

Restaurant Manager Training Manual Template

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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 pivottables and pivotcharts 1 creating recommended pivottables 2 manually creating a pivottable 3 creating a pivotchart 4 manipulating a pivottable or pivotchart 5 changing calculated value fields 6 formatting pivottables 7 formatting pivotcharts 8 setting pivottable options 9 sorting and filtering using field headers 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 making macros 1 recording macros 2 running and deleting recorded macros 3 the personal macro workbook 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

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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 fixed asset item list equity accounts 1 equity accounts 2 recording an owner s draw 3 recording a capital investment

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covers techniques to document training procedures and testing of operator and maintenance personnel to meet regulatory requirements this manual

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