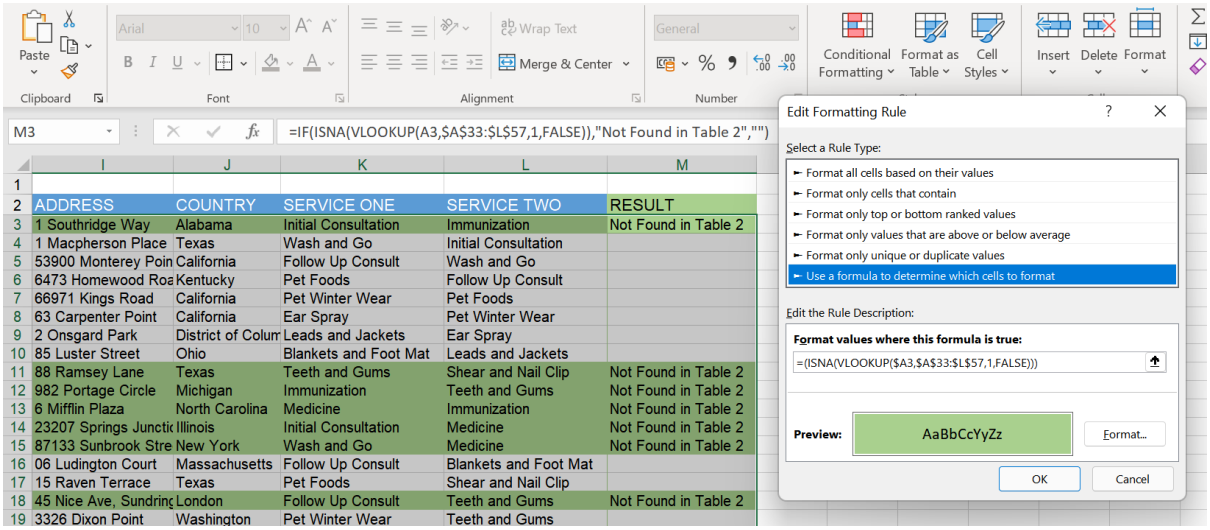
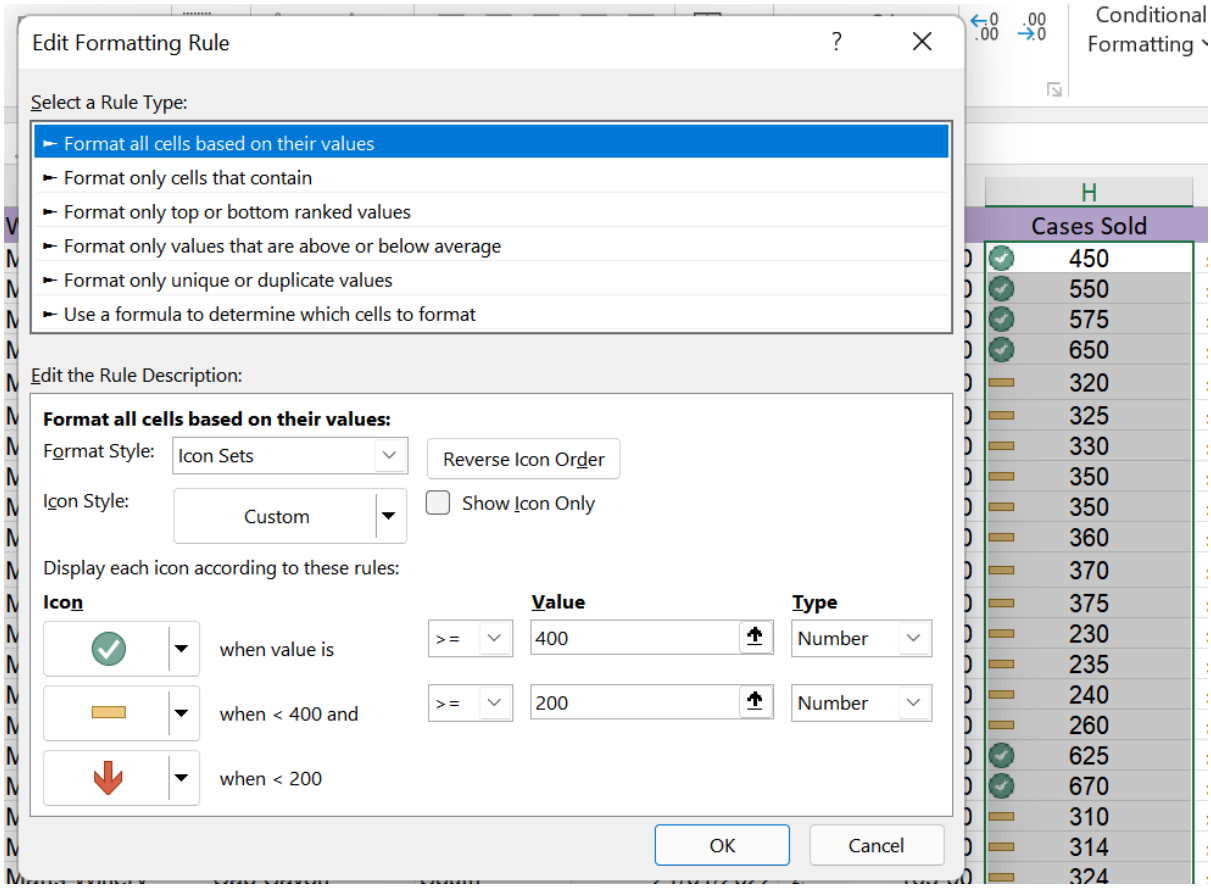
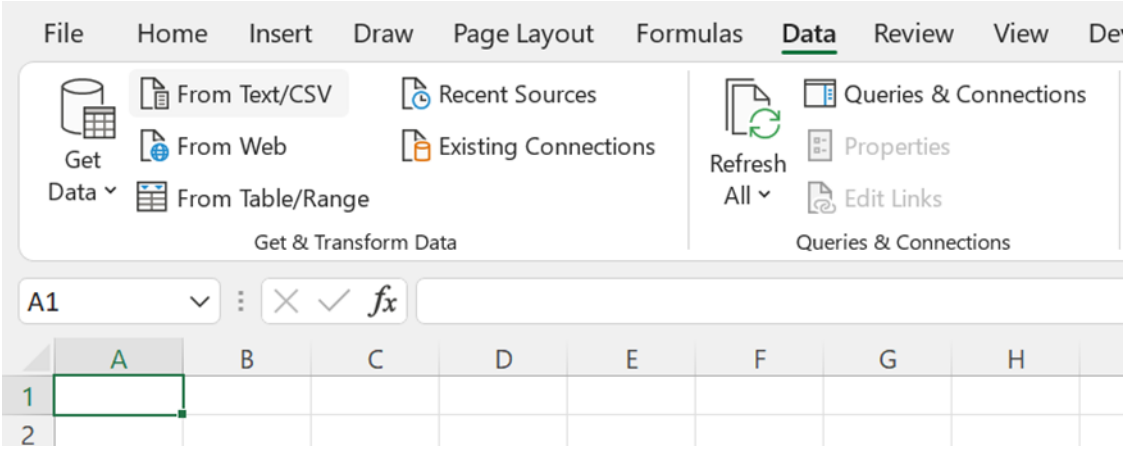

L
M
Service
Amount Owing
Medicine
727
Ear Spray
Follow Up Consult
Leads and Jackets
Medicine
Pet Foods
Pet Winter Wear
Shear and Nail Clip
Teeth and Gums
988
108
254
117
822
850
Shear and Nail Clip
26


Edit Formatting Rule
Select a Rule Type:
Format all cells based on their values
Format only cells that contain
Format only top or bottom ranked values
Format only values that are above or below average
Format only unique or duplicate values
Use a formula to determine which cells to format
Edit the Rule Description:
Format values where this formula is true:
=$L2="Follow Up Consult"
Preview:
AaBbCcYyZz
Format...
OK
Cancel


Conditional Formatting Rules Manager
Show formatting rules for: Current Selection
New Rule...
Edit Rule...
Delete Rule
Rule (applied in order shown)
Format
Applies to
Stop If True
Formula: =$L2="Medici...
AaBbCcYyZz
=$A$2:$M$124
Formula: =$L2="Follow...
AaBbCcYyZz
=$A$2:$M$124
OK
Close
Apply


M3
=IF(ISNA(VLOOKUP(A3,$A$33:$L$57,1,FALSE)),"Not Found in Table 2","")
Edit Formatting Rule
Select a Rule Type:
Format all cells based on their values
Format only cells that contain
Format only top or bottom ranked values
Format only values that are above or below average
Format only unique or duplicate values
Use a formula to determine which cells to format
Edit the Rule Description:
Format values where this formula is true:
=(ISNA(VLOOKUP($A3,$A$33:$L$57,1,FALSE)))
Preview:
AaBbCcYyZz
Format...
OK
Cancel


Edit Formatting Rule
Select a Rule Type:
Format all cells based on their values
Format only cells that contain
Format only top or bottom ranked values
Format only values that are above or below average
Format only unique or duplicate values
Use a formula to determine which cells to format
Edit the Rule Description:
Format all cells based on their values:
Format Style: Icon Sets
Reverse Icon Order
Icon Style: Custom
Show Icon Only
Display each icon according to these rules:
Icon
Value
Type
when value is >= 400 Number
when < 400 and >= 200 Number
when < 200
OK
Cancel
Conditional Formatting
H
Cases Sold
450
550
575
650
320
325
330
350
350
360
370
375
230
235
240
260
625
670
310
314
324


File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Get Data
From Text/CSV
From Web
From Table/Range
Recent Sources
Existing Connections
Get & Transform Data
Refresh All
Queries & Connections
Properties
Edit Links
Queries & Connections
A1
A
B
C
D
E
F
G
H
1
2

TextImport.txt

File Origin: 1252: Western European (Windows)

Delimiter: Tab

Data Type Detection: Based on first 200 rows

- Colon
- Comma
- Equals Sign
- Semicolon
- Space
- Tab
- --Custom--
- --Fixed Width--

Column1	Column2	Column3	Col			mn7	Column8	Column9	Column10
1	Barry	Bally	MIL			4/1983	40	21.50	£860.00
2	Bob	Ambrose	MIL			1/1985	36	12.50	£443.75
3	Cheryl	Halal	TBV			2/1990	36	13.30	£472.15
4	Chris	Hume	SUN			5/1988	40	7.22	£288.80
5	Colleen	Abel	TBV			7/1990	42	16.75	£703.50
6	Frank	Culbert	SUN			6/1983	40	12.60	£504.00
7	Harry	Swayne	MIL25	Milnerton	Cobra	30/12/1990	40	21.50	£860.00
8	Kristen	DeVinney	SUN45	Sunningdale	Shows	05/06/1987	35	24.00	£840.00
9	Robert	Murray	SUN47	Sunningdale	Monkey Falls	10/06/1987	40	12.60	£504.00

D	E	F	G	H	I
Column4	Column5	Column6	Column7	Column8	Column9
MIL04	Milnerton	Cobra	15/04/1983	40	21.5
MIL14	Milnerton	Monkey Falls	25/01/1985	36	12.5
TBV26	Table View	Slingshots	01/02/1990	36	13.3
SUN59	Sunningdale	Shows	12/05/1988	40	7.22
TBV58	Table View	Monkey Falls	26/07/1990	42	16.75
SUN07	Sunningdale	Cobra	12/06/1983	40	12.6
MIL25	Milnerton	Cobra	30/12/1990	40	21.5
SUN45	Sunningdale	Shows	05/06/1987	35	24
SUN47	Sunningdale	Monkey Falls	10/06/1987	40	12.6
MIL29	Milnerton	Monkey Falls	24/12/1986	36	12.5
SUN09	Sunningdale	Monkey Falls	05/07/1985	36	13.3
TBV76	Table View	Cobra	05/04/1990	32	5.5

Queries & Connections

Queries | Connections

1 query

TextImport

94 rows loaded.

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4		
2	1	Barry	Bally	Barry Bally		
3	2	Bob	Ambrose			
4	3	Cheryl	Halal			
5	4	Chris	Hume			

CTRL + E

	A	B	C	D	E	F
1	Column1	Column2	Column3	Spaces	Email	
2	1	Barry	Bally	Barry Bally	bbally@ssg.ui	
3	2	Bob	Ambrose	Bob Ambrose	bambrose@ssg.ui	
4	3	Cheryl	Halal	Cheryl Halal	bhalal@ssg.ui	
5	4	Chris	Hume	Chris Hume	bhume@ssg.ui	
6	5	Colleen	Abel	Colleen Abel	babel@ssg.ui	
7	6	Frank	Culbert	Frank Culbert	bculbert@ssg.ui	
8	7	Harry	Swayne	Harry Swayne	bswayne@ssg.ui	

	A	B
1	Product	
2	Chocolate Chip	=trim(A2
3	Chocolate Chip	
4	Choco late Chip	
5	Chocolate Chip	

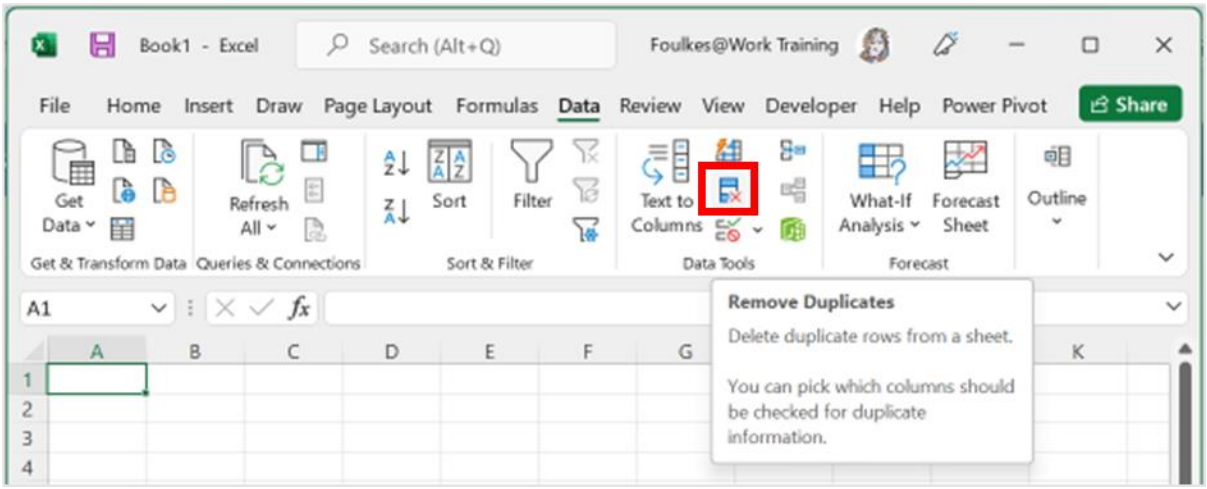
TRIM(text)

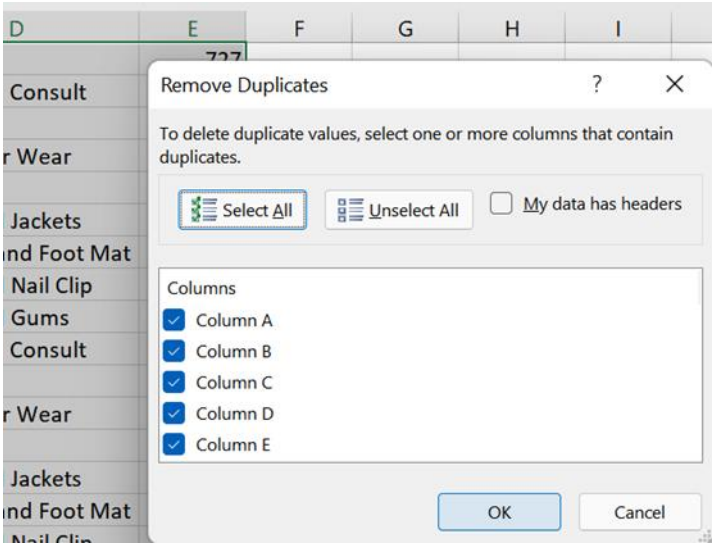
19		
20	This is the clean function to remove line breaks or non-printing characters	=TRIM(CLEAN(A20))
21		

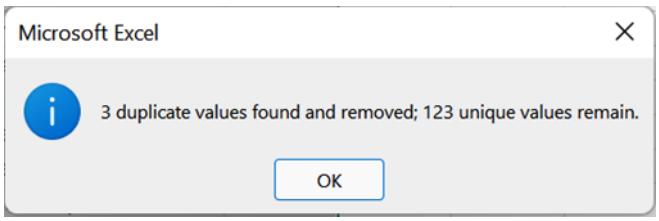
CLEAN(text)

22		
23	This is the ^substitute function to remove line breaks or non-printing characters	=SUBSTITUTE(A23,CHAR(94),"")
24		

SUBSTITUTE(text, old_text, new_text, [instance_num])







H2 =UNIQUE(C2:C67,,TRUE)

	A	B	C	D	E	F	G	H
1	EMP NO	EMP NO	FIRST	Office	Course	Date Attended		Only One Course Attended
2	MIL04	MIL04	Bally, Barry	Munerton	Word 2021	15-Apr-21		Halal, Cheryl
3	MIL14	MIL14	Ambrose, Bob	Munerton	Word 2021	25-Jan-19		Murray, Robert
4	TBV26	TBV26	Halal, Cheryl	View Tabue	Word 2021	01-Feb-90		BinMIL, Teri
5	SUN59	SUN59	Hume, Chris	Soningdale	Word 2021	12-May-22		
6	TBV58	TBV58	Abel, Colleen	View Tabue	Word 2021	26-Jul-90		
7	SUN07	SUN07	Culbert, Frank	Soningdale	Word 2021	12-Jun-21		
8	MIL25	MIL25	Swayne, Harry	Munerton	Word 2021	30-Dec-90		
9	SUN45	SUN45	DeVinney, Kristen	Soningdale	Word 2021	05-Jun-21		
10	SUN47	SUN47	Murray, Robert	Soningdale	Word 2021	10-Jun-21		
11	MIL29	MIL29	Kling, Sara	Munerton	Word 2021	24-Dec-20		
12	SUN09	SUN09	Willis, Sean	Soningdale	Word 2021	05-Jul-19		
13	TBV76	TBV76	Rose, Seth	View Tabue	Word 2021	05-Apr-90		
14	SUN05	SUN05	Chen, Shing	Soningdale	Word 2021	08-Aug-84		
15	PKL55	PKL55	BinMIL, Teri	Parklands	Word 2021	07-Jun-22		
16	TBV19	TBV19	TBVlifano, Theresa	View Tabue	Word 2021	26-Feb-89		

	A	B	C	D	E	F	G	H	I	J
1	CODE	FIRST							OURLY RATE	GROSS PAY
2	69	Shirley							£12.10	£423.50
3	12	Seth							£5.50	£176.00
4	47	Anne							£8.52	£213.00
5	5	Colleen							£16.75	£703.50
6	15	Theresa							£12.10	£423.50
7	55	Jennifer							£8.52	£213.00
8	66	Chris							£13.30	£0.00
9	78	Theresa							£22.00	£880.00
10	86	Katie							£15.00	£600.00
11	29	Donald							£5.50	£176.00
12	3	Cheryl							£13.30	£472.15
13	48	Doug							£0.00	£589.00
14	17	George							£22.00	£880.00
15	38	Fred							£15.50	£589.00
16	32	James							£12.10	£423.50
17	39	Molly	Steadman	SUN65	Soningdale	Cobrella	15-Aug-89	40	£22.00	£880.00
18	46	Lance	Davies	SUN64	Soningdale	Cobrella	30-Dec-88	32	£5.50	£176.00
19	40	Greg	Connors	SUN49	Soningdale	Cobrella	04-Nov-87	38	£0.00	£0.00

Find and Replace

Find | Replace

Find what: | No Format Set | Format...

Replace with: 0 | No Format Set | Format...

Within: Sheet | Match case

Search: By Rows | Match entire cell contents

Look in: Formulas | Options <<

Replace All | Replace | Find All | Find Next | Close

Book | Sheet | Name | Cell | Value | Formula

	A	L	M	N	O	P	Q
	InvDate	Item1	Item2	Item3	Amount Owing		&
	43543	Initial Consultation	Immunization	Medicine	727		=L2&", "&M2&", "&N2
	43630	Wash and Go	Initial Consultation	Follow Up Consult	988		

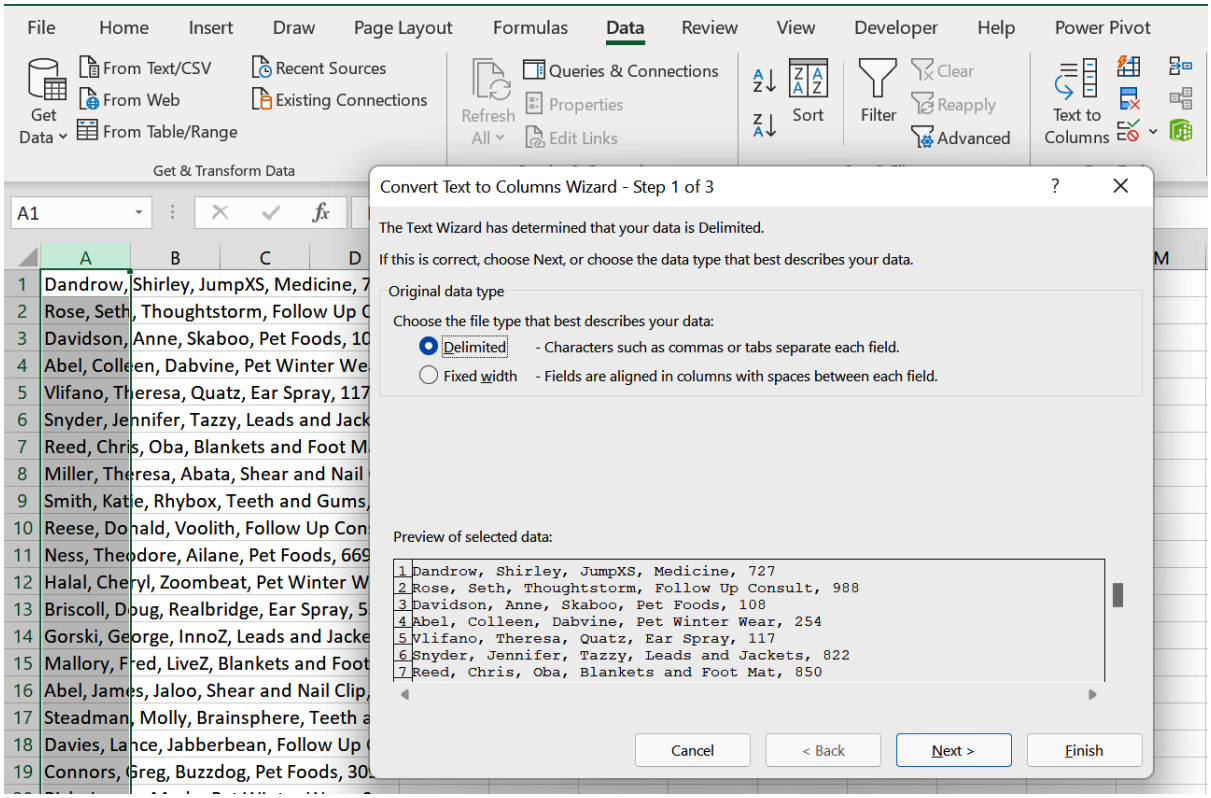
Q
Initial Consultation, Immunization, Medicine

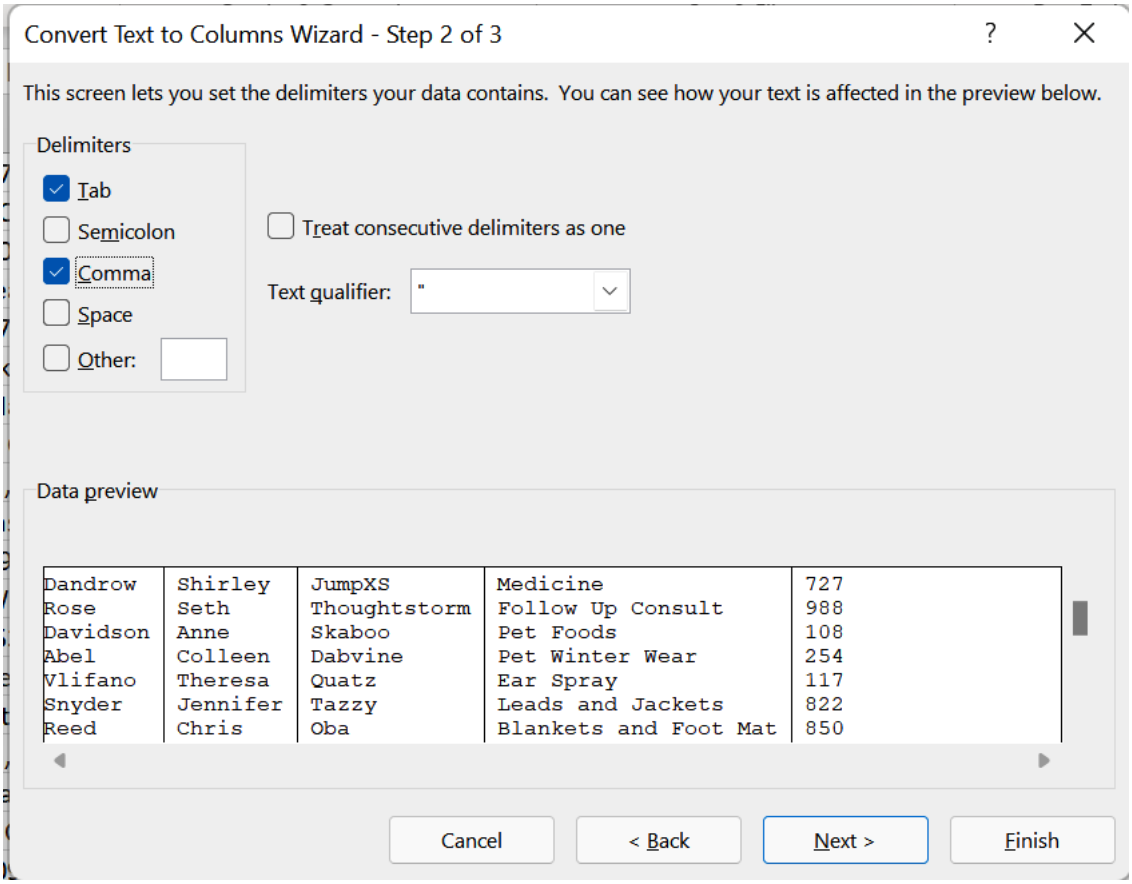
SUM =CONCAT(D2,", ",C2)

	A	B	C	D	E
1	InvDate	InvNo	Name	Surname	Company
2	43543	264	Shirley	Dandrow	JumpXS
3	43630	296	Seth	Rose	Thoughtstorm

=textjoin(

TEXTJOIN(**delimiter**, ignore_empty, text1, ...)


File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Developer
Help
Power Pivot
Get Data
From Text/CSV
From Web
From Table/Range
Recent Sources
Existing Connections
Get & Transform Data
Refresh All
Queries & Connections
Properties
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Text to Columns
A1
Convert Text to Columns Wizard - Step 1 of 3
The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Choose the file type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.
Preview of selected data:
1 Dandrow, Shirley, JumpXS, Medicine, 727
2 Rose, Seth, Thoughtstorm, Follow Up Consult, 988
3 Davidson, Anne, Skaboo, Pet Foods, 108
4 Abel, Colleen, Dabvine, Pet Winter Wear, 254
5 Vlifano, Theresa, Quatz, Ear Spray, 117
6 Snyder, Jennifer, Tazzy, Leads and Jackets, 822
7 Reed, Chris, Oba, Blankets and Foot Mat, 850
Cancel
< Back
Next >
Finish


Convert Text to Columns Wizard - Step 2 of 3
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
Delimiters
Tab
Semicolon
Comma
Space
Other:
Treat consecutive delimiters as one
Text qualifier: "
Data preview
Dandrow Shirley JumpXS Medicine 727
Rose Seth Thoughtstorm Follow Up Consult 988
Davidson Anne Skaboo Pet Foods 108
Abel Colleen Dabvine Pet Winter Wear 254
Vlifano Theresa Quatz Ear Spray 117
Snyder Jennifer Tazzy Leads and Jackets 822
Reed Chris Oba Blankets and Foot Mat 850
Cancel
< Back
Next >
Finish

Chapter 10: Exploring New and Useful Workflow Functions

C	D	E	F
COURSE	NO. ENROLLED	AMOUNT	TOTAL
Management Course	2	275	=D2*E2
Compliance Review	3	223	=D3*E3
Productivity Essentials	4	150	=D4*E4
Human Resource Management	5	250	=D5*E5
		TOTAL	
		=SUM(F2:F5)	

C	D	E
COURSE	NO. ENROLLED	AMOUNT
Management Course	2	£275.00
Compliance Review	3	£223.00
Productivity Essentials	4	£150.00
Human Resource Management	5	£250.00
		TOTAL
		=sum(D2:D5*E2:E5)

E9 | fx | {=SUM(D2:D5*E2:E5)}

	A	B	C	D	E	F
13						
14						
15	Population Growth	2019	2021		2019	2021
16	Nottingham	2.70%	3.80%			HIGH
17	Maidstone	3.20%	2.00%		HIGH	
18	Oxford	1.50%	3.10%			HIGH
19	Exeter	-1.40%	8.00%			HIGH
20						

2019	2021
=IF(B16:C19>0.05,"HIGH","")	
HIGH	
	HIGH
	HIGH

Microsoft Excel

You can't change part of an array.

OK Cancel

=SUM(D2:D5*E2:E5)

=SUM(D2:D5*{275;223;150;250})

SUM(**number1**, [number2], ...)

J	K	L
	Label	
	Cab Savon	
	Cab Savon	
	Chardinoha	
	Merlat	

=FILTER(CHOOSE({1,2},Table1[Region],Table1[Cases Sold]),Table1[Label]=K2)

	D	E	F	G	H	I	J	K	L	M	N
1	Label	Region	Cost Per Case	Cases Sold	Sales			Label		Region	Cases Sold
2	Cab Savon	East	£ 165.00	350	£ 57,750.00			Cab Savon		Table1[Label]=K2)	350
3	Cab Savon	East	£ 165.00	360	£ 59,400.00					East	360
4	Cab Savon	East	£ 165.00	370	£ 61,050.00					East	370
5	Cab Savon	East	£ 165.00	375	£ 61,875.00					East	375
6	Cab Savon	East	£ 165.00	400	£ 66,000.00					East	400
7	Cab Savon	East	£ 165.00	411	£ 67,815.00					East	411

=SEQUENCE(10,1,1540,500)

C	D	E	F	G
	EMP CODE			
	1540			
	2040			
	2540			
	3040			
	3540			
	4040			
	4540			
	5040			
	5540			
	6040			

F	G	H	I	J	K
	=RANDARRAY(7,3,100,300,TRUE)				
	206	127	139		
	293	206	294		
	236	163	131		
	132	224	218		
	233	299	255		

RANDARRAY([rows], [columns], [min], [max], [integer])

=IFS(J2="Initial Consultation","IC234",J2="Wash and Go","WGO123",J2="Follow Up Consult","FUC873",J2="Pet Foods","PEF972",J2="Pet Winter Wear","PWW443",J2="Ear Spray","ERS021",J2="Leads and Jackets","L&J23",J2="Blankets and Foot Mat","BFM654",J2="Teeth and Gums","TEG823",J2="Medicine","MED321",1=1,"NOT DEFINED")

	H	I	J	K	L	M	N	O
SS	COUNTRY	EMAIL	SERVICE ONE	SERVICE CODE	SERVICE TWO	SERVICE CODE	AMOUNT	
y	Alabama	tneesham0@hibu.com	Initial Consultation	=IFS(J2="Initial Consultation","IC234",J2="Wash and Go","WGO123",J2="Follow Up Consult",				
lace	Texas	cslide1@reference.com	Wash and Go	"FUC873",J2="Pet Foods","PEF972",J2="Pet Winter Wear","PWW443",J2="Ear Spray","ERS021",				
Point	California	dgiraldon2@goo.ne.jp	Follow Up Consult	J2="Leads and Jackets","L&J23",J2="Blankets and Foot Mat","BFM654",J2="Teeth and Gums",				
d Road	Kentucky	vnardrup3@youtube.com	Pet Foods	"TEG823",J2="Medicine","MED321",1=1,"NOT DEFINED")				
d	California	lmarmion4						
int	California	aherrieven!						
	District of Columbia	hgibbieson						
	Ohio	daizikovitz7@discuz.net	Blankets and Foot Mat	BFM654	Leads and Jackets		£117.00	
	Texas	dpercy9@sun.com	Teeth and Gums	TEG823	Shear and Nail Clip		£329.00	
le	Michigan	mmephama@wsj.com	Immunization	NOT DEFINED	Teeth and Gums		£507.00	
	North Carolina	bwhitwamb@chicagotribune.com	Medicine	MED321	Immunization		£861.00	
nction	Illinois	msimpkissc@topsy.com	Initial Consultation	IC234	Medicine		£660.00	
Street	New York	jlonghirstd@nyu.edu	Wash and Go	WGO123	Medicine		£332.00	
urt	Massachusetts	cjewkse@addtoany.com	Follow Up Consult	FUC873	Blankets and Foot Mat		£262.00	
e	Texas	cmalyjf@phpbb.com	Pet Foods	PEF972	Shear and Nail Clip		£139.00	
t	Washington	bpaulotg@amazon.co.uk	Pet Winter Wear	PWW443	Teeth and Gums		£167.00	

IFS(logical_test1, value_if_true1, [logical_test2, value_if_true2], [logical_test3, value_if_true3], [logical_test4, value_if_true4], [logical_test5, value_if_true5], [logical_test6, value_if_true6], [logical_test7, value_if_true7], [logical_test8, value_if_true8], [logical_test9, value_if_true9], [logical_test10, value_if_true10], [logical_test11, value_if_true11], [logical_test12, ...])

	J	K	L	M	N	O	P	Q	R	S	T
	SERVICE ONE	SERVICE CODE	AMOUNT			SERVICE TOTALS					
	Initial Consultation	IC234	£698.00			Initial Consultation	=SUMIFS($L$2:$L$28,$J$2:$J$28,O2)				
	Wash and Go	WGO123	£523.00			Wash and Go					
	Follow Up Consult	FUC873	£856.00			Follow Up Consult	£1,948.00				
n	Pet Foods	PEF972	£ 6.00			Pet Foods	£471.00				
com	Pet Winter Wear	PWW443	£516.00			Pet Winter Wear	£1,482.00				
	Ear Spray	ERS021	£397.00			Ear Spray	£1,537.00				
	Leads and Jackets	L&J23	£997.00			Leads and Jackets	£1,563.00				
	Blankets and Foot Mat	BFM654	£117.00			Blankets and Foot Mat	£642.00				
	Teeth and Gums	TEG823	£329.00			Teeth and Gums	£432.00				
	Immunization	NOT DEFINED	£507.00			Immunization	£1,145.00				
une.com	Medicine	MED321	£861.00			Medicine	£861.00				

SUMIFS(sum_range, criteria_range1, criteria1, [criteria_range2, criteria2], ...)

=VLOOKUP(lookup_value,table_array,col_index_number,[range_lookup])

C4 | TEAM!A1:B8 | 2 | FALSE

	A	B	C	D	E	F	G
1				BizGen Ltd			
2							
3	EMP ID	RA Number	Name	Date Joined	Office	Team	Type
4	3426	478477	Daniel Peacer	01/07/2014	Birstham	Marketing	Employee
5	4043	278695	Lee van Aller	15/01/2002	Lewton	Development	Employee
6	4963	457937	Ditto Plush	15/11/2018	Milerton	HR	Employee
7	4265	14295	Suzette Mann	01/11/1995	Parklands	#N/A	Employee
8	4265	14295	Suzette Mann	01/11/1995	Parklands	#N/A	Shareholder
9	3472	123987	Natalue Conn	01/11/1982	View-Under-Lyne	Private Group	Consultant
10	3375	379395	Tumi Mvuyo	15/03/2007	Dunston	Corporate	Employee

LET

=IFERROR(VLOOKUP(C4,TEAM!A1:B8,2,FALSE),"ERROR FOUND")

	A	B	C	D	E	F	G	H	I	J	K
1				BizGen Ltd							
2											
3	EMP ID	RA Number	Name	Date Joined	Office	Team	Type				
4	3426	478477	Daniel Peacer	01/07/2014	Birstham	=IFERROR(VLOOKUP(C4,TEAM!A1:B8,2,FALSE),"ERROR FOUND")					
5	4043	278695	Lee van Aller	15/01/2002	Lewton	D	oyee				
6	4963	457937	Ditto Plush	15/11/2018	Milerton	HR	Employee				
7	4265	14295	Suzette Mann	01/11/1995	Parklands	ERROR FOUND	Employee				
8	4265	14295	Suzette Mann	01/11/1995	Parklands	ERROR FOUND	Shareholder				
9	3472	123987	Natalue Conn	01/11/1982	View-Under-Lyne	Private Group	Consultant				
10	3375	379395	Tumi Mvuyo	15/03/2007	Dunston	Corporate	Employee				

IFERROR(value, value_if_error)

	A	B	C	D	E	F	G
1							
2							
3	NAME				RANGE	CATEGORY	BAND
4	Colleague 1	=VLOOKUP(B4,$E$4:$G$11,3,TRUE)			25001	8	H
5	Colleague 2	VLOOKUP(lookup_value, table_array, col_index_num, **[range_lookup]**)			35000	7	G
6	Colleague 3	35789	F		35001	6	F
7	Colleague 4	41250	E		40001	5	E
8	Colleague 5	82700	B		47501	4	D
9					55001	3	C
10					70001	2	B
11					85001	1	A
12							

	A	B	C	D	E	F
1						
2		IMMUNIZATION				
3	Myuvo	£ 4,300.00				
4						
5						
6	VET SERVICE REPORT / SALES PERSON	NAIL CLIP	WINTER WEAR	LEADS AND JACKETS	IMMUNIZATION	WASH AND GO
7	Jules	£ 3,000.00	£ 5,000.00	£ 20,100.00	£ 45,678.00	£ 7,456.00
8	Ramon	£ 9,000.00	£ 1,356.00	£ 34,567.00	£ 23,122.00	£ 450.00
9	Sue	£ 2,345.00		£ 3,000.00	£ 2,900.00	
10	Dan	£ 600.00	£ 3,400.00	£ 2,300.00		£ 3,200.00
11	Myuvo	£ 1,000.00		£ 230.00	£ 4,300.00	£ 2,300.00
12	Esther	£ 5,988.00		£ 16,777.00	£ 24,000.00	£ 4,000.00
13	Sam	£ 5,677.00	£ 5,630.00	£ 29,567.00	£ 3,400.00	£ 3,333.00
14						

SUM | =XLOOKUP(C4,A14:A20,B14:B20,"NOT FOUND",0)

	A	B	C	D	E	F	G
3	EMP ID	RA Number	Name	Date Joined	Office	Team	Type
4	3426	78477	Daniel Peacer	01/07/2014	Parklands	=XLOOKUP(C4,A14:A20,B14:B20,"NOT FOUND",0)	
5	4043	28695	Lee van Aller	15/01/2002	Summertown	XLOOKUP(**lookup_value**, lookup_array, return_array, [if_not_found], [match_mode], [search_mode])	
6	4963	457937	Ditto Plush	15/11/2018	Milnerstone	Corporate	Employee
7	4265	4295	Suzette Man	01/11/1995	Greytwon	Real Estate	Employee
8	4265	4295	Suzette Mann	01/11/1995	Greytwon	NOT FOUND	Shareholder
9	3472	5123987	Natalue Conn	01/11/1982	Shorne Les	Private Client	Consultant
10	3375	3789395	Tumi Mvuyo	15/03/2021	Mablebury	Corporate	Employee
11							
12							
13	Name	Team					
14	Daniel Peacer	Commercial					
15	Lee van Aller	Development					
16	Ditto Plush	Corporate					
17	Suzette Man	Real Estate					
18	Suzette Man	Real Estate					
19	Natalue Conn	Private Client					
20	Tumi Mvuyo	Corporate					
21							

	H	I	J	K	L	M
1						
2	ROLE	ADDRESS	COUNTRY	SERVICE ONE	SERVICE TWO	XLOOKUP
3	Staff Accountant III	06 Ludington Court	Massachusetts	Follow Up Consult	Blankets and Foot Mat	1813
4	Developer II	87133 Sunbrook Stre	New York	Wash and Go	Medicine	NOT FOUND
5	Senior Quality Engineer	11 Marquette Street	Pennsylvania	Ear Spray	Leads and Jackets	16505
6	Senior Sales Associate	2 Onsgard Park	District of Colum	Leads and Jackets	Ear Spray	20041
7	Information Systems Manag	2 Monument Terrace	Virginia	Blankets and Foot Mat	Pet Winter Wear	20195
8	Payment Adjustment Coordi	6 Mifflin Plaza	North Carolina	Medicine	Immunization	NOT FOUND
9	Account Representative I	89 Elgar Crossing	Florida	Teeth and Gums	Leads and Jackets	33610
10	Director	45 Nice Ave, Sundring	London	Follow Up Consult	Teeth and Gums	NOT FOUND
11	Community Outreach Speci	1 Southridge Way	Alabama	Initial Consultation	Immunization	NOT FOUND
12	Desktop Support Technicia	6473 Homewood Roa	Kentucky	Pet Foods	Follow Up Consult	40591
13	Chemical Engineer	85 Luster Street	Ohio	Blankets and Foot Mat	Leads and Jackets	44185
14	Media Manager III	4 Blackbird Court	Indiana	Pet Winter Wear	Ear Spray	47737
15	Programmer Analyst IV	982 Portage Circle	Michigan	Immunization	Teeth and Gums	NOT FOUND
16	Senior Financial Analyst	04 Hollow Ridge Park	Wisconsin	Leads and Jackets	Pet Foods	53215

K	L	M	N	O
	Session	**Session Code**		
	Excel Formulas	SCEF001		
	Admin Induction	SCAI002		
	Induction training	SCIT003		
	Compliance Review	SCCR004		
	Excel Advanced	SCEA001		
	Admin Induction 2	SCAI0022		
	Word Advanced	SCWA003		
	Word	SCW001		
	Adobe DC	SCADCC005		
	Session Code	**Result**		
	SCWA003	=XMATCH(L14,M2:M10,)		

XMATCH(lookup_value, lookup_array, [match_mode], [search_mode])

fx =INDEX($M$2:$M$10,XMATCH(F2,$L$2:$L$10))

D	E	F	G	H	I	J	K	L	M	N
Role	**Session Code**	**Training**	**Type**	**Duration**	**Trainer**			**Session**	**Session Code**	
Senior Lead	=INDEX($M$2:$M$10,XMATCH(F2,$L$2:$L$10))			1 hour	DD			Excel Formulas	SCEF001	
Junior Admin Assistant				our 30	SN			Admin Induction	SCAI002	
Senior Lead				our 30	SN			Induction training	SCIT003	
Administrative Assistant		Excel Formulas	One to one	1 hour	DD			Compliance Review	SCCR004	
Senior Manager		Induction training	One to one	3 hours	SN			Excel Advanced	SCEA001	
Senior Manager		Excel Formulas	Group	1 hour	NN			Admin Induction 2	SCAI0022	
Administrative Assistant		Compliance Review	Group	1 hour	DD			Word Advanced	SCWA003	
Senior Manager		Compliance Review	Group	2 hours	DD			Word	SCW001	
Data Management		Induction training	Group	1 hour 30	SN			Adobe DC	SCADCC005	
Senior Lead		Excel Advanced	One to one	1 hour	DD					

INDEX(array, **row_num**, [column_num])
INDEX(reference, **row_num**, [column_num], [area_num])

A	B	C	D	E	F	G	H	I
Name	**Surname**	**Department**	**Role**	**Session Code**	**Training**	**Type**	**Duration**	**Trainer**
Donna	St Nicks	Construction	Senior Lead	SCEF001	Excel Formulas	One to one	1 hour	DD
Emroy	Dulane	Admin	Junior Admin Assistant	SCAI002	Admin Induction	Group	1 hour 30	SN
Donna	St Nicks	Construction	Senior Lead	SCIT003	Induction training	Group	1 hour 30	SN
Julia	Notes	HR	Administrative Assistant	SCEF001	Excel Formulas	One to one	1 hour	DD
David	Sueu	IT	Senior Manager	SCIT003	Induction training	One to one	3 hours	SN
David	Sueu	IT	Senior Manager	SCEF001	Excel Formulas	Group	1 hour	NN
Julia	Notes	HR	Administrative Assistant	SCCR004	Compliance Review	Group	1 hour	DD
David	Sueu	IT	Senior Manager	SCCR004	Compliance Review	Group	2 hours	DD
Ilse	Revaw	Security	Data Management	SCIT003	Induction training	Group	1 hour 30	SN
Donna	St Nicks	Construction	Senior Lead	SCEA001	Excel Advanced	One to one	1 hour	DD
Emroy	Dulane	Admin	Junior Admin Assistant	SCAI0022	Admin Induction 2	Group	1 hour 30	SN

SUM | fx =INDEX($I$2:$I$21,XMATCH(L2,$B$2:$B$21,,-1))

	A	B	C	E	F	G	H	I	J	K	L	M
1	**Name**	**Surname**	**Department**	**Session Code**	**Training**	**Type**	**Duration**	**Date Attended**	**Trainer**		Surname	Last Training Date
2	Donna	St Nicks	Construction	SCEF001	Excel Formulas	One to one	1 hour	14-Mar-91	DD		St Nicks	=INDEX($I$2:$I$21,
3	Emroy	Dulane	Admin	SCAI002	Admin Induction	Group	1 hour 30 minutes	05-Apr-90	SN			XMATCH(L2,$B$2:
4	Donna	St Nicks	Construction	SCIT003	Induction training	Group	1 hour 30 minutes	06-Apr-86	SN			$B$21,,-1))
5	Julia	Notes	HR	SCEF001	Excel Formulas	One to one	1 hour	26-Jul-90	DD			
6	David	Sueu	IT	SCIT003	Induction training	One to one	3 hours	26-Feb-89	SN			
7	David	Sueu	IT	SCEF001	Excel Formulas	Group	1 hour	07-Jun-88	NN			
8	Julia	Notes	HR	SCCR004	Compliance Review	Group	1 hour	27-Mar-84	DD			
9	David	Sueu	IT	SCCR004	Compliance Review	Group	2 hours	04-Mar-91	DD			
10	Ilse	Revaw	Security	SCIT003	Induction training	Group	1 hour 30 minutes	05-Oct-86	SN			
11	Donna	St Nicks	Construction	SCEA001	Excel Advanced	One to one	1 hour	17-Aug-84	DD			

L2 =IF(ISBLANK(FILTER(Table1,Table1[Name]="David")),"?",FILTER(Table1,Table1[Name]="David"))

	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Date Attended	Trainer		Name	Surname	Departme	Role	Session C	Training	Type	Duration	Date Atte	Trainer
2	14-Mar-91	DD		David	Sueu	IT	Senior Manager	SCIT003	Induction training	One to on	3 hours	32565	SN
3	05-Apr-90	SN		David	Sueu	IT	Senior Manager	SCEF001	?	Group	1 hour	32301	NN
4	06-Apr-86	SN		David	Sueu	IT	Senior Manager	SCCR004	Compliance Review	Group	2 hours	33301	DD
5	26-Jul-90	DD		David	Sueu	IT	Senior Manager	SCW001	?	One to on	3 hours	30484	SN
6	26-Feb-89	SN		David	Sueu	IT	Senior Manager	SCEA001	Excel Advanced	Group	1 hour	33274	NN
7	07-Jun-88	NN		David	Sueu	IT	Senior Manager	SCADCC0C	?	Group	1 hour	32507	DD
8	27-Mar-84	DD											

B	C	D	E	F	G
		Product	Retail Cost:		Gross_Margin
		Lighting - halogen	=DGET(Inventory[#All],6,$D$2:$D$3)		>50%

DGET(**database**, field, criteria)

Product	Quantity	Cost	Total Cost	Retail	Gross_Margin
Energy - generators	99	£ 23,400.00	£ 2,316,600.00	£ 25,940.00	11%
Energy - transmission	110	£ 2,200.00	£ 242,000.00	£ 2,400.00	9%
Medical - hearing tool	2000	£ 15,000.00	£ 30,000,000.00	£ 16,500.00	10%
Energy - wind turbines	80	£ 10,000.00	£ 800,000.00	£ 11,000.00	10%
Lighting - xenon lamps	80	£ 2,800.00	£ 224,000.00	£ 3,259.00	16%
Lighting - halogen	5000	£ 441,000.00	£ 2,205,000,000.00	£452,000.00	2%
Medical - molecular imaging	9000	£ 7,000.00	£ 63,000,000.00	£ 9,500.00	36%
Medical - radiation oncology	23000	£ 174,000.00	£ 4,002,000,000.00	£198,000.00	14%

B	C	D	E
		Product	Retail Cost:
		Lighting - halogen	£452,000.00

Lighting - halogen
Medical - molecular imaging
Medical - radiation oncology
Medical - diagnostics
Medical - x-ray machine
Lighting - semiconductor light sc
Energy - medium voltage
Concrete - precast

Product	Quantity		Total Cost
Energy - generators	99		2,316,600.00
Energy - transmission	110		242,000.00
Medical - hearing tool	2000		30,000,000.00
Energy - wind turbines	80		800,000.00
Lighting - xenon lamps	80	£ 2,800.00	£ 224,000.00
Lighting - halogen	5000	£ 441,000.00	£ 2,205,000,000.00
Medical - molecular imaging	9000	£ 7,000.00	£ 63,000,000.00

Average Gross Margin: =DAVERAGE(Inventory[#All],7,$G$2:$G$3)

DAVERAGE(database, field, criteria)

Average Gross Margin:	74.71%	=DAVERAGE(Inventory[#All],7,$G$2:$G$3)
Maximum Total Cost for Division 2:	£2,205,000,000.00	=DMAX(Inventory[#All],5,B28:B29)
Minimum Quantity Sold: Division 3	£ 2,000.00	=DMIN(Inventory[#All],3,$B$34:$B$35)
Total Quantity Sold: Division 1	£ 72,056.00	=DSUM(Inventory,3,B31:B32)

LET | =DSUM(Wines[#All],"Sales",$K$1:$N$2)

	H	I	J	K	L	M	N	O	P	Q	R
1	Cases Sold	Sales		Year	Winery	Date	Date	Sales			
2	450	£ 74,250.00		1992	Matts Winery	>=01/01/2019	<=31/12/2019	=DSUM(Wines[#All],"Sales",$K$1:$N$2)			
3	550	£ 90,750.00						DSUM(database, **field**, criteria)			
4	575	£ 94,875.00									
5	650	£ 107,250.00									
6	320	£ 52,800.00									
7	325	£ 53,625.00									

K	L	M	N	O	P	Q	R
Year	Winery	Date	Date	Sales			
1991	Matts Winery	>=01/01/2019	<=31/12/2019	=DSUM(Wines[#All],"Sales",$K$1:$N$3)			
1992	Prominent Wines			DSUM(**database**, field, criteria)			

Paste | Calibri 11 | Wrap Text | Merge & Center | Custom | Conditional Formatting | Format as Table | Cell Styles | Insert | Delete | Format | Sort & Filter

Clipboard | Font | Alignment | Number | Styles | Cells | Editing

A2 | 1

	A	B	C	D	E	F	G	H	I
1	WV No	Winery	Label	Region	Date	Cost Per Case	Cases Sold	Sales	Missing Data
2	WV-1	Matts Winery	Cab Savon	North	25/09/2019	£ 165.00	111	£ 18,315.00	1
3	WV-2	Matts Winery	Cab Savon	North	08/01/2020	£ 165.00	550	£ 90,750.00	1
4	WV-3	Matts Winery	Cab Savon	North	03/05/2020	£ 165.00	199	£ 32,835.00	1
5	WV-4	Matts Winery	Cab Savon	North	01/06/2019	£ 165.00	45	£ 7,425.00	1
6	WV-5	Matts Winery	Cab Savon	South	25/05/2019	£ 165.00	22	£ 3,630.00	0
7	WV-6	Matts Winery	Cab Savon	South	23/06/2020	£ 165.00	325	£ 53,625.00	0
8	WV-7	Matts Winery	Cab Savon	South	12/02/2020	£ 165.00	330	£ 54,450.00	0
9	WV-8	Matts Winery	Cab Savon	South	27/02/2019	£ 165.00	350	£ 57,750.00	0
10	WV-9	Matts Winery	Cab Savon	East	28/05/2020	£ 165.00	322	£ 53,130.00	1
11	WV-10	Matts Winery	Cab Savon	East	24/06/2019	£ 165.00	165	£ 27,225.00	1
12	WV-11	Matts Winery	Cab Savon	East	27/01/2020	£ 165.00	22	£ 3,630.00	1
13	WV-12	Matts Winery	Cab Savon	East	04/03/2019	£ 165.00	853	£ 140,745.00	1
14	WV-13	Matts Winery	Cab Savon	West	21/02/2019	£ 165.00	34	£ 5,610.00	1
15	WV-14	Matts Winery	Cab Savon	West	24/06/2020	£ 165.00	653	£ 107,745.00	1
16	WV-15	Matts Winery	Cab Savon	West	14/09/2020	£ 165.00	322	£ 53,130.00	1

Edit Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

=$I2=0

Preview: AaBbCcYyZz | Format...

OK | Cancel

	A	B	C	D	E	F	G	H	I	J
1	WV No	Winery	Label	Region	Date	Cost Per Case	Cases Sold	Sales	Missing Data	
2	WV-1	Matts Winery	Cab Savon	North	25/09/2019	£ 165.00	111	£ 18,31 ⚠ 0	#VALUE!	
3	WV-2	Matts Winery	Cab Savon	North	08/01/2020	£ 165.00	550	£ 90,750.00	#VALUE!	
4	WV-3	Matts Winery	Cab Savon	North	03/05/2020	£ 165.00	199	£ 32,835.00	#VALUE!	
5	WV-4	Matts Winery	Cab Savon	North	01/06/2019	£ 165.00	45	£ 7,425.00	#VALUE!	
6	WV-5	Matts Winery	Cab Savon	South	25/05/2019	£ 165.00	22	£ 3,630.00	#VALUE!	
7	WV-6	Matts Winery	Cab Savon	South	23/06/2020	£ 165.00	325	£ 53,625.00	#VALUE!	
8	WV-7	Matts Winery	Cab Savon	South	12/02/2020	£ 165.00	330	£ 54,450.00	#VALUE!	
9	WV-8	Matts Winery	Cab Savon	South	27/02/2019	£ 165.00	350	£ 57,750.00	#VALUE!	
10	WV-9	Matts Winery	Cab Savon	East	28/05/2020	£ 165.00	322	£ 53,130.00	#VALUE!	

K	L	M
Region	Cases Sold	No. Cases Sold
North	>=200	
South	>=200	
East	>=200	
West	>=200	

LET

=COUNTIFS(Wines[Region],K2,Wines[Cases Sold],L2)

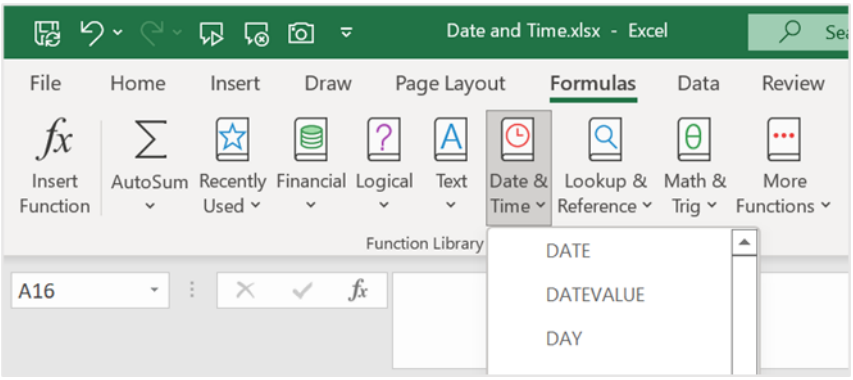
	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Label	Region	Date	Cost Per Case	Cases Sold	Sales		Region	Cases Sold	No. Cases Sold					
2	Cab Savon	North	25/09/2019	£ 165.00	111	£ 18,315.00		North	>=200	=COUNTIFS(Wines[Region],K2,Wines[Cases Sold],L2)					
3	Cab Savon	North	08/01/2020	£ 165.00	550	£ 90,750.00		South	>=200						
4	Cab Savon	North	03/05/2020	£ 165.00	199	£ 32,835.00		East	>=200	23					
5	Cab Savon	North	01/06/2019	£ 165.00	45	£ 7,425.00		West	>=200	31					
6	Cab Savon	South	25/05/2019	£ 165.00	22	£ 3,630.00									
7	Cab Savon	South	23/06/2020	£ 165.00	325	£ 53,625.00									
8	Cab Savon	South	12/02/2020	£ 165.00	330	£ 54,450.00									

COUNTIFS(criteria_range1, criteria1, [criteria_range2, **criteria2**], [criteria_range3, ...])

Chapter 11: Date-Time Functions and Enhancing PivotTable Dashboards

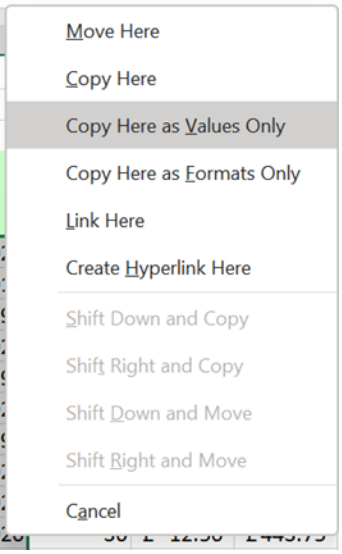
	A	B	C	D
1	Formatting applied	Function used	Without Formatting	Represented as
2	01/01/1901		367	whole number
3	31/12/9999		2958465	whole number
4	06/03/2022	=TODAY()	44626	whole number
5	06/03/2022 10:37	=NOW()	44626.44296	whole number.decimals
6				

8	
9	'20/10/2022
10	



DATE of HIRE	Day	Month	Year
15-Apr-21	=DAY(G5)	4	2021
25-Jan-19			
01-Feb-90			

	E	F	G	H	I	J
1	Safest Solutions Group Theme Park					
2	Information		13-Mar-22			
3						
4	DIVISION	DEPT	DATE of HIRE	Day	Month	Year
5	Munerton	Cobrella	15-Apr-21	15	4	202
6	Munerton	Mankay Falls	25-Jan-19	25	1	201
7	View Tabu	Slangsgrow	01-Feb-90	1	2	199
8	Soningdal	Shewe	12-May-22	12	5	202
9	View Tabu	Mankay Falls	26-Jul-90	26	7	199
10	Soningdal	Cobrella	12-Jun-21	12	6	202
11	Munerton	Cobrella	30-Dec-90	30	12	199
12	Soningdal	Shewe	05-Jun-21	5	6	202
13	Soningdal	Mankay Falls	10-Jun-21	10	6	202
14	Munerton	Mankay Falls	24-Dec-20	24	12	202



LET =DATE(EXTRACT!I5,EXTRACT!H5,EXTRACT!G5)

	C	D	E	F	G	H	I	J
1		**Safest Solutions Group Theme Park**						
2		*Employee Information*						
3								
4	*SURNAME*	*EMP NO*	*DIVISION*	*DEPT*	*DATE OF HIRE*	*HRS*	*HOURLY RATE*	*GROSS PAY*
5	Bally	MIL04	Munerton	Cobrella	=DATE(EXTRACT!I5,EXTRACT!H5,EXTRACT!G5)			
6	Ambrose	MIL14	Munerton	Mankay Falls	DATE(**year**, month, day)	36	£ 12.50	£443.75
7	Halal	TBV26	View Tabu	Slangsgrow		36	£ 13.30	£472.15

E	F	G	H
Subtracting or Adding Months			
Date	**Months**	**New Date**	
15/04/2021	12	=EDATE(E3,-F3)	
25/01/2019	24	**EDATE**(start_date, months)	

Payment Received	Last Payment Due	Membership Term
12/05/2022	=edate(E6,G6	6
26/07/1990	EDATE(start_date, **months**)	
12/06/2021		
30/12/1990		
05/06/2021		

9	Adding half a day to the date	
10	19/03/2022 08:46	=A10+0.5

	A	B	C
1	Day (Date)	Property Date	Notes
2	=DAY(B2)	12/01/2040	Limitation - 3 month review
3	Tuesday	17/01/2040	Limitation
4	Tuesday	17/02/2040	Limitation - 3 month review
5	Sunday	22/02/2040	Limitation

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A2

	A	B
1	Day (Date)	Property D
2	Thursday	12/01/
3	Tuesday	17/01/
4	Tuesday	17/02/
5	Sunday	22/02/
6	Thursday	12/04/
7	Tuesday	17/05/
8	Monday	23/03/
9	Monday	23/06/
10	Thursday	05/10/
11	Thursday	05/11/
12	Thursday	05/12/

Format Cells

Number | Alignment | Font | Border | Fill | Protection

Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample
Thursday

Type:
dddd

dd/mm/yyyy hh:mm
mm:ss
mm:ss.0
@
[h]:mm:ss
_-£* #,##0_-;-£* #,##0_-;_-£* "-"_-;_-@_-
_-* #,##0_-;-* #,##0_-;_-* "-"_-;_-@_-
_-£* #,##0.00_-;-£* #,##0.00_-;_-£* "-"??_-;_-@_-
_-* #,##0.00_-;-* #,##0.00_-;_-* "-"??_-;_-@_-
dddd
[$-x-systime]h:mm:ss AM/PM
[$-en-GB]dd mmmm yyyy

Delete

J	K	L	M
Month name to Month number			
January	=MONTH(DATEVALUE(J2 & "1"))		
February	MONTH(serial_number)		
August	8		
September	9		
December	12		

	Start Date of Project	How many working days?	End Date		Star
15					
16	29/03/2022	25	=WORKDAY(A16,B16)		
17			WORKDAY(start_date, days, [holidays])		
18					

Start Date of Project	How many working days?	Any Holidays	End Date
29/03/2022	40	15/04/2022	=WORKDAY(E16,F16,G16:G17)
		18/04/2022	WORKDAY(start_date, days, [holidays])

Start Date	No. of Months	Result
26-Jan-21	2	=EOMONTH(J16,K16
05-Apr-21	-4	EOMONTH(start_date, **months**)
08-Aug-22	0	
18-Nov-21	5	

DEPT	*DOB*	*AGE*	*HIRE DATE*	*HRS / WEEK*	*HOURLY RATE*
Cobrella	25/09/1973	=YEARFRAC(G5,TODAY())		40	£ 21.50
Mankay Falls	08/01/1962	YEARFRAC(start_date, **end_date**, [basis])		36	£ 12.50
Slangsgrow	03/05/1958		01/02/1979	36	£ 13.30
Shewe	01/06/1979		12/05/1999	40	£ 7.22

	31/12/2025		
AGE	*AGE based on fixed end date*	*AGE Y/M/D*	*HIRE DATE*
48	52	=DATEDIF(	13/06/1991
60	63	DATEDIF()	25/01/1990
63	67		01/02/1979

DOB	*AGE*	*AGE based on fixed end date*	*AGE Y/M*	*HIRE DATE*	*HRS / WEEK*
25/09/1973	=DATEDIF(G5,TODAY(),"Y")&" years " &DATEDIF(G5,TODAY(),"YM")& " months"				
08/01/1962	60	63	60 years	25/01/1990	36

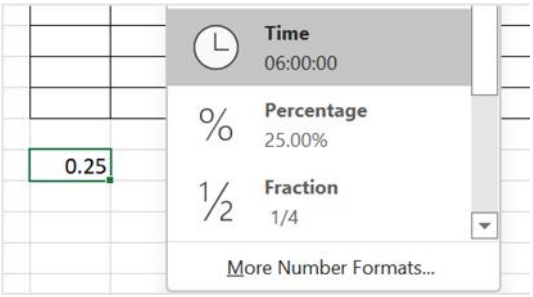
DATEDIF()

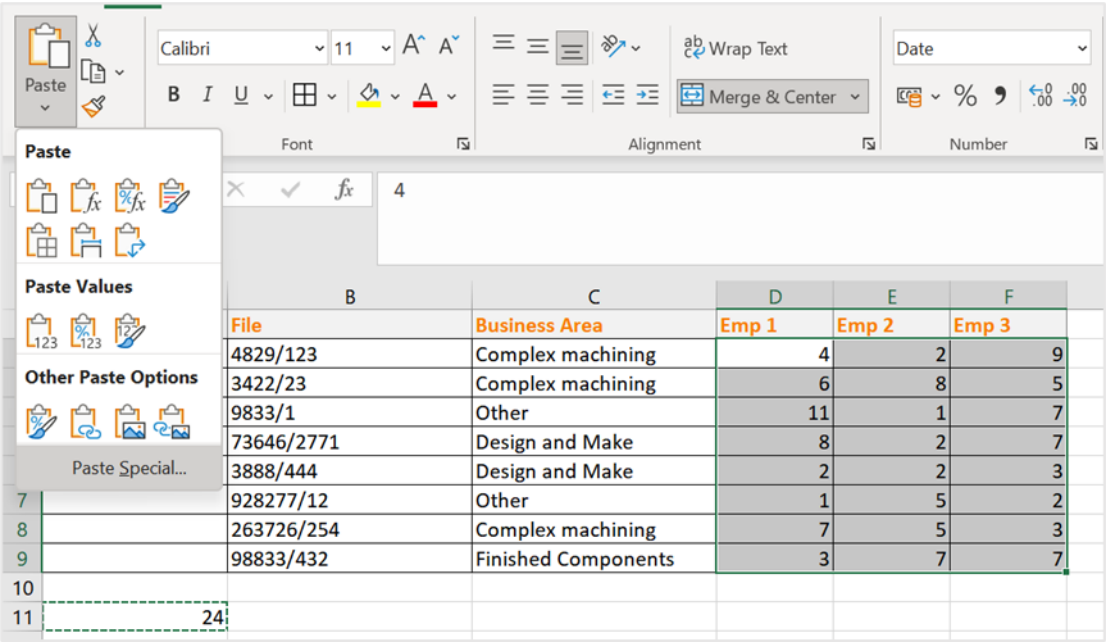
	31/12/2025	
AGE	AGE based on fixed end date	AGE Y/M
48	52	48 years 5 months
60	63	60 years 2 months
63	67	63 years 10 months
42	46	42 years 9 months
43	47	43 years 9 months
56	60	56 years 8 months
39	42	39 years 1 months
48	51	48 years 0 months
31	35	31 years 9 months

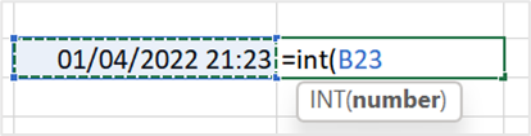
WEEKLY PAY	RETIREMENT DATE	YEARS TO RETIREMENT
£ 860.00	25/09/2038	=YEARFRAC(TODAY(),O5
£ 443.75	08/01/2027	YEARFRAC(start_date, **end_date**, [basis])
£ 472.15	03/05/2023	

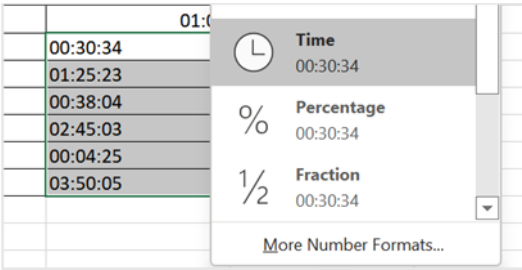
	G	H	I	J	K	L	M	N	O	P	Q
	DOB	AGE	AGE based on fixed end date	AGE Y/M	HIRE DATE	HRS / WEEK	HOURLY RATE	WEEKLY PAY	RETIREMENT DATE	YEARS TO RETIREMENT	LAST DAY OF RETIREMENT MONTH
	25/09/1973	48	52	48 years 5 months	=IF(DAY(G5)=1,DATE(YEAR(G5)+60,MONTH(G5),0),DATE(YEAR(G5)+60,MONTH(G5)+1,0))						
ls	08/01/1962	60	63	60 years 2 months	25/01/1990	36	£ 12.50	£ 443.75	08/01/2027	4	31/01/2022
	03/05/1958	63	67	63 years 10 months	01/02/1979	36	£ 13.30	£ 472.15	03/05/2023	1	31/05/2018
	01/06/1979	42	46	42 years 9 months	12/05/1999	40	£ 7.22	£ 288.80	01/06/2044	22	31/05/2039
ls	25/05/1978	43	47	43 years 9 months	27/07/2001	42	£ 16.75	£ 703.50	25/05/2043	21	31/05/2038
	23/06/1965	56	60	56 years 8 months	12/06/1997	40	£ 12.60	£ 504.00	23/06/2030	8	30/06/2025

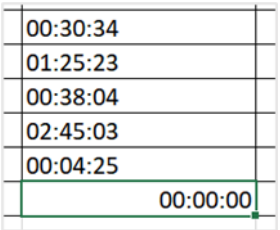
	Date 1	Date 2	Days between
20			
21	Date 1	Date 2	Days between
22	13/06/1991	05/01/1992	=DAYS360(E22,F22)
23	25/01/1990	05/02/1990	DAYS360(start_date, **end_date**, [method])
24	01/02/1979	08/08/1979	187
25	12/05/1999	07/06/1999	25
26	27/07/2001	26/08/2001	29
27	12/06/1997	11/08/1997	59
28	30/11/2005	19/12/2005	19

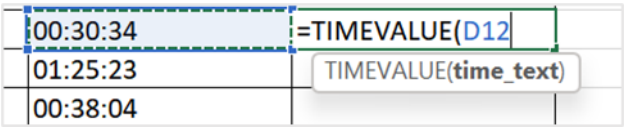



Paste
Calibri
11
Wrap Text
Merge & Center
Date
Font
Alignment
Number
Paste
Paste Values
Other Paste Options
Paste Special...
4
File
Business Area
Emp 1
Emp 2
Emp 3
4829/123 Complex machining 4 2 9
3422/23 Complex machining 6 8 5
9833/1 Other 11 1 7
73646/2771 Design and Make 8 2 7
3888/444 Design and Make 2 2 3
928277/12 Other 1 5 2
263726/254 Complex machining 7 5 3
98833/432 Finished Components 3 7 7
24

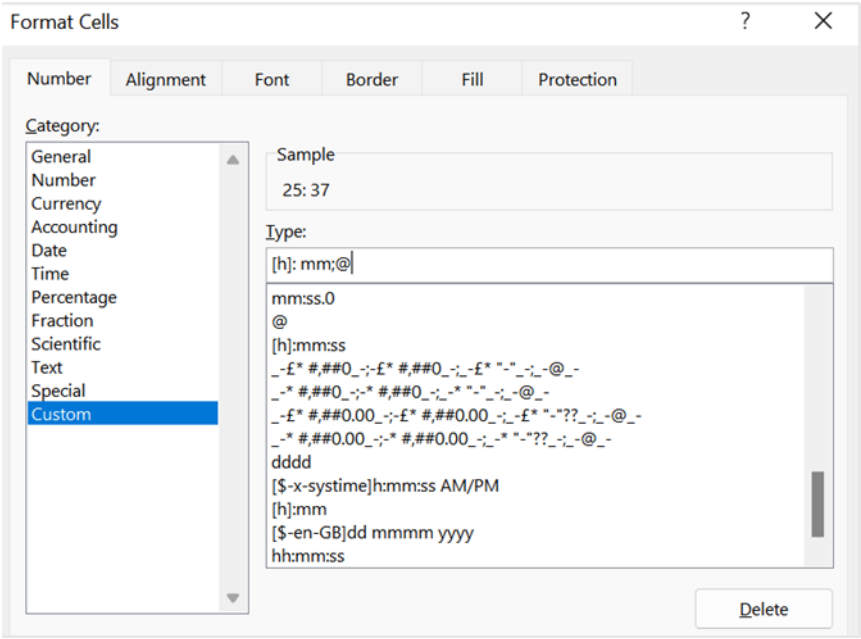

01/04/2022 21:23
=int(B23
INT(number)


00:30:34
01:25:23
00:38:04
02:45:03
00:04:25
03:50:05
Time
00:30:34
Percentage
00:30:34
Fraction
00:30:34
More Number Formats...


00:30:34
01:25:23
00:38:04
02:45:03
00:04:25
00:00:00


00:30:34
=TIMEVALUE(D12
01:25:23
TIMEVALUE(time_text)
00:38:04

C	D	E	F	G
Business Area	Emp 1	Emp 2	Emp 3	Total Time
Complex machining	07:00:00	08:37:00	10:00:00	01:37:00
Complex machining	00:36:00	08:00:00	02:34:00	11:10:00
Other	09:25:00	07:23:00	09:45:00	02:33:00
Design and Make	00:36:00	02:45:00	04:55:00	08:16:00
Design and Make	09:00:00	07:00:00	08:00:00	00:00:00
Other	02:00:00	02:00:00	00:25:00	04:25:00
Complex machining	00:18:00	07:00:00	00:45:00	08:03:00
Finished Components	03:36:00	02:33:00	03:34:00	09:43:00

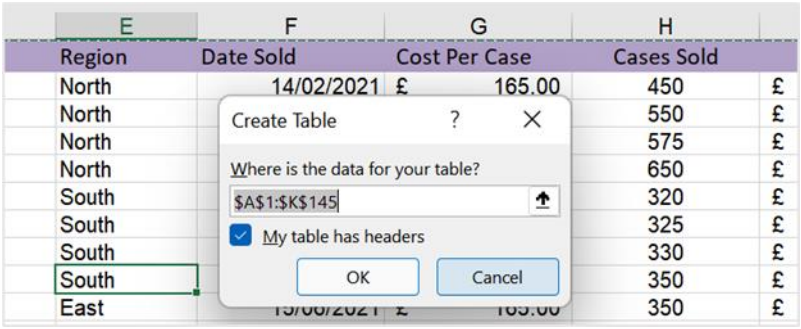


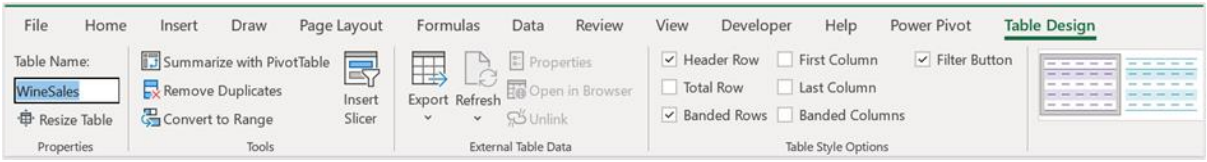
D	E	F	G
Emp 1	Emp 2	Emp 3	Total Time
07:00:00	08:37:00	10:00:00	25: 37
00:36:00	08:00:00	02:34:00	11: 10
09:25:00	07:23:00	09:45:00	26: 33
00:36:00	02:45:00	04:55:00	8: 16
09:00:00	07:00:00	08:00:00	24: 00
02:00:00	02:00:00	00:25:00	4: 25
00:18:00	07:00:00	00:45:00	8: 03
03:36:00	02:33:00	03:34:00	9: 43

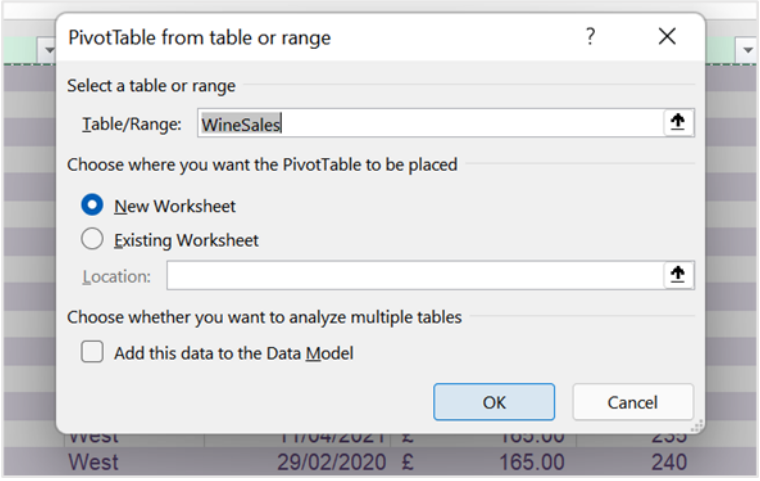
E	F	G	H
Emp 2	Emp 2 Overtime		Emp 3
08:37:00			
08:00:00			
07:23:00	5	=E4+TIME(F4,0,0)	
02:45:00			

TIME(**hour**, minute, second)

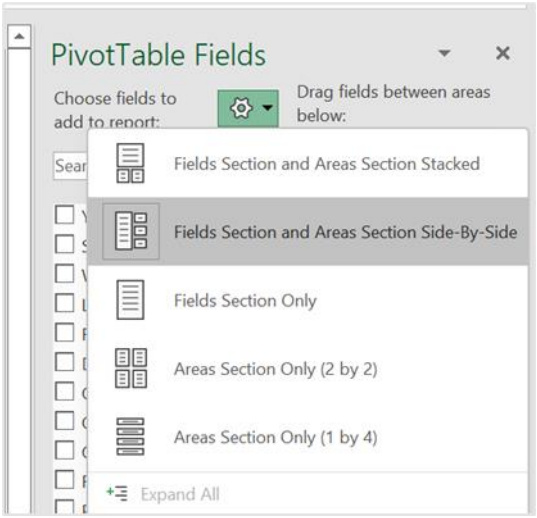
07:00:00		
02:00:00	30	=E7+(F7/24)
07:00:00		

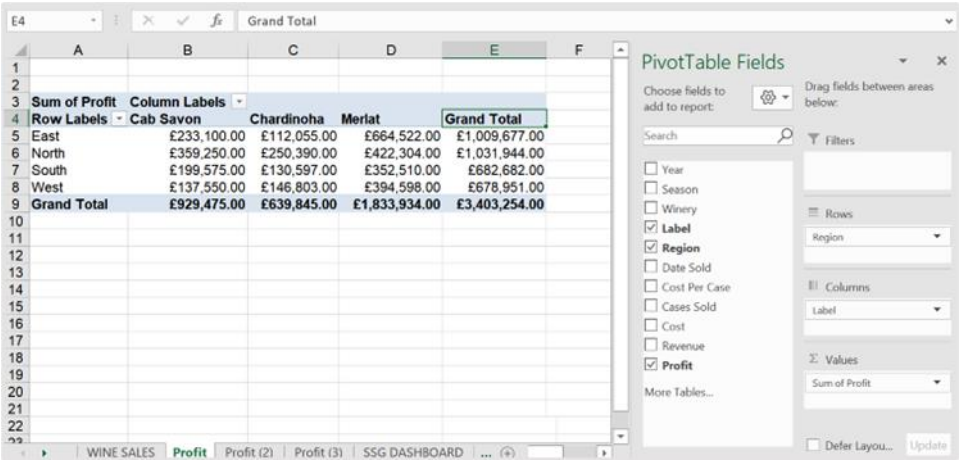

E
F
G
H
Region
Date Sold
Cost Per Case
Cases Sold
North
14/02/2021
£
165.00
450
£
North
550
£
North
575
£
North
650
£
South
320
£
South
325
£
South
330
£
South
350
£
East
350
£
Create Table
Where is the data for your table?
$A$1:$K$145
My table has headers
OK
Cancel


File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Developer
Help
Power Pivot
Table Design
Table Name:
WineSales
Resize Table
Properties
Summarize with PivotTable
Remove Duplicates
Convert to Range
Tools
Insert Slicer
Export
Refresh
Properties
Open in Browser
Unlink
External Table Data
Header Row
Total Row
Banded Rows
First Column
Last Column
Banded Columns
Filter Button
Table Style Options

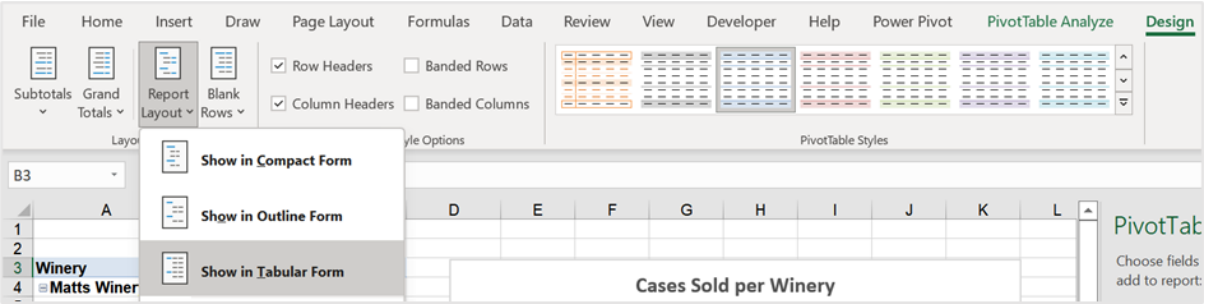

PivotTable from table or range
Select a table or range
Table/Range:
WineSales
Choose where you want the PivotTable to be placed
New Worksheet
Existing Worksheet
Location:
Choose whether you want to analyze multiple tables
Add this data to the Data Model
OK
Cancel
West
29/02/2020
£
165.00
240

21
22
WINE SALES
Profit
Profit (2)
Profit (3)
SSG DASHBOARD
...


PivotTable Fields
Choose fields to add to report:
Drag fields between areas below:
Fields Section and Areas Section Stacked
Fields Section and Areas Section Side-By-Side
Fields Section Only
Areas Section Only (2 by 2)
Areas Section Only (1 by 4)
Expand All

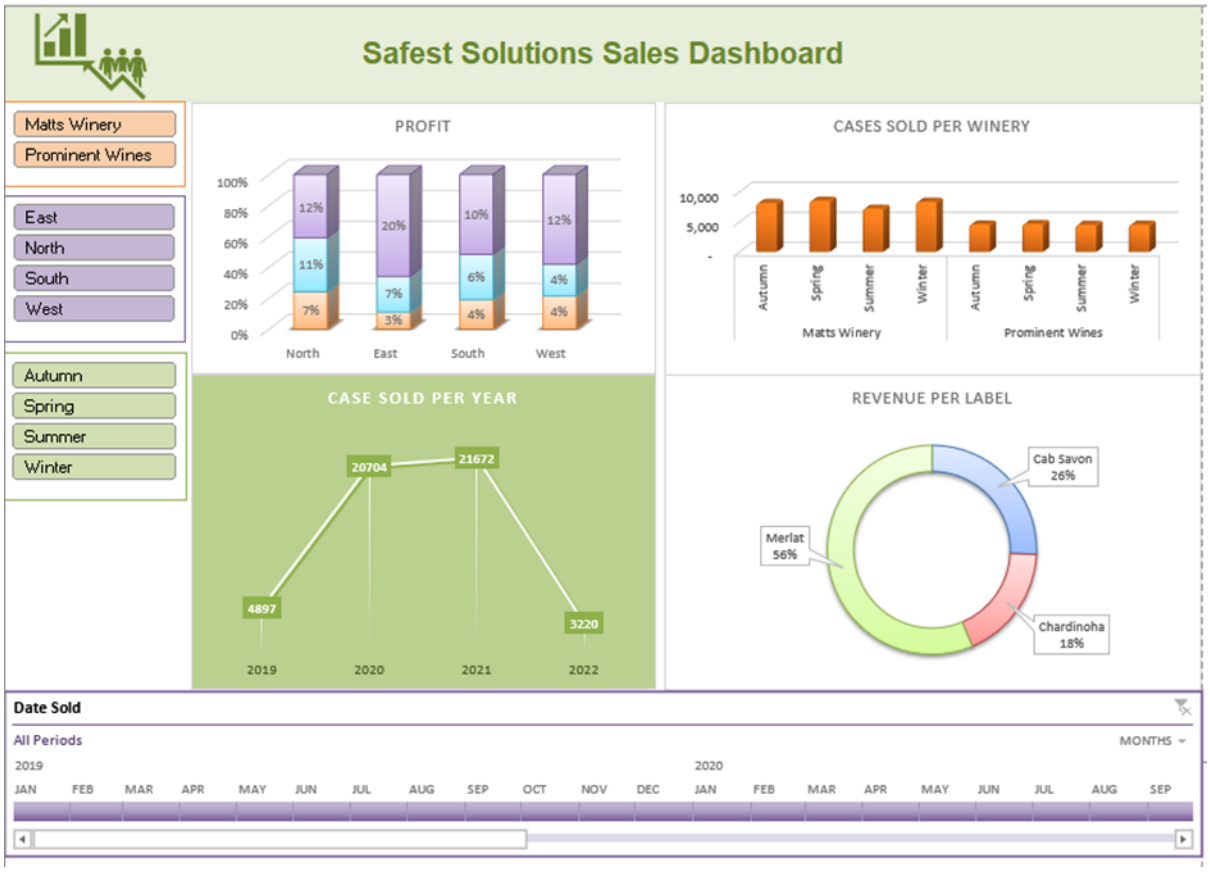


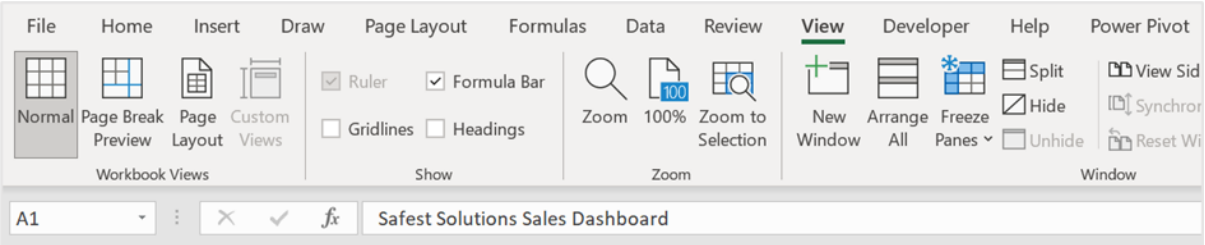
Sum of Profit	Column Labels			
Row Labels	Cab Savon	Chardinoha	Merlat	Grand Total
East	£233,100.00	£112,055.00	£664,522.00	£1,009,677.00
North	£359,250.00	£250,390.00	£422,304.00	£1,031,944.00
South	£199,575.00	£130,597.00	£352,510.00	£682,682.00
West	£137,550.00	£146,803.00	£394,598.00	£678,951.00
Grand Total	£929,475.00	£639,845.00	£1,833,934.00	£3,403,254.00

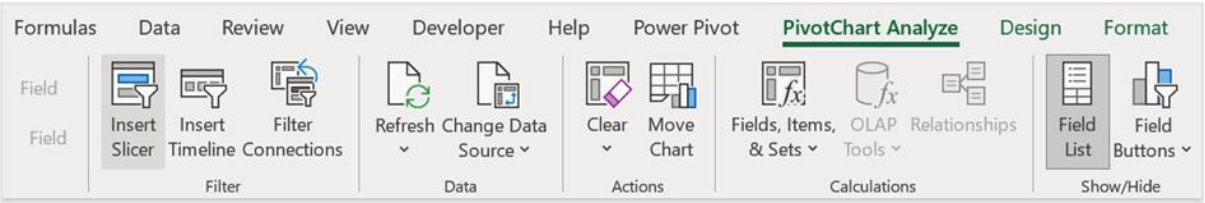


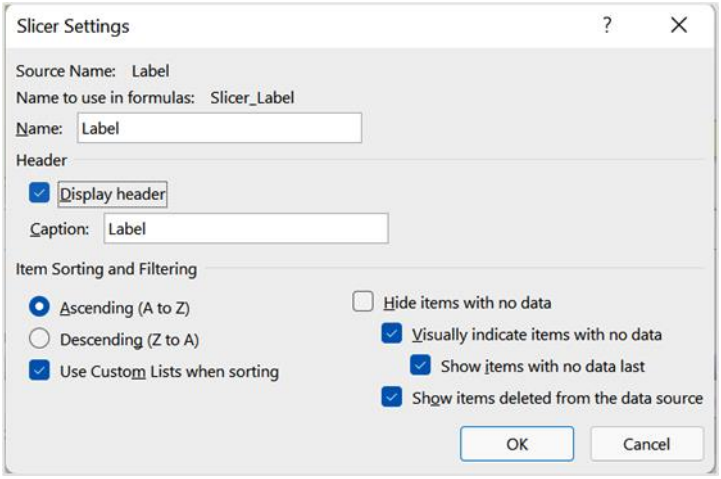
Winery	Season	Sum of Cases Sold
Matts Winery	Autumn	8,135
	Spring	8,513
	Summer	7,210
	Winter	8,342
Matts Winery Total		**32,200**
Prominent Wines	Autumn	4,580
	Spring	4,668
	Summer	4,509
	Winter	4,536
Prominent Wines Total		**18,293**
Grand Total		**50,493**

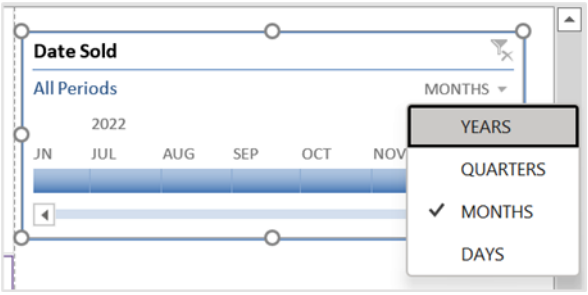
Years	Sum of Cases Sold
2019	4897
2020	20704
2021	21672
2022	3220
Grand Total	**50493**


Safest Solutions Sales Dashboard
Matts Winery
Prominent Wines
East
North
South
West
Autumn
Spring
Summer
Winter
PROFIT
100%
80%
60%
40%
20%
0%
12%
11%
7%
20%
7%
3%
10%
6%
4%
12%
4%
4%
North
East
South
West
CASES SOLD PER WINERY
10,000
5,000
-
Autumn
Spring
Summer
Winter
Autumn
Spring
Summer
Winter
Matts Winery
Prominent Wines
CASE SOLD PER YEAR
20704
21672
4897
3220
2019
2020
2021
2022
REVENUE PER LABEL
Cab Savon 26%
Merlat 56%
Chardinoha 18%
Date Sold
All Periods
MONTHS
2019
2020
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP


File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Developer
Help
Power Pivot
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
Window
A1
Safest Solutions Sales Dashboard


Formulas
Data
Review
View
Developer
Help
Power Pivot
PivotChart Analyze
Design
Format
Field
Field
Insert Slicer
Insert Timeline
Filter Connections
Filter
Refresh
Change Data Source
Data
Clear
Move Chart
Actions
Fields, Items, & Sets
OLAP Tools
Relationships
Calculations
Field List
Field Buttons
Show/Hide


Slicer Settings
Source Name: Label
Name to use in formulas: Slicer_Label
Name: Label
Header
Display header
Caption: Label
Item Sorting and Filtering
Ascending (A to Z)
Descending (Z to A)
Use Custom Lists when sorting
Hide items with no data
Visually indicate items with no data
Show items with no data last
Show items deleted from the data source
OK
Cancel


Date Sold
All Periods
MONTHS
2022
JN
JUL
AUG
SEP
OCT
NOV
YEARS
QUARTERS
MONTHS
DAYS

File
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Formulas
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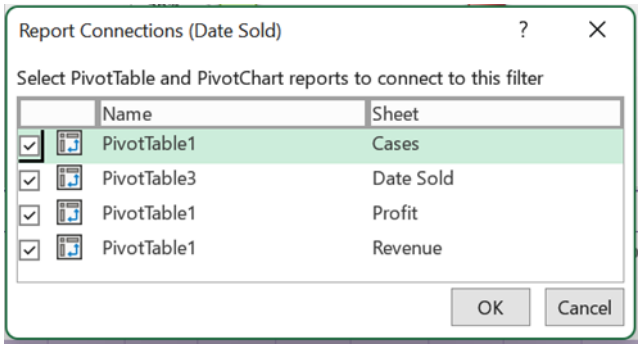
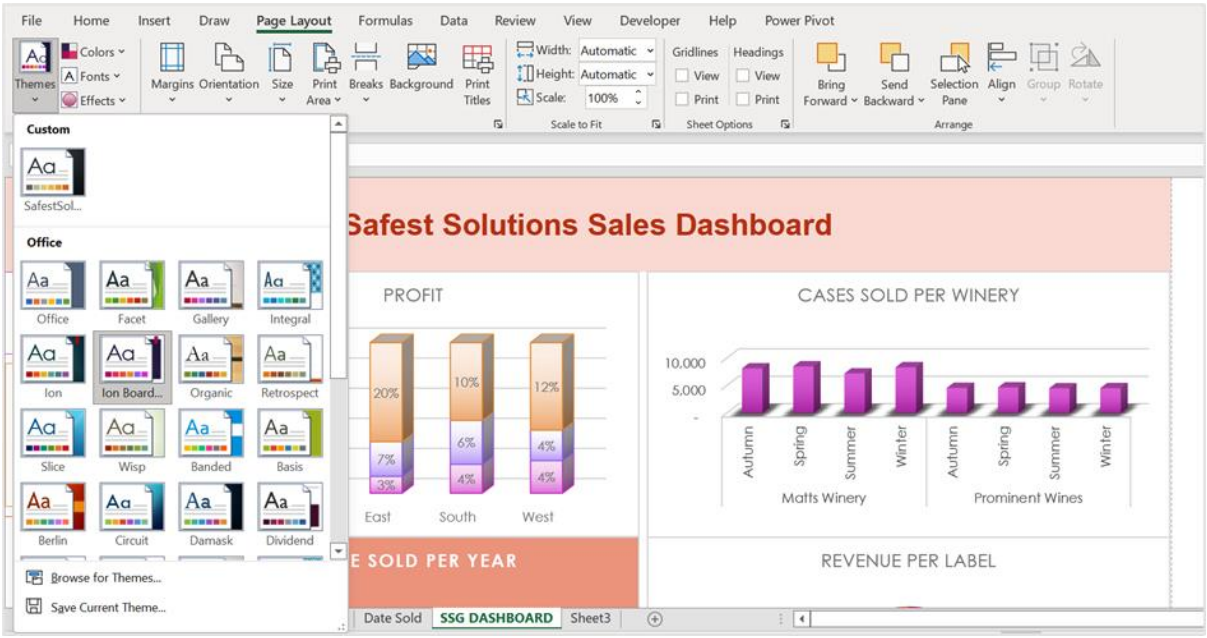
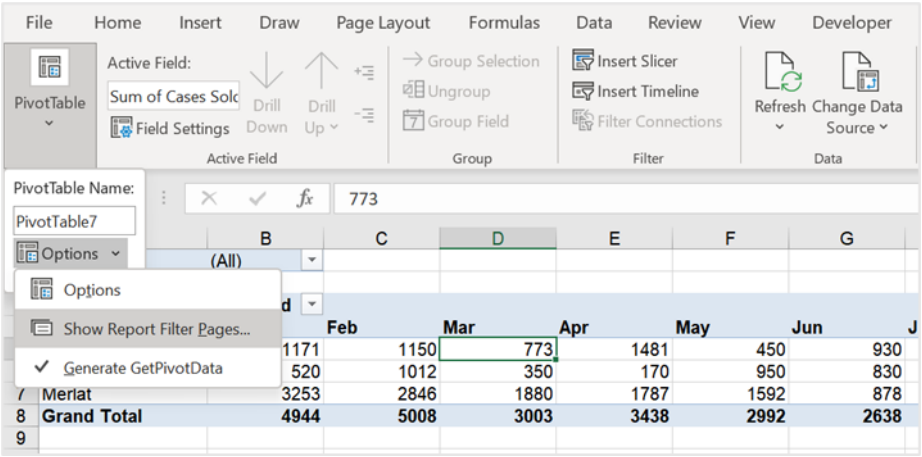
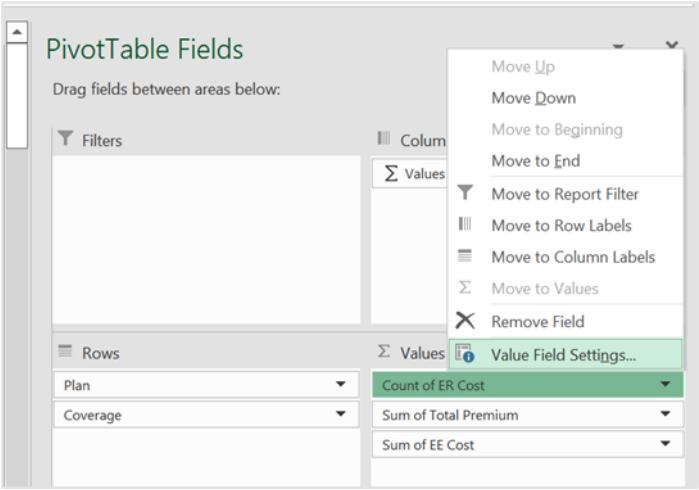
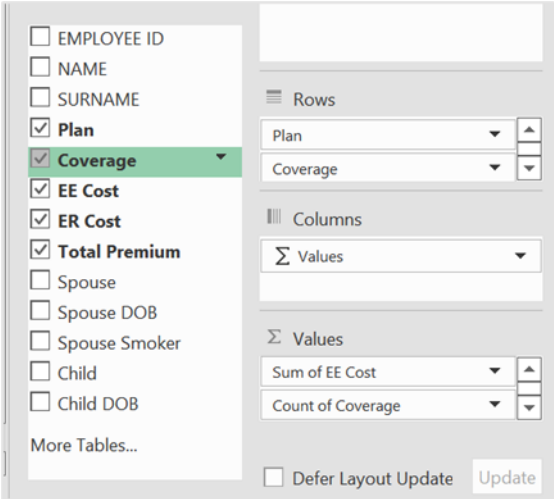
Power Pivot
Slicer
Slicer Caption:
Winery
Slicer Settings
Report Connections
Slicer
Slicer Styles
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Columns: 1
Height: 0.61 cm
Width: 3.63 cm
Buttons
Winery
Safest Solutions Sales Dashboard
Matts Winery
Prominent Wines
East
North
South
West
PROFIT
CASES SOLD PER WINERY
Autumn
Spring
Summer
Winter
Matts Winery
Prominent Wines


Report Connections (Date Sold)
Select PivotTable and PivotChart reports to connect to this filter
Name
Sheet
PivotTable1
Cases
PivotTable3
Date Sold
PivotTable1
Profit
PivotTable1
Revenue
OK
Cancel

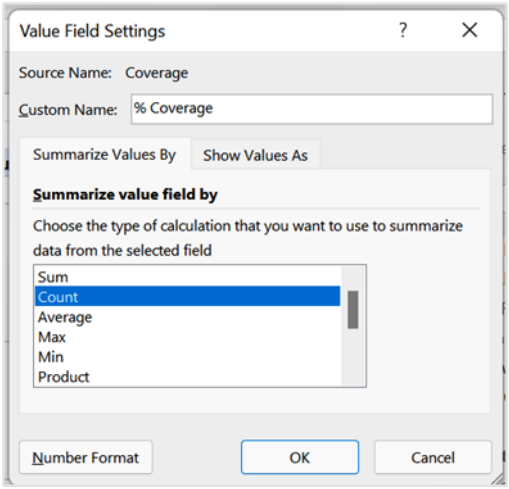

File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Developer
Help
Power Pivot
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
Headings
View
Print
Sheet Options
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Custom
SafestSol...
Office
Office
Facet
Gallery
Integral
Ion
Ion Board...
Organic
Retrospect
Slice
Wisp
Banded
Basis
Berlin
Circuit
Damask
Dividend
Browse for Themes...
Save Current Theme...
Safest Solutions Sales Dashboard
PROFIT
CASES SOLD PER WINERY
East
South
West
Autumn
Spring
Summer
Winter
Matts Winery
Prominent Wines
SOLD PER YEAR
REVENUE PER LABEL
Date Sold
SSG DASHBOARD
Sheet3

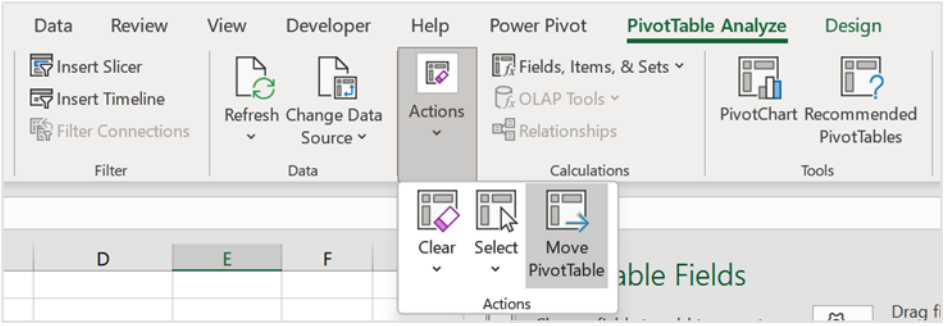


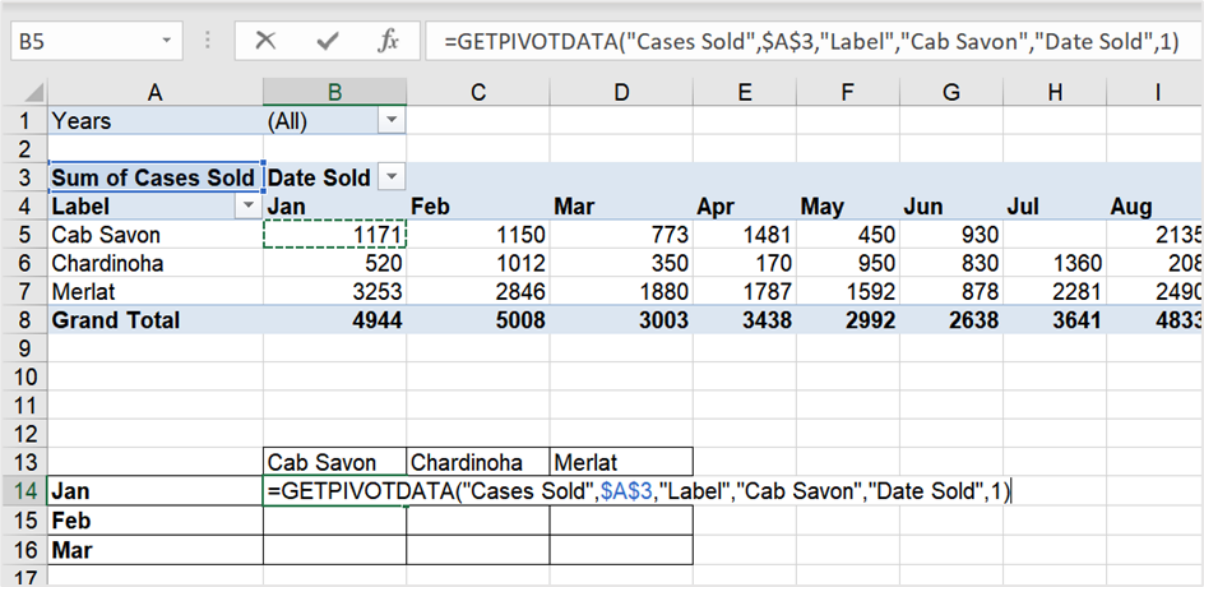




	Row Labels	Sum of ER Cost	Sum of Total Premium	Sum of EE Cost	Count of Coverage
3					
4	**Basic SSG**		**2320**	**2320**	**100.00%**
5	Employee + Children		600	600	25.00%
6	Employee + Family		500	500	16.67%
7	Employee + Spouse		900	900	25.00%
8	Employee Only		320	320	33.33%
9	**Extended SSG**		**4200**	**4200**	**100.00%**
10	Employee + Children		1500	1500	28.57%
11	Employee + Family		2000	2000	28.57%
12	Employee + Spouse		600	600	28.57%


Value Field Settings
Source Name: Coverage
Custom Name: % Coverage
Summarize Values By
Show Values As
Summarize value field by
Choose the type of calculation that you want to use to summarize data from the selected field
Sum
Count
Average
Max
Min
Product
Number Format
OK
Cancel


Data
Review
View
Developer
Help
Power Pivot
PivotTable Analyze
Design
Insert Slicer
Insert Timeline
Filter Connections
Filter
Refresh
Change Data Source
Data
Actions
Fields, Items, & Sets
OLAP Tools
Relationships
Calculations
PivotChart
Recommended PivotTables
Tools
Clear
Select
Move PivotTable
Actions
D
E
F
able Fields
Drag fi


B5
=GETPIVOTDATA("Cases Sold",$A$3,"Label","Cab Savon","Date Sold",1)
Years
(All)
Sum of Cases Sold
Date Sold
Label
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Cab Savon 1171 1150 773 1481 450 930 2135
Chardinoha 520 1012 350 170 950 830 1360 208
Merlat 3253 2846 1880 1787 1592 878 2281 2490
Grand Total 4944 5008 3003 3438 2992 2638 3641 4833
Cab Savon
Chardinoha
Merlat
Jan
=GETPIVOTDATA("Cases Sold",$A$3,"Label","Cab Savon","Date Sold",1)
Feb
Mar

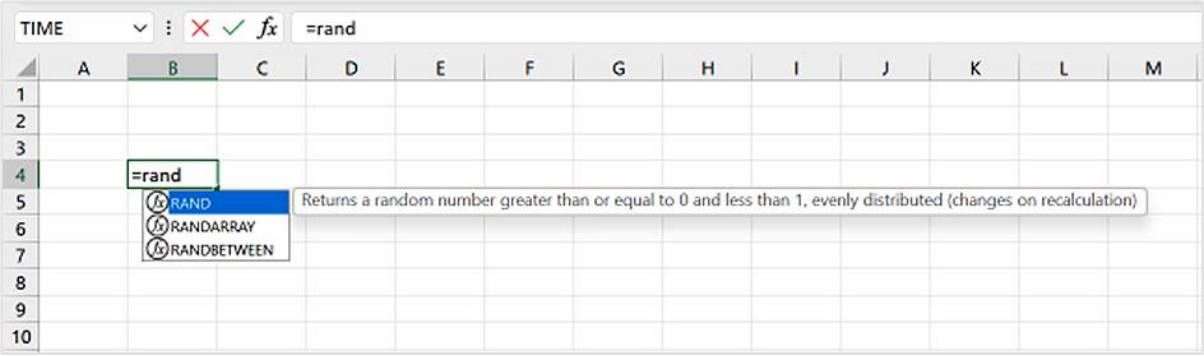
TIME

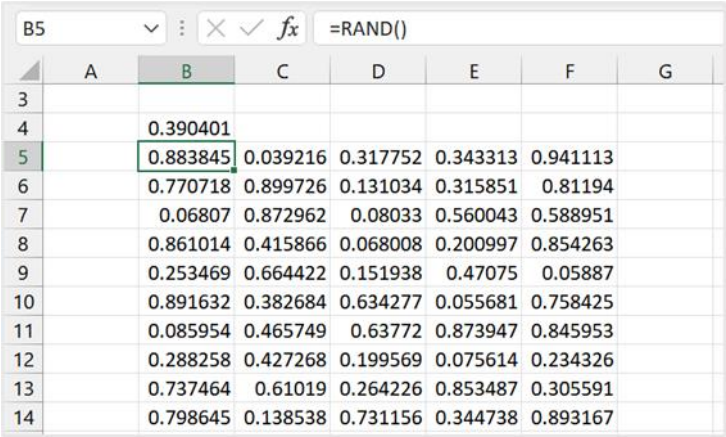
=GETPIVOTDATA("Cases Sold",$A$3,"Label",B$13,"Date Sold",ROW(A1))

	A	B	C	D	E	F	G	
4	**Label**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**
5	Cab Savon	1171	1150	773	1481	450	930	
6	Chardinoha	520	1012	350	170	950	830	
7	Merlat	3253	2846	1880	1787	1592	878	
8	**Grand Total**	**4944**	**5008**	**3003**	**3438**	**2992**	**2638**	
9								
10								
11								
12								
13		Cab Savon	Chardinoha	Merlat				
14	**Jan**	=GETPIVOTDATA("Cases Sold",$A$3,"Label",B$13,"Date Sold",ROW(A1))						
15	**Feb**							
16	**Mar**	773	350	1880				
17								

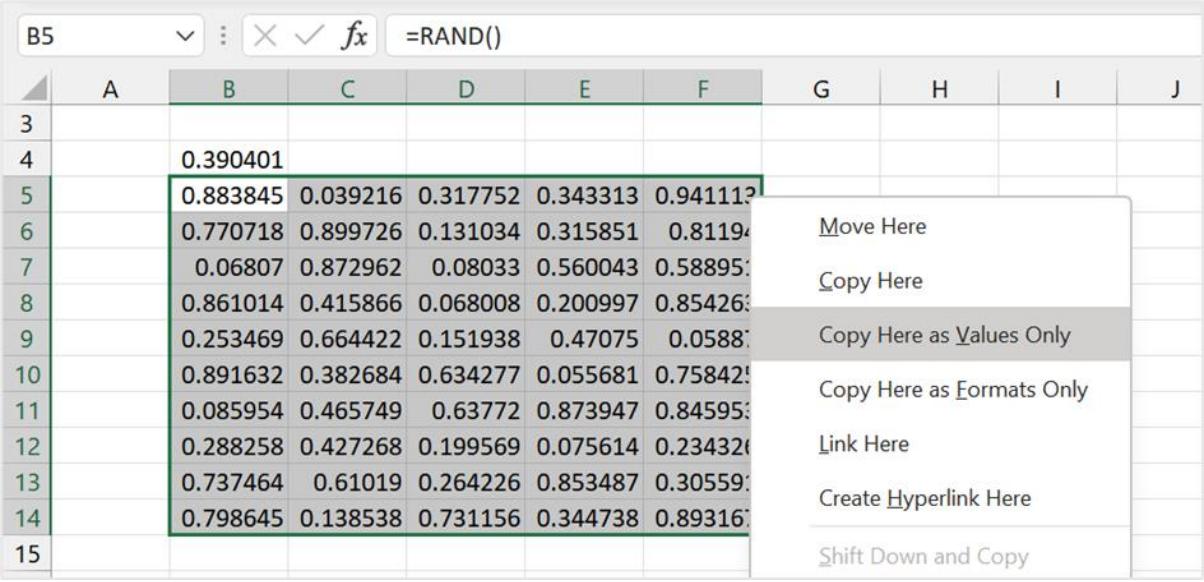
GETPIVOTDATA(data_field, pivot_table, [field1, item1], [field2, item2], [field3, item3], [field4, ...])

Chapter 12: Useful Statistical and Mathematical Functions





4	0.390401				
5	0.883845	0.039216	0.317752	0.343313	0.941113
6	0.770718	0.899726	0.131034	0.315851	0.81194
7	0.06807	0.872962	0.08033	0.560043	0.588951
8	0.861014	0.415866	0.068008	0.200997	0.854263
9	0.253469	0.664422	0.151938	0.47075	0.05887
10	0.891632	0.382684	0.634277	0.055681	0.758425
11	0.085954	0.465749	0.63772	0.873947	0.845953
12	0.288258	0.427268	0.199569	0.075614	0.234326
13	0.737464	0.61019	0.264226	0.853487	0.305591
14	0.798645	0.138538	0.731156	0.344738	0.893167



I5 =RAND()*20

	G	H	I	J	K
4					
5			8.95372	15.56639	14.21371
6			4.9684	18.05565	17.28104
7			10.44179	17.84719	4.893338
8			18.8103	10.43084	0.926889
9			9.907014	16.7205	4.96741
10			10.31158	0.63489	5.377933
11			15.14633	11.40593	11.75055
12			7.296122	6.526027	2.775717
13			0.693551	10.93494	16.76572
14			19.44743	8.007977	9.084724

17

18 =RANDBETWEEN(

19 RANDBETWEEN(**bottom**, top)

20

21

22

=PRODUCT(G2,H2)

	G	H	I	K	L	M	N
	Cost Per Case	Cases Sold	Cost	Profit		Revenue	
	£ 165.00	450	£ 40,500.00	£ 33,750.00		=PRODUCT(G2,H2)	
	£ 165.00	550	£ 49,500.00	£ 41,250.00			
	£ 165.00	575	£ 51,750.00	£ 43,125.00			
	£ 165.00	650	£ 58,500.00	£ 48,750.00			
	£ 165.00	320	£ 28,800.00	£ 24,000.00			
	£ 165.00	325	£ 29,250.00	£ 24,375.00			
	£ 165.00	330	£ 29,700.00	£ 24,750.00			
	£ 165.00	350	£ 31,500.00	£ 26,250.00			
	£ 165.00	350	£ 31,500.00	£ 26,250.00			
	£ 165.00	360	£ 32,400.00	£ 27,000.00			

PRODUCT(number1, [number2], [number3], ...)

I	J	K
		Using the asterisk
2		=I18*I19*I20*I21*I22
4		
5		
12		
3		

I	J	K
		Using the asterisk
2		0
4		
12		
3		

I	J	K
		Using PRODUCT
2		=PRODUCT(I18:I22)
4		
12		
3		

N	O	P
Total Revenue		
=SUMPRODUCT(		

SUMPRODUCT(**array1**, [array2], [array3], ...)

TIME =SUMPRODUCT(G2:G145,H2:H145)

	A	B	G	H	I	K	L	N	O	P
1	Ye	Season	Cost Per Case	Cases Sold	Cost	Profit		Total Revenue		
2	1991	Winter	£ 165.00	450	£ 40,500.00	£ 33,750.00		=SUMPRODUCT(G2:G145,H2:H145)		
3	1991	Winter	£ 165.00	550	£ 49,500.00	£ 41,250.00				
4	1991	Autumn	£ 165.00	575	£ 51,750.00	£ 43,125.00				
5	1991	Spring	£ 165.00	650	£ 58,500.00	£ 48,750.00				
6	1991	Summer	£ 165.00	320	£ 28,800.00	£ 24,000.00				
7	1991	Winter	£ 165.00	325	£ 29,250.00	£ 24,375.00				
8	1991	Autumn	£ 165.00	330	£ 29,700.00	£ 24,750.00				
9	1991	Spring	£ 165.00	350	£ 31,500.00	£ 26,250.00				
10	1991	Summer	£ 165.00	350	£ 31,500.00	£ 26,250.00				
11	1991	Winter	£ 165.00	360	£ 32,400.00	£ 27,000.00				
12	1991	Autumn	£ 165.00	370	£ 33,300.00	£ 27,750.00				
13	1991	Spring	£ 165.00	375	£ 33,750.00	£ 28,125.00				
14	1991	Summer	£ 165.00	230	£ 20,700.00	£ 17,250.00				
15	1991	Winter	£ 165.00	235	£ 21,150.00	£ 17,625.00				
16	1991	Autumn	£ 165.00	240	£ 21,600.00	£ 18,000.00				

SUMPRODUCT(array1, [array2], [array3], [array4], ...)

TIME =SUMPRODUCT(B2:B145="Summer",H2:H145)

	A	B	H	I	K	L	M	N	O
1	Ye	Season	Cases Sold	Cost	Profit		Revenue	Total Revenue	
2	1991	Winter	450	£ 40,500.00	£ 33,750.00		£74,250.00	£ 7,947,624.00	
3	1991	Winter	550	£ 49,500.00	£ 41,250.00				
4	1991	Autumn	575	£ 51,750.00	£ 43,125.00			Summer Cases Sold	
5	1991	Spring	650	£ 58,500.00	£ 48,750.00			=SUMPRODUCT(B2:B145="Summer",H2:H145)	
6	1991	Summer	320	£ 28,800.00	£ 24,000.00				
7	1991	Winter	325	£ 29,250.00	£ 24,375.00				
8	1991	Autumn	330	£ 29,700.00	£ 24,750.00				
9	1991	Spring	350	£ 31,500.00	£ 26,250.00				

SUMPRODUCT(array1, [array2], [array3], [array4], ...)

L	M	N	O
Service	**Amount Owing**		
Medicine	727.24	=MROUND(M2,5	
Follow Up Consult	998.33		
Pet Foods	108.05		
Pet Winter Wear	254.6		
Ear Spray	117.34		

MROUND(number, **multiple**)

L	M	N	O
Service	**Amount Owing**		
Medicine	727.24	725.00	
Follow Up Consult	998.33	1000.00	
Pet Foods	108.05	110.00	
Pet Winter Wear	254.6	255.00	
Ear Spray	117.34	115.00	
Leads and Jackets	822.9	825.00	

M	N	O
Amount Owing	**MROUND**	**FLOOR**
727.24	725.00	725
998.33	1000.00	995
108.05	110.00	105
254.6	255.00	250
117.34	115.00	115
822.9	825.00	820

	M	N	O	P	Q
	Amount Owing	**MROUND**	**FLOOR**	**CEILING**	
	727.24	725.00	725	=CEILING(M2,5)	
	998.33	1000.00	995	CEILING(number, significance)	
	108.05	110.00	105	110	
	254.6	255.00	250	255	
	117.34	115.00	115	120	
	822.9	825.00	820	825	
t	850.75	850.00	850	855	

TIME

=TRUNC(M2,1)

	M	N	O	P	Q	R
1	**Amount Owing**	**MROUND**	**FLOOR**	**CEILING**	**TRUNC**	
2	727.24	725.00	725	730	=TRUNC(M2,1)	
3	998.33	1000.00	995	1000	TRUNC(**number**, [num_digits])	
4	108.05	110.00	105	110	108	
5	254.6	255.00	250	255	254.6	
6	117.34	115.00	115	120	117.3	
7	822.9	825.00	820	825	822.9	
8	850.75	850.00	850	855	850.7	
9	26.57	25.00	25	30	26.5	

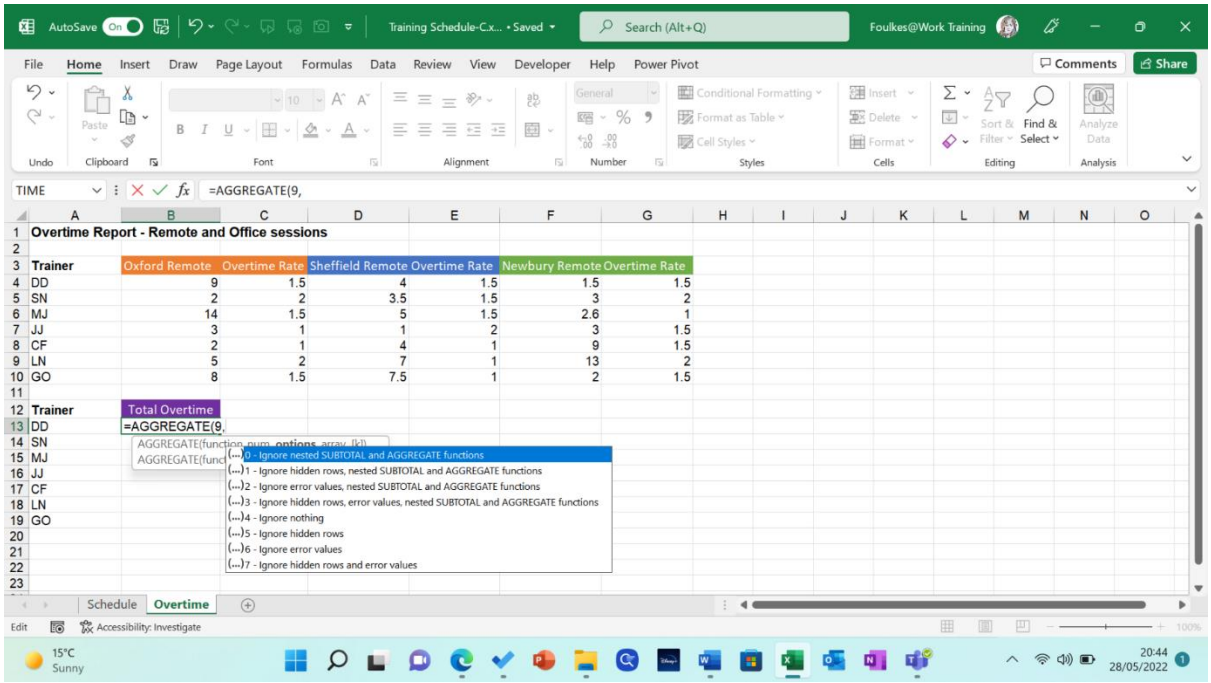
	A	B	C	D	E	F	G
1	**Overtime Report - Remote and Office sessions**						
2							
3	**Trainer**	Oxford Remote	Overtime Rate	Sheffield Remote	Overtime Rate	Newbury Remote	Overtime Rate
4	DD	9	1.5	4	1.5	1.5	1.5
5	SN	2	2	3.5	1.5	3	2
6	MJ	14	1.5	5	1.5	2.6	1
7	JJ	3	1	1	2	3	1.5
8	CF	2	1	4	1	9	1.5
9	LN	5	2	7	1	13	2
10	GO	8	1.5	7.5	1	2	1.5
11							
12	**Trainer**	Total Overtime					
13	DD	=AGGREGATE(					
14	SN						
15	MJ						
16	JJ						
17	CF						
18	LN						
19	GO						
20							
21							
22							
23							

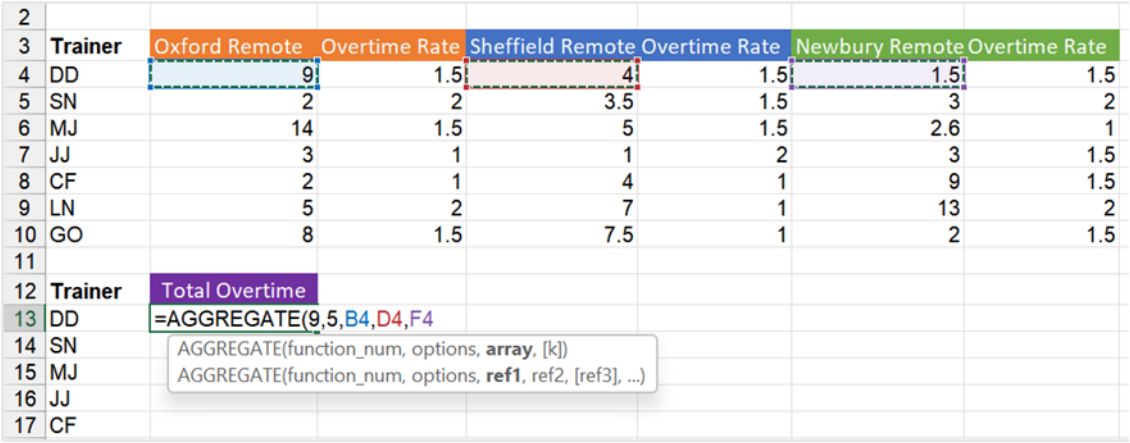
AGGREGATE(function_num, options, array, [k])
AGGREGATE(fu ...)

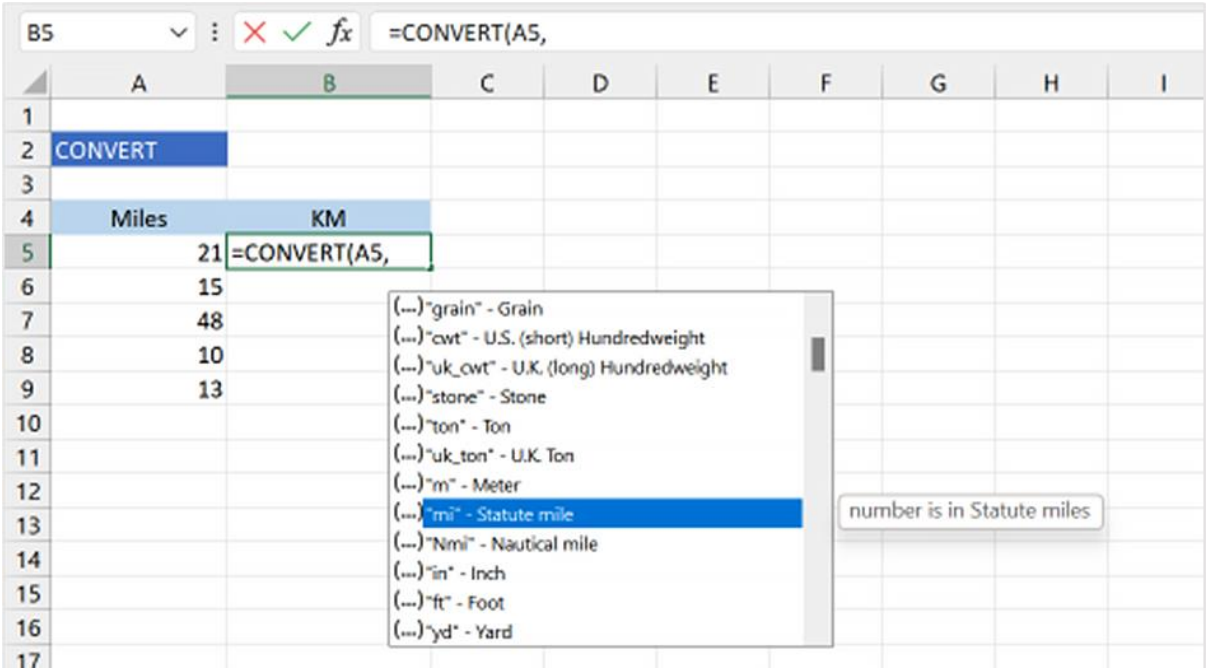
(...)1 - AVERAGE
(...)2 - COUNT
(...)3 - COUNTA
(...)4 - MAX
(...)5 - MIN
(...)6 - PRODUCT
(...)7 - STDEV.S
(...)8 - STDEV.P
(...)9 - SUM
(...)10 - VAR.S
(...)11 - VAR.P
(...)12 - MEDIAN

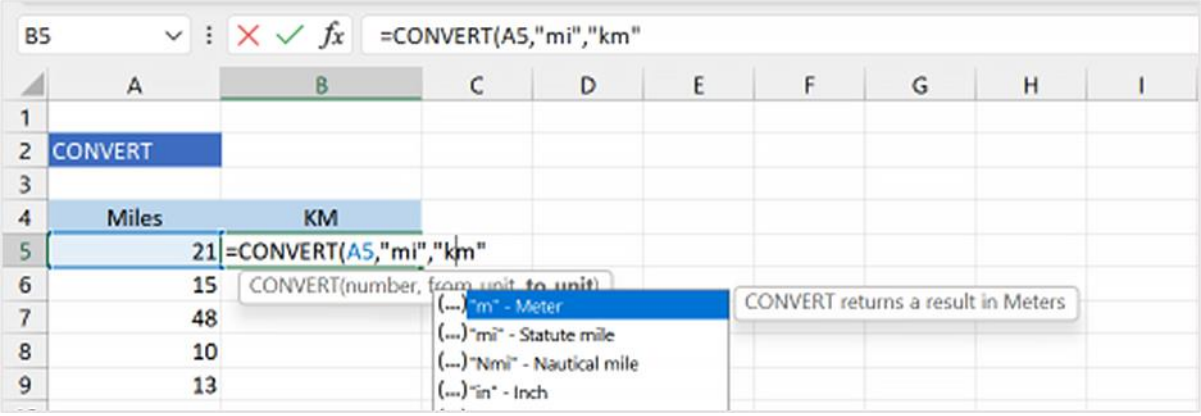
Schedule | Overtime

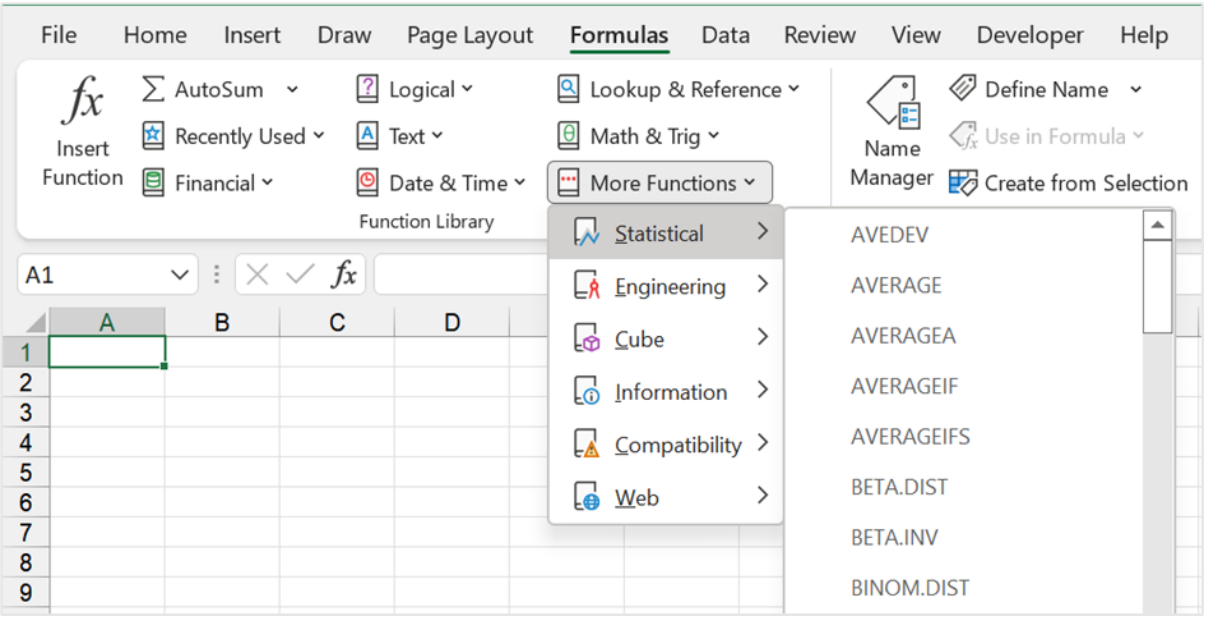
Edit | Accessibility: Investigate

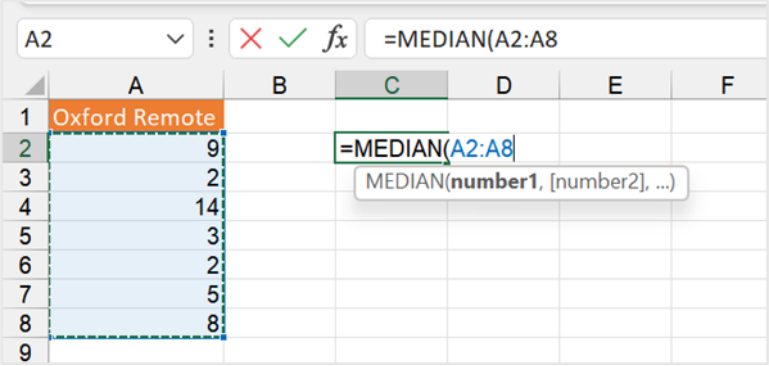

Training Schedule-C.x... • Saved
Search (Alt+Q)
Foulkes@Work Training
File Home Insert Draw Page Layout Formulas Data Review View Developer Help Power Pivot
Comments
Share
TIME
=AGGREGATE(9,
Overtime Report - Remote and Office sessions
Trainer
Oxford Remote
Overtime Rate
Sheffield Remote
Overtime Rate
Newbury Remote
Overtime Rate
DD 9 1.5 4 1.5 1.5 1.5
SN 2 2 3.5 1.5 3 2
MJ 14 1.5 5 1.5 2.6 1
JJ 3 1 1 2 3 1.5
CF 2 1 4 1 9 1.5
LN 5 2 7 1 13 2
GO 8 1.5 7.5 1 2 1.5
Trainer
Total Overtime
DD
=AGGREGATE(9,
SN
MJ
JJ
CF
LN
GO
(...)0 - Ignore nested SUBTOTAL and AGGREGATE functions
(...)1 - Ignore hidden rows, nested SUBTOTAL and AGGREGATE functions
(...)2 - Ignore error values, nested SUBTOTAL and AGGREGATE functions
(...)3 - Ignore hidden rows, error values, nested SUBTOTAL and AGGREGATE functions
(...)4 - Ignore nothing
(...)5 - Ignore hidden rows
(...)6 - Ignore error values
(...)7 - Ignore hidden rows and error values
Schedule
Overtime
Edit
Accessibility: Investigate
15°C
Sunny
20:44
28/05/2022

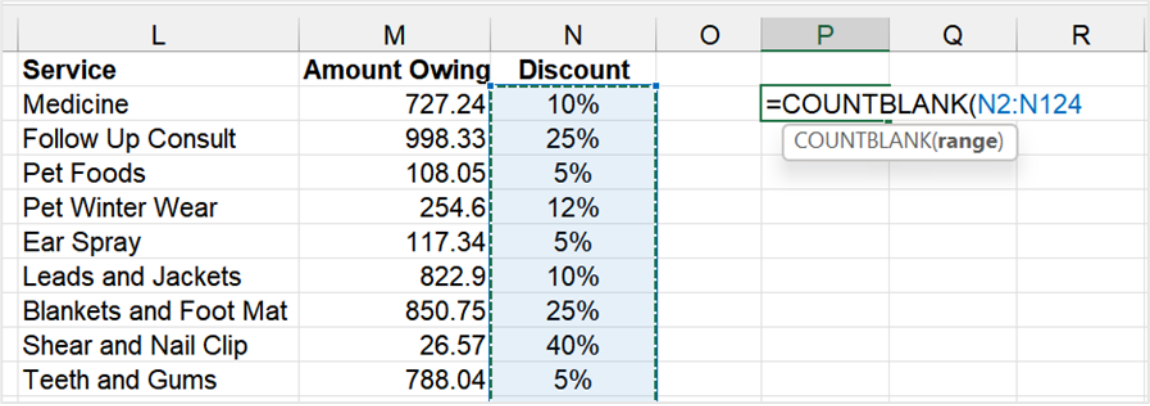

Trainer
Oxford Remote
Overtime Rate
Sheffield Remote
Overtime Rate
Newbury Remote
Overtime Rate
DD 9 1.5 4 1.5 1.5 1.5
SN 2 2 3.5 1.5 3 2
MJ 14 1.5 5 1.5 2.6 1
JJ 3 1 1 2 3 1.5
CF 2 1 4 1 9 1.5
LN 5 2 7 1 13 2
GO 8 1.5 7.5 1 2 1.5
Trainer
Total Overtime
DD
=AGGREGATE(9,5,B4,D4,F4
SN
MJ
JJ
CF
AGGREGATE(function_num, options, array, [k])
AGGREGATE(function_num, options, ref1, ref2, [ref3], ...)


B5
=CONVERT(A5,
CONVERT
Miles
KM
21 =CONVERT(A5,
15
48
10
13
(...)"grain" - Grain
(...)"cwt" - U.S. (short) Hundredweight
(...)"uk_cwt" - U.K. (long) Hundredweight
(...)"stone" - Stone
(...)"ton" - Ton
(...)"uk_ton" - U.K. Ton
(...)"m" - Meter
(...)"mi" - Statute mile
(...)"Nmi" - Nautical mile
(...)"in" - Inch
(...)"ft" - Foot
(...)"yd" - Yard
number is in Statute miles


B5
=CONVERT(A5,"mi","km"
CONVERT
Miles
KM
21
=CONVERT(A5,"mi","km"
15
48
10
13
CONVERT(number, from_unit, to_unit)
"m" - Meter
"mi" - Statute mile
"Nmi" - Nautical mile
"in" - Inch
CONVERT returns a result in Meters


File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Developer
Help
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Function Library
Lookup & Reference
Math & Trig
More Functions
Name Manager
Define Name
Use in Formula
Create from Selection
Statistical
Engineering
Cube
Information
Compatibility
Web
AVEDEV
AVERAGE
AVERAGEA
AVERAGEIF
AVERAGEIFS
BETA.DIST
BETA.INV
BINOM.DIST
A1


A2
=MEDIAN(A2:A8
Oxford Remote
9
2
14
3
2
5
8
=MEDIAN(A2:A8
MEDIAN(number1, [number2], ...)


Service
Amount Owing
Discount
Medicine 727.24 10%
Follow Up Consult 998.33 25%
Pet Foods 108.05 5%
Pet Winter Wear 254.6 12%
Ear Spray 117.34 5%
Leads and Jackets 822.9 10%
Blankets and Foot Mat 850.75 25%
Shear and Nail Clip 26.57 40%
Teeth and Gums 788.04 5%
=COUNTBLANK(N2:N124
COUNTBLANK(range)

H	I	J	K	L	M	N	O
scount	Cost	Revenue	Profit		Criteria		
10%	£ 40,500.00	£ 74,250.00	£33,750.00		Fortesque Vino		
25%	£ 49,500.00	£ 90,750.00	£41,250.00				
5%	£ 51,750.00	£ 94,875.00	£43,125.00		=AVERAGEIF(B2:B23,M2,J2:J23)		
12%	£ 58,500.00	£ 107,250.00	£48,750.00		AVERAGEIF(range, criteria, [average_range])		
5%	£ 28,800.00	£ 52,800.00	£24,000.00				
10%	£ 29,250.00	£ 53,625.00	£24,375.00				
25%	£ 29,700.00	£ 54,450.00	£24,750.00				
40%	£ 31,500.00	£ 57,750.00	£26,250.00				
5%	£ 31,500.00	£ 57,750.00	£26,250.00				
10%	£ 32,400.00	£ 59,400.00	£27,000.00				
10%	£ 33,300.00	£ 61,050.00	£27,750.00				
10%	£ 33,750.00	£ 61,875.00	£28,125.00				
10%	£ 20,700.00	£ 37,950.00	£17,250.00				

=AVERAGEIFS(K2:K23,G2:G23,">=250",H2:H23,">25%")

Function Arguments

AVERAGEIFS

Average_range	K2:K23	= {33750;41250;43125;48750;24000;24375;24...
Criteria_range1	G2:G23	= {450;550;575;650;320;325;330;350;350;360;...
Criteria1	">=250"	= ">=250"
Criteria_range2	H2:H23	= {0.1;0.25;0.05;0.12;0.05;0.1;0.25;0.4;0.05;0.1;0....
Criteria2	">25%"	= ">25%"

= 25275

Finds average(arithmetic mean) for the cells specified by a given set of conditions or criteria.

Average_range: are the actual cells to be used to find the average.

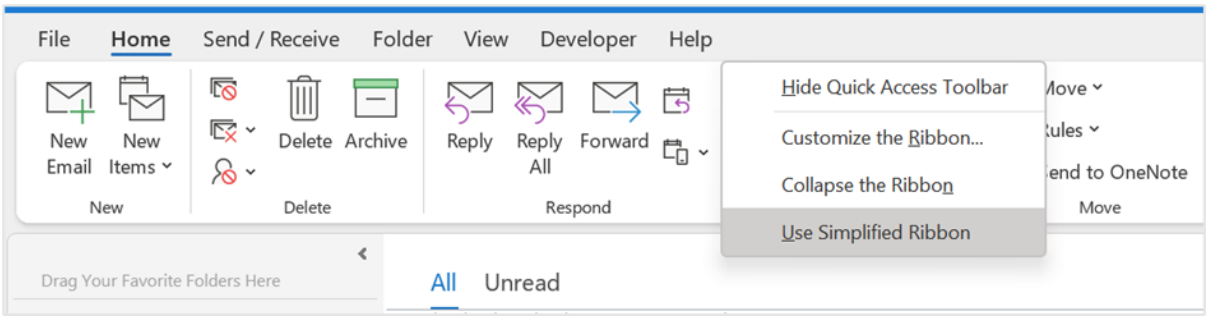
Formula result = 25275.00

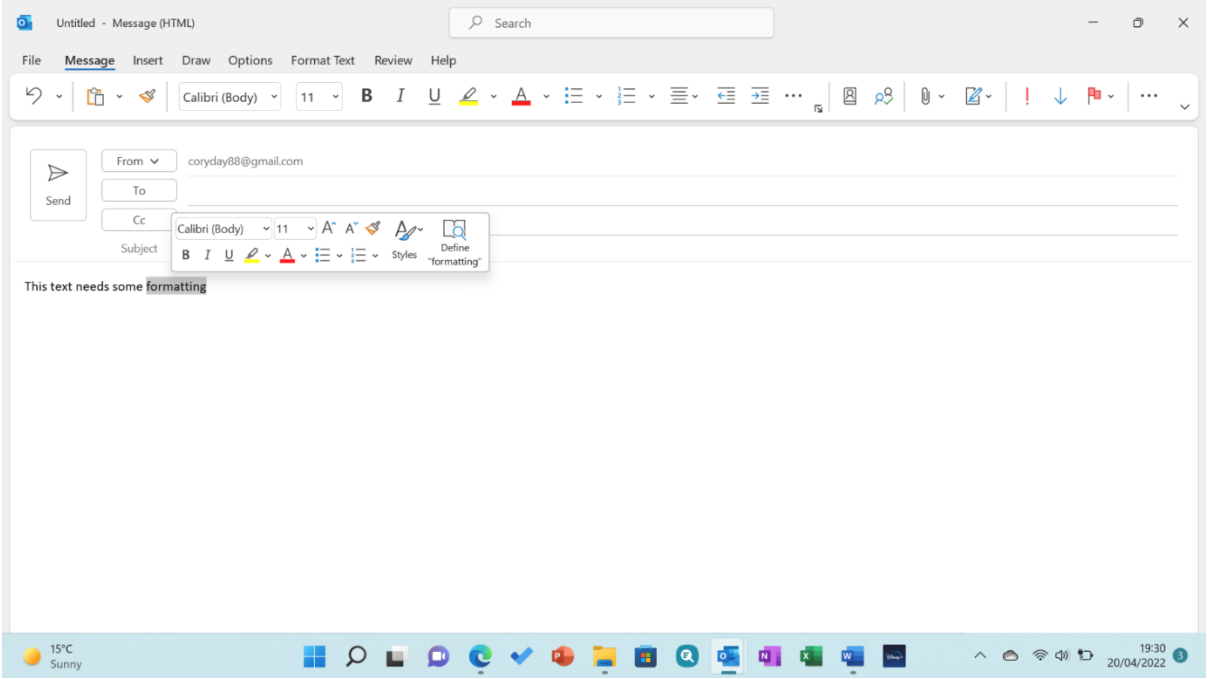
Help on this function

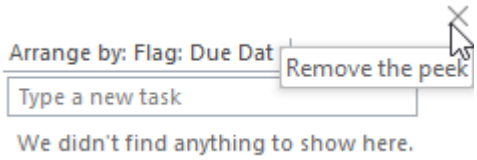
OK Cancel

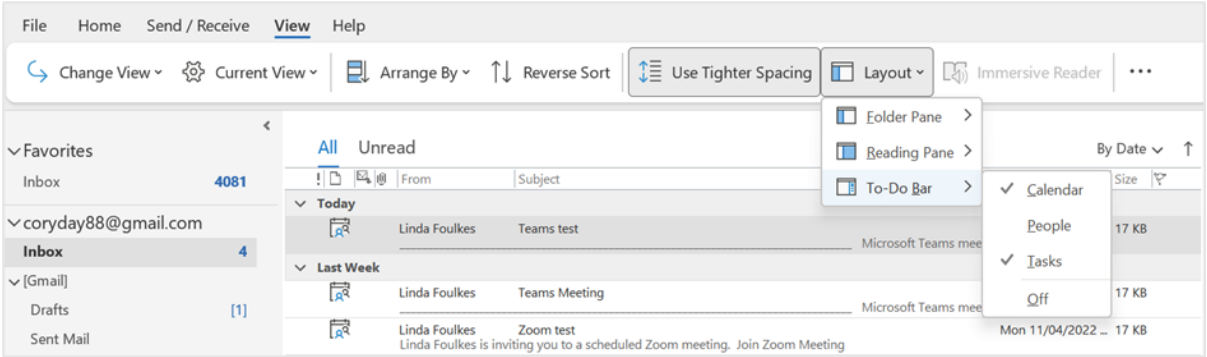
B	C	D	M
Vinery	Cab Savon	North	Matts Winery
Vinery	Cab Savon	North	69481.50
ue Vino	Cab Savon	North	
Vinery	Cab Savon	North	68897.81
Vinery	Cab Savon	East	
ue Vino	Cab Savon	East	">25%")
Vinery	Cab Savon	East	
ent Wines	Cab Savon	East	
ent Wines	Cab Savon	West	
ue Vino	Cab Savon	West	
ent Wines	Cab Savon	West	
ent Wines	Cab Savon	West	
ue Vino	Cab Savon	North	
ent Wines	Cab Savon	North	
ent Wines	Cab Savon	South	
Vinery	Cab Savon	South	
Vinery	Cab Savon	South	
ue Vino	Cab Savon	South	

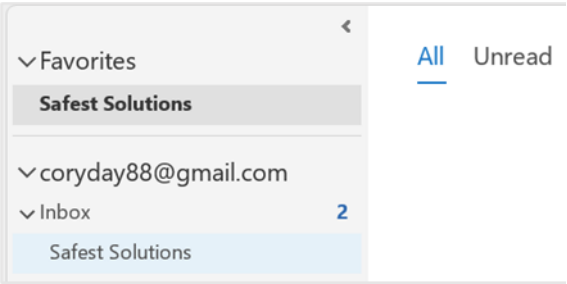
Chapter 13: Creating and Attaching Item Content

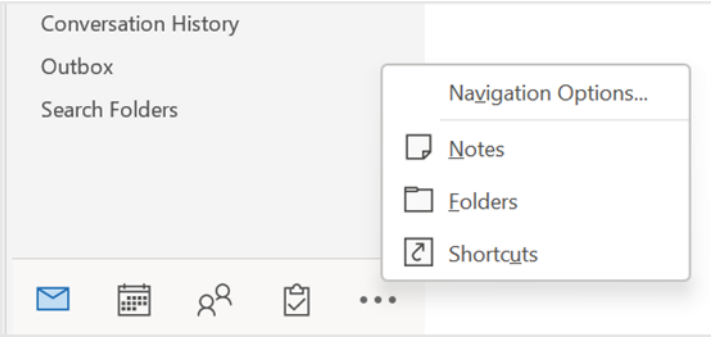


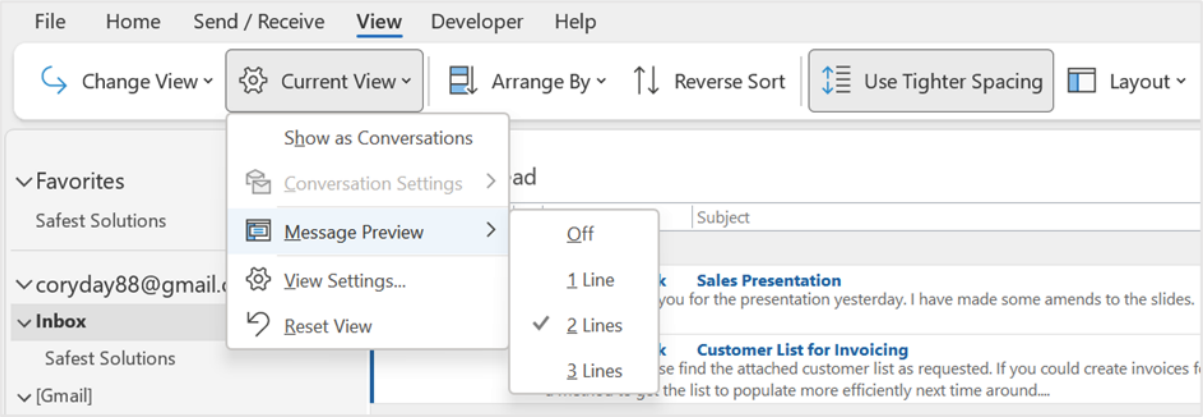


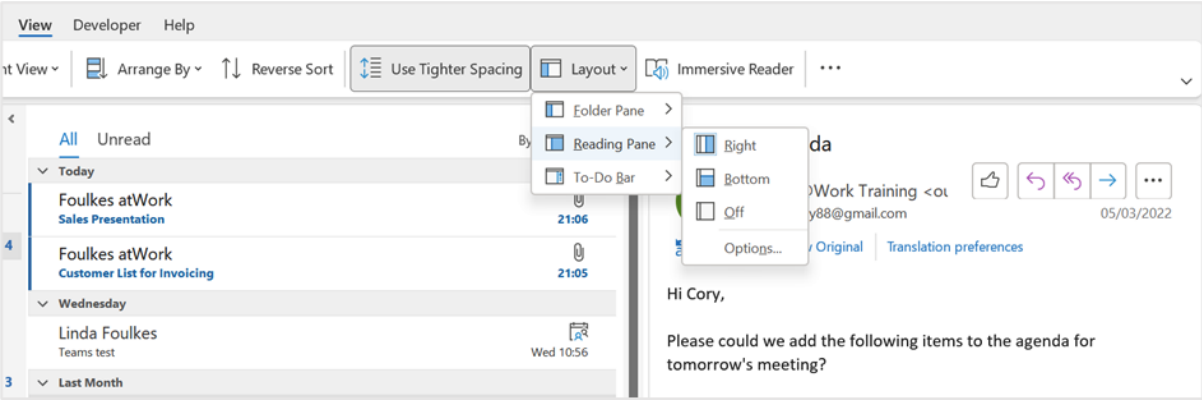


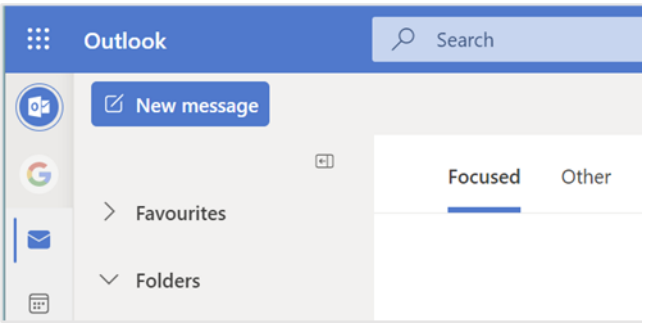


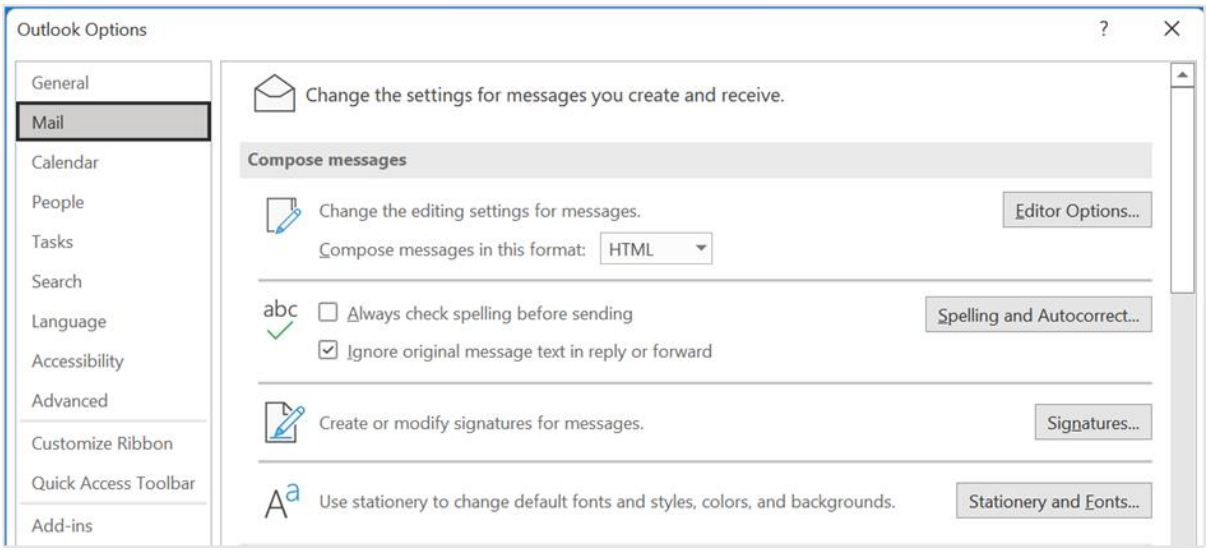

Favorites
Safest Solutions
coryday88@gmail.com
Inbox 2
Safest Solutions
All
Unread

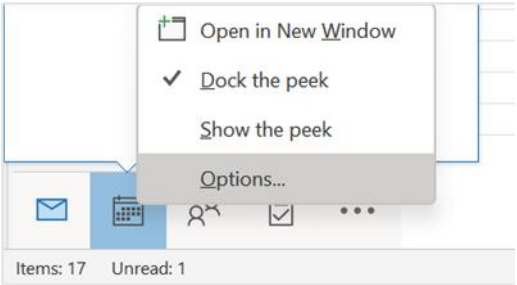

Conversation History
Outbox
Search Folders
Navigation Options...
Notes
Folders
Shortcuts

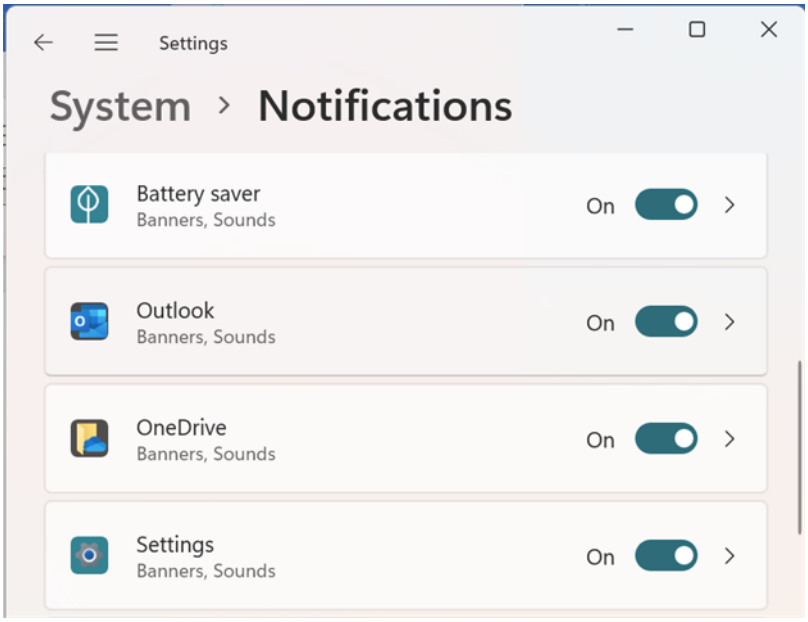

File
Home
Send / Receive
View
Developer
Help
Change View
Current View
Arrange By
Reverse Sort
Use Tighter Spacing
Layout
Show as Conversations
Conversation Settings
Message Preview
View Settings...
Reset View
Off
1 Line
2 Lines
3 Lines
Favorites
Safest Solutions
Inbox
Safest Solutions
[Gmail]
Subject
Sales Presentation
Customer List for Invoicing

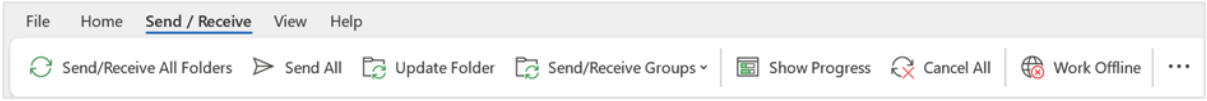

View
Developer
Help
Arrange By
Reverse Sort
Use Tighter Spacing
Layout
Immersive Reader
Folder Pane
Reading Pane
To-Do Bar
Right
Bottom
Off
Options...
All
Unread
Today
Foulkes atWork
Sales Presentation
21:06
Foulkes atWork
Customer List for Invoicing
21:05
Wednesday
Linda Foulkes
Teams test
Wed 10:56
Last Month
05/03/2022
Translation preferences
Hi Cory,
Please could we add the following items to the agenda for tomorrow's meeting?

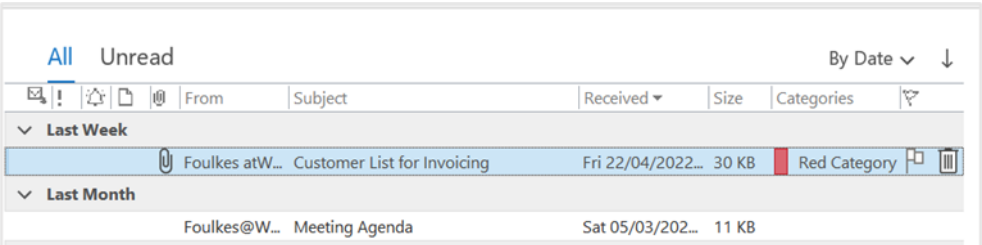

Outlook
Search
New message
Focused
Other
Favourites
Folders

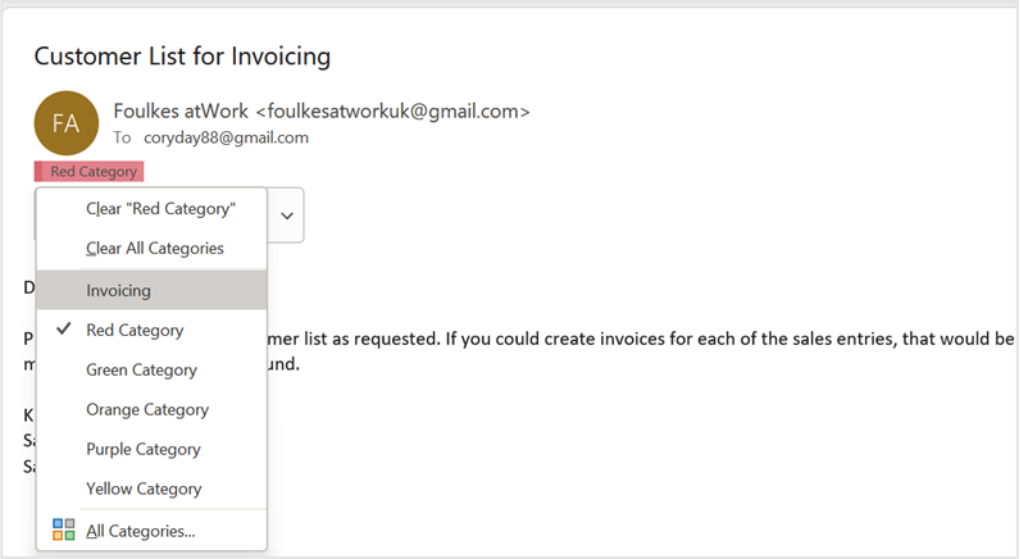

Outlook Options
General
Mail
Calendar
People
Tasks
Search
Language
Accessibility
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Change the settings for messages you create and receive.
Compose messages
Change the editing settings for messages.
Editor Options...
Compose messages in this format:
HTML
Always check spelling before sending
Ignore original message text in reply or forward
Spelling and Autocorrect...
Create or modify signatures for messages.
Signatures...
Use stationery to change default fonts and styles, colors, and backgrounds.
Stationery and Fonts...

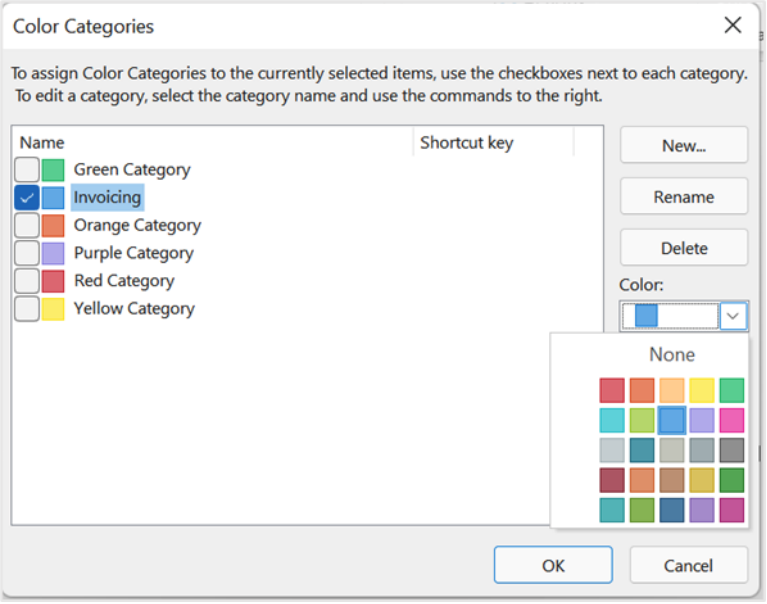

Open in New Window
Dock the peek
Show the peek
Options...
Items: 17
Unread: 1

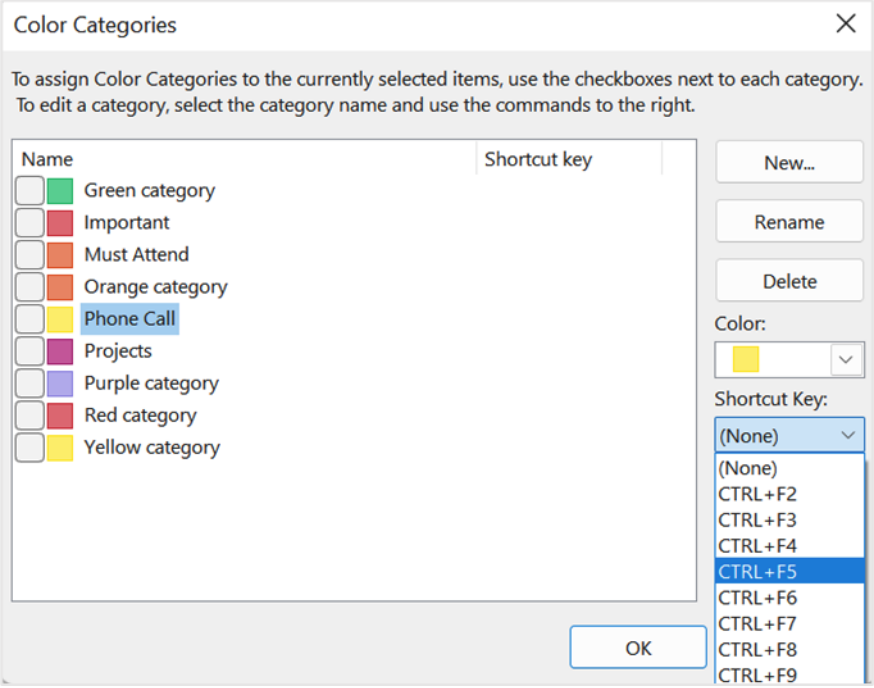

Settings
System › Notifications
Battery saver
Banners, Sounds
On
Outlook
Banners, Sounds
On
OneDrive
Banners, Sounds
On
Settings
Banners, Sounds
On

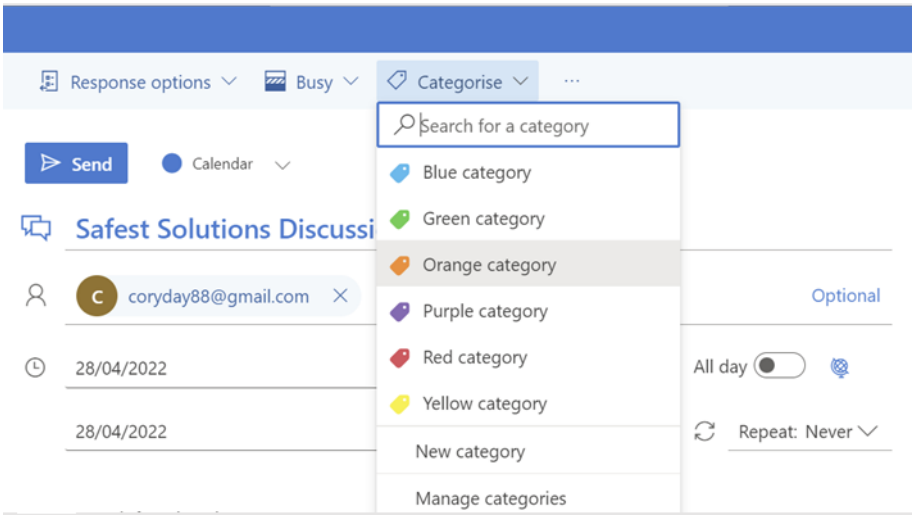

File
Home
Send / Receive
View
Help
Send/Receive All Folders
Send All
Update Folder
Send/Receive Groups
Show Progress
Cancel All
Work Offline

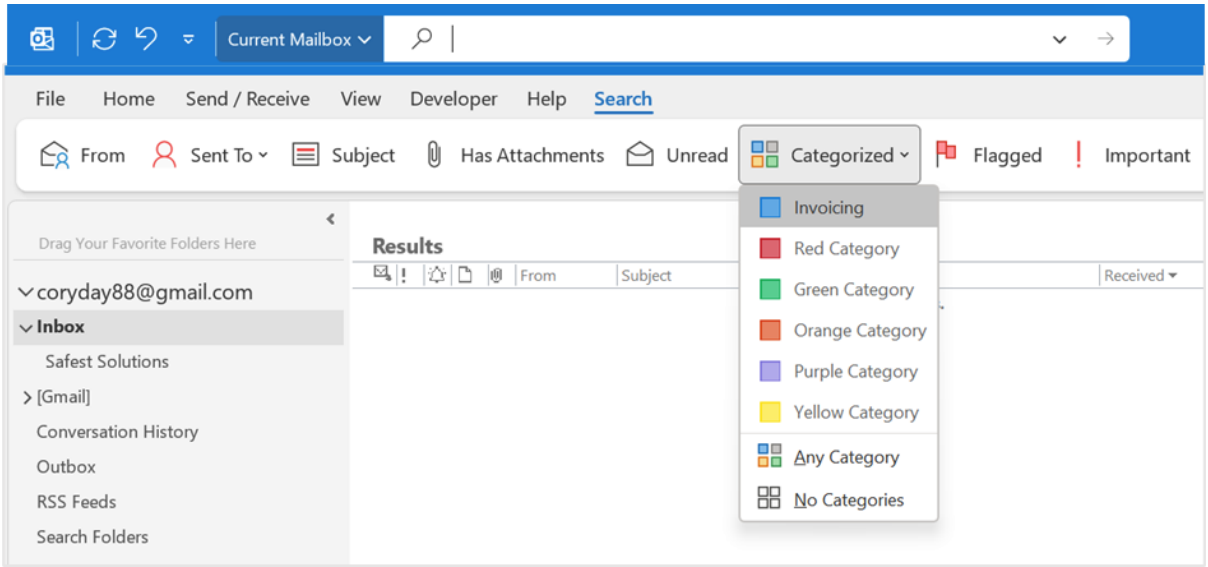

All
Unread
By Date
From
Subject
Received
Size
Categories
Last Week
Foulkes atW...
Customer List for Invoicing
Fri 22/04/2022...
30 KB
Red Category
Last Month
Foulkes@W...
Meeting Agenda
Sat 05/03/202...
11 KB

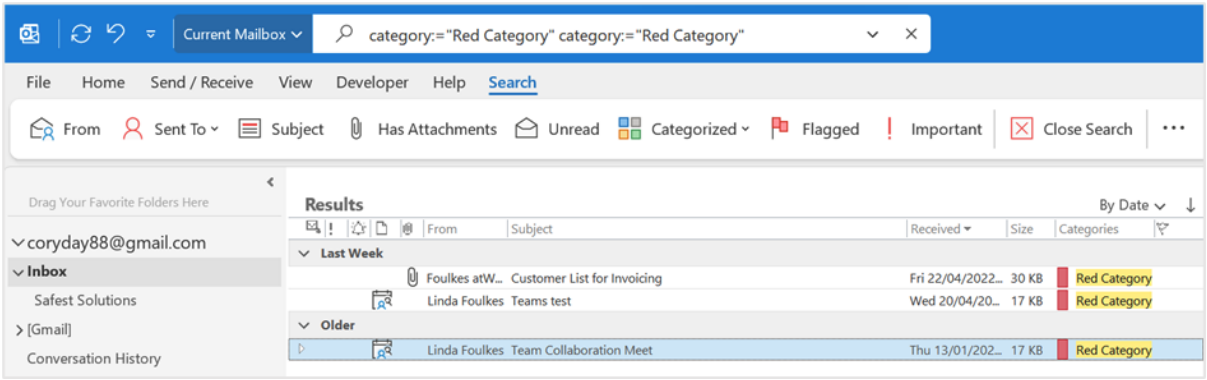

Customer List for Invoicing
FA
Foulkes atWork <foulkesatworkuk@gmail.com>
To coryday88@gmail.com
Red Category
Clear "Red Category"
Clear All Categories
Invoicing
Red Category
Green Category
Orange Category
Purple Category
Yellow Category
All Categories...
mer list as requested. If you could create invoices for each of the sales entries, that would be
und.

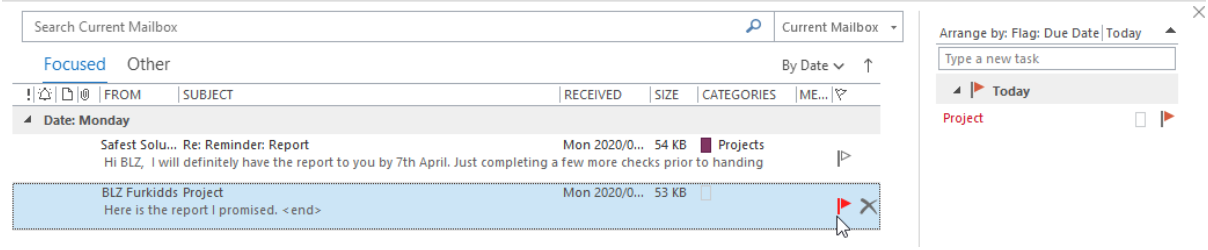

Color Categories
To assign Color Categories to the currently selected items, use the checkboxes next to each category.
To edit a category, select the category name and use the commands to the right.
Name
Shortcut key
Green Category
Invoicing
Orange Category
Purple Category
Red Category
Yellow Category
New...
Rename
Delete
Color:
None
OK
Cancel

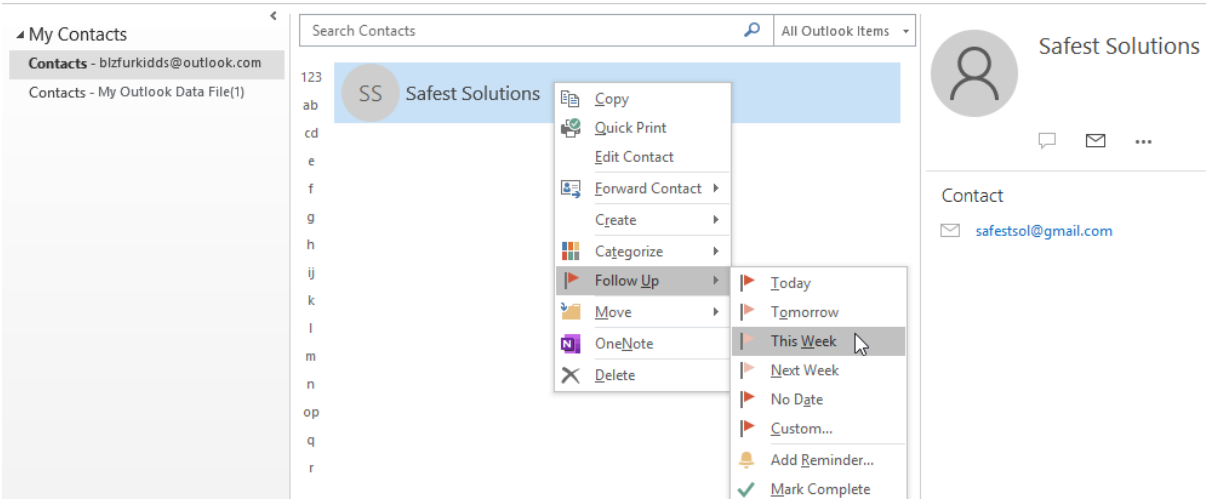

Color Categories
To assign Color Categories to the currently selected items, use the checkboxes next to each category.
To edit a category, select the category name and use the commands to the right.
Name
Shortcut key
Green category
Important
Must Attend
Orange category
Phone Call
Projects
Purple category
Red category
Yellow category
New...
Rename
Delete
Color:
Shortcut Key:
(None)
(None)
CTRL+F2
CTRL+F3
CTRL+F4
CTRL+F5
CTRL+F6
CTRL+F7
CTRL+F8
CTRL+F9
OK

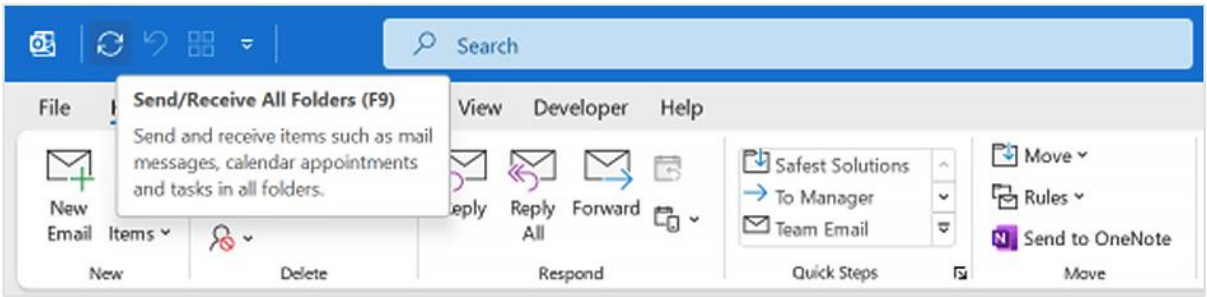

Response options
Busy
Categorise
Search for a category
Blue category
Green category
Orange category
Purple category
Red category
Yellow category
New category
Manage categories
Send
Calendar
Safest Solutions Discussi
coryday88@gmail.com
Optional
28/04/2022
All day
28/04/2022
Repeat: Never

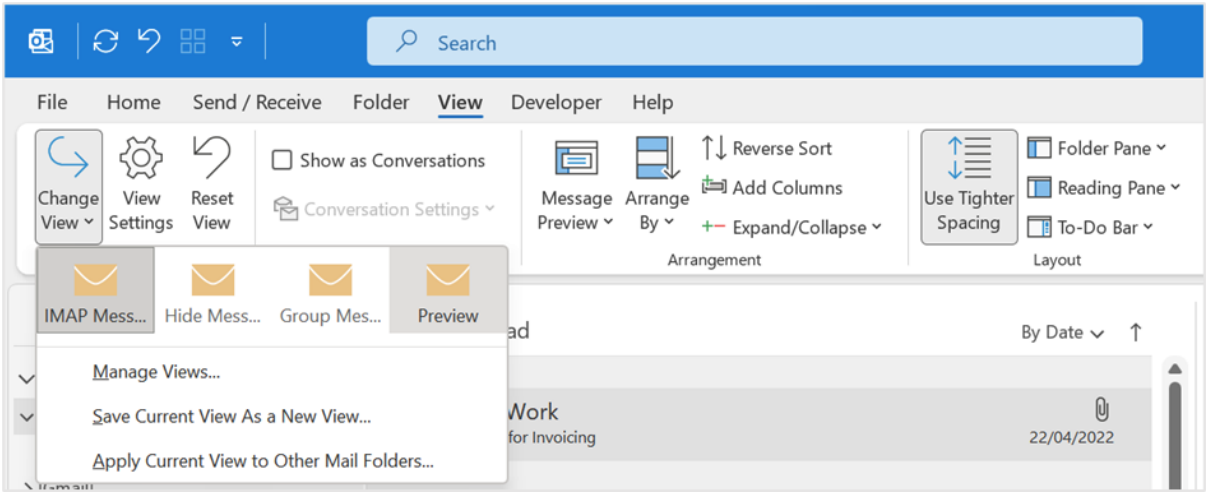

Current Mailbox
File
Home
Send / Receive
View
Developer
Help
Search
From
Sent To
Subject
Has Attachments
Unread
Categorized
Flagged
Important
Invoicing
Red Category
Green Category
Orange Category
Purple Category
Yellow Category
Any Category
No Categories
Drag Your Favorite Folders Here
coryday88@gmail.com
Inbox
Safest Solutions
[Gmail]
Conversation History
Outbox
RSS Feeds
Search Folders
Results
From
Subject
Received

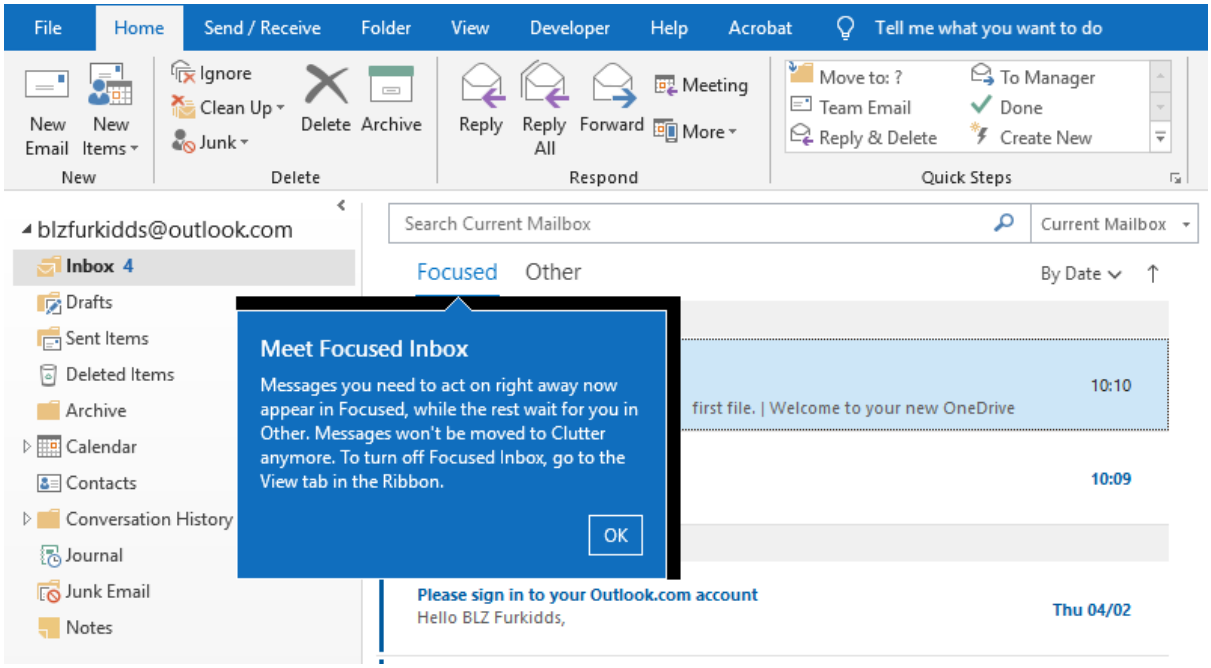

Current Mailbox
category:="Red Category" category:="Red Category"
File
Home
Send / Receive
View
Developer
Help
Search
From
Sent To
Subject
Has Attachments
Unread
Categorized
Flagged
Important
Close Search
Drag Your Favorite Folders Here
coryday88@gmail.com
Inbox
Safest Solutions
[Gmail]
Conversation History
Results
By Date
From
Subject
Received
Size
Categories
Last Week
Foulkes atW... Customer List for Invoicing
Fri 22/04/2022... 30 KB
Red Category
Linda Foulkes Teams test
Wed 20/04/20... 17 KB
Red Category
Older
Linda Foulkes Team Collaboration Meet
Thu 13/01/202... 17 KB
Red Category

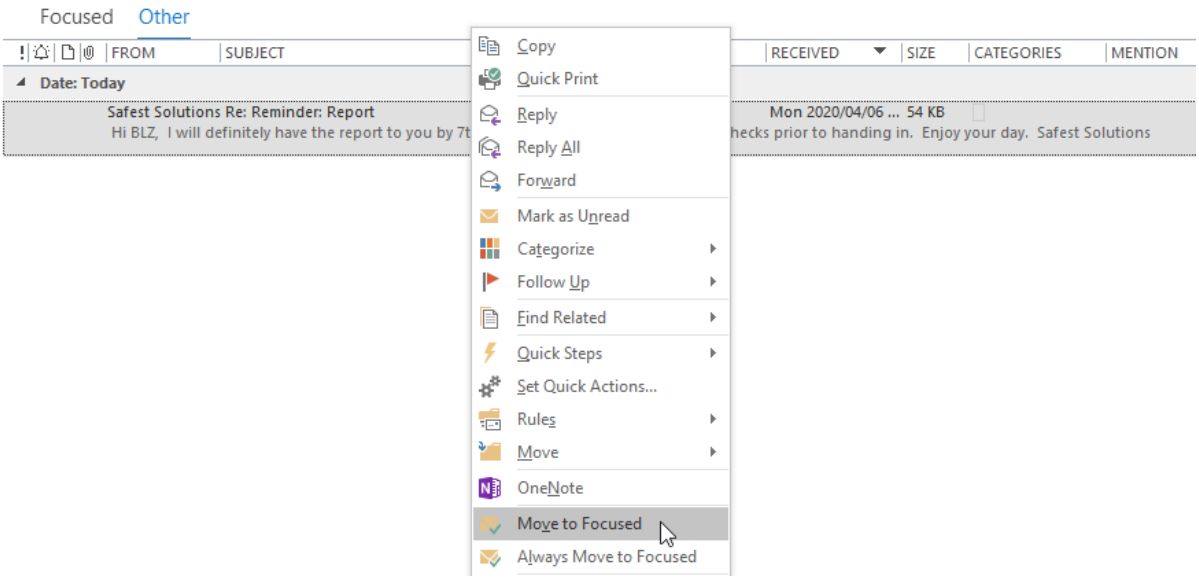

Search Current Mailbox
Current Mailbox
Focused
Other
By Date
FROM
SUBJECT
RECEIVED
SIZE
CATEGORIES
ME...
Date: Monday
Safest Solu... Re: Reminder: Report
Mon 2020/0... 54 KB
Projects
Hi BLZ, I will definitely have the report to you by 7th April. Just completing a few more checks prior to handing
BLZ Furkidds Project
Mon 2020/0... 53 KB
Here is the report I promised. <end>
Arrange by: Flag: Due Date | Today
Type a new task
Today
Project

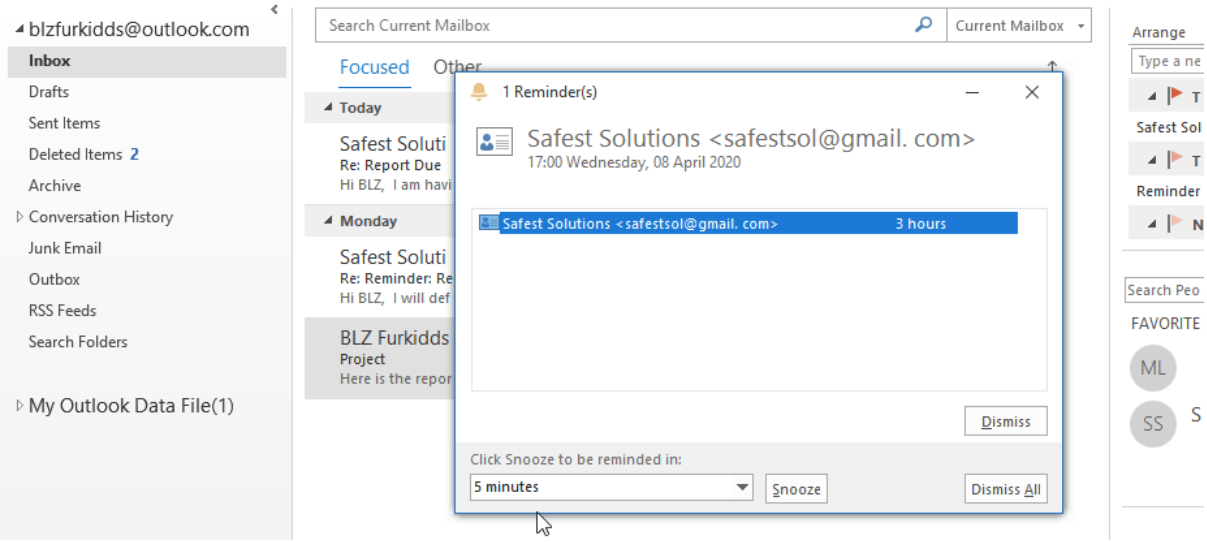

My Contacts
Contacts - blzfurkidds@outlook.com
Contacts - My Outlook Data File(1)
Search Contacts
All Outlook Items
SS
Safest Solutions
Copy
Quick Print
Edit Contact
Forward Contact
Create
Categorize
Follow Up
Move
OneNote
Delete
Today
Tomorrow
This Week
Next Week
No Date
Custom...
Add Reminder...
Mark Complete
Safest Solutions
Contact
safestsol@gmail.com

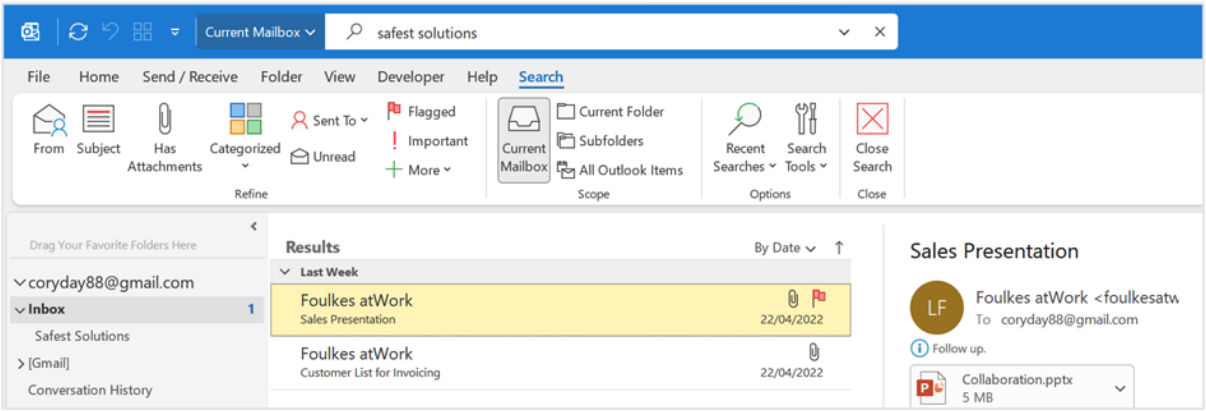

Search
File
View
Developer
Help
Send/Receive All Folders (F9)
Send and receive items such as mail messages, calendar appointments and tasks in all folders.
New Email
Items
Reply All
Forward
Safest Solutions
To Manager
Team Email
Move
Rules
Send to OneNote
New
Delete
Respond
Quick Steps
Move

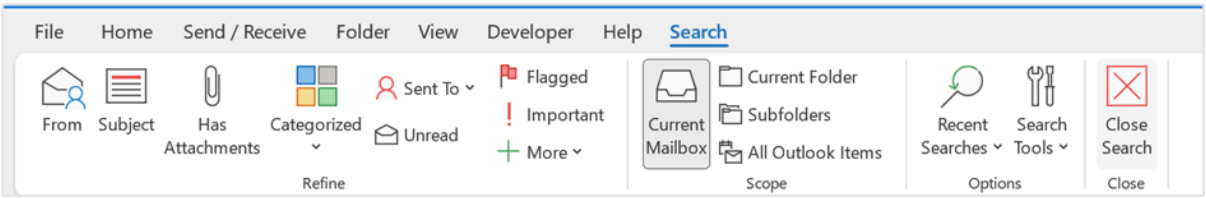

Search
File
Home
Send / Receive
Folder
View
Developer
Help
Change View
View Settings
Reset View
Show as Conversations
Conversation Settings
Message Preview
Arrange By
Reverse Sort
Add Columns
Expand/Collapse
Arrangement
Use Tighter Spacing
Folder Pane
Reading Pane
To-Do Bar
Layout
IMAP Mess...
Hide Mess...
Group Mes...
Preview
Manage Views...
Save Current View As a New View...
Apply Current View to Other Mail Folders...
By Date
Work
for Invoicing
22/04/2022

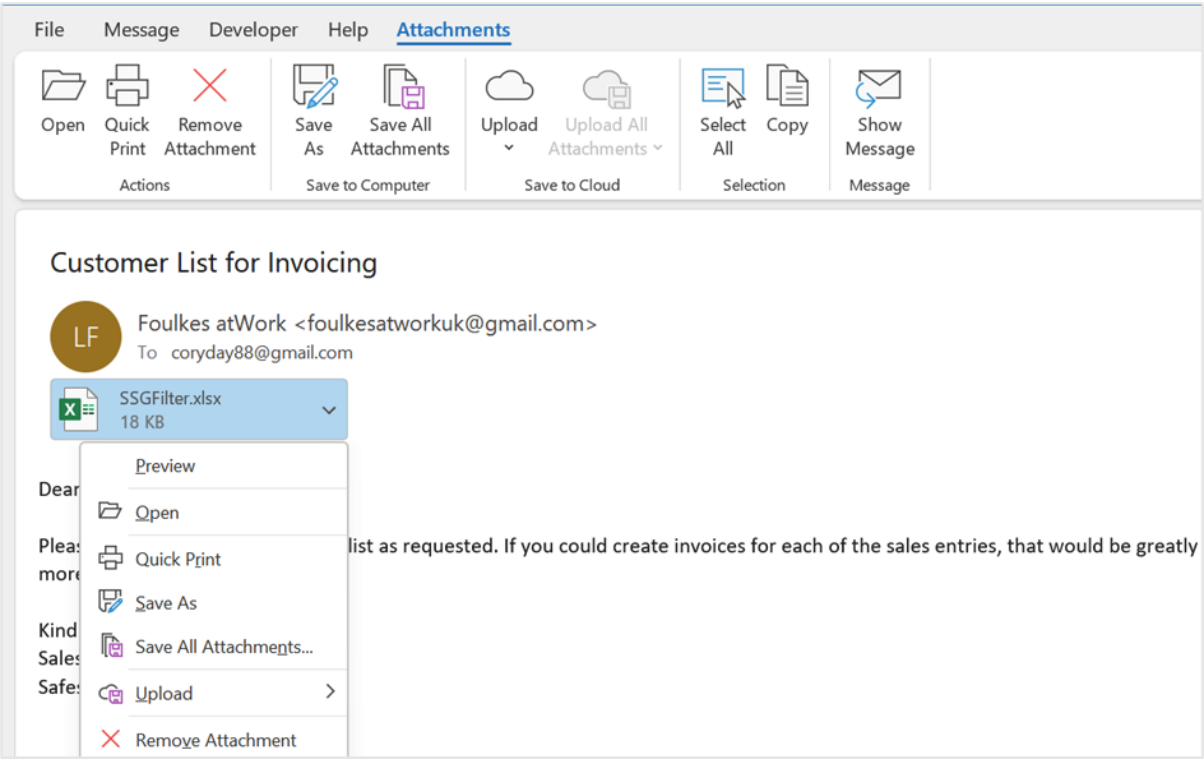

File
Home
Send / Receive
Folder
View
Developer
Help
Acrobat
Tell me what you want to do
New Email
New Items
New
Ignore
Clean Up
Junk
Delete
Archive
Delete
Reply
Reply All
Forward
Meeting
More
Respond
Move to: ?
Team Email
Reply & Delete
To Manager
Done
Create New
Quick Steps
blzfurkidds@outlook.com
Inbox 4
Drafts
Sent Items
Deleted Items
Archive
Calendar
Contacts
Conversation History
Journal
Junk Email
Notes
Search Current Mailbox
Current Mailbox
Focused
Other
By Date
Meet Focused Inbox
Messages you need to act on right away now appear in Focused, while the rest wait for you in Other. Messages won't be moved to Clutter anymore. To turn off Focused Inbox, go to the View tab in the Ribbon.
OK
10:10
first file. | Welcome to your new OneDrive
10:09
Please sign in to your Outlook.com account
Hello BLZ Furkidds,
Thu 04/02

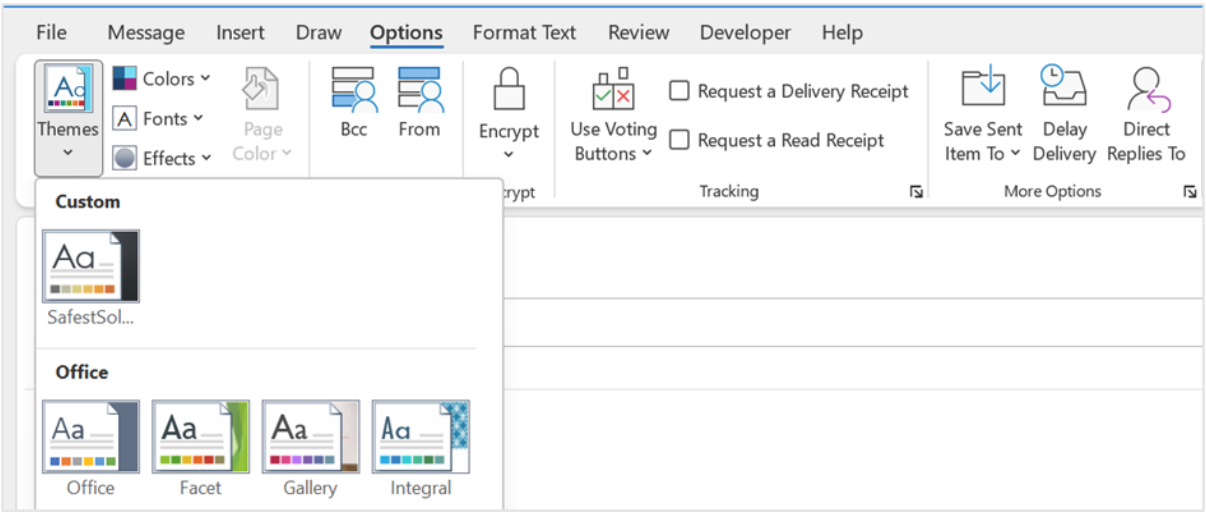

Focused
Other
FROM
SUBJECT
RECEIVED
SIZE
CATEGORIES
MENTION
Date: Today
Safest Solutions Re: Reminder: Report
Hi BLZ, I will definitely have the report to you by 7t
Mon 2020/04/06 ... 54 KB
hecks prior to handing in. Enjoy your day. Safest Solutions
Copy
Quick Print
Reply
Reply All
Forward
Mark as Unread
Categorize
Follow Up
Find Related
Quick Steps
Set Quick Actions...
Rules
Move
OneNote
Move to Focused
Always Move to Focused

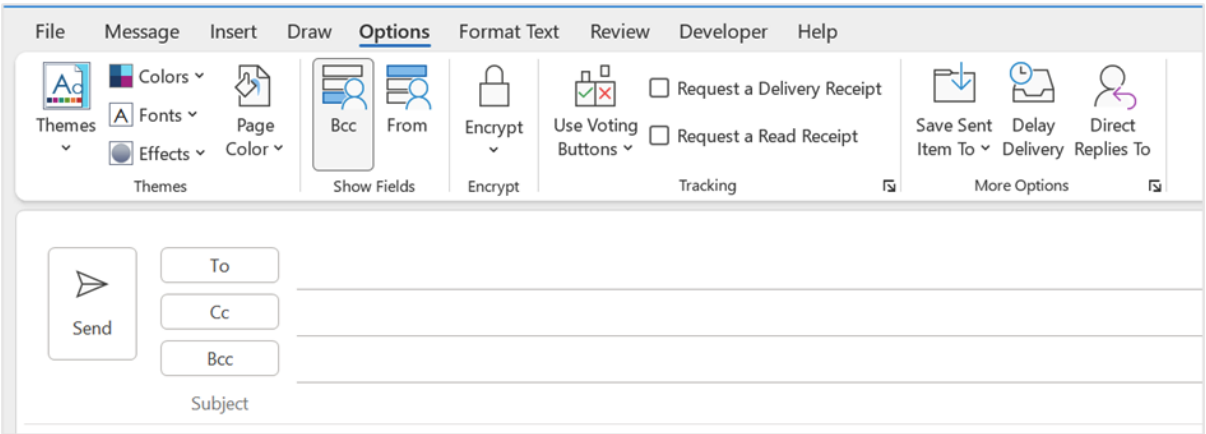

blzfurkidds@outlook.com
Inbox
Drafts
Sent Items
Deleted Items 2
Archive
Conversation History
Junk Email
Outbox
RSS Feeds
Search Folders
My Outlook Data File(1)
Search Current Mailbox
Current Mailbox
Focused
Other
Today
Safest Soluti
Re: Report Due
Hi BLZ, I am havi
Monday
Safest Soluti
Re: Reminder: Re
Hi BLZ, I will def
BLZ Furkidds
Project
Here is the repor
1 Reminder(s)
Safest Solutions <safestsol@gmail. com>
17:00 Wednesday, 08 April 2020
Safest Solutions <safestsol@gmail. com> 3 hours
Dismiss
Click Snooze to be reminded in:
5 minutes
Snooze
Dismiss All
Arrange
Type a ne
Safest Sol
Reminder
Search Peo
FAVORITE
ML
SS

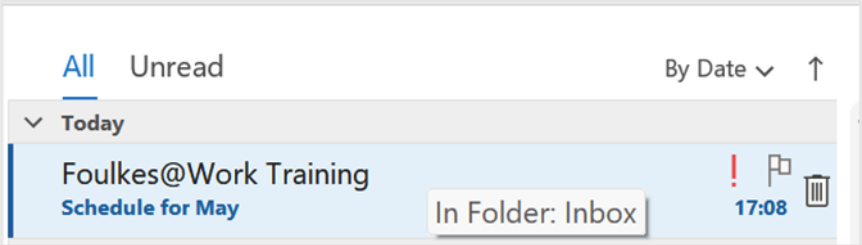

Current Mailbox
safest solutions
File
Home
Send / Receive
Folder
View
Developer
Help
Search
From
Subject
Has Attachments
Categorized
Sent To
Unread
Flagged
Important
More
Refine
Current Mailbox
Current Folder
Subfolders
All Outlook Items
Scope
Recent Searches
Search Tools
Options
Close Search
Close
Drag Your Favorite Folders Here
coryday88@gmail.com
Inbox 1
Safest Solutions
[Gmail]
Conversation History
Results
By Date
Last Week
Foulkes atWork
Sales Presentation
22/04/2022
Foulkes atWork
Customer List for Invoicing
22/04/2022
Sales Presentation
LF
Foulkes atWork <foulkesatw
To coryday88@gmail.com
Follow up.
Collaboration.pptx
5 MB

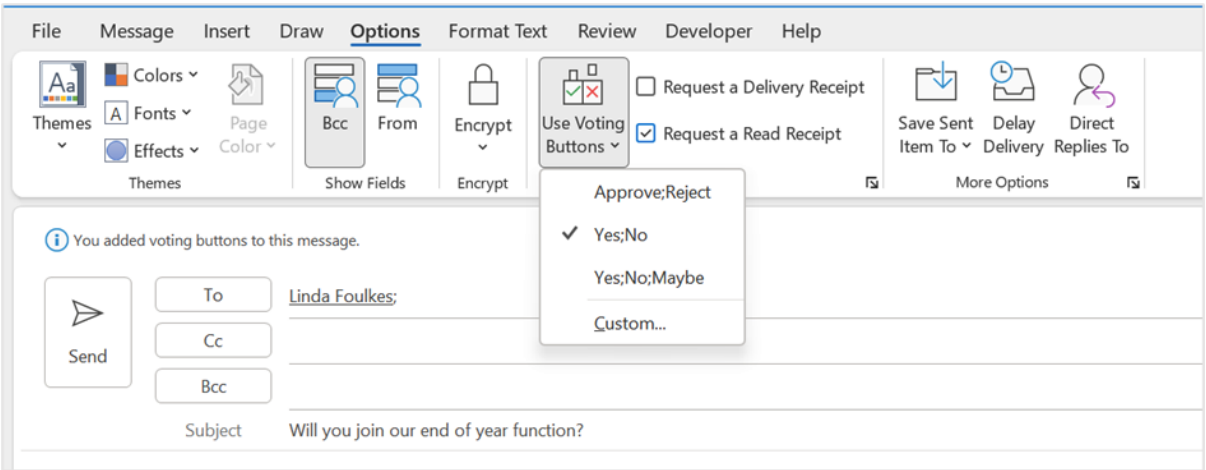

File
Home
Send / Receive
Folder
View
Developer
Help
Search
From
Subject
Has Attachments
Categorized
Sent To
Unread
Flagged
Important
More
Refine
Current Mailbox
Current Folder
Subfolders
All Outlook Items
Scope
Recent Searches
Search Tools
Options
Close Search
Close

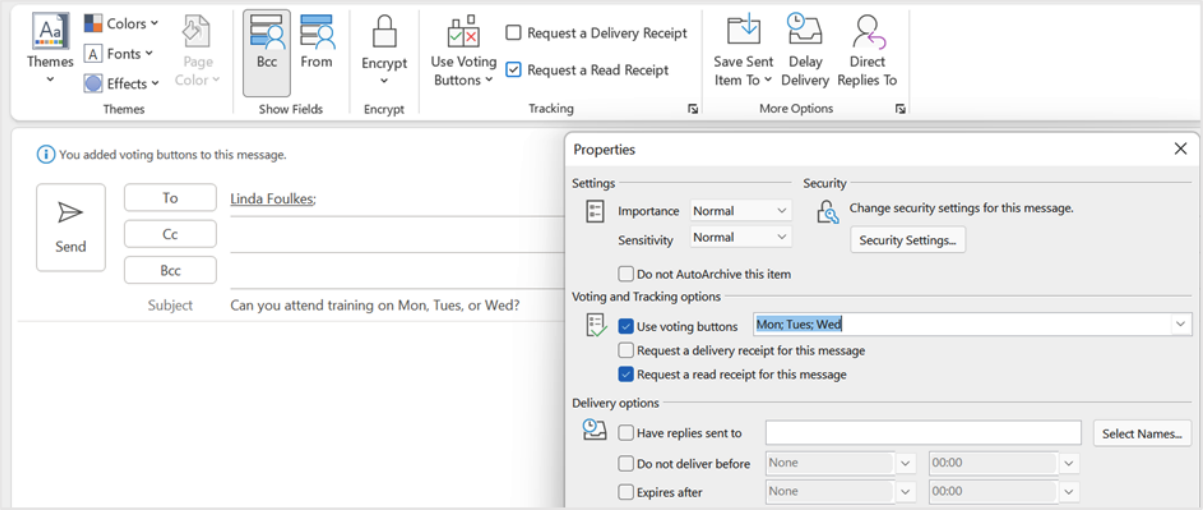

File
Message
Developer
Help
Attachments
Open
Quick Print
Remove Attachment
Actions
Save As
Save All Attachments
Save to Computer
Upload
Upload All Attachments
Save to Cloud
Select All
Copy
Selection
Show Message
Message
Customer List for Invoicing
LF
Foulkes atWork <foulkesatworkuk@gmail.com>
To coryday88@gmail.com
SSGFilter.xlsx
18 KB
Preview
Open
Quick Print
Save As
Save All Attachments...
Upload
Remove Attachment
Dear
Pleas
more
Kind
Sales
Safe
list as requested. If you could create invoices for each of the sales entries, that would be greatly

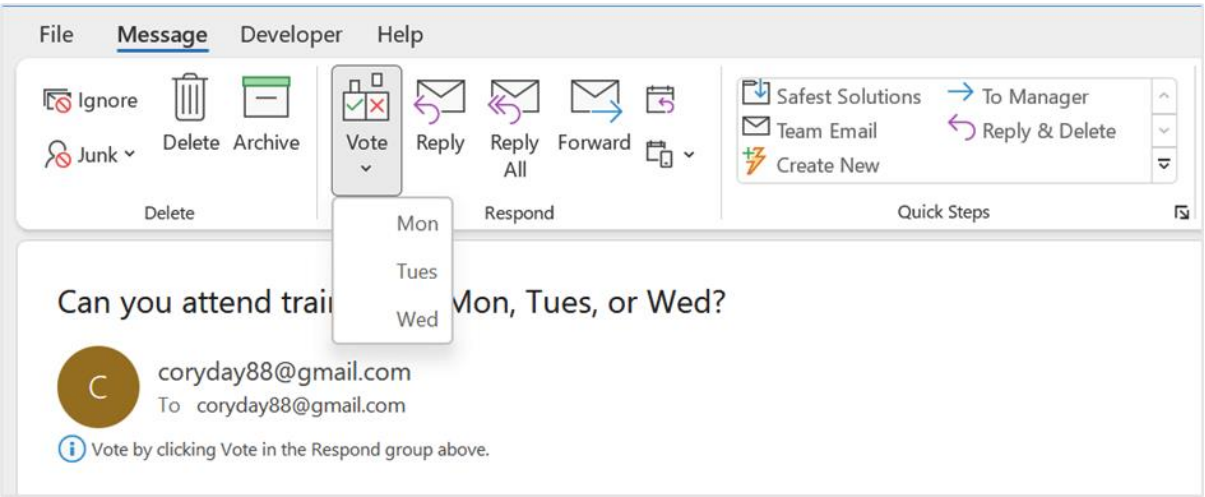

File
Message
Insert
Draw
Options
Format Text
Review
Developer
Help
Themes
Colors
Fonts
Effects
Page Color
Bcc
From
Encrypt
Use Voting Buttons
Request a Delivery Receipt
Request a Read Receipt
Tracking
Save Sent Item To
Delay Delivery
Direct Replies To
More Options
Custom
SafestSol...
Office
Office
Facet
Gallery
Integral

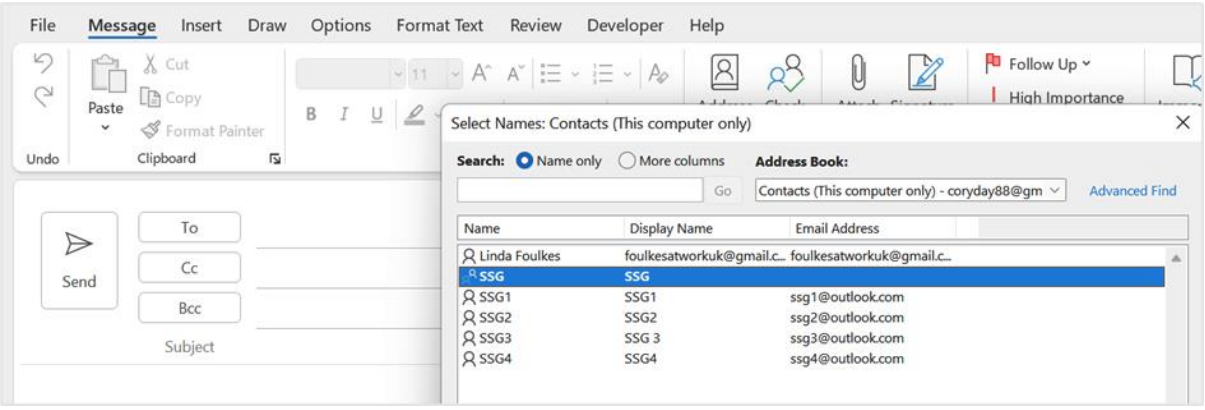

File
Message
Insert
Draw
Options
Format Text
Review
Developer
Help
Themes
Colors
Fonts
Effects
Page Color
Themes
Bcc
From
Show Fields
Encrypt
Encrypt
Use Voting Buttons
Request a Delivery Receipt
Request a Read Receipt
Tracking
Save Sent Item To
Delay Delivery
Direct Replies To
More Options
Send
To
Cc
Bcc
Subject

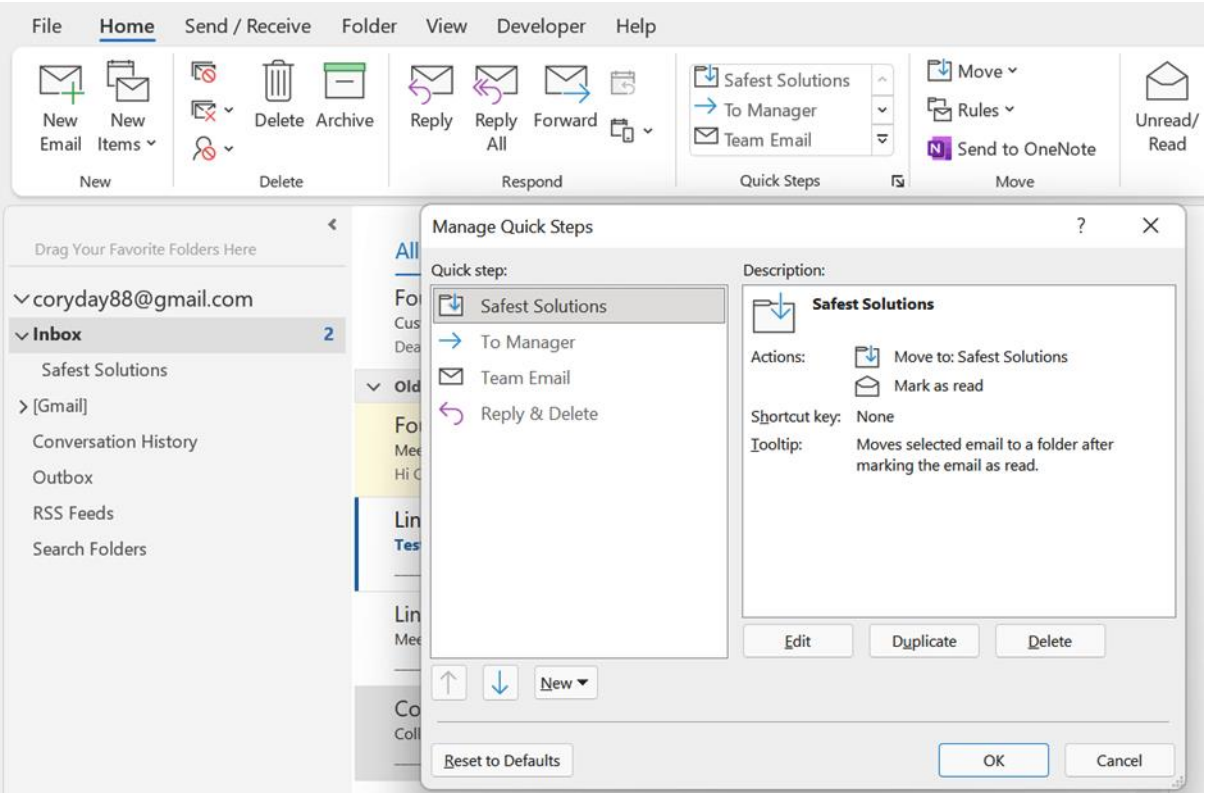

All
Unread
By Date
Today
Foulkes@Work Training
Schedule for May
In Folder: Inbox
17:08

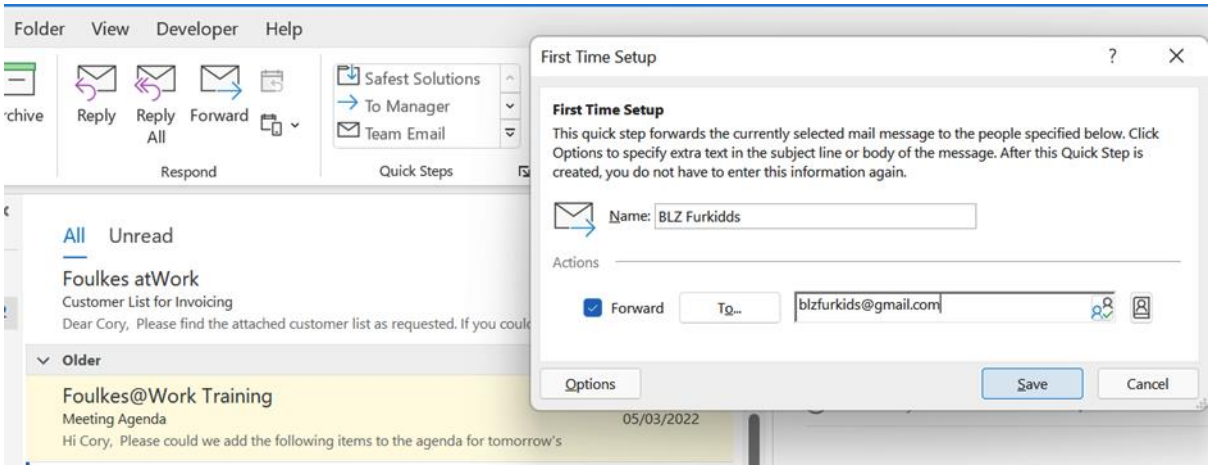

File
Message
Insert
Draw
Options
Format Text
Review
Developer
Help
Themes
Colors
Fonts
Effects
Page Color
Bcc
From
Encrypt
Use Voting Buttons
Request a Delivery Receipt
Request a Read Receipt
Save Sent Item To
Delay Delivery
Direct Replies To
Show Fields
More Options
Approve;Reject
Yes;No
Yes;No;Maybe
Custom...
You added voting buttons to this message.
Send
To
Cc
Bcc
Linda Foulkes;
Subject
Will you join our end of year function?


Tracking
You added voting buttons to this message.
Send
To
Cc
Bcc
Linda Foulkes;
Subject
Can you attend training on Mon, Tues, or Wed?
Properties
Settings
Importance
Normal
Sensitivity
Normal
Do not AutoArchive this item
Security
Change security settings for this message.
Security Settings...
Voting and Tracking options
Use voting buttons
Mon; Tues; Wed
Request a delivery receipt for this message
Request a read receipt for this message
Delivery options
Have replies sent to
Select Names...
Do not deliver before
Expires after

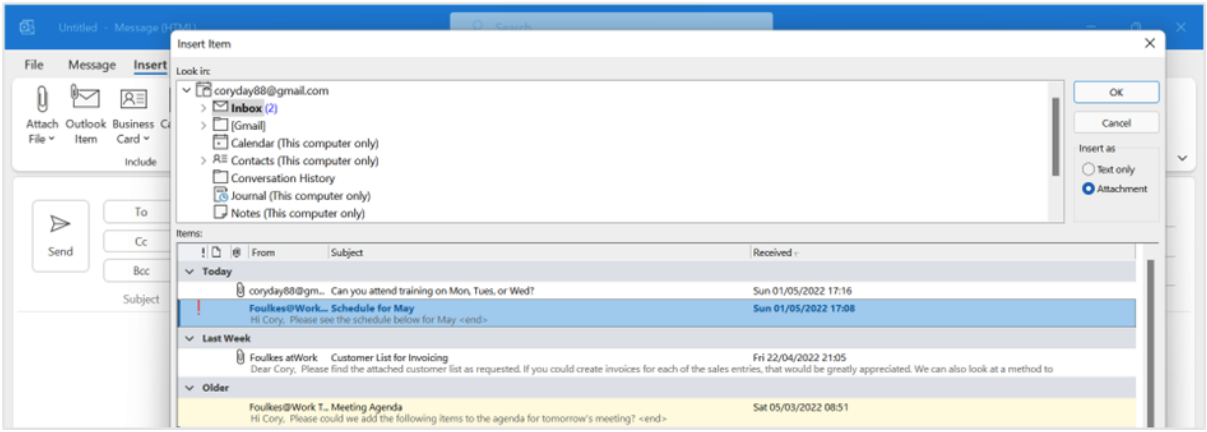

File
Message
Developer
Help
Ignore
Junk
Delete
Archive
Vote
Reply
Reply All
Forward
Safest Solutions
Team Email
Create New
To Manager
Reply & Delete
Delete
Respond
Quick Steps
Mon
Tues
Wed
Can you attend trai
Mon, Tues, or Wed?
coryday88@gmail.com
To coryday88@gmail.com
Vote by clicking Vote in the Respond group above.

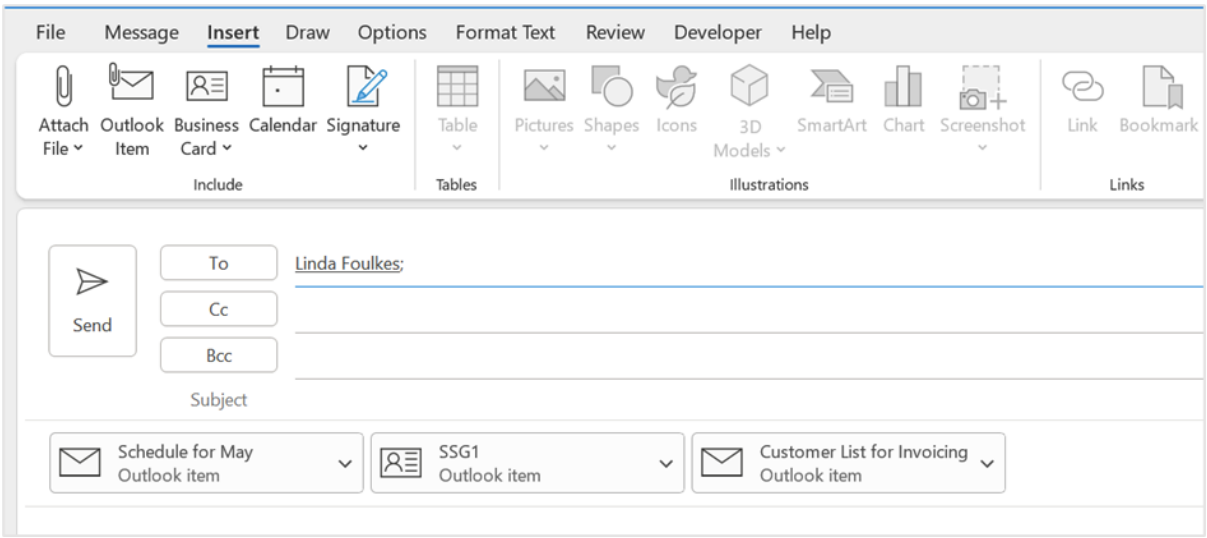

File
Message
Insert
Draw
Options
Format Text
Review
Developer
Help
Undo
Paste
Cut
Copy
Format Painter
Clipboard
Follow Up
High Importance
Send
To
Cc
Bcc
Subject
Select Names: Contacts (This computer only)
Search:
Name only
More columns
Address Book:
Go
Contacts (This computer only) - coryday88@gm
Advanced Find
Name
Display Name
Email Address
Linda Foulkes
foulkesatworkuk@gmail.c...
SSG
SSG1
SSG2
SSG3
SSG 3
SSG4
ssg1@outlook.com
ssg2@outlook.com
ssg3@outlook.com
ssg4@outlook.com


File
Home
Send / Receive
Folder
View
Developer
Help
New Email
New Items
Delete
Archive
Reply
Reply All
Forward
Safest Solutions
To Manager
Team Email
Move
Rules
Send to OneNote
Unread/ Read
New
Delete
Respond
Quick Steps
Move
Drag Your Favorite Folders Here
coryday88@gmail.com
Inbox
2
Safest Solutions
[Gmail]
Conversation History
Outbox
RSS Feeds
Search Folders
Manage Quick Steps
Quick step:
Safest Solutions
To Manager
Team Email
Reply & Delete
Description:
Safest Solutions
Actions:
Move to: Safest Solutions
Mark as read
Shortcut key:
None
Tooltip:
Moves selected email to a folder after marking the email as read.
Edit
Duplicate
Delete
New
Reset to Defaults
OK
Cancel

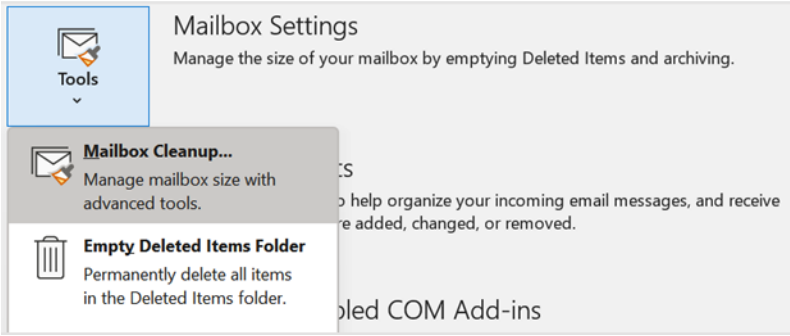

Folder
View
Developer
Help
Reply
Reply All
Forward
Respond
Safest Solutions
To Manager
Team Email
Quick Steps
All
Unread
Foulkes atWork
Customer List for Invoicing
Dear Cory, Please find the attached customer list as requested. If you coul
Older
Foulkes@Work Training
Meeting Agenda
Hi Cory, Please could we add the following items to the agenda for tomorrow's
05/03/2022
First Time Setup
First Time Setup
This quick step forwards the currently selected mail message to the people specified below. Click Options to specify extra text in the subject line or body of the message. After this Quick Step is created, you do not have to enter this information again.
Name:
BLZ Furkidds
Actions
Forward
To...
blzfurkids@gmail.com
Options
Save
Cancel

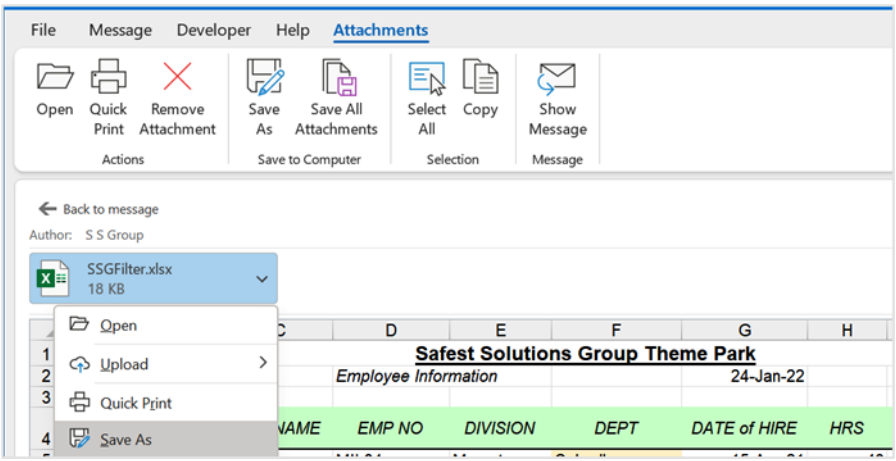
Folder
View
Developer
Help
Reply
Reply All
Forward
Respond
Safest Solutions
BLZ Furkidds
Team Email
Quick Steps
Move
Rules
Send to OneNote
Move

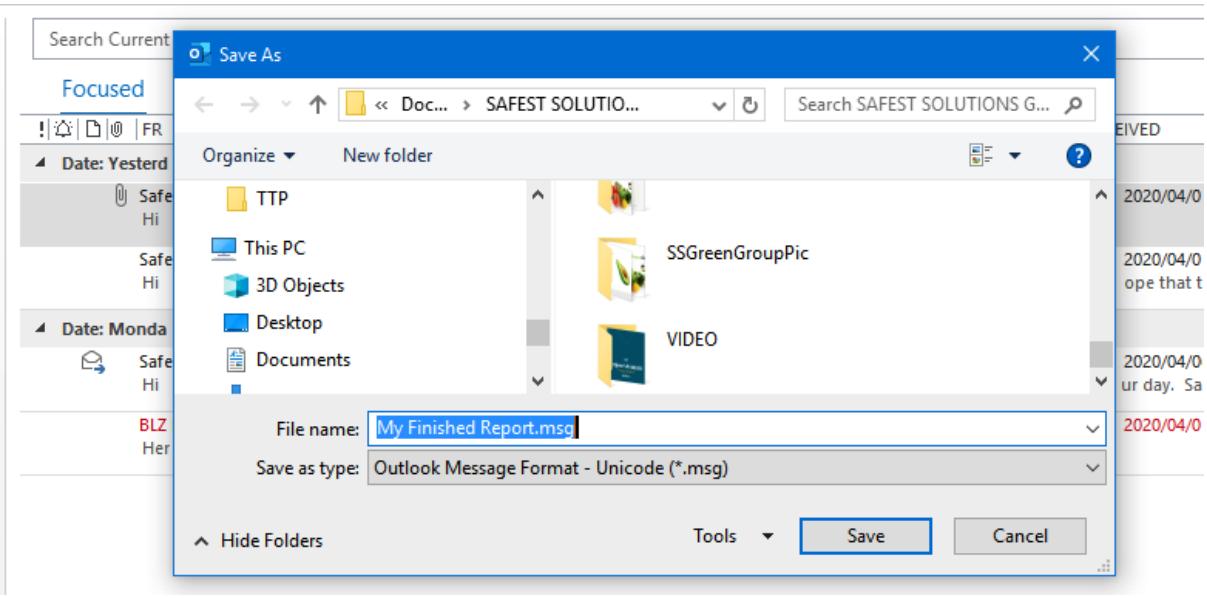

Insert Item
Look in:
coryday88@gmail.com
Inbox (2)
[Gmail]
Calendar (This computer only)
Contacts (This computer only)
Conversation History
Journal (This computer only)
Notes (This computer only)
Items:
From
Subject
Received
Today
Last Week
Older
OK
Cancel
Insert as
Text only
Attachment

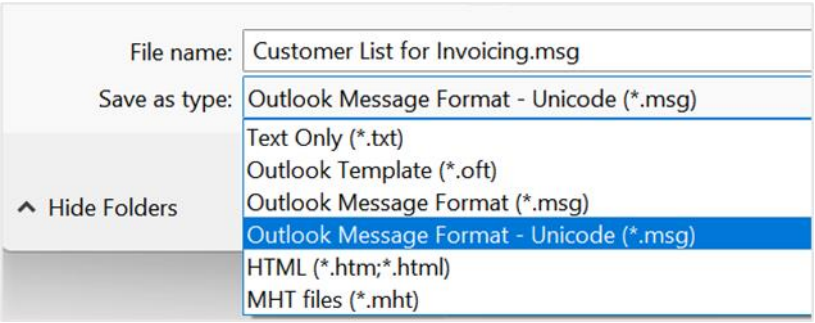

File
Message
Insert
Draw
Options
Format Text
Review
Developer
Help
Attach File
Outlook Item
Business Card
Calendar
Signature
Include
Table
Tables
Pictures
Shapes
Icons
3D Models
SmartArt
Chart
Screenshot
Illustrations
Link
Bookmark
Links
Send
To
Cc
Bcc
Subject
Linda Foulkes;
Schedule for May
Outlook item
SSG1
Outlook item
Customer List for Invoicing
Outlook item

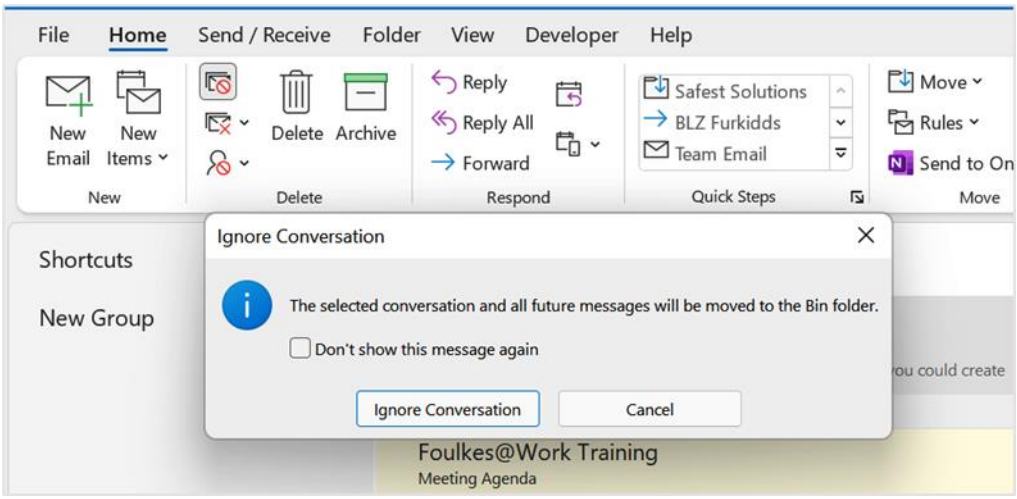
Chapter 14: Managing Mail and Contacts

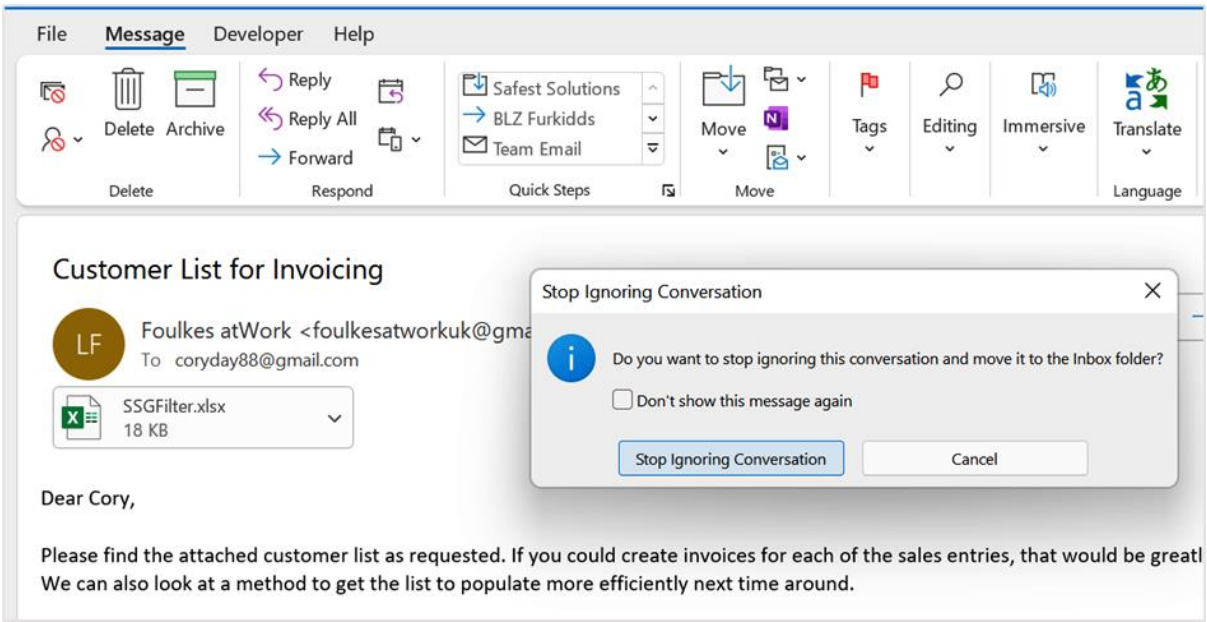


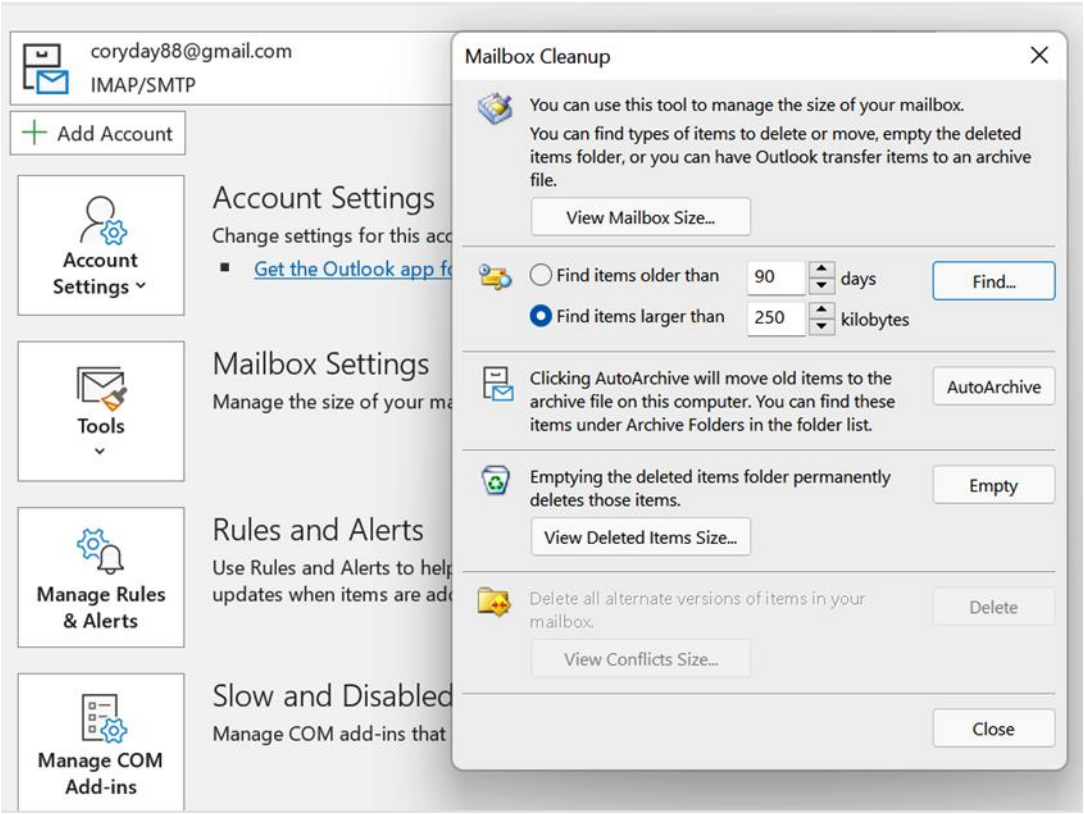


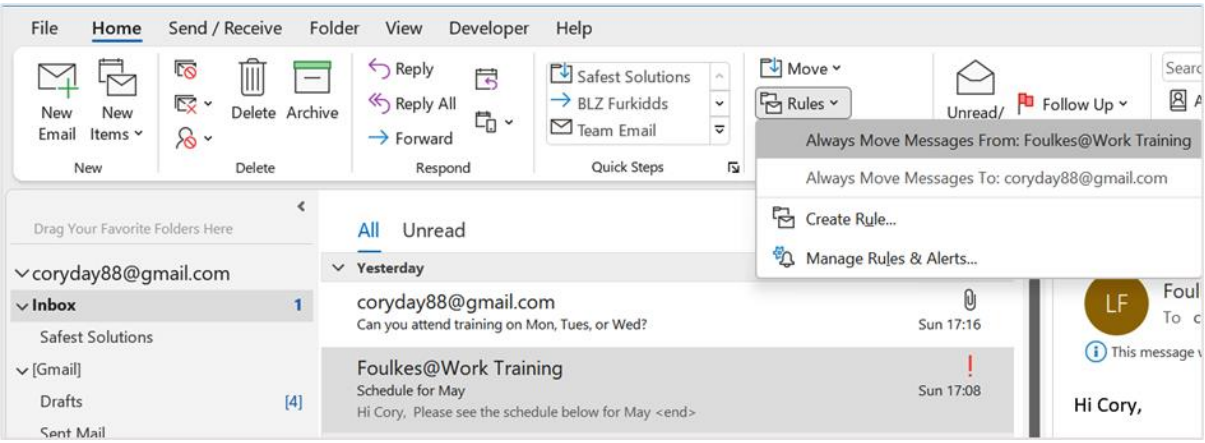


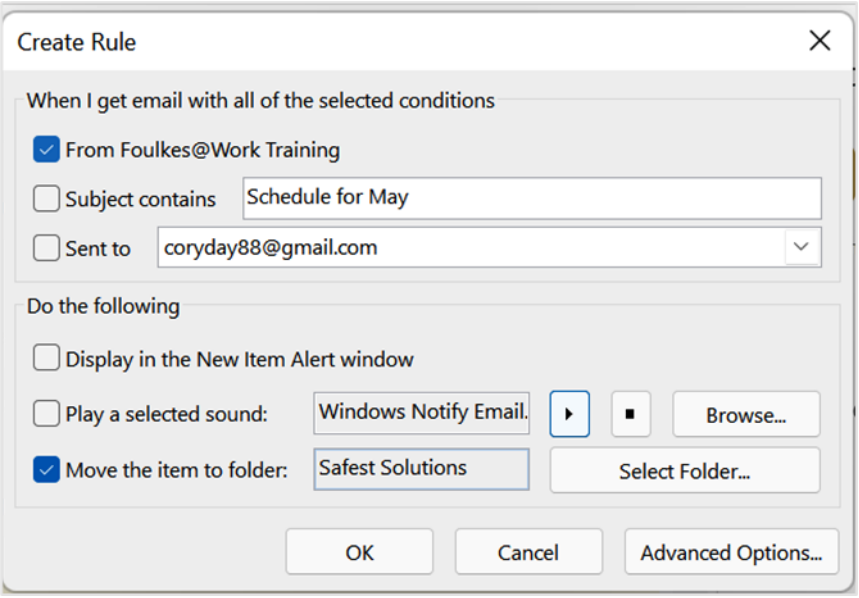


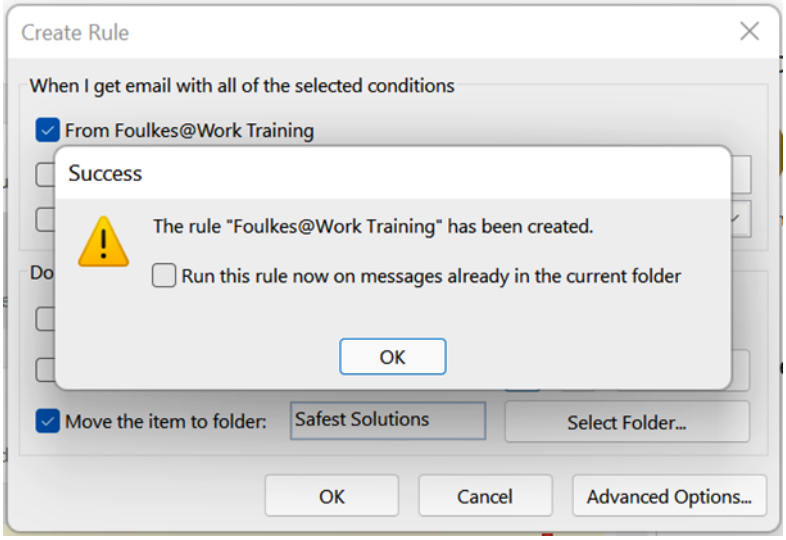

File
Home
Send / Receive
Folder
View
Developer
Help
New Email
New Items
New
Delete
Archive
Delete
Reply
Reply All
Forward
Respond
Safest Solutions
BLZ Furkidds
Team Email
Quick Steps
Move
Rules
Send to On
Move
Shortcuts
New Group
Ignore Conversation
The selected conversation and all future messages will be moved to the Bin folder.
Don't show this message again
Ignore Conversation
Cancel
Foulkes@Work Training
Meeting Agenda

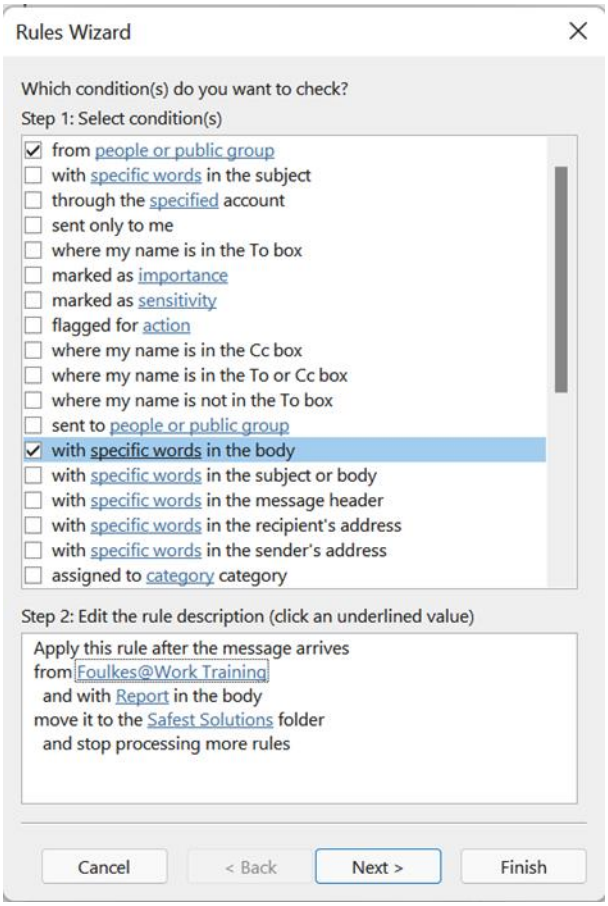

File
Message
Developer
Help
Delete
Archive
Delete
Reply
Reply All
Forward
Respond
Safest Solutions
BLZ Furkidds
Team Email
Quick Steps
Move
Move
Tags
Editing
Immersive
Translate
Language
Customer List for Invoicing
LF
Foulkes atWork <foulkesatworkuk@gma
To coryday88@gmail.com
SSGFilter.xlsx
18 KB
Stop Ignoring Conversation
Do you want to stop ignoring this conversation and move it to the Inbox folder?
Don't show this message again
Stop Ignoring Conversation
Cancel
Dear Cory,
Please find the attached customer list as requested. If you could create invoices for each of the sales entries, that would be greatl
We can also look at a method to get the list to populate more efficiently next time around.

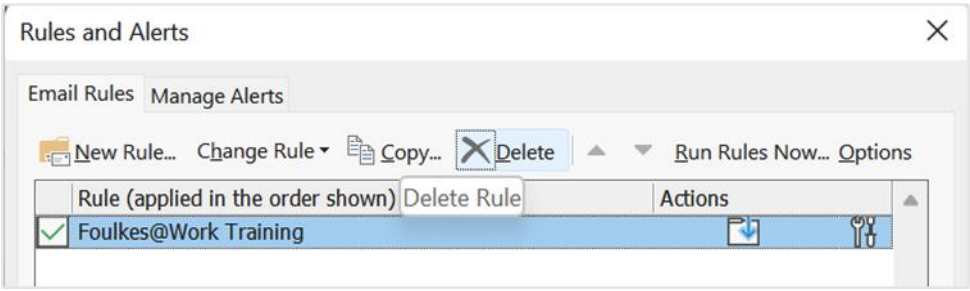

coryday88@gmail.com
IMAP/SMTP
Add Account
Account Settings
Account Settings
Change settings for this acc
Get the Outlook app f
Tools
Mailbox Settings
Manage the size of your ma
Manage Rules & Alerts
Rules and Alerts
Use Rules and Alerts to help
updates when items are add
Manage COM Add-ins
Slow and Disabled
Manage COM add-ins that
Mailbox Cleanup
You can use this tool to manage the size of your mailbox.
You can find types of items to delete or move, empty the deleted items folder, or you can have Outlook transfer items to an archive file.
View Mailbox Size...
Find items older than
90
days
Find...
Find items larger than
250
kilobytes
Clicking AutoArchive will move old items to the archive file on this computer. You can find these items under Archive Folders in the folder list.
AutoArchive
Emptying the deleted items folder permanently deletes those items.
Empty
View Deleted Items Size...
Delete all alternate versions of items in your mailbox.
Delete
View Conflicts Size...
Close

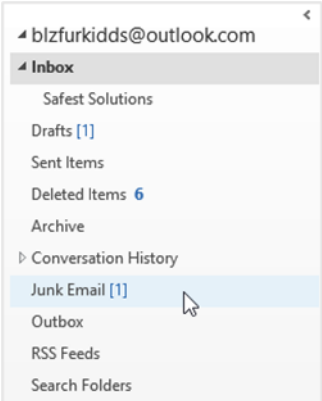

File
Home
Send / Receive
Folder
View
Developer
Help
New Email
New Items
New
Delete
Archive
Delete
Reply
Reply All
Forward
Respond
Safest Solutions
BLZ Furkidds
Team Email
Quick Steps
Move
Rules
Unread/
Follow Up
Always Move Messages From: Foulkes@Work Training
Always Move Messages To: coryday88@gmail.com
Create Rule...
Manage Rules & Alerts...
Drag Your Favorite Folders Here
coryday88@gmail.com
Inbox
1
Safest Solutions
[Gmail]
Drafts
[4]
Sent Mail
All
Unread
Yesterday
coryday88@gmail.com
Can you attend training on Mon, Tues, or Wed?
Sun 17:16
Foulkes@Work Training
Schedule for May
Hi Cory, Please see the schedule below for May <end>
Sun 17:08
LF
Foul
This message
Hi Cory,

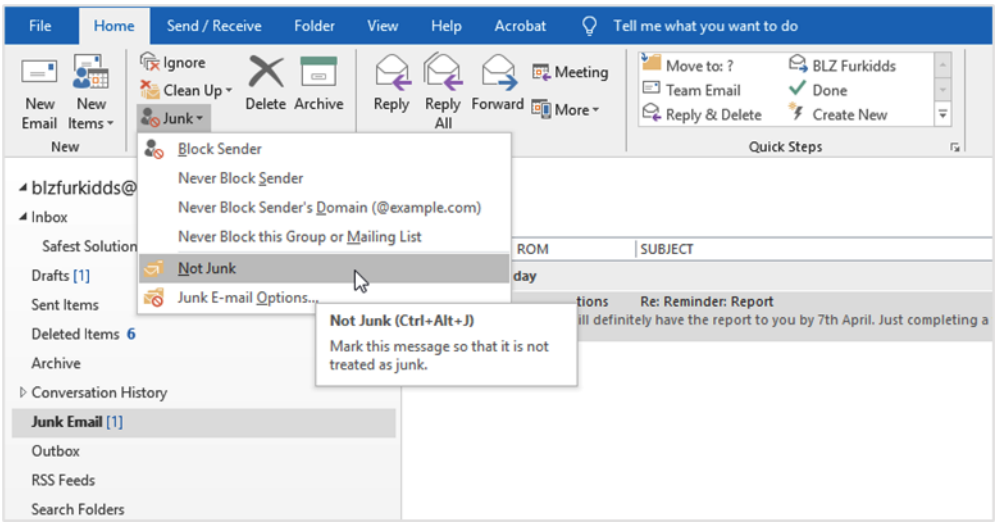

Create Rule
When I get email with all of the selected conditions
From Foulkes@Work Training
Subject contains
Schedule for May
Sent to
coryday88@gmail.com
Do the following
Display in the New Item Alert window
Play a selected sound:
Windows Notify Email.
Browse...
Move the item to folder:
Safest Solutions
Select Folder...
OK
Cancel
Advanced Options...

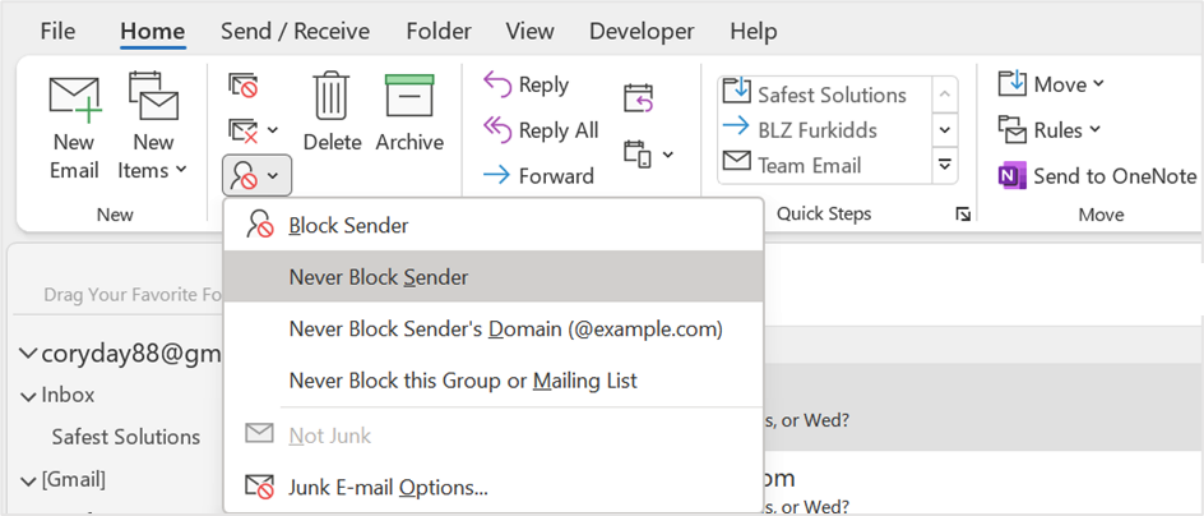

Create Rule
When I get email with all of the selected conditions
From Foulkes@Work Training
Success
The rule "Foulkes@Work Training" has been created.
Run this rule now on messages already in the current folder
OK
Move the item to folder:
Safest Solutions
Select Folder...
OK
Cancel
Advanced Options...

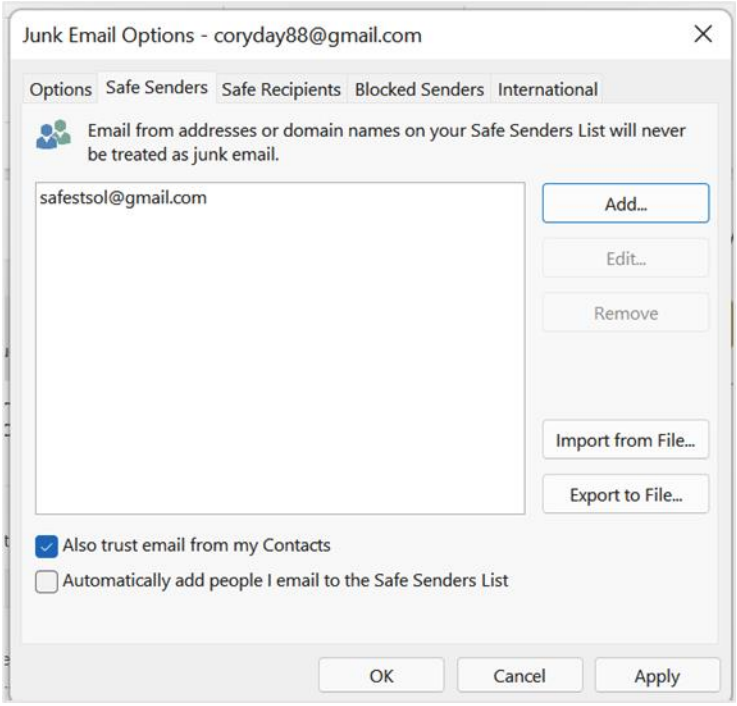

Rules Wizard
Which condition(s) do you want to check?
Step 1: Select condition(s)
from people or public group
with specific words in the subject
through the specified account
sent only to me
where my name is in the To box
marked as importance
marked as sensitivity
flagged for action
where my name is in the Cc box
where my name is in the To or Cc box
where my name is not in the To box
sent to people or public group
with specific words in the body
with specific words in the subject or body
with specific words in the message header
with specific words in the recipient's address
with specific words in the sender's address
assigned to category category
Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
from Foulkes@Work Training
and with Report in the body
move it to the Safest Solutions folder
and stop processing more rules
Cancel
< Back
Next >
Finish

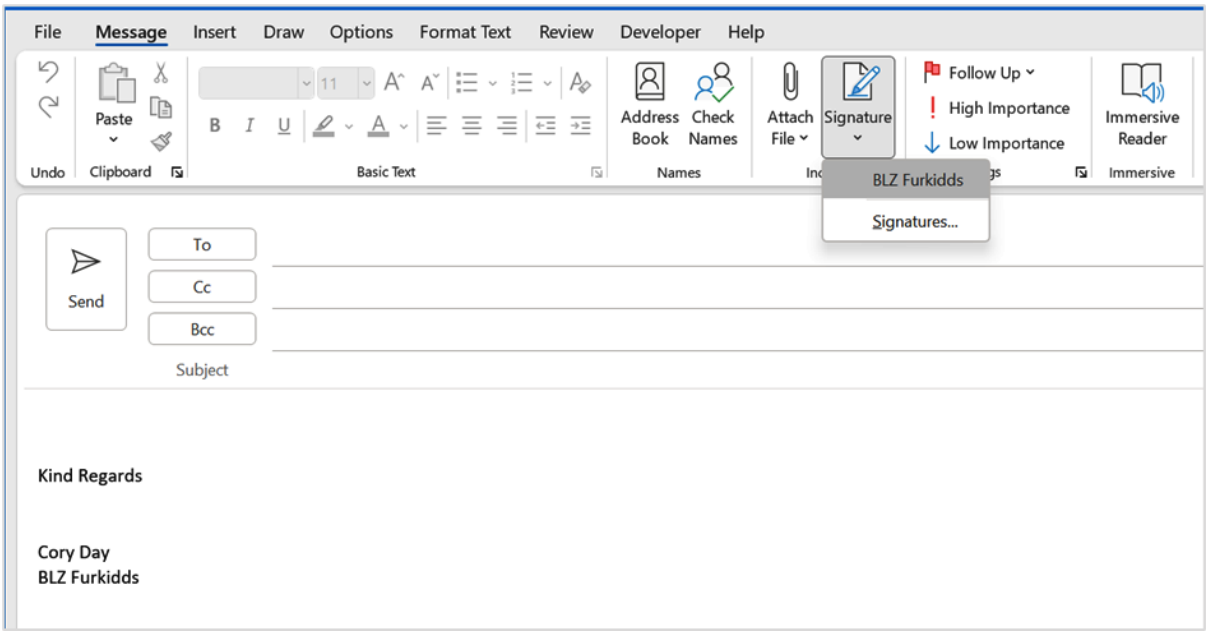

Rules and Alerts
Email Rules
Manage Alerts
New Rule...
Change Rule
Copy...
Delete
Run Rules Now...
Options
Rule (applied in the order shown)
Delete Rule
Actions
Foulkes@Work Training

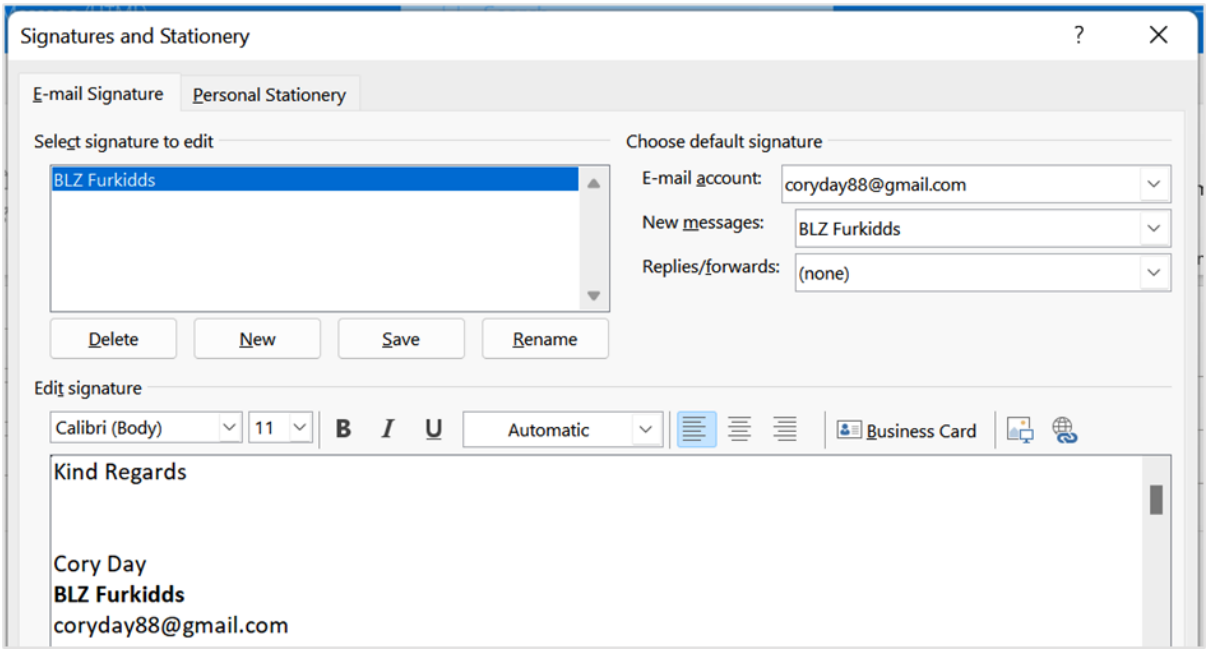

blzfurkidds@outlook.com
Inbox
Safest Solutions
Drafts [1]
Sent Items
Deleted Items 6
Archive
Conversation History
Junk Email [1]
Outbox
RSS Feeds
Search Folders

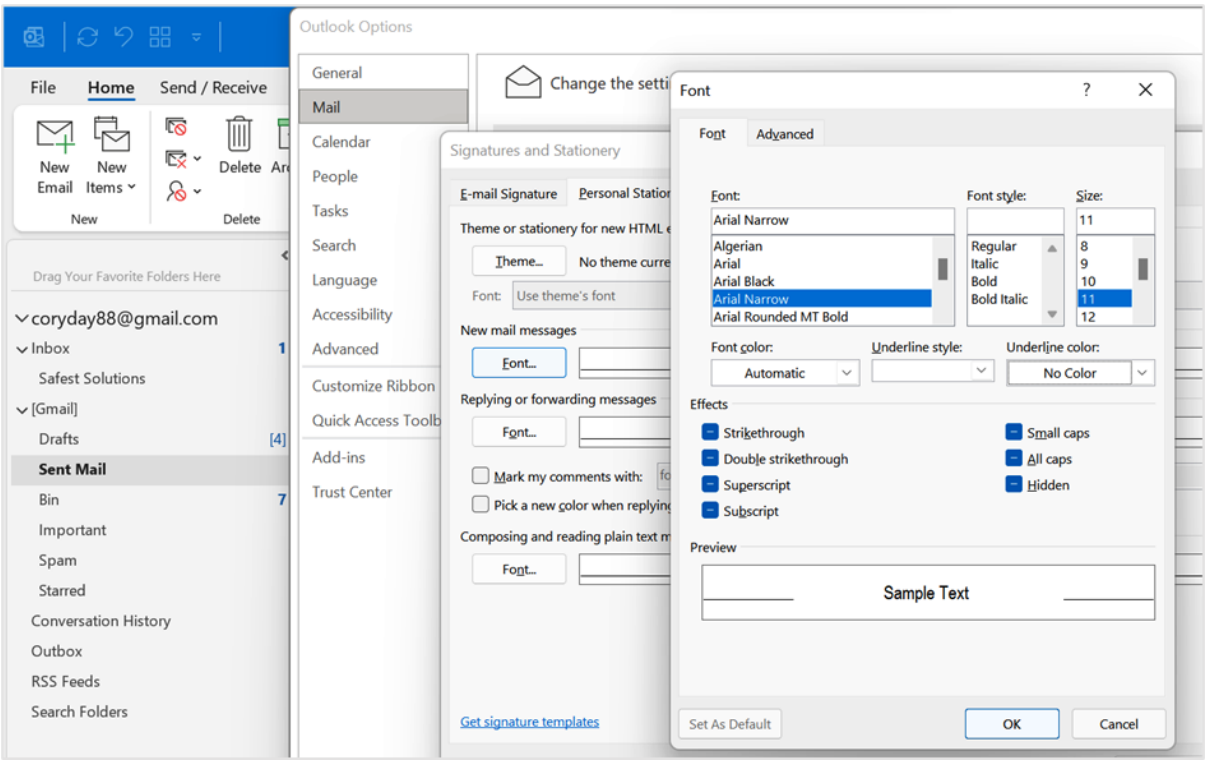

File
Home
Send / Receive
Folder
View
Help
Acrobat
Tell me what you want to do
New Email
New Items
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
More
Move to: ?
Team Email
Reply & Delete
BLZ Furkidds
Done
Create New
Quick Steps
New
Block Sender
Never Block Sender
Never Block Sender's Domain (@example.com)
Never Block this Group or Mailing List
Not Junk
Junk E-mail Options...
Not Junk (Ctrl+Alt+J)
Mark this message so that it is not treated as junk.
blzfurkidds@
Inbox
Safest Solution
Drafts [1]
Sent Items
Deleted Items 6
Archive
Conversation History
Junk Email [1]
Outbox
RSS Feeds
Search Folders
ROM
SUBJECT
Re: Reminder: Report

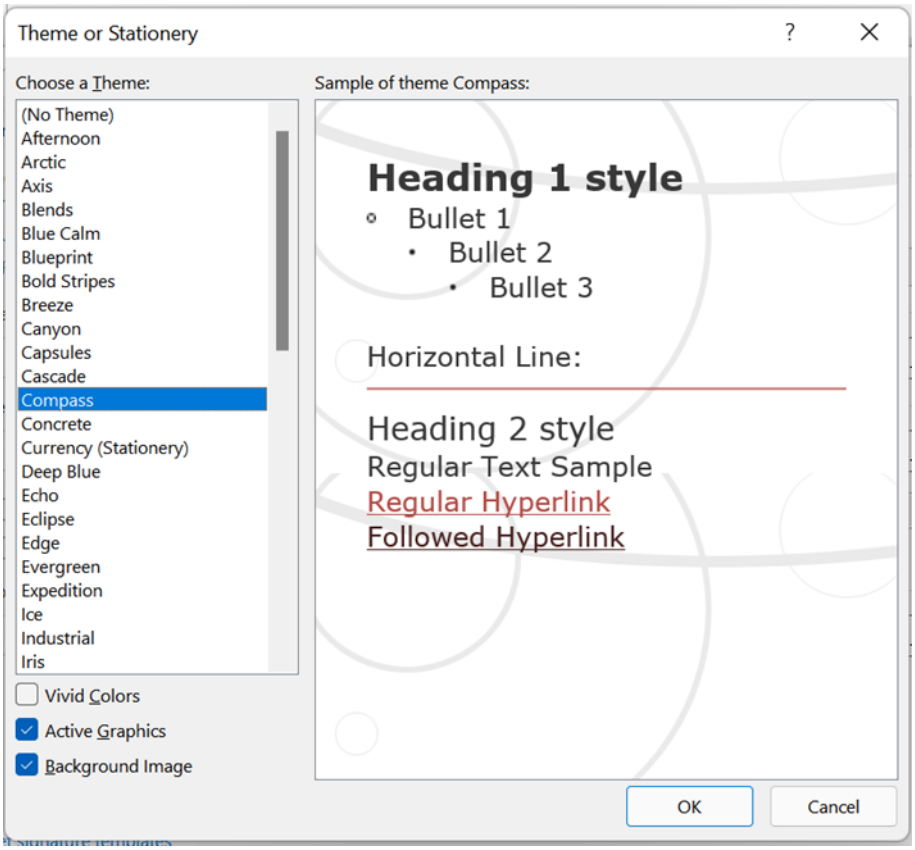

File
Home
Send / Receive
Folder
View
Developer
Help
New Email
New Items
Delete
Archive
Reply
Reply All
Forward
Safest Solutions
BLZ Furkidds
Team Email
Quick Steps
Move
Rules
Send to OneNote
Move
New
Block Sender
Never Block Sender
Never Block Sender's Domain (@example.com)
Never Block this Group or Mailing List
Not Junk
Junk E-mail Options...
Drag Your Favorite Fo
coryday88@gm
Inbox
Safest Solutions
[Gmail]

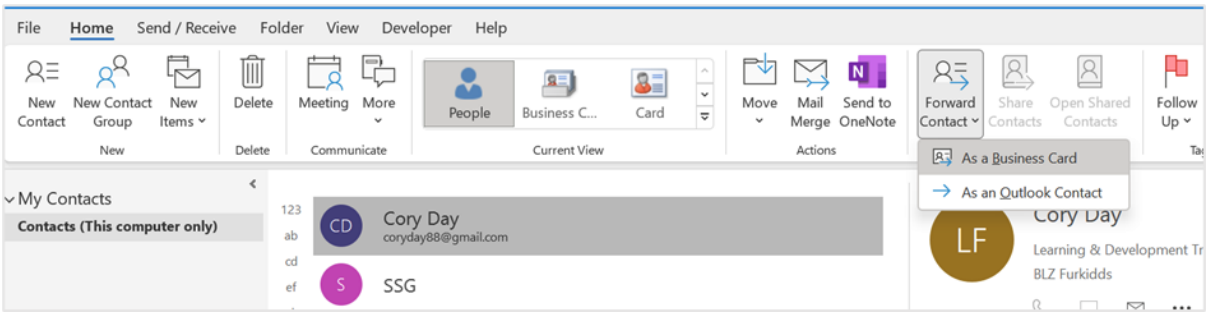

Junk Email Options - coryday88@gmail.com
Options
Safe Senders
Safe Recipients
Blocked Senders
International
Email from addresses or domain names on your Safe Senders List will never be treated as junk email.
safestsol@gmail.com
Add...
Edit...
Remove
Import from File...
Export to File...
Also trust email from my Contacts
Automatically add people I email to the Safe Senders List
OK
Cancel
Apply

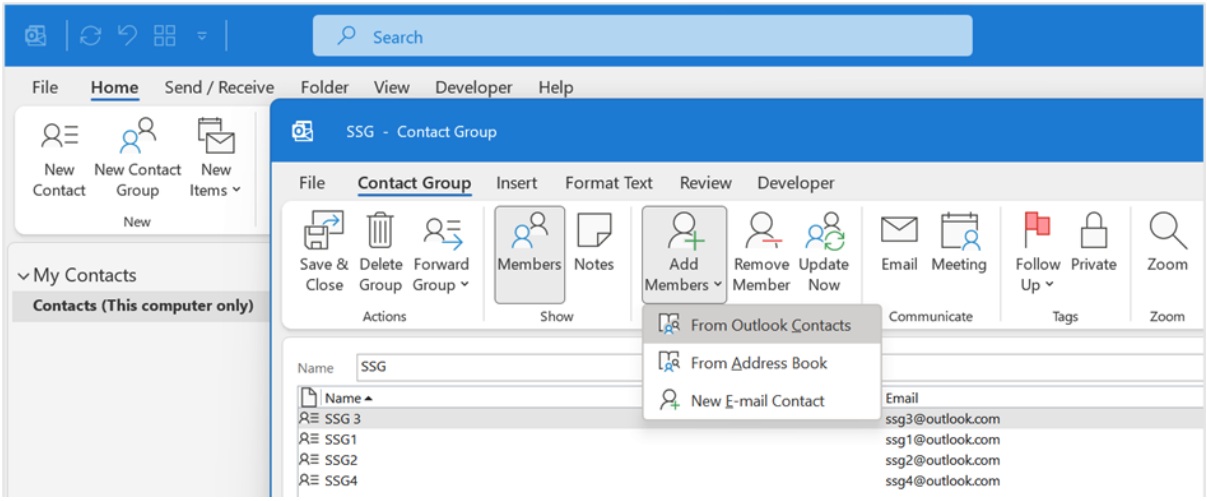

File
Message
Insert
Draw
Options
Format Text
Review
Developer
Help
Paste
Undo
Clipboard
Basic Text
Address Book
Check Names
Names
Attach File
Signature
Follow Up
High Importance
Low Importance
Immersive Reader
Immersive
BLZ Furkidds
Signatures...
Send
To
Cc
Bcc
Subject
Kind Regards
Cory Day
BLZ Furkidds

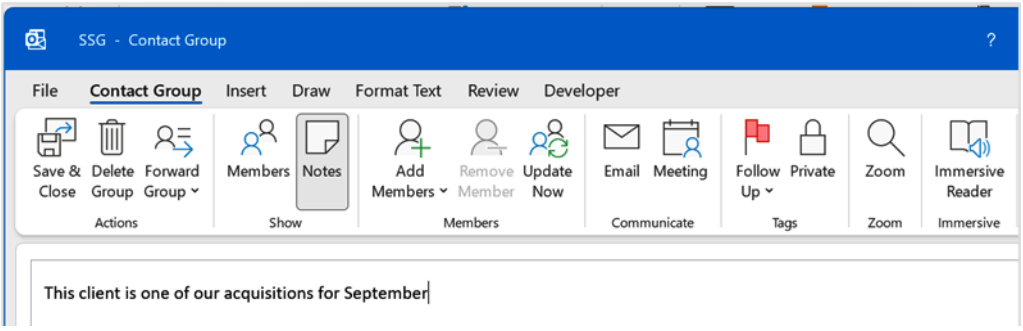

Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
BLZ Furkidds
Delete
New
Save
Rename
Choose default signature
E-mail account:
coryday88@gmail.com
New messages:
BLZ Furkidds
Replies/forwards:
(none)
Edit signature
Calibri (Body)
11
Automatic
Business Card
Kind Regards
Cory Day
BLZ Furkidds
coryday88@gmail.com

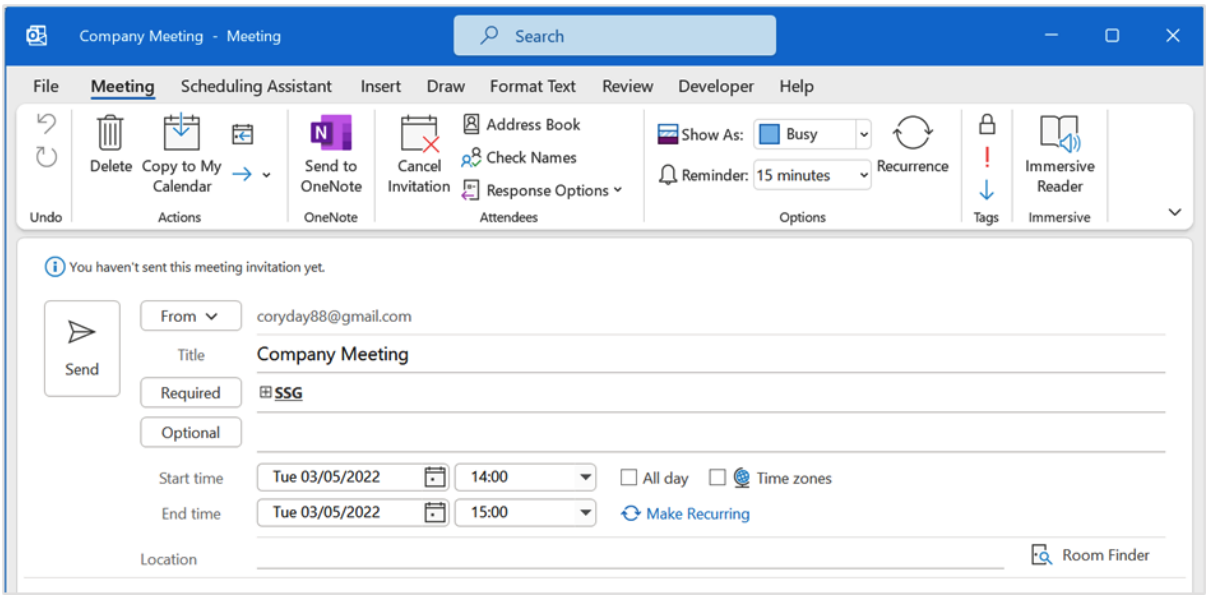

Outlook Options
File
Home
Send / Receive
New Email
New Items
Delete
New
Delete
Drag Your Favorite Folders Here
coryday88@gmail.com
Inbox
Safest Solutions
[Gmail]
Drafts
Sent Mail
Bin
Important
Spam
Starred
Conversation History
Outbox
RSS Feeds
Search Folders
General
Mail
Calendar
People
Tasks
Search
Language
Accessibility
Advanced
Customize Ribbon
Quick Access Toolb
Add-ins
Trust Center
Change the setti
Signatures and Stationery
E-mail Signature
Personal Statio
Theme or stationery for new HTML
Theme...
No theme curre
Font:
Use theme's font
New mail messages
Font...
Replying or forwarding messages
Font...
Mark my comments with:
Pick a new color when replyin
Composing and reading plain text m
Font...
Get signature templates
Font
Font
Advanced
Font:
Arial Narrow
Algerian
Arial
Arial Black
Arial Narrow
Arial Rounded MT Bold
Font style:
Regular
Italic
Bold
Bold Italic
Size:
11
8
9
10
11
12
Font color:
Automatic
Underline style:
Underline color:
No Color
Effects
Strikethrough
Double strikethrough
Superscript
Subscript
Small caps
All caps
Hidden
Preview
Sample Text
Set As Default
OK
Cancel

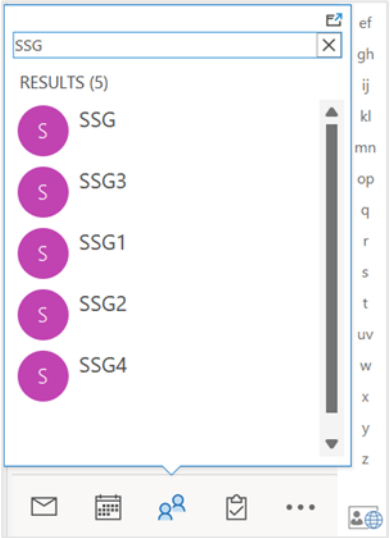

Theme or Stationery
Choose a Theme:
(No Theme)
Afternoon
Arctic
Axis
Blends
Blue Calm
Blueprint
Bold Stripes
Breeze
Canyon
Capsules
Cascade
Compass
Concrete
Currency (Stationery)
Deep Blue
Echo
Eclipse
Edge
Evergreen
Expedition
Ice
Industrial
Iris
Vivid Colors
Active Graphics
Background Image
Sample of theme Compass:
Heading 1 style
Bullet 1
Bullet 2
Bullet 3
Horizontal Line:
Heading 2 style
Regular Text Sample
Regular Hyperlink
Followed Hyperlink
OK
Cancel

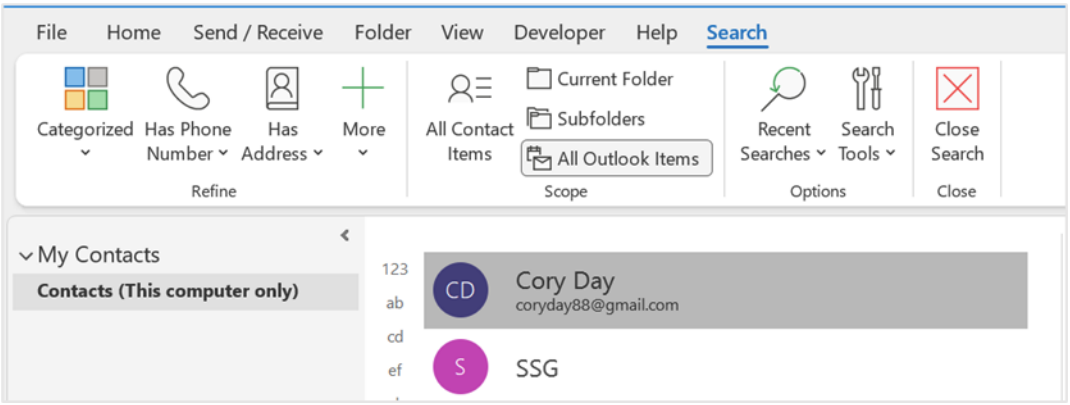

File
Home
Send / Receive
Folder
View
Developer
Help
New Contact
New Contact Group
New Items
New
Delete
Delete
Meeting
More
Communicate
People
Business C...
Card
Current View
Move
Mail Merge
Send to OneNote
Actions
Forward Contact
Share Contacts
Open Shared Contacts
Follow Up
As a Business Card
As an Outlook Contact
My Contacts
Contacts (This computer only)
Cory Day
coryday88@gmail.com
SSG
Cory Day
Learning & Development Tr
BLZ Furkidds


Search
File
Home
Send / Receive
Folder
View
Developer
Help
New Contact
New Contact Group
New Items
New
My Contacts
Contacts (This computer only)
SSG - Contact Group
File
Contact Group
Insert
Format Text
Review
Developer
Save & Close
Delete Group
Forward Group
Actions
Members
Notes
Show
Add Members
Remove Member
Update Now
From Outlook Contacts
From Address Book
New E-mail Contact
Email
Meeting
Communicate
Follow Up
Private
Tags
Zoom
Name
SSG
Name
Email
SSG 3
ssg3@outlook.com
SSG1
ssg1@outlook.com
SSG2
ssg2@outlook.com
SSG4
ssg4@outlook.com

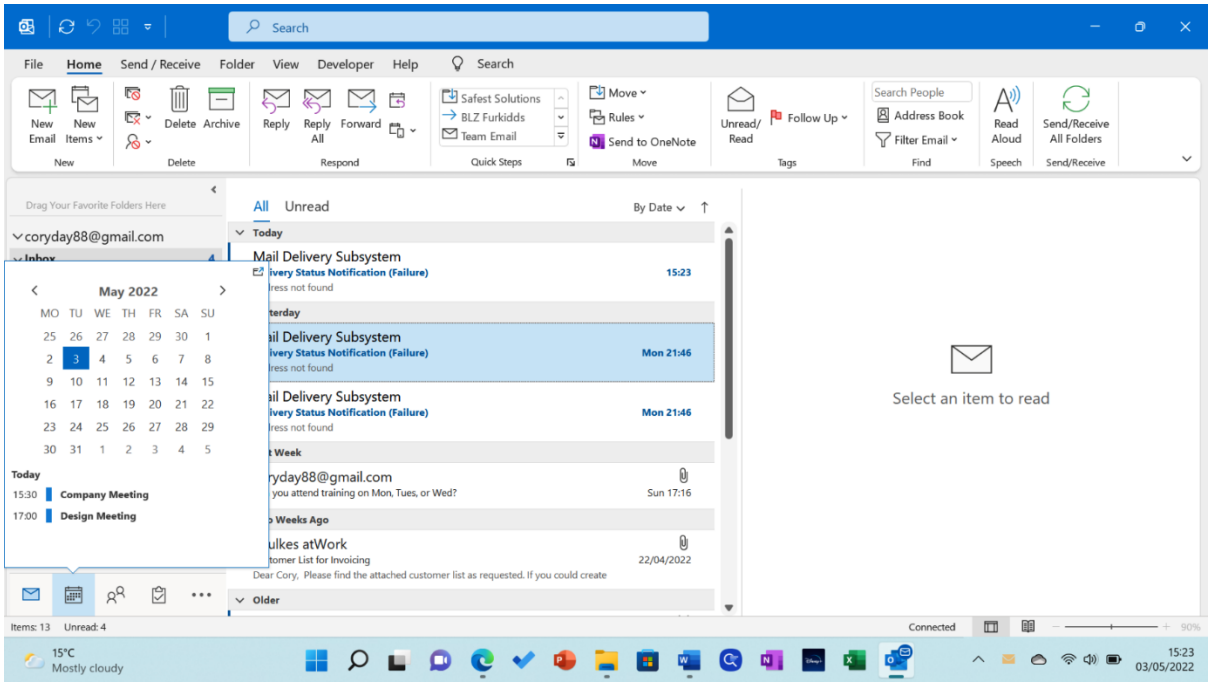

SSG - Contact Group
File
Contact Group
Insert
Draw
Format Text
Review
Developer
Save & Close
Delete Group
Forward Group
Actions
Members
Notes
Show
Add Members
Remove Member
Update Now
Members
Email
Meeting
Communicate
Follow Up
Private
Tags
Zoom
Zoom
Immersive Reader
Immersive
This client is one of our acquisitions for September

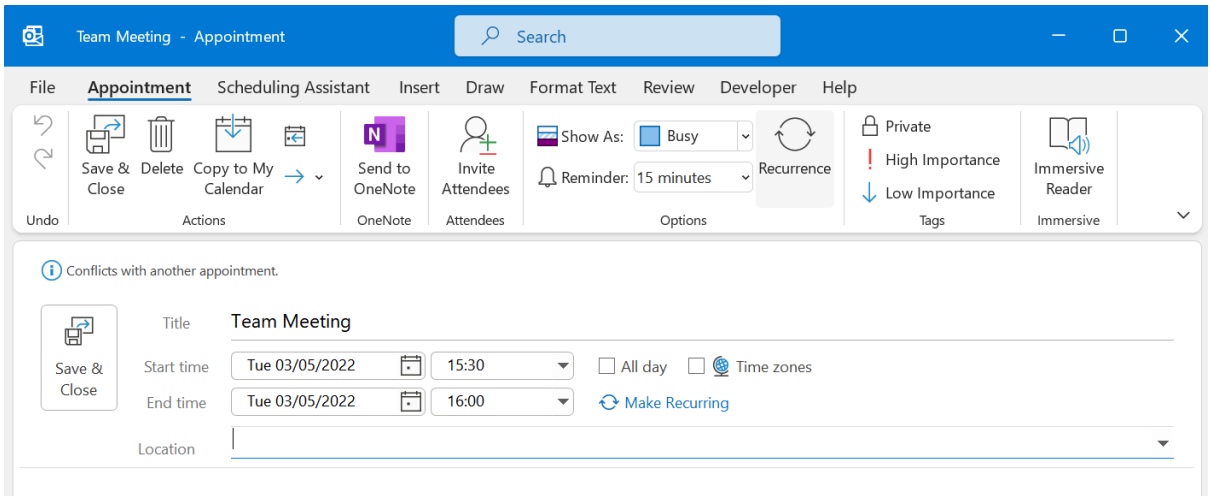

Company Meeting - Meeting
Search
File
Meeting
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Undo
Delete
Copy to My Calendar
Actions
Send to OneNote
OneNote
Cancel Invitation
Address Book
Check Names
Response Options
Attendees
Show As:
Busy
Reminder:
15 minutes
Recurrence
Options
Tags
Immersive Reader
Immersive
You haven't sent this meeting invitation yet.
Send
From
coryday88@gmail.com
Title
Company Meeting
Required
SSG
Optional
Start time
Tue 03/05/2022
14:00
All day
Time zones
End time
Tue 03/05/2022
15:00
Make Recurring
Location
Room Finder

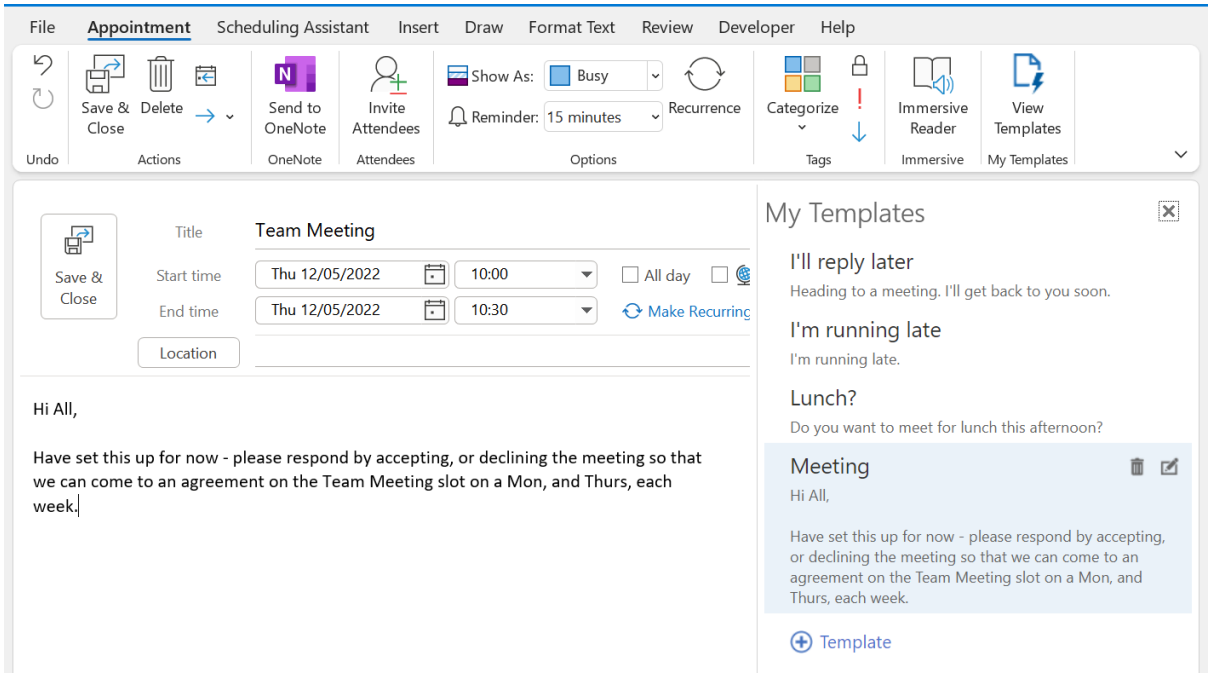

SSG
RESULTS (5)
SSG
SSG3
SSG1
SSG2
SSG4
ef
gh
ij
kl
mn
op
q
r
s
t
uv
w
x
y
z

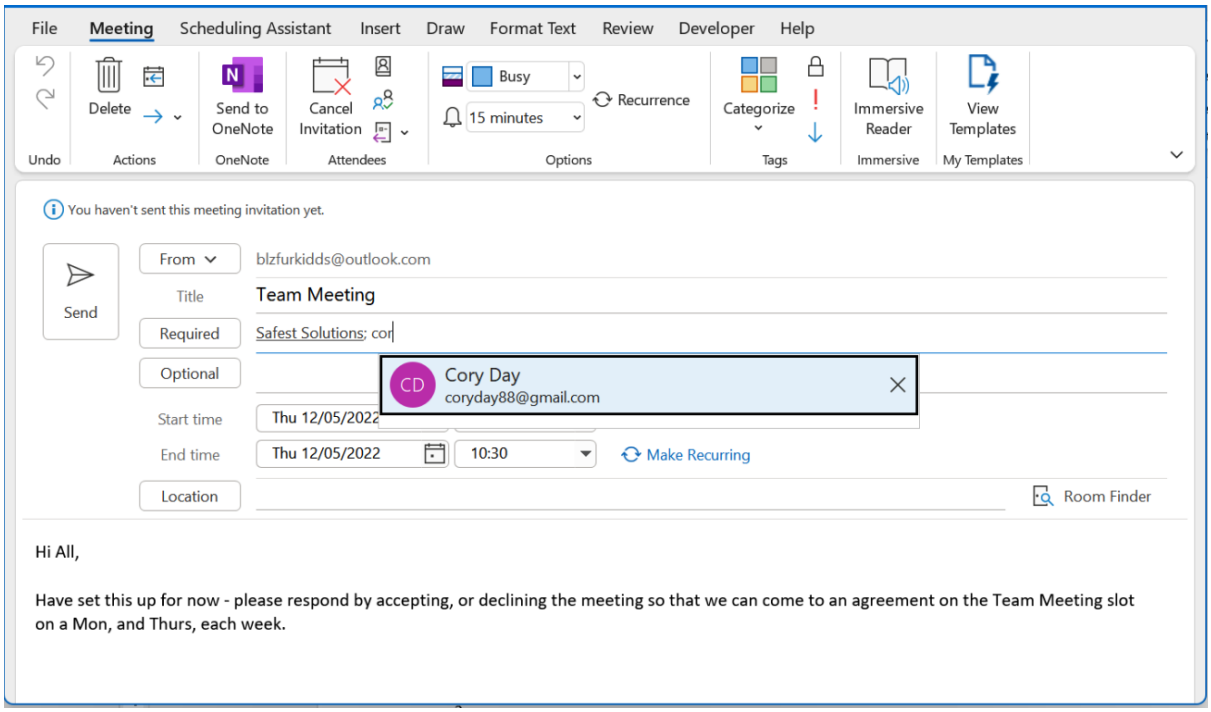

File
Home
Send / Receive
Folder
View
Developer
Help
Search
Categorized
Has Phone Number
Has Address
More
Refine
All Contact Items
Current Folder
Subfolders
All Outlook Items
Scope
Recent Searches
Search Tools
Options
Close Search
Close
My Contacts
Contacts (This computer only)
123
ab
cd
ef
CD
Cory Day
coryday88@gmail.com
S
SSG

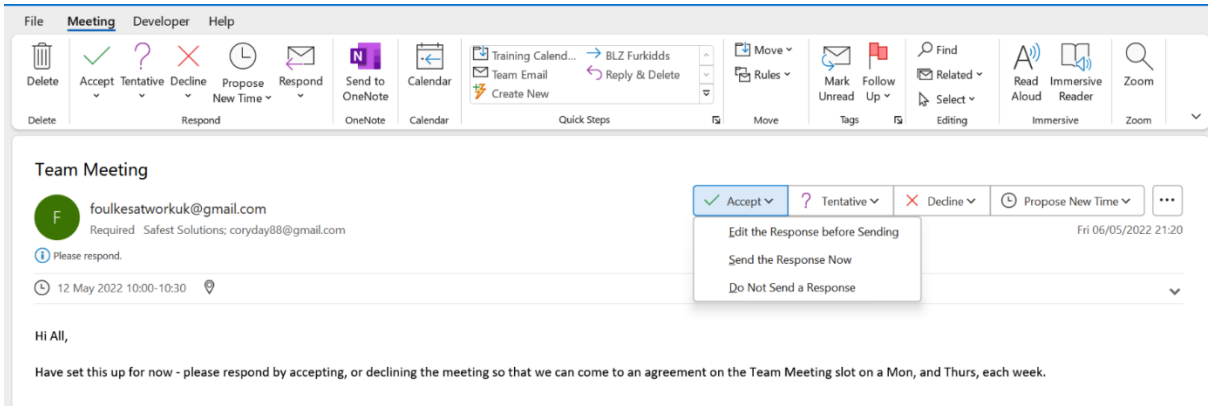
Chapter 15: Calendar Objects, Tasks, Notes, and Journal Entries

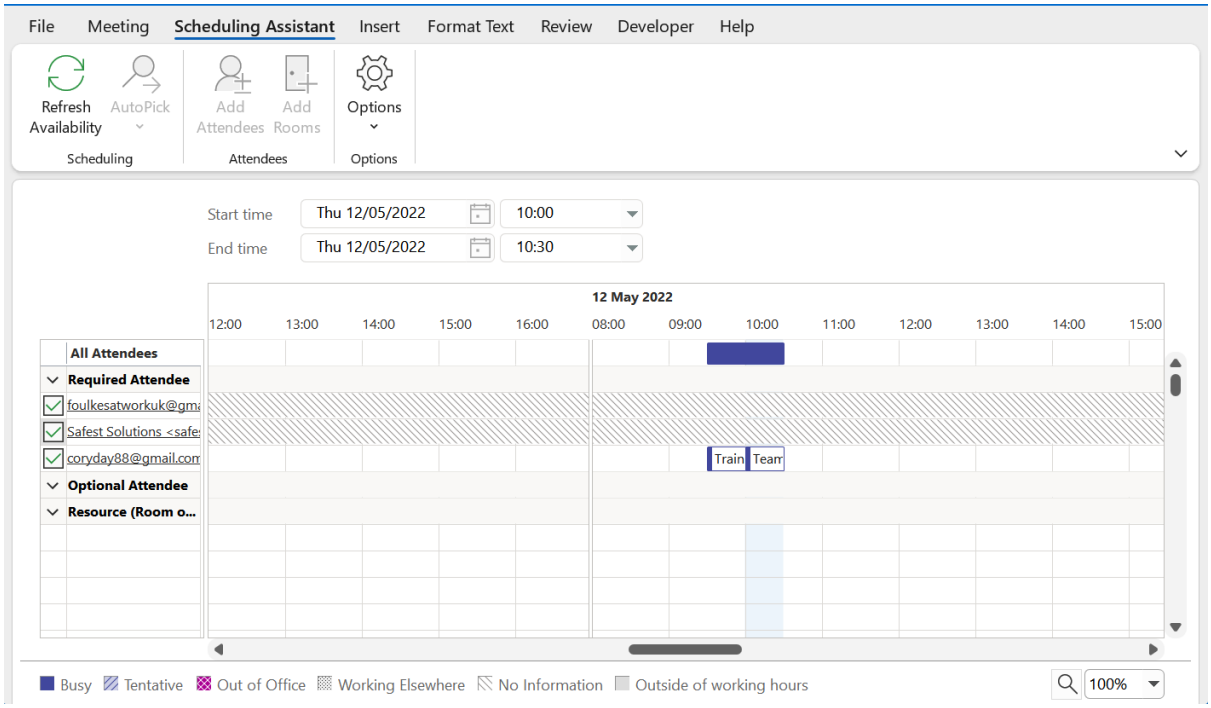


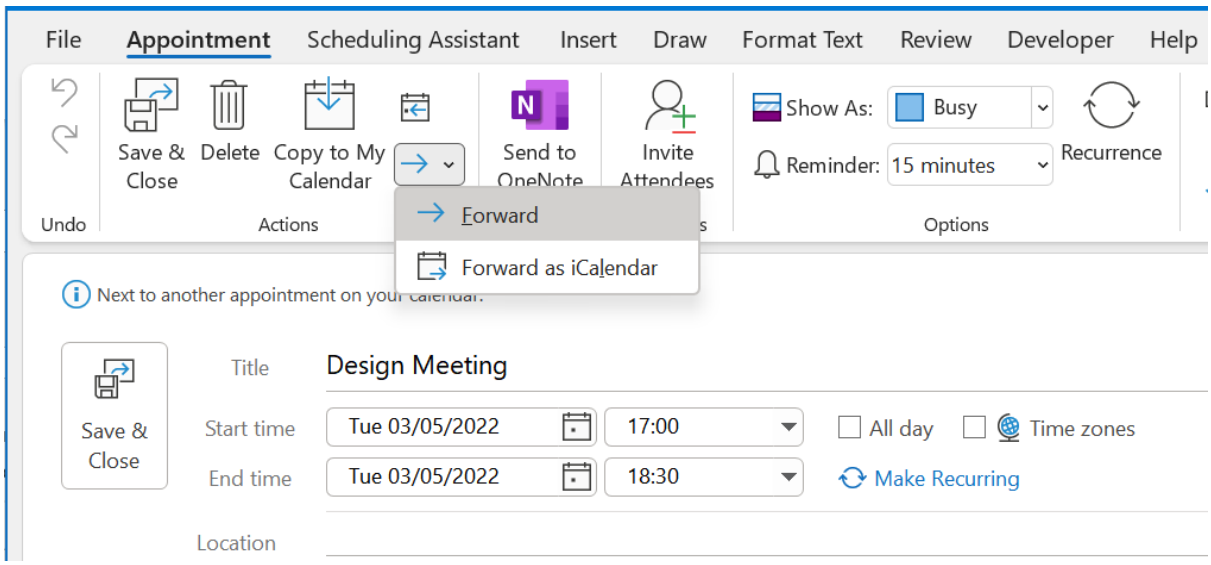


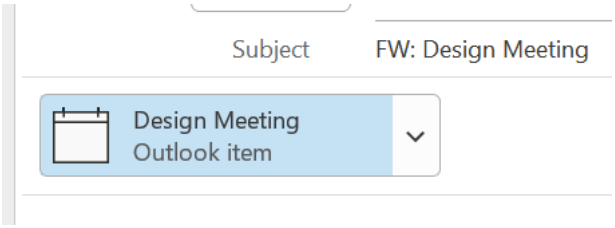

File
Appointment
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Save & Close
Delete
Send to OneNote
Invite Attendees
Show As:
Busy
Reminder:
15 minutes
Recurrence
Categorize
Immersive Reader
View Templates
Undo
Actions
OneNote
Attendees
Options
Tags
Immersive
My Templates
Title
Team Meeting
Start time
Thu 12/05/2022
10:00
All day
End time
Thu 12/05/2022
10:30
Make Recurring
Location
Hi All,
Have set this up for now - please respond by accepting, or declining the meeting so that we can come to an agreement on the Team Meeting slot on a Mon, and Thurs, each week.
My Templates
I'll reply later
Heading to a meeting. I'll get back to you soon.
I'm running late
I'm running late.
Lunch?
Do you want to meet for lunch this afternoon?
Meeting
Hi All,
Have set this up for now - please respond by accepting, or declining the meeting so that we can come to an agreement on the Team Meeting slot on a Mon, and Thurs, each week.
Template

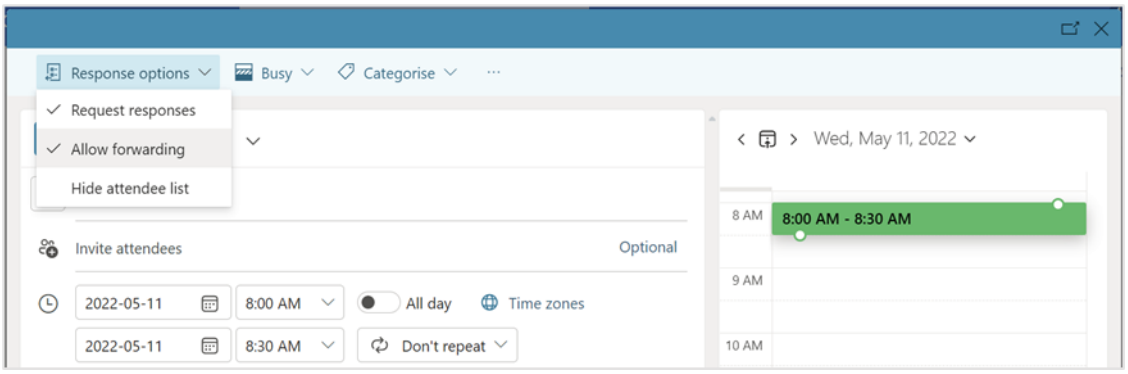

File
Meeting
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Delete
Send to OneNote
Cancel Invitation
Busy
15 minutes
Recurrence
Categorize
Immersive Reader
View Templates
Undo
Actions
OneNote
Attendees
Options
Tags
Immersive
My Templates
You haven't sent this meeting invitation yet.
Send
From
blzfurkidds@outlook.com
Title
Team Meeting
Required
Safest Solutions; cor
Optional
Cory Day
coryday88@gmail.com
Start time
Thu 12/05/2022
End time
Thu 12/05/2022
10:30
Make Recurring
Location
Room Finder
Hi All,
Have set this up for now - please respond by accepting, or declining the meeting so that we can come to an agreement on the Team Meeting slot on a Mon, and Thurs, each week.

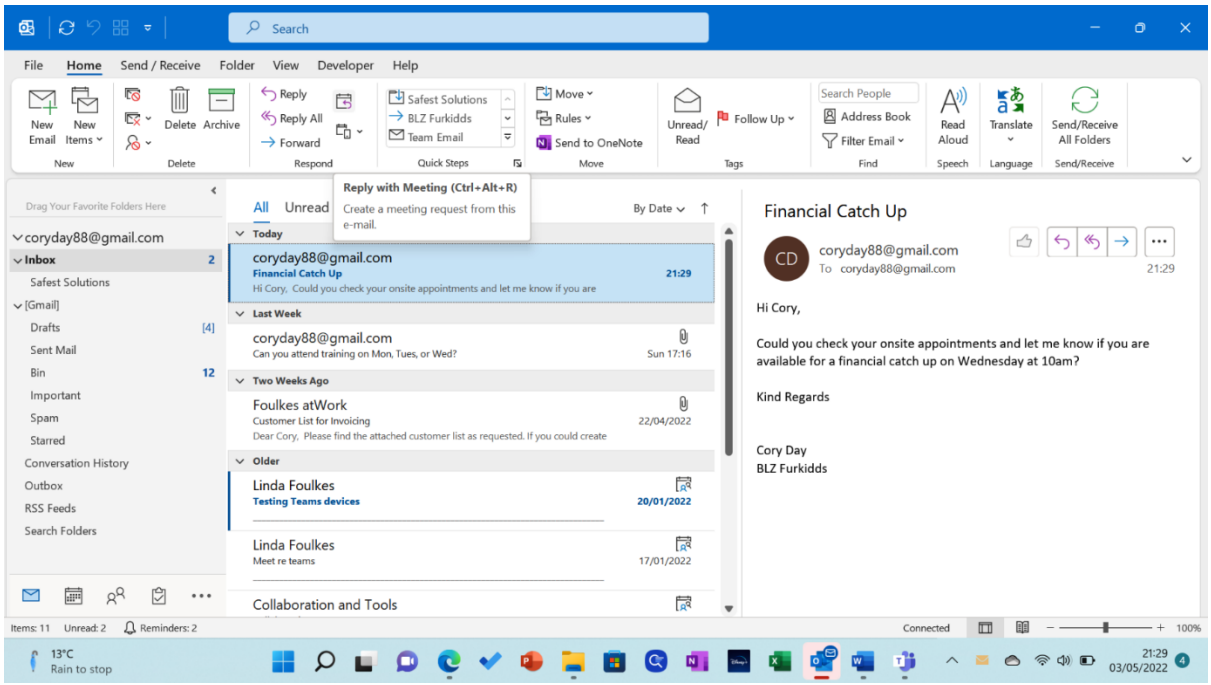

File
Meeting
Developer
Help
Delete
Accept
Tentative
Decline
Propose New Time
Respond
Send to OneNote
Calendar
Training Calend...
Team Email
Create New
BLZ Furkidds
Reply & Delete
Move
Rules
Mark Unread
Follow Up
Find
Related
Select
Read Aloud
Immersive Reader
Zoom
Delete
Respond
OneNote
Calendar
Quick Steps
Move
Tags
Editing
Immersive
Zoom
Team Meeting
foulkesatworkuk@gmail.com
Required Safest Solutions; coryday88@gmail.com
Please respond.
12 May 2022 10:00-10:30
Accept
Tentative
Decline
Propose New Time
Edit the Response before Sending
Send the Response Now
Do Not Send a Response
Fri 06/05/2022 21:20
Hi All,
Have set this up for now - please respond by accepting, or declining the meeting so that we can come to an agreement on the Team Meeting slot on a Mon, and Thurs, each week.

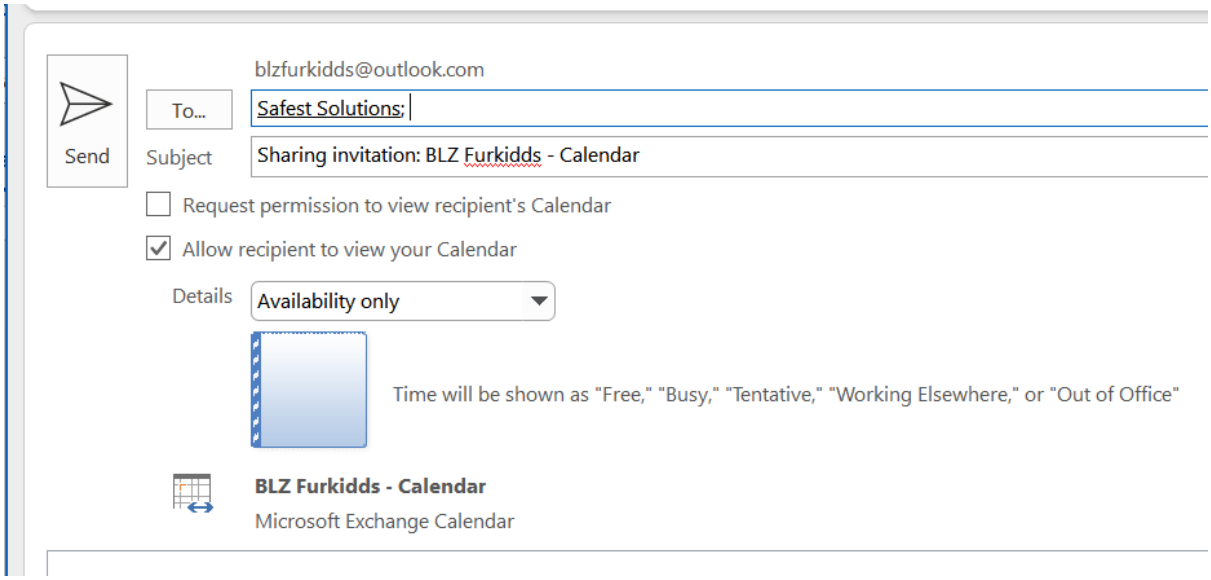

File
Meeting
Scheduling Assistant
Insert
Format Text
Review
Developer
Help
Refresh Availability
AutoPick
Scheduling
Add Attendees
Add Rooms
Attendees
Options
Options
Start time
Thu 12/05/2022
10:00
End time
Thu 12/05/2022
10:30
12 May 2022
All Attendees
Required Attendee
foulkesatworkuk@gma
Safest Solutions <safe
coryday88@gmail.com
Optional Attendee
Resource (Room o...
Train
Team
Busy
Tentative
Out of Office
Working Elsewhere
No Information
Outside of working hours
100%

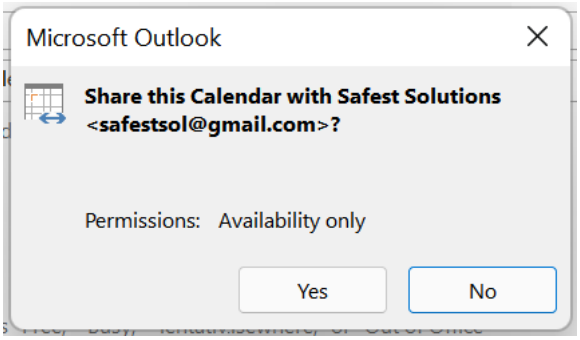

File
Appointment
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Undo
Save & Close
Delete
Copy to My Calendar
Send to OneNote
Invite Attendees
Actions
Show As:
Busy
Reminder:
15 minutes
Recurrence
Options
Forward
Forward as iCalendar
Next to another appointment on your calendar.
Save & Close
Title
Design Meeting
Start time
Tue 03/05/2022
17:00
All day
Time zones
End time
Tue 03/05/2022
18:30
Make Recurring
Location

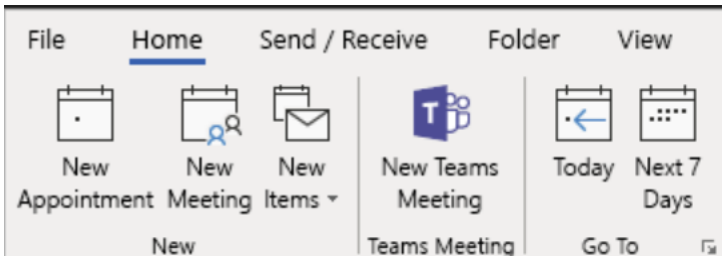

Subject
FW: Design Meeting
Design Meeting
Outlook item

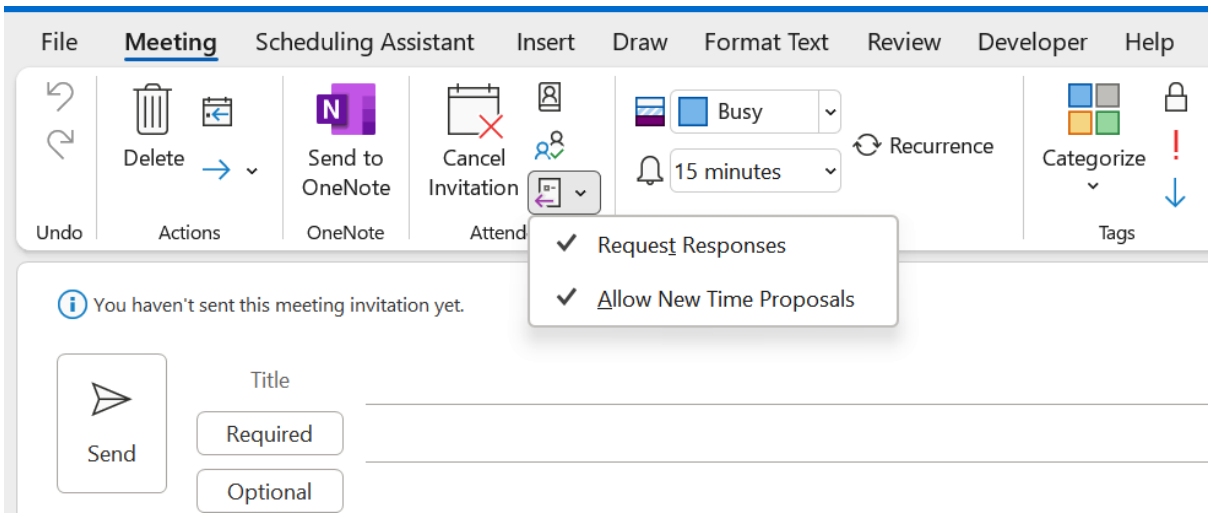

Response options
Busy
Categorise
Request responses
Allow forwarding
Hide attendee list
Invite attendees
Optional
2022-05-11
8:00 AM
All day
Time zones
2022-05-11
8:30 AM
Don't repeat
Wed, May 11, 2022
8 AM
8:00 AM - 8:30 AM
9 AM
10 AM

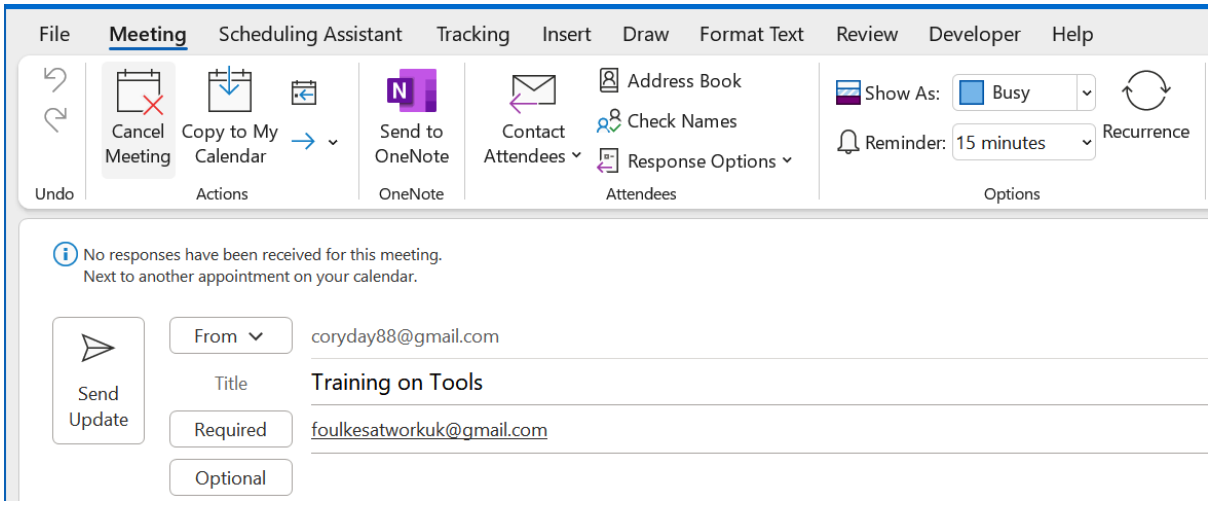

Search
File
Home
Send / Receive
Folder
View
Developer
Help
New Email
New Items
Delete
Archive
Reply
Reply All
Forward
Safest Solutions
BLZ Furkidds
Team Email
Move
Rules
Send to OneNote
Unread/ Read
Follow Up
Search People
Address Book
Filter Email
Read Aloud
Translate
Send/Receive All Folders
Reply with Meeting (Ctrl+Alt+R)
Create a meeting request from this e-mail.
All
Unread
By Date
coryday88@gmail.com
Inbox
Safest Solutions
[Gmail]
Drafts
Sent Mail
Bin
Important
Spam
Starred
Conversation History
Outbox
RSS Feeds
Search Folders
Today
coryday88@gmail.com
Financial Catch Up
21:29
Hi Cory, Could you check your onsite appointments and let me know if you are
Last Week
coryday88@gmail.com
Can you attend training on Mon, Tues, or Wed?
Sun 17:16
Two Weeks Ago
Foulkes atWork
Customer List for Invoicing
22/04/2022
Dear Cory, Please find the attached customer list as requested. If you could create
Older
Linda Foulkes
Testing Teams devices
20/01/2022
Linda Foulkes
Meet re teams
17/01/2022
Collaboration and Tools
Financial Catch Up
coryday88@gmail.com
To coryday88@gmail.com
21:29
Hi Cory,
Could you check your onsite appointments and let me know if you are available for a financial catch up on Wednesday at 10am?
Kind Regards
Cory Day
BLZ Furkidds
Items: 11
Unread: 2
Reminders: 2
Connected
100%
13°C
Rain to stop
21:29
03/05/2022

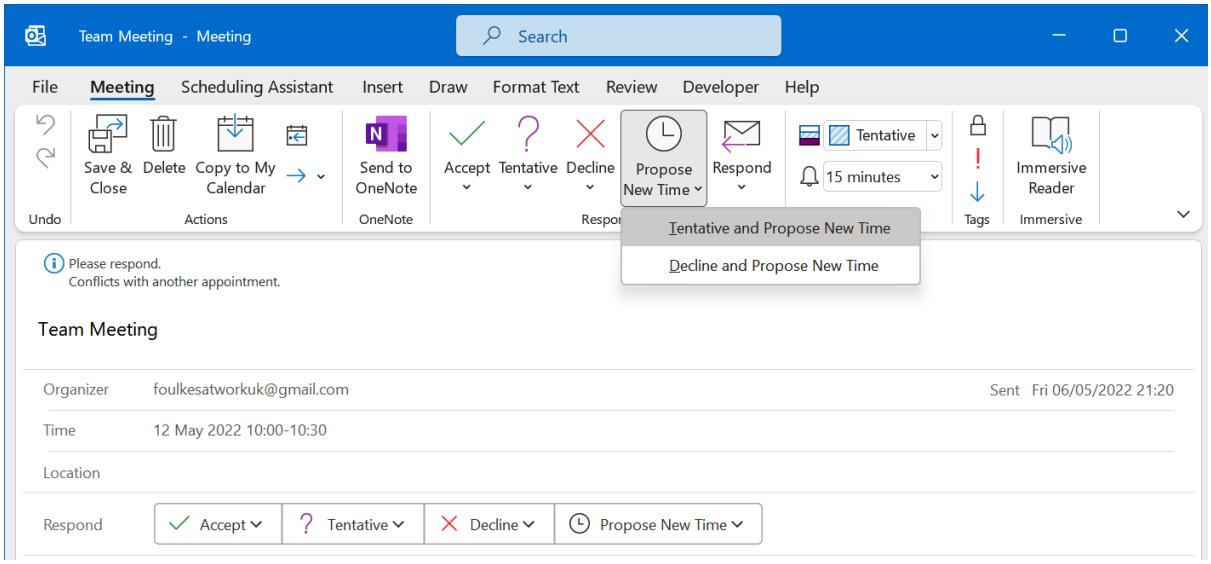

Send
blzfurkidds@outlook.com
To...
Safest Solutions;
Subject
Sharing invitation: BLZ Furkidds - Calendar
Request permission to view recipient's Calendar
Allow recipient to view your Calendar
Details
Availability only
Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"
BLZ Furkidds - Calendar
Microsoft Exchange Calendar

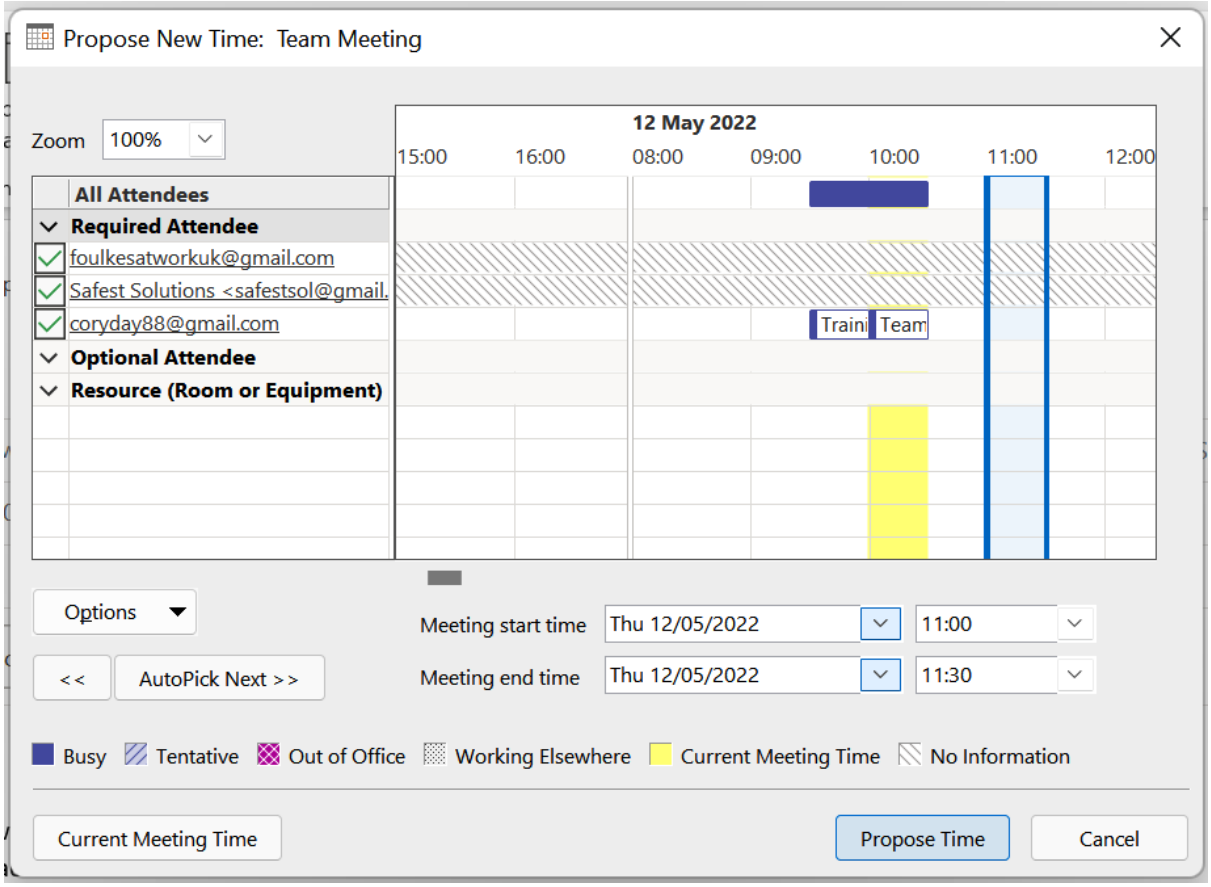

Microsoft Outlook
Share this Calendar with Safest Solutions <safestsol@gmail.com>?
Permissions: Availability only
Yes
No


File
Home
Send / Receive
Folder
View
New Appointment
New Meeting
New Items
New
New Teams Meeting
Teams Meeting
Today
Next 7 Days
Go To


File
Meeting
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Undo
Delete
Actions
Send to OneNote
OneNote
Cancel Invitation
Attend
Busy
15 minutes
Recurrence
Categorize
Tags
Request Responses
Allow New Time Proposals
You haven't sent this meeting invitation yet.
Send
Title
Required
Optional


File
Meeting
Scheduling Assistant
Tracking
Insert
Draw
Format Text
Review
Developer
Help
Undo
Cancel Meeting
Copy to My Calendar
Actions
Send to OneNote
OneNote
Contact Attendees
Address Book
Check Names
Response Options
Attendees
Show As:
Busy
Reminder:
15 minutes
Recurrence
Options
No responses have been received for this meeting.
Next to another appointment on your calendar.
Send Update
From
coryday88@gmail.com
Title
Training on Tools
Required
foulkesatworkuk@gmail.com
Optional


Team Meeting - Meeting
Search
File
Meeting
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Undo
Save & Close
Delete
Copy to My Calendar
Actions
Send to OneNote
OneNote
Accept
Tentative
Decline
Propose New Time
Respond
Tentative
15 minutes
Tags
Immersive Reader
Immersive
Tentative and Propose New Time
Decline and Propose New Time
Please respond.
Conflicts with another appointment.
Team Meeting
Organizer
foulkesatworkuk@gmail.com
Sent Fri 06/05/2022 21:20
Time
12 May 2022 10:00-10:30
Location
Respond
Accept
Tentative
Decline
Propose New Time


Propose New Time: Team Meeting
Zoom
100%
12 May 2022
15:00
16:00
08:00
09:00
10:00
11:00
12:00
All Attendees
Required Attendee
foulkesatworkuk@gmail.com
Safest Solutions <safestsol@gmail.
coryday88@gmail.com
Traini
Team
Optional Attendee
Resource (Room or Equipment)
Options
<<
AutoPick Next >>
Meeting start time
Thu 12/05/2022
11:00
Meeting end time
Thu 12/05/2022
11:30
Busy
Tentative
Out of Office
Working Elsewhere
Current Meeting Time
No Information
Current Meeting Time
Propose Time
Cancel

Compliance Review (Training) - Meeting

Search

File | Meeting | Scheduling Assistant | Tracking | Insert | Format Text | Review | Developer | Help

Copy Status to Clipboard

Export

The following responses to this meeting have been received:

Name	Attendance	Response
blzfurkidds@outlook.com	Meeting Organizer	None
Safest Solutions	Required Attendee	Accepted
foulkesatworkuk@gmail.com	Required Attendee	Tentative
Cory Day	Required Attendee	None
Add a name here		

Today | 9 - 13 May 2022 | Washington, D.C. | Today 52°F/46°F | Tomorrow 64°F/49°F

	Monday	Tuesday	Wednesday	Thursday
	9	10		12
				Marketing Meeting
				+4
15:00				
16:00		Compliance Review (Training);		
17:00		Team Catch Up; blzfurkidds		Team Catch Up; blzfurkidds

Open Recurring Item

This is one appointment in a series. What do you want to open?

- Just this one
- The entire series

OK | Cancel

Save & Close

Title: Training for Marathon

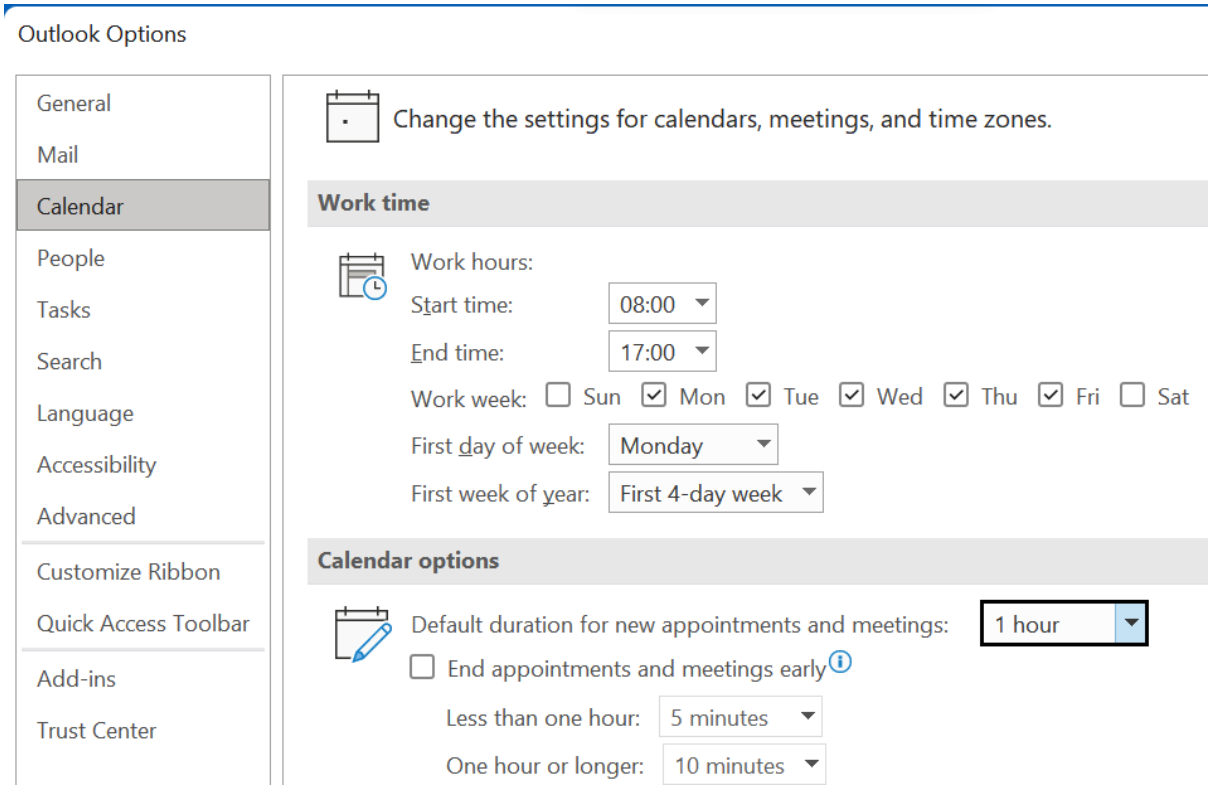
Start time: Wed 11/05/2022 10:00 | All day | Time zones

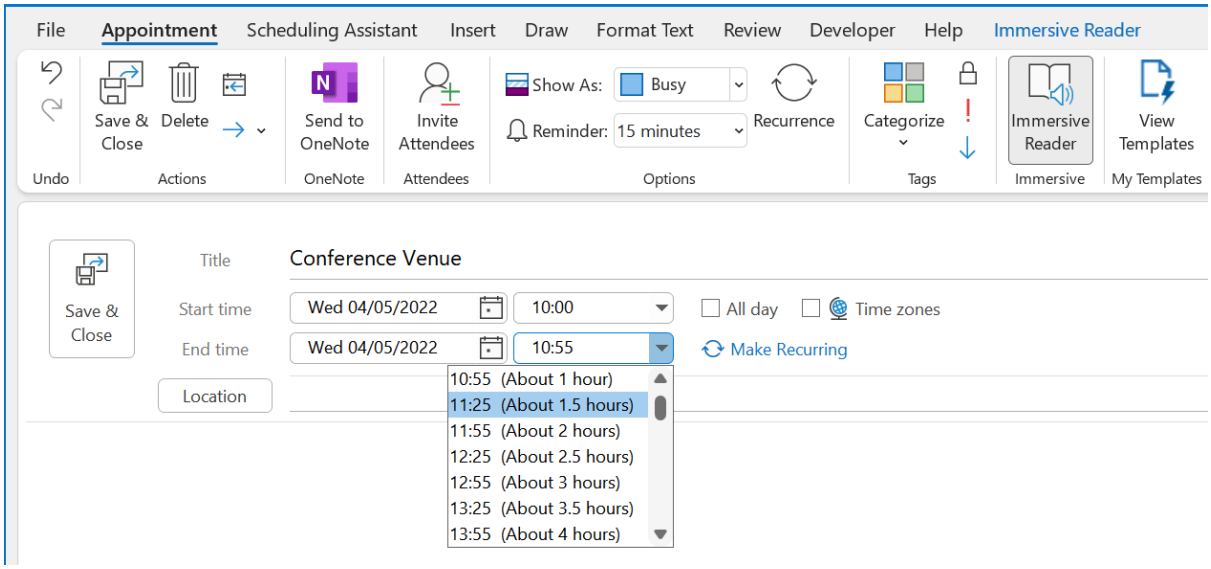
End time: Wed 11/05/2022 11:25 | Make Recurring

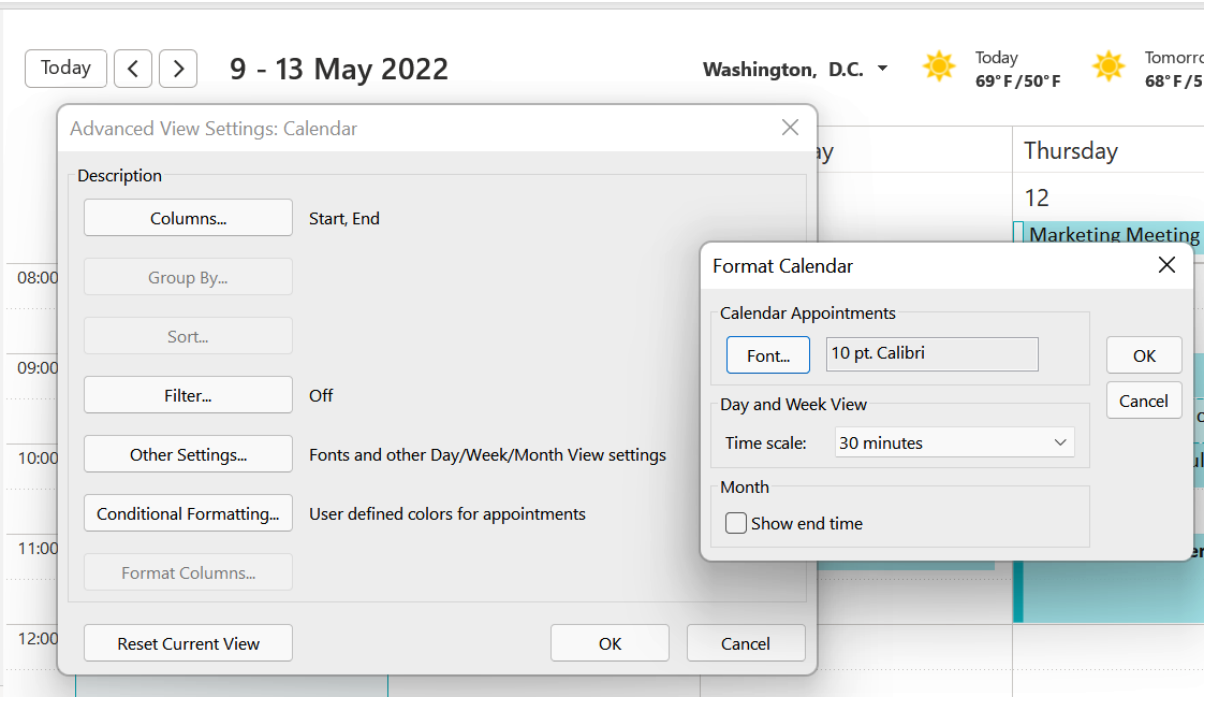
Location

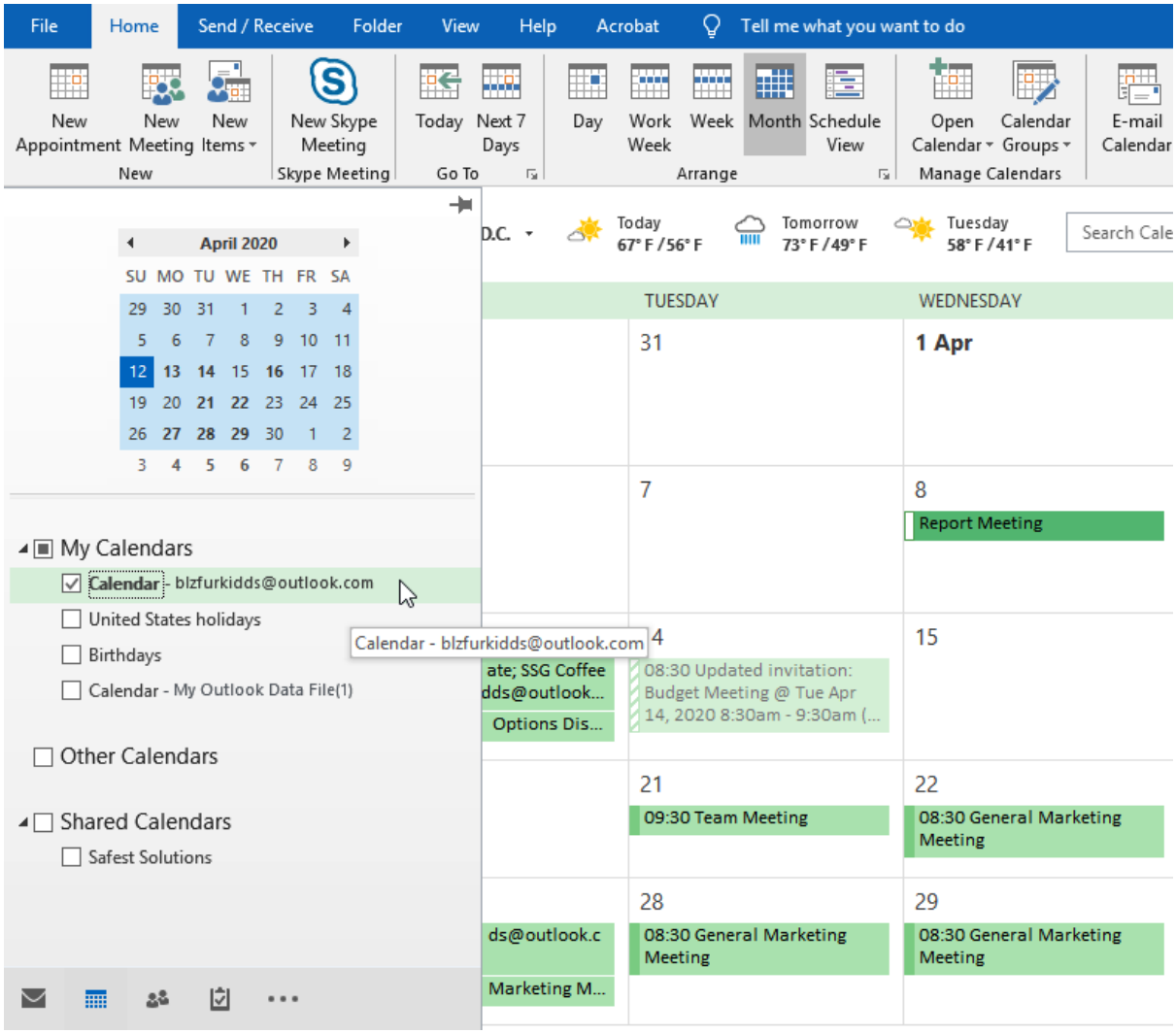
Hi @co

- C — coryday88@gmail.com — coryday88@gmail.com
- SS — Safest Solutions <safestsol@gmail.c... — safestsol@gmail.com

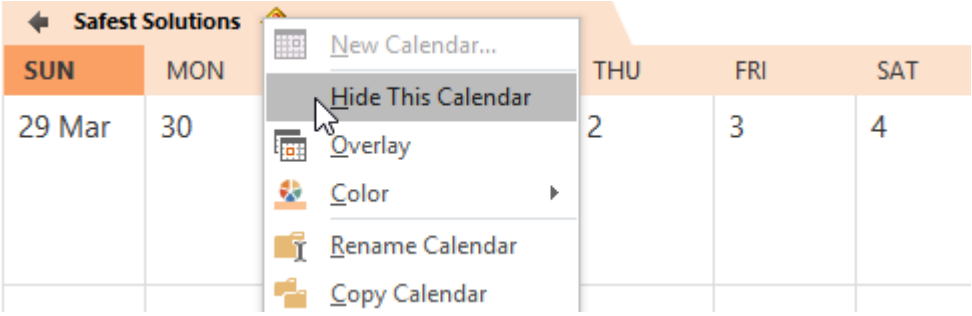

Outlook Options
General
Mail
Calendar
People
Tasks
Search
Language
Accessibility
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Change the settings for calendars, meetings, and time zones.
Work time
Work hours:
Start time: 08:00
End time: 17:00
Work week: Sun Mon Tue Wed Thu Fri Sat
First day of week: Monday
First week of year: First 4-day week
Calendar options
Default duration for new appointments and meetings: 1 hour
End appointments and meetings early
Less than one hour: 5 minutes
One hour or longer: 10 minutes

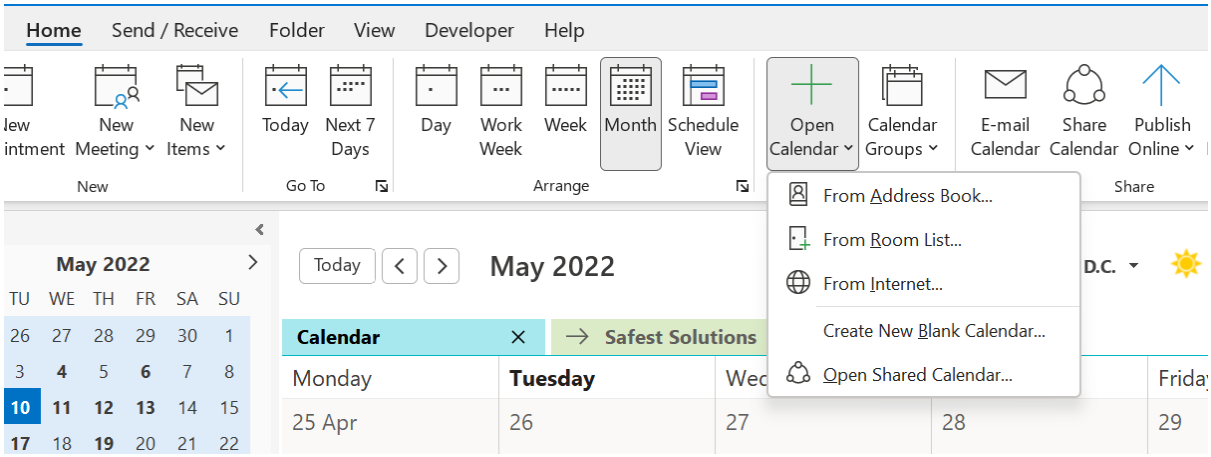

File
Appointment
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Immersive Reader
Save & Close
Delete
Send to OneNote
Invite Attendees
Show As: Busy
Reminder: 15 minutes
Recurrence
Categorize
Immersive Reader
View Templates
Undo
Actions
OneNote
Attendees
Options
Tags
Immersive
My Templates
Save & Close
Title
Conference Venue
Start time
Wed 04/05/2022
10:00
All day
Time zones
End time
Wed 04/05/2022
10:55
Make Recurring
Location
10:55 (About 1 hour)
11:25 (About 1.5 hours)
11:55 (About 2 hours)
12:25 (About 2.5 hours)
12:55 (About 3 hours)
13:25 (About 3.5 hours)
13:55 (About 4 hours)

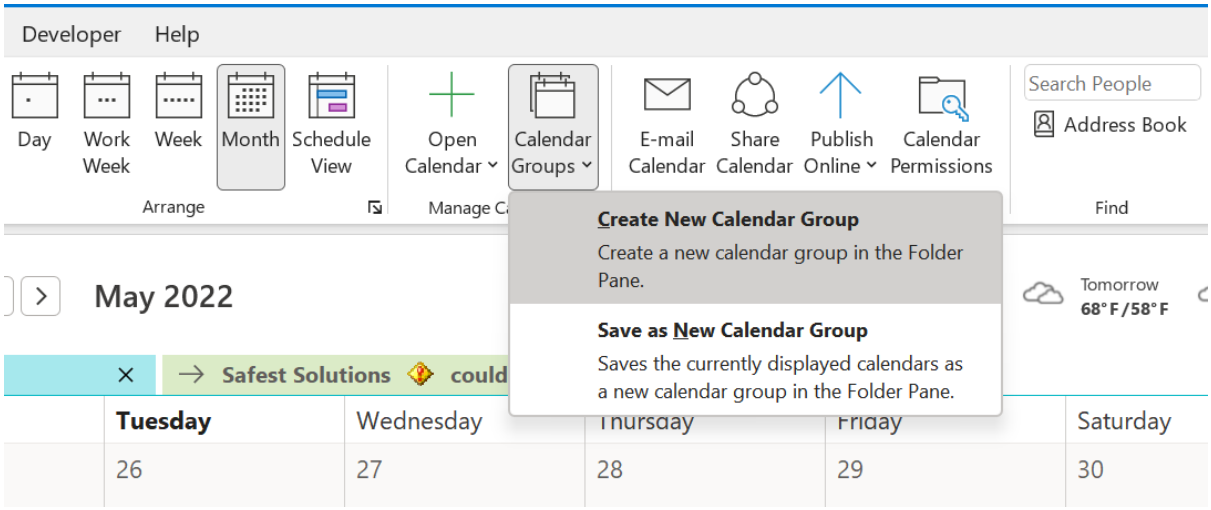

Today
9 - 13 May 2022
Washington, D.C.
Today
69° F / 50° F
Tomorro
68° F / 5
Advanced View Settings: Calendar
Description
Columns...
Start, End
Group By...
Sort...
Filter...
Off
Other Settings...
Fonts and other Day/Week/Month View settings
Conditional Formatting...
User defined colors for appointments
Format Columns...
Reset Current View
OK
Cancel
Format Calendar
Calendar Appointments
Font...
10 pt. Calibri
OK
Cancel
Day and Week View
Time scale:
30 minutes
Month
Show end time
Thursday
12
Marketing Meeting
08:00
09:00
10:00
11:00
12:00

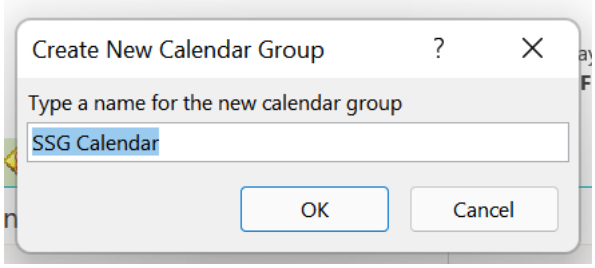

File
Home
Send / Receive
Folder
View
Help
Acrobat
Tell me what you want to do
New Appointment
New Meeting
New Items
New
New Skype Meeting
Skype Meeting
Today
Next 7 Days
Go To
Day
Work Week
Week
Month
Schedule View
Arrange
Open Calendar
Calendar Groups
Manage Calendars
E-mail Calendar
April 2020
SU MO TU WE TH FR SA
My Calendars
Calendar - blzfurkidds@outlook.com
United States holidays
Birthdays
Calendar - My Outlook Data File(1)
Other Calendars
Shared Calendars
Safest Solutions
Today
67° F / 56° F
Tomorrow
73° F / 49° F
Tuesday
58° F / 41° F
Search Cale
TUESDAY
WEDNESDAY
31
1 Apr
7
8
Report Meeting
Calendar - blzfurkidds@outlook.com
4
15
08:30 Updated invitation: Budget Meeting @ Tue Apr 14, 2020 8:30am - 9:30am (...
Options Dis...
21
09:30 Team Meeting
22
08:30 General Marketing Meeting
28
29
08:30 General Marketing Meeting
08:30 General Marketing Meeting
Marketing M...

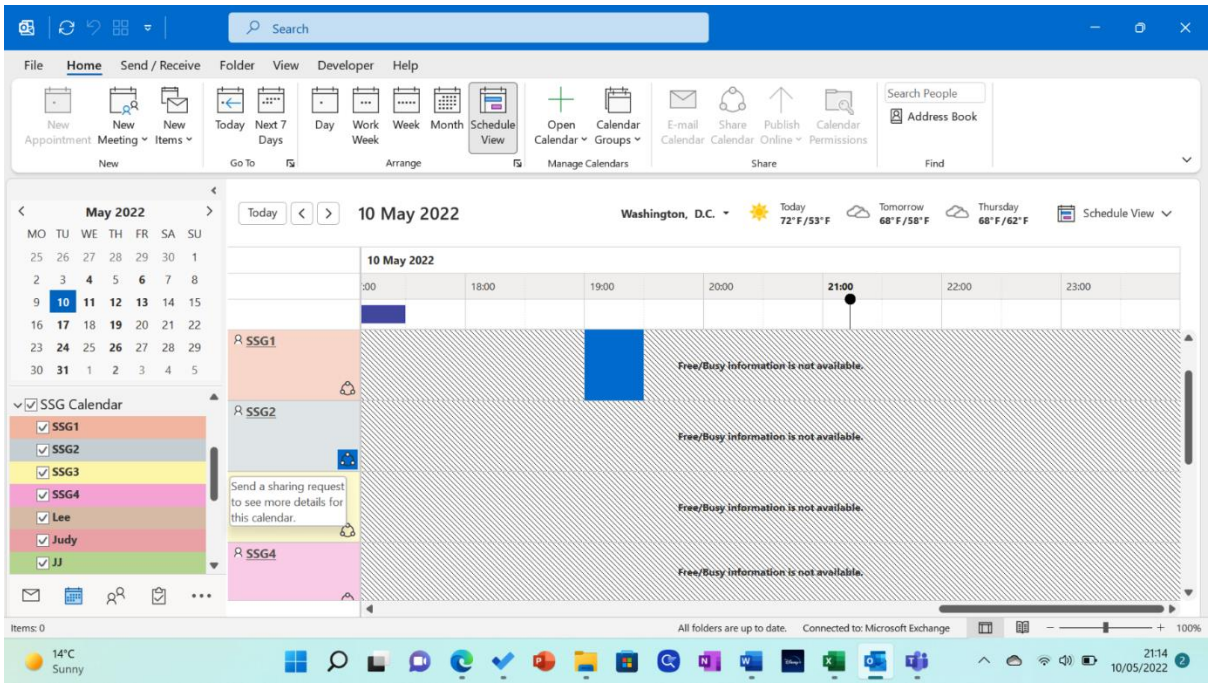
May 2022
Today
Washington, D.C.
Month
Calendar
Safest Solutions could not be updated
Shared Calendars
Safest Solutions
Judy
Linda Foulkes (foulkesatwo...
coryday88@gmail.com
blzfurkidds@outlook.com
Items: 19
All folders are up to date.
Connected to: Microsoft Exchange

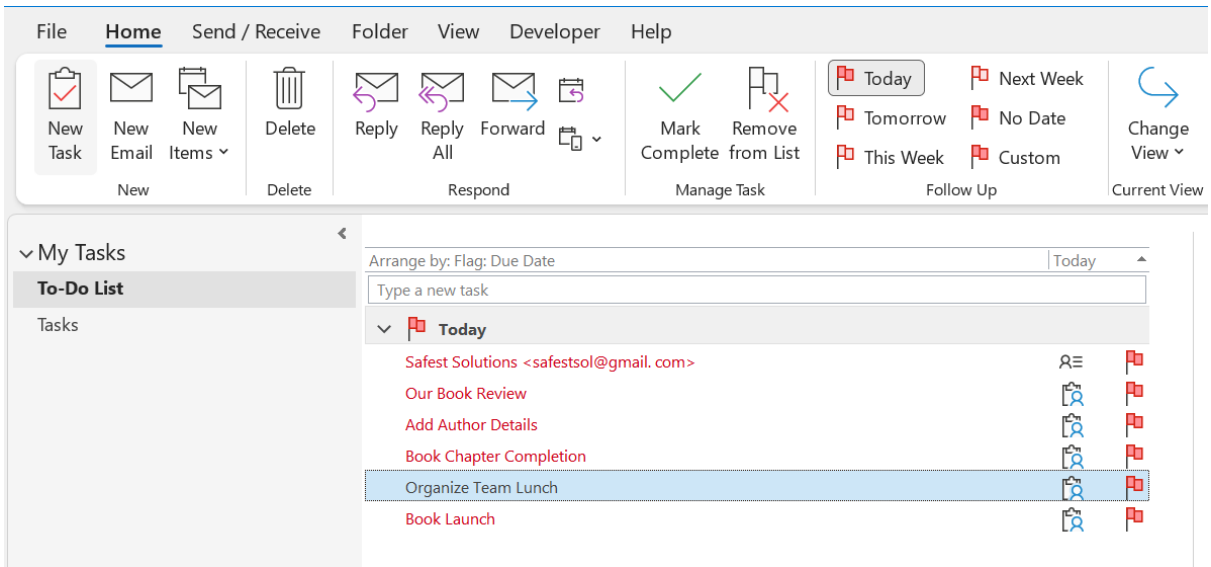

Safest Solutions
SUN
MON
THU
FRI
SAT
29 Mar
30
2
3
4
New Calendar...
Hide This Calendar
Overlay
Color
Rename Calendar
Copy Calendar

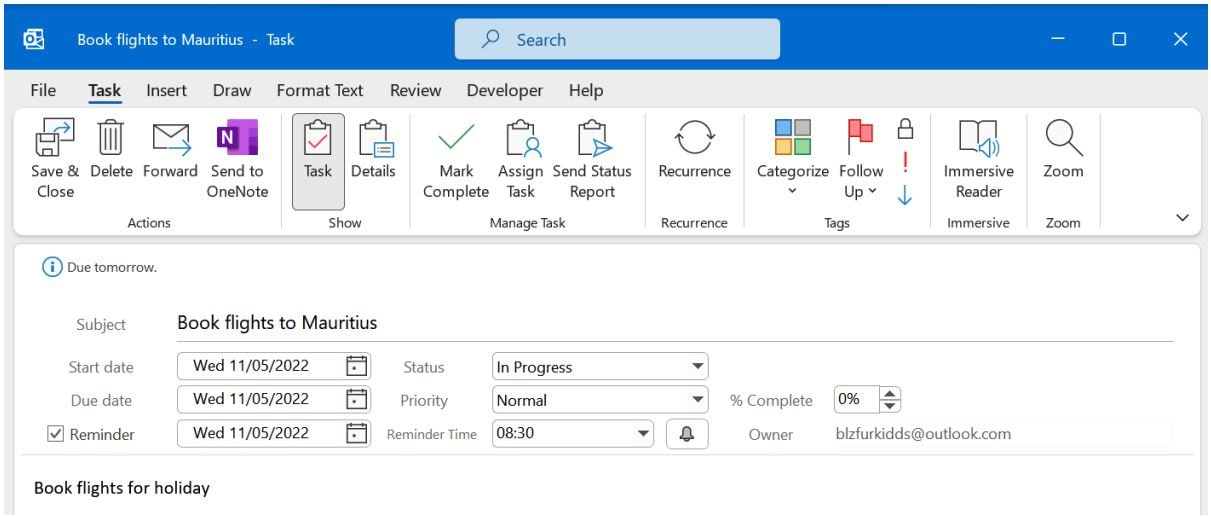

Home
Send / Receive
Folder
View
Developer
Help
New Meeting
New Items
New
Today
Next 7 Days
Go To
Day
Work Week
Week
Month
Schedule View
Arrange
Open Calendar
Calendar Groups
E-mail Calendar
Share Calendar
Publish Online
Share
From Address Book...
From Room List...
From Internet...
Create New Blank Calendar...
Open Shared Calendar...
May 2022
Today
Calendar
Safest Solutions
Monday
Tuesday
25 Apr
26
27
28
29

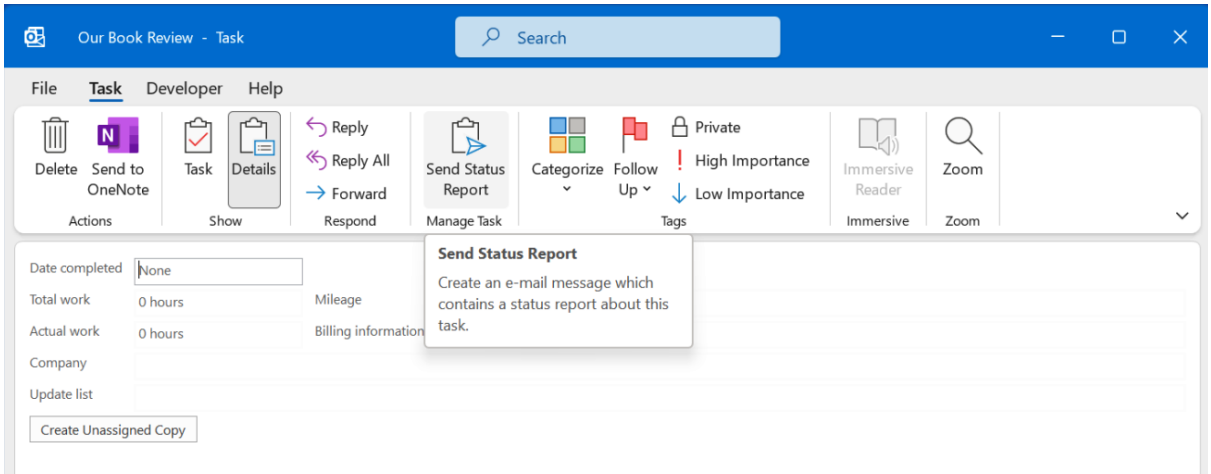

Developer
Help
Day
Work Week
Week
Month
Schedule View
Arrange
Open Calendar
Calendar Groups
E-mail Calendar
Share Calendar
Publish Online
Calendar Permissions
Search People
Address Book
Find
Create New Calendar Group
Create a new calendar group in the Folder Pane.
Save as New Calendar Group
Saves the currently displayed calendars as a new calendar group in the Folder Pane.
May 2022
Tomorrow
68° F / 58° F
Safest Solutions
Tuesday
Wednesday
Saturday
26
27
28
29
30

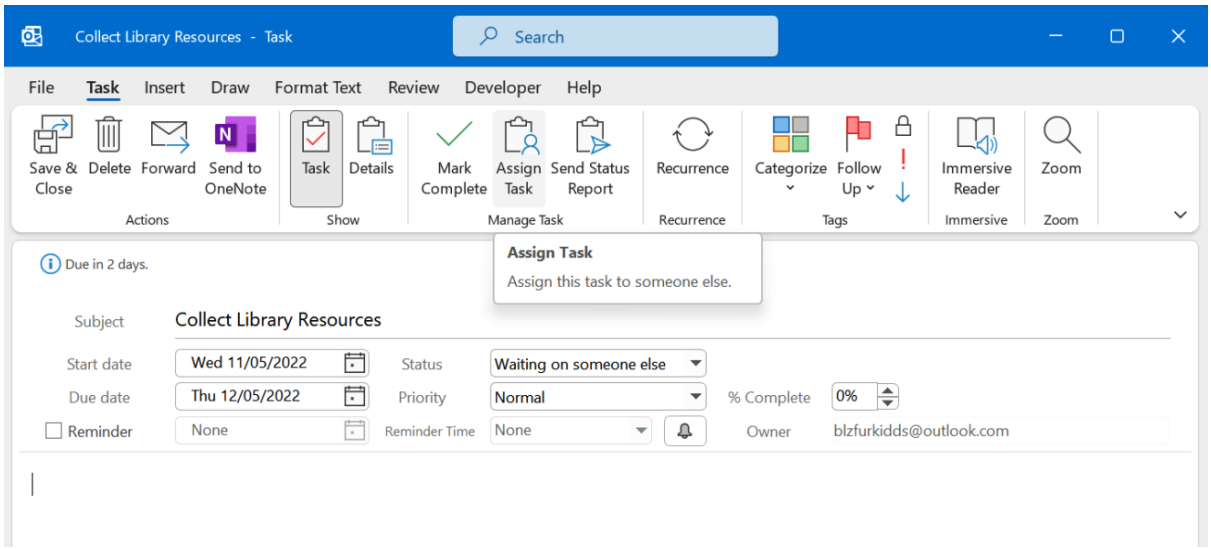

Create New Calendar Group
Type a name for the new calendar group
SSG Calendar
OK
Cancel

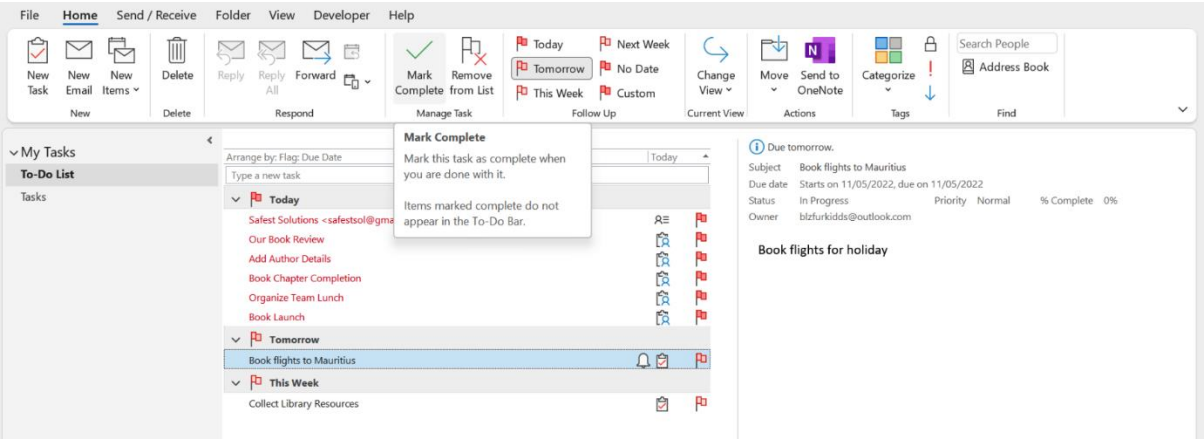

Search
File
Home
Send / Receive
Folder
View
Developer
Help
New Appointment
New Meeting
New Items
Today
Next 7 Days
Day
Work Week
Week
Month
Schedule View
Open Calendar
Calendar Groups
E-mail Calendar
Share Calendar
Publish Online
Calendar Permissions
Search People
Address Book
New
Go To
Arrange
Manage Calendars
Share
Find
May 2022
10 May 2022
Washington, D.C.
Today 72°F/53°F
Tomorrow 68°F/58°F
Thursday 68°F/62°F
Schedule View
SSG Calendar
SSG1
SSG2
SSG3
SSG4
Lee
Judy
JJ
Send a sharing request to see more details for this calendar.
Free/Busy information is not available.
Items: 0
All folders are up to date.
Connected to: Microsoft Exchange
100%
14°C Sunny
21:14
10/05/2022

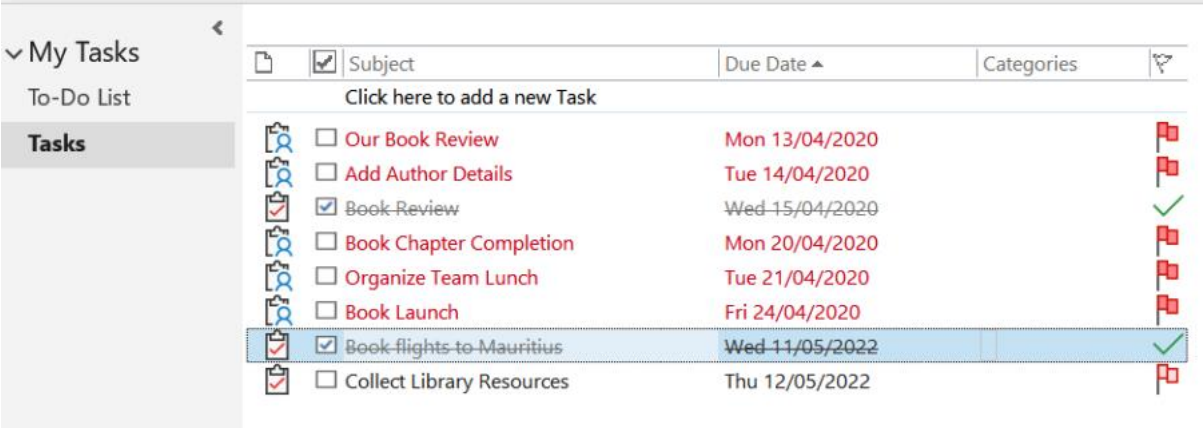

File
Home
Send / Receive
Folder
View
Developer
Help
New Task
New Email
New Items
Delete
Reply
Reply All
Forward
Mark Complete
Remove from List
Today
Tomorrow
This Week
Next Week
No Date
Custom
Change View
New
Delete
Respond
Manage Task
Follow Up
Current View
My Tasks
To-Do List
Tasks
Arrange by: Flag: Due Date
Today
Type a new task
Today
Safest Solutions <safestsol@gmail. com>
Our Book Review
Add Author Details
Book Chapter Completion
Organize Team Lunch
Book Launch

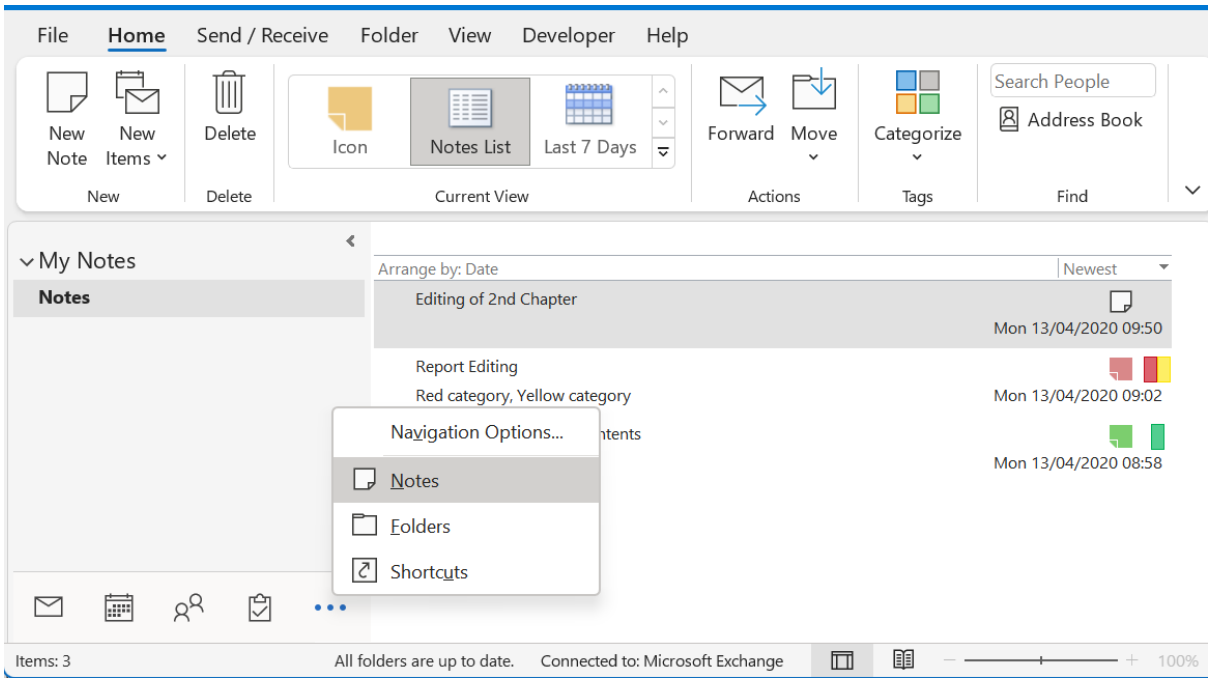

Book flights to Mauritius - Task
Search
File
Task
Insert
Draw
Format Text
Review
Developer
Help
Save & Close
Delete
Forward
Send to OneNote
Task
Details
Mark Complete
Assign Task
Send Status Report
Recurrence
Categorize
Follow Up
Immersive Reader
Zoom
Actions
Show
Manage Task
Recurrence
Tags
Immersive
Zoom
Due tomorrow.
Subject
Book flights to Mauritius
Start date
Wed 11/05/2022
Status
In Progress
Due date
Wed 11/05/2022
Priority
Normal
% Complete
0%
Reminder
Wed 11/05/2022
Reminder Time
08:30
Owner
blzfurkidds@outlook.com
Book flights for holiday

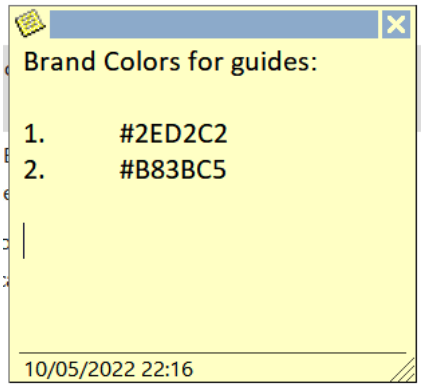

Our Book Review - Task
Search
File
Task
Developer
Help
Delete
Send to OneNote
Task
Details
Reply
Reply All
Forward
Send Status Report
Categorize
Follow Up
Private
High Importance
Low Importance
Immersive Reader
Zoom
Actions
Show
Respond
Manage Task
Tags
Immersive
Zoom
Send Status Report
Create an e-mail message which contains a status report about this task.
Date completed
None
Total work
0 hours
Mileage
Actual work
0 hours
Billing information
Company
Update list
Create Unassigned Copy

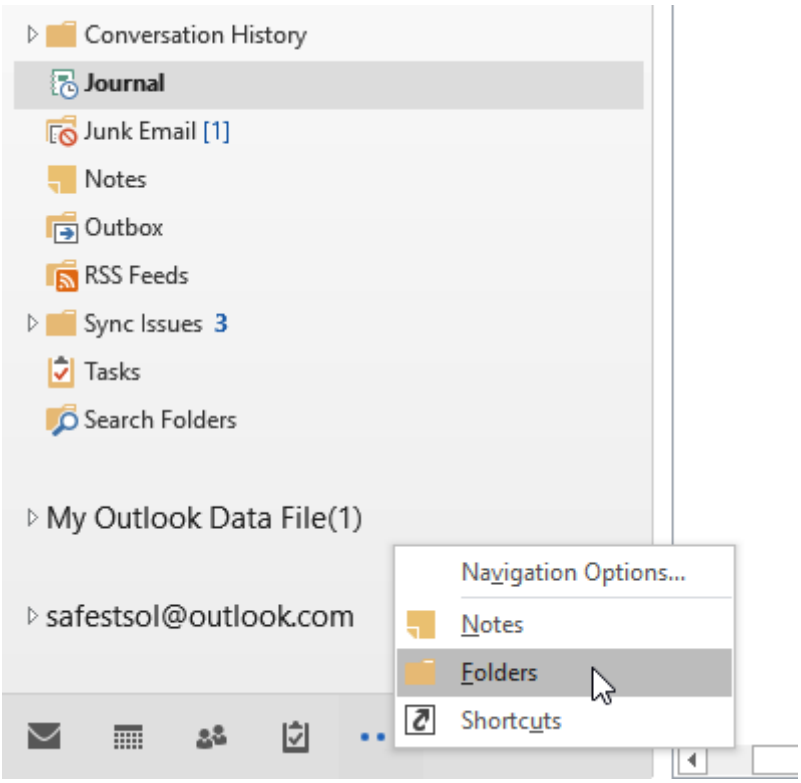

Collect Library Resources - Task
Search
File
Task
Insert
Draw
Format Text
Review
Developer
Help
Save & Close
Delete
Forward
Send to OneNote
Task
Details
Mark Complete
Assign Task
Send Status Report
Recurrence
Categorize
Follow Up
Immersive Reader
Zoom
Actions
Show
Manage Task
Recurrence
Tags
Immersive
Zoom
Assign Task
Assign this task to someone else.
Due in 2 days.
Subject
Collect Library Resources
Start date
Wed 11/05/2022
Status
Waiting on someone else
Due date
Thu 12/05/2022
Priority
Normal
% Complete
0%
Reminder
None
Reminder Time
None
Owner
blzfurkidds@outlook.com

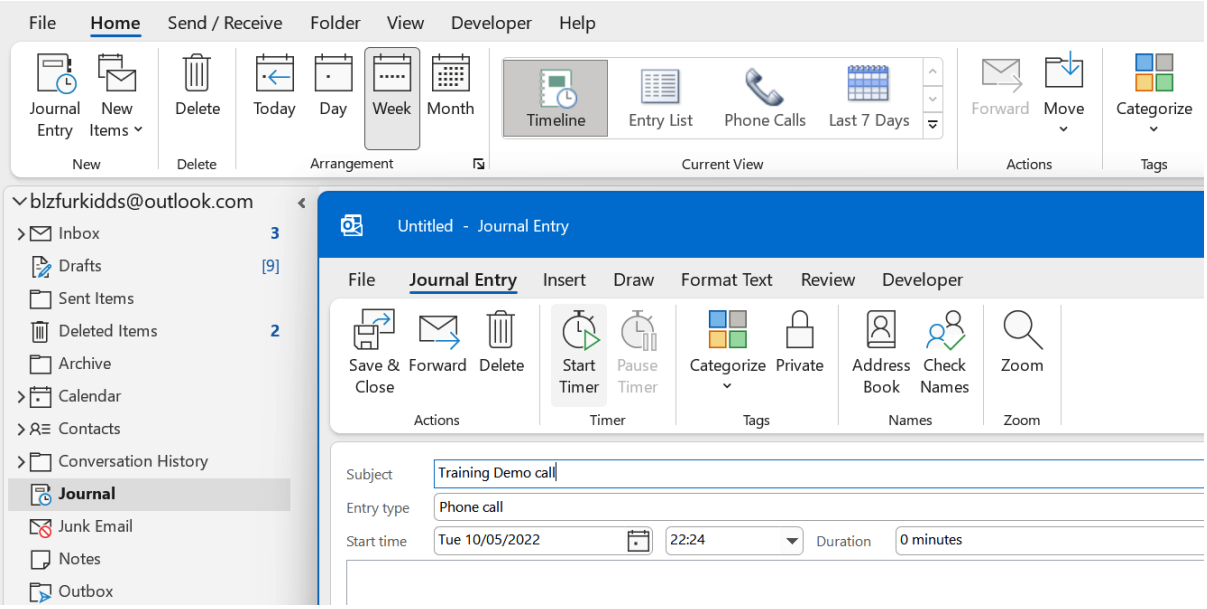

File
Home
Send / Receive
Folder
View
Developer
Help
New Task
New Email
New Items
Delete
Reply
Reply All
Forward
Mark Complete
Remove from List
Today
Tomorrow
This Week
Next Week
No Date
Custom
Change View
Move
Send to OneNote
Categorize
Search People
Address Book
New
Delete
Respond
Manage Task
Follow Up
Current View
Actions
Tags
Find
My Tasks
To-Do List
Tasks
Mark Complete
Mark this task as complete when you are done with it.
Items marked complete do not appear in the To-Do Bar.
Today
Our Book Review
Add Author Details
Book Chapter Completion
Organize Team Lunch
Book Launch
Tomorrow
Book flights to Mauritius
This Week
Collect Library Resources
Due tomorrow.
Subject Book flights to Mauritius
Due date Starts on 11/05/2022, due on 11/05/2022
Status In Progress
Priority Normal
% Complete 0%
Owner blzfurkidds@outlook.com
Book flights for holiday

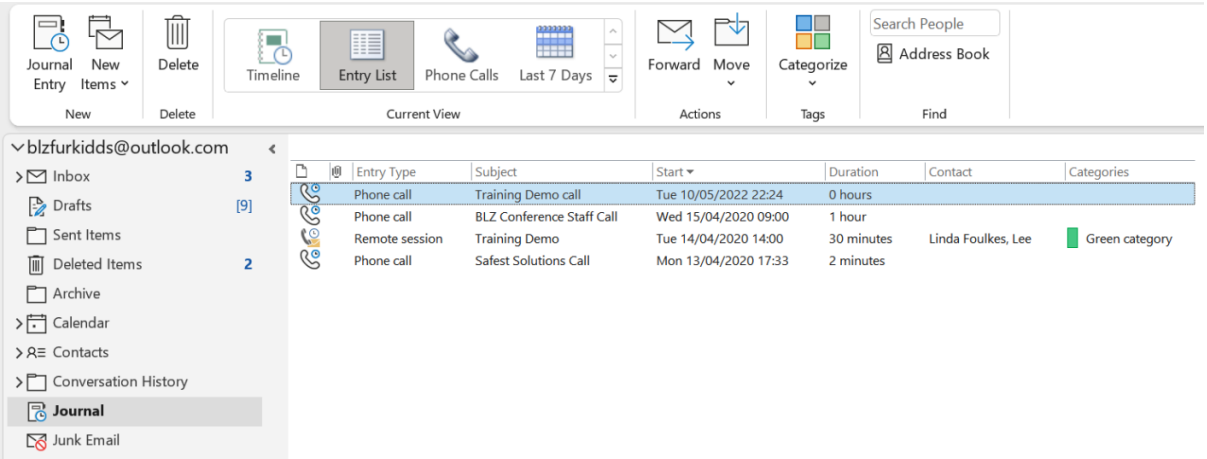

My Tasks
To-Do List
Tasks
Subject
Due Date
Categories
Click here to add a new Task
Our Book Review Mon 13/04/2020
Add Author Details Tue 14/04/2020
Book Review Wed 15/04/2020
Book Chapter Completion Mon 20/04/2020
Organize Team Lunch Tue 21/04/2020
Book Launch Fri 24/04/2020
Book flights to Mauritius Wed 11/05/2022
Collect Library Resources Thu 12/05/2022

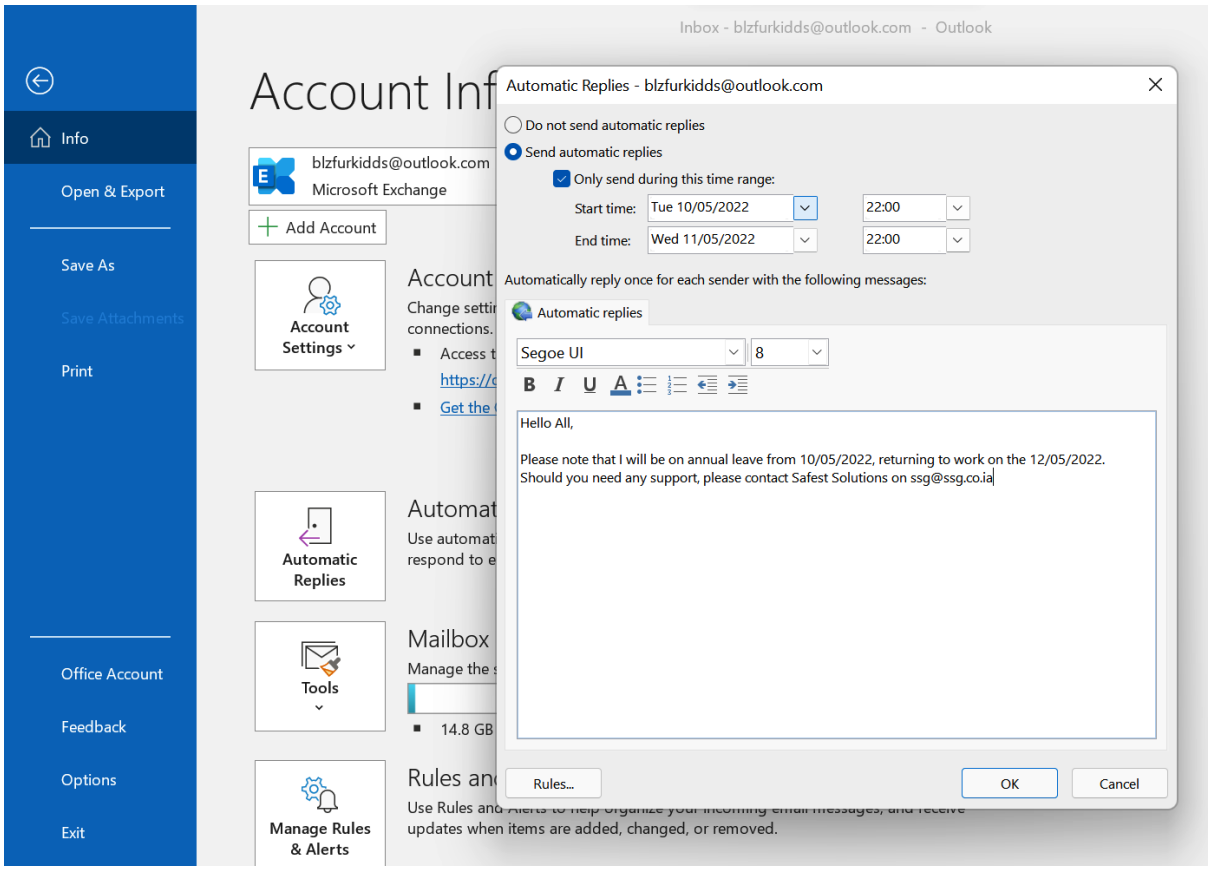

File
Home
Send / Receive
Folder
View
Developer
Help
New Note
New Items
Delete
Icon
Notes List
Last 7 Days
Forward
Move
Categorize
Search People
Address Book
New
Delete
Current View
Actions
Tags
Find
My Notes
Notes
Arrange by: Date
Newest
Editing of 2nd Chapter
Mon 13/04/2020 09:50
Report Editing
Red category, Yellow category
Mon 13/04/2020 09:02
Mon 13/04/2020 08:58
Navigation Options...
Notes
Folders
Shortcuts
Items: 3
All folders are up to date.
Connected to: Microsoft Exchange
100%

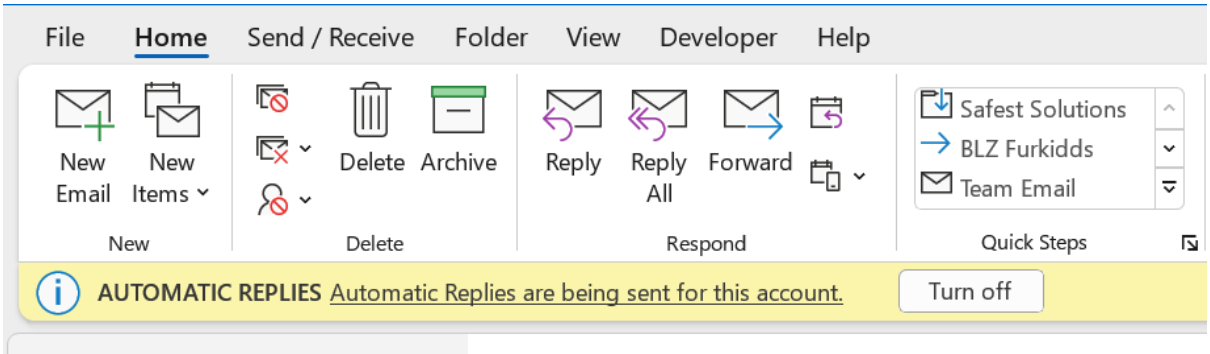

Brand Colors for guides:
1. #2ED2C2
2. #B83BC5
10/05/2022 22:16


Conversation History
Journal
Junk Email [1]
Notes
Outbox
RSS Feeds
Sync Issues 3
Tasks
Search Folders
My Outlook Data File(1)
safestsol@outlook.com
Navigation Options...
Notes
Folders
Shortcuts

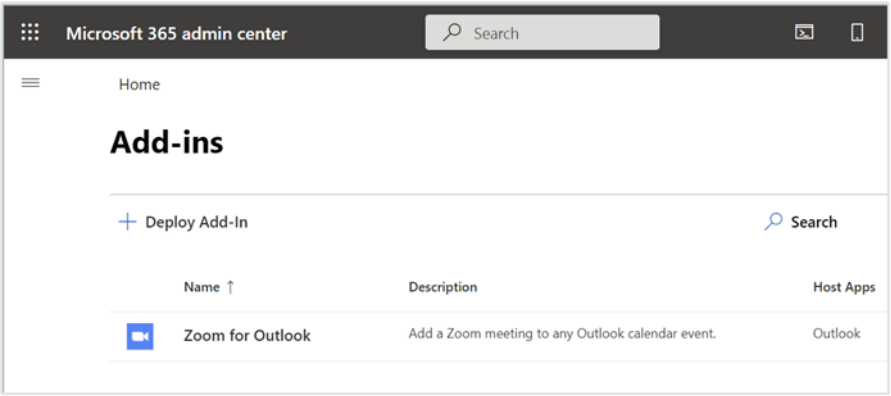

File
Home
Send / Receive
Folder
View
Developer
Help
Journal Entry
New Items
Delete
Today
Day
Week
Month
Timeline
Entry List
Phone Calls
Last 7 Days
Forward
Move
Categorize
New
Delete
Arrangement
Current View
Actions
Tags
blzfurkidds@outlook.com
Inbox 3
Drafts [9]
Sent Items
Deleted Items 2
Archive
Calendar
Contacts
Conversation History
Journal
Junk Email
Notes
Outbox
Untitled - Journal Entry
File
Journal Entry
Insert
Draw
Format Text
Review
Developer
Save & Close
Forward
Delete
Start Timer
Pause Timer
Categorize
Private
Address Book
Check Names
Zoom
Actions
Timer
Tags
Names
Zoom
Subject
Training Demo call
Entry type
Phone call
Start time
Tue 10/05/2022
22:24
Duration
0 minutes

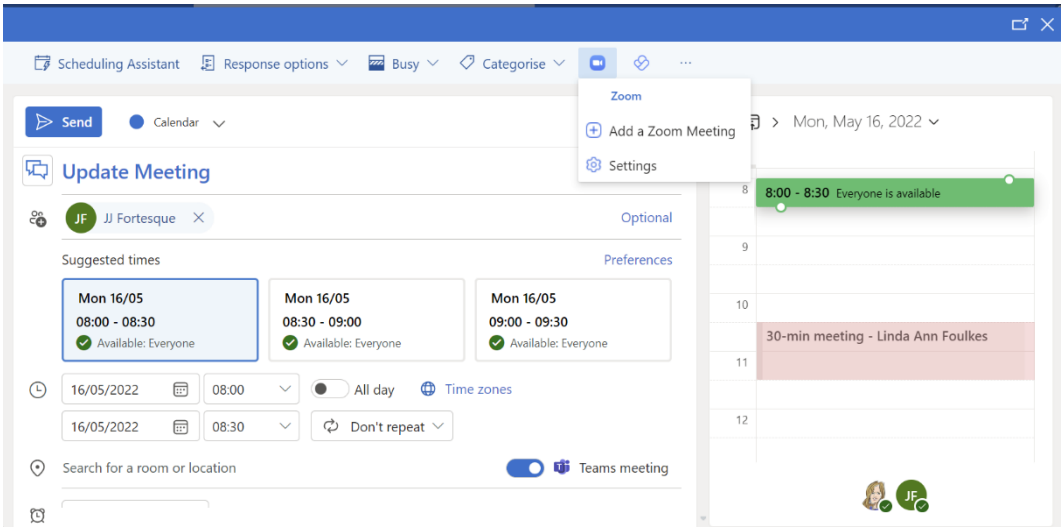

Journal Entry
New Items
New
Delete
Delete
Timeline
Entry List
Phone Calls
Last 7 Days
Current View
Forward
Move
Actions
Categorize
Tags
Search People
Address Book
Find
blzfurkidds@outlook.com
Inbox 3
Drafts [9]
Sent Items
Deleted Items 2
Archive
Calendar
Contacts
Conversation History
Journal
Junk Email
Entry Type
Subject
Start
Duration
Contact
Categories
Phone call
Training Demo call
Tue 10/05/2022 22:24
0 hours
Phone call
BLZ Conference Staff Call
Wed 15/04/2020 09:00
1 hour
Remote session
Training Demo
Tue 14/04/2020 14:00
30 minutes
Linda Foulkes, Lee
Green category
Phone call
Safest Solutions Call
Mon 13/04/2020 17:33
2 minutes

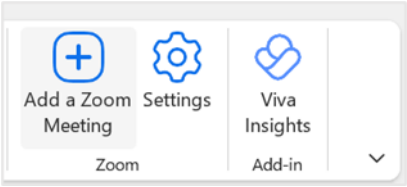

Inbox - blzfurkidds@outlook.com - Outlook
Info
Open & Export
Save As
Save Attachments
Print
Office Account
Feedback
Options
Exit
Account Inf
blzfurkidds@outlook.com
Microsoft Exchange
Add Account
Account Settings
Automatic Replies
Tools
Manage Rules & Alerts
Automatic Replies - blzfurkidds@outlook.com
Do not send automatic replies
Send automatic replies
Only send during this time range:
Start time: Tue 10/05/2022 22:00
End time: Wed 11/05/2022 22:00
Automatically reply once for each sender with the following messages:
Automatic replies
Segoe UI
8
Hello All,
Please note that I will be on annual leave from 10/05/2022, returning to work on the 12/05/2022.
Should you need any support, please contact Safest Solutions on ssg@ssg.co.ia
Rules...
OK
Cancel

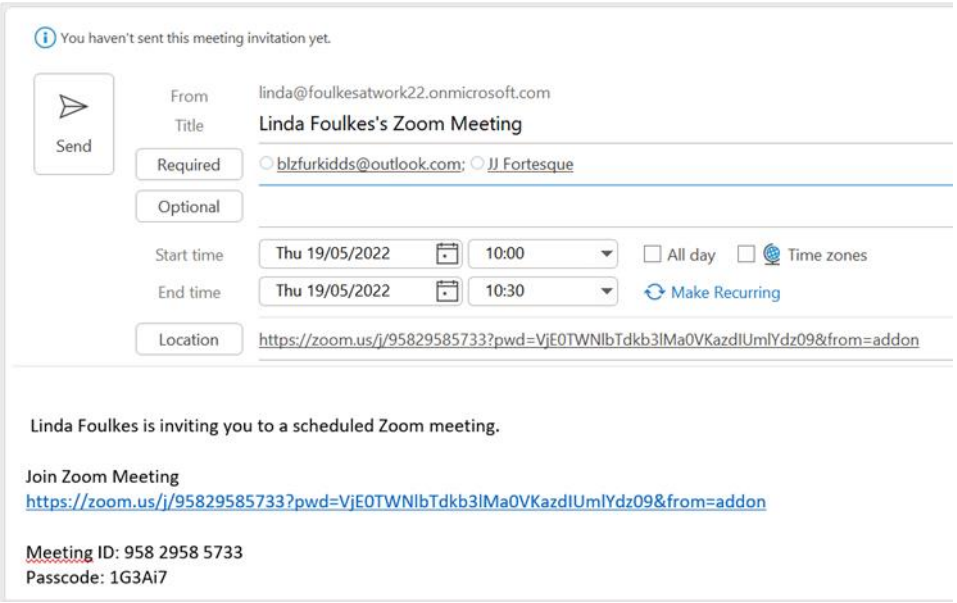

File
Home
Send / Receive
Folder
View
Developer
Help
New Email
New Items
New
Delete
Archive
Delete
Reply
Reply All
Forward
Respond
Safest Solutions
BLZ Furkidds
Team Email
Quick Steps
AUTOMATIC REPLIES Automatic Replies are being sent for this account.
Turn off

Chapter 16: Creating and Managing Online Meetings





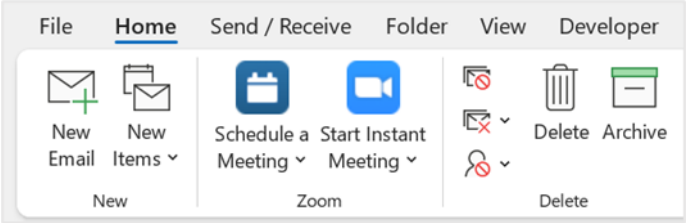


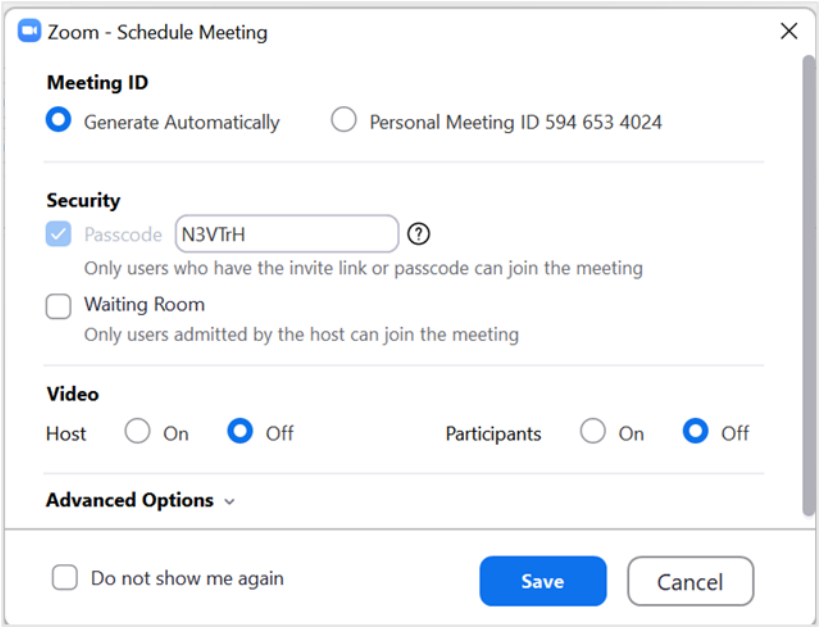


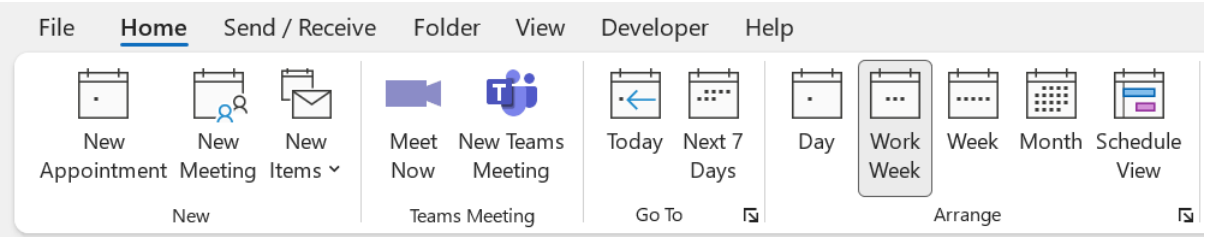
Save time by scheduling your meetings directly from your calendar.

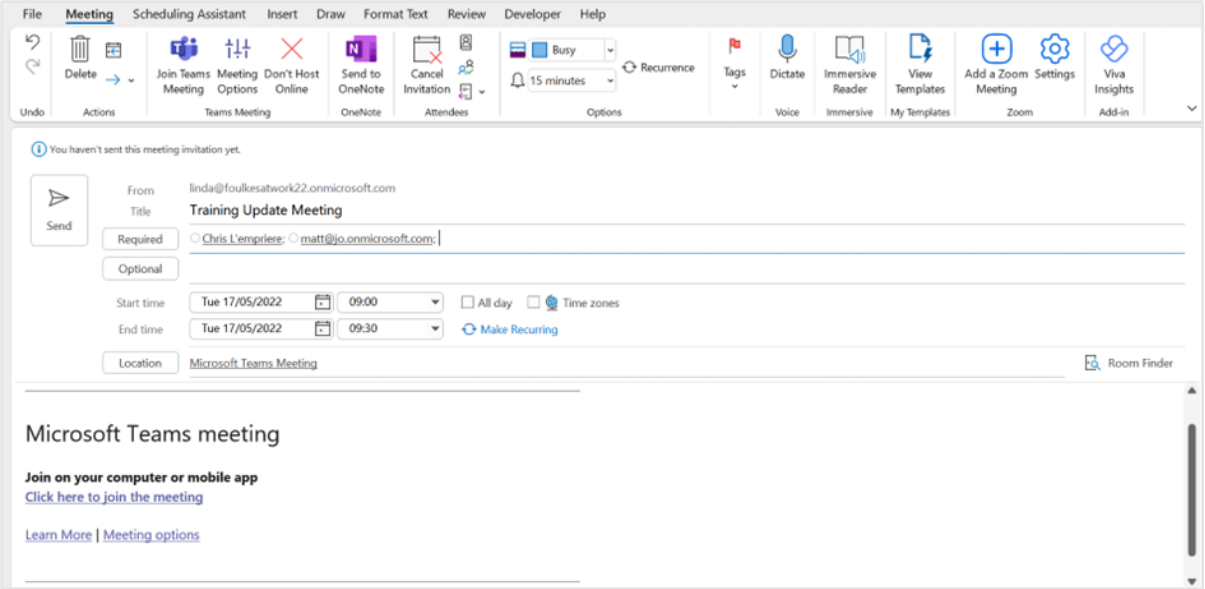
Microsoft Outlook Plugin
Download

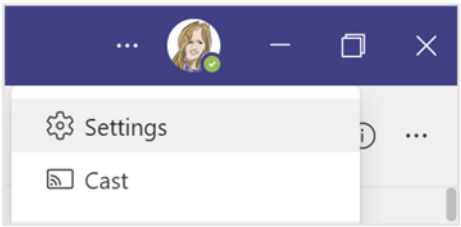
Chrome Extension
Download

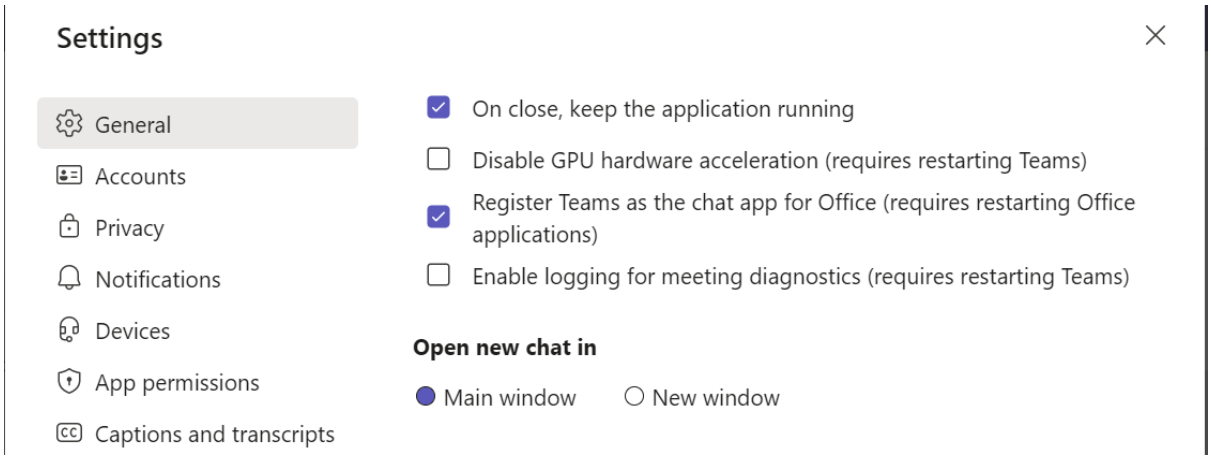


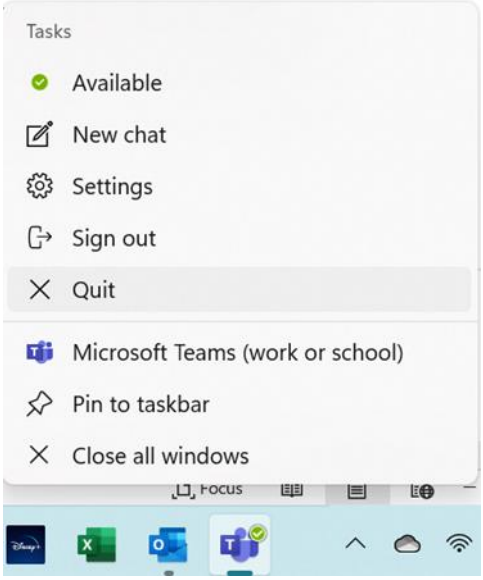


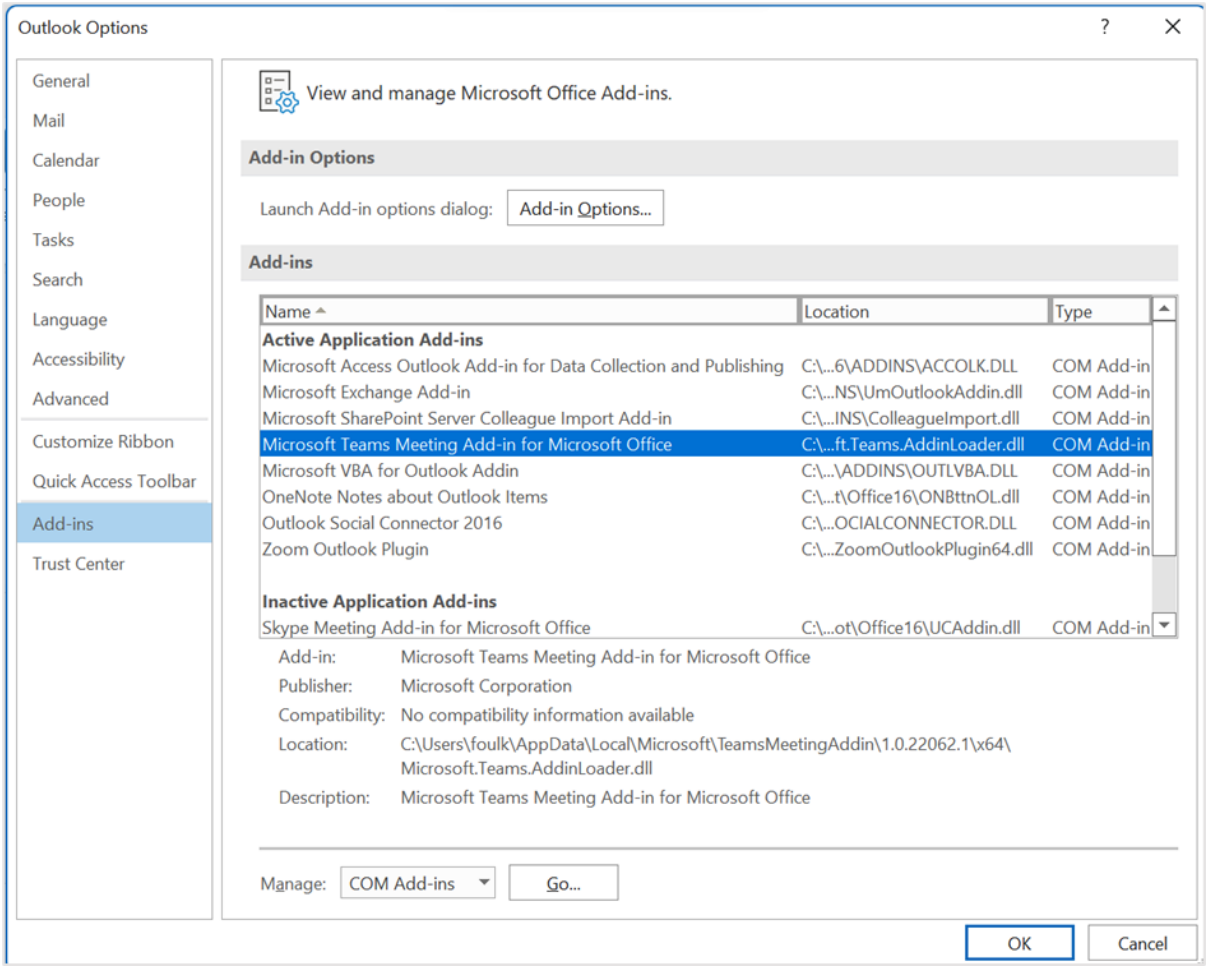

File
Home
Send / Receive
Folder
View
Developer
Help
New Appointment
New Meeting
New Items
New
Meet Now
New Teams Meeting
Teams Meeting
Today
Next 7 Days
Go To
Day
Work Week
Week
Month
Schedule View
Arrange

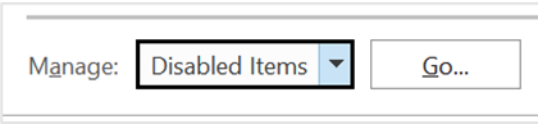

File
Meeting
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Delete
Join Teams Meeting
Meeting Options
Don't Host Online
Send to OneNote
Cancel Invitation
Busy
15 minutes
Recurrence
Tags
Dictate
Immersive Reader
View Templates
Add a Zoom Meeting
Settings
Viva Insights
Undo
Actions
Teams Meeting
OneNote
Attendees
Options
Voice
Immersive
My Templates
Zoom
Add-in
You haven't sent this meeting invitation yet.
Send
From
linda@foulkesatwork22.onmicrosoft.com
Title
Training Update Meeting
Required
Chris L'empriere; matt@jo.onmicrosoft.com;
Optional
Start time
Tue 17/05/2022
09:00
All day
Time zones
End time
Tue 17/05/2022
09:30
Make Recurring
Location
Microsoft Teams Meeting
Room Finder
Microsoft Teams meeting
Join on your computer or mobile app
Click here to join the meeting
Learn More | Meeting options

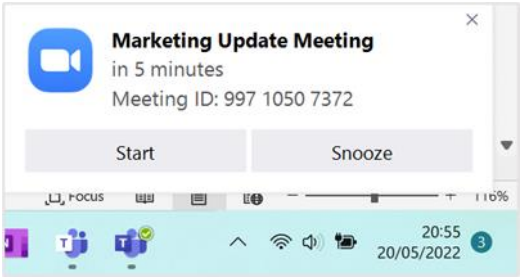

Settings
Cast

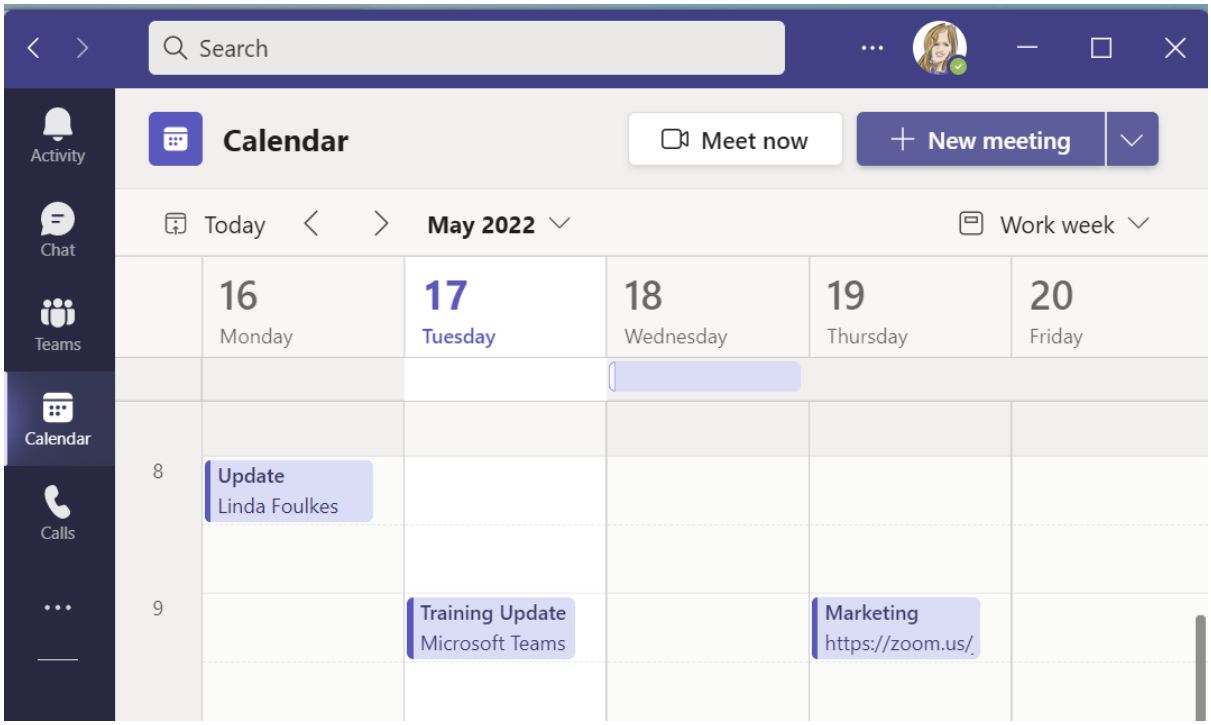

Settings
General
Accounts
Privacy
Notifications
Devices
App permissions
Captions and transcripts
On close, keep the application running
Disable GPU hardware acceleration (requires restarting Teams)
Register Teams as the chat app for Office (requires restarting Office applications)
Enable logging for meeting diagnostics (requires restarting Teams)
Open new chat in
Main window
New window

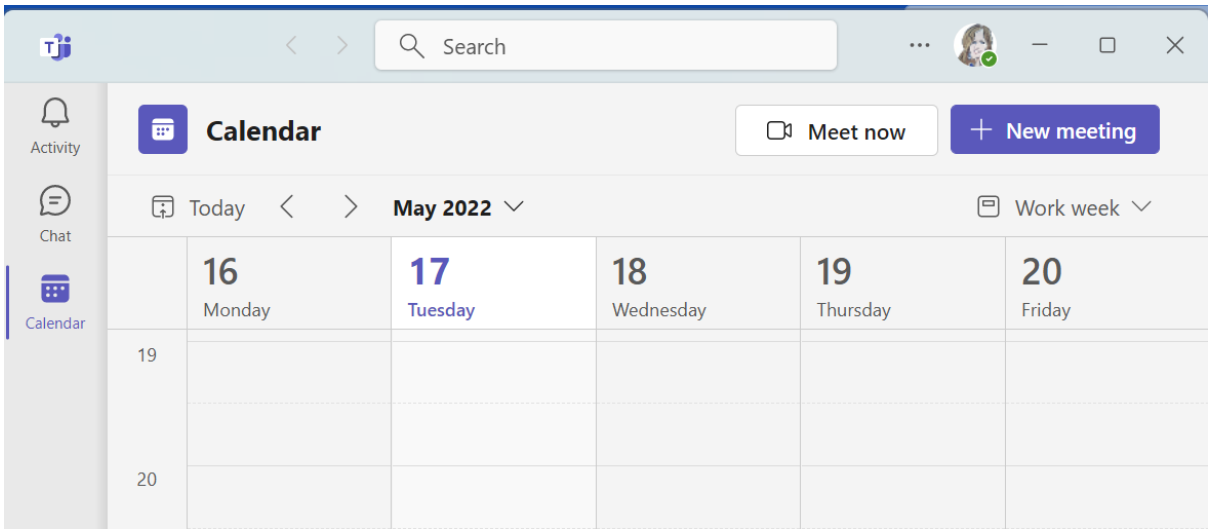

Tasks
Available
New chat
Settings
Sign out
Quit
Microsoft Teams (work or school)
Pin to taskbar
Close all windows
Focus

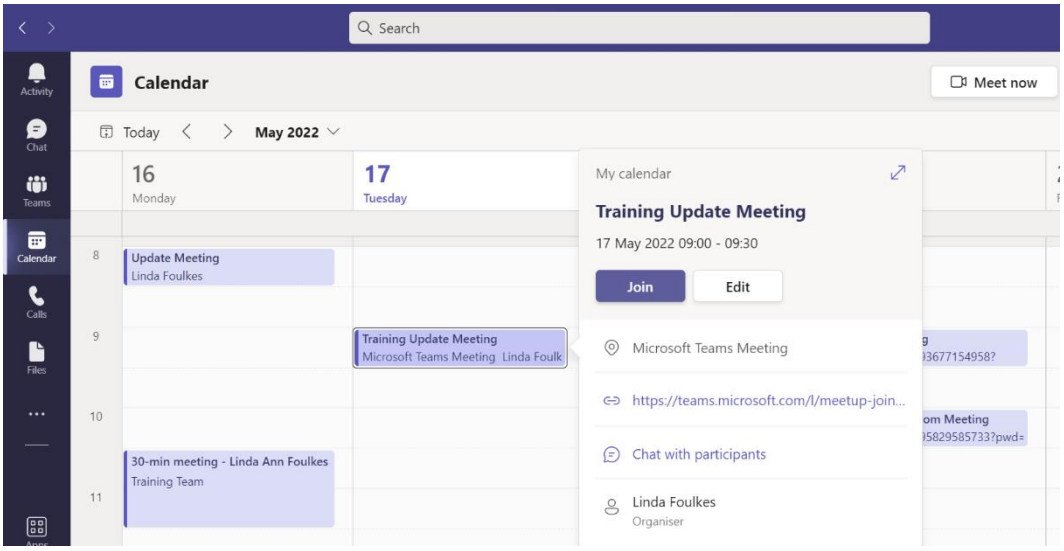

Outlook Options
General
Mail
Calendar
People
Tasks
Search
Language
Accessibility
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
View and manage Microsoft Office Add-ins.
Add-in Options
Launch Add-in options dialog:
Add-in Options...
Add-ins
Name
Location
Type
Active Application Add-ins
Microsoft Access Outlook Add-in for Data Collection and Publishing C:\...6\ADDINS\ACCOLK.DLL COM Add-in
Microsoft Exchange Add-in C:\...NS\UmOutlookAddin.dll COM Add-in
Microsoft SharePoint Server Colleague Import Add-in C:\...INS\ColleagueImport.dll COM Add-in
Microsoft Teams Meeting Add-in for Microsoft Office C:\...ft.Teams.AddinLoader.dll COM Add-in
Microsoft VBA for Outlook Addin C:\...\ADDINS\OUTLVBA.DLL COM Add-in
OneNote Notes about Outlook Items C:\...t\Office16\ONBttnOL.dll COM Add-in
Outlook Social Connector 2016 C:\...OCIALCONNECTOR.DLL COM Add-in
Zoom Outlook Plugin C:\...ZoomOutlookPlugin64.dll COM Add-in
Inactive Application Add-ins
Skype Meeting Add-in for Microsoft Office C:\...ot\Office16\UCAddin.dll COM Add-in
Add-in: Microsoft Teams Meeting Add-in for Microsoft Office
Publisher: Microsoft Corporation
Compatibility: No compatibility information available
Location: C:\Users\foulk\AppData\Local\Microsoft\TeamsMeetingAddin\1.0.22062.1\x64\Microsoft.Teams.AddinLoader.dll
Description: Microsoft Teams Meeting Add-in for Microsoft Office
Manage: COM Add-ins
Go...
OK
Cancel

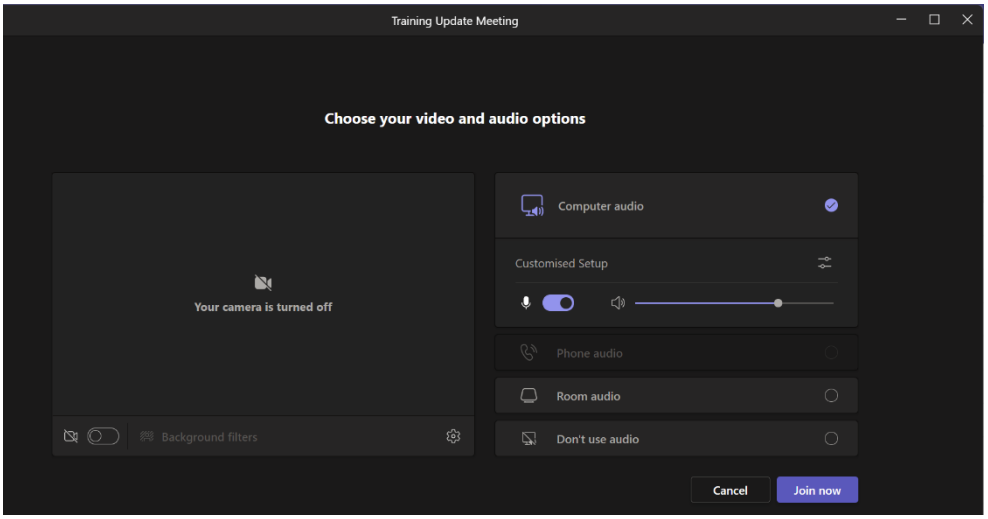

Manage:
Disabled Items
Go...

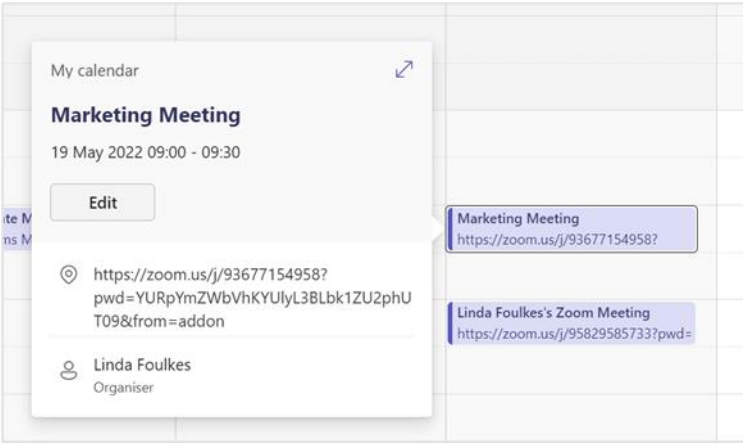

Marketing Update Meeting
in 5 minutes
Meeting ID: 997 1050 7372
Start
Snooze
20:55
20/05/2022


Search
Activity
Chat
Teams
Calendar
Calls
Calendar
Meet now
New meeting
Today
May 2022
Work week
16 Monday
17 Tuesday
18 Wednesday
19 Thursday
20 Friday
8
9
Update
Linda Foulkes
Training Update
Microsoft Teams
Marketing
https://zoom.us/


Search
Activity
Chat
Calendar
Calendar
Meet now
New meeting
Today
May 2022
Work week
16 Monday
17 Tuesday
18 Wednesday
19 Thursday
20 Friday
19
20


Search
Activity
Chat
Teams
Calendar
Calls
Files
Calendar
Meet now
Today
May 2022
16
Monday
17
Tuesday
Update Meeting
Linda Foulkes
Training Update Meeting
Microsoft Teams Meeting Linda Foulk
30-min meeting - Linda Ann Foulkes
Training Team
My calendar
Training Update Meeting
17 May 2022 09:00 - 09:30
Join
Edit
Microsoft Teams Meeting
https://teams.microsoft.com/l/meetup-join...
Chat with participants
Linda Foulkes
Organiser

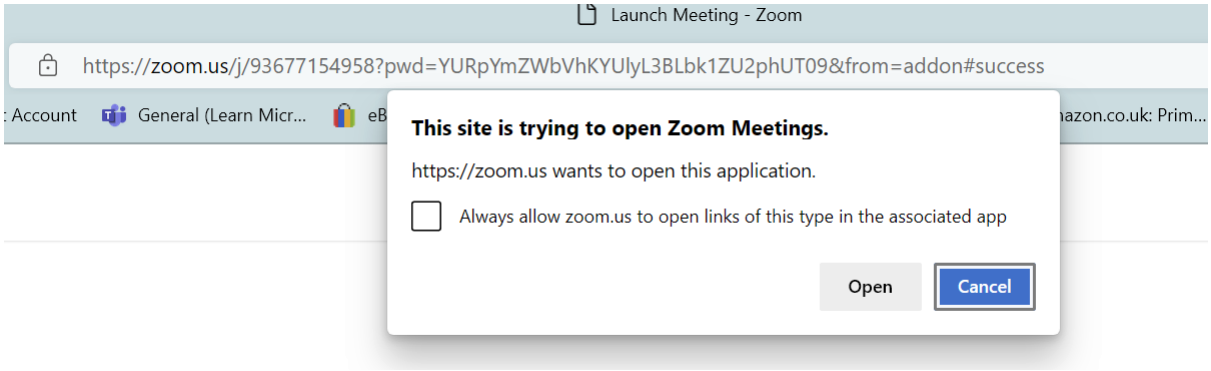

Training Update Meeting
Choose your video and audio options
Your camera is turned off
Background filters
Computer audio
Customised Setup
Phone audio
Room audio
Don't use audio
Cancel
Join now

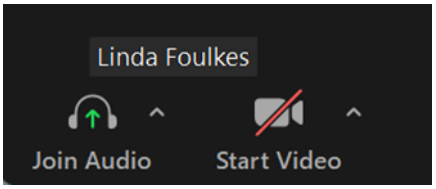

My calendar
Marketing Meeting
19 May 2022 09:00 - 09:30
Edit
https://zoom.us/j/93677154958?pwd=YURpYmZWbVhKYUlyL3BLbk1ZU2phUT09&from=addon
Linda Foulkes
Organiser
Marketing Meeting
https://zoom.us/j/93677154958?
Linda Foulkes's Zoom Meeting
https://zoom.us/j/95829585733?pwd=

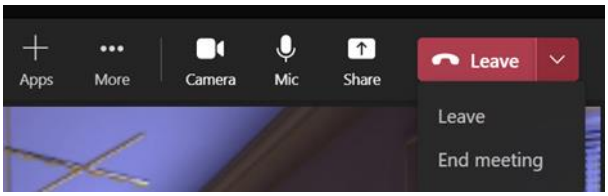
Linda Foulkes is inviting you to a scheduled Zoom meeting.

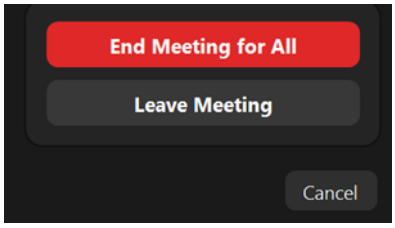
Join Zoom Meeting
https://zoom.us/j/93677154958?pwd=YURpYmZWbVhKYUlyL3BLbk1ZU2phUT09&from=addon

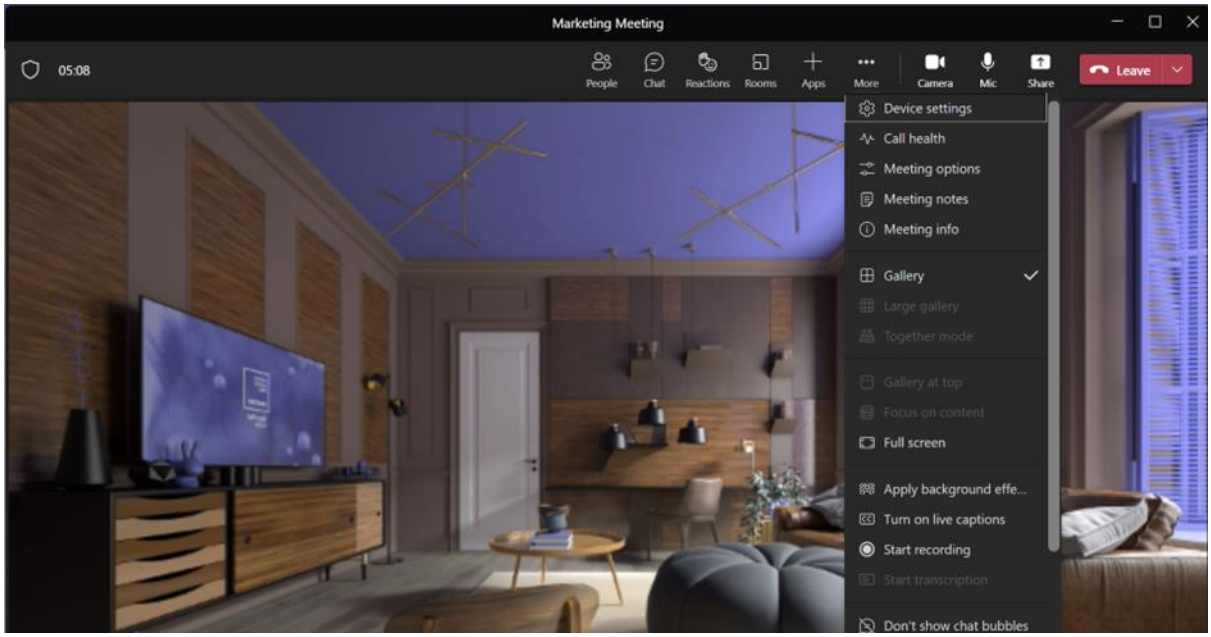
Meeting ID: 936 7715 4958
Passcode: 5ZeLzm

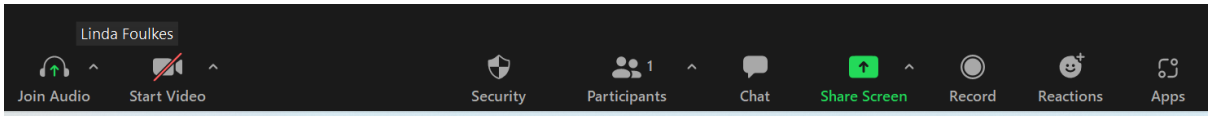


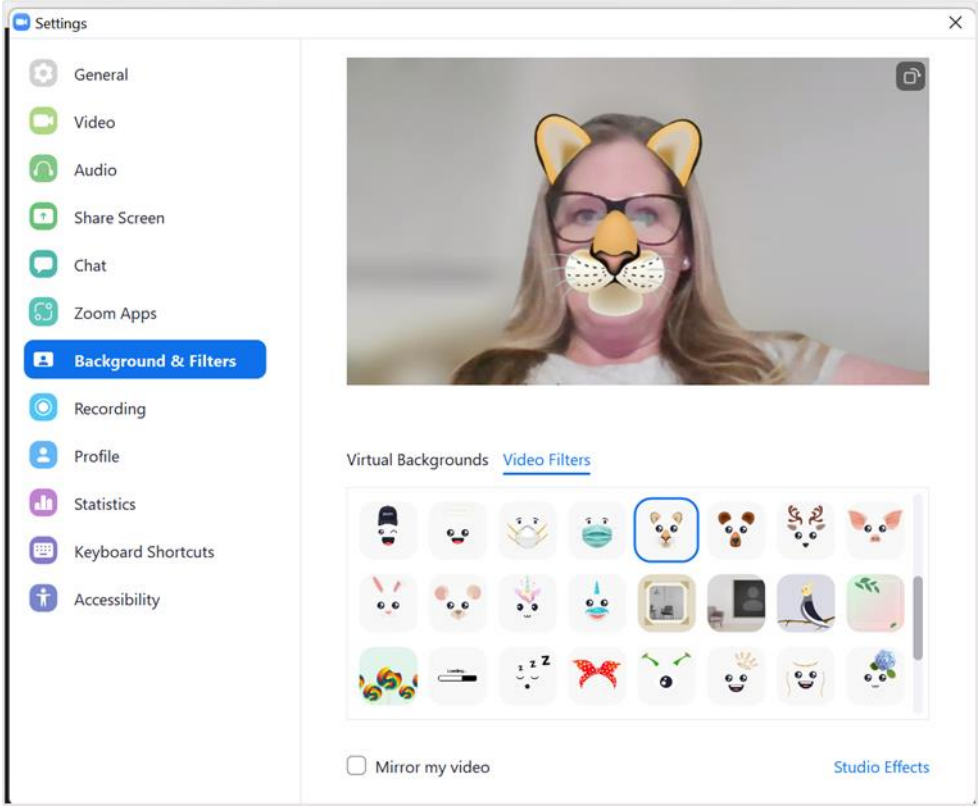


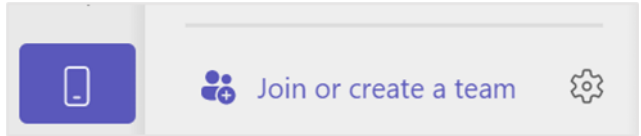


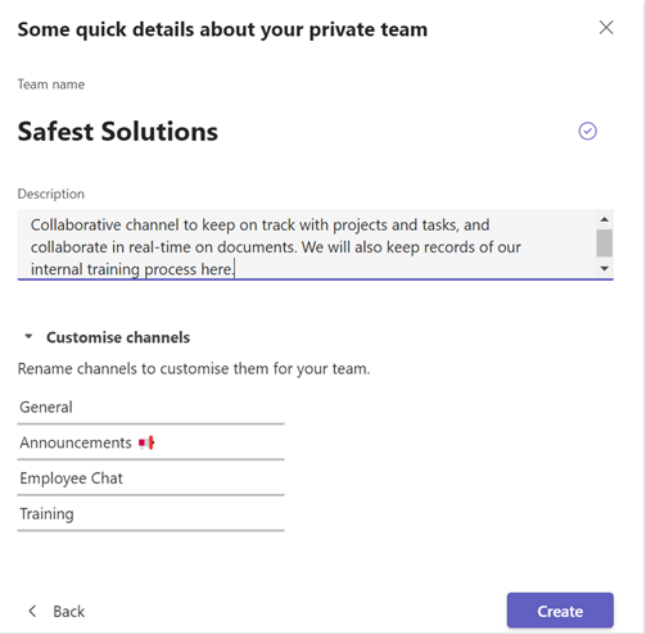


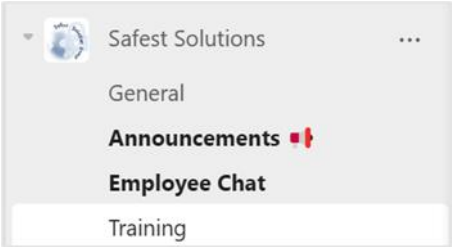

Marketing Meeting
05:08
People
Chat
Reactions
Rooms
Apps
More
Camera
Mic
Share
Leave
Device settings
Call health
Meeting options
Meeting notes
Meeting info
Gallery
Large gallery
Together mode
Gallery at top
Focus on content
Full screen
Apply background effe...
Turn on live captions
Start recording
Start transcription
Don't show chat bubbles

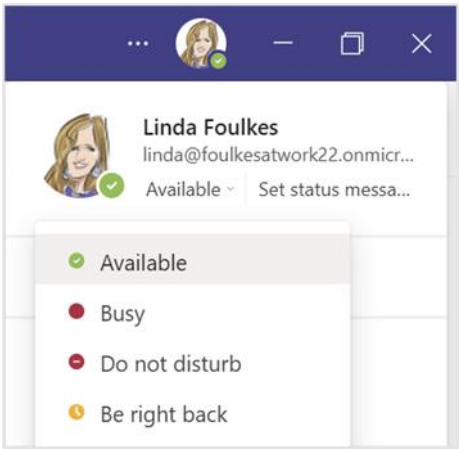

Linda Foulkes
Join Audio
Start Video
Security
Participants
1
Chat
Share Screen
Record
Reactions
Apps

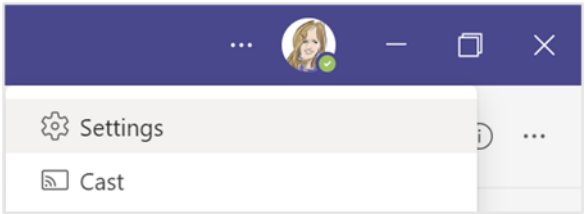

Settings
General
Video
Audio
Share Screen
Chat
Zoom Apps
Background & Filters
Recording
Profile
Statistics
Keyboard Shortcuts
Accessibility
Virtual Backgrounds
Video Filters
Mirror my video
Studio Effects


Join or create a team


Some quick details about your private team
Team name
Safest Solutions
Description
Collaborative channel to keep on track with projects and tasks, and collaborate in real-time on documents. We will also keep records of our internal training process here.
Customise channels
Rename channels to customise them for your team.
General
Announcements
Employee Chat
Training
Back
Create


Safest Solutions
General
Announcements
Employee Chat
Training


Linda Foulkes
linda@foulkesatwork22.onmicr...
Available
Set status messa...
Available
Busy
Do not disturb
Be right back


Settings
Cast

Out of office greeting

When should your customised out of office greeting play?

- [ ] All the time
- [ ] When I have an Outlook auto reply
- [ ] When I have an Out of office calendar event

Privacy
Notifications
Devices
App permissions
Captions and transcripts

Teams and channels

You will get desktop and activity notifications for:

All activity	Mentions & replies	Customised
New messages, reactions, and all mentions	Personal mentions and replies to your messages	Your customised settings are active.

Activity
Chat
Teams
Calendar
Calls
Files

Teams

Your teams

Safest Solutions
General
Announcements
Employee Chat
Training

Foulkes@Work
General

CT Collaboration and Tools

Channel notifications
Pin
Manage channel
Get email address
Get link to channel
Connectors

All activity
Posts, replies, mentions

Off
Except direct replies, personal mentions

Customised

General Posts Files Wiki Power Automate

Welcome

Here are some

Activity
Chat
Teams
Calendar
Calls
Files

Teams

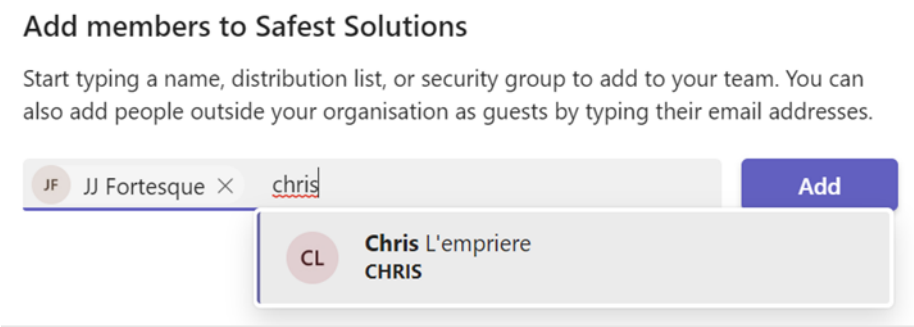
Your teams

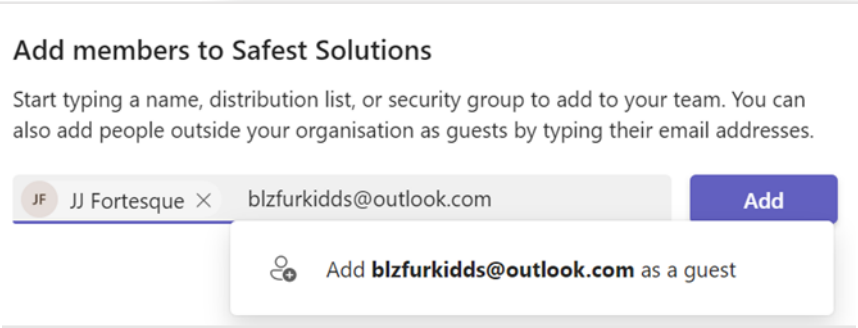
Safest Solutions
General
Announcements
Employee Chat
Training

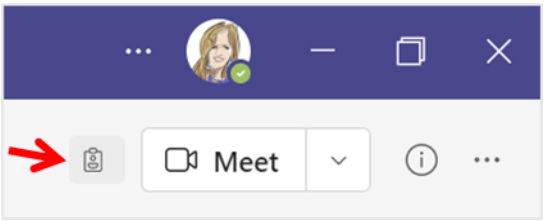
Foulkes@Work
General

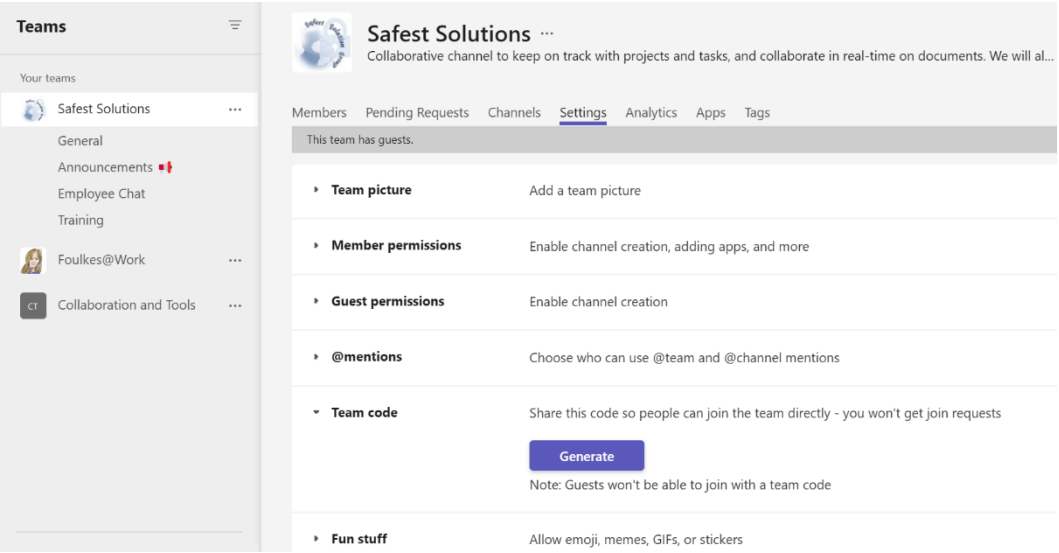
Hide
Manage team
Add channel
Add member
Leave the team

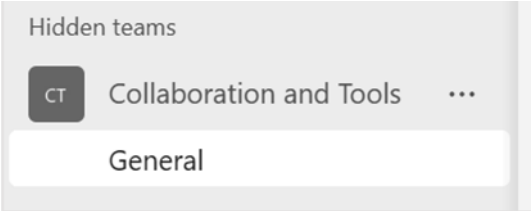
Employee Chat Posts Files Wiki

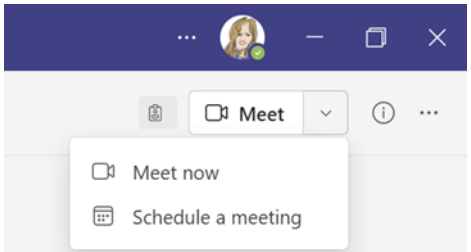

Add members to Safest Solutions
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.
JF
JJ Fortesque
chris
Add
CL
Chris L'empriere
CHRIS

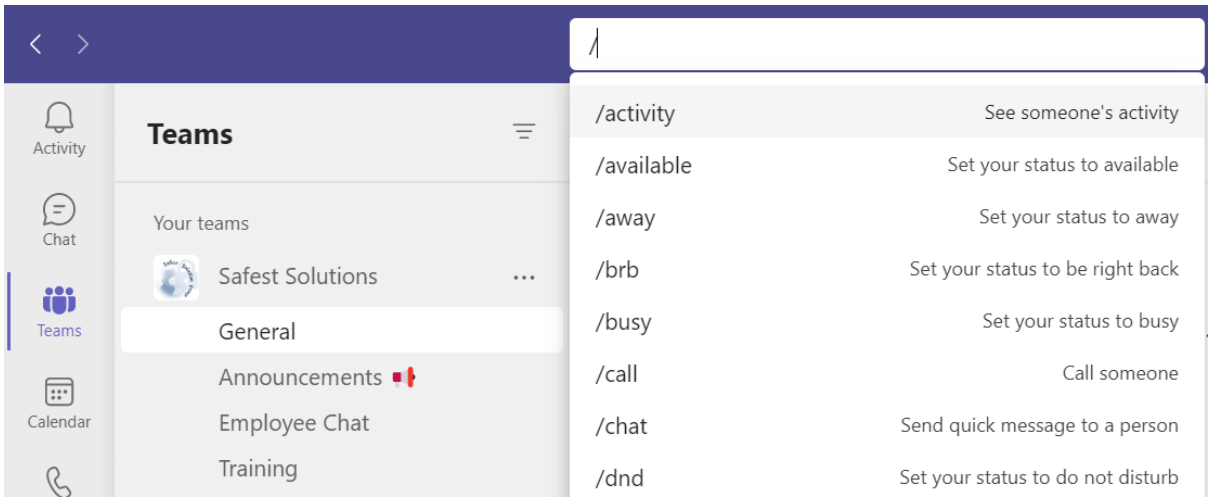

Add members to Safest Solutions
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.
JF
JJ Fortesque
blzfurkidds@outlook.com
Add
Add blzfurkidds@outlook.com as a guest

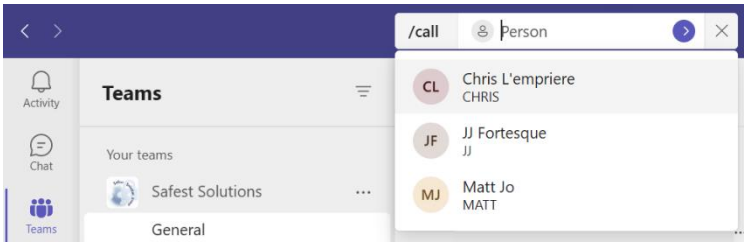

Meet

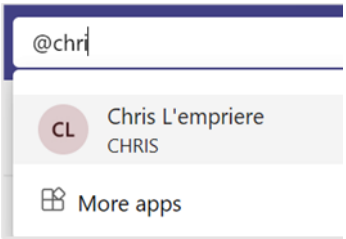

Teams
Your teams
Safest Solutions
General
Announcements
Employee Chat
Training
Foulkes@Work
Collaboration and Tools
Safest Solutions
Collaborative channel to keep on track with projects and tasks, and collaborate in real-time on documents. We will al...
Members
Pending Requests
Channels
Settings
Analytics
Apps
Tags
This team has guests.
Team picture
Add a team picture
Member permissions
Enable channel creation, adding apps, and more
Guest permissions
Enable channel creation
@mentions
Choose who can use @team and @channel mentions
Team code
Share this code so people can join the team directly - you won't get join requests
Generate
Note: Guests won't be able to join with a team code
Fun stuff
Allow emoji, memes, GIFs, or stickers

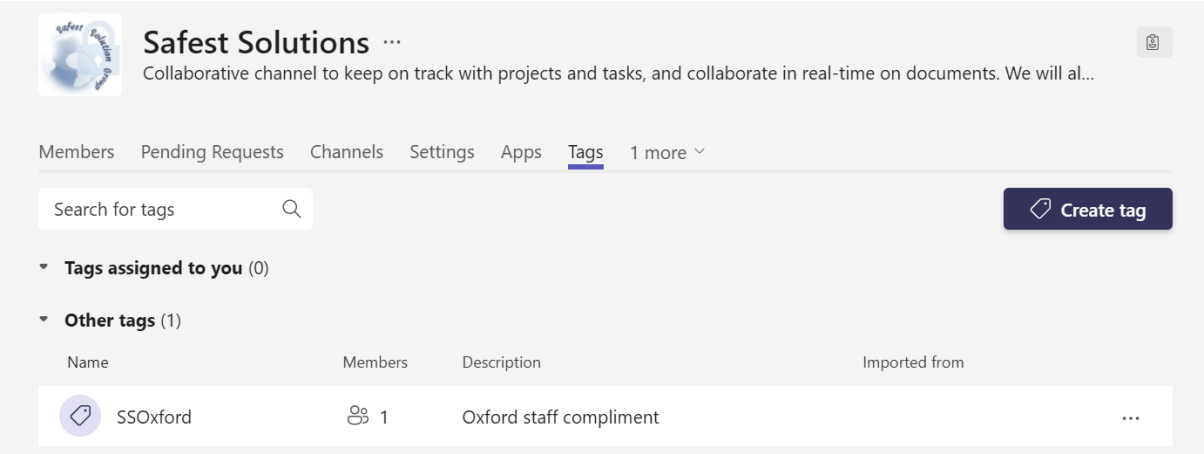

Hidden teams
CT
Collaboration and Tools
General

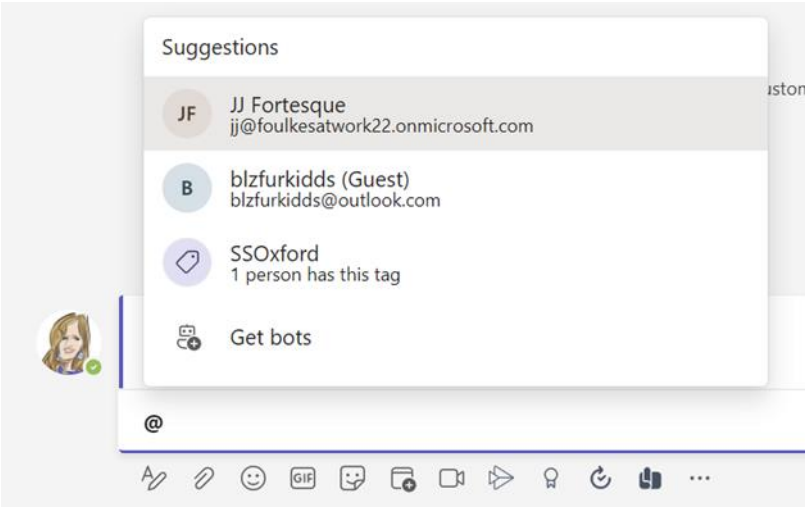

Meet
Meet now
Schedule a meeting

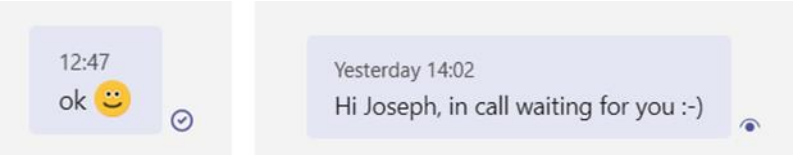

/
Activity
Chat
Teams
Calendar
Teams
Your teams
Safest Solutions
General
Announcements
Employee Chat
Training
/activity See someone's activity
/available Set your status to available
/away Set your status to away
/brb Set your status to be right back
/busy Set your status to busy
/call Call someone
/chat Send quick message to a person
/dnd Set your status to do not disturb

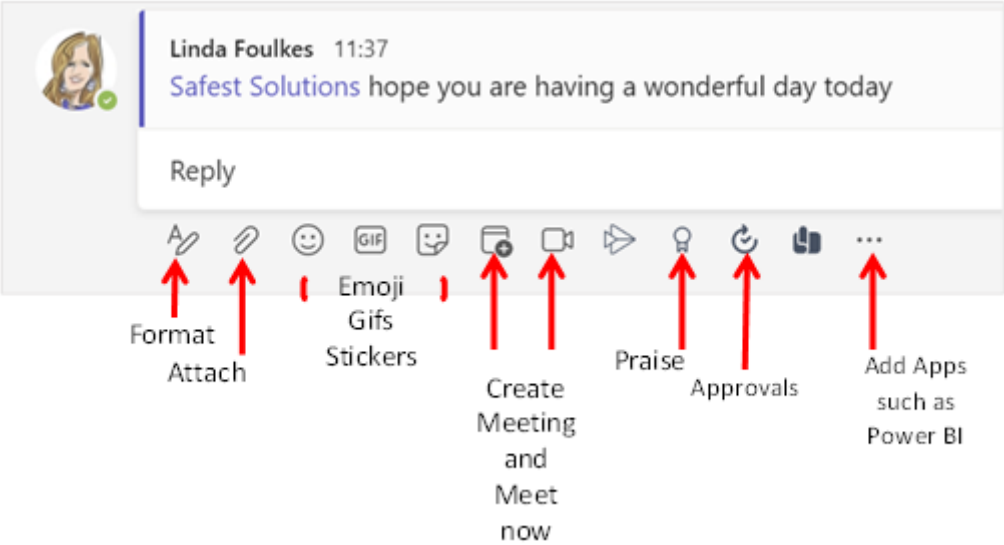

/call
Person
Activity
Chat
Teams
Teams
Your teams
Safest Solutions
General
CL Chris L'empriere
CHRIS
JF JJ Fortesque
JJ
MJ Matt Jo
MATT

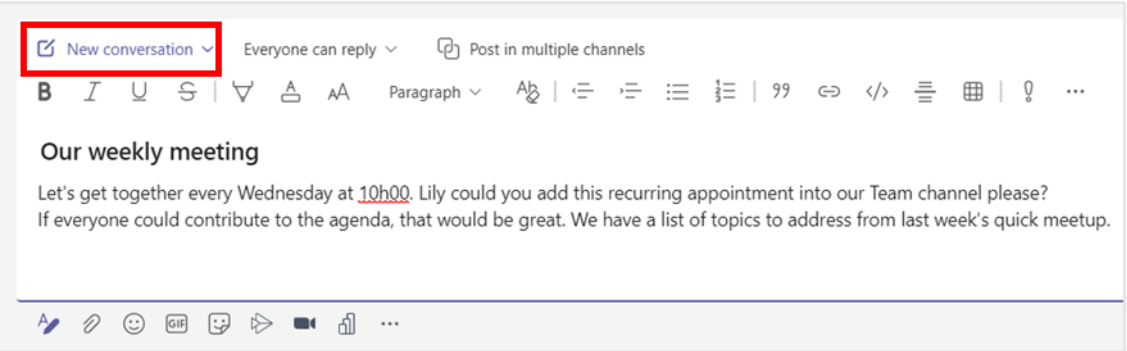

@chri
CL Chris L'empriere
CHRIS
More apps

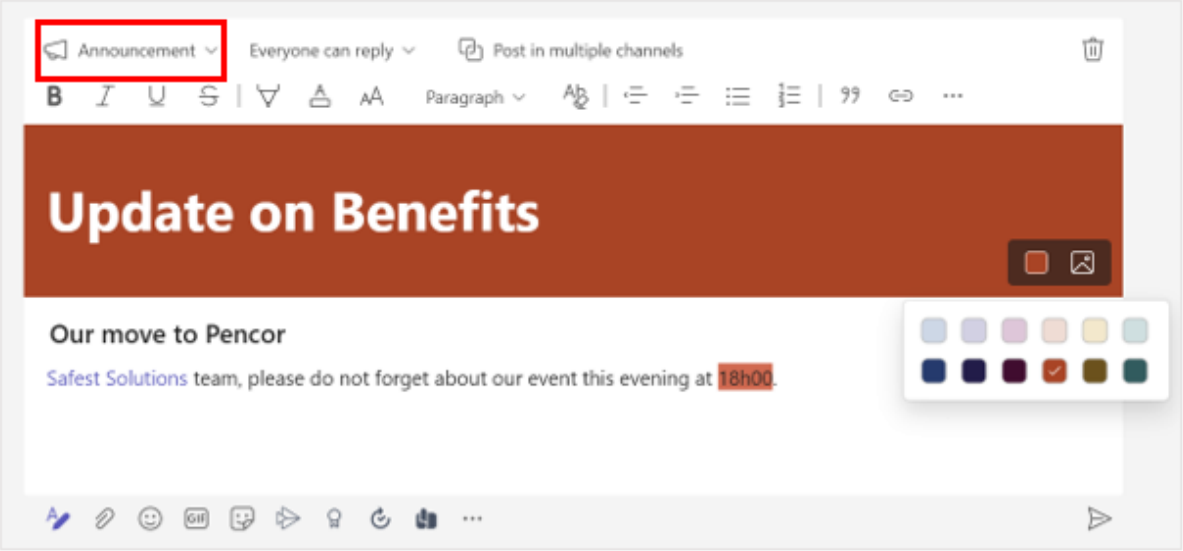

Safest Solutions
Collaborative channel to keep on track with projects and tasks, and collaborate in real-time on documents. We will al...
Members
Pending Requests
Channels
Settings
Apps
Tags
1 more
Search for tags
Create tag
Tags assigned to you (0)
Other tags (1)
Name
Members
Description
Imported from
SSOxford
1
Oxford staff compliment

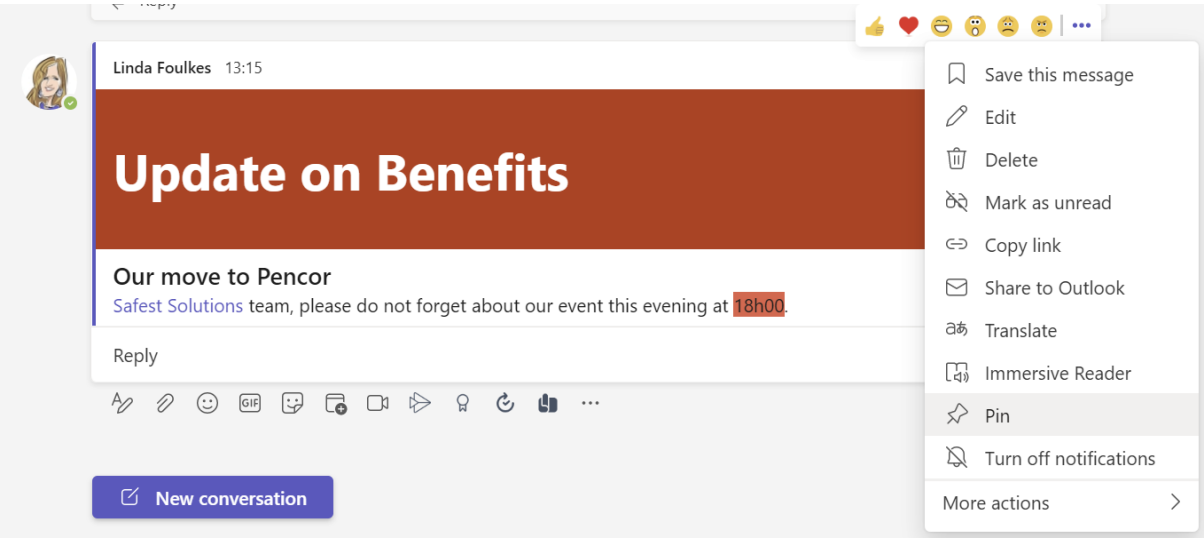

Suggestions
JF
JJ Fortesque
jj@foulkesatwork22.onmicrosoft.com
B
blzfurkidds (Guest)
blzfurkidds@outlook.com
SSOxford
1 person has this tag
Get bots
@

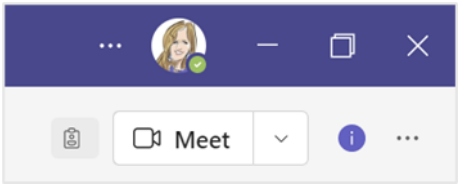

12:47
ok
Yesterday 14:02
Hi Joseph, in call waiting for you :-)

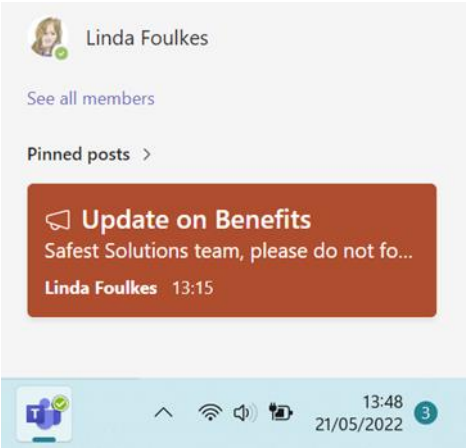

Linda Foulkes 11:37
Safest Solutions hope you are having a wonderful day today
Reply
Format
Attach
Emoji
Gifs
Stickers
Create
Meeting
and
Meet
now
Praise
Approvals
Add Apps
such as
Power BI

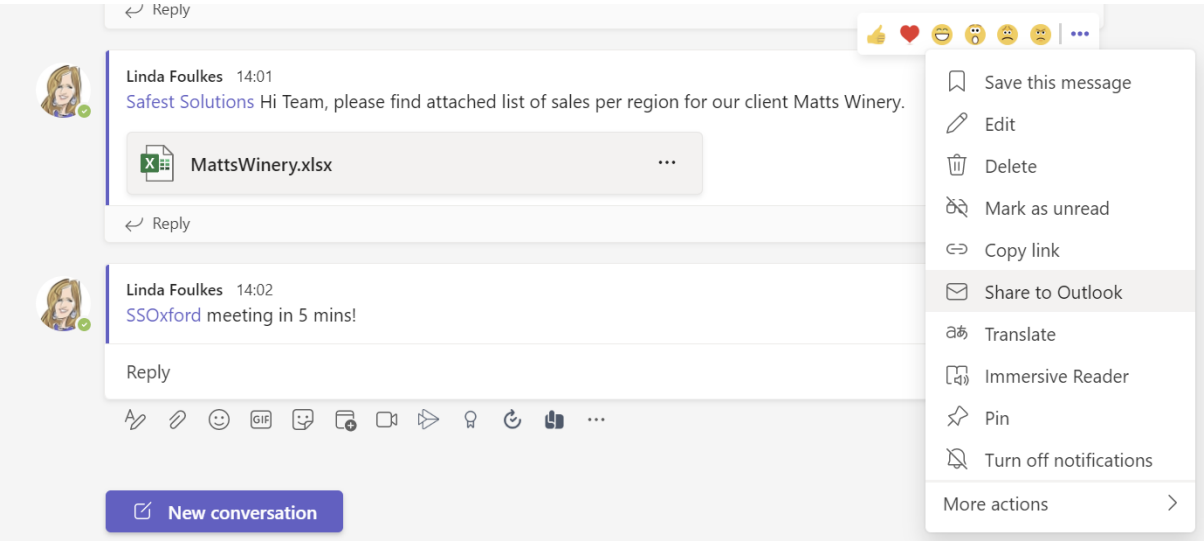

New conversation
Everyone can reply
Post in multiple channels
Paragraph
Our weekly meeting
Let's get together every Wednesday at 10h00. Lily could you add this recurring appointment into our Team channel please?
If everyone could contribute to the agenda, that would be great. We have a list of topics to address from last week's quick meetup.

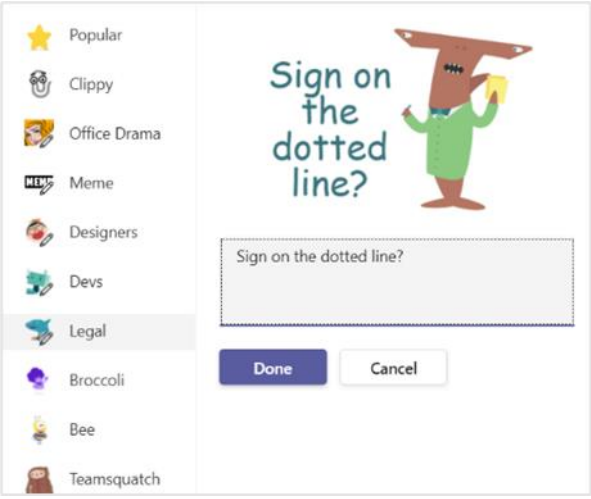

Announcement
Everyone can reply
Post in multiple channels
Paragraph
Update on Benefits
Our move to Pencor
Safest Solutions team, please do not forget about our event this evening at 18h00.

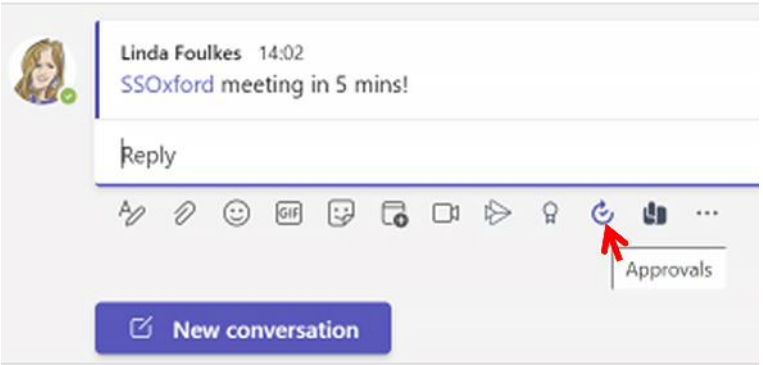

Linda Foulkes 13:15
Update on Benefits
Our move to Pencor
Safest Solutions team, please do not forget about our event this evening at 18h00.
Reply
New conversation
Save this message
Edit
Delete
Mark as unread
Copy link
Share to Outlook
Translate
Immersive Reader
Pin
Turn off notifications
More actions

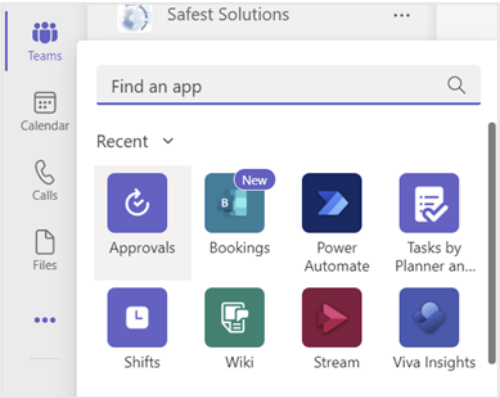

Meet

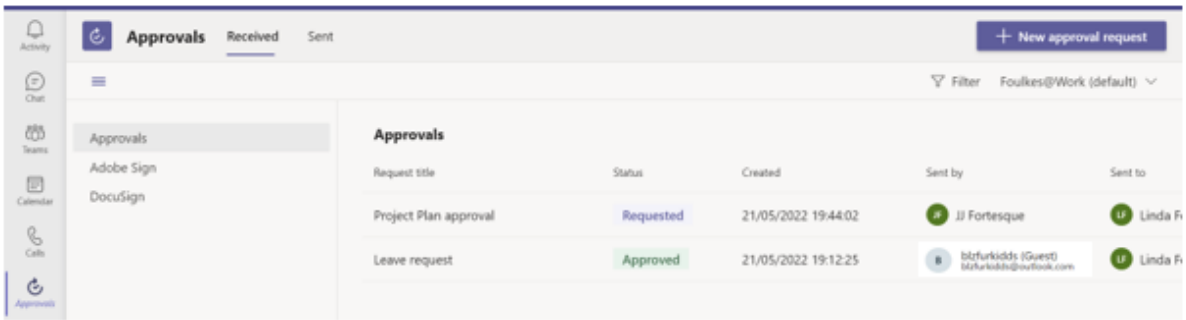

Linda Foulkes
See all members
Pinned posts
Update on Benefits
Safest Solutions team, please do not fo...
Linda Foulkes 13:15
13:48
21/05/2022
3

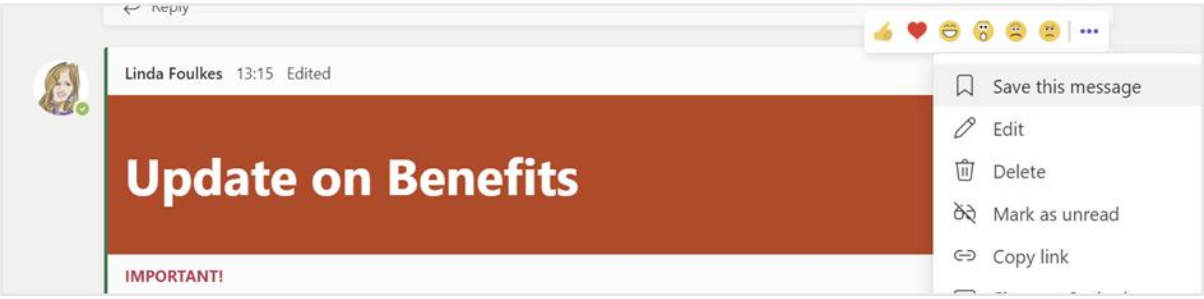

Reply
Linda Foulkes 14:01
Safest Solutions Hi Team, please find attached list of sales per region for our client Matts Winery.
MattsWinery.xlsx
Reply
Linda Foulkes 14:02
SSOxford meeting in 5 mins!
Reply
New conversation
Save this message
Edit
Delete
Mark as unread
Copy link
Share to Outlook
Translate
Immersive Reader
Pin
Turn off notifications
More actions

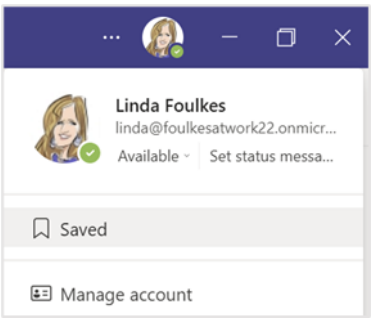

Popular
Clippy
Office Drama
Meme
Designers
Devs
Legal
Broccoli
Bee
Teamsquatch
Sign on the dotted line?
Sign on the dotted line?
Done
Cancel

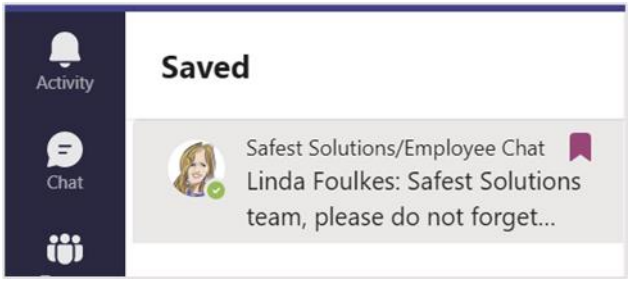

Linda Foulkes 14:02
SSOxford meeting in 5 mins!
Reply
Approvals
New conversation

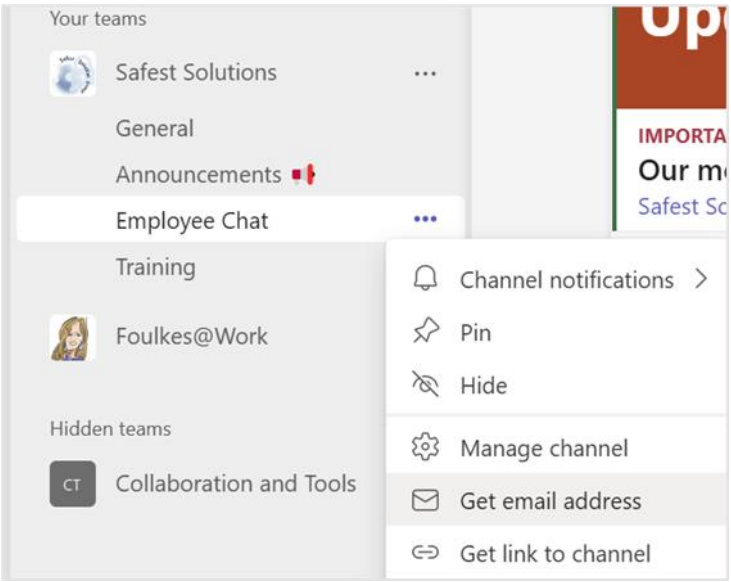

Safest Solutions
Teams
Calendar
Calls
Files
Find an app
Recent
Approvals
New
Bookings
Power Automate
Tasks by Planner an...
Shifts
Wiki
Stream
Viva Insights

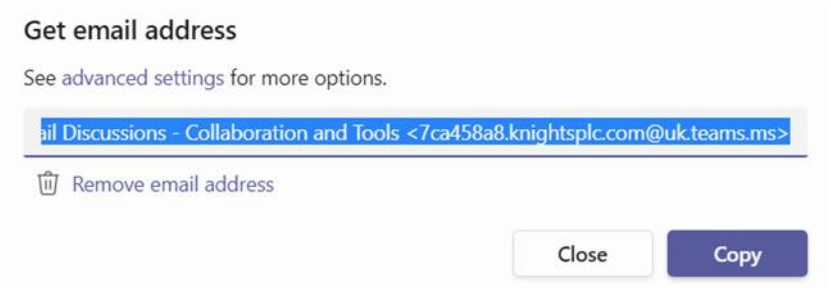

Approvals
Received
Sent
New approval request
Filter
Foulkes@Work (default)
Approvals
Adobe Sign
DocuSign
Approvals
Request title
Status
Created
Sent by
Sent to
Project Plan approval
Requested
21/05/2022 19:44:02
JJ Fortesque
Leave request
Approved
21/05/2022 19:12:25

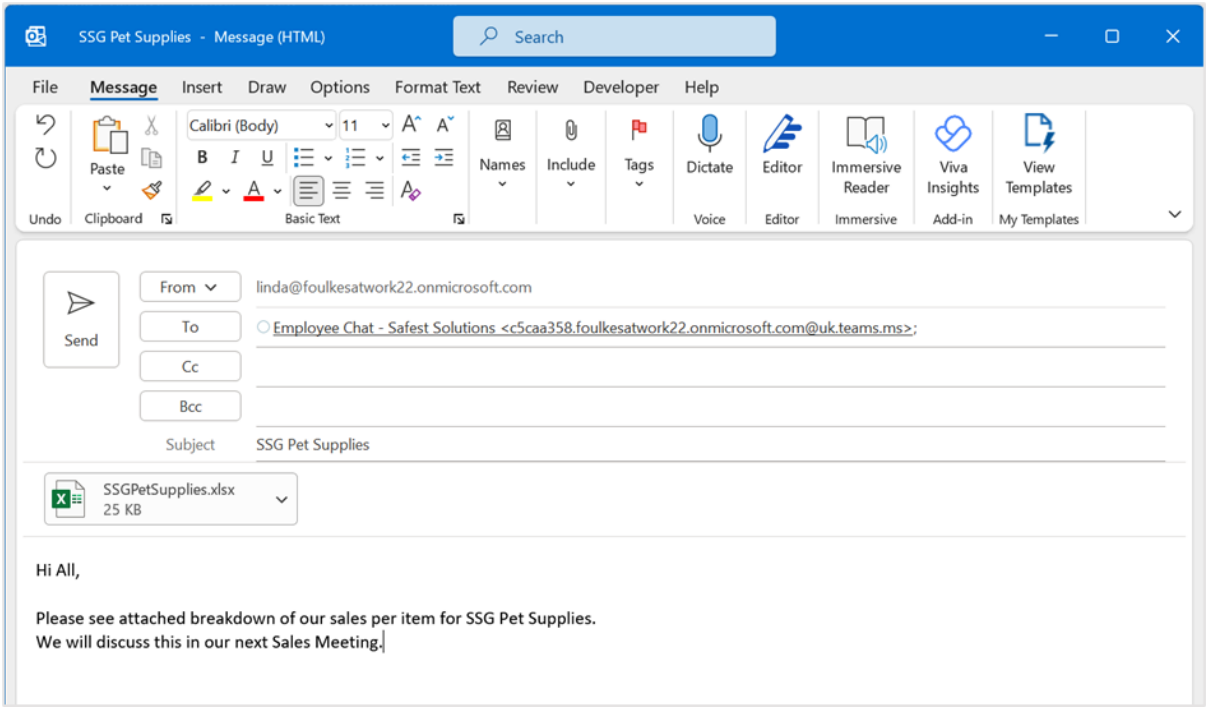

Reply
Linda Foulkes 13:15 Edited
Update on Benefits
IMPORTANT!
Save this message
Edit
Delete
Mark as unread
Copy link


Linda Foulkes
linda@foulkesatwork22.onmicr...
Available
Set status messa...
Saved
Manage account

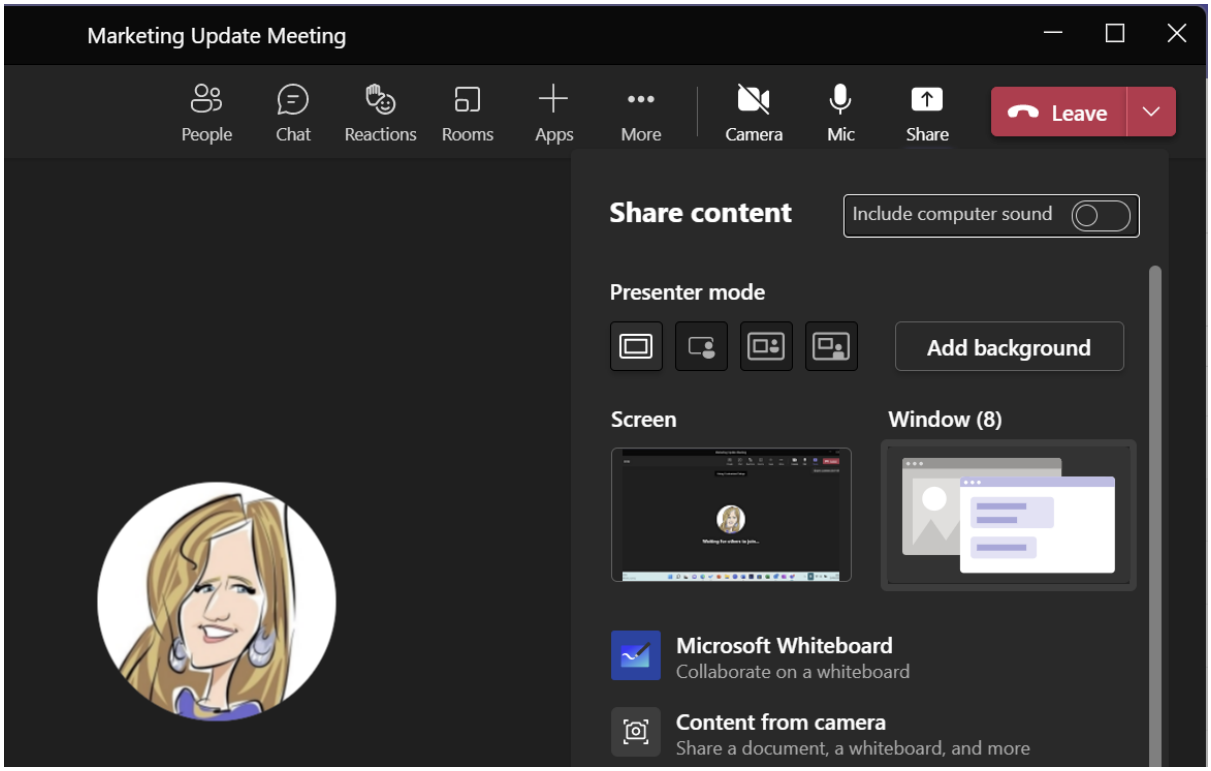

Activity
Chat
Saved
Safest Solutions/Employee Chat
Linda Foulkes: Safest Solutions team, please do not forget...

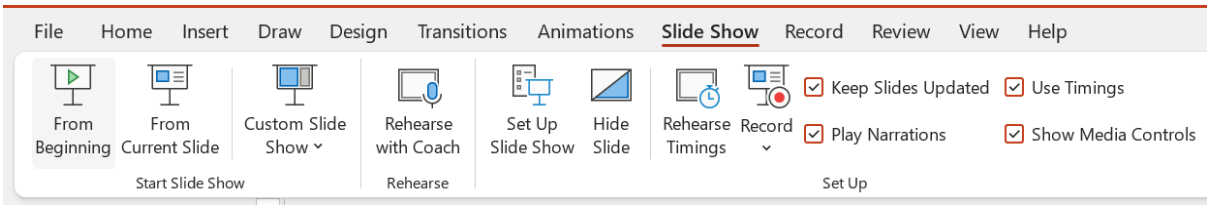

Your teams
Safest Solutions
General
Announcements
Employee Chat
Training
Foulkes@Work
Hidden teams
CT
Collaboration and Tools
Channel notifications
Pin
Hide
Manage channel
Get email address
Get link to channel

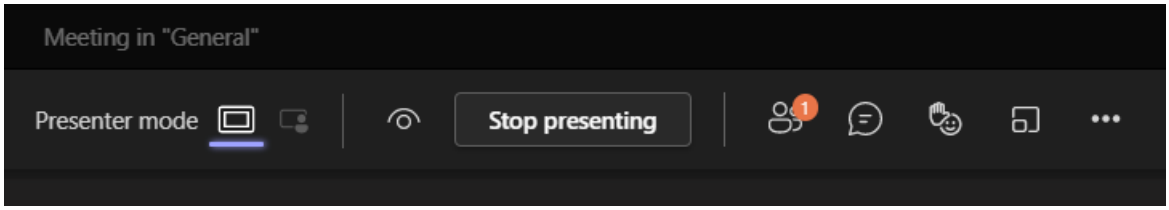

Get email address
See advanced settings for more options.
ail Discussions - Collaboration and Tools <7ca458a8.knightsplc.com@uk.teams.ms>
Remove email address
Close
Copy

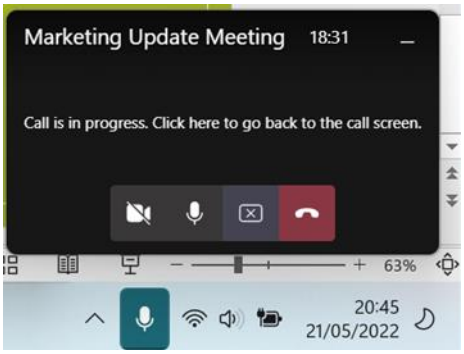

SSG Pet Supplies - Message (HTML)
Search
File
Message
Insert
Draw
Options
Format Text
Review
Developer
Help
Undo
Paste
Clipboard
Calibri (Body)
11
Basic Text
Names
Include
Tags
Dictate
Voice
Editor
Immersive Reader
Immersive
Viva Insights
Add-in
View Templates
My Templates
Send
From
linda@foulkesatwork22.onmicrosoft.com
To
Employee Chat - Safest Solutions <c5caa358.foulkesatwork22.onmicrosoft.com@uk.teams.ms>;
Cc
Bcc
Subject
SSG Pet Supplies
SSGPetSupplies.xlsx
25 KB
Hi All,
Please see attached breakdown of our sales per item for SSG Pet Supplies.
We will discuss this in our next Sales Meeting.

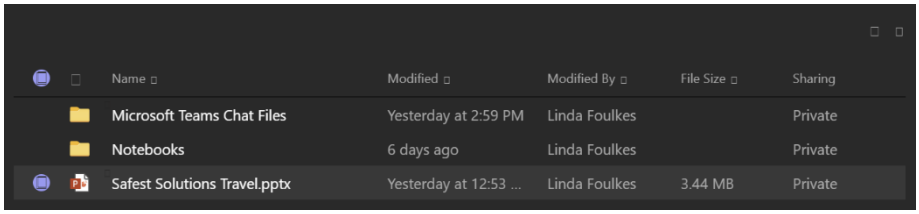
Chapter 17: Presenting and Collaborating Online

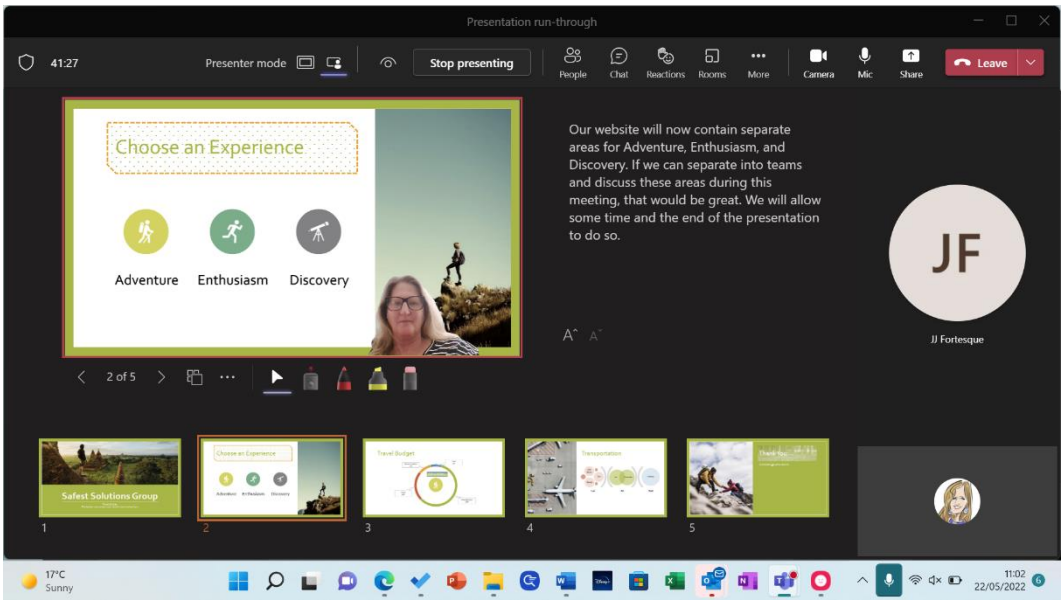


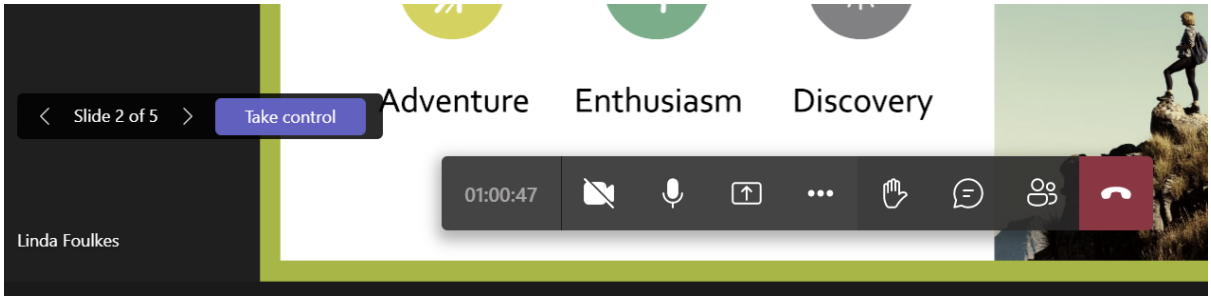


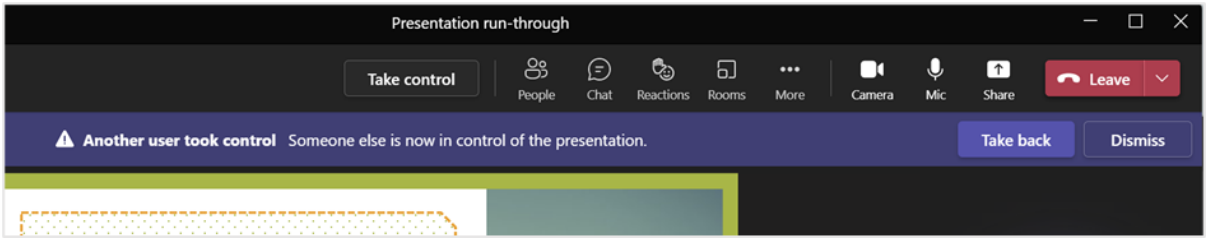

Meeting in "General"
Presenter mode
Stop presenting

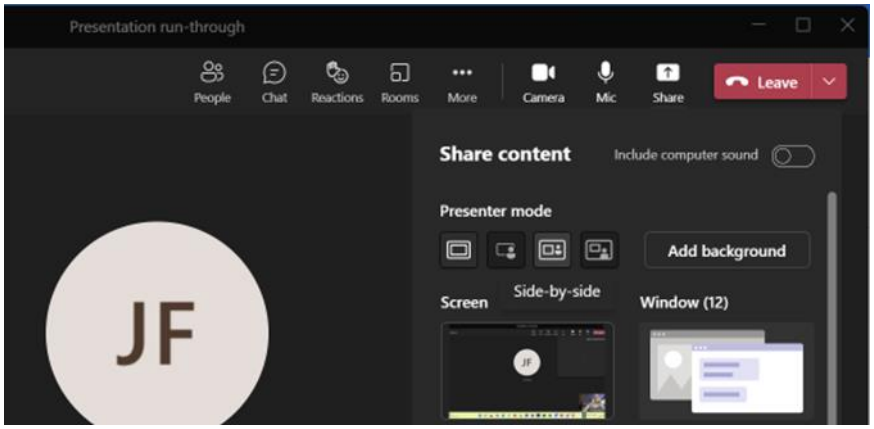

Marketing Update Meeting 18:31
Call is in progress. Click here to go back to the call screen.
63%
20:45
21/05/2022

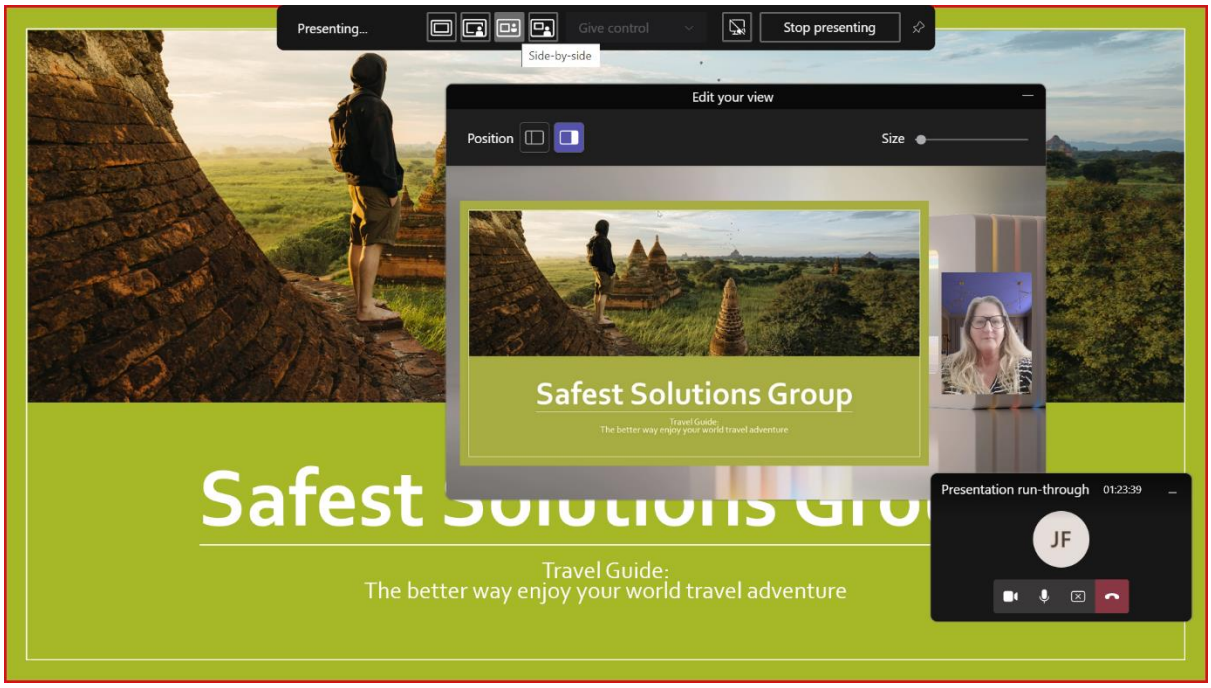

Name
Modified
Modified By
File Size
Sharing
Microsoft Teams Chat Files
Yesterday at 2:59 PM
Linda Foulkes
Private
Notebooks
6 days ago
Linda Foulkes
Private
Safest Solutions Travel.pptx
Yesterday at 12:53 ...
Linda Foulkes
3.44 MB
Private

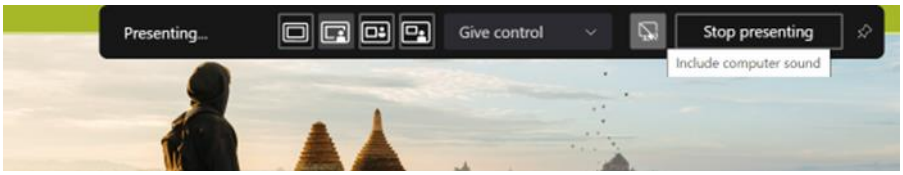

Presentation run-through
41:27
Presenter mode
Stop presenting
People
Chat
Reactions
Rooms
More
Camera
Mic
Share
Leave
Choose an Experience
Adventure
Enthusiasm
Discovery
Our website will now contain separate areas for Adventure, Enthusiasm, and Discovery. If we can separate into teams and discuss these areas during this meeting, that would be great. We will allow some time and the end of the presentation to do so.
JF
JJ Fortesque
2 of 5
Safest Solutions Group
17°C
Sunny
11:02
22/05/2022

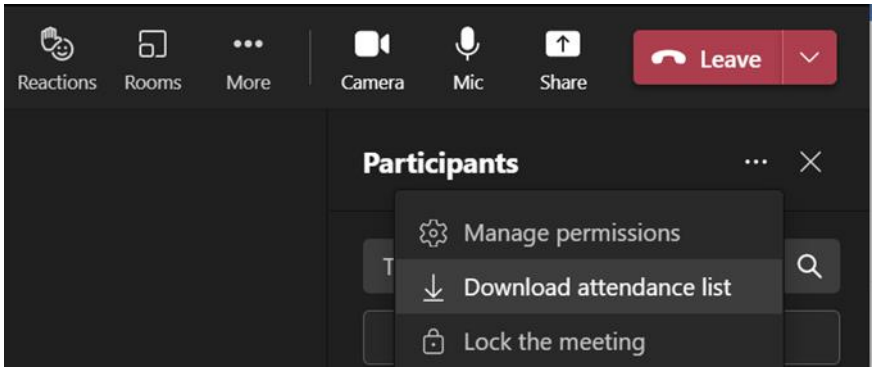

Slide 2 of 5
Take control
Adventure
Enthusiasm
Discovery
01:00:47
Linda Foulkes

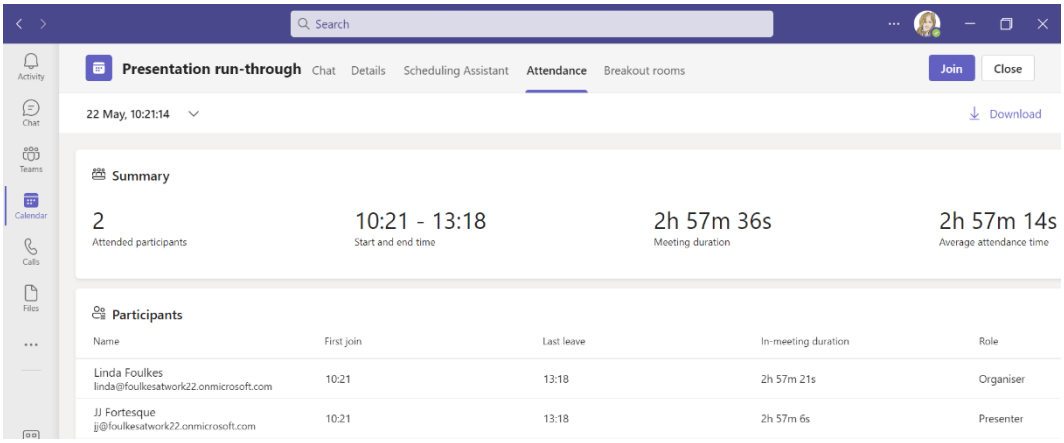

Presentation run-through
Take control
People
Chat
Reactions
Rooms
More
Camera
Mic
Share
Leave
Another user took control
Someone else is now in control of the presentation.
Take back
Dismiss

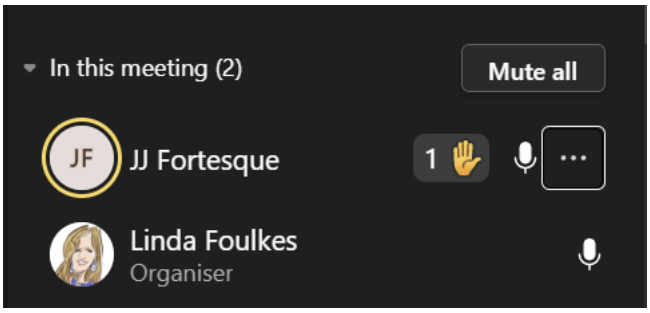

Presentation run-through
People
Chat
Reactions
Rooms
More
Camera
Mic
Share
Leave
JF
Share content
Include computer sound
Presenter mode
Add background
Screen
Side-by-side
Window (12)

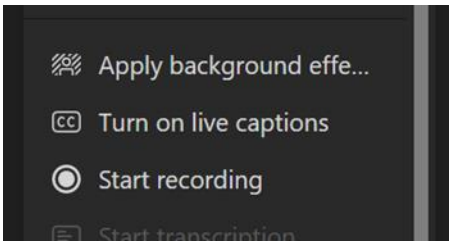

Presenting...
Give control
Stop presenting
Side-by-side
Edit your view
Position
Size
Safest Solutions Group
Travel Guide:
The better way enjoy your world travel adventure
Presentation run-through
01:23:39
JF

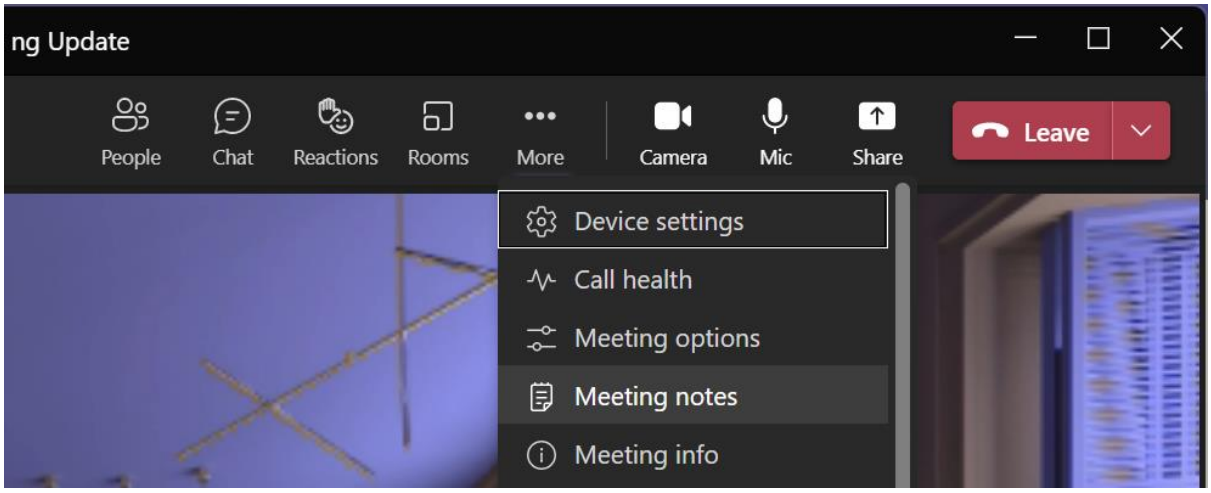

Presenting...
Give control
Stop presenting
Include computer sound

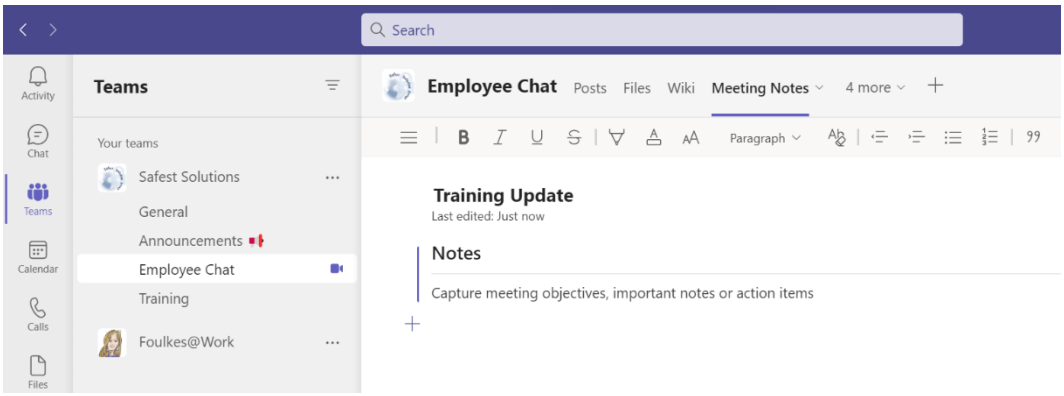

Reactions
Rooms
More
Camera
Mic
Share
Leave
Participants
Manage permissions
Download attendance list
Lock the meeting

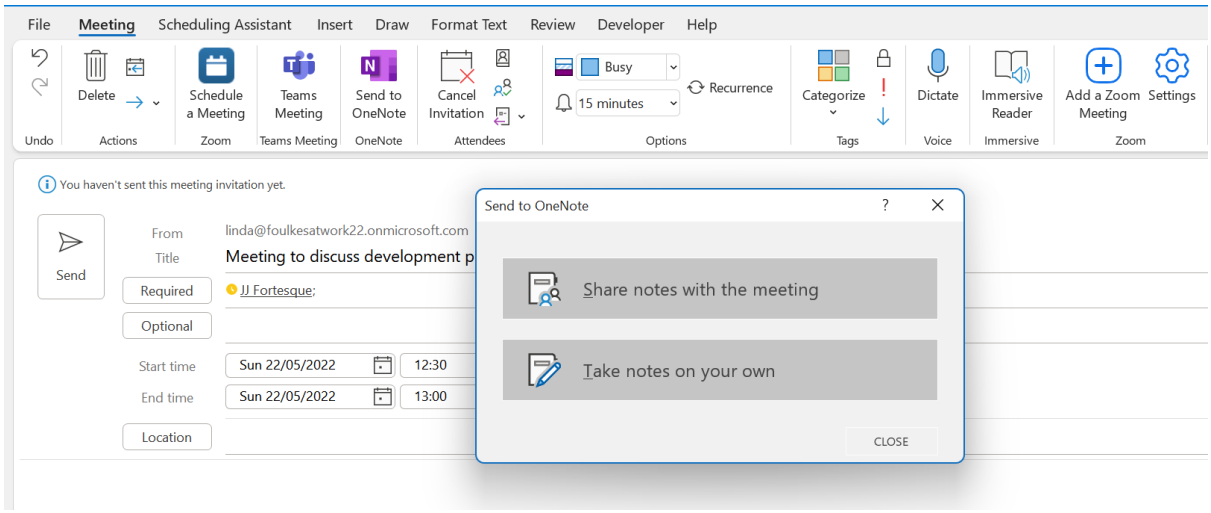

Search
Activity
Chat
Teams
Calendar
Calls
Files
Presentation run-through
Chat
Details
Scheduling Assistant
Attendance
Breakout rooms
Join
Close
22 May, 10:21:14
Download
Summary
2
Attended participants
10:21 - 13:18
Start and end time
2h 57m 36s
Meeting duration
2h 57m 14s
Average attendance time
Participants
Name
First join
Last leave
In-meeting duration
Role
Linda Foulkes
linda@foulkesatwork22.onmicrosoft.com
10:21
13:18
2h 57m 21s
Organiser
JJ Fortesque
jj@foulkesatwork22.onmicrosoft.com
10:21
13:18
2h 57m 6s
Presenter

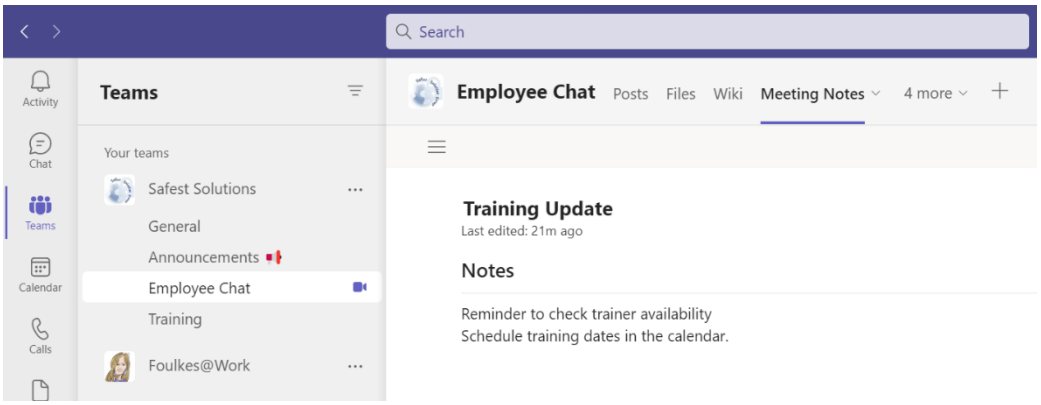

In this meeting (2)
Mute all
JF
JJ Fortesque
1
Linda Foulkes
Organiser

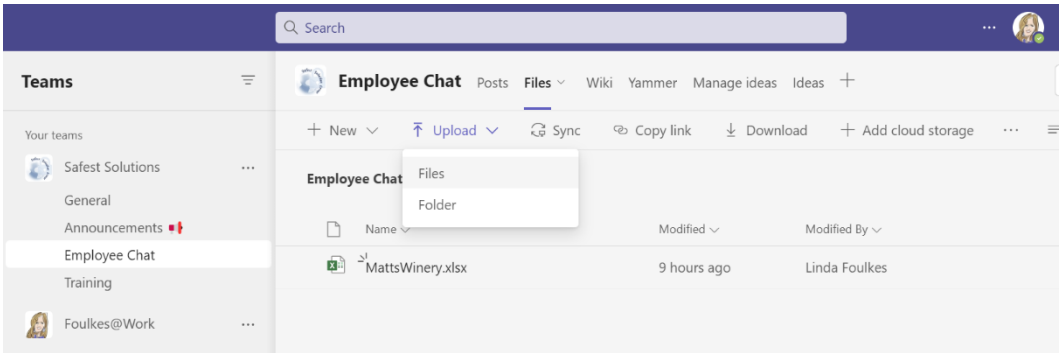

Apply background effe...
Turn on live captions
Start recording


ng Update
People
Chat
Reactions
Rooms
More
Camera
Mic
Share
Leave
Device settings
Call health
Meeting options
Meeting notes
Meeting info

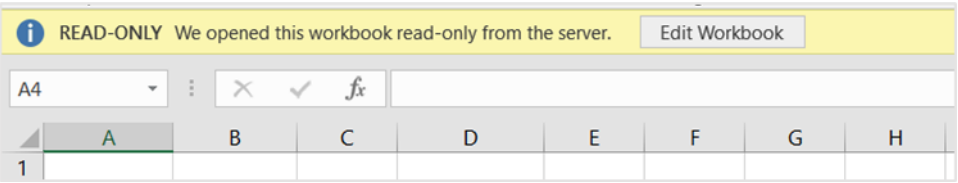

Search
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Your teams
Safest Solutions
General
Announcements
Employee Chat
Training
Foulkes@Work
Employee Chat
Posts
Files
Wiki
Meeting Notes
4 more
Paragraph
Training Update
Last edited: Just now
Notes
Capture meeting objectives, important notes or action items

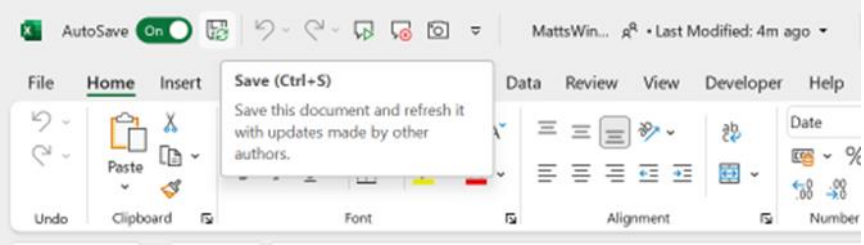

File
Meeting
Scheduling Assistant
Insert
Draw
Format Text
Review
Developer
Help
Undo
Delete
Actions
Schedule a Meeting
Zoom
Teams Meeting
Teams Meeting
Send to OneNote
OneNote
Cancel Invitation
Attendees
Busy
15 minutes
Recurrence
Options
Categorize
Tags
Dictate
Voice
Immersive Reader
Immersive
Add a Zoom Meeting
Settings
Zoom
You haven't sent this meeting invitation yet.
Send
From
linda@foulkesatwork22.onmicrosoft.com
Title
Meeting to discuss development p
Required
JJ Fortesque;
Optional
Start time
Sun 22/05/2022
12:30
End time
Sun 22/05/2022
13:00
Location
Send to OneNote
Share notes with the meeting
Take notes on your own
CLOSE

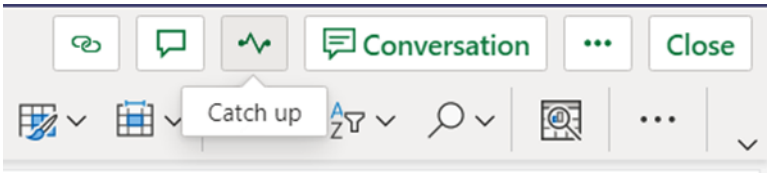

Search
Activity
Chat
Teams
Calendar
Calls
Teams
Your teams
Safest Solutions
General
Announcements
Employee Chat
Training
Foulkes@Work
Employee Chat
Posts
Files
Wiki
Meeting Notes
4 more
Training Update
Last edited: 21m ago
Notes
Reminder to check trainer availability
Schedule training dates in the calendar.

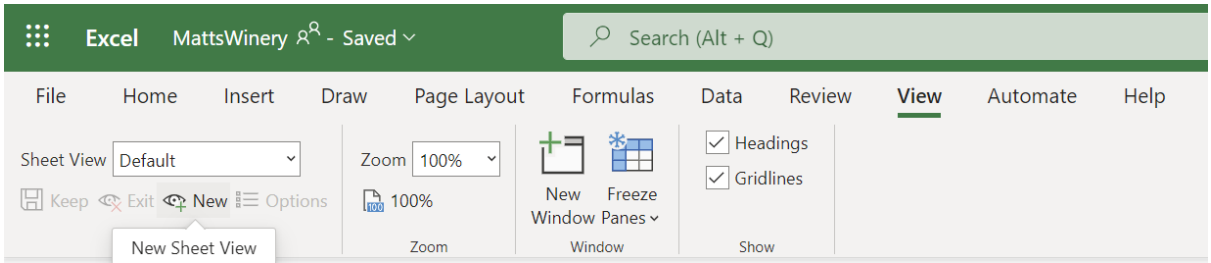


E	F	G	H
Region	Date Sold	Cost Per Case	Cases Sold
North	18/05/2020	£ 165.00	450
North	02/08/2020	£ 165.00	550
North	14/12/2020	£ 165.00	575
North	15/02/2020	£ 165.00	650
South	02/11/2021	£ 165.00	320

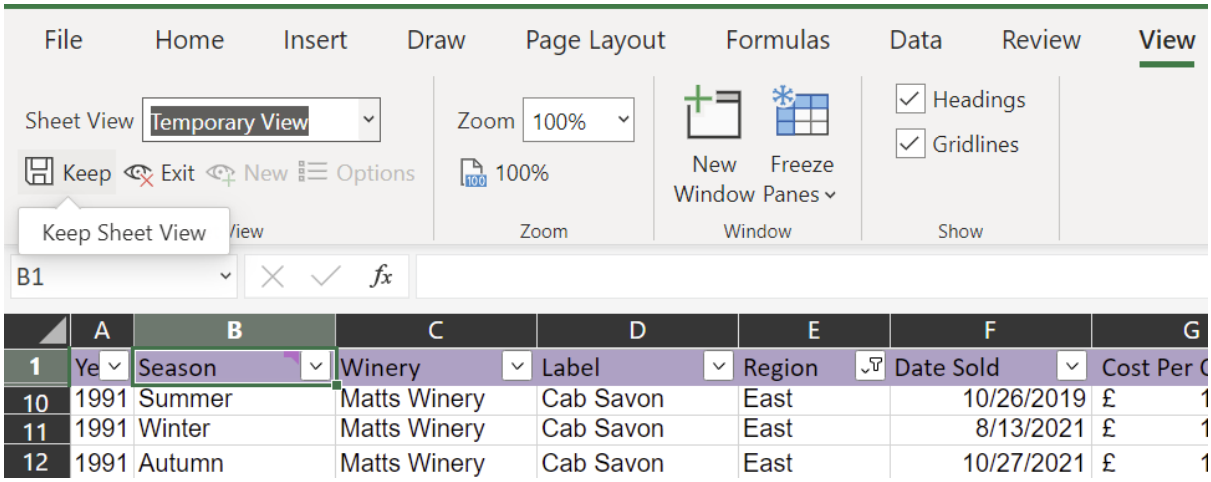








	A	B	C	D	E	F	G	H	
1	Year	Season	Winery	Label	Region	Date Sold	Cost Per Case	Cases Sold	
2	1991	Winter	Matts Winery	Cab Savon	North	5/18/2020	£ 165.00	450	£
3	1991	Winter	Matts Winery	Cab Savon	North	8/2/2020	£ 165.00	550	£
4	1991	Autumn	Matts Winery	Cab Savon	North	12/14/2020	£ 165.00	575	£
5	1991	Spring	Matts Winery	Cab Savon	North	2/15/2020	£ 165.00	650	£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Headings
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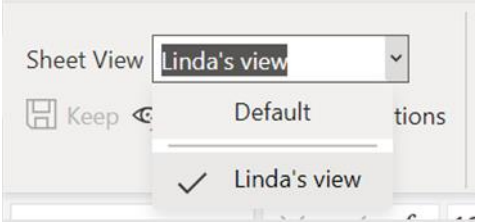
B1
Ye
Season
Winery
Label
Region
Date Sold
Cost Per
1991 Summer Matts Winery Cab Savon East 10/26/2019 £
1991 Winter Matts Winery Cab Savon East 8/13/2021 £
1991 Autumn Matts Winery Cab Savon East 10/27/2021 £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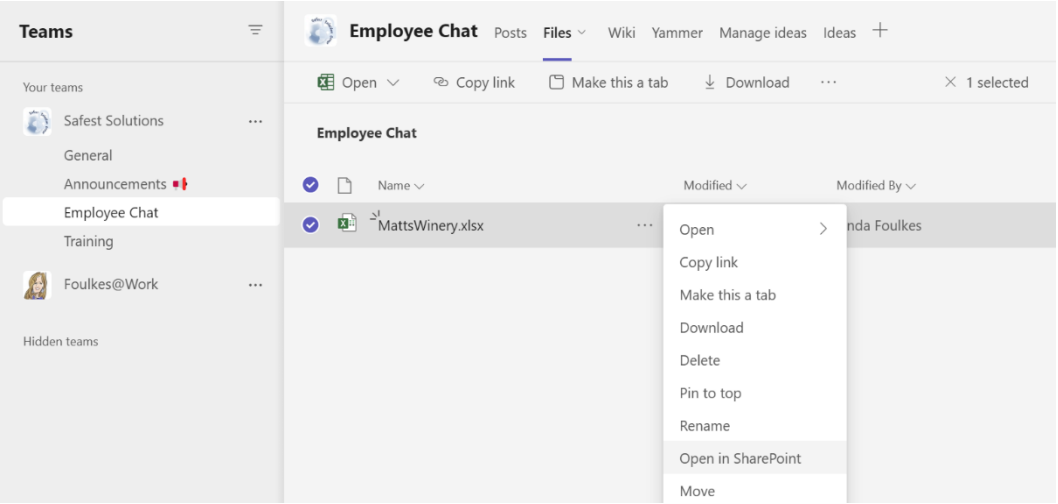
Teams
Your teams
Safest Solutions
General
Announcements
Employee Chat
Training
Foulkes@Work
Hidden teams
Employee Chat
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Yammer
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Ideas
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Make this a tab
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1 selected
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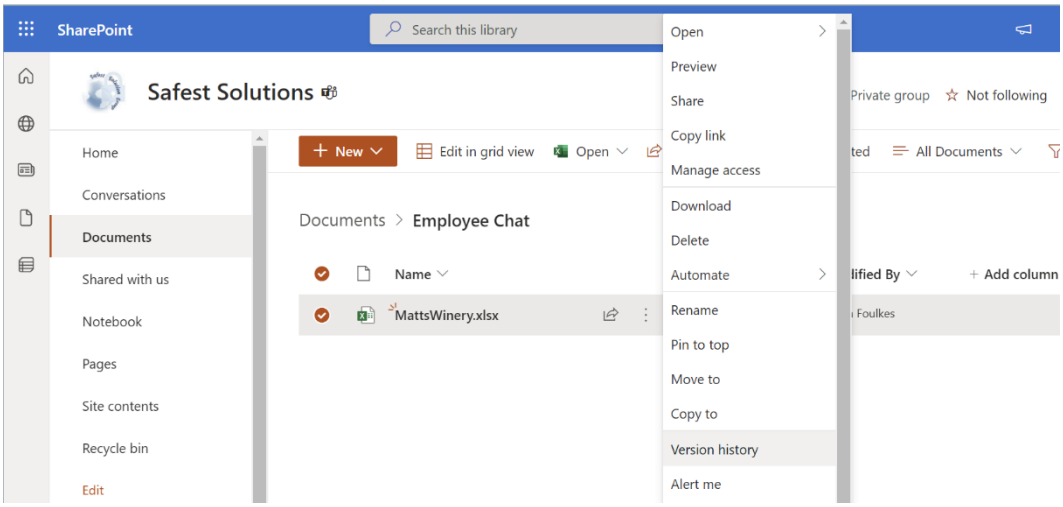
SharePoint
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Safest Solutions
Private group
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Name
Add column
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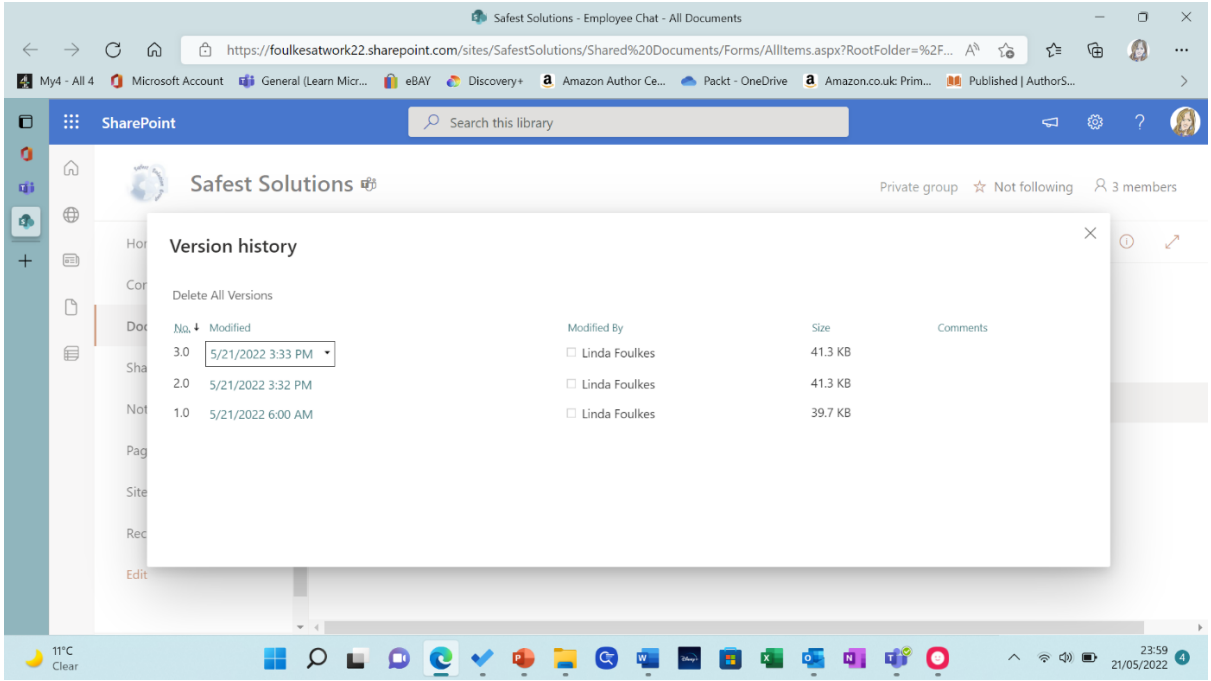
Alert me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Private group
Not following
3 members
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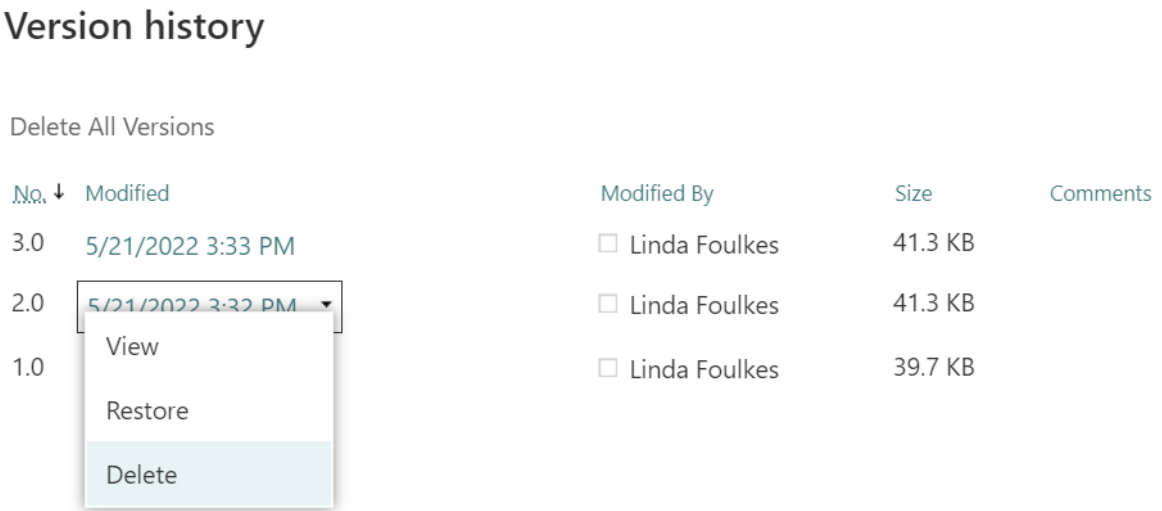
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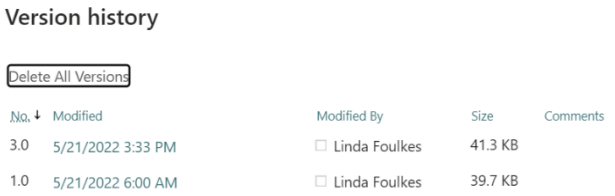
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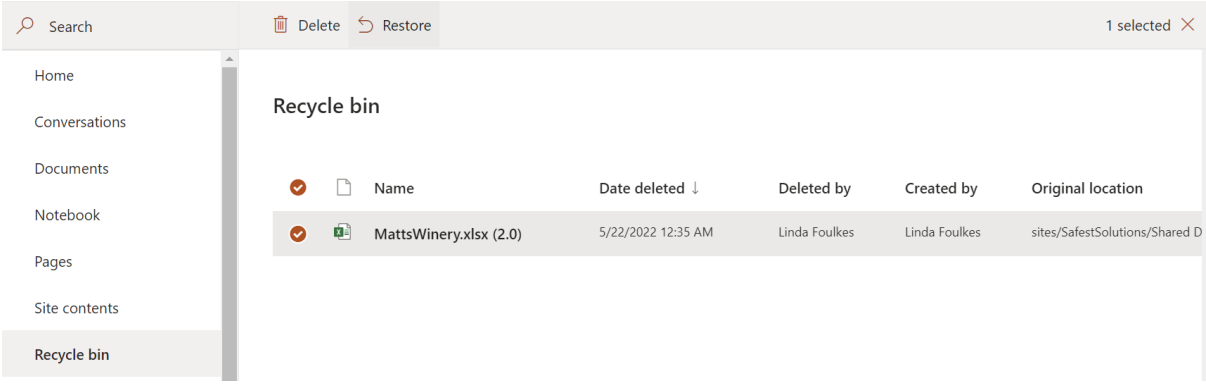
Search
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Linda Foulkes
Linda Foulkes
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