

Table of Contents

<i>Index of Quick Reference Tables</i>	<i>xvi</i>	Multitasking	56
<i>List of Keyboard Shortcuts</i>	<i>xviii</i>	<i>Hands-On 2.6 Start Microsoft Excel</i>	56
<i>New in Office 2007 List</i>	<i>xix</i>	<i>Hands-On 2.7 Switch Between Word and Excel</i>	57
<i>Preface</i>	<i>xx</i>	<i>Hands-On 2.8 Close Word and Excel</i>	58
<i>How This Book Is Organized</i>	<i>xxii</i>	Shutting Down Windows	58
<i>About the Authors</i>	<i>xxv</i>	<i>Hands-On 2.9 Log Off Windows</i>	60

UNIT 1 COMPUTER CONCEPTS AND WINDOWS

LESSON 1 INTRODUCING BASIC COMPUTER CONCEPTS 4

Looking at Computer Systems	6
Defining Units of Measure	8
Looking Inside the System Unit, Part 1	9
Looking Inside the System Unit, Part 2	15
Selecting Peripherals	19
Looking at Computer Software	24
Making a Purchase Decision	31
Setting Up a Computer	32
Maintaining Healthy Work Habits with Computers	33
Concepts Review	35
Skill Builders	37

LESSON 2 WORKING WITH WINDOWS PROGRAMS 38

Introducing Windows	40
Switching On the Computer	41
<i>Hands-On 2.1 Switch On the Computer</i>	41
Logging On to Windows	44
<i>Hands-On 2.2 Log On to Windows</i>	45
Using a Mouse	47
Starting Programs	49
<i>Hands-On 2.3 Start Microsoft Word</i>	50
Sizing Program Windows	52
<i>Hands-On 2.4 Use the Quick-Sizing Buttons</i>	53
<i>Hands-On 2.5 Move and Size the Microsoft Word Window</i>	54

LESSON 3 MANAGING COMPUTER FILES 66

Understanding Storage Media	68
Browsing Through Files	71
<i>Hands-On 3.1 Open the My Documents Window</i>	73
<i>Hands-On 3.2 Open and Close a Document File</i>	75
<i>Hands-On 3.3A Try Different Views (Win XP)</i>	76
<i>Hands-On 3.3B Try Different Views (Win Vista)</i>	77
<i>Hands-On 3.4A Sort the Files (Win XP)</i>	78
<i>Hands-On 3.4B Sort the Files (Win Vista)</i>	79
Working with Folders	80
<i>Hands-On 3.5A Create Folders (Win XP)</i>	81
<i>Hands-On 3.5B Create Folders (Vista)</i>	83
<i>Hands-On 3.6 Rename a File</i>	85
Moving and Copying Files	86
<i>Hands-On 3.7 Move and Copy Files</i>	87
Deleting Files and Folders	89
<i>Hands-On 3.8 Delete Files and a Folder</i>	89
<i>Hands-On 3.9 Restore Files and Folders</i>	91
Concepts Review	92
Skill Builders	93
Assessments	97

LESSON 4 INTRODUCING OUTLOOK AND THE INTERNET 100

Defining the Internet	102
Using a Web Browser	104
Navigating the Web	105
Using Internet Security	107
<i>Hands-On 4.1 Update Virus Definitions</i>	109
Introducing Outlook	110
<i>Hands-On 4.2 Launch Outlook</i>	111

Sending Email	112	Getting Help in Word 2007	165
<i>Hands-On 4.3 Send an Email Message</i>	114	<i>Hands-On 6.10 Use Word Help</i>	165
<i>Hands-On 4.4 Check Incoming Email</i>	118	Exiting from Word	166
<i>Hands-On 4.5 Reply to a Message</i>	121	<i>Hands-On 6.11 Exit from Word</i>	166
Concepts Review	123	Concepts Review	167
Skill Builders	124	Skill Builders	168
Assessments	127	Assessments	173
		Critical Thinking	175

LESSON 5 WORKING WITH THE NEW RIBBON INTERFACE 128

Introducing the Microsoft Office Suite	
Applications	130
Working with the New Office 2007 Interface	131
<i>Hands-On 5.1 Explore a Ribbon</i>	132
<i>Hands-On 5.2 View a Contextual Tab</i>	133
<i>Hands-On 5.3 View a Live Preview</i>	134
<i>Hands-On 5.4 View a Gallery</i>	136
<i>Hands-On 5.5 Explore the Office Menu</i>	137
<i>Hands-On 5.6 Customize the Quick Access Toolbar</i>	138
Getting Help	140
Finding Help for Experienced Office Users	141
Concepts Review	143

UNIT 2 WORD 2007

LESSON 6 WORKING WITH WORD BASICS 146

Presenting Word 2007	148
Starting Word	148
<i>Hands-On 6.1 Start Word</i>	149
Opening Documents	150
<i>Hands-On 6.2 Open a Document</i>	150
Working with the Word 2007 Interface	151
<i>Hands-On 6.3 Work with the Ribbon</i>	154
<i>Hands-On 6.4 Work with the Quick Access Toolbar</i>	158
<i>Hands-On 6.5 Use the Mini Toolbar</i>	160
Navigating in a Word Document	161
<i>Hands-On 6.6 Practice Scrolling and Positioning the Cursor</i>	162
<i>Hands-On 6.7 Use the Keyboard to Navigate</i>	163
Closing Documents	164
<i>Hands-On 6.8 Close the Document</i>	164
Starting a New Blank Document	164
<i>Hands-On 6.9 Start a New Document</i>	164

LESSON 7 CREATING AND EDITING BUSINESS LETTERS 176

Defining Typical Business Letter Styles	178
Inserting Text	181
<i>Hands-On 7.1 Type a Letter</i>	183
Saving Your Work	185
<i>Hands-On 7.2 Save the Letter</i>	187
Selecting Text	188
<i>Hands-On 7.3 Select Text</i>	189
Editing Text	190
<i>Hands-On 7.4 Insert and Delete Text and Use Undo and Redo</i>	191
Working with AutoCorrect	192
<i>Hands-On 7.5 Use AutoCorrect</i>	192
<i>Hands-On 7.6 Use the AutoCorrect Smart Tag</i>	193
<i>Hands-On 7.7 Create a Custom AutoCorrect Entry</i>	195
Copying and Moving Text	196
<i>Hands-On 7.8 Use Cut, Copy, and Paste</i>	197
<i>Hands-On 7.9 Use Drag and Drop</i>	198
Switching Between Documents	200
<i>Hands-On 7.10 Switch and Copy Between Documents</i>	200
Working with Print Preview	202
<i>Hands-On 7.11 Use Print Preview</i>	203
<i>Hands-On 7.12 Print the Document</i>	204
Concepts Review	205
Skill Builders	207
Assessments	212
Critical Thinking	216

LESSON 8 CREATING A MEMORANDUM AND A PRESS RELEASE **218**

Typing a Memorandum	220
<i>Hands-On 8.1 Set Up a Memo and Insert the Date</i>	222
<i>Hands-On 8.2 Insert Symbols</i>	225
Working with Page Breaks	225
<i>Hands-On 8.3 Work with Page Breaks</i>	226
Working with Proofreading Tools	228
<i>Hands-On 8.4 Use Automatic Spelling Checker</i>	229
<i>Hands-On 8.5 Use the Spelling and Grammar Dialog Box</i>	231
Formatting Text	233
Working with Fonts and Themes	234
<i>Hands-On 8.6 Format Text</i>	234
<i>Hands-On 8.7 Use the Format Painter</i>	238
Working with Find and Replace	239
<i>Hands-On 8.8 Use Find and Replace</i>	241
Concepts Review	244
Skill Builders	245
Assessments	247
Critical Thinking	249

LESSON 9 CREATING A SIMPLE REPORT **252**

Formatting Reports	254
Using Paragraph Formatting	254
<i>Hands-On 9.1 Align Text with the Ribbon and Mini Toolbar</i>	256
<i>Hands-On 9.2 Set Line Spacing</i>	257
Indenting Text	258
<i>Hands-On 9.3 Experiment with Left Indents</i>	259
<i>Hands-On 9.4 Use the Indent Marker to Indent Paragraphs</i>	261
Using Custom Tab Stops	262
<i>Hands-On 9.5 Set Tabs Using the Ruler</i>	263
<i>Hands-On 9.6 Use the Tabs Dialog Box</i>	264
<i>Hands-On 9.7 Modify and Delete Tab Stops from the Ruler</i>	267
Using Bulleted and Numbered Lists	268
<i>Hands-On 9.8 Work with Bullets and Numbering</i>	268
<i>Hands-On 9.9 Change the Bullet Style</i>	271
<i>Hands-On 9.10 Experiment with Custom Bullets</i>	272
Setting Line Breaks	273
<i>Hands-On 9.11 Insert Line Breaks in a List</i>	274
<i>Hands-On 9.12 Set Paragraph Spacing</i>	275

Using Borders and Shading	276
<i>Hands-On 9.13 Apply a Border and Shading to Headings</i>	278
Setting Page Numbering	280
<i>Hands-On 9.14 Insert Page Numbers</i>	280
Concepts Review	281
Skill Builders	282
Assessments	289
Critical Thinking	294

LESSON 10 USING MAIL MERGE **296**

Introducing Mail Merge	298
Working with the Data Source	300
<i>Hands-On 10.1 Specify the Main Document and Create a Data Source</i>	302
<i>Hands-On 10.2 Review and Save Your Work</i>	304
<i>Hands-On 10.3 Use Mail Merge Recipient Options and Edit Records</i>	306
Working with Main Documents	307
<i>Hands-On 10.4 Set Up a Form Letter</i>	308
Conducting a Merge	312
<i>Hands-On 10.5 Conduct the Merge</i>	313
Working with Merge Problems	313
<i>Hands-On 10.6 Fix Merge Problems</i>	314
Using Envelopes and Labels with Mail Merge	315
<i>Hands-On 10.7 Choose an Envelope Size and Attach a Data Source</i>	315
<i>Hands-On 10.8 Merge to Envelopes</i>	317
<i>Hands-On 10.9 Use Mail Merge to Generate Mailing Labels</i>	319
Concepts Review	320
Skill Builders	321
Assessments	327
Critical Thinking	329

LESSON 11 WORKING WITH TABLES **332**

Inserting Tables	334
<i>Hands-On 11.1 Insert a Table</i>	335
Navigating in a Table	336
<i>Hands-On 11.2 Navigate and Enter Data</i>	336
Using Table Tools	337
Sorting Data	337
<i>Hands-On 11.3 Sort Table Rows</i>	338

Inserting Rows and Columns	339	Exiting from Excel	389
<i>Hands-On 11.4 Insert a Row and a Column</i>	340	<i>Hands-On 12.8 Exit from Excel</i>	389
Selecting Table Data	341	Concepts Review	390
Aligning Table Data	341	Skill Builders	391
<i>Hands-On 11.5 Select Table Entries and Align Data</i>	342	Assessments	394
Merging and Splitting Cells	343	Critical Thinking	395
<i>Hands-On 11.6 Merge Cells to Create a Heading Row</i>	344		
Adding Borders and Shading to a Table	344	LESSON 13 EDITING, VIEWING, AND PRINTING WORKSHEETS	398
<i>Hands-On 11.7 Work with Borders and Shading</i>	345		
Performing Calculations in Tables	346	Opening Workbooks	400
<i>Hands-On 11.8 Construct Formulas</i>	347	<i>Hands-On 13.1 Open the Workbook</i>	400
Drawing Tables	348	Editing Entries	401
<i>Hands-On 11.9 Draw a Table</i>	349	<i>Hands-On 13.2 Edit Entries</i>	401
Sizing Rows and Columns	350	Selecting Cells and Ranges	402
Using the Eraser Tool	351	<i>Hands-On 13.3 Practice Making Selections</i>	403
<i>Hands-On 11.10 Adjust Columns and Merge Cells</i>	351	Working with Cut, Copy, and Paste	406
Using Table Styles to Format a Table	353	<i>Hands-On 13.4 Move and Copy Selections</i>	408
<i>Hands-On 11.11 Apply Table Styles</i>	353	Using Undo and Redo	410
Concepts Review	356	<i>Hands-On 13.5 Reverse Actions</i>	411
Skill Builders	357	Clearing Cell Contents and Formats	412
Assessments	361	<i>Hands-On 13.6 Clear Cell Contents and Formatting</i>	413
Critical Thinking	363	Using Auto Features	413
		<i>Hands-On 13.7 Use the AutoFill and AutoComplete Features</i>	416
UNIT 3 EXCEL 2007		Exploring the Many Views of Excel	417
		<i>Hands-On 13.8 Change Views and Use the Zoom Control</i>	419
LESSON 12 EXPLORING EXCEL 2007	368	Printing Worksheets	420
		<i>Hands-On 13.9 Preview and Print a Worksheet</i>	422
Presenting Excel 2007	370	Concepts Review	423
Starting Excel	370	Skill Builders	424
<i>Hands-On 12.1 Start Excel</i>	371	Assessments	427
Exploring the Excel Program Window	371	Critical Thinking	429
<i>Hands-On 12.2 Move the Selection and Explore the Excel Window</i>	374		
Working with Tabs and Ribbons	376		
<i>Hands-On 12.3 Explore the Tabs, Ribbons, and Quick Access Toolbar</i>	379		
Entering Data in Excel	381		
<i>Hands-On 12.4 Enter Text</i>	382		
Working with Numbers	384		
<i>Hands-On 12.5 Enter Numbers</i>	384		
Understanding Save Concepts	386		
<i>Hands-On 12.6 Save the Workbook</i>	388		
Closing Workbooks	389		
<i>Hands-On 12.7 Close the Workbook</i>	389		

LESSON 14 WORKING WITH FORMULAS AND FUNCTIONS 432

Working with Formulas and Functions	434
<i>Hands-On 14.1 Use AutoSum and Status Bar Functions</i>	436
Creating Formulas	438
<i>Hands-On 14.2 Use the Keyboard to Create a Basic Formula</i>	440
Using Cell References in Formulas	440
<i>Hands-On 14.3 Create Formulas Using Cell References</i>	442
Modifying and Copying Formulas	444
<i>Hands-On 14.4 Modify and Copy Formulas</i>	445
Displaying Formulas	446
<i>Hands-On 14.5 Display Formulas in a Worksheet</i>	447
Using Formula AutoComplete	448
<i>Hands-On 14.6 Use Formula AutoComplete</i>	448
Using the Function Wizard	449
<i>Hands-On 14.7 Use the Function Wizard</i>	450
Concepts Review	452
Skill Builders	453
Assessments	456
Critical Thinking	461

LESSON 15 FORMATTING THE CONTENTS OF CELLS 464

Formatting Worksheets	466
<i>Hands-On 15.1 Format Cells with the Ribbon and Mini Toolbar</i>	467
Using Excel's Alignment and Indent Features	468
<i>Hands-On 15.2 Work with Alignment and Indent</i>	469
Using Excel's Text Control Options	470
<i>Hands-On 15.3 Control Text in Cells</i>	472
Formatting Numbers	473
<i>Hands-On 15.4 Format Numbers</i>	476
Using the Format Cells Dialog Box	477
<i>Hands-On 15.5 Format with the Format Cells Dialog Box</i>	478
Using the Format Painter Tool	480
<i>Hands-On 15.6 Copy Formatting with Format Painter</i>	480
Formatting with Themes	481
<i>Hands-On 15.7 Apply a Theme to a Worksheet</i>	482

Inserting Date Functions and Formatting	482
<i>Hands-On 15.8 Use the TODAY Function and Format a Date</i>	484
Concepts Review	486
Skill Builders	487
Assessments	490
Critical Thinking	492

LESSON 16 CHANGING THE APPEARANCE OF WORKSHEETS 494

Modifying Columns and Rows	496
<i>Hands-On 16.1 Change Column Width and Row Height</i>	498
Inserting and Deleting Columns, Rows, and Cells	499
<i>Hands-On 16.2 Add and Remove Rows, Columns, and Cells</i>	501
Hiding Columns and Rows	503
<i>Hands-On 16.3 Hide and Unhide Columns and Rows</i>	504
Changing Vertical Alignment and Rotating Text	505
<i>Hands-On 16.4 Change Text's Vertical Alignment and Rotation</i>	506
Using Excel's Find and Replace Command	508
<i>Hands-On 16.5 Find and Replace Entries</i>	509
Using AutoCorrect	511
<i>Hands-On 16.6 Use AutoCorrect</i>	512
Using Excel's Help Feature	514
<i>Hands-On 16.7 Use Help</i>	516
Using Excel's Proofing Tools	517
<i>Hands-On 16.8 Work with Proofing Tools</i>	520
Concepts Review	522
Skill Builders	523
Assessments	528
Critical Thinking	532

LESSON 17 DISCOVERING THE MAGIC OF EXCEL CHARTING 536

Managing Worksheets	538
<i>Hands-On 17.1 Modify Workbooks and Sheet Tabs</i>	539
Creating Charts in Excel	540
<i>Hands-On 17.2 Create a Chart</i>	544
Moving and Sizing Embedded Charts	546
<i>Hands-On 17.3 Move and Size a Chart</i>	547

Exploring Other Chart Types	548	Formatting Your Presentation	616
<i>Hands-On 17.4 Create a Line Chart</i>	549	<i>Hands-On 19.5 Format Text</i>	618
<i>Hands-On 17.5 Create a Pie Chart</i>	552	<i>Hands-On 19.6 Adjust the Line Spacing</i>	620
Previewing and Printing Charts	554	<i>Hands-On 19.7 Format the Contact Us Slide</i>	621
<i>Hands-On 17.6 Preview and Print a Chart</i>	554	Using the Slide Sorter	622
Modifying Existing Charts	555	<i>Hands-On 19.8 Use the Slide Sorter View</i>	622
<i>Hands-On 17.7 Apply Formatting to a Chart</i>	557	Printing Your Presentation	623
Applying Styles to Charts	559	<i>Hands-On 19.9 Use Print Preview</i>	624
<i>Hands-On 17.8 Apply a Style to a Chart</i>	560	<i>Hands-On 19.10 Explore the Page Setup Box</i>	625
Concepts Review	561	<i>Hands-On 19.11 Print Handouts</i>	627
Skill Builders	562	Concepts Review	628
Assessments	569	Skill Builders	629
Critical Thinking	573	Assessments	632
		Critical Thinking	634

UNIT 4 POWERPOINT 2007

LESSON 18 CREATING AND DELIVERING A PRESENTATION 578

Presenting PowerPoint	580
<i>Hands-On 18.1 Start PowerPoint</i>	580
<i>Hands-On 18.2 Type a Title Slide</i>	582
Using Document Themes	582
<i>Hands-On 18.3 Apply a Document Theme</i>	584
Creating a Basic Presentation	585
<i>Hands-On 18.4 Add a New Slide</i>	586
<i>Hands-On 18.5 Create a Bulleted List</i>	588
<i>Hands-On 18.6 Change the Slide Layout</i>	590
<i>Hands-On 18.7 Save the Presentation</i>	592
Delivering the Slide Show	593
<i>Hands-On 18.8 Run the Slide Show</i>	594
Concepts Review	595
Skill Builders	596
Assessments	601
Critical Thinking	603

LESSON 19 DESIGNING THE PRESENTATION 606

Working with Slides	608
<i>Hands-On 19.1 Add a New Slide to a Presentation</i>	608
Working with Outlines	610
<i>Hands-On 19.2 Add a Slide in the Outline Panel</i>	612
<i>Hands-On 19.3 Use the Context Menu on the Outline Panel</i>	614
<i>Hands-On 19.4 Delete a Slide from the Outline</i>	616

LESSON 20 ADDING CLIP ART, ANIMATION, AND SOUND 636

Working with Clip Art	638
<i>Hands-On 20.1 Get a Slide Ready for Clip Art</i>	639
<i>Hands-On 20.2 Insert Clip Art</i>	641
<i>Hands-On 20.3 Move and Size Clip Art</i>	642
<i>Hands-On 20.4 Insert and Format Clip Art</i>	645
Working with Animation	648
<i>Hands-On 20.5 Apply Transition Effects</i>	650
Using Slide Animation	651
<i>Hands-On 20.6 Apply Animation to Bulleted Paragraphs</i>	652
<i>Hands-On 20.7 Apply Custom Animation</i>	654
Adding Sound Effects	656
<i>Hands-On 20.8 Apply Sound Effects</i>	657
Concepts Review	659
Skill Builders	660
Assessments	665
Critical Thinking	668

UNIT 5 ACCESS 2007**LESSON 21 CREATING TABLES AND ENTERING DATA 672**

Introducing Access	674
<i>Hands-On 21.1 Start Access</i>	674
Creating a New Database	675
<i>Hands-On 21.2 Create a Blank Database</i>	676
Introducing Access Tables	677
<i>Hands-On 21.3 Set Up a Table in Design View</i>	679
<i>Hands-On 21.4 Choose a Primary Key</i>	683
<i>Hands-On 21.5 Save the Table</i>	683
Entering Data in Datasheet View	684
<i>Hands-On 21.6 Enter Data into a Table</i>	684
Printing Tables	687
<i>Hands-On 21.7 Use Print Preview</i>	688
<i>Hands-On 21.8 Adjust Table Column Widths</i>	688
<i>Hands-On 21.9 Set Page Orientation and Margins, and Print</i>	690
Concepts Review	691
Skill Builders	692
Assessments	697

LESSON 22 MODIFYING AND MAINTAINING TABLES 700

Changing the Structure of a Table	702
<i>Hands-On 22.1 Change the Table Structure</i>	703
Managing Records	705
<i>Hands-On 22.2 Manage Records</i>	706
<i>Hands-On 22.3 Apply and Remove Filters</i>	709
Using the Table Templates	711
<i>Hands-On 22.4 Use the Table Templates</i>	711
<i>Hands-On 22.5 Use the Input Mask Wizard and Complete the Table</i>	715
Creating Validation Rules	717
<i>Hands-On 22.6 Set Up a New Table and Add Validation Rules</i>	718
<i>Hands-On 22.7 Create a Lookup Field with the Lookup Wizard</i>	720
Concepts Review	722
Skill Builders	723
Assessments	726

LESSON 23 WORKING WITH FORMS AND REPORTS 728

Using Forms	730
<i>Hands-On 23.1 Use an Automatic Form</i>	731
<i>Hands-On 23.2 Enter Data via a Form</i>	733
<i>Hands-On 23.3 Create a New Form and Work with Records</i>	734
<i>Hands-On 23.4 Preview the Pets Form</i>	736
<i>Hands-On 23.5 Create a Form with the Form Wizard</i>	736
Using Reports	738
<i>Hands-On 23.6 Use the Report Wizard</i>	739
Managing Objects	742
<i>Hands-On 23.7 Manage Objects</i>	743
Concepts Review	744
Skill Builders	745
Assessments	749

LESSON 24 GETTING ANSWERS WITH QUERIES 754

Defining Queries	756
<i>Hands-On 24.1 Set Up a Query</i>	757
<i>Hands-On 24.2 Add Fields to the Design Grid</i>	759
<i>Hands-On 24.3 Delete a Field</i>	760
<i>Hands-On 24.4 Run the Query</i>	761
<i>Hands-On 24.5 Sort the Results</i>	761
<i>Hands-On 24.6 Sort with Multiple Fields</i>	763
Using Criteria to Select Records	764
<i>Hands-On 24.7 Use Criteria</i>	765
<i>Hands-On 24.8 Clear the Grid and Add All Fields</i>	767
<i>Hands-On 24.9 Use Wildcards</i>	769
<i>Hands-On 24.10 Use Compound Criteria</i>	771
<i>Hands-On 24.11 Format and Print the Query</i>	773
Concepts Review	774
Skill Builders	775
Assessments	778

UNIT 6 COMPREHENSIVE INTEGRATION

LESSON 25 INTEGRATION PROJECT: MULTITASKING WITH OFFICE 2007 **782**

Summarizing the Project Task	784
Task 1 – Word/Outlook: Typing and Emailing a Meeting Agenda	785
<i>Hands-On 25.1 Type and Email a Meeting Agenda</i>	785
Task 2 – Outlook/Word: Checking Board Member Replies	787
<i>Hands-On 25.2 Edit the Agenda</i>	787
Task 3 – Excel: Creating a Budget Workbook	788
<i>Hands-On 25.3 Create a Budget Workbook</i>	789
Task 4 – Access/Excel: Querying a Database	791
<i>Hands-On 25.4 Query a Database for Occupancy History</i>	791
Task 5 – Excel: Creating a Column Chart	793
<i>Hands-On 25.5 Create a Column Chart</i>	793
Task 6 – Word/Excel: Creating a Fact Sheet Document	794
<i>Hands-On 25.6 Import Excel Data into a Document</i>	794
Task 7 – PowerPoint/Word: Creating a Presentation	796
<i>Hands-On 25.7 Create a Presentation</i>	797
Task 8 – Word/PowerPoint: Reviewing and Printing Handouts	802
<i>Hands-On 25.8 Review and Print Handouts</i>	802

APPENDIX A STORING YOUR EXERCISE FILES **804**

<i>Glossary of Terms</i>	814
<i>Index</i>	816