

THE MASTER GUIDE TO FINANCIAL REPORTING AND ANALYSIS

“Bridging the Gap Between Accounting and I.T.”

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Microsoft Teams 2020 101 pages and 51 individual topics Includes practice exercises and keyboard shortcuts You will learn
how to create and manage teams channels and users setup and attend meetings make calls create live events and much more
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Customizing Settings 4 Setting Your Status and Creating Status Messages Setting Up Teams and Channels 1 Overview of
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Meeting 6 Changing the Video Background in a Meeting 7 Sharing Your Screen in a Meeting 8 Sharing PowerPoint Slides in a Meeting 9 Recording a Meeting 10 Raising Hands Spotlighting Muting and Removing Participants 11 Taking Notes in Meeting 12 Using Live Captions in Meetings 13 Ending a Meeting for Everyone in Attendance Live Events 1 Scheduling a Live Event 2 Producing a Live Event 3 Moderating a Live Event 4 Attending a Live Event Exploring Apps and Tools 1 Using Apps Bots and Connectors 2 Turning a File into a Tab 3 Using the Wiki Tab for Shared Information 4 Using the Command Box

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