

Table of Contents

Quick Reference Tables
Preface

vi
vii

LESSON 10: ORGANIZING LONG DOCUMENTS

376

LESSON 9: CREATING A PROMOTIONAL BROCHURE **346**

Working with Shapes	348
Rotating, Resizing, and Moving Shapes	348
Adding and Formatting Text in Shapes	348
Formatting Shapes	349
Working with Text Boxes	354
Working with SmartArt	357
Inserting a SmartArt Graphic	357
Using the SmartArt Text Pane	358
Changing SmartArt Styles	359
Formatting the Page Background	365
Adding Page Colors and Page Borders	365
Inserting a Watermark	366
Concepts Review	368
Reinforce Your Skills	369
Apply Your Skills	372
Critical Thinking & Work-Readiness Skills	374

Creating a Table of Contents	378
Table of Contents Links	378
Using a Predesigned Table of Contents	378
Creating a Page to Hold the TOC	379
Adding Text to a Table of Contents	381
Using the Update Table Button	381
Using the Table of Contents Button	381
Using the Table of Contents Dialog Box	383
Working with Multiple Headers and Footers	386
Breaking the Link Between Sections	386
Restarting and Formatting Page Numbers	386
Setting Up a Different First Page	
Header or Footer	387
Changing Header and Footer Margins	387
Creating an Index	389
Marking Index Entries	390
Marking Index Subentries	390
Generating Index Entries Using a	
Concordance	394
Inserting an Index	396
Modifying and Deleting an Index Entry	396
Adding Cross-References	398
Reviewing the Cross-Reference Dialog Box	398
Updating Cross-References	398
Viewing Master Documents	401
Concepts Review	402
Reinforce Your Skills	403
Apply Your Skills	409
Critical Thinking & Work-Readiness Skills	411

**LESSON 11: COLLABORATING
IN WORD****412**

Using the Highlighter	414
Tracking Changes to Documents	415
Identifying Steps in a Typical Editing and Reviewing Process	415
Viewing Tracked Changes	416
Setting the Username and Initials	417
Setting Reviewer Ink Colors	417
Adding Comments to a Document	419
Reviewing Tracked Changes	422
Options for Displaying Tracked Changes	422
Saving and Sending Files	424
Sharing Files via Email	424
Using the Send Using E-mail Pane	425
Sending an Internet Fax	427
Reviewing Changes from Multiple Reviewers	428
Combining Documents	428
Reviewing a Summary of Proposed Changes	429
Showing Source Documents	429
Displaying Specific Markups	430
Display Specific Reviewers	430
Comparing Documents	433
Managing Versions of Documents	434
Enabling AutoRecover and AutoSave	434
Using Manage Versions	435
Recovering Unsaved Documents	436
Introducing SkyDrive and Office Web Apps 2010	438
Windows Live ID	438
Storing Files on SkyDrive	438
Editing Files with Office Web Apps 2010	439
Sharing Files with SkyDrive	440
Moving Files	442
Setting Folder Permissions	442
Accessing Shared Files	443
Publishing a Blog Post	444
Concepts Review	444
Reinforce Your Skills	445
Apply Your Skills	450
Critical Thinking & Work-Readiness Skills	453

**LESSON 12: SHARING AND
SECURING CONTENT USING
BACKSTAGE VIEW****454**

Preparing Documents for Sharing	456
Considering Compatibility Issues To Convert or Not to Convert	456
The Office 2010 Compatibility Pack	463
Working with the Document Inspector	463
Inspecting Document Properties	464
Controlling Document Access	467
Restricting Formatting and Editing	467
Working with Passwords	468
Applying Formatting Restrictions	470
Applying Editing Exceptions	472
Setting Document Passwords	474
Marking a Document as Final	477
Attaching Digital Signatures to Documents	479
Adding a Digital Signature	479
Obtaining a Digital Signature	479
Concepts Review	482
Reinforce Your Skills	483
Apply Your Skills	489
Critical Thinking & Work-Readiness Skills	492

**LESSON 13: PERSONALIZING
WORD****494**

Customizing Word Options	496
Personalizing the Username and Initials	496
Changing the Default File Location	498
Modifying the Recent Documents List	500
Adding Words to the Custom Dictionary	503
Modifying Document Properties	505
Adding Keywords and Comments	506
Creating a Custom Property	508
Identifying Research Options	510
Automating Word Tasks Using Macros	511
Recording Macros	511
The Developer Tab	511
Macro Storage Locations	512
Recording Limitations	512
Running Macros	514
Using the VBA Editor to Edit Macros	515
Running Macros from the Quick Access Toolbar	518
Deleting Macros	521
Restoring Default Settings	522

Concepts Review	523
Reinforce Your Skills	524
Apply Your Skills	528
Critical Thinking & Work-Readiness Skills	530

LESSON 14: INTEGRATING WORD WITH EXCEL, POWERPOINT, AND THE WEB 532

Embedding and Linking Excel Objects	534
Defining <i>Objects</i>	534
Comparing Linking to Embedding	535
Embedding Objects	535
Linking or Embedding Procedures	535
Linking Objects	538
Opening Excel Objects from Word Documents	543
Using the Links Dialog Box	544
Breaking the Link	546
Using Excel as a Mail Merge Data Source	547
Integrating Word with PowerPoint	549
Using Word Outline View	549
Adding a PowerPoint Presentation to a Word Document	552
Creating Web Pages from Word Documents	555
Formatting Web Pages	555
Editing Web Pages in Word	557
Concepts Review	558
Reinforce Your Skills	559
Apply Your Skills	565
Critical Thinking & Work-Readiness Skills	567
<i>Index</i>	568