Contents

Preface	ix	CHAPTER 2 Creating a Résumé in a Table	47
OVERVIEW CHAPTER 1		Introducing Tables	48
Introducing Microsoft Office and Using		Creating New Tables	48
Common Features	1	Navigating and Selecting Data in a Table	49
Introduction to Microsoft Office	2	Modifying a Table	50
What Devices Will Microsoft Office Work With?	2	Inserting Rows and Columns	50
What Storage Does Microsoft Office Provide?	2	Merging/Splitting Cells and Aligning Data	51
Which Microsoft Office Should I Use?	2	Sizing Columns and Rows	53
What Are the Microsoft Office Apps?	3	Formatting with Borders, Shading, and Styles	56
Microsoft Accounts	4	Sorting Data in a Table	58
Common Features in Microsoft Office Apps	4	Working with Print and Print Preview	59
The Ribbon	4	Reinforce Your Skills	61
The Quick Access Toolbar	4	Apply Your Skills	66
Common Features on the File Tab	6	Project Grader	69
Common Features on the Home Tab	9	Extend Your Skills	73
Common Features on the Review Tab	16		
Other Common Features	18	CHAPTER 3	
other dominon's cutares	10	Creating Reports	75
CHAPTER 1		Creating a Business Report	76
Creating and Editing Business Documents	21	Setting Margins	76
Elements of a Professional Business Letter	22	Indenting Text	76
Navigating in a Document	23	Setting Custom Tab Stops	78
Navigating with the Scroll Bar	23	Using the Ruler to Set Custom Tabs	78
Keyboard Navigation Tips	23	Using the Tabs Dialog Box to Set Custom Tabs	79
Entering Text	25	Formatting Text and Using Styles	81
Using the Enter Key	25	Spacing in Letters	81
Showing and Hiding Formatting Marks	25	Aligning Text Horizontally and Vertically	83
Selecting Text	26	Types of Styles	85
Using Numbered and Bulleted Lists	28	Collapsing Heading Topics	85
Editing Text	30	Inserting Headers/Footers, Comments, and	
Working with Views	32	Page Breaks	86
Saving Your Work in a Different Format	33	Arranging Text in Multiple Columns	88
Document Files	33	Column Breaks and Section Breaks	89
PDF Files	33	Writing a Research Paper	90
Saving a Document for ATS Analysis	33	Working with Footnotes, Endnotes, and Citations	91
Reinforce Your Skills	35	Editing and Formatting Footnotes and Citations	95
Apply Your Skills	41	Working with Bibliographies	97
Extend Your Skills	45	Inserting Captions and a Table of Figures	98
		Inserting a Table of Figures	100
		Using Track Changes	101
		Reviewing Tracked Changes	101

Reinforce Your Skills	103	Working with Merge Problems	178
Apply Your Skills	113	Merging Envelopes and Labels	180
Project Grader	120	Generating Envelopes with Mail Merge	180
Extend Your Skills	125	Generating Labels with Mail Merge	181
		Reinforce Your Skills	184
CHAPTER 4		Apply Your Skills	189
Creating a Promotional Brochure	127	Project Grader	193
Working with Shapes	128	Extend Your Skills	195
Inserting, Resizing, and Moving Shapes	128		
Adding Text and Formatting Shapes	131	CHAPTER 6	
Using WordArt and Inserting Pictures	132	Using Themes	197
Cropping and Enhancing Pictures	132	Using Themes and Style Sets	198
Aligning Objects	132	Customizing a Theme	198
Using Text Boxes and Page Setup Options	134	Create Custom Color and Font Sets	200
Page Setup Options	134	Working with Quick Parts and Building Blocks	204
Linking Text Boxes	135	Inserting Cover Pages	206
Working with SmartArt	137	Using Building Blocks Across Documents	207
Inserting SmartArt Text and Modifying an Image	138	Using Templates	209
Changing a SmartArt Style	140	Saving Personal Templates	210
Formatting the Page Background	141	Customizing the Default Font	213
Adding Page Colors and Page Borders	141	Reinforce Your Skills	215
Adding Special Effects to Text	142	Apply Your Skills	219
Using Picture Effects	144	Extend Your Skills	222
Setting Up Columns	145		
Artistic Effects and Wrapping Text Around		CHAPTER 7	
a Picture	146	Working with Long Documents	223
Printing Part of a Document	148	Formatting Text with Styles	224
Reinforce Your Skills	150	Custom Styles	224
Apply Your Skills	157	Modifying Styles and Clearing All Formatting	228
Project Grader	161	Using Styles Across Documents	228
Extend Your Skills	166	Removing and Deleting Styles	229
		Customizing Bullet and Number Formats	230
CHAPTER 5		Using Special Characters	232
Using Mail Merge	167	Navigating Long Documents	233
Introducing Mail Merge	168	The Navigation Pane	233
Components of Mail Merge	168	Advanced Find and Wildcard Characters	233
The Benefits of Mail Merge	170	Bookmarks	234
The Mailings Tab	170	The Split Window	235
Working with the Data Source	170	Working with Large Tables	236
Reviewing Your Records	172	Reinforce Your Skills	238
Managing the Address List	173	Apply Your Skills	245
Working with the Main Document	174	Project Grader	249
Conducting a Merge	177	Extend Your Skills	251
To Save or Not to Save?	178		

CHAPTER 8		CHAPTER 10	
Organizing Long Documents	253	Sharing and Securing Content	305
Creating a Table of Contents	254	Preparing Documents for Sharing	306
Creating a Page for the Table of Contents	254	Compatibility Issues	306
Table of Contents Links	254	To Convert or Not to Convert?	307
The Update Table Button	256	Preparing Backward-Compatible Documents	309
The Table of Contents Dialog Box	256	The Accessibility Checker	310
Multiple Headers and Footers	258	Document Properties and the Document	
Restarting and Formatting Page Numbers	258	Inspector	310
Different First Page Header or Footer	259	Controlling Document Access	312
Creating an Index	261	Restrict Editing	312
Marking Index Entries	261	Allow Changes to Part of a Document	313
Generating Index Entries Using a Concordance	263	Restrict Formatting	314
Inserting and Updating the Index	264	Passwords and Encryption	316
Keeping Text Together	265	Marking a Document as Final	317
Watermarks	266	Attaching Digital Signatures	318
Reinforce Your Skills	267	Digital Certificates	318
Apply Your Skills	273	Digital Signatures	319
Project Grader	277	Reinforce Your Skills	322
Extend Your Skills	279	Apply Your Skills	328
		Extend Your Skills	332
CHAPTER 9			
Collaborating in Word	281	CHAPTER 11	
The Highlighter	282	Personalizing Word	333
Tracking Changes to a Document	283	Setting Word Options	334
Review and Collaboration	283	Customizing AutoCorrect	334
Viewing Tracked Changes	283	Changing the AutoRecover Interval and Default	
Setting the Username and Initials	284	File Location	336
Setting Reviewer Ink Colors	284	Modifying the Recent Documents List	337
Adding Comments to a Track Changes Document	285	Document Properties	340
Reviewing Tracked Changes	286	Creating a Custom Property	341
Displaying Tracked Changes	287	Accessibility	342
Lock or Unlock Tracking	287	Add Alternative Text	343
Saving and Sending Files	289	Global Content Standards and Language Options	344
Reviewing Changes from Multiple Reviewers	290	Reinforce Your Skills	346
Displaying Specific Markups and Reviewers	290	Apply Your Skills	351
Comparing Documents	292	Extend Your Skills	354
Reinforce Your Skills	294		
Apply Your Skills	299		
Project Grader	302		
Extend Your Skills	303		

CHAPTER 12

Creating Custom Forms and Using Macros 355 356 Creating a Custom Form Preparing to Add Content Controls 356 Automating Tasks with Macros 361 Assigning Macros to a Toolbar or a 361 **Keyboard Shortcut** Storing Macros 361 **Recording Limitations** 361 Editing Macros with the VBA Editor 363 Running Macros from the Quick Access Toolbar 364 Macro Security 365 **Deleting Macros** 366 Reinforce Your Skills 367 **Apply Your Skills** 372 375 **Project Grader** Extend Your Skills 378

CHAPTER 13

Integrating Word with Excel,				
PowerPoint, and the Web	379			
Embedding and Linking Excel Objects				
Linking or Embedding Data	380			
Linking Objects	382			
Using Excel as a Mail Merge Data Source	386			
Integrating Word with PowerPoint				
Using Word Outline View	388			
Adding a PowerPoint Presentation to a				
Word Document	389			
Opening, Editing, and Saving a PDF File				
Creating Web Pages from Word Documents				
Formatting Web Pages	391			
Using Alternative Text in Web Pages	391			
Editing Web Pages in Word	392			
Reinforce Your Skills				
Apply Your Skills	400			
Extend Your Skills	404			
The Microsoft Office Specialist Exam and This Text	405			
Glossary	411			
Index	417			