Table of Contents

iх

Preface

UNIT 1: THE BIG PICTURE

Overview Chapter 1:

Introducing Microsoft Office and Using Common Features

Introduction to Microsoft Office	2
What Devices Will Microsoft Office Work With?	2
What Storage Does Microsoft Office Provide?	2
Which Microsoft Office Should I Use?	2
What Are the Microsoft Office Apps?	3
The Lock Screen and Signing In	4
Common Features in Microsoft Office Apps	5
The Ribbon	5
The Quick Access Toolbar	5
Common Features on the File Tab	6
Common Features on the Home Tab	9
Common Features on the Review Tab	15
Other Common Features	17

UNIT 2: MICROSOFT WORD

Word 2016 Chapter 1: Creating and Editing Business Documents

Elements of a Professional Business Letter	22
Navigating in a Document	23
Navigating with the Scroll Bar	23
Keyboard Navigation Tips	24
Entering Text	25
Showing and Hiding Formatting Marks	25
Spacing in Letters	26
Aligning Text Horizontally and Vertically	29
Selecting Text	30
Using Numbered and Bulleted Lists	32
Editing Text	34
Creating an Envelope	35
Working with Views	36

Saving Your Work in a Different Format	38
Document Files	38
PDF Files	38
Saving a Document for ATS Analysis	38
Working with Print and Print Preview	40
Reinforce Your Skills	41
Apply Your Skills	48
Extend Your Skills	52

Word 2016 Chapter 2: Creating a Résumé in a Table

Introducing Tables	54
Navigating and Selecting Data in a Table	55
Modifying a Table	56
Inserting Rows and Columns	56
Merging/Splitting Cells and Aligning Data	57
Sizing Columns and Rows	59
Formatting with Borders, Shading, and Styles	61
Sorting Data in a Table	63
Using Templates	64
Saving Personal Templates	65
Reinforce Your Skills	67
Apply Your Skills	73
Extend Your Skills	76

Word 2016 Chapter 3:

Creating a Promotional Brochure

Working with Shapes	78
Adding Text and Formatting Shapes	81
Using WordArt and Inserting Pictures	82
Aligning Objects	82
Using Text Boxes and Page Setup Options	84
Page Setup Options	84
Working with SmartArt	85
Inserting SmartArt Text and Modifying an Image	86
Changing a SmartArt Style	88
Formatting the Page Background	89
Adding Page Colors and Page Borders	89
Reinforce Your Skills	91
Apply Your Skills	98
Extend Your Skills	102

Word 2016 Chapter 4: Creating Reports

Creating a Business Report	104
Setting Margins	104
Indenting Text	104
Setting Custom Tab Stops	106
Using the Ruler to Set Custom Tabs	106
Using the Tabs Dialog Box to Set Custom Tabs	106
Formatting Text with Styles	108
Types of Styles	109
Collapsing Heading Topics	109
Inserting Headers/Footers and Comments	110
Arranging Text in Multiple Columns	112
Column Breaks and Section Breaks	112
Writing a Research Paper	114
Working with Footnotes, Endnotes, and Citations	114
Editing and Formatting Footnotes and Citations	118
Working with Bibliographies	120
Inserting Captions and a Table of Figures	121
Inserting a Table of Figures	123
Using Track Changes	124
Reviewing Tracked Changes	124
Reinforce Your Skills	125
Apply Your Skills	134
Extend Your Skills	141

UNIT 3: MICROSOFT EXCEL

Excel 2016 Chapter 1: Tracking Customer Data

Introducing Excel	144
What Is a Worksheet?	144
Cell Ranges	145
Entering and Editing Data	145
Completing Cell Entries	146
Navigating Around a Worksheet	146
Adjust Column Width and Row Height	149
Formatting Cells	150
Borders and Fill	150
Cell Alignment	152
Clear Formatting and Clear All	153
Working with Numbers and Dates	153
Negative Numbers	154
Date Entries	155
Enter a Series Using AutoFill	156
Perform Worksheet Calculations	157
Mathematical Operators	157
BEDMAS	157
Cell References	158

160
162
165
168

Excel 2016 Chapter 2:

Recording Student Grades

Rearrange Data on a Worksheet	170
Insert and Delete Rows, Columns, and Cells	170
Hide and Unhide Rows and Columns	171
Sort Data by Column	172
Managing Multiple Worksheets	172
Insert and Delete Worksheets	172
Rename Worksheets	173
Move a Worksheet	174
Change the Worksheet Tab Color	174
Hide a Worksheet	174
Create a Cell Reference to Another Worksheet	175
Create a Copy of a Worksheet	177
Edit Multiple Sheets at One Time	177
Using Functions in Formulas	178
Use the AutoSum Feature	179
Sum, Average, Count, Max, and Min	179
Use Insert Function	179
Understanding Relative and Absolute Cell References	181
Absolute Cell References	182
Mixed Cell References	182
Display and Print Formulas	182
Define Names for Cells and Ranges	185
Use a Cell Name in a Formula	186
Reinforce Your Skills	188
Apply Your Skills	192
Extend Your Skills	195

Excel 2016 Chapter 3:

Data Visualization and Images

Create Charts to Compare Data	198
Choosing a Chart Type	198
Selecting Chart Data	200
Chart Elements	201
Working with Chart Tools	202
Chart Design Tools	202
Chart Format Tools	204
Move and Size Charts	206
Edit Chart Data	207
Add Images to a Worksheet	208
Use Conditional Formatting	210
Reinforce Your Skills	213
Apply Your Skills	216
Extend Your Skills	218

Excel 2016 Chapter 4: Organizing Large Amounts of Data

Starting with a Template	220
Importing and Exporting Data	221
Adjust View Options for Large Worksheets	223
Freeze Panes	223
Split a Window	223
Change the Workbook View	224
Sort and Filter to Organize Data	225
Sort Data	225
Filter Data	226
Perform Advanced Calculations	229
The IF Function	229
Controlling Data Entry with Data Validation	232
Printing Options for Large Worksheets	234
Add a Header or Footer	235
Create Tables	238
Reinforce Your Skills	240
Apply Your Skills	243
Extend Your Skills	245

UNIT 4: MICROSOFT POWERPOINT

PowerPoint 2016 Chapter 1: Creating and Delivering a Presentation

Getting Started with PowerPoint	248
Navigating the PowerPoint Window	248
Inserting Text	248
Using Document Themes	249
Choosing a Theme	250
Choosing Slide Sizes	251
Creating a Basic Presentation	253
Adding Slides	253
Bulleted Lists	254
Choosing the Slide Layout	256
Aligning Text	257
Delivering the Slide Show	259
Navigating Through a Slide Show	259
Reinforce Your Skills	262
Apply Your Skills	266
Extend Your Skills	269

PowerPoint 2016 Chapter 2: Designing and Printing the Presentation

Designing and Frinting the Fresentation	
Working with Slides	272
Copying Text and Objects	272
Working with Outlines	273
The Outline Panel	273
Collapsing and Expanding Slides	275
Deleting Slides	277
Working with Word Integration	278
Creating a Presentation Outline in Word	278
Formatting Your Presentation	281
Formatting Text	281
Setting Line Spacing	283
Setting Paragraph Alignment	284
Using the Slide Sorter	285
Organizing with Sections	286
Managing Sections	287
Printing Your Presentation	288
The Print Shortcut	289
Printing Handouts	289
Handout Masters	290
Handout Headers and Footers	291
Slide Footers	292
Printing Transparencies	293
Reinforce Your Skills	294
Apply Your Skills	299
Extend Your Skills	304

PowerPoint 2016 Chapter 3:

Adding Graphics, Animation, and Sound

Working with Online Pictures	306
Using Text and Object Layouts	307
Deleting Placeholder Text	307
Searching for Pictures with the Insert Pictures	
Search Window	309
Moving, Sizing, and Rotating Objects	310
Stacking Objects	310
Formatting Pictures	312
Adding Other Graphics	313
Removing a Background	313
Applying Artistic Effects	317
Inserting a Screenshot	318
Working with Shapes	318
Working with Slide Transitions	322
Creating Transitions in Slide Sorter View	322
Using Slide Animation	323
Setting Animation Options	323
Using the Animation Pane	324
Adding Sound Effects	326
Reinforce Your Skills	328
Apply Your Skills	335
Extend Your Skills	339

PowerPoint 2016 Chapter 4: Adding Multimedia to Presentations

Working with Multimedia	342
Types of Multimedia	342
Linked Media Files	342
Organizing Media with Subfolders	343
Using Audio in Presentations	344
Audio File Types	344
Adding Audio to a Presentation	344
Inserting and Linking	345
Acquiring More Audio	346
Choosing an Audio File Format	346
Configuring Audio Options	347
Configuring Audio Styles	347
Linking Audio	348
Creating Slide Show Timings	351
Determining Slide Timings	351
Rehearsing Timings	351
Using Video in Presentations	353
Using Online Videos	353
Using Video from Your Computer	353
Using Screen Recordings	354
Video File Formats	354
Codecs	354
Editing Videos	355
Applying Video Effects	356
Setting Video Options	358
Reinforce Your Skills	360
Apply Your Skills	366
Extend Your Skills	369
Glossary	371
Index	377

Table of Contents

Preface

Chapter 1: Hardware Essentials

The Purpose of Hardware	2
Internal and External Hardware	2
Inputting Data	3
Core Input Devices	3
Other Input Devices	3
Outputting Information	5
Visual Output	5
Projectors	7
Printers	7
Common Technologies	7
Other Technologies	9
Dual Function	9
Processing Data	10
Processing Hardware	10
Processor Types	11
Storing Data	12
Permanent Storage	12
Temporary Storage	14
Hard Drive Characteristics	15
Identifying Permanent Storage Devices on a Computer	15
Network Storage	17
Cloud Storage	17
Purchasing Technology Wisely	18
Permanent Storage	18
Memory	18
CPU	18
Display	19
Drivers	19
Learn More	21

Chapter 2: **Computer Software**

24
24
24
26
26

Managing Software	26
Installing Software	27
Updating Software	27
Repairing Software	27
Uninstalling Software	27
Customizing Software	27
Personal Computer Interfaces	28
Desktop	28
Starting Programs	28
Controlling Program and Folder Windows	29
Hiding, Showing, and Closing Windows	29
Sizing and Moving Windows	30
Learn More	32

Chapter 3:

V

Networking and the Internet

Networking and the Internet	
Our Networked World	40
Types of Networks	40
The Internet	41
The World Wide Web	41
Other Services on the Internet	41
Browsers and Other Internet Tools	41
Domains	42
How to Connect	44
Web Browser Features	44
Address Bar	44
Tabbed Windows	45
Bookmarks and Favorites	46
Forms	48
Troubleshooting	50
Hardware vs. Software	50
Verify Your IP Address	51
Verify Your Internet Connection	51
Determine Your Connection Speed	52
Network Security	53
Digital Citizen: Effective Online Searches	53
Learn More	54

Chapter 4: Organizing Information

Keeping Track of Computer Files	60
Files, Folders, and Subfolders	60
Folders for Information Organization	60
Naming Files and Folders	60
Naming Conventions	60
Good Practices for Naming Files and Folders	60
Symbols to Avoid in Filenames	62
Digital Citizen: Naming Conventions at School or Work	62
File Types and Extensions	63
Overview of File Extensions	63
Viewing File Extensions	64
File Types and Their Association with Programs	64
Viewing Information	66
The File Explorer Window	66
Controlling the View	66
The Navigation Pane	71
The Information Path	72
Common Storage Locations for Files	74
Default Storage Locations in Windows	74
Digital Citizen: Respecting Other People's Files	76
Learn More	77

Chapter 5:

Files and Folder Management

Working with Folders Creating and Naming Folders Copying and Moving Folders	82 82 83
Working with Files	84
Where to Store Files	84
Protecting Information	85
The Save As Dialog Box	87
Opening and Closing Files	89
Downloading Files	91
Organizing Files	93
Compressing Files and Folders	97
Archives	98
Compressed Archives	98
Compressed Formats	98
Decompressing Archives	99
Learn More	101

Chapter 6: Locating Information

Searching for Files and Applications	106
Integrated Search Feature	106
Searching from a Folder	106
Searching for Information Online	108
Common Search Engines	109
Effective Search Strings	109
Google Search Returns	109
Intellectual Property	110
Intellectual Property Protections	110
Plagiarism	111
Copyrighted Material	111
Free to Use	111
Learn More	113

Chapter 7:

Cloud Storage

-	
Backing Up Information	116
What Is a Backup?	116
Backup Solutions	116
Backup Software	118
Recovery	118
Cloud Storage	119
Benefits and Drawbacks of Cloud Storage Software	119
OneDrive	120
Learn More	124
Glossary	125
Index	129