

Chapter 1

Exploring Common Application Features in Microsoft Office

THE FOLLOWING IC3 GS4: KEY APPLICATIONS EXAM OBJECTIVES ARE COVERED IN THIS CHAPTER:

✓ **Common Features and Commands**

- Demonstrate the use of keyboard shortcut keys or “hot keys” to invoke application features in an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to move, copy, and paste user data within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to reveal or hide user data from view within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to print user data from within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product and control the configuration in which the data is presented or printed as listed in the objective.
- Demonstrate how to check spelling within user data, find and replace portions of user data, and use the Undo and Redo features to alter user data within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.



- Demonstrate how to move user data using the Drag and Drop features within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to control presentation and configuration of user data within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application.
- Identify the various sources of help, built-in, online, context-sensitive, help lines, chat services, coworkers, help desks, etc. available to get assistance in learning how to use an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Describe how each source of help is accessed, what kind of help can be found at each source, and which resources are available when.

✓ **Selecting**

- Demonstrate how to select user data using the features listed in the objective within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to sort user data using the features built into an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.

✓ **Formatting**

- Demonstrate how to organize, configure, and/or format user data from within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product using a 'styles' or 'styles-like' feature in such a way as to control the look, feel, and other display characteristics with which the data is presented on-screen or printed.
- Demonstrate how to control the font face display features listed in the objective from within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product in such a way as to control the look, feel, and other display characteristics with which the user data is presented on-screen or printed.
- Basic text formatting

✓ **Navigating**

- Demonstrate how to launch and terminate an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Further demonstrate how to open an application data file and make it available for editing within an application program and how to close an application data file so that it is no longer immediately available to an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to save user data in an application data file using the same and/or different file names and path information from within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to create a new empty application data file, either blank, or using an available templates provided with the application from within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to manipulate OS and application windows to automatically resize while using an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Describe how to search for specific subsets of user data within a larger set of user data in an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product.
- Demonstrate how to display user data from within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product and control the size, orientation, portion of data displayed and other display configuration settings in which the data is presented as listed in the objective, including ways to save, change, and delete those settings.
- Views

✓ **Working with multimedia files**

- Demonstrate how to adjust the display of pictures, videos, audio, or other multimedia content within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product according to the action listed in the objective.
- Demonstrate how to incorporate and display pictures, videos, audio, or other multimedia content within an application such as a word processor, spreadsheet, presentation package, database manager, or other software application product according to the action listed in the objective.



In this chapter we will spend a lot of time demonstrating and explaining how to create your first Microsoft Office files. They can be documents, presentations, worksheets, or databases, and even though the user interface of the different applications that you have to use is not always the same, some basic principles, features, and tools are the same across all of them.

We will begin by showing how to start the Microsoft Office application that you want to use and how to create your first empty file. You will then learn how to save your work and how to work with multiple Microsoft Office windows at the same time.

Then we will take a deep dive into more complex aspects of working with data: selecting it, copying it, and moving it around your files. You will learn how to find a specific subset of your data, how to replace it, how to improve the spelling of your files, and how to change the way you view them. Then we will demonstrate how to print your files when you have finished working with them.

The next portion of this chapter will be about formatting your files and improving the way they look so that you can communicate more effectively when you share them with others.

Finally, we will demonstrate the basic ways you can add multimedia files to your Microsoft Office documents and presentations, along with the adjustments you can make so that your multimedia files will display to their best advantage. There's a lot of ground to cover, so let's get started.

Creating New Empty Documents with Microsoft Office

The first step you need to go through when creating any Microsoft Office file is to learn how to start the Microsoft Office application that you want to use and how to create an empty file. Then you can start working with it. When you have finished, you need to know how to save your work so that it is not lost.

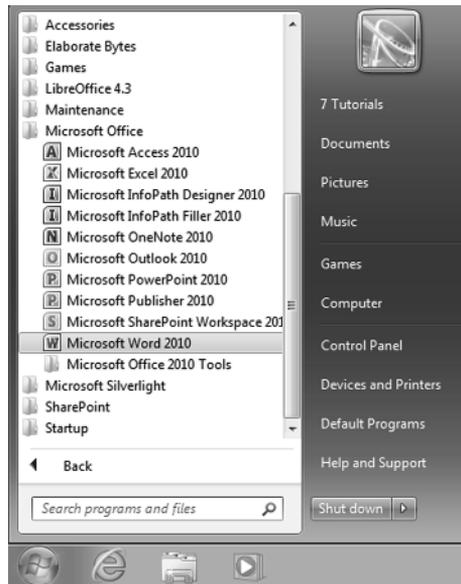
Chances are that you will need to work with multiple files at the same time and use data from multiple sources. That's why it is good to know how to work with multiple application windows at the same time so that you can easily switch among them.

When you have finished your work, you need to know how to close the Microsoft Office applications that you are using so that your computer's resources are released for other applications. In the following sections of this chapter we will demonstrate how to do all these things, one by one.

Starting and Closing Microsoft Office Applications

In order to use any application, you need to start it. As you will see in this chapter, starting any Microsoft Office application is very easy. All you have to do is to use the shortcuts that are available in the Start menu (Figure 1.1).

FIGURE 1.1 The Microsoft Office shortcuts found in the Start menu



Closing any application, including those from the Microsoft Office suite, is just as easy. You can use the mouse and click the small red X icon that is shown in the top-right corner of any application window, or you can press Alt+F4 on your keyboard to close the application window.

In Exercise 1.1 we demonstrate how to start and then close the following Microsoft Office applications: Microsoft Word and Microsoft Excel.

EXERCISE 1.1

Starting and Then Closing Microsoft Office Applications

1. Click Start and then All Programs.
 2. Click Microsoft Office and then Microsoft Word 2010. Microsoft Word is now started.
 3. Click the small X icon in the top-right corner of the application to close it.
 4. Click Start > All Programs > Microsoft Office > Microsoft Excel 2010. Microsoft Excel is now started.
 5. Press Alt+F4 on your keyboard to close the application.
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Now that you know how to start and close Microsoft Word and Microsoft Excel, repeat these steps and start Microsoft Access and Microsoft PowerPoint.

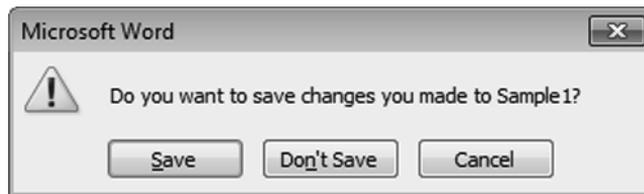
Opening and Closing Microsoft Office Files

Opening Microsoft Office files can be done in the following ways:

- You can start the Microsoft Office application that can open the file that you want to work with and open the file from that application.
- You can browse your computer using Windows Explorer and double-click the file that you want to open in Microsoft Office. The file will be opened using the appropriate application for its type.

When you close a file, Microsoft Office will first check to see if you have made any changes to it. If you did, it will prompt you to save your changes before closing your file (Figure 1.2). If you choose to save them, they will be saved. If you do not, your changes will not be saved, and the file will be closed in the form that it had when you first opened it.

FIGURE 1.2 Notification to save changes made to a Microsoft Word document



In Exercise 1.2 you will learn how to open Microsoft Office files. In order to complete this exercise, please download the Presentation1.pptx and Sample1.docx practice files to your computer.

EXERCISE 1.2

Opening and Closing Microsoft Office Files

1. Click Start and then Computer.
2. Browse to the location of the Presentation1 PowerPoint presentation and double-click it. It will be opened with Microsoft PowerPoint.
3. Close Microsoft PowerPoint by clicking the small X button on the top-right corner of the window.
4. Start Microsoft Word 2010.
5. Click File and then Open.

- In the Open dialog (Figure 1.3), browse to the location where you saved the Sample1.docx file on your computer, select it with the mouse, and click Open.

FIGURE 1.3 The Open dialog



- The selected file is opened in Microsoft Word, and you can view its contents.
- Close Microsoft Word by clicking the small X button on the top-right corner of the window.

Creating New Empty Files with Microsoft Office

When you start a Microsoft Office 2010 application like Microsoft Word, Microsoft Excel, or Microsoft PowerPoint, it automatically creates an empty file that you can work on and then save.



Newer versions of Microsoft Office (such as Microsoft Office 2013) first ask you to select whether you want to create a new empty file or choose one of the available templates.

When using Microsoft Office 2010, the only exception to this rule is Microsoft Access. Because it is a database management system in which you can create and manage all kinds of databases, it first asks you to select which type of database you want to create. You can choose from several templates, including one named Blank Database, provide a name for the database, and then create it.

In Exercise 1.3 you will learn how to create a blank database in Microsoft Access.

EXERCISE 1.3

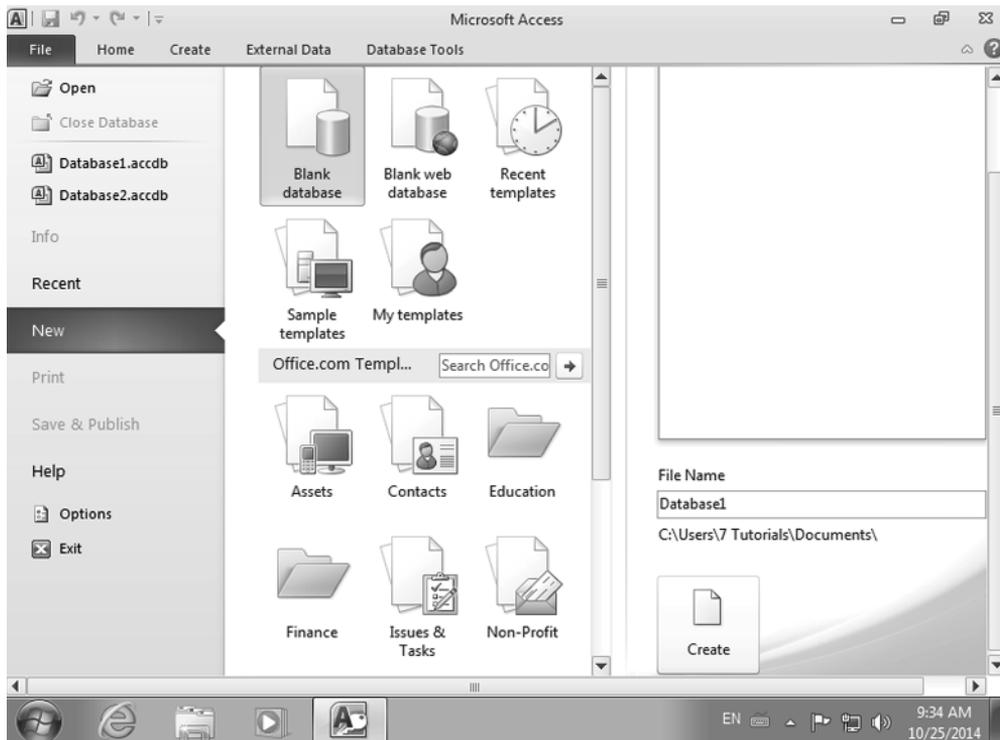
Creating a Blank Database in Microsoft Access

1. Click Start and then Computer.
2. Click Microsoft Office and then Microsoft Access 2010.

Microsoft Access is now started, and it asks you to select one of the available templates for creating a database.

3. Click Blank Database (Figure 1.4).

FIGURE 1.4 Creating a new database in Microsoft Access

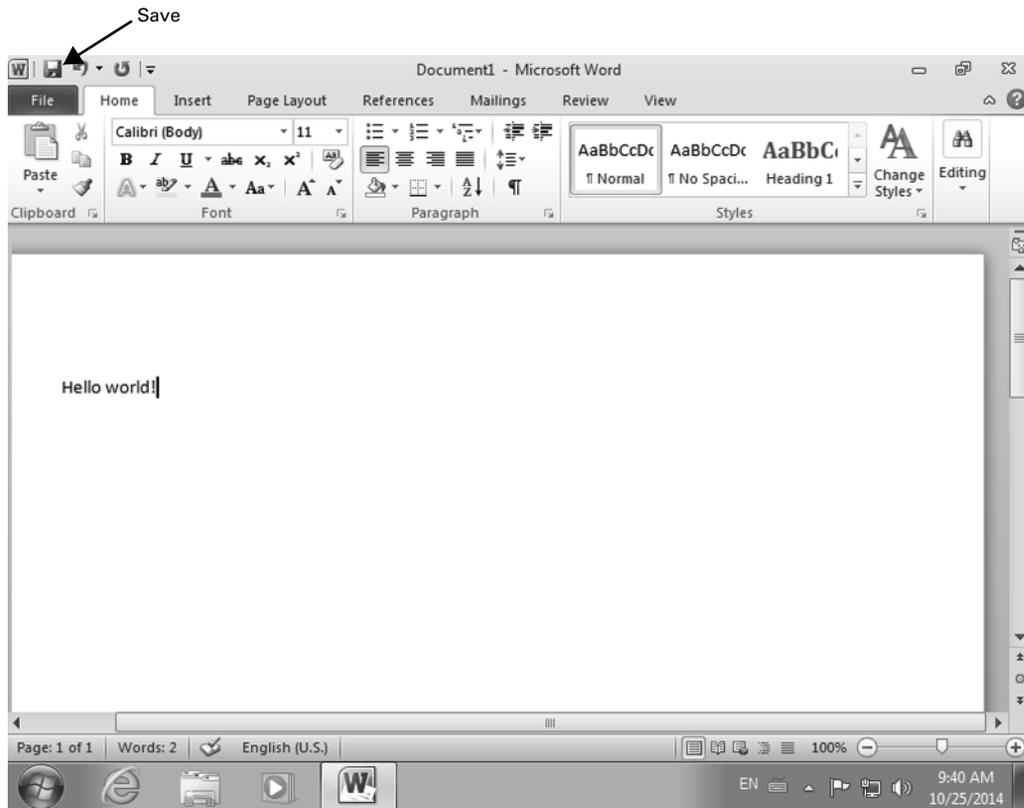


4. Type a name for the file in the File Name text box on the right.
5. Click Create, and an empty database is created.
6. Close Microsoft Access.

Saving Your Microsoft Office Files

When you first create a Microsoft Office file, you need to click the Save button in order to save it and keep your work on your computer. If you don't save it, your work will be lost and you will have to start all over again if your computer crashes. The Save button is found on the top-left corner of any Microsoft Office application window. In Figure 1.5 you can see it in Microsoft Word.

FIGURE 1.5 The Save button in Microsoft Word



You can also use the Ctrl+S keyboard shortcut in order to save your file. When you press Save or use Ctrl+S, the Save As dialog appears (Figure 1.6). This dialog allows you to choose where you want to save your file and to type a name for it.

FIGURE 1.6 The Save As dialog

Once you click Save, the file is saved where you wanted with the name that you specified, and you can use it at any time and continue your work with it.

After you first save a file, if you make any changes to it, you'll be asked whether you want to save those changes when you close the file (Figure 1.7). You have the following options:

Save Saves your latest changes into the file and closes the file. Your changes will be available the next time you open the file, and you can resume your work where you left off.

Don't Save Doesn't save your latest changes into the file and closes the file. The file will remain as it was when you opened it.

Cancel Doesn't save your latest changes and doesn't close the file. It remains open, and you can continue your editing and save your work later.

FIGURE 1.7 A prompt asking if you want to save changes made to a Microsoft Word document

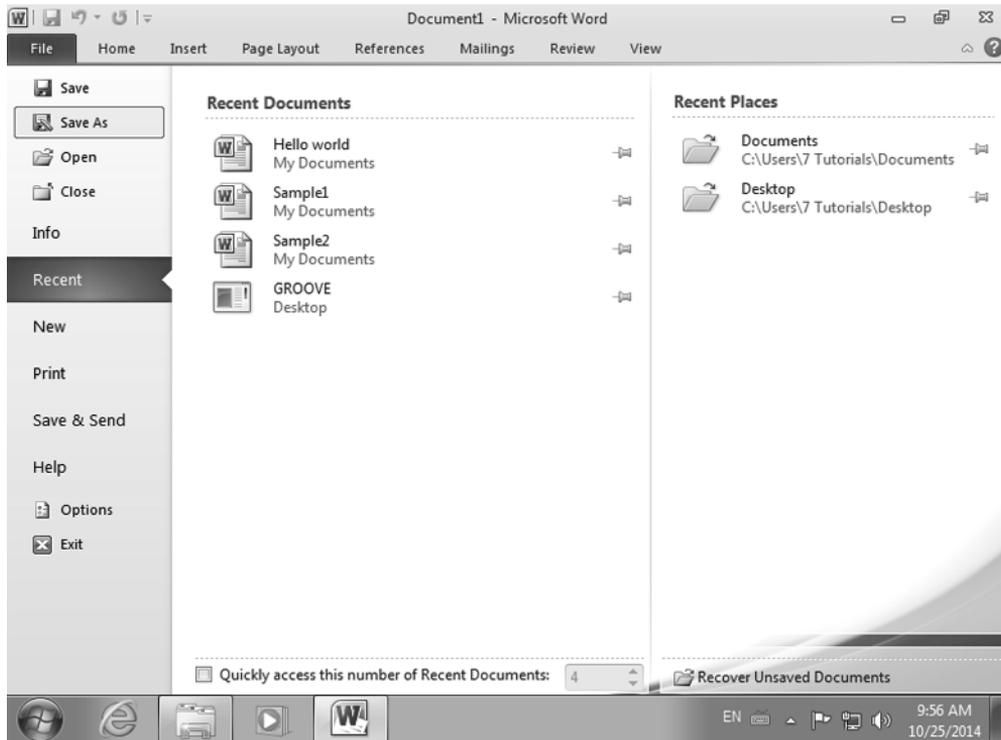
In the File menu (Figure 1.8), you will also find a Save As option alongside Save. When you first save a file, Save and Save As work the same way. However, after you save a file for the first time and you continue your work on it, the two commands will work as follows:

Save Will keep your edits and changes and save them to the file you started working on, using its existing location and name.

Frequent saves are a good idea when working on a document because they will prevent losing a good portion of your work if something unpredicted happens and your file is closed without you getting the chance to save your work. To prevent you from losing too much work if something unexpected happens, Microsoft Office also saves your work automatically into a hidden file, at regular intervals.

Save As Creates a copy of your document that includes your latest edits and changes. You can choose to save this copy in another location, and you can provide a new name for it. The original file will not have the changes that you are saving with Save As. You can also use this option for saving as a different file type.

FIGURE 1.8 The File menu in Microsoft Word



In Exercise 1.4 you will learn how to save a document and then save a copy of it when using Microsoft Word.

EXERCISE 1.4

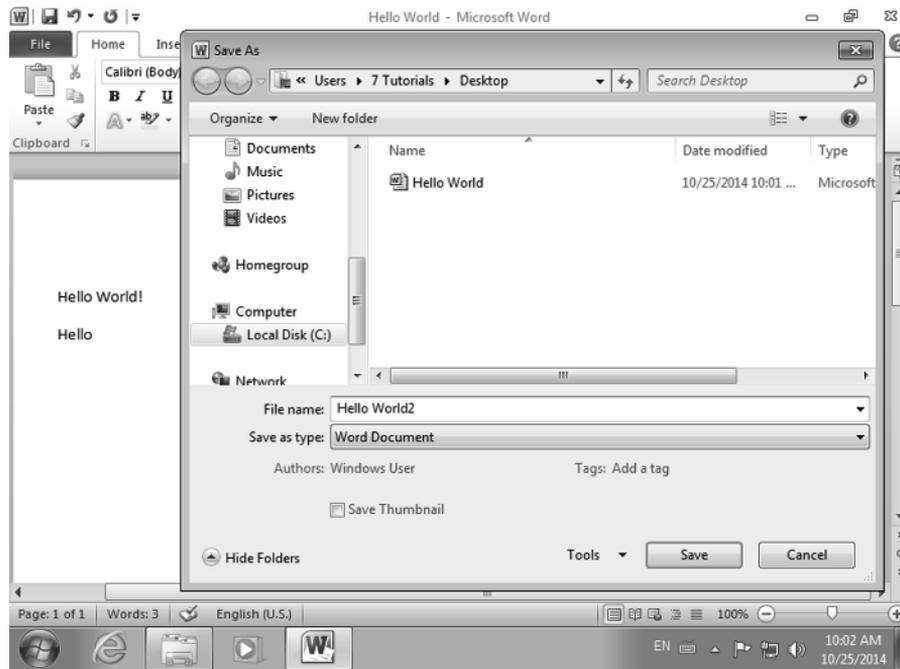
Saving Your Work When Using Microsoft Word

1. Start Microsoft Word 2010, and a new empty document is created.
2. Type the words **Hello world!** and press Enter.
3. Click the Save button in the top-left corner.
4. Select the Desktop as the folder where you want to save it, accept the default filename, and click Save (Figure 1.9).

FIGURE 1.9 The Save As dialog



5. Press Enter and then type the word **Hello!**.
6. Click File and then Save As.
7. Keep the Desktop as the folder where you want to save it, and type the name **Hello World2** for the file (Figure 1.10).

FIGURE 1.10 Saving the Hello World2 Word document**8.** Click Save.

Notice how the new document Hello World2 contains two lines of text.

9. Close Microsoft Word 2010.**10.** Double-click the Hello World document on your Desktop to open it.**11.** Notice how the first file that you saved contains just one line of text.**12.** Close Microsoft Word 2010.

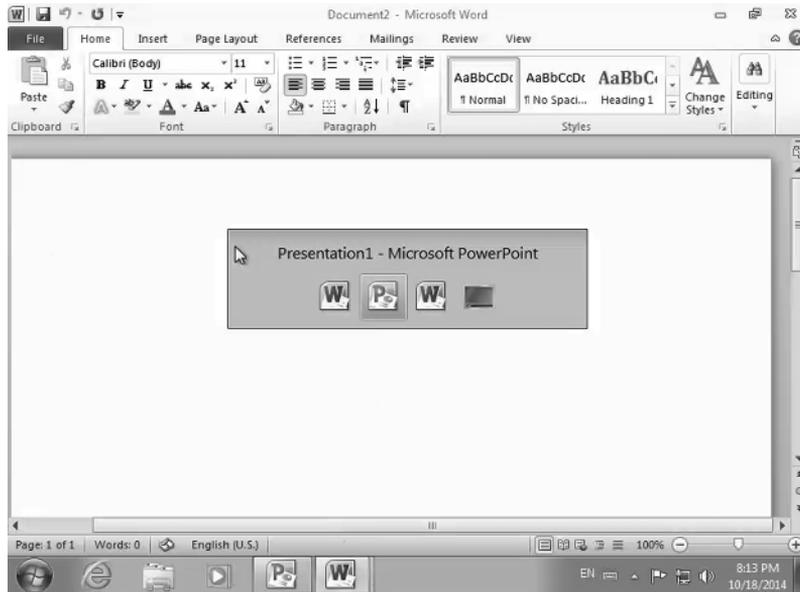
Working with Several Windows at the Same Time

When doing your work, chances are that you will have to use several files at the same time. You might need to take data from multiple documents to create a new one, or you may need to create a PowerPoint presentation that is based on data found in Word documents and Excel worksheets. That's why it is good to know several keyboard shortcuts that will help you navigate through multiple windows as quickly as possible.

In Exercise 1.5 you will learn the necessary keyboard shortcuts that will help you navigate easily through multiple windows.

EXERCISE 1.5**Switching among Multiple Microsoft Office Windows**

1. Start Microsoft PowerPoint.
A new, blank presentation is created, named Presentation1.
2. Start Microsoft Word.
A new, blank document is created, named Document1.
3. With the Microsoft Word window open on the screen, press Ctrl+N on your keyboard.
A new blank document is created, named Document2.
4. To switch to the previous Microsoft Word window, press Ctrl+Shift+F6 on your keyboard.
5. To switch to the next Microsoft Word window, press Ctrl+F6 on your keyboard.
Notice that you are back to Document2.
6. Press Alt+Tab on your keyboard; then keep Alt pressed and release Tab.
You will see a list with all the applications that are opened on your computer.
7. Press the Tab key while keeping Alt pressed until you select Presentation1 – Microsoft PowerPoint and then release both Alt and Tab (Figure 1.11).

FIGURE 1.11 Switching among windows with Alt+Tab

You have switched to Microsoft PowerPoint and the blank presentation that you created.

8. Press Ctrl+W to close the active presentation.
 9. Press Alt+F4 to close Microsoft PowerPoint.
 10. Press Alt+Tab on your keyboard until you select Document1 – Microsoft Word.
 11. Press Ctrl+F10 to maximize or restore the selected Microsoft Word window.
 12. Press Ctrl+F4 to close the active document.
 13. Press Alt+F4 to close the remaining Microsoft Word window.
-

The keyboard shortcuts from this exercise apply to all Microsoft Office applications. Go ahead and try them out in other Microsoft Office applications, not just Word and PowerPoint. To help you recap what you have learned, here's the list of all the keyboard shortcuts that we used:

- Create a new document: Ctrl+N
- When more than one window is open, switch to the next window: Ctrl+F6
- When more than one window is open, switch to the previous window: Ctrl+Shift+F6
- Switch to the next opened window: Alt+Tab
- Close the active document: Ctrl+W or Ctrl+F4
- Maximize or restore a selected window: Ctrl+F10

Modern versions of Windows, including Windows 7, have a feature called Snap that allows you to quickly resize and arrange your opened windows. One of the most common ways of using it is to snap two application windows side by side, each taking half of the display, so that you can work with them in parallel.

You can snap a window to the left or right side of the screen using either the mouse or the keyboard. The easiest method is to use the keyboard. When you open an application window, simply press the Windows+left-arrow keys or Windows+right-arrow keys on the keyboard to snap that window to the left or right side of the screen.

In Exercise 1.6 you will learn how to snap two application windows side by side, each taking up half of the screen.

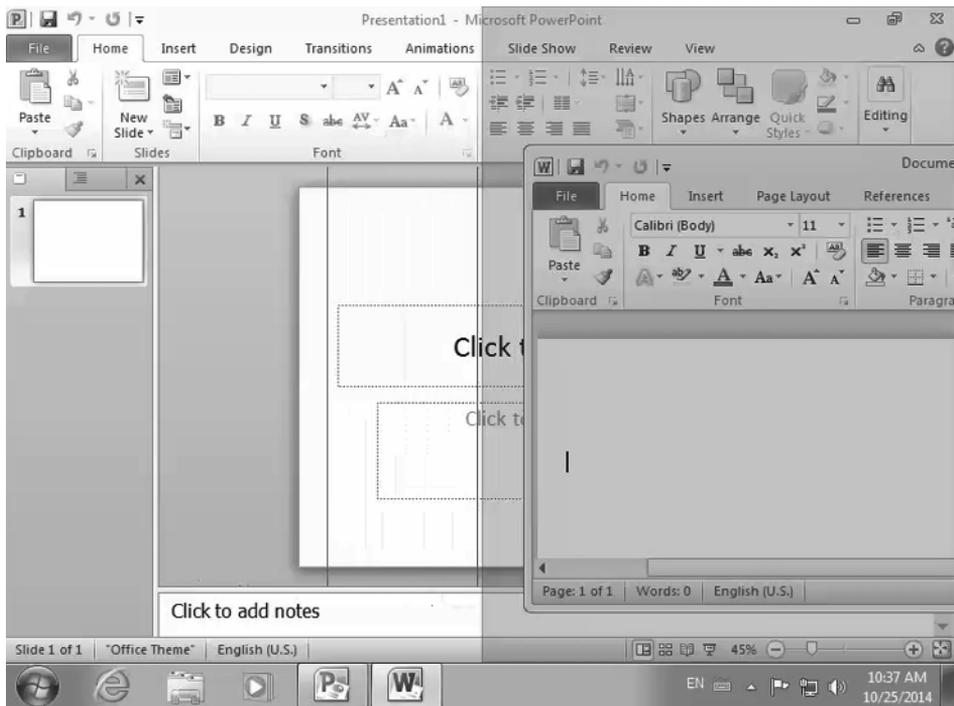
EXERCISE 1.6

Snapping Two Application Windows Side by Side

1. Start Microsoft PowerPoint.
A new, blank presentation is created, named Presentation1.
2. Start Microsoft Word.
A new, blank document is created, named Document1.

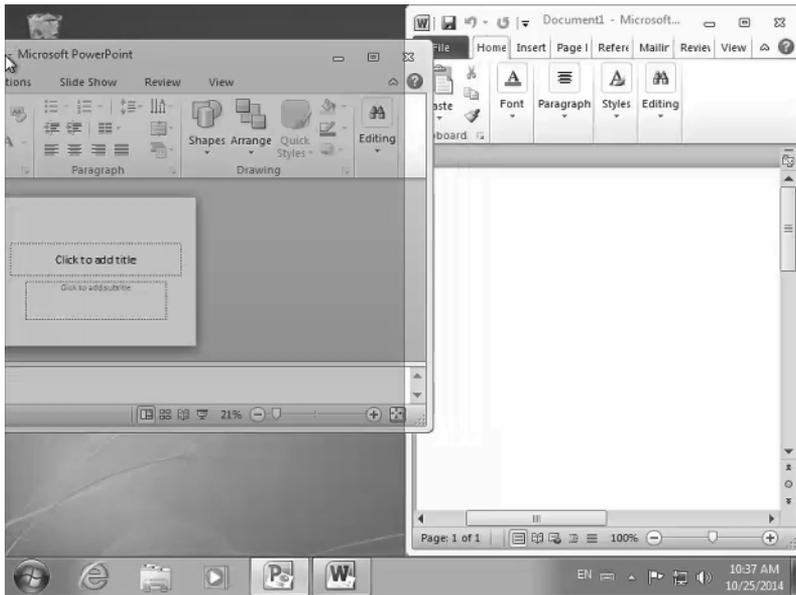
EXERCISE 1.6 (continued)

3. Move the mouse cursor to the title bar of the Microsoft Word window, click it, and keep the left mouse button pressed.
4. With the left mouse button still pressed, slowly drag the Microsoft Word window to the right side of the screen until you see a shadow of that window taking up the right half of the screen, as shown in Figure 1.12.

FIGURE 1.12 Dragging a window to the right side of the screen

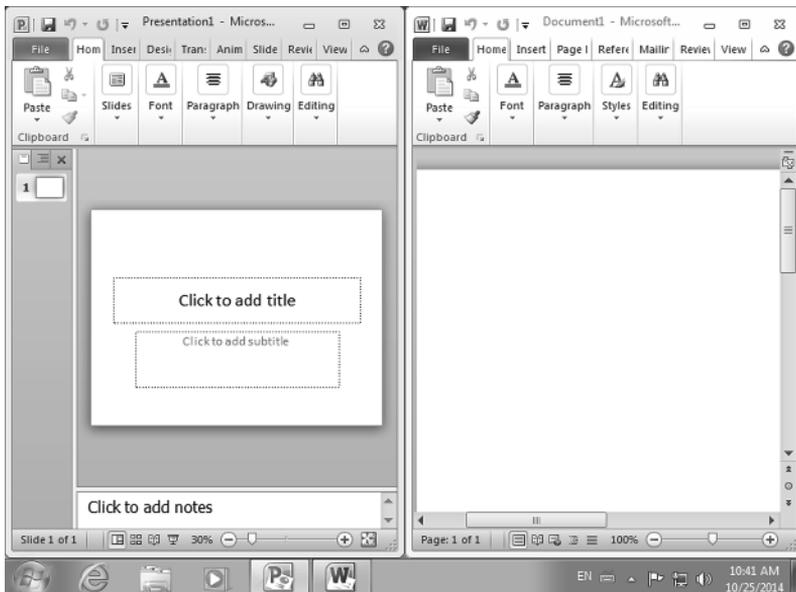
5. Release the left mouse button when the shadow is shown.
Notice how the Microsoft Word window is moved to the right side of the screen, taking up exactly half of your screen.
6. Click the title bar of the Microsoft PowerPoint window and keep the left mouse button pressed.
7. With the left mouse button still pressed, slowly drag the Microsoft PowerPoint window to the left side of the screen until you see a shadow of that window taking up the left half of the screen, as shown in Figure 1.13.

FIGURE 1.13 Dragging a window to the left side of the screen



8. Release the left mouse button when the shadow is shown (Figure 1.14).

FIGURE 1.14 Two windows side by side



EXERCISE 1.6 (continued)

9. Notice how the Microsoft PowerPoint window is moved to the left side of the screen, taking up exactly half of your screen.

Once the two application windows are snapped side by side, you can easily work with both at the same time. To change the focus from one window to another, all you have to do is click inside the window where you want to work.

The Basics of Using Microsoft Office Applications

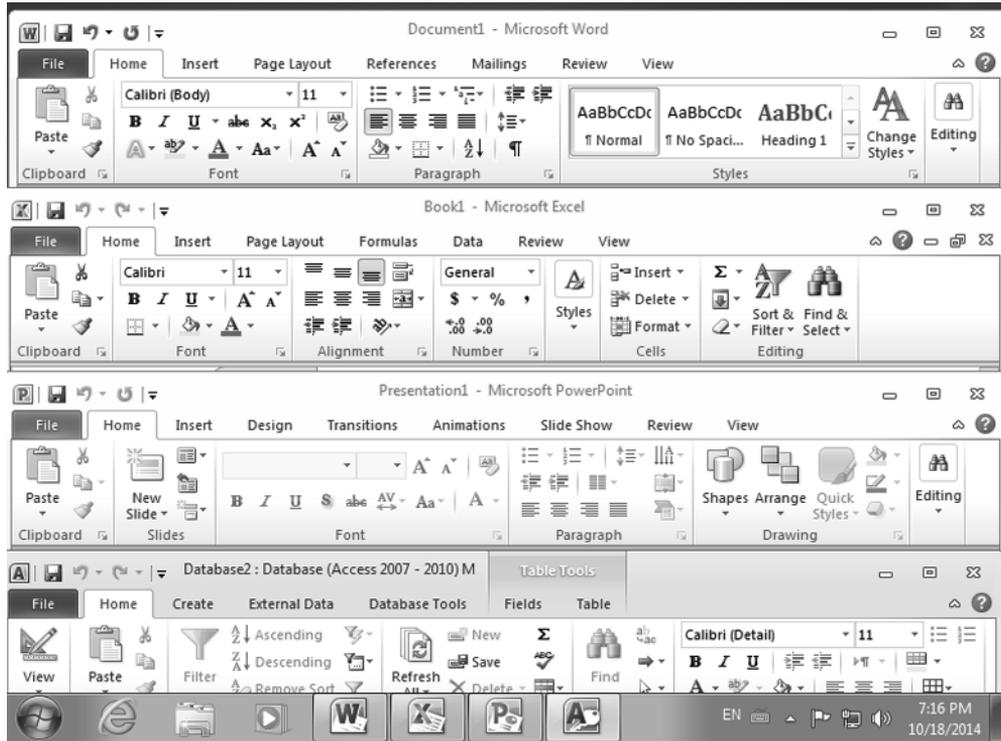
Now that you know how to start all Microsoft Office applications, how to create new empty documents and presentations, and how to work with several windows on the screen, it is time to learn the basics of working with documents, worksheets, and presentations. In this section you will learn many useful skills, including how to use keyboard shortcuts in order to be more productive in Microsoft Office, how to check the spelling of your documents, how to undo your changes, how to select and sort data, how to print your work, and more. Let's get started.

Keyboard Shortcuts for Using the Ribbon Productively

When you work with an application from the Microsoft Office suite, it is a good idea to learn, know, and use several keyboard shortcuts that will help you navigate the product and its user interface faster, saving you precious time. While the applications that make up Microsoft Office suite are different and are used for different purposes, they have elements and keyboard shortcuts that are common to all of them. In this section we will focus on those common shortcuts.

The most common user interface element is the ribbon (Figure 1.15). This is a set of large toolbars placed on several tabs, grouped by function. These tabs are filled with graphical buttons and other graphical control elements. In the figure you can see how the ribbon looks in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access.

You will notice some common tabs on the ribbon. For example, all applications have a Home tab with commonly used features for copying and pasting text, formatting it, and so on. In Word, Excel, and PowerPoint you will also encounter the Insert, Review, and View tabs, which you use to insert pictures, charts, and other elements, as well as to review your work and view it in different ways.

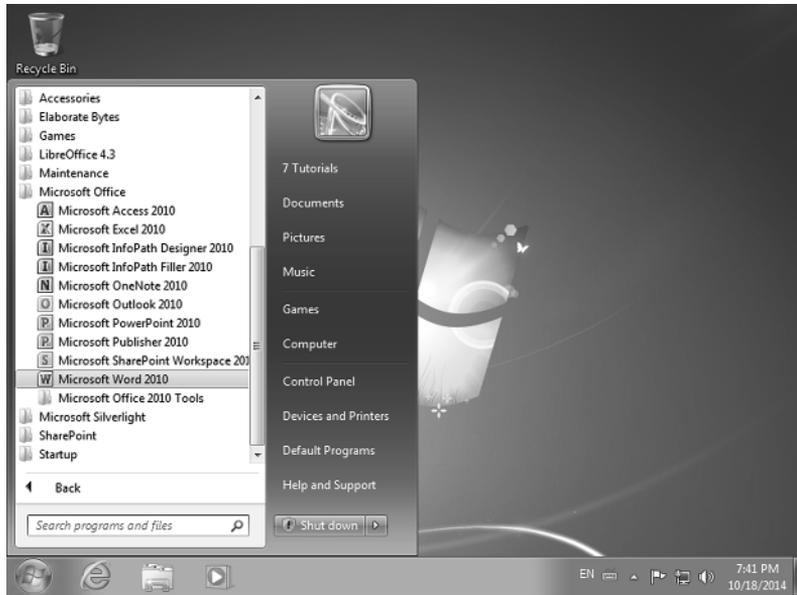
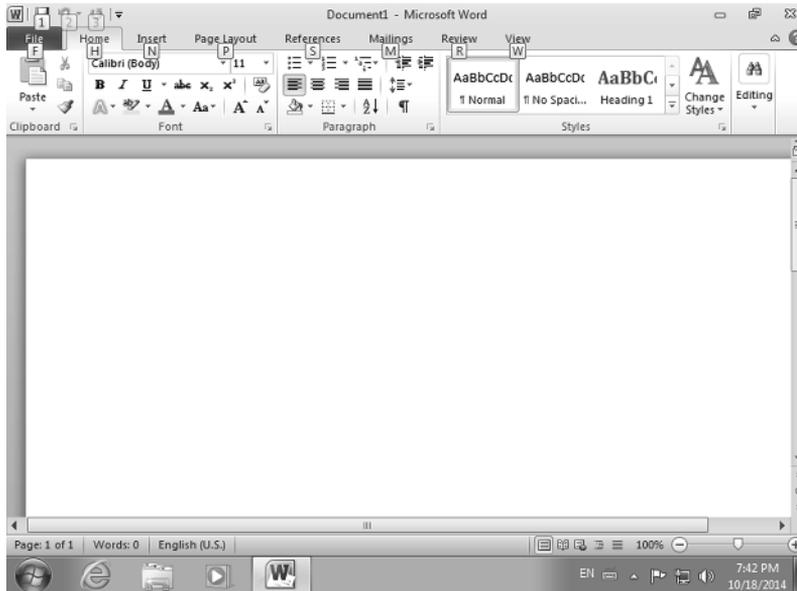
FIGURE 1.15 The ribbon in various Microsoft Office applications

You can navigate the ribbon easily with the mouse by clicking the different tabs and buttons, but you can also navigate by using keyboard shortcuts instead of the mouse. In Exercise 1.7 you will learn how to navigate the ribbon in Microsoft Office using the keyboard.

EXERCISE 1.7

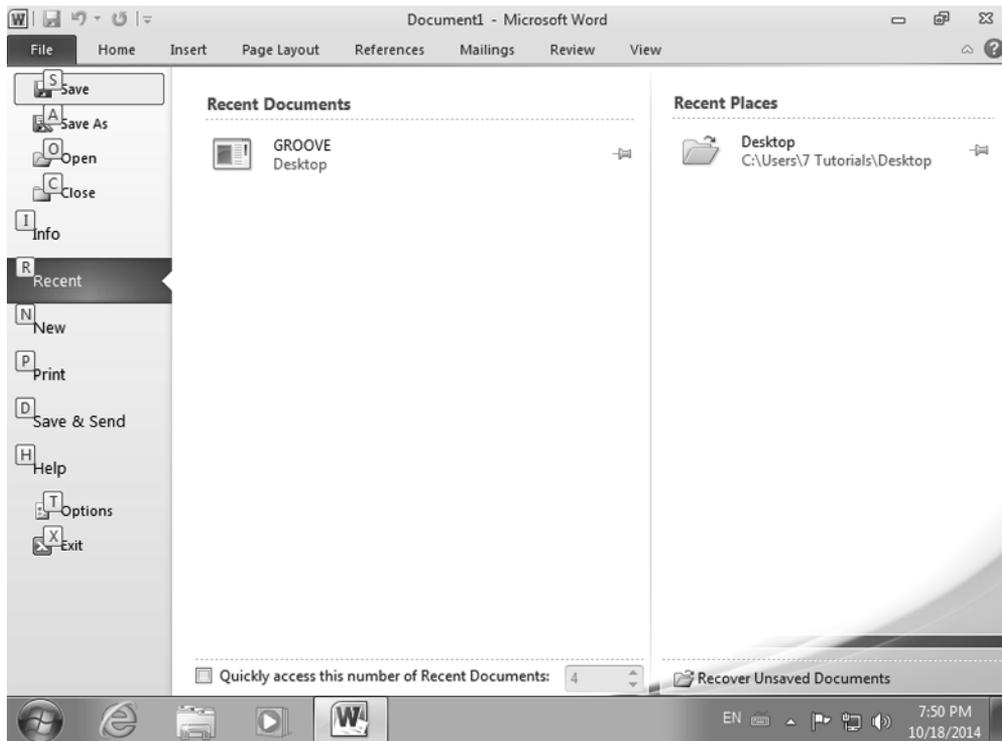
Navigating the Ribbon in Microsoft Office Using the Keyboard

1. Start Microsoft Word by clicking Start > All Programs > Microsoft Office > Microsoft Word 2010 (Figure 1.16).
A new, blank document is created.
2. Press the Alt key on your keyboard.
You will see a letter or number displayed over each feature that is available on the ribbon (Figure 1.17). These are called KeyTips.

EXERCISE 1.7 (continued)**FIGURE 1.16** The Microsoft Word shortcut in the Start menu**FIGURE 1.17** KeyTips displayed on the Microsoft Word ribbon

3. Press N on your keyboard to navigate to the Insert tab on the ribbon.
Note the new buttons and options that are available and the KeyTips that are displayed to access them.
4. Press Alt to hide the KeyTips.
5. Press F10 on your keyboard to activate them again.
6. Press W on your keyboard to go to the View tab.
Note the new buttons and options that are available and the KeyTips that are displayed to access them.
7. Press F10 to hide the KeyTips.
8. Press Ctrl+F1 on your keyboard to hide the ribbon.
9. Press Ctrl+F1 to restore the ribbon.
10. Press Alt+F to display the File menu (Figure 1.18). Look at the items that are included in this menu and then press Esc to close it.

FIGURE 1.18 The File menu in Microsoft Word



The keyboard shortcuts in this exercise work in all Microsoft Office applications that have a ribbon. Try going through the same steps in Microsoft Excel or Microsoft PowerPoint to see how they work. To help you review what you have learned, here's the list of all the keyboard shortcuts in this exercise:

- Display the KeyTips on the ribbon: Alt or F10
- Press the letter shown in the KeyTip over the feature that you want to use.
- Expand or collapse the Ribbon: Ctrl+F1
- Activate the File menu: Alt+F

Selecting, Copying, and Moving Data When Using Microsoft Office Applications

One of the most basic things that you need to learn when using any kind of application is how to select data so that you can do things with it like copying it to another location, moving it to another location, formatting it, and so on.

Selecting data can be done with the mouse or with the keyboard or with both. When using the mouse, selecting data is easy: move the mouse cursor to the beginning of the data that you want to select, press and hold the left mouse button, and move the mouse cursor till you have selected the data that you want to work with. When the data is selected, release the left mouse button. If you want to quickly select a word, double-click it. When you triple-click a word, its entire paragraph is selected.

You can also combine the use of the mouse and the keyboard. For example, if you want to select a large block of text, first click at the beginning of where you want to select. Then, press and hold the Shift key on your keyboard and click at the end of your selection. The text between your first click and the second is now selected.

There are also some useful keyboard shortcuts that you may want to learn and use:

- Select or unselect one character to the left: Shift+left arrow
- Select or unselect one character to the right: Shift+right arrow
- Select or unselect one word to the left: Ctrl+Shift+left arrow
- Select or unselect one word to the right: Ctrl+Shift+right arrow
- Select from the insertion point to the beginning of the entry/line: Shift+Home
- Select from the insertion point to the end of the entry/line: Shift+End
- Extend a selection one line down: Shift+down arrow
- Extend a selection one line up: Shift+up arrow
- Extend a selection to the end of a paragraph: Ctrl+Shift+down arrow
- Extend a selection to the beginning of a paragraph: Ctrl+Shift+up arrow
- Extend a selection one screen down: Shift+Page Down
- Extend a selection one screen up: Shift+Page Up

- Extend a selection to the beginning of a document: Ctrl+Shift+Home
- Extend a selection to the end of a document: Ctrl+Shift+End
- Extend a selection to include the entire document: Ctrl+A

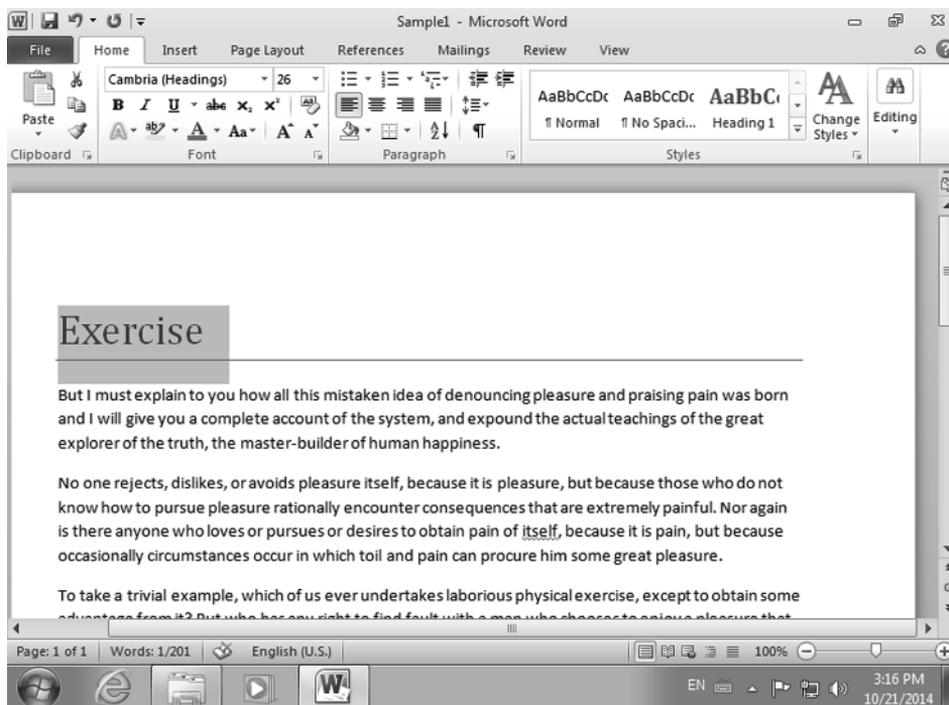
To help you master the process of selecting data, work through Exercise 1.8, where you will learn how to select data in Microsoft Word. In order to complete this exercise, please download the `Sample1.docx` practice document to your computer.

EXERCISE 1.8

Selecting Data in Microsoft Word

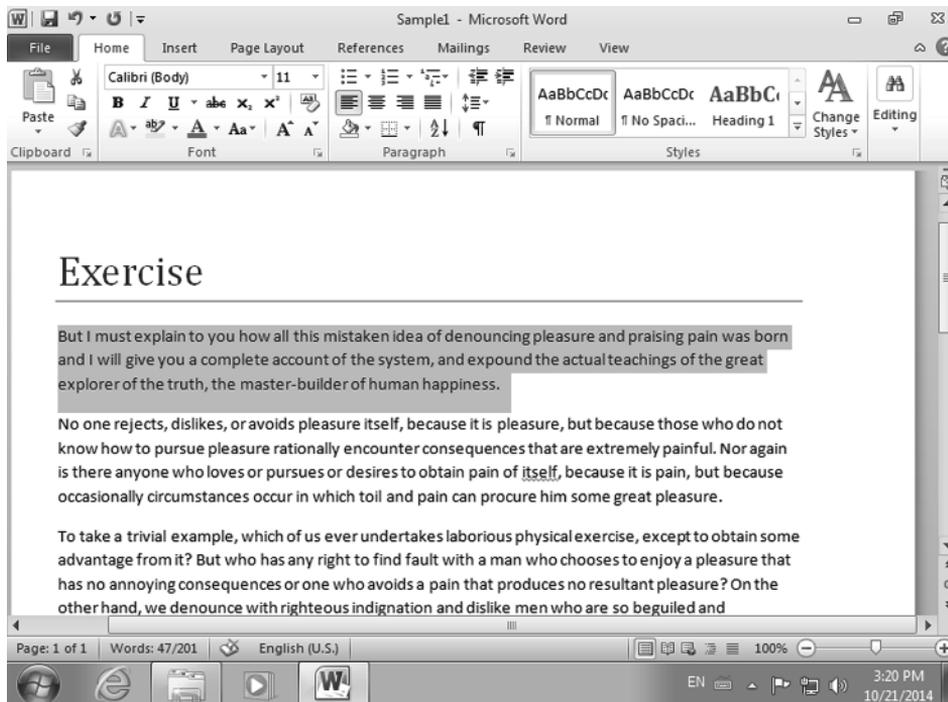
1. Click Start and then Computer.
2. Browse to the location of the Sample1 Word document and double-click it.
It will be opened with Microsoft Word.
3. Place the mouse cursor at the beginning of the word *Exercise*.
4. Press and hold the left mouse button and drag it to the right until the word *Exercise* is selected (Figure 1.19).

FIGURE 1.19 A Microsoft Word document



EXERCISE 1.8 (continued)

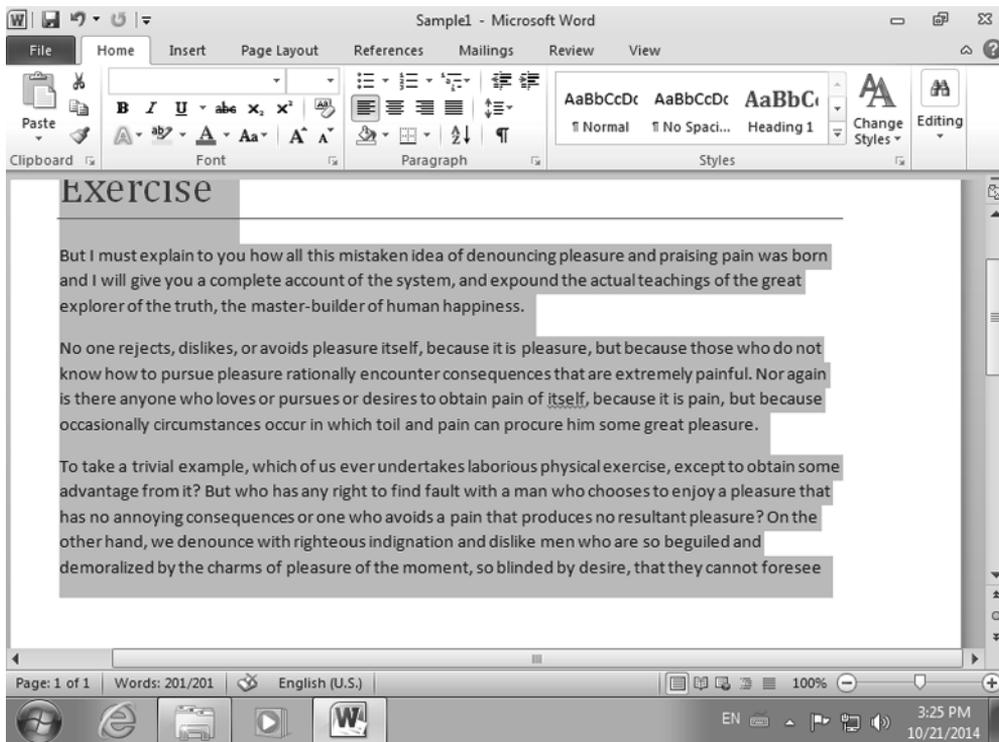
5. Release the left mouse button and notice that the whole word remains selected.
6. Click at the beginning of the word *Exercise* just before the letter *E*. Notice how that word is no longer selected.
Repeat the same selection by pressing Ctrl+Shift+right arrow on your keyboard.
7. Undo your selection by pressing Shift+Home on your keyboard.
8. Move the mouse to the beginning of the first sentence in the document and click just before the letter *B*.
9. Press and hold the left mouse button and drag it to the right until the first line is selected.
10. Then, drag it down until the first paragraph is selected, as shown in Figure 1.20.

FIGURE 1.20 A paragraph selected in a Microsoft Word document

11. Click at the beginning of the selected paragraph, just before the letter *B*.
Notice how the paragraph is no longer selected.

12. Repeat the same selection by pressing Ctrl+Shift+down arrow on your keyboard.
13. Undo your selection by pressing Ctrl+Shift+up arrow on your keyboard.
14. Click at the beginning of the word *Exercise* just before the letter E.
15. Press and hold the left mouse button and drag it to the right until the word *Exercise* is selected.
16. With the left mouse button still pressed, drag the mouse cursor down until you select the entire text in your document (Figure 1.21).

FIGURE 1.21 Selecting the entire text in a Microsoft Word document



17. To undo your selection, click anywhere in the document.
Now repeat the same selection by pressing Ctrl+A on your keyboard.
18. Press the up-arrow key on your keyboard to undo your selection and go back to the beginning of the document.
19. Close the Sample1 Word document without saving your changes.

Once the data is selected, you can use it. Some of the most common things that you can do with your data are to copy it or move it to another location. These operations can be performed in multiple ways, both by using the mouse and the keyboard. One way is to use the ribbon in Microsoft Office. In the Home tab you can find the Clipboard section on the left side. After you select some data from your document, you see that there are four buttons available (Figure 1.22):

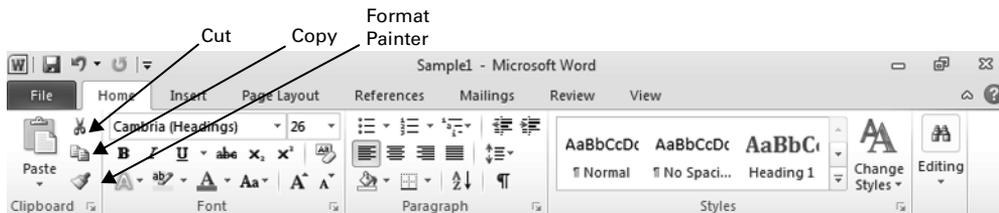
Cut Removes your selection from the document and holds it in your computer's memory. This command is used when you want to move your selection to another location.

Copy Creates a copy of your selection and holds it in your computer's memory. The original data will remain where it is.

Paste Takes the item that is currently stored in your computer's memory and copies it or moves it to the current position depending on the command that you used previously. You cannot use Paste unless you have used Cut or Copy before.

Format Painter Copies the formatting of your selection and stores it in your computer's memory. To apply the formatting, select the data where you want to copy the formatting from the initial selection, without using the Paste button.

FIGURE 1.22 The Cut, Copy, Paste, and Format Painter buttons in Microsoft Word



You can also use the keyboard for performing these operations:

- Ctrl+C for Copy
- Ctrl+X for Cut
- Ctrl+Shift+C for Format Painter
- Ctrl+V for Paste

Another way of working with these commands is with the help of the context menu:

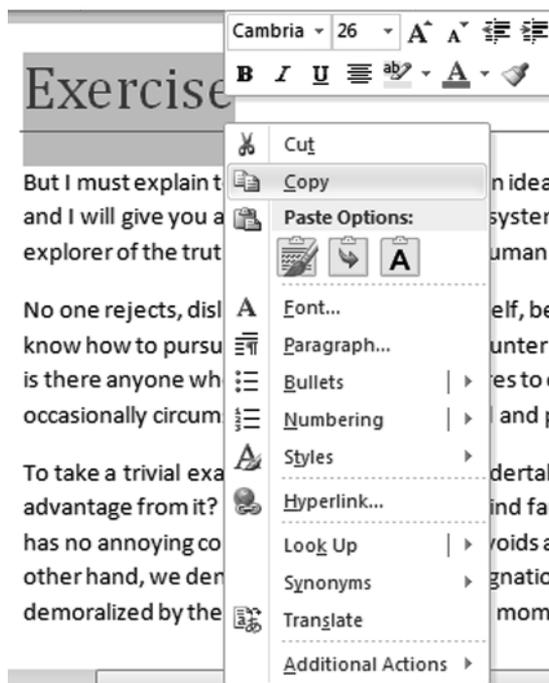
1. Once you have selected the data that you want to copy or move, right-click your selection (Figure 1.23).
2. In the context menu that appears, select Copy or Cut, depending on what you want to do.
3. Then, go to the place where you want to copy or move your data and right-click again.
4. Use one of the available Paste options:

Keep Source Formatting Preserves the look of the original selection

Merge Formatting Changes the formatting so that it matches the text that surrounds it

Keep Text Only Pastes the data that you have selected without its original formatting

FIGURE 1.23 The context menu in Microsoft Word



By default, when you use the Paste command without using the context menu and its options, the data will be pasted using the original look of your selection.

In Exercise 1.9 you will learn how to select and then copy and paste data in a Microsoft Office document, using Microsoft Word. In order to complete this exercise, you must have the `Sample1.docx` practice document downloaded to your computer.

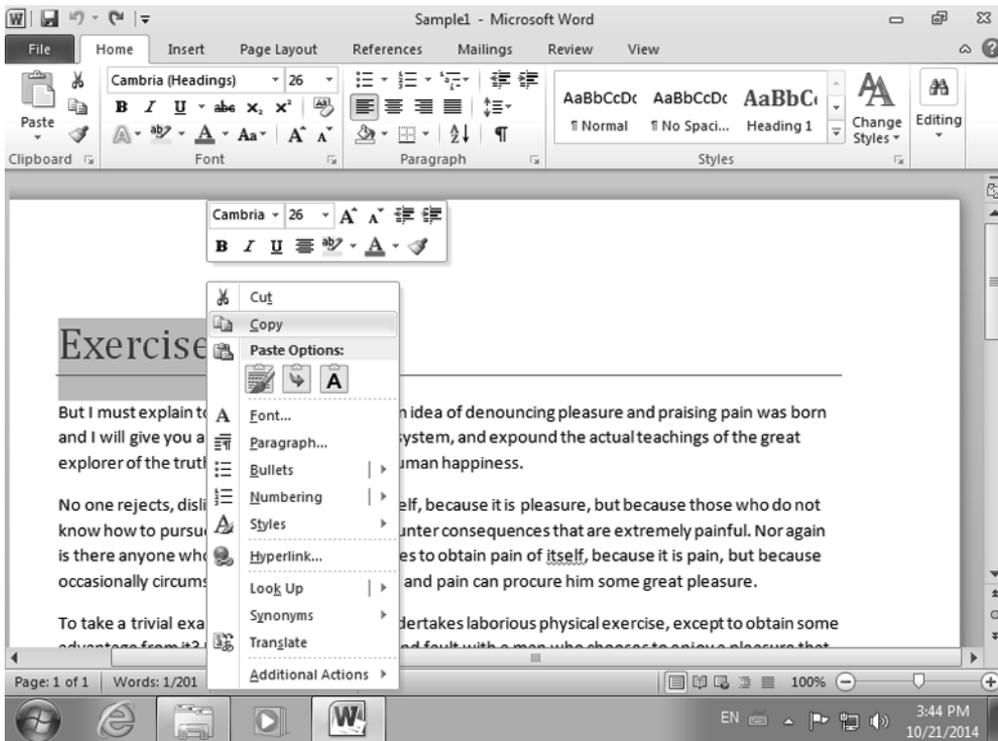
EXERCISE 1.9

Copying and Pasting Data in Microsoft Word

1. Click Start and then Computer.
2. Browse to the location of the `Sample1` Word document and double-click it.
It will be opened with Microsoft Word.
3. Select the word *Exercise*.

EXERCISE 1.9 (continued)

- Right-click anywhere on the word *Exercise* and then click Copy in the context menu (Figure 1.24).

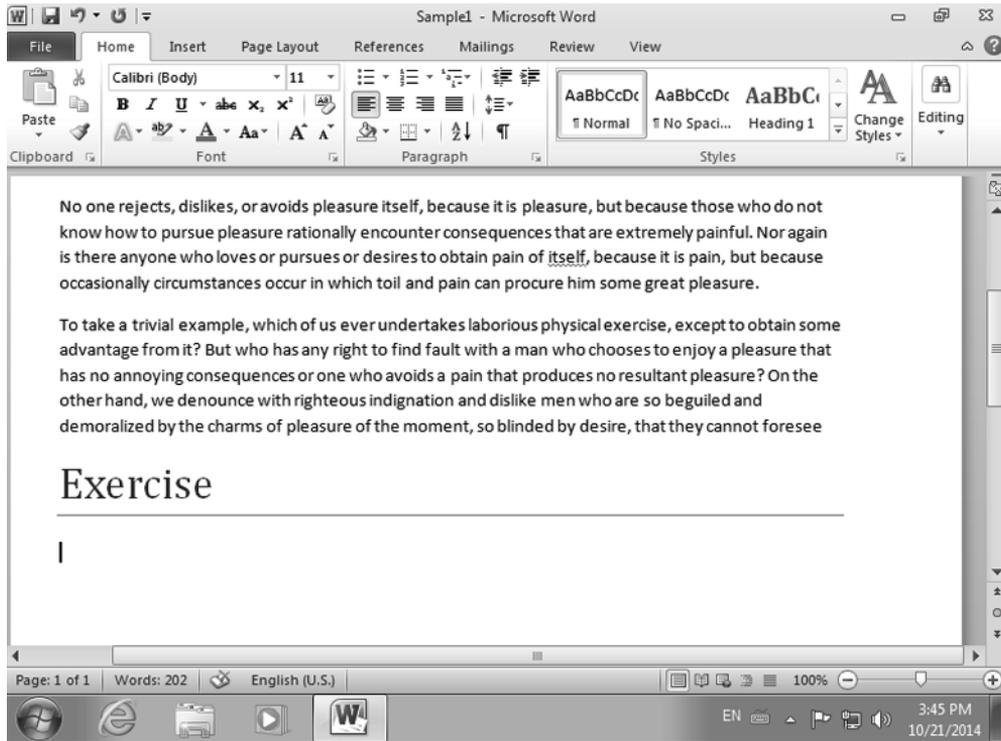
FIGURE 1.24 The context menu in Microsoft Word

- Go to the bottom of the document, immediately after the last word, *foresee*, and click where the word ends.

The mouse cursor will be moved to that position.

- Press Enter on your keyboard, and a new empty line is added to the document.
- Right-click anywhere on that empty line and then click the first button in the Paste Options section of the context menu.

It is named Keep Source Formatting. Notice that the word *Exercise* is now copied on the last line of the document (Figure 1.25).

FIGURE 1.25 The modified Microsoft Word document

8. Close the Sample1 Word document without saving your changes.

Copying and pasting data works in a similar way in all applications, including others from the Microsoft Office suite. Now that you know how to do this, you'll learn how to cut data from a place in a document and move it to somewhere else. Exercise 1.10 shows you how this is done in Microsoft Word. In order to complete this exercise, make sure the Sample1.docx practice document has been downloaded to your computer.

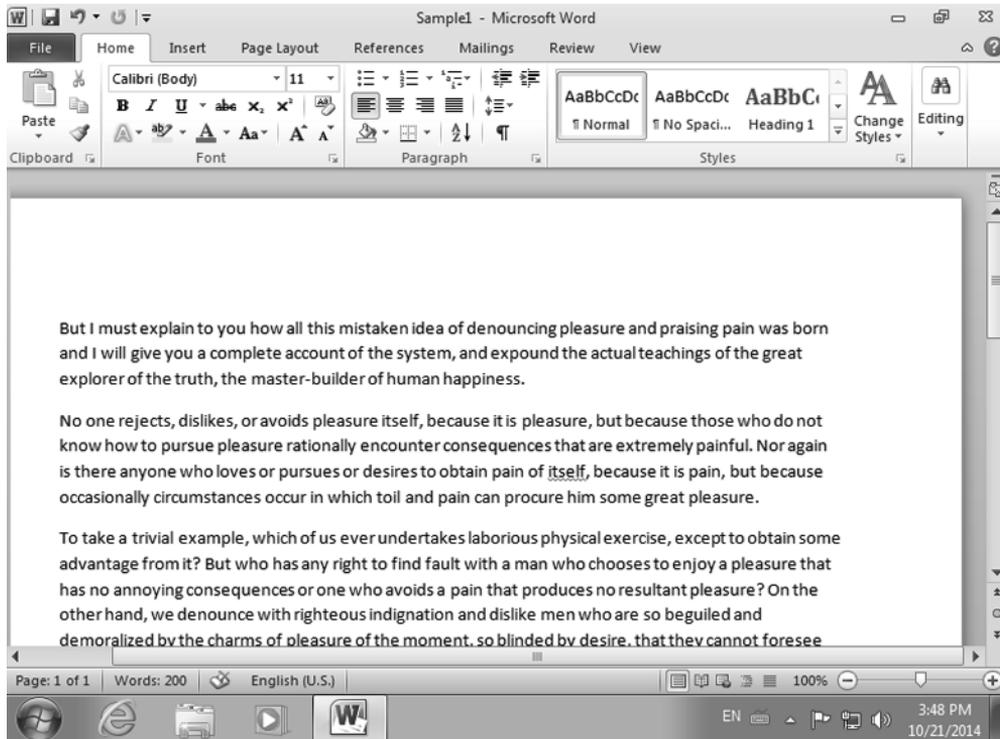
EXERCISE 1.10

Moving Data in Microsoft Word

1. Click Start and then Computer.
2. Browse to the location of the Sample1 Word document and double-click it.
It will be opened with Microsoft Word.

EXERCISE 1.10 (continued)

3. Select the word *Exercise*.
4. In the Home tab of the ribbon, go to the Clipboard section and click the Cut button.
You will see the word *Exercise* disappear from the document (Figure 1.26).

FIGURE 1.26 The Microsoft Word document with a deletion

5. Go to the bottom of the document, immediately after the last word, *foresee*, and click where the word ends.
The mouse cursor will be moved to that position.
6. Press Enter on your keyboard, and a new empty line is added to the document.
7. In the Home tab of the ribbon, go to the Clipboard section and click the Paste button.
The word *Exercise* is now moved to the bottom of the document.
8. Close the Sample1 Word document without saving your changes.

Dragging and Dropping Data When Using Microsoft Office Applications

Another basic but important concept that you should master when using applications of all kinds, including the Microsoft Office suite, is *drag and drop*—a gesture that you do with the mouse in which you select an object like text or an image and then grab it and drag it to a different location. With the left mouse button still pressed, you drag your selection to the desired location and then release the mouse button. The object you selected is now moved from the initial location to the final one.

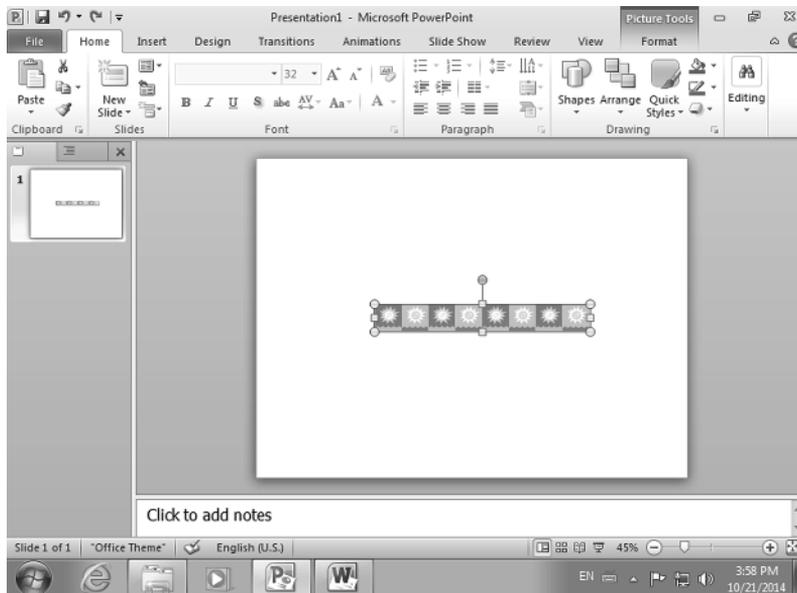
To help you get the hang of it, in Exercise 1.11 you will learn how to drag and drop data when using Microsoft PowerPoint. In order to complete this exercise, please download the `Presentation1.pptx` practice file to your computer.

EXERCISE 1.11

Dragging and Dropping Data When Using Microsoft Office Applications

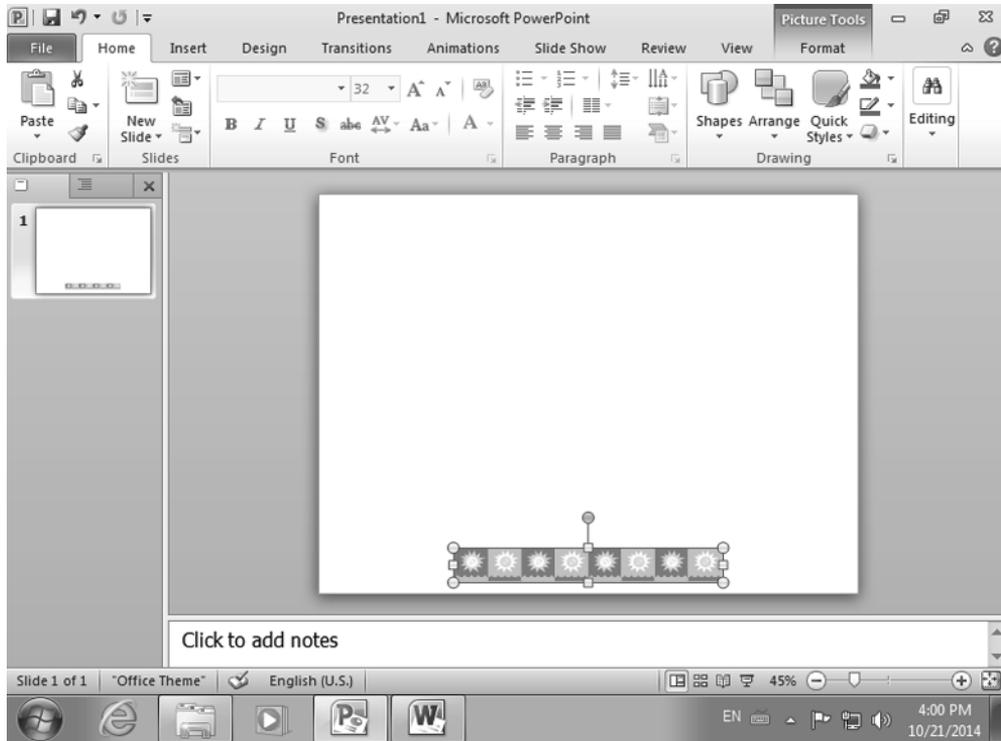
1. Click Start and then Computer.
2. Browse to the location of the Presentation1 PowerPoint presentation and double-click it. It will be opened with Microsoft PowerPoint.
3. In Microsoft PowerPoint, click the image with the left mouse button and keep it pressed. The image is selected (Figure 1.27).

FIGURE 1.27 Selecting an image in Microsoft PowerPoint



EXERCISE 1.11 (continued)

4. With the left mouse button still pressed, slowly drag the image to the bottom of the presentation.
5. Release the mouse button when you reach the bottom (Figure 1.28).

FIGURE 1.28 Moving an image in Microsoft PowerPoint

6. Close the Presentation1 PowerPoint presentation without saving your changes.

Finding and Replacing Data in Your Microsoft Office Documents

When working on all kinds of documents, chances are that you want to quickly find a certain word or a certain paragraph. You can do that with the help of the Find feature. You can type one or more keywords and Microsoft Office will find all the occurrences of your keywords in the document that you have opened. You can then navigate through all the matches very quickly until you find the one you need.

You may also need to replace a word or a sequence of words with another to improve the way you communicate in your documents. This can be done with the help of the Find and Replace tool that's available in all Microsoft Office applications.

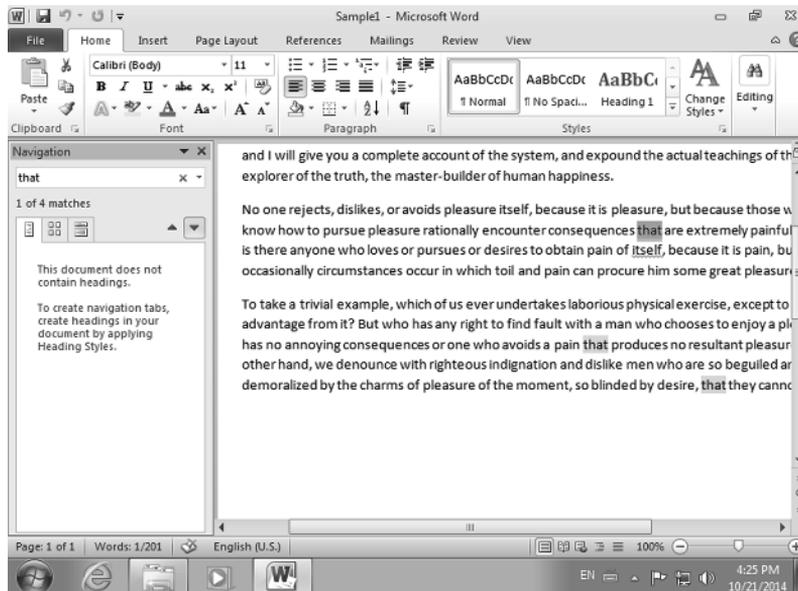
In Exercise 1.12 you will learn how to find data when using Microsoft Word as well as how to replace data. In order to complete this exercise, you will use the `Sample1.docx` practice document you previously downloaded to your computer.

EXERCISE 1.12

Finding and Replacing Data in Microsoft Word

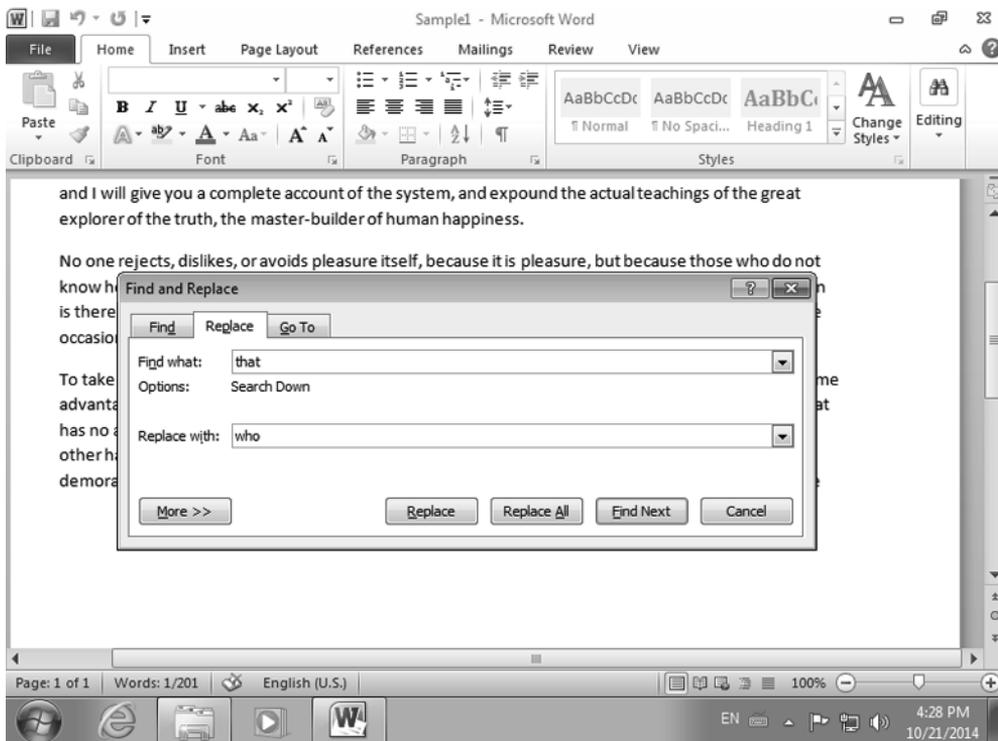
1. Click Start and then Computer.
2. Browse to the location of the Sample1 Word document and double-click it.
It will be opened with Microsoft Word.
3. On the ribbon, in the Home tab, go to the Editing section and click the Find button.
A Navigation pane is shown on the left side of the Microsoft Word window.
4. Type the word **that** in the Navigation pane and press Enter on your keyboard.
Microsoft Word searches for all the instances of the word *that* and highlights them in yellow.
5. To navigate through all the results it found, click the down arrow in the Navigation pane (Figure 1.29).

FIGURE 1.29 The Navigation pane in Microsoft Word



EXERCISE 1.12 (continued)

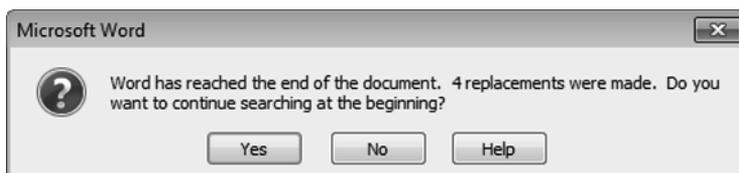
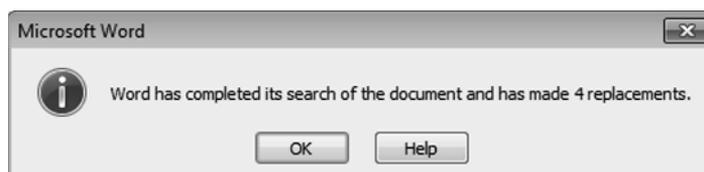
6. Close the Navigation pane by clicking the X button on its top-right corner.
7. On the ribbon, in the Home tab, go to the Editing section and click the Replace button.
8. In the Find And Replace window, type the word **that** in the Find What text field.
9. Type the word **who** in the Replace With text field and click Replace All (Figure 1.30).

FIGURE 1.30 The Find And Replace dialog

Microsoft Word informs you that it has reached the end of the document and asks if you want to continue searching at the beginning (Figure 1.31).

10. Click Yes.

Microsoft Word informs you that it has completed its search and that it has made a number of replacements (Figure 1.32).

FIGURE 1.31 Making text replacements in a Microsoft Word document**FIGURE 1.32** Microsoft Word completing the requested replacements

11. Click OK.
 12. Notice that the word *that* has been replaced with the word *who* throughout the entire document.
 13. Close the Sample1 Word document without saving your changes.
-

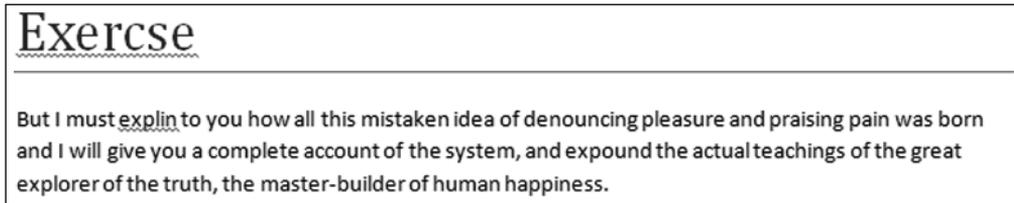
Checking the Spelling of Your Microsoft Office Documents

When writing anything, it is almost impossible not to make a minor mistake or two. You may misspell a couple of words, make some minor grammar errors, and so on. This can happen to anyone at any time, no matter how fine your language skills are.

To help users, many applications have built-in spell checkers, including the Microsoft Office suite. With the help of its spell checker, you can quickly identify all kinds of spelling and grammar mistakes and fix them in seconds. However, you should keep in mind that this feature isn't foolproof and it is no substitute for knowing grammar. In some cases, it does make wrong recommendations.

Also, when you are writing a document, Microsoft Office tends to automatically highlight misspelled words so that you identify them while writing without using its spell checker. In Figure 1.33, notice how the word *Exercse* is highlighted with a red line beneath it, signaling that it is misspelled.

When you use the spell checker in Microsoft Office, each mistake is highlighted, and one or more solutions are suggested for fixing it. You can choose to use any of those suggestions, or you can choose to ignore them, depending on what you think about its recommendations.

FIGURE 1.33 Misspelled text in a Microsoft Word document

You can also add words to the spell checker dictionary that it doesn't recognize and flags as misspelled. This is handy for correctly spelled specialized technical terms, such as *simulant*, and proper nouns and foreign words, such as *Steyn* and *neue*. You can start the spell checker at any time by pressing the F7 key on your keyboard.

In Exercise 1.13 you will learn how to check and improve the spelling of your Microsoft Word documents. In order to complete this exercise, please download the `Sample2.docx` practice document to your computer.

EXERCISE 1.13

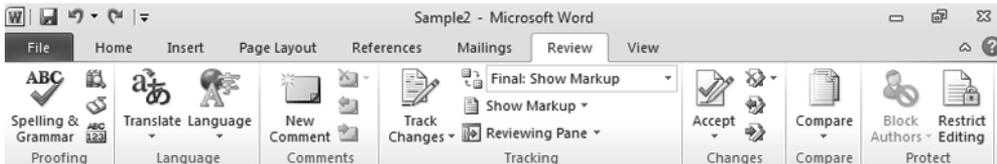
Checking Spelling in Microsoft Word

1. Click Start and then Computer.
2. Browse to the location of the Sample2 Word document and double-click it.

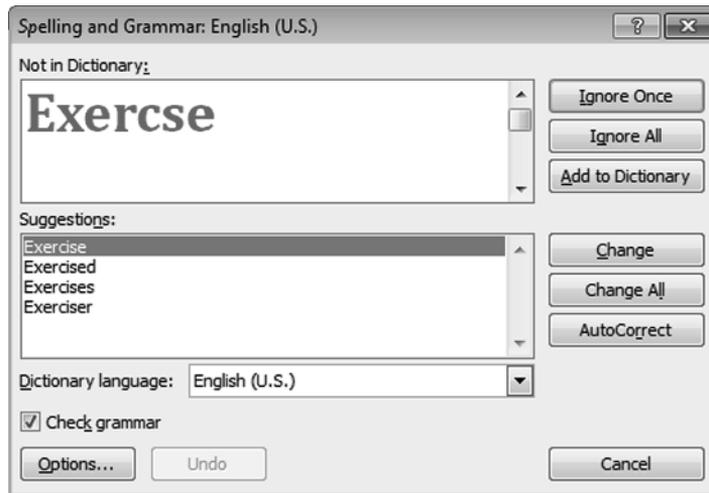
It will be opened with Microsoft Word. Notice that some words, including the title of this document, are misspelled.

3. On the ribbon, click the Review tab (Figure 1.34), go to the Proofing section, and click the Spelling & Grammar button.

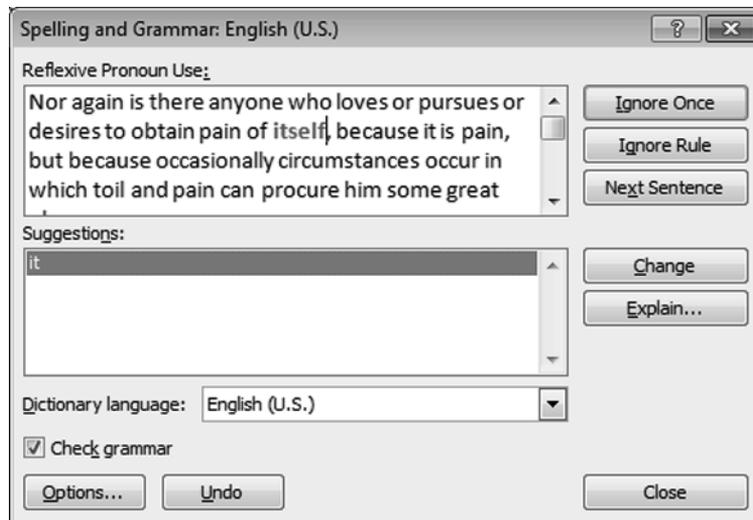
The Spelling and Grammar checker is now displayed.

FIGURE 1.34 The Review tab in Microsoft Word

You can see the first word that was written incorrectly and several suggestions of correct words (Figure 1.35).

FIGURE 1.35 The Spelling And Grammar dialog

4. Leave the default suggestion selected and click Change.
5. Repeat step 4 for the next two words that are highlighted as misspelled.
The word *itself* is incorrectly highlighted as a grammar error.
6. Click Ignore Once and the word will not be corrected (Figure 1.36).

FIGURE 1.36 Receiving suggestions for corrections

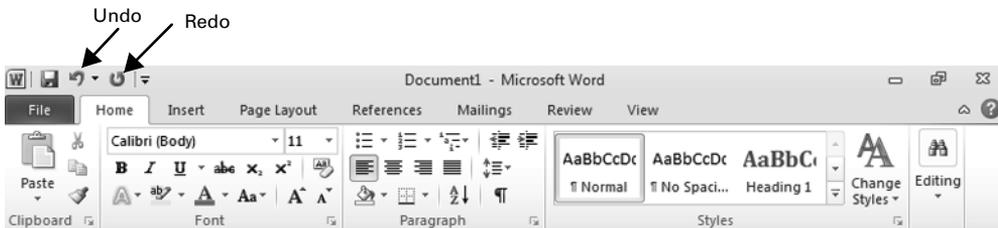
EXERCISE 1.13 (continued)

7. Repeat step 4 for the next two words that are highlighted as misspelled.
You are now informed that the spelling and grammar check is complete.
8. Click OK.
Notice how all incorrectly spelled words in this document have been corrected.
9. Close the Sample2 Word document without saving your changes.

Undoing Your Changes and Mistakes When Working with Microsoft Office Documents

While working on a document, you might make a mistake, or you might just change your mind and want to rewrite the most recent sentence that you wrote. When that happens, you can easily undo your recent edits by clicking the Undo button on top-left corner of the window, just above the ribbon. If you have clicked Undo too many times, you can redo your changes by clicking the Redo button near it. In Figure 1.37 you can see where these two buttons are placed.

FIGURE 1.37 The Undo and Redo buttons



As always, you can also use your keyboard. The shortcut for Undo is Ctrl+Z, while the shortcut for Redo is Ctrl+Y.

The Undo and Redo tools work only as long as your document is open, only for current editing session. If you save it, close it, and then open it at a later time, you won't be able to undo the changes that you made during the previous editing session.

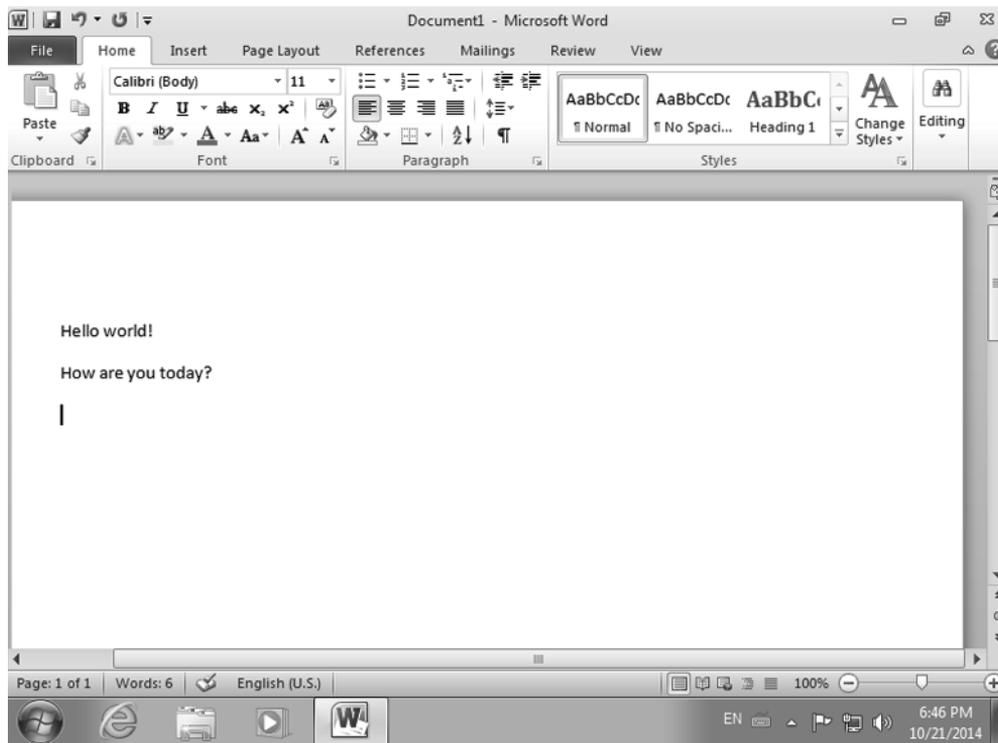
In Exercise 1.14 you will learn how to undo or redo your changes while editing a Microsoft Word document.

EXERCISE 1.14

Undoing and Redoing Your Changes

1. Start Microsoft Word by clicking Start > All Programs > Microsoft Office > Microsoft Word 2010.

A new, blank document is created (Figure 1.38).

FIGURE 1.38 A Microsoft Word document

2. Type the words **Hello world!** and then press Enter on your keyboard.
3. Type **How are you today?** and then press Enter on your keyboard.
4. Click the Undo button once, on the top-left corner of the Microsoft Word window.
5. Notice how all the text that you have written disappears.
6. Click the Redo button once, found near the Undo button.
Notice how your text is restored in the document.
7. Close Microsoft Word.

Hiding Your Data from Tables and Charts

When you work with lots of tables and charts, you may want to hide a portion of your data so that you see only what interests you at the moment. You can do that with ease when using Microsoft Office, and what's great about it is that your hidden data remains stored inside your documents. It is never lost. You can make updates to the rest of your document and, later on, decide to unhide your data and continue using it.

If you are working on a table that has a chart that's taking data from it, when you hide a portion of your data, that data is also hidden from the chart. As a result, both the table and the chart get updated automatically and display only the data that is not hidden.

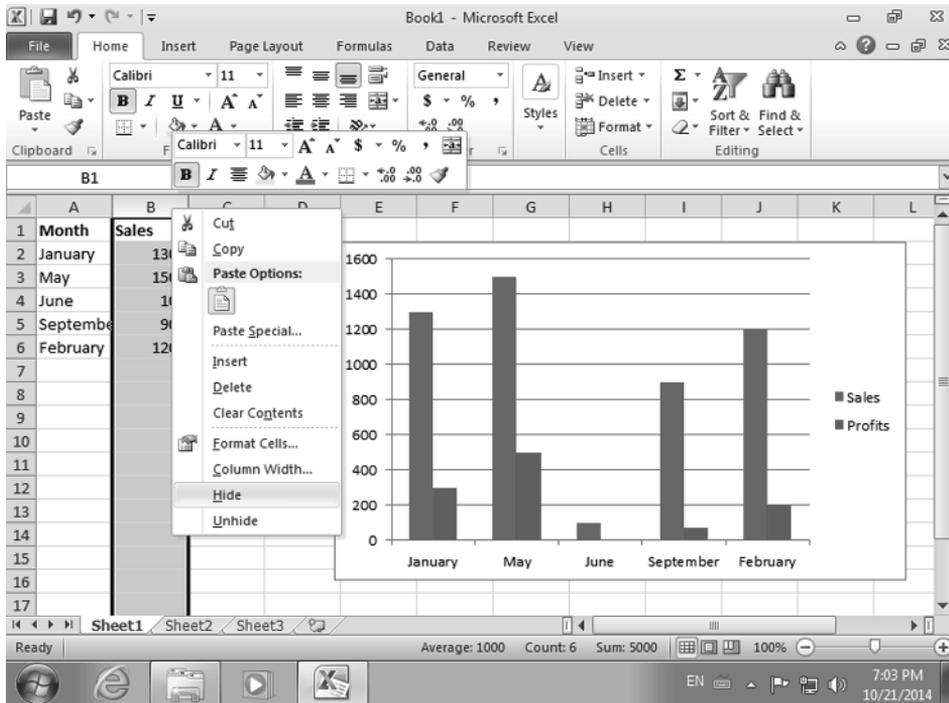
To help you learn how to hide your data from tables and charts, work through Exercise 1.15, which showcases this feature using Microsoft Excel. In order to complete this exercise, please download the `Book1.xlsx` practice file to your computer.

EXERCISE 1.15

Hiding or Unhiding Data from Tables and Charts in Microsoft Excel

1. Click Start and then Computer.
2. Browse to the location of the Book1 Excel file and double-click it.
It will be opened with Microsoft Excel. Notice that this spreadsheet has three columns with data and a chart that displays the same data in a visual format.
3. Click the B column to select it.
4. Right-click the B column and then click Hide in the context menu (Figure 1.39).

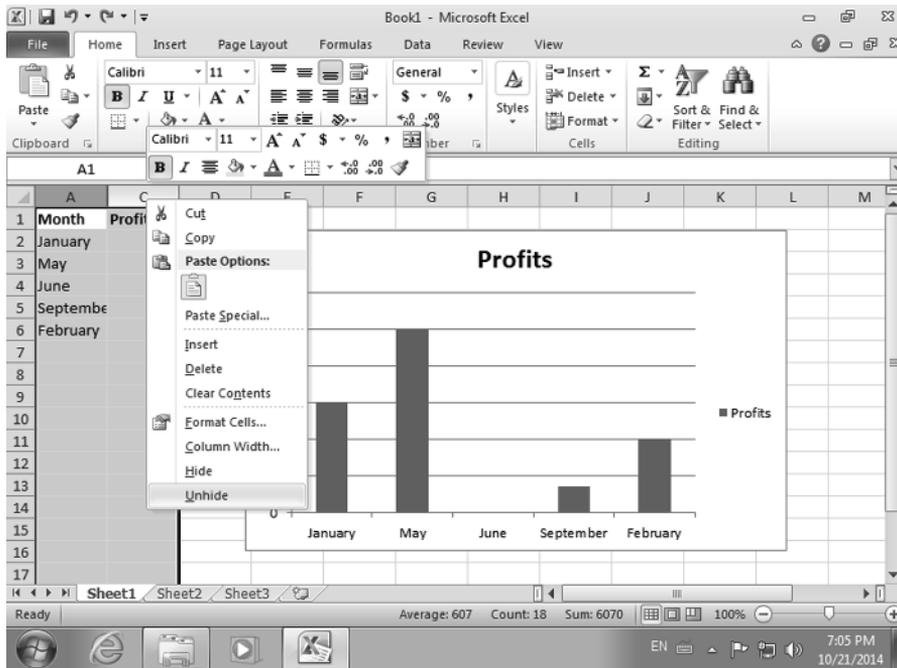
FIGURE 1.39 Hiding a column in Microsoft Excel



Notice how the B column is now hidden and the chart has been updated so that it no longer displays the data from this column.

5. Click the A column to select it and then press and hold the Shift key on your keyboard. Now click the C column to select it.
6. Right-click the C column and, in the context menu, click Unhide (Figure 1.40).

FIGURE 1.40 Unhiding a hidden column in Microsoft Excel



Notice how the B column is visible again and the chart has been updated automatically to include its data.

7. Close Microsoft Excel without saving your changes to the Book1 file.

Selecting Non-adjacent Cells in Microsoft Excel Tables

When you work with tables of all kinds in Microsoft Excel, you may need to select different cells that are not adjacent and format them differently in order to highlight certain aspects that are of interest to you.

This can be done only by using both the mouse and keyboard, and in Exercise 1.16 you will learn how it is done. In order to complete this exercise, make sure you have downloaded the Book1.xlsx practice file to your computer. In this exercise you will select the months with sales above 1000 and highlight them in bold.

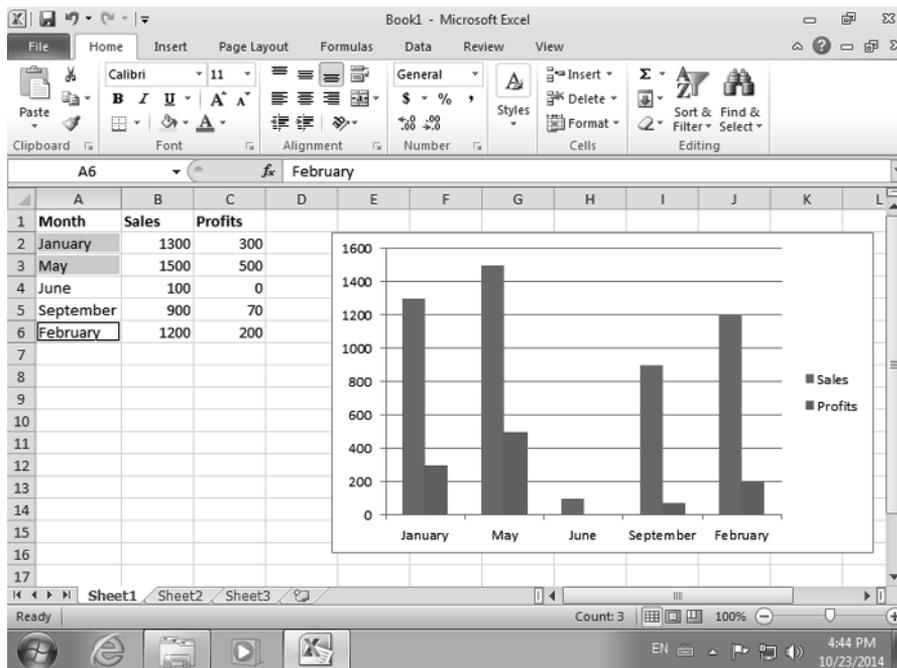
EXERCISE 1.16

Selecting Non-adjacent Cells in Microsoft Excel Tables

1. Click Start and then Computer.
2. Browse to the location of the Book1 Excel file and double-click it.
It will be opened with Microsoft Excel.
3. Click the A2 cell to select it and make it the active cell. Its value is January.
4. Press and hold the Ctrl key on your keyboard.
5. Click the A3 and then the A6 cells without releasing the Ctrl key.
6. Once all the desired cells are selected, release the Ctrl key.

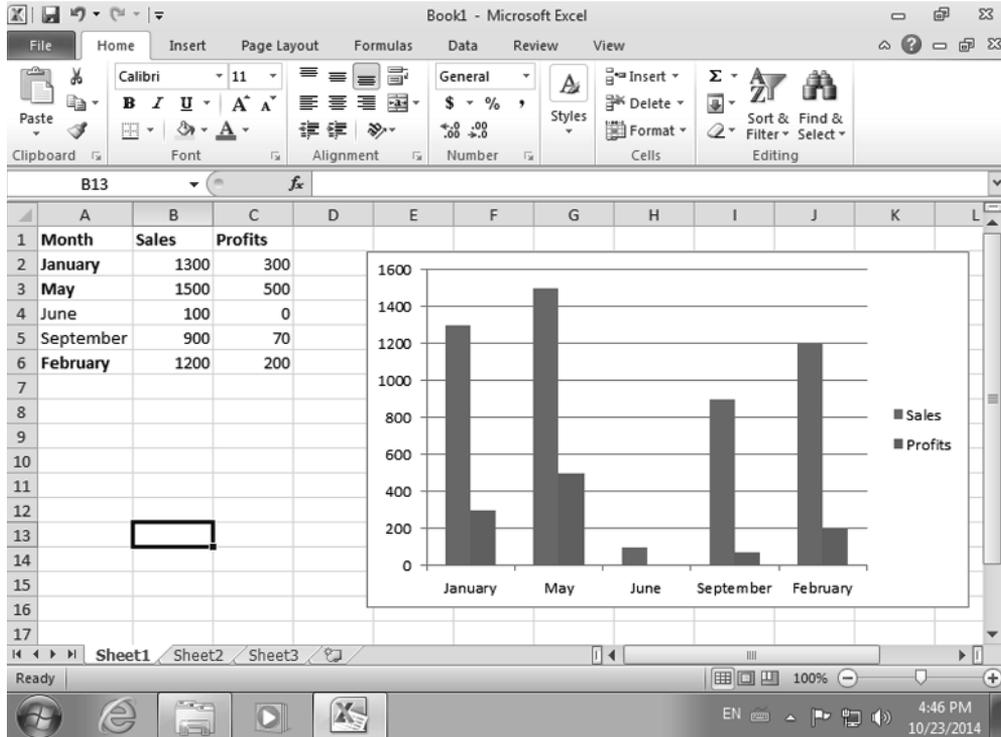
Notice how the three cells are selected and highlighted (Figure 1.41).

FIGURE 1.41 Selecting cells in Microsoft Excel



7. On the ribbon, in the Home tab, go to the Font section and click the B (Bold) button.
8. Click somewhere on the empty space in the Book1 Excel file and notice how the selected cells are now formatted differently from the others (Figure 1.42).

FIGURE 1.42 A Microsoft Excel worksheet



9. Close Microsoft Excel without saving your changes to the Book1 file.

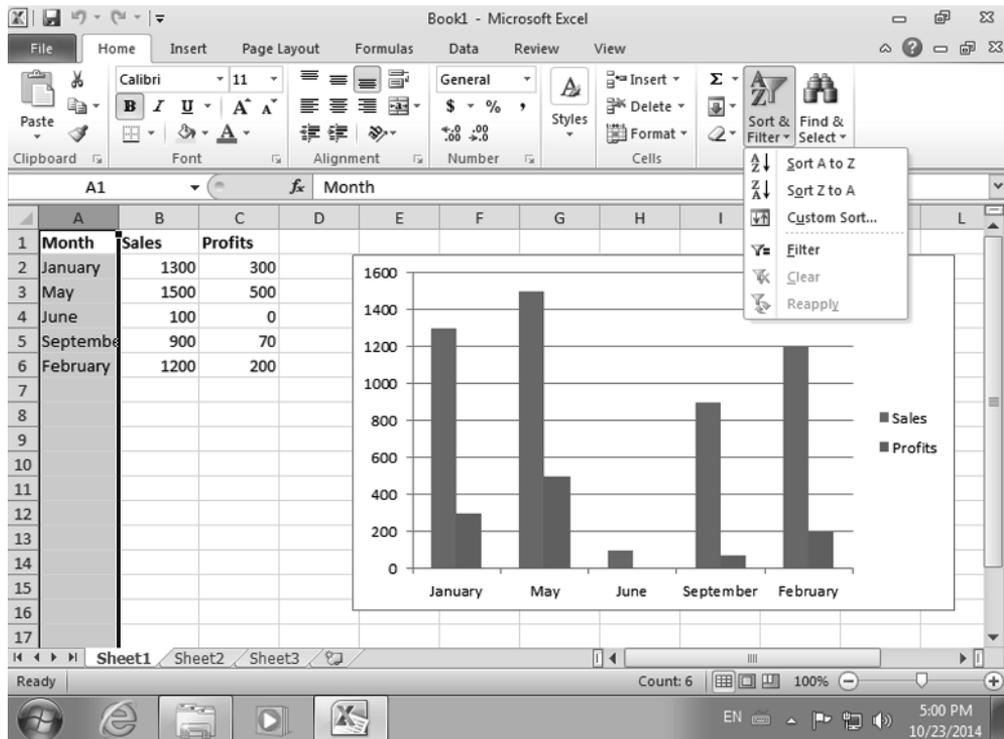
Sorting Data When Working with Microsoft Excel Files

When you work with data, you may need to sort a range or table of data in more than one way. For example, you can sort employees first by department and then by last name or you can sort your financial results by the most profitable months. Whatever the criteria that you want to use for sorting, Microsoft Excel offers you the tools that you need.

In Exercise 1.17 you will learn how to sort the data in your worksheets by simple criteria. In order to complete this exercise, you must have the Book1.xlsx practice file on your computer.

EXERCISE 1.17**Sorting Data When Working with Microsoft Excel Files**

1. Click Start and then Computer.
2. Browse to the location of the Book1 Excel file and double-click it.
It will be opened with Microsoft Excel.
3. Click column A to select it.
4. On the ribbon, in the Home tab, go to the Editing section and click the Sort & Filter button.
5. Click Sort A To Z (Figure 1.43).

FIGURE 1.43 Sorting data in Microsoft Excel

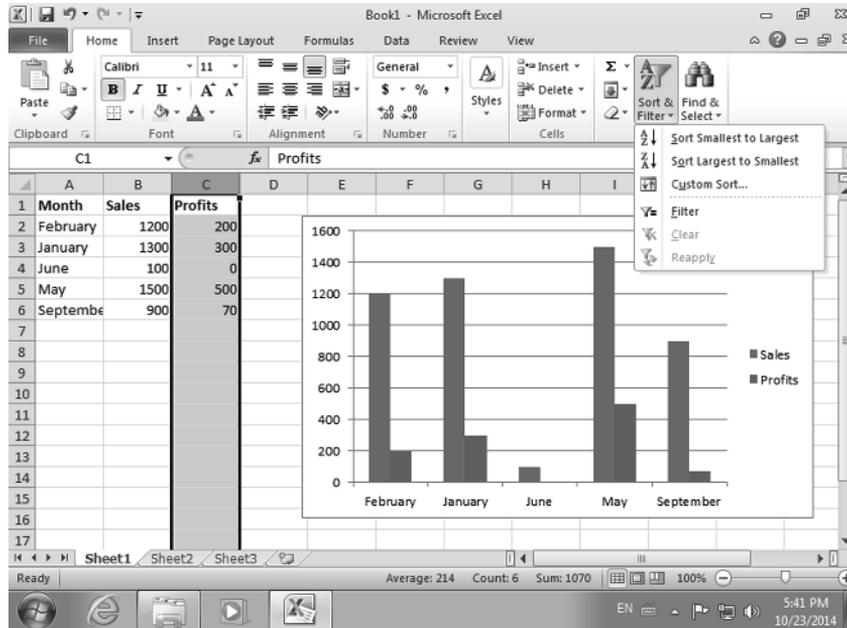
Microsoft Excel warns you that it found data next to your selection.

6. Select Expand The Selection, and click Sort.

Notice how your table is sorted using the first letter of each month.

7. Click column C to select it.
8. On the ribbon, in the Home tab, go to the Editing section and click the Sort & Filter button.
9. Click Sort Smallest To Largest (Figure 1.44).

FIGURE 1.44 Sorting data in Microsoft Excel



Microsoft Excel warns you that it found data next to your selection.

10. Select Expand The Selection and click Sort.

Notice how the table is sorted by profits, with the least profitable month being placed first and most profitable being placed last.

11. Close Microsoft Excel without saving your changes to the Book1 file.

Adjusting the Way You View Microsoft Office Files

When you are working on a Microsoft Office file, you may want to view it as it will appear in different formats. Depending on its type (Word document, Excel file, and so on), Microsoft Office offers different ways of viewing your work. They are all found in the View tab on the ribbon.

If you are viewing a Microsoft Word document, you have access to the following document views:

Print Layout View the document as it will appear on the printed page. This is the default view for Word documents.

Full Screen Reading View the document in full screen in order to maximize the space available for reading.

Web Layout View the document as it would look on a web page.

Outline View the document as an outline and show the outlining tools.

Draft View the document as a draft and allow quick text editing.

If you are viewing a Microsoft Excel file, you have access to the following workbook views:

Normal View it using the normal Microsoft Excel view.

Page Layout View the file as it will appear on the printed page.

Page Break Preview View a preview of where pages will break when the worksheet is printed.

Custom Views Save a set of display and print settings as a custom view.

Full Screen View the file in full screen in order to maximize the space available for editing.

If you are viewing a Microsoft PowerPoint presentation, you have access to the following presentation views:

Normal View the presentation using the normal Microsoft PowerPoint view.

Slide Sorter View the presentation in a format that allows you to quickly sort slides.

Notes Page View the notes page for each slide to edit the speaker notes as they will look when you print them out.

Reading View View the presentation as a slide show that fits within the window.

Another important tool for viewing your Office files as you want is Zoom. You can magnify the file that you are working on by 200 percent or more to see it better. This is especially useful if you have some eyesight problems or when you want to zoom in on a special element in your file. The Zoom tool is available in all Microsoft Office applications, and it offers different orders of magnification, depending on the application that you are using.

As you will see in Exercise 1.18, switching among the different views is very easy. We will demonstrate how to use this feature in Microsoft Word. Keep in mind that it works similarly in other Microsoft Office applications. In order to complete this exercise, you must have the Sample1.docx practice document on your computer.

EXERCISE 1.18

Changing the Way You View Your Microsoft Word Documents

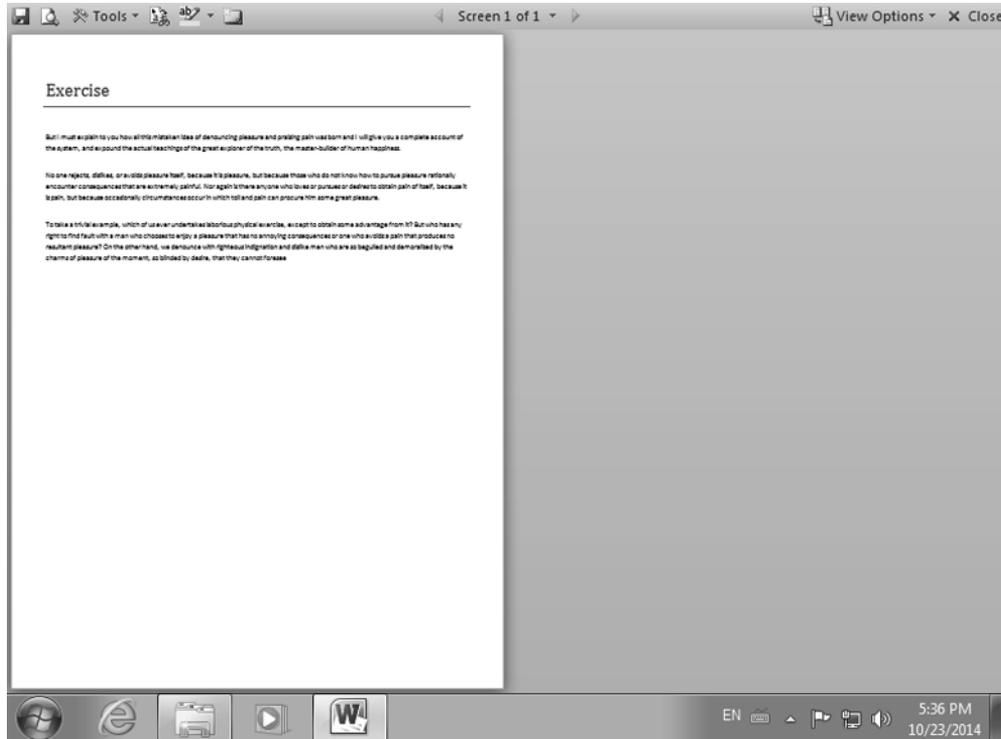
1. Click Start and then Computer.
2. Browse to the location of the Sample1 Word document and double-click it.

It will be opened with Microsoft Word.

3. On the ribbon, click the View tab.
4. In the Document Views section, click Full Screen Reading.

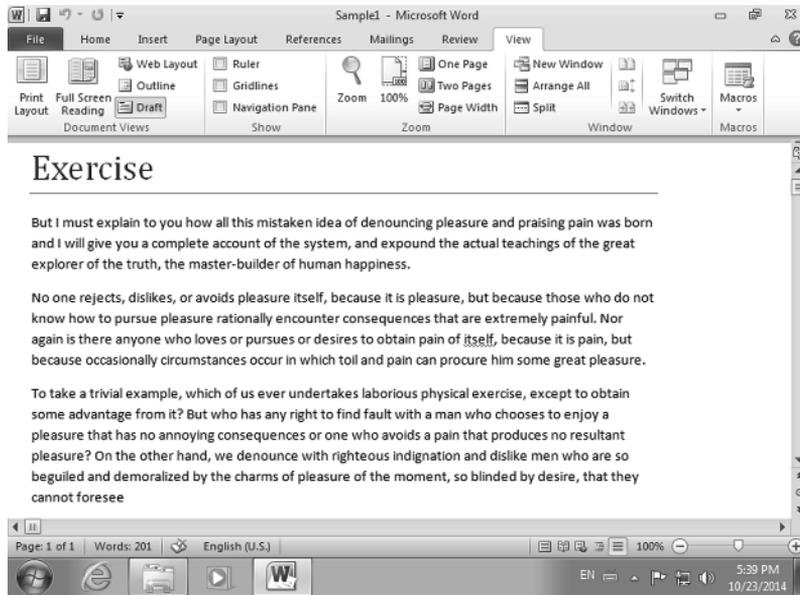
Notice how the way you view your document changes (Figure 1.45).

FIGURE 1.45 The Full Screen Reading view in Microsoft Word



5. Click the Close button in the top-right side of the window.
6. In the Document Views section, click Draft.
7. To get back to the default way of viewing the document, in the Document Views section, click Print Layout.
8. In the Zoom section of the View tab, click the Zoom button.

The Zoom dialog opens (Figure 1.47).

EXERCISE 1.18 (continued)**FIGURE 1.46** The Draft view in Microsoft Word**FIGURE 1.47** Setting the zoom in Microsoft Word

9. Select 200% as the Zoom To value and click OK.

Notice how the size of the document changes and how large the text is displayed.

10. To get back to the normal way of viewing the document, click the 100% button in the Zoom section of the View tab, on the ribbon.
 11. Close the Sample1 Word document without saving your changes.
-

Adjusting the Size and the Orientation of Your Microsoft Office Files

When you create a Microsoft Office file like a document or a worksheet, you can adjust both the orientation that is used when creating it and the size.

Portrait The default orientation is Portrait, similar to the orientation of a painting of a person hanging in an art gallery and the orientation used by the pages in a standard book.

Landscape You can turn Portrait orientation 90 degrees to Landscape; as the name implies, it's the orientation of paintings of landscapes, such a countrysides. This is especially handy for files with large tables that need to fit one piece of paper.

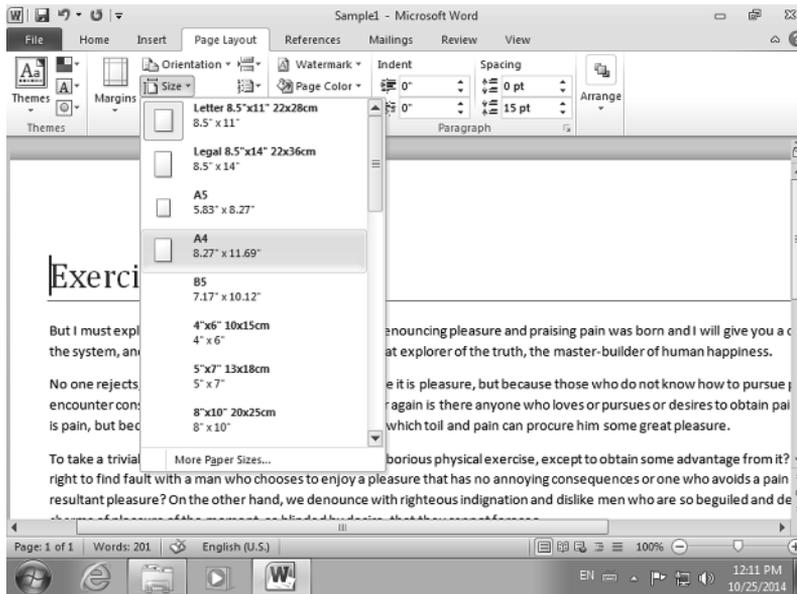
The default size differs from country to country. For example, the default paper size that is used in the United States is Letter 8.5" × 11". In Europe, the default paper size is A4 (21 cm × 29.7 cm). You can easily switch to another paper size and adjust your Microsoft Office files accordingly.

In Exercise 1.19 you will learn how to adjust the orientation and the size of a Microsoft Word document. In order to complete this exercise, you must have the `Sample1.docx` practice document on your computer.

EXERCISE 1.19

Changing the Orientation and the Size of Your Microsoft Word Documents

1. Click Start and then Computer.
2. Browse to the location of the Sample1 Word document and double-click it.
It will be opened with Microsoft Word.
3. On the ribbon, click the Page Layout tab.
4. In the Page Setup section, click Orientation and then Landscape (Figure 1.48).
Notice how the orientation of the document has changed.
5. In the Page Setup section (Figure 1.49), click Size and then A4.
Notice how the size of the page has changed.
6. Close the Sample1 Word document without saving your changes.

EXERCISE 1.19 (continued)**FIGURE 1.48** Setting the orientation in Microsoft Word**FIGURE 1.49** Setting the page size in Microsoft Word

Printing Your Documents from Microsoft Office

All Microsoft Office applications allow you to print your work. The Printing options are accessed from the File menu on the top left. If you click File > Print, you will see the following printing options and settings:

Copies Choose the number of copies that you want to print.

Printer Select the printer where you want to print your document.

Pages Select the pages that you want to print. You can print all pages in your document, the current page or selection, or a custom range.

Sides Select the sides of the page on which you want to print. You can print either on one side of the page or on both sides.

Collated You can select whether you want the pages to be printed collated or uncollated.

Orientation You can choose between Portrait and Landscape orientation.

Paper Size Select the size of the page that you want to print on.

Margins Select how you want the margins to be when printing your document.

Pages Per Sheet Select how many pages you want to print per sheet of paper.

On the right side of the Print section you will see a preview of what will be printed according to your settings. When you have finished setting everything up, click the Print button, and the document will be printed using the printer and settings you selected.

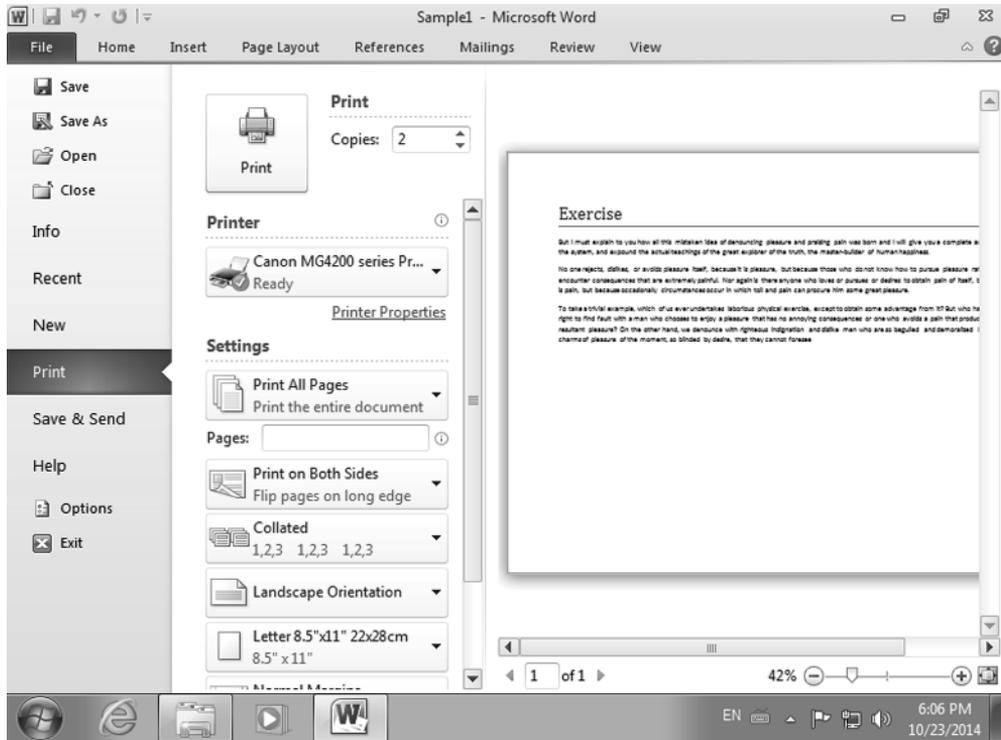
You can also access the printing options by pressing Ctrl+P on your keyboard.

In Exercise 1.20 you will learn how to print documents from Microsoft Word. In order to complete this exercise, you must have the Sample1.docx practice document on your computer.

EXERCISE 1.20

Printing Your Microsoft Word Documents

1. Click Start and then Computer.
2. Browse to the location of the Sample1 Word document and double-click it.
It will be opened with Microsoft Word.
3. Click File in the top-left corner of the Microsoft Word window.
4. In the File menu, click Print to access all your printing options (Figure 1.50).
5. In the Copies box type 2.
Two copies of the document will be printed instead of one.
6. Click Portrait Orientation and change it to Landscape Orientation.

EXERCISE 1.20 (continued)**FIGURE 1.50** The Print menu in Microsoft Word

7. Leave all other printing settings unchanged.
Notice how your document will be printed in the Print Preview on the right.
8. Click Print and wait for your document to be printed twice, on one piece of paper, using Landscape orientation and with a copy on each side of the page.
9. Close the Sample1 Word document without saving your changes.

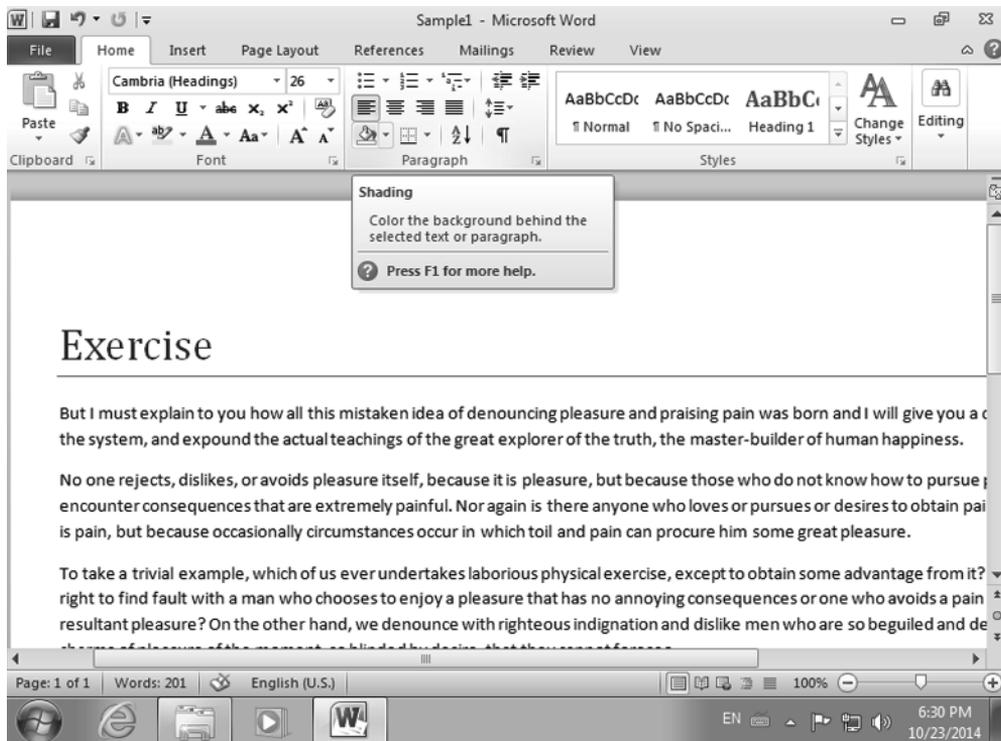
Where to Get Help with Using Microsoft Office

Microsoft Office is a very complex product with lots of tools and features. Very few people know how to use them all, and most of us need only a small fraction of what this suite is capable of doing. However, chances are that you will eventually need to work on a more complex document or worksheet, which involves using advanced

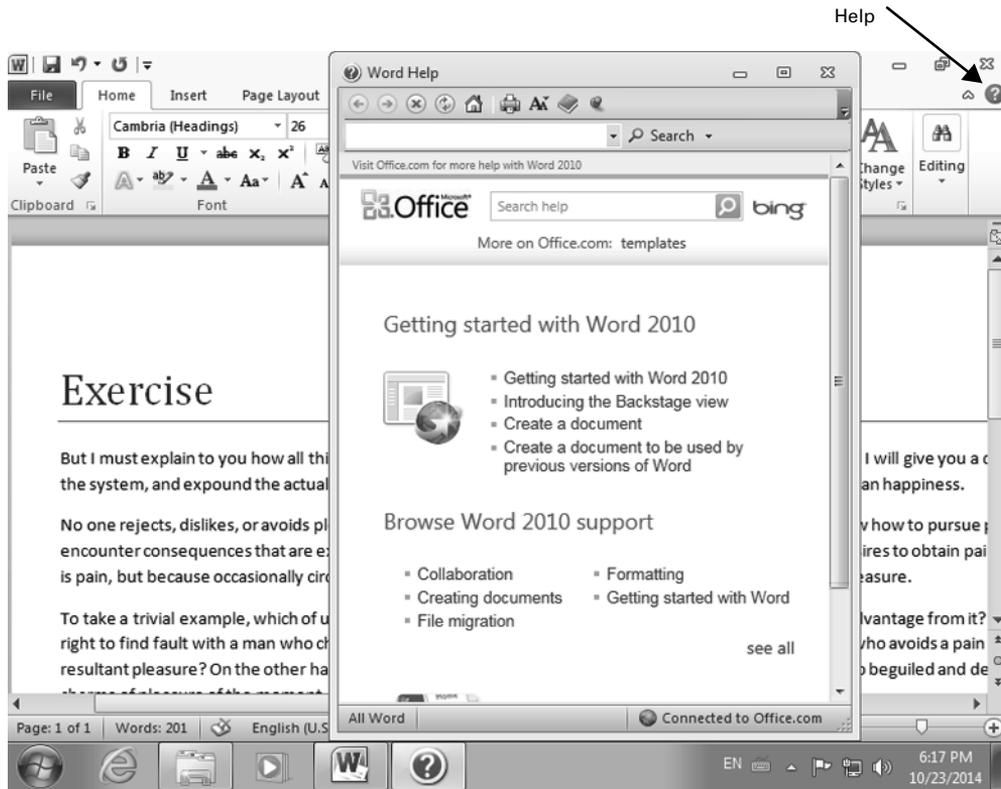
functions or formatting that you have not learned yet. When that happens, there are quite a few resources for documentation and instructions about Microsoft Office and how it works.

The easiest way to learn about each button and feature in the Microsoft Office user interface is to bring your mouse pointer over an option and wait for two seconds. A small balloon will pop up, giving you more details about the option you are hovering over. If there is additional help for that option, then it displays the Press F1 For More Help tip, as shown in Figure 1.51. You can press F1 key to get further help on that option.

FIGURE 1.51 A Help tip for the Shading button in Microsoft Word



One of the quickest and best ways to learn more about what you want to do is to use the built-in Help documentation. When using a Microsoft Office application like Microsoft Word, press F1 on your keyboard or click the Help button on the top-right corner of the window (Figure 1.52). A Help window opens where you can type one or more keywords that describe what you want to do, and it will show you where to find documentation and tutorials on a wide variety of topics, features, and functions.

FIGURE 1.52 The Help button and window in Microsoft Word

Another good source for finding help when using Microsoft Office is the following website: <https://support.office.com>.

Here you will find all kinds of guides and tutorials as well as troubleshooting tips for all kinds of errors and problems that may show up when you use Microsoft Office.

If you need to speak with others and ask for help, a great place to start is the Microsoft Answers Community, which can be found at this address: <http://answers.microsoft.com/>

Here you will be able to speak with Microsoft employees who are actively monitoring this community, technical experts, and other users.

If you are using Microsoft Office at work and you need help with solving a problem, don't hesitate to call the IT support department and ask for their help. Also, if you need to increase your level of knowledge when using Microsoft Office applications, check with the IT department to see whether they have training courses available, books, or other documentation that will help you get the most out of using this product.

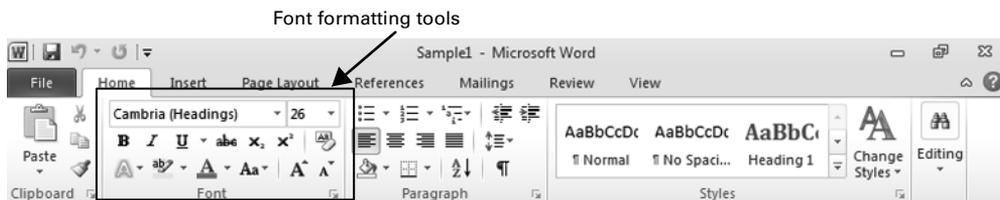
The Basics of Formatting Your Microsoft Office Files

When you create documents, worksheets, and presentations, it is very important that you format them. Formatting not only makes your work look good but also helps get your message across to your audience more effectively. Microsoft Office gives you access to all kinds of formatting tools, from basic text formatting attributes like the font used and the size to how your titles and paragraphs are styled. In the following sections you will become familiar with all the basic formatting tools that are available in Microsoft Word and other Microsoft Office applications and learn how to use them.

Formatting the Text in Your Documents

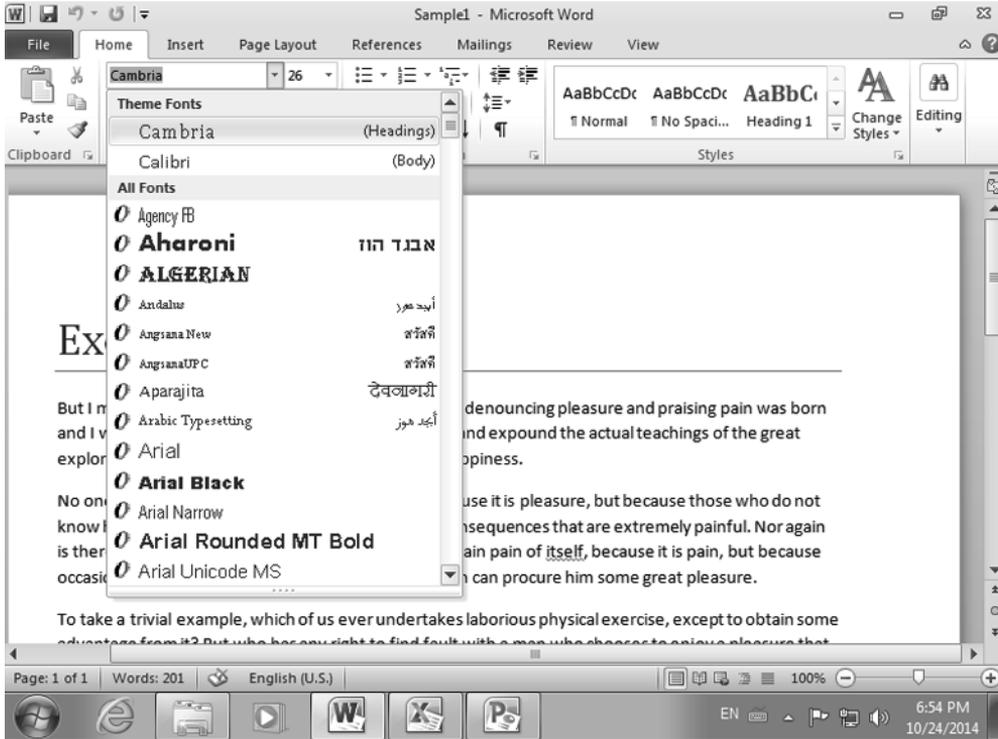
In all Microsoft Office applications where you work with text, you have access to several formatting tools. They are always found on the ribbon, in the Font section of the Home tab. In Figure 1.53 you can see the formatting tools that are available in Microsoft Word. Similar tools are available in Microsoft Excel, Microsoft PowerPoint, and even Microsoft Access. The only difference in Microsoft Access is that the Font section is named Text Formatting.

FIGURE 1.53 Formatting tools in Microsoft Word



At the top of the Font section you will find the name of the font that is currently used for the document or the selection that you have made, as well as its size. You can change the font for the whole document or a portion of it. The list of fonts available is very long, and it includes fonts that look very different from one another. When you click the down arrow near the font name, you can see the list of available fonts as well as a preview of how each font looks. As shown in Figure 1.54, the name of each font is displayed using that font so that you get a preview of how your text will look when using it. You can change the font size by performing the following steps:

1. Select text.
2. Click the down arrow near the font size.
3. Choose another size, or type the size that you wish to use and overwrite the current one.

FIGURE 1.54 Changing the font size in Microsoft Word

Use Caution in Choosing Fonts

One downside to using more unusual fonts in your documents is that in order for your documents to be viewed correctly by others on other computers, they need to have those fonts installed. That's why it is best that you use popular fonts like Arial, Verdana, Cambria, Calibri, or Times New Roman. They are available in many operating systems, and your documents will look the same no matter which computer you are using.

On the other hand, if you plan to distribute your document in print, such as a leaflet, or convert it to a PDF file, then you can use fonts to your heart's desire.

Beneath the font and the font size you will find important formatting tools like these:

Bold Makes the selected text bold. You can also use the keyboard shortcut Ctrl+B.

Italic *Italicizes the selected text.* You can also use the keyboard shortcut Ctrl+I.

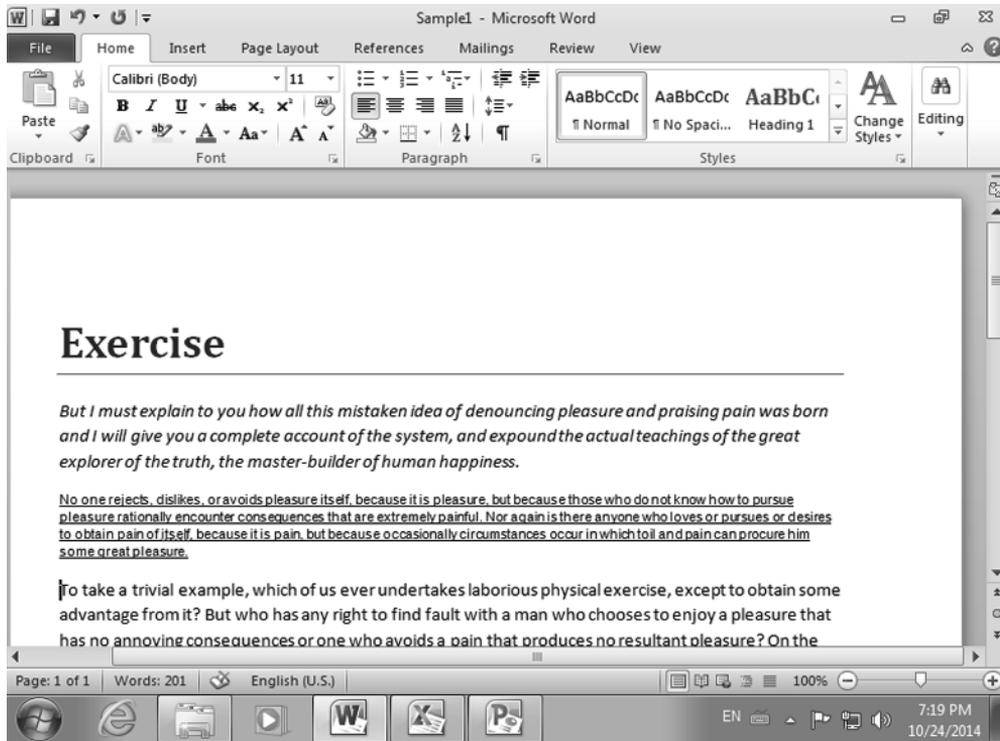
Underline Underlines the selected text. You can also use the keyboard shortcut Ctrl+U.

In Exercise 1.21 you will learn how to format the text in your Microsoft Word documents. In order to complete this exercise, you must have the `Sample1.docx` practice document on your computer.

EXERCISE 1.21

Formatting the Text in Microsoft Word Documents

1. Click Start and then Computer.
2. Browse to the location of the `Sample1` Word document and double-click it.
It will be opened with Microsoft Word.
3. Select the word *Exercise* from the title.
4. On the ribbon, go to the Font section of the Home tab and click the B (Bold) button.
5. Then, click somewhere else inside your document to deselect the word *Exercise*.
Notice how the title of the document is now written in Bold.
6. Select the first paragraph from the document, just beneath the title.
7. Press Ctrl+I on your keyboard and click somewhere else inside the document to deselect the paragraph.
Notice how the selected text is now italicized.
8. Select the second paragraph from the document.
9. On the ribbon, go to the Font section of the Home tab, click the down arrow near the font name, and then select Arial.
10. Click the down arrow near the font size, and then select 8 as the size.
11. Click the U (Underline) button and then click somewhere else inside the document to deselect the paragraph.
Notice how the selected text is now underlined, and it uses a different font and font size from the rest of the text. The final result should look similar to Figure 1.55.
12. Close the `Sample1` Word document without saving your changes.

EXERCISE 1.21 (continued)**FIGURE 1.55** A formatted document in Microsoft Word

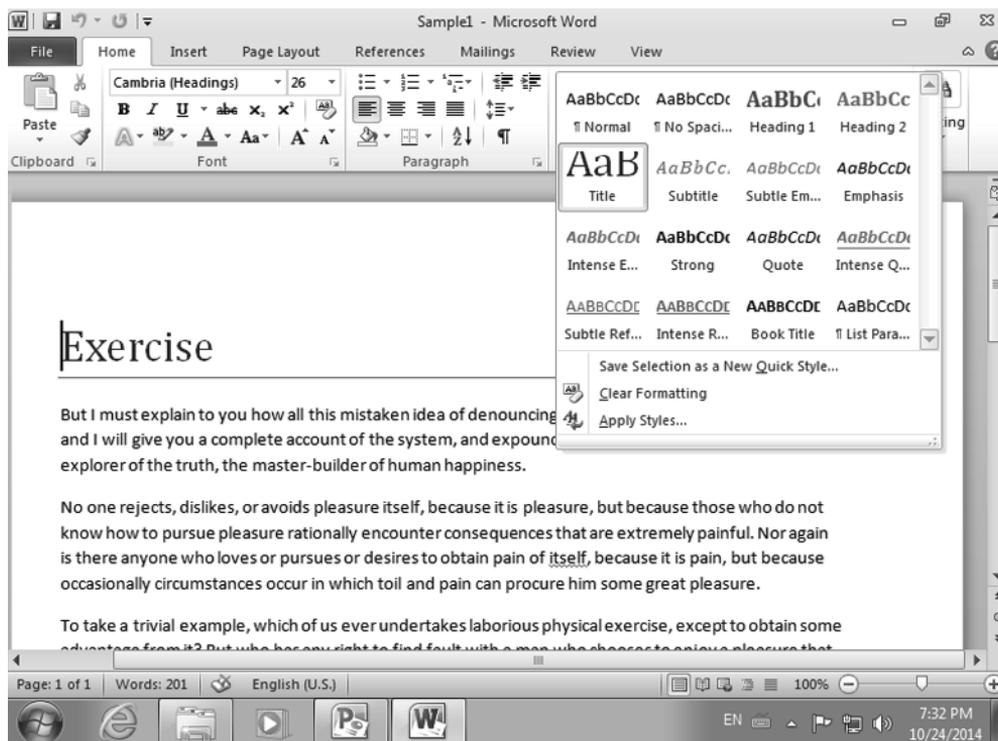
Using Styles to Format Your Documents

You can enhance the look of your documents and their readability by using a feature named Styles. A *style* is a set of formatting characteristics, like the font name and size, color, paragraph alignment and spacing, borders, and shading. The styles are found on the ribbon, in the Styles section of the Home tab. They are available only in Microsoft Word and Microsoft Excel.

A style can be applied to the headings of a document, any of its paragraphs, as well as elements like bulleted lists. Styles are helpful also because they help you reduce the number of steps involved in formatting a document. For example, let's assume that you want to format the heading in a document. Instead of selecting the heading, setting the font and the size as well as setting it to Bold, you can achieve the same results by selecting it and then applying the Heading 1 style.

To access the available styles, first select the text that you want to format and then click the down arrow in the Styles section. In Figure 1.56 you can see the styles that are available by default in Microsoft Word.

FIGURE 1.56 Changing the style in Microsoft Word



As you can see, there are styles for the title of your document, headings, paragraphs, and lists. In Exercise 1.22 you will learn how to use them when working on Microsoft Word documents. In order to complete this exercise, use the `Sample1.docx` practice document you previously downloaded to your computer.

EXERCISE 1.22

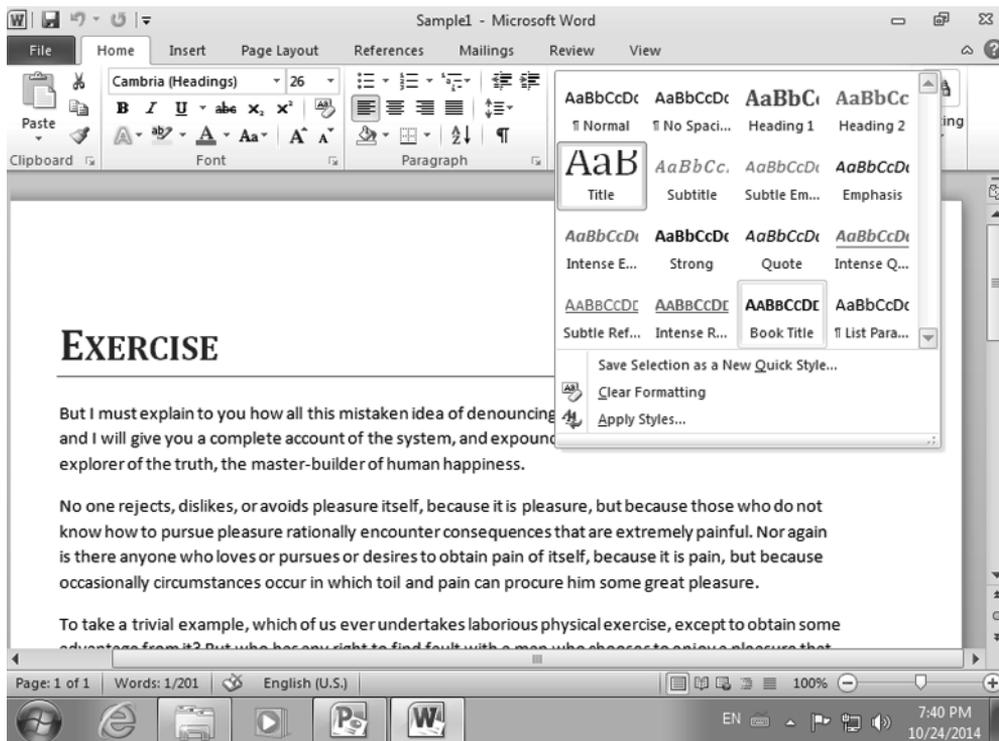
Using Styles in Microsoft Word Documents

1. Click Start and then Computer.
2. Browse to the location of the `Sample1` Word document and double-click it.

It will be opened with Microsoft Word.

EXERCISE 1.22 (continued)

3. Select the word *Exercise* from the title.
4. On the ribbon, go to the Styles section of the Home tab, and click the down arrow to see a list with the available styles for your selection.
5. Click the Book Title style (Figure 1.57), and then click somewhere else inside your document to deselect the word *Exercise*.

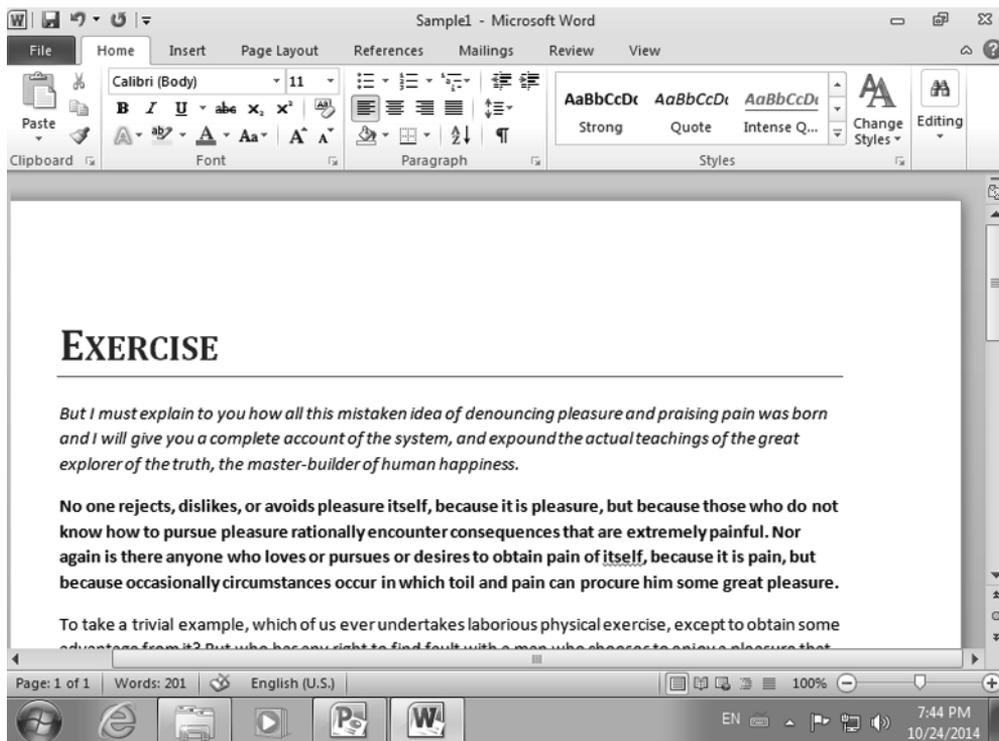
FIGURE 1.57 Applying the Book Title style in Microsoft Word

Notice how the title is now formatted differently.

6. Select the first paragraph from the document, just beneath the title.
7. On the ribbon, go to the Styles section of the Home tab, and click the down arrow to see a list with the available styles for your selection.

8. Click the Quote style and then click somewhere else inside your document to deselect the paragraph.
Notice how the paragraph is now formatted differently.
9. Select the second paragraph from the document.
10. On the ribbon, go to the Styles section of the Home tab and click the down arrow to see a list with the available styles for your selection.
11. Click the Strong style and then click somewhere else inside your document to deselect the paragraph.
Notice how the paragraph is now formatted differently. The final result should look similar to Figure 1.58.

FIGURE 1.58 A formatted document in Microsoft Word



12. Close the Sample1 Word document without saving your changes.

Working with Multimedia Files in Microsoft Office

When you create more complex documents and presentations, you may need to add pictures and all kinds of files that enhance your message and your presentations. In order to be able to do that, you need to master the basics of adding files to your documents and adjusting them.

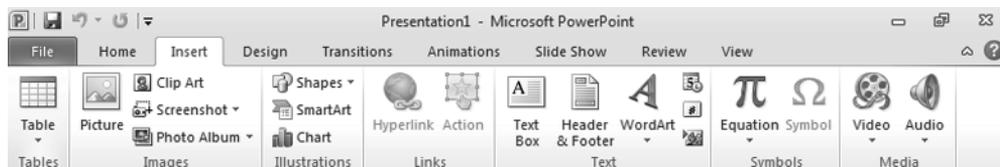
In this section you will first learn how to add multimedia files to your Microsoft PowerPoint presentations, and then you'll learn how to adjust the pictures that you have added.

Adding Multimedia Files to Your Presentations

In order to make your documents more convincing, you may need to insert pictures, videos, or audio recordings. You may also need to insert shortcuts to other documents that provide more detailed information about a specific subject. This can easily be done with Microsoft Office.

All the options for inserting other files into your documents are found in the Insert tab on the ribbon (Figure 1.59). There you will find buttons for inserting pictures, screenshots, charts, and all kinds of files.

FIGURE 1.59 The Insert tab in Microsoft PowerPoint



In Exercise 1.23 you will learn how to add a picture to a Microsoft PowerPoint presentation as well as how to add a shortcut to a Microsoft Word document. In order to complete this exercise, please make sure you have downloaded the `Presentation1.pptx`, `Picture1.jpg`, and `Sample1.docx` practice files to your computer.

EXERCISE 1.23

Inserting a Picture into a Microsoft PowerPoint Presentation

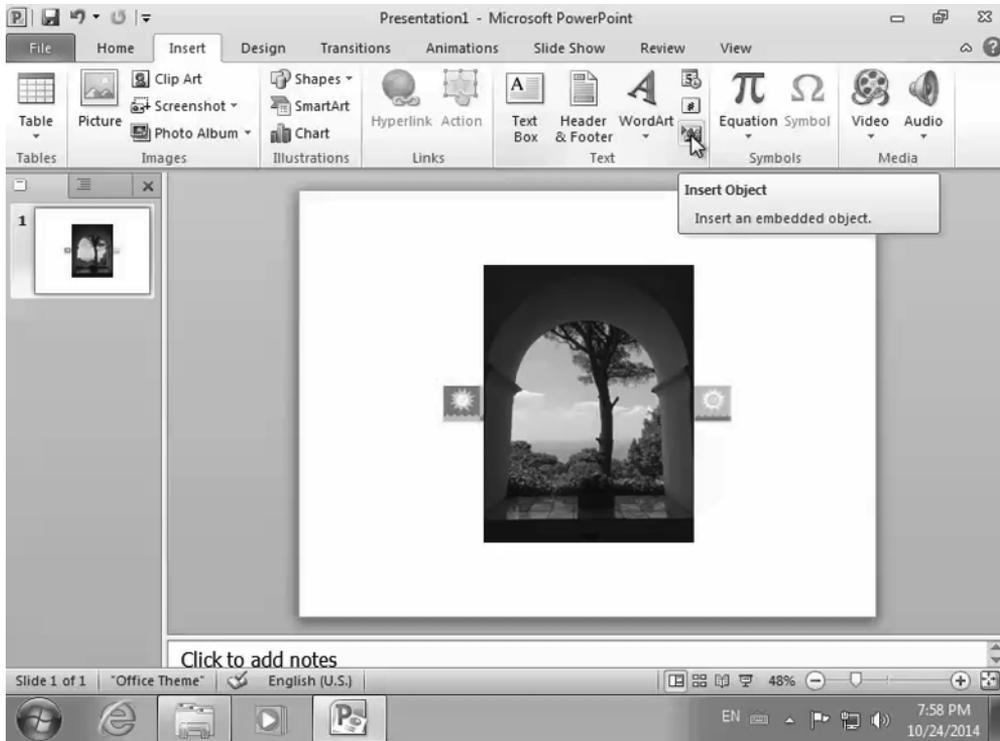
1. Click Start and then Computer.

2. Browse to the location of the Presentation1 PowerPoint presentation and double-click it.
It will be opened with Microsoft PowerPoint.
3. Click the Insert tab on the ribbon.
4. Click the Picture button in the Images section.
The Insert Picture dialog is shown (Figure 1.60).

FIGURE 1.60 The Insert Picture dialog



5. Browse to the location where the Picture1.jpg file is found, select it, and click Insert.
The picture you selected is now added to your presentation.
6. Click somewhere else inside the presentation to see how it looks.
7. Click the Insert tab on the ribbon.
8. Go to the Text section of the Insert tab and click the Insert Object button highlighted in Figure 1.61.
The Insert Object dialog is shown.

EXERCISE 1.23 (continued)**FIGURE 1.61** The Insert Object button in Microsoft PowerPoint

9. Select Create From File and then click Browse.

The Browse dialog is shown (Figure 1.62).

10. Browse to the location where the Sample1.docx file is found, select it, and click Open.

You are taken back to the Insert Object dialog (Figure 1.63).

11. Select Link and then Display As Icon. Then, click OK.

The Sample1.docx file is now linked to your presentation. You are taken back to the Microsoft PowerPoint window where you will see a Microsoft Word icon representing a shortcut to the selected file.

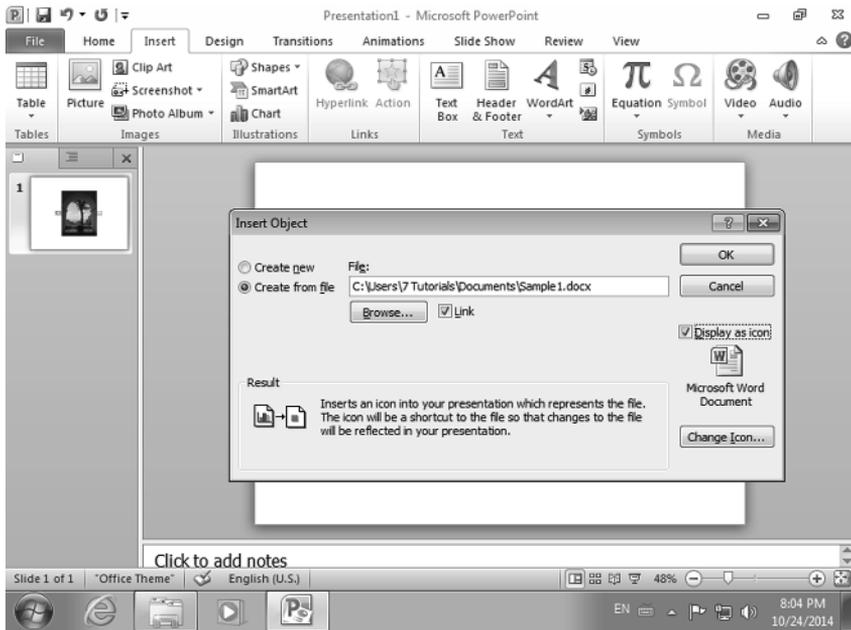
12. Double-click the Microsoft Word Document icon from your presentation.

The Sample1.docx file is opened in Microsoft Word.

FIGURE 1.62 The Browse dialog



FIGURE 1.63 The Insert Object dialog



EXERCISE 1.23 (continued)

13. Close the Sample1 Word document without saving your changes.
 14. Close the Presentation1 PowerPoint presentation without saving your changes.
-

Adjusting the Pictures Used in Your Presentations

When adding pictures to your documents, you will need to adjust them so that they fit into your document and achieve their desired purpose. Microsoft Office includes several adjusting tools, including the following:

Rotate The act of changing the position of an image. You can rotate a picture by using several presets offered by Microsoft Office or by using the rotating handle that is displayed when you double-click the image that you want to rotate.

Resize The act of changing the dimensions of an image to improve the way it fits into your document. To resize an image, you first double-click it and then use the resizing handles that are displayed on its margins. With the help of the mouse you can drag any resizing handle to the desired position and change the size of the image.

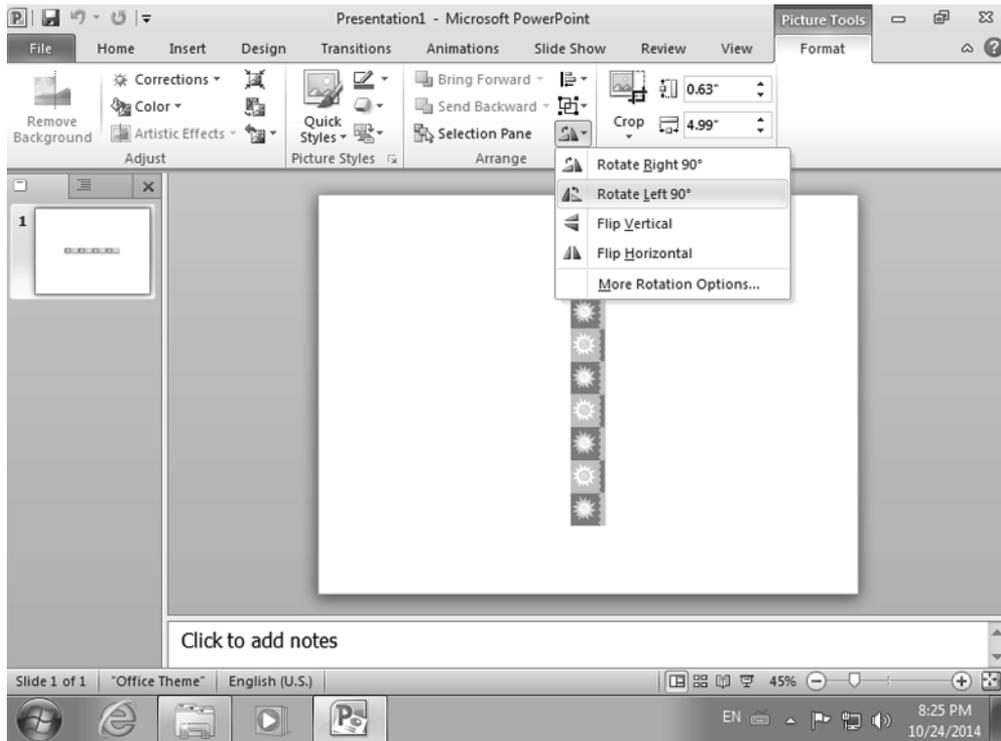
Crop Refers to the removal of the outer parts of an image to improve framing, accentuate subject matter, or change aspect ratio. You can crop an image manually, by using the crop handles displayed when using this tool or by using any of the available cropping presets.

In Exercise 1.24 you will learn how to adjust the display of pictures in your Microsoft PowerPoint presentations. You will first rotate a picture, resize it, and then crop it. In order to complete this exercise, please use the `Presentation1.pptx` practice file you previously downloaded to your computer.

EXERCISE 1.24

Adjusting Pictures in Microsoft PowerPoint Presentations

1. Click Start and then Computer.
2. Browse to the location of the Presentation1 PowerPoint presentation and double-click it.
It will be opened with Microsoft PowerPoint.
3. Double-click the image found inside the presentation to select it and access the formatting tools that are available for it.
The Format tab is shown on the ribbon as the active tab.
4. In the Format tab on the ribbon, go to the Arrange section and click the Rotate button.
A menu is shown with several options, as shown in Figure 1.64.

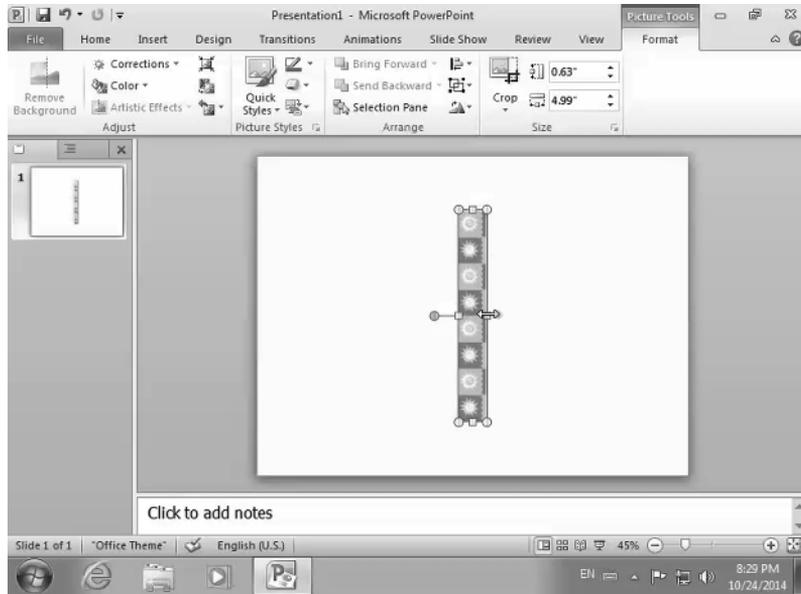
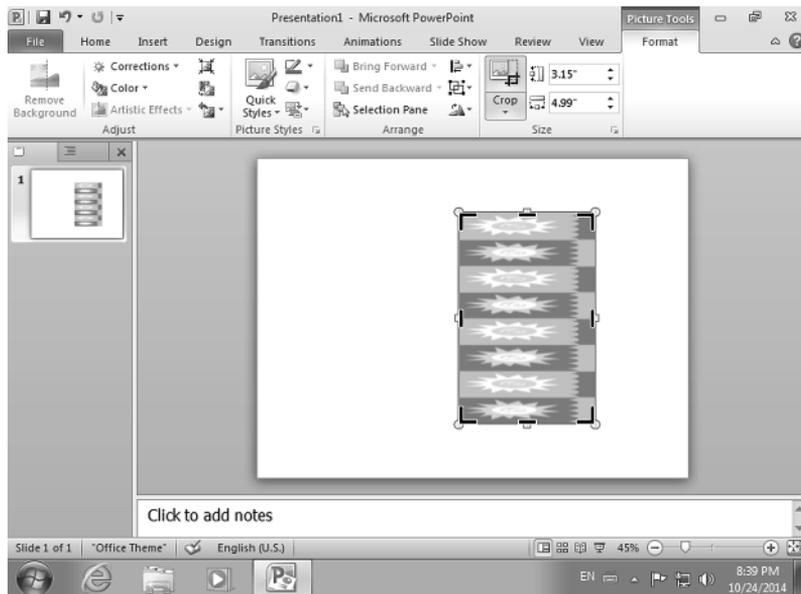
FIGURE 1.64 Options for rotating a picture

5. Click Rotate Left 90°.

Notice how the image is now rotated to the left by 90°.
6. With the image still selected, move the mouse cursor to the middle of its right margin, where a sizing rectangle is shown.

Notice how the mouse cursor changes to a two-headed arrow.
7. Click the resizing rectangle, and with the left mouse button still pressed, drag the image slowly to the right. Release it before reaching the right margin of the presentation (Figure 1.65).
8. Notice how the image has been resized.
9. In the Format tab on the ribbon, go to the Size section and click the Crop button.

You will see several black crop handles displayed on the margins of the image (Figure 1.66).

EXERCISE 1.24 (continued)**FIGURE 1.65** Resizing an image in Microsoft PowerPoint**FIGURE 1.66** Cropping an image in Microsoft PowerPoint

10. Click and hold the middle handle on the right margin of the image.
 11. With the left mouse button still pressed, drag the handle slowly to the left.
 12. Release the handle after cropping the image a bit and then click somewhere else inside the presentation.

Notice how portions of the image have been removed.
 13. Close the Presentation1 PowerPoint presentation without saving your changes.
-

Summary

In this chapter we covered a lot of ground, and we tried to give you the basics that you need to master in order to create simple Microsoft Office files like documents, worksheets, or presentations.

You learned how to start the Microsoft Office applications that are available in this suite, how to create your first empty files, and how to save them. We taught you how to work with multiple application windows at the same time so that you can be more productive and quickly copy and paste data from one window to another.

Then we moved on to subjects like how to select data, find data, or replace it with other data. You learned how to check and improve the spelling and grammar used in your Microsoft Office files, how to undo the changes that you do not want to keep, and how to redo your recent modifications. You learned different ways of selecting and sorting data, as well as how to adjust the way you view your documents, including their size and orientation. When you have finished editing your Microsoft Office files, you may want to print them and share them with others. In this chapter we also covered the basics of printing any Microsoft Office file.

When creating a Microsoft Office file, it is a good idea to format it so that you improve the way it looks. Doing that will ensure that it is easier to understand the data that it includes and that your message gets across to your audience more clearly. That's why we demonstrated how to use the basic formatting tools that are available in Microsoft Office. Don't hesitate to experiment with them and master the way they work so that you are more effective in your communication with others.

In some documents, presentations, and worksheets you may need to insert pictures that enhance your message or help you prove your point. We shared the basic things that you need to know about importing other files into your Microsoft Office files: things like how to insert a picture or a shortcut to another Microsoft Office file. We also shared how to adjust the pictures that you add into your Microsoft Office files so that you improve the way they fit into your documents and the end result helps you achieve your objectives.

Exam Essentials

Learn how to open and close Microsoft Office applications and files. Before you can create any file with Microsoft Office, you need to know how to start the applications from this suite. Also, it is very useful to know how to open Microsoft Office files that were created by you and others, as well as how to close both the Microsoft Office files and the applications that you are using.

Know how to use multiple windows at the same time and switch among them You may have to work with multiple application windows and files. Knowing how to quickly switch among them and how to snap windows side by side in order to work with two windows at the same time will help you become more productive.

Learn useful keyboard shortcuts for Microsoft Office applications. Your productivity will be enhanced if you learn the keyboard shortcuts for common tasks like accessing options from the ribbon, saving your work, closing files or applications, and the like.

Know how to select data, copy it, move it, or drag it around your Microsoft Office files. When you work with multiple Microsoft Office files, you will have to select data, copy it to different documents, move it inside your files, and drag it from one place to another.

Know how to find and replace data in your Microsoft Office files. When you view a document, you may want to quickly jump to where the data that interests you is found. That's why you should know how to use the Search feature. Also, you may have made a mistake in your document and you want to replace your incorrect data with the correct data. That's why you should know how to use the Replace feature.

Learn how to improve the spelling and grammar for your Microsoft Office files. Chances are that you will make both spelling and grammar mistakes when creating a Microsoft Office file. It is useful to know how to quickly fix these mistakes using the features that are offered by this suite of applications.

Learn how to undo your mistakes and redo your recent changes. If you are in a rush, chances are that you will make many small mistakes when creating a Microsoft Office file. Using the Undo tool will help you undo those mistakes as quickly as possible and allow you to fix them. Also, you may change your mind about a recent change that you undid and want to redo it.

Know how to select data, hide it, or sort it. When working with lots of data sets, you will need to perform many operations with them. Knowing how to select data in all kinds of ways, hide it when you don't need to see it but you want to keep it, or sort it using different criteria will make you more productive in your work.

Learn how to adjust the way you are viewing Microsoft Office files, their size, and orientation. In most cases, you will be OK with the default way of viewing your Microsoft Office files. However, in some cases, you may need to adjust things like the paper size that is used, the orientation, the magnification, or the way you are viewing these files.

Know how to print your Microsoft Office files. You may need to share your work with others. One way to do this is to print the files that you have created and share them with your co-workers.

Understand what kind of help you can get or find when using Microsoft Office. You may need to know more about a certain function or feature of Microsoft Office, or you may need to learn how to do a certain action in this suite. It is very useful to know what kind of documentation is available, how to access it, and how to use it. Also, it is good to know where you can get help if you are having issues with Microsoft Office.

Know how to format your Microsoft Office files. Your Microsoft Office files will need to look good in order to be easy for others to read and understand. That's why you should know how to use the formatting and styling tools that are available in this suite.

Learn how to add multimedia files into Microsoft Office. In order to be more effective in your communication with others, you may need to insert multimedia files in your Microsoft Office documents, things like pictures or videos. You should know to adjust the way they are integrated into your Microsoft Office files.

Key Terms

Before you take the exam, be certain you are familiar with the following terms:

Crop

Rotate

Drag and drop

Style

Resize

Review Questions

1. What is the correct procedure for opening a Microsoft Word document from your computer? (Choose all that apply.)
 - A. Click Start > All Programs > Microsoft Office > Microsoft Word 2010.
 - B. Click Start > Computer. Browse to the location of the Word document that you want to use and click it.
 - C. Click Start > All Programs > Microsoft Office > Microsoft Word 2010. Then, click File > Open. Browse to the location of the Word document that you want to use, select it, and click Open.
 - D. Click Start > Computer. Browse to the location of the Word document that you want to use and double-click it.
2. What is the difference between Save and Save As?
 - A. Save keeps your edits and changes and saves them to your file, using its existing location and name. Save As keeps your edits and changes and saves them to a copy of your file that can be stored in another location, with a different name.
 - B. Save is used to save your latest changes into the file and the file is closed. Save As doesn't save your latest changes by keeps the file open.
 - C. Save and Save As behave the same way when saving your file for the first time and there is no difference between them.
 - D. Save As asks you to select where you want to save the file and give it a name.
3. Which keyboard shortcut allows you to select all the text found inside a document?
 - A. Shift+End
 - B. Ctrl+A
 - C. Shift+Page Down
 - D. Ctrl+V
4. What does the Spelling and Grammar tool do in Microsoft Word? (Choose all that apply.)
 - A. Checks the spelling and provides suggestions for improvement
 - B. Checks the formatting and provides suggestions for improvement
 - C. Counts the number of words, characters, and pages that are found inside your document
 - D. Checks the grammar and provides suggestions for improvement
5. What happens when you hide a column from a table? (Choose all that apply.)
 - A. The column is no longer visible to users.
 - B. The data from the column is stored in your file.
 - C. The data from the column is deleted and lost.
 - D. The data from the column is no longer used in charts.

6. How do you undo your most recent changes to the document? (Choose all that apply.)
 - A. Press Ctrl+V on your keyboard.
 - B. Press Ctrl+Z on your keyboard.
 - C. Click the Undo button on top-left corner of the window, just above the ribbon.
 - D. Click the File menu and then the Undo option.
7. How do you select non-adjacent cells in an Excel table?
 - A. Click the first cell that you want to select. Then click the other non-adjacent cells that you want to select.
 - B. Click the first column that you want to select. Press and hold the Ctrl key on your keyboard and, with the mouse, click the column near it.
 - C. Click the first cell that you want to select. Press and hold the Alt key on your keyboard and, with the mouse, click the other non-adjacent cells that you want to select.
 - D. Click the first cell that you want to select. Press and hold the Ctrl key on your keyboard and, with the mouse, click the other non-adjacent cells that you want to select.
8. How do you print a Microsoft Word document? (Choose all that apply.)
 - A. Click File > Print. Configure the printing options, preview how your document will be printed, and click the Print button.
 - B. Press Ctrl+Y on your keyboard. Configure the printing options, preview how your document will be printed, and click the Print button.
 - C. Press Ctrl+P on your keyboard. Configure the printing options, preview how your document will be printed, and click the Print button.
 - D. Click File > Save&Send. Configure the printing option, preview how your document will be printed, and click the Print button.
9. What formatting characteristics can be changed by using styles?
 - A. The font name, size, and color
 - B. The font name and size, the color, the paragraph alignment and spacing, and the borders and shading
 - C. Whether the selected text is bold, italic, or underlined
 - D. The headings of a document
10. Which formatting tool can you use to remove the outer parts of an image and improve its framing, or change its aspect ratio, or accentuate the subject matter?
 - A. Rotate
 - B. Resize
 - C. Crop
 - D. Print

