

Table of Contents

Preface	vi
Quick Reference Table Summary	viii

CHAPTER 1: WORD

Working with Word Basics	1
How Suite It Is	3
What Is Word?	3
The Word Start Screen	4
The Word 2016 Window	5
The Ribbon	6
ToolTips	6
Contextual Tabs	7
Varying Button Arrangements	7
Introducing the Toolbars	7
Quick Access Toolbar	7
Mini Toolbar	8
Opening Documents	9
Opening Older Word Documents	9
Navigating in a Word Document	11
The Scroll Bar	11
Different Mouse Pointer Shapes	12
The Keyboard	13
Closing Documents	14
Starting a New, Blank Document	15
Getting Help in Word	16
Exiting Word	18
Self-Assessment	19
Skill Builders	20

CHAPTER 2: WORD

Writing a Letter and a Résumé.	23
Typing a Cover Letter	25
Line and Paragraph Spacing	25
Nonprinting Characters	26
AutoComplete	27
The Enter Key and Word Wrap	30
The Bullets Feature.	31
Saving a Document	33
Save Versus Save As	33
Saving a Modified Document	35
Printing Documents	37
Use Word Tables to Organize a Résumé	38
Merging Cells and Centering Data in Cells	39
Navigating in Tables and Adding Rows	41
Resizing Column Widths and Row Heights.	41
Removing Table Borders	44
Creating an Envelope	46
Self-Assessment	48
Skill Builders	49

CHAPTER 3: WORD

Editing the Business Etiquette Column . . .	53
Selecting Text	54
Selection Bar	55
Typing Area	55
Selection Techniques	56
Editing Techniques	58
Add, Delete, and Replace Text.	59
AutoCorrect	59
Spelling & Grammar Checker	61
Undo and Redo	62
Moving and Copying Text	63
Finding and Replacing Text	65
Find with the Navigation Pane	66
The Find and Replace Dialog Box	66
Self-Assessment	69
Skill Builders	70

CHAPTER 4: WORD

Encouraging Recycling with Flyers 75

Formatting with the Ribbon	77
Fonts	77
The Font Group	78
Font Size	78
Formatting with the Mini Toolbar	78
Live Preview with Galleries	79
Saving a Document to a New Folder	82
Naming Folders	83
Setting Paragraph Alignment	84
Creating WordArt	85
Formatting WordArt	86
Contextual Tabs on the Ribbon	87
Selecting, Sizing, and Rotating WordArt	87
Using Clip Art and Pictures	90
Obeying Copyright Law	90
Rotating Clip Art	91
Resizing Clip Art	91
Layout Options	93
Cropping Clip Art Images	93
Self-Assessment	96
Skill Builders	97

CHAPTER 5: EXCEL

Tracking Firefighter Training 103

What Is Excel?	104
The Excel Start Screen	105
The Excel 2016 Window	106
The Suite Advantage	106
Workbook Organization	107
Mouse Shapes in Excel	108

Navigating in Excel	109
The Scroll Bars	109
The Keyboard	110
Freezing Panes	111
Entering Data in a Spreadsheet	114
Completing and Canceling Entries	114
Aligning Cell Contents	118
Working with Cell Ranges	118
Moving and Copying Data	121
Sorting Data	122
Kinds of Sorts	122
Structuring an Effective List	123
Working with Columns and Rows	124
Resizing Columns and Rows	124
Inserting and Deleting Columns and Rows	125
Self-Assessment	128
Skill Builders	129

CHAPTER 6: EXCEL

Budgeting with Calculations and Charts 135

What Is a Formula?	137
Excel's Mathematical Operators	137
How to Type a Formula	138
Using Built-in Functions	141
How Functions Are Constructed	141
The Sum Button	141
What Do the Pound Signs Mean?	142
Calculate with AVERAGE, MAX, and MIN	145
Copying Formulas and Functions	145
Using Charts to Visualize Data	147
Which Cells Do I Select?	147
Embedded Charts Compared to Chart Sheets	150
Design Tools	153
Self-Assessment	158
Skill Builders	159

CHAPTER 7: POWERPOINT

Creating Powerful Presentations	167
What Is PowerPoint?	168
The PowerPoint Start Screen	169
The PowerPoint Window	170
Navigating in a Presentation	171
PowerPoint Views	173
Creating a Presentation	175
PowerPoint Themes	176
Typing Text in a Slide	177
Slide Layouts	177
Presentation Design Tips	179
Add Pictures and Clip Art	180
Delivering the Slide Show	183
Delivery Tips	183
Navigating in Slide Show View	184
Adding Animations and Transitions	185
Animating Your Slide Show	185
Adding Transitions	187
Self-Assessment	188
Skill Builders	189

CHAPTER 8: ACCESS

Introducing Databases	195
What Is Access?	196
Types of Databases	197
Open and Save an Access Database	197
Database Objects and the Access Window	198
Introducing Tables	201
Table Features	201
Field Data Types	202
Primary Key Fields	202
Creating a Table in a New Database	202
Printing Data and Closing a Database	204
Self-Assessment	206
Skill Builders	207
Glossary	209
Index	213