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Using Computers in the Law Office

Cengage Learning *Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers comprehensive treatment of computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help students develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels. These extensive exercises allow students to apply their knowledge and practice using computers to complete realistic legal work. This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

The Law Firm Internet Marketing

Book

Search Engine Marketing *This no-nonsense book explains in detail how to manage an aggressive, effective multi-pronged Internet marketing campaign that will absolutely increase the amount of targeted traffic your web site receives. Don't play second fiddle to your competition...be the firm that EVERYBODY sees when they search for your services! Topics covered include: SEO and PPC keyword research. On-page optimization. Using blogging, content, and social networking sites to promote your web site. Using social bookmarking sites. Using an information hub to guide search engine spiders to find your links. Using XML sitemaps to help the search engines find your web pages. How to manage your pay per click accounts to generate the maximum number of leads for your marketing dollars. How to write winning paid search ads and landing pages. How all the pieces of search engine marketing fit together into a cohesive plan.*

Law Books in Print: Publishers' listing

Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book

TeachUcomp Inc. *Complete classroom training manuals for Microsoft Excel 2019 for Lawyers. 479 pages and 224 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to effectively use legal templates, legal business functions (such as the Pv and Fv functions) and simple IOLTA management. In addition, you'll receive our complete Excel curriculum. Topics Covered: Getting Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The "File" Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen View 14. Working With Excel File Formats 15. AutoSave Online Workbooks Data Entry 1. Selecting Cells 2. Entering Text into Cells 3. Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop-Down List 6. Flash Fill 7. Selecting Ranges 8. Ranged Data Entry 9. Using AutoFill Creating Formulas 1. Ranged Formula Syntax 2.*

Simple Formula Syntax 3. Writing Formulas 4. Using AutoSum 5. Inserting Functions 6. Editing a Range 7. Formula AutoCorrect 8. AutoCalculate 9. Function Compatibility Copying & Pasting Formulas 1. Relative References and Absolute References 2. Cutting, Copying, and Pasting Data 3. AutoFilling Cells 4. The Undo Button 5. The Redo Button Columns & Rows 1. Selecting Columns & Rows 2. Adjusting Column Width and Row Height 3. Hiding and Unhiding Columns and Rows 4. Inserting and Deleting Columns and Rows Formatting Worksheets 1. Formatting Cells 2. The Format Cells Dialog Box 3. Clearing All Formatting from Cells 4. Copying All Formatting from Cells to Another Area Worksheet Tools 1. Inserting and Deleting Worksheets 2. Selecting Multiple Worksheets 3. Navigating Worksheets 4. Renaming Worksheets 5. Coloring Worksheet Tabs 6. Copying or Moving Worksheets Setting Worksheet Layout 1. Using Page Break Preview 2. Using the Page Layout View 3. Opening The Page Setup Dialog Box 4. Page Settings 5. Setting Margins 6. Creating Headers and Footers 7. Sheet Settings Printing Spreadsheets 1. Previewing and Printing Worksheets Helping Yourself 1. Using Excel Help 2. The Tell Me Bar 3. Smart Lookup Creating 3D Formulas 1. Creating 3D Formulas 2. 3D Formula Syntax 3. Creating 3D Range References Named Ranges 1. Naming Ranges 2. Creating Names from Headings 3. Moving to a Named Range 4. Using Named Ranges in Formulas 5. Naming 3D Ranges 6. Deleting Named Ranges Conditional Formatting and Cell Styles 1. Conditional Formatting 2. Finding Cells with Conditional Formatting 3. Clearing Conditional Formatting 4. Using Table and Cell Styles Paste Special 1. Using Paste Special 2. Pasting Links Sharing Workbooks 1. About Co-authoring and Sharing Workbooks 2. Co-authoring Workbooks 3. Adding Shared Workbook Buttons in Excel 4. Traditional Workbook Sharing 5. Highlighting Changes 6. Reviewing Changes 7. Using Comments and Notes 8. Compare and Merge Workbooks Auditing Worksheets 1. Auditing Worksheets 2. Tracing Precedent and Dependent Cells 3. Tracing Errors 4. Error Checking 5. Using the Watch Window 6. Cell Validation Outlining Worksheets 1. Using Outlines 2. Applying and Removing Outlines 3. Applying Subtotals Consolidating Worksheets 1. Consolidating Data Tables 1. Creating a Table 2. Adding an Editing Records 3. Inserting Records and Fields 4. Deleting Records and Fields Sorting Data 1. Sorting Data 2. Custom Sort Orders Filtering Data 1. Using AutoFilters 2. Using the Top 10 AutoFilter 3. Using a Custom AutoFilter 4. Creating Advanced Filters 5. Applying Multiple Criteria 6. Using Complex Criteria 7. Copying Filter Results to a New Location 8. Using Database Functions Using What-If Analysis 1. Using Data Tables 2. Using Scenario Manager 3. Using Goal Seek 4. Forecast Sheets Table-Related Functions 1. The Hlookup and Vlookup Functions 2. Using the IF, AND, and OR Functions 3. The IFS Function Sparklines 1. Inserting and Deleting Sparklines 2. Modifying Sparklines Creating Charts In Excel 1. Creating Charts 2. Selecting Charts and Chart Elements 3. Adding Chart Elements 4. Moving and Resizing Charts 5. Changing the Chart Type 6. Changing the Data Range 7. Switching Column and Row Data 8. Choosing a Chart Layout 9. Choosing a Chart Style 10. Changing Color Schemes 11. Printing Charts 12. Deleting Charts Formatting Charts in Excel 1. Formatting Chart Objects 2. Inserting Objects into a Chart 3. Formatting Axes 4. Formatting Axis Titles 5. Formatting a Chart Title 6. Formatting Data Labels 7. Formatting a Data Table 8. Formatting Error Bars 9. Formatting Gridlines 10. Formatting a Legend 11. Formatting Drop and High-Low Lines 12. Formatting

Trendlines 13. Formatting Up/Down Bars 14. Formatting the Chart and Plot Areas 15. Naming Charts 16. Applying Shape Styles 17. Applying WordArt Styles 18. Saving Custom Chart Templates

Data Models 1. Creating a Data Model from External Relational Data 2. Creating a Data Model from Excel Tables 3. Enabling Legacy Data Connections 4. Relating Tables in a Data Model 5. Managing a Data Model

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PowerPivot 1. Starting PowerPivot 2. Managing the Data Model 3. Calculated Columns and Fields 4. Measures 5. Creating KPIs 6. Creating and Managing Perspectives 7. PowerPivot PivotTables and PivotCharts

3D Maps 1. Enabling 3D Maps 2. Creating a New 3D Maps Tour 3. Editing a 3D Maps Tour 4. Managing Layers in a 3D Maps Tour 5. Filtering Layers 6. Setting Layer Options 7. Managing Scenes 8. Custom 3D Maps 9. Custom Regions 10. World Map Options 11. Inserting 3D Map Objects 12. Previewing a Scene 13. Playing a 3D Maps Tour 14. Creating a Video of a 3D Maps Tour 15. 3D Maps Options

Slicers and Timelines 1. Inserting and Deleting Slicers 2. Modifying Slicers 3. Inserting and Deleting Timelines 4. Modifying Timelines

Security Features 1. Unlocking Cells 2. Worksheet Protection 3. Workbook Protection 4. Password Protecting Excel Files

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Using Online Templates 1. Downloading Online Templates 2. Saving a Template 3. Creating New Workbooks from Saved Templates

Legal Templates 1. Chapter Overview 2. Using the Law Firm Financial Analysis Worksheet 3. Using the Law Firm Project Tracker 4. Using the Law Firm Project Plan

Legal Business Functions 1. The Pv Function 2. The Fv Function 3. The IRR and XIRR Functions

Simple IOLTA Management 1. IOLTA Basics 2. Using Excel for Simple IOLTA Management 3. Using the Simple IOLTA Template

QuickBooks Pro 2020 for Lawyers Training Manual Classroom in a Book

TeachUcomp Inc. Complete classroom training manuals for QuickBooks Pro 2020 for Lawyers. Full classroom manual in one book. 344 pages and 212 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create and effectively manage a legal company file as well as use QuickBooks for trust accounting. In addition, you'll receive our complete QuickBooks curriculum. Topics Covered: The QuickBooks Environment 1. The Home Page and Insights Tabs 2. The Centers 3. The Menu Bar and Keyboard Shortcuts 4. The Open Window List 5. The Icon Bar 6. Customizing the Icon Bar 7. The Chart of Accounts 8. Accounting Methods 9. Financial Reports

Creating a QuickBooks Company File 1. Using Express Start 2. Using the EasyStep Interview 3. Returning to the Easy Step Interview 4. Creating a

Local Backup Copy 5. Restoring a Company File from a Local Backup Copy 6. Setting Up Users 7. Single and Multiple User Modes 8. Closing Company Files 9. Opening a Company File Using Lists 1. Using Lists 2. The Chart of Accounts 3. The Customers & Jobs List 4. The Employees List 5. The Vendors List 6. Using Custom Fields 7. Sorting List 8. Inactivating and Reactivating List Items 9. Printing Lists 10. Renaming & Merging List Items 11. Adding Multiple List Entries from Excel Setting Up Sales Tax 1. The Sales Tax Process 2. Creating Tax Agencies 3. Creating Individual Sales Tax Items 4. Creating a Sales Tax Group 5. Setting Sales Tax Preferences 6. Indicating Taxable & Non-taxable Customers and Items Setting Up Inventory Items 1. Setting Up Inventory 2. Creating Inventory Items 3. Creating a Purchase Order 4. Receiving Items with a Bill 5. Entering Item Receipts 6. Matching Bills to Item Receipts 7. Adjusting Inventory Setting Up Other Items 1. Service Items 2. Non-Inventory Items 3. Other Charges 4. Subtotals 5. Groups 6. Discounts 7. Payments 8. Changing Item Prices Basic Sales 1. Selecting a Sales Form 2. Creating an Invoice 3. Creating Batch Invoices 4. Creating a Sales Receipt 5. Finding Transaction Forms 6. Previewing Sales Forms 7. Printing Sales Forms Using Price Levels 1. Using Price Levels Creating Billing Statements 1. Setting Finance Charge Defaults 2. Entering Statement Charges 3. Applying Finance Charges and Creating Statements Payment Processing 1. Recording Customer Payments 2. Entering a Partial Payment 3. Applying One Payment to Multiple Invoices 4. Entering Overpayments 5. Entering Down Payments or Prepayments 6. Applying Customer Credits 7. Making Deposits 8. Handling Bounced Checks 9. Automatically Transferring Credits Between Jobs 10. Manually Transferring Credits Between Jobs Handling Refunds 1. Creating a Credit Memo and Refund Check 2. Refunding Customer Payments Entering and Paying Bills 1. Setting Billing Preferences 2. Entering Bills 3. Paying Bills 4. Early Bill Payment Discounts 5. Entering a Vendor Credit 6. Applying a Vendor Credit Using Bank Accounts 1. Using Registers 2. Writing Checks 3. Writing a Check for Inventory Items 4. Printing Checks 5. Transferring Funds 6. Reconciling Accounts 7. Voiding Checks Paying Sales Tax 1. Sales Tax Reports 2. Using the Sales Tax Payable Register 3. Paying Your Tax Agencies Reporting 1. Graph and Report Preferences 2. Using QuickReports 3. Using QuickZoom 4. Preset Reports 5. Modifying a Report 6. Rearranging and Resizing Report Columns 7. Memorizing a Report 8. Memorized Report Groups 9. Printing Reports 10. Batch Printing Forms 11. Exporting Reports to Excel 12. Saving Forms and Reports as PDF Files 13. Comment on a Report 14. Process Multiple Reports 15. Scheduled Reports Using Graphs 1. Using Graphs 2. Company Snapshot Customizing Forms 1. Creating New Form Templates 2. Performing Basic Customization 3. Performing Additional Customization 4. The Layout Designer 5. Changing the Grid and Margins in the Layout Designer 6. Selecting Objects in the Layout Designer 7. Moving and Resizing Objects in the Layout Designer 8. Formatting Objects in the Layout Designer 9. Copying Objects and Formatting in the Layout Designer 10. Adding and Removing Objects in the Layout Designer 11. Aligning and Stacking Objects in the Layout Designer 12. Resizing Columns in the Layout Designer Estimating 1. Creating a Job 2. Creating an Estimate 3. Duplicating Estimates 4. Invoicing From Estimates 5. Updating Job Statuses 6. Inactivating Estimates 7. Making Purchases for a Job 8. Invoicing for Job Costs 9. Using Job Reports Time Tracking 1. Tracking Time and Printing a Blank Timesheet 2. Weekly Timesheets 3.

Time/Enter Single Activity 4. Invoicing from Time Data 5. Using Time Reports 6. Tracking Vehicle Mileage 7. Charging Customers for Mileage Payroll 1. The Payroll Process 2. Creating Payroll Items 3. Setting Employee Defaults 4. Setting Up Employee Payroll Information 5. Creating Payroll Schedules 6. Creating Scheduled Paychecks 7. Creating Unscheduled Paychecks 8. Creating Termination Paychecks 9. Voiding Paychecks 10. Tracking Your Tax Liabilities 11. Paying Your Payroll Tax Liabilities 12. Adjusting Payroll Liabilities 13. Entering Liability Refund Checks 14. Process Payroll Forms 15. Tracking Workers Compensation Using Credit Card Accounts 1. Creating Credit Card Accounts 2. Entering Credit Card Charges 3. Reconciling and Paying Credit Cards Assets and Liabilities 1. Assets and Liabilities 2. Creating and Using an Other Current Asset Account 3. Removing Value from Other Current Asset Accounts 4. Creating Fixed Asset Accounts 5. Creating Liability Accounts 6. Setting the Original Cost of Fixed Assets 7. Tracking Depreciation 8. The Loan Manager 9. The Fixed Asset Item List Equity Accounts 1. Equity Accounts 2. Recording an Owner's Draw 3. Recording a Capital Investment Writing Letters With QuickBooks 1. Using the Letters and Envelopes Wizard 2. Editing Letter Templates Company Management 1. Viewing Your Company Information 2. Setting Up Budgets 3. Using the To Do List 4. Using Reminders and Setting Preferences 5. Making General Journal Entries 6. Using the Cash Flow Projector 7. Using Payment Reminders Using QuickBooks Tools 1. Company File Cleanup 2. Exporting and Importing List Data Using IIF Files 3. Advanced Importing of Excel Data 4. Updating QuickBooks 5. Using the Calculator 6. Using the Portable Company Files 7. Using the Calendar 8. The Income Tracker 9. The Bill Tracker 10. The Lead Center 11. Moving QuickBooks Desktop Using the Migrator Tool Using the Accountant's Review 1. Creating an Accountant's Copy 2. Transferring an Accountant's Copy 3. Importing Accountant's 4. Removing Restrictions Using the Help Menu 1. Using Help Creating a Legal Company File 1. Making a Legal Company Using Express Start 2. Making a Legal Company Using the EasyStep Interview 3. Reviewing the Default Chart of Accounts 4. Entering Vendors 5. Entering Clients and Cases 6. Enabling Class Tracking for Law Firms 7. Creating Billing Line Items Setting up a Trust Account 1. What is an IOLTA? 2. Creating Accounts for Trust Management 3. Creating Items for Trust Management Managing a Trust Account 1. Depositing Client Money into the Client Trust Account 2. Entering Bills to Pay from the Trust Account 3. Recording Bills for Office Expenses 4. Paying Bills from the Client Trust Account 5. Using a Client Trust Credit Card 6. Time Tracking and Invoicing for Legal Professionals 7. Paying the Law Firm's Invoices Using the Client Funds 8. Refunding Unused Client Trust Account Funds 9. Escheated Trust Funds Trust Account Reporting 1. Creating a Trust Account Liability Proof Report 2. Creating a Trust Liability Balances by Client Report 3. Creating a Client Ledger Report 4. Creating an Account Journal Report

Canadian Books in Print

Subject index

Mac OS X Leopard All-in-One Desk Reference For Dummies

John Wiley & Sons *Your new Mac with OS X Leopard is so cool! You have digital media, including iTunes, iPhoto, iDVD, and iMovie, at your fingertips, as well as everything the Internet has to offer. Where do you start to make the most of it? With Mac OS X Leopard All-In-One Desk Reference for Dummies, of course! Here are seven handy minibooks, each devoted to one aspect of your Mac OS X Leopard. One section is devoted to the digital media you love, another to the Internet, others to networking, customizing, sharing, and expanding your Mac. There's even a minibook for you geeky types who want to tweak the system with AppleScript. You'll find information on: Locating anything with Spotlight and Sherlock Personalizing your desktop Creating movies and burning DVDs Jamming with iTunes and your iPod Making your own music with GarageBand Collecting, editing, and sharing photos with iPhoto Browsing the Web with Safari and staying safe online Setting up a wireless network Adding RAM, hard drive space, and cool extra applications Using AppleScript to program even more customizations With Mac OS X Leopard All-In-One Desk Reference for Dummies, you can find what you need in a hurry and get on with the fun your Mac makes possible. It just may be the best friend a Leopard can have!*

International Legal Books in Print, 1990-1991: Subjects

London ; New York : Bowker-Saur

IMac For Dummies

John Wiley & Sons *Describes iMac basics, including applications, Internet access, wireless networking, digital movies, email attachments, and troubleshooting.*

MacBook All-in-One For Dummies

John Wiley & Sons *Looks at the features of the MacBook, covering such topics as Mac OS X, customization, iLife, networking, email, iWork, Safari, iCloud, Keynote, and expansion.*

Law Books in Print: Author

International Legal Books in Print, 1990-1991: Author

London ; New York : Bowker-Saur

Complete Key for Schools Student's Pack (Student's Book Without Answers with CD-ROM, Workbook Without Answers with Audio CD)

Cambridge University Press *Complete Key for Schools is official preparation for the Cambridge English: Key (KET) for Schools exam. It combines the best in contemporary classroom practice with engaging topics aimed at younger students. The information, practice and advice contained in the course ensure that they are fully prepared for all parts of the test, with strategies and skills to maximise their score. Informed by Cambridge's unique searchable database of real exam candidates' answers, the Cambridge English Corpus, Complete Key for Schools includes examples and exercises which tackle common problem areas at this level. This Student's Pack includes the Student's Book without answers with CD-ROM and Workbook without answers. The Audio CD contains the Audio for the Workbook exercises.*

Library of Congress Subject Headings

The Macintosh iLife '09

Peachpit Press *The definitive iLife reference, completely updated and revised! The Macintosh iLife '09 is a lavishly illustrated handbook packed with easy-to-follow instructions, essential technical background, and tips for iLife users of all levels. Each two-page spread is a self-contained tutorial or set of tips. Everything you need is at your fingertips, and every page is updated for iLife '09, including coverage of the Faces feature in iPhoto that allows users to organize their photos based on who's in them, the new Animated Travel Maps in iMovie that enhances vacation movies with eye-catching animations and much more! Organize your photos using iPhoto's new Faces facial-recognition and Places geotagging technologies Share your photos on Flickr and Facebook Create spectacular slide shows using iPhoto's new slide show themes Master the spectacular new features iMovie '09, including the precision*

editor, motion stabilization, video effects, and motion-graphics themes Improve your photography and video-shooting techniques Assemble a video library with the all-new iMovie—and create animated Travel Maps in your scenes Produce spectacular slide shows, photo books, calendars, and greeting cards Record and arrange your own music with GarageBand Create and publish your own Web sites, blogs, and podcasts Preserve the past: digitize old records, photos, and movies Get updates, tips, and much more at this book's companion Web site, www.macilife.com.

Tap, Click, Read

Growing Readers in a World of Screens

John Wiley & Sons *A guide to promoting literacy in the digital age With young children gaining access to a dizzying array of games, videos, and other digital media, will they ever learn to read? The answer is yes—if they are surrounded by adults who know how to help and if they are introduced to media designed to promote literacy, instead of undermining it. Tap, Click, Read gives educators and parents the tools and information they need to help children grow into strong, passionate readers who are skilled at using media and technology of all kinds—print, digital, and everything in between. In Tap, Click, Read authors Lisa Guernsey and Michael H. Levine envision a future that is human-centered first and tech-assisted second. They document how educators and parents can lead a new path to a place they call 'Readialand'—a literacy-rich world that marries reading and digital media to bring knowledge, skills, and critical thinking to all of our children. This approach is driven by the urgent need for low-income children and parents to have access to the same 21st-century literacy opportunities already at the fingertips of today's affluent families. With stories from homes, classrooms and cutting edge tech labs, plus accessible translation of new research and compelling videos, Guernsey and Levine help educators, parents, and America's leaders tackle the questions that arise as digital media plays a larger and larger role in children's lives, starting in their very first years of life. Tap, Click, Read includes an analysis of the exploding app marketplace and provides useful information on new review sites and valuable curation tools. It shows what to avoid and what to demand in today's apps and e-books—as well as what to seek in community preschools, elementary schools and libraries. Peppared with the latest research from fields as diverse as neuroscience and behavioral economics and richly documented examples of best practices from schools and early childhood programs around the country, Tap, Click, Read will show you how to: Promote the adult-child interactions that help kids grow into strong readers Learn how to use digital media to build a foundation for reading and success Discover new tools that open up avenues for creativity, critical thinking, and knowledge-building that today's children need The book's accompanying website keeps you updated on new research and provides vital resources to help parents, schools and community organizations.*

Top 37 Killer Adwords Pay-Per-Click Secrets Exposed

Roger Hall 37 Google AdWords Pay-Per-Click (PPC) advertising secrets are exposed in this 110 page book. Co-written by a former Google insider, it contains proven methods of creating killer Google AdWords ads in 2007's challenging online advertising market. All methods are tested and proven effective by leading e-commerce firm MindValley Labs. Chapter listing follows; Secret #1 - Never Let Google Choose Your Winning Ad Secret #2 - How to Select Keywords the Smart Way Secret #3 - Do 'Sure-Fire' Headlines Work? Secret #4 - Use Ad Variations - At All Times Secret #5 - Always Use Keywords in Your Headline Secret #6 - Only Have a Small Number of Keywords for Each Ad Group Secret #7 - Bid High Now, Save Money Later Secret #8 - How to Use Imagination in Your Ad Text to Beat Your Competition Secret #9 - How a Killer Word Can Boost CTR by 30% and CR by 65% Secret #10 - Use Descriptive vs. Salesy Adjectives Secret #11 - Use Keywords in your Display URL to Boost Your Quality Score Secret #12 - When Capital Letters in Your Ad's Display URL Can Kill You Secret #13 - Don't Yell and Boost Your CTR by 234%! Secret #14 - Did You Know That You Could Boost Your CTR By 90% With This Phrase? Secret #15 - Isn't it Amazing what You Can Get Away With on Friday Nights? Secret #16 - When Less is More Secret #17 - One of the Most Powerful Ads to Take Business From Your Competitors Secret #18 - Speak Plain English to Boost Your Click-Through-Rate Secret #19 - Put Benefits and Features in their Proper Place Secret #20 - A Probing Question Can Boost the Click-Through-Rate of PPC ads by 244% Secret #21 - How Emotional Words Play a Dead-Serious Role in Google Ads Secret #22 - A 'Guaranteed' Way to Boost Your ROI Secret #23 - It's Rhythm and Rhyme Time ! Secret #24 - Little Things Make a Big Difference Secret #25 - Put Prices in Your Ad Text and Save With Every Click Secret #26 - Mimic a Universal Call-to-Action and Boost Your CTR by 100% Secret #27 - Send Your Prospect to the Right Page Secret #28 - It Sucks to be #1 - So Avoid It ! Secret #29 - Don't Advertise 7 days a Week Secret #30 - Do (and Don't) Monitor Your Ads Closely! Secret #31 - Why SEO Copywriting Doesn't Work for Pay-Per-Click Direct Marketers Secret #32 - Learn How to Boost CTR 75% - by Being More Descriptive Secret #33 - Easily, Rapidly, Quickly Boost Your ROI by 20% Secret #34 - Tell Prospects What to Do Next and Boost Your CTR Secret #35 - How to Double Your Click-Through-Rate in 15 Minutes Secret #36 - Go for Quality - Not Quantity Secret #37 - Optimize for Leads - Not CTR and Not ROI

Learn & Use Microsoft Word in Your Classroom

Shell Education Integrate technology into four content areas (language arts, science, social studies, and math) by using Microsoft Word in your classroom.

Getting IT Right - ICT Skills Students' Book 1 (Levels 3-4)

Nelson Thornes *Pupil-focused material allows independent learning and progress at individual rates. For the more able, extension materials are provided. A learning unit structure provides maximum flexibility in the classroom, with suggested lesson plans for non-IT specialists. Targets at the start of each unit of work are reviewed at the end for complete consolidation. Schemes of work facilitate planned delivery across timetabled ICT and subject-related lessons. Three differentiated skills books work in parallel to cater for a broad ability range throughout Years 7-11.*

QuickBooks Desktop Pro 2020 Training Manual Classroom in a Book

TeachUcomp Inc. *Complete classroom training manual for QuickBooks Desktop Pro 2020. 296 pages and 189 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to set up a QuickBooks company file, pay employees and vendors, create custom reports, reconcile your accounts, use estimating, time tracking and much more. Topics Covered: The QuickBooks Environment 1. The Home Page and Insight Tabs 2. The Centers 3. The Menu Bar and Keyboard Shortcuts 4. The Open Window List 5. The Icon Bar 6. Customizing the Icon Bar 7. The Chart of Accounts 8. Accounting Methods 9. Financial Reports Creating a QuickBooks Company File 1. Using Express Start 2. Using the EasyStep Interview 3. Returning to the Easy Step Interview 4. Creating a Local Backup Copy 5. Restoring a Company File from a Local Backup Copy 6. Setting Up Users 7. Single and Multiple User Modes 8. Closing Company Files 9. Opening a Company File Using Lists 1. Using Lists 2. The Chart of Accounts 3. The Customers & Jobs List 4. The Employees List 5. The Vendors List 6. Using Custom Fields 7. Sorting List 8. Inactivating and Reactivating List Items 9. Printing Lists 10. Renaming & Merging List Items 11. Adding Multiple List Entries from Excel Setting Up Sales Tax 1. The Sales Tax Process 2. Creating Tax Agencies 3. Creating Individual Sales Tax Items 4. Creating a Sales Tax Group 5. Setting Sales Tax Preferences 6. Indicating Taxable & Non-taxable Customers and Items Setting Up Inventory Items 1. Setting Up Inventory 2. Creating Inventory Items 3. Creating a Purchase Order 4. Receiving Items with a Bill 5. Entering Item Receipts 6. Matching Bills to Item Receipts 7. Adjusting Inventory Setting Up Other Items 1. Service Items 2. Non-Inventory Items 3. Other Charges 4. Subtotals 5. Groups 6. Discounts 7. Payments 8. Changing Item Prices Basic Sales 1. Selecting a Sales Form 2. Creating an Invoice 3. Creating Batch Invoices 4. Creating a Sales Receipt 5. Finding Transaction Forms 6. Previewing Sales Forms 7. Printing Sales Forms Using Price Levels 1. Using Price Levels Creating Billing Statements 1. Setting Finance Charge*

Defaults 2. Entering Statement Charges 3. Applying Finance Charges and Creating Statements Payment Processing 1. Recording Customer Payments 2. Entering a Partial Payment 3. Applying One Payment to Multiple Invoices 4. Entering Overpayments 5. Entering Down Payments or Prepayments 6. Applying Customer Credits 7. Making Deposits 8. Handling Bounced Checks 9. Automatically Transferring Credits Between Jobs 10. Manually Transferring Credits Between Jobs Handling Refunds 1. Creating a Credit Memo and Refund Check 2. Refunding Customer Payments Entering and Paying Bills 1. Setting Billing Preferences 2. Entering Bills 3. Paying Bills 4. Early Bill Payment Discounts 5. Entering a Vendor Credit 6. Applying a Vendor Credit Using Bank Accounts 1. Using Registers 2. Writing Checks 3. Writing a Check for Inventory Items 4. Printing Checks 5. Transferring Funds 6. Reconciling Accounts 7. Voiding Checks Paying Sales Tax 1. Sales Tax Reports 2. Using the Sales Tax Payable Register 3. Paying Your Tax Agencies Reporting 1. Graph and Report Preferences 2. Using QuickReports 3. Using QuickZoom 4. Preset Reports 5. Modifying a Report 6. Rearranging and Resizing Report Columns 7. Memorizing a Report 8. Memorized Report Groups 9. Printing Reports 10. Batch Printing Forms 11. Exporting Reports to Excel 12. Saving Forms and Reports as PDF Files 13. Comment on a Report 14. Process Multiple Reports 15. Scheduled Reports Using Graphs 1. Using Graphs 2. Company Snapshot Customizing Forms 1. Creating New Form Templates 2. Performing Basic Customization 3. Performing Additional Customization 4. The Layout Designer 5. Changing the Grid and Margins in the Layout Designer 6. Selecting Objects in the Layout Designer 7. Moving and Resizing Objects in the Layout Designer 8. Formatting Objects in the Layout Designer 9. Copying Objects and Formatting in the Layout Designer 10. Adding and Removing Objects in the Layout Designer 11. Aligning and Stacking Objects in the Layout Designer 12. Resizing Columns in the Layout Designer Estimating 1. Creating a Job 2. Creating an Estimate 3. Duplicating Estimates 4. Invoicing From Estimates 5. Updating Job Statuses 6. Inactivating Estimates 7. Making Purchases for a Job 8. Invoicing for Job Costs 9. Using Job Reports Time Tracking 1. Tracking Time and Printing a Blank Timesheet 2. Weekly Timesheets 3. Time/Enter Single Activity 4. Invoicing from Time Data 5. Using Time Reports 6. Tracking Vehicle Mileage 7. Charging Customers for Mileage Payroll 1. The Payroll Process 2. Creating Payroll Items 3. Setting Employee Defaults 4. Setting Up Employee Payroll Information 5. Creating Payroll Schedules 6. Creating Scheduled Paychecks 7. Creating Unscheduled Paychecks 8. Creating Termination Paychecks 9. Voiding Paychecks 10. Tracking Your Tax Liabilities 11. Paying Your Payroll Tax Liabilities 12. Adjusting Payroll Liabilities 13. Entering Liability Refund Checks 14. Process Payroll Forms 15. Tracking Workers Compensation Using Credit Card Accounts 1. Creating Credit Card Accounts 2. Entering Credit Card Charges 3. Reconciling and Paying Credit Cards Assets and Liabilities 1. Assets and Liabilities 2. Creating and Using an Other Current Asset Account 3. Removing Value from Other Current Asset Accounts 4. Creating Fixed Asset Accounts 5. Creating Liability Accounts 6. Setting the Original Cost of Fixed Assets 7. Tracking Depreciation 8. The Loan Manager 9. The Fixed Asset Item List Equity Accounts 1. Equity Accounts 2. Recording an Owner's Draw 3. Recording a Capital Investment Writing Letters With QuickBooks 1. Using the Letters and Envelopes Wizard 2. Editing Letter Templates

Company Management 1. Viewing Your Company Information 2. Setting Up Budgets 3. Using the To Do List 4. Using Reminders and Setting Preferences 5. Making General Journal Entries 6. Using the Cash Flow Projector 7. Using Payment Reminders
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 Setting Up Sales Tax 1. The Sales Tax Process 2. Creating Tax Agencies 3. Creating Individual Sales Tax Items 4. Creating a Sales Tax Group 5. Setting Sales Tax Preferences 6. Indicating Taxable & Non-taxable Customers and Items
 Setting Up Inventory Items 1. Setting Up Inventory 2. Creating Inventory Items 3. Creating a Purchase Order 4. Receiving Items with a Bill 5. Entering Item Receipts 6. Matching Bills to Item Receipts 7. Adjusting Inventory
 Setting Up Other Items 1. Service Items 2. Non-Inventory Items 3. Other Charges 4. Subtotals 5. Groups 6. Discounts 7. Payments 8. Changing Item Prices
 Basic Sales 1. Selecting a Sales Form 2. Creating an Invoice 3. Creating Batch Invoices 4. Creating a Sales Receipt 5. Finding Transaction Forms 6. Previewing Sales Forms 7. Printing Sales Forms
 Using Price Levels 1. Using Price Levels
 Creating Billing Statements 1. Setting Finance Charge Defaults 2. Entering Statement Charges 3. Applying Finance Charges and Creating Statements
 Payment Processing 1. Recording Customer Payments 2. Entering a

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