

OVERVIEW

1

Introducing Microsoft Office and Using Common Features



In this chapter, you will be introduced to Microsoft Office and given an overview of the various versions of the software. Understanding what is offered in each will help you make the best decision about which version meets your needs. You'll also practice using some of the features that are common across the Office suite. Once you learn how to use a feature in one application, you can use the same or similar steps in the others.

LEARNING OBJECTIVES

- ▶ Describe similarities and differences between Office 2019 for the desktop, Office 365, and Office Online
- ▶ Identify uses of cloud storage
- ▶ Identify parts of the Office user interface
- ▶ Use the spelling checker and other review features
- ▶ Identify Office features available through Backstage view
- ▶ Use the Office Clipboard
- ▶ Format text in Office applications
- ▶ Search for Help within Office applications
- ▶ Capture a screen in an Office application

Introduction to Microsoft Office

Microsoft Office is a **software suite** that enables users to create, format, revise, collaborate, and share files quickly across multiple devices. The Microsoft Office 2019 software suite for Windows includes **Word, Excel, Access, PowerPoint, Outlook, OneNote, Publisher, and Skype**. A software suite is a collection of applications generally produced by the same manufacturer and bundled together for a better price. Being produced by the same manufacturer also means that each application offers the same user interface. Examples of features shared among the different Office 2019 apps are the Ribbon, Quick Access toolbar, a spelling and/or grammar checker, and collaboration tools.

What Devices Will Microsoft Office Work With?

Microsoft Office works on desktops, laptops/notebook computers, and all-in-one PCs and Macs, as well as Windows, Android, and iOS smartphones and tablets (though some apps, like Publisher and Access, work only on PCs).

If you are writing a paper or preparing a business plan, you probably want to create it on a desktop, laptop, or all-in-one computer. If you want to open, read, share, or make simple changes to a Word document, you could select any device. This chapter assumes you will be using a desktop, laptop, or all-in-one computer.

To learn more about the operating systems (Windows, Android, macOS, or iOS) and types of devices (all-in-one computer, desktop, laptop, smartphone, or tablet) that will run Microsoft Office, do a web search for *Microsoft Office 2019 products*.

What Storage Does Microsoft Office Provide?

Microsoft OneDrive is the cloud storage location included with Microsoft Office 2019 and Office 365, and it provides a convenient way to save, store, and share files, photos, and videos via your computer, smartphone, or tablet anytime, anywhere, and on any device—provided you have an Internet connection or Wi-Fi access. Depending on the Microsoft Office product you use or purchase, you will receive anywhere from five gigabytes to five terabytes of OneDrive cloud storage.

You may want to use cloud storage as your primary saving method so you can access your files at home, at school, at work, or anywhere. Or you may decide to use cloud storage as a backup for your files located on your computer's hard drive or your flash drive. Instead of emailing files to yourself, use OneDrive as a faster way to store something in the cloud. To learn more about OneDrive, do a web search for *OneDrive*.

Which Microsoft Office Should I Use?

You may have heard others talk about **Microsoft Office 2019, Office 365, and Office Online** and are not sure which one is right for you. Base your decision on the apps and features you need, in addition to the pricing structure.





- **Office Online:** This version is free and requires a **Microsoft account**. It includes limited versions of Word, Excel, PowerPoint, and OneNote. No software is installed on your computer, as the apps are accessed and run in a web browser. The apps are not the same as the full-version apps in the other variations of Office and lack many features of those full versions. This version requires an Internet connection. Office Online is great for simple tasks, like writing a short letter or creating a basic slide show presentation.

- **Microsoft Office 2019:** This version is software that is purchased once and installed on one PC. It does not require an Internet connection to run. It does not have all the features of Office 365, and you must pay for future major upgrades. Choose from a variety of plans that may include Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, and Skype.
- **Office 365:** This version requires users to pay a monthly or annual subscription fee for installing and using the software on one or more devices (PC/Mac and mobile devices). All upgrades are included, so you always have the latest-and-greatest version, and all Office 2019 apps are included. Microsoft says the Office 365 apps can include features not present in the Office 2019 apps, as Office 365 is updated more frequently than Microsoft Office.





While Microsoft Office has three distinct formats—Microsoft Office 2019, Office 365, and Office Online—and the examples provided in this chapter can work in each of the Office formats, this book assumes you are using Office 2019 on the desktop or Office 365 in a subscription-based plan, as well as Windows 10. Remember that Office 365 can change at any time. If you are using Office 365, keep in mind that your screen may not match all the illustrations in this book. Changes made to Office 365 after publication of this title may result in additional differences between your book and the software.

What Are the Microsoft Office Apps?

In this chapter, you will learn about four of the Microsoft Office applications included in the Microsoft Office suite: Word, Excel, Access, and PowerPoint.

Application	What It Is Used For
Word 	Word-processing software used to create, edit, format, and share documents, such as letters, reports, essays, and business plans.
Excel 	Spreadsheet software, arranged with rows and columns, used to perform calculations and analyze numerical data. Use Excel to prepare a budget or income statement, or to determine the amount of interest paid on a loan.
Access 	Database software that stores and helps you quickly retrieve data. In Access, you create and enter data into a table and then use forms, reports, and queries to display the desired results.
PowerPoint 	Presentation software used to create, edit, format, and share slides designed to tell a story; market a product; or explain a concept.

The Microsoft Office suite includes the following additional applications:

Application	What It Is Used For
OneNote 	Note-taking software used to organize notes (handwritten or typed), audio recordings, screen captures, or sketches you have collected or created to share with others.
Outlook 	Personal information management software used to create, send, and receive emails, record tasks, maintain one or more calendars, schedule meetings and appointments, manage contacts, and take notes.
Publisher 	Desktop-publishing software used to design and lay out text and images, often for newsletters or brochures.
Skype 	Internet communication software used to share audio, video, text, messages, files, or desktop screens.

Microsoft Accounts

A **Microsoft account** provides you with access to your Microsoft settings, files, contacts, and more. A valid Microsoft account can include Hotmail, Bing, MSN, Office, OneDrive, Outlook.com, Skype, Store, Windows, or Xbox Live. Once logged in to your computer, you can log in to your Microsoft account from any Office app. If you do not have a Microsoft account, you can create one for free by doing a web search for *Microsoft account*.

Common Features in Microsoft Office Apps

The Office 2019 applications share some frequently used features. These include the Ribbon, Quick Access toolbar, and common commands.

The Ribbon

Within each application, you will find the Ribbon displayed along the top of the window. The Ribbon contains tabs and commonly used buttons and other icons that are specific to the application. The buttons are arranged in groups within each tab. While the Ribbon changes with each application, some tabs, groups, and commands are common throughout the Microsoft suite. In this chapter, we will look at the Word Ribbon and, specifically, the Home, Insert, Design, Layout, References, Mailings, Review, and View tabs.



View the video “Ribbon Overview.”

The Quick Access Toolbar

Each application has a one-line Quick Access toolbar located, by default, in the top-left corner of the application window. This helpful toolbar contains some frequently used commands to help you be more efficient as you work. You can customize the toolbar with the buttons you use most frequently. The settings for each application’s Quick Access toolbar work independently; therefore, you need to customize the Word, Excel, Access, PowerPoint, and Outlook Quick Access toolbars separately.



View the video “Quick Access Toolbar Overview.”

Undo/Redo

Within any application, you may type text or perform a command or action and then change your mind about what you did. As long as you have not exited the application, you may be able to undo the action.

Note!

Some actions, such as saving or sharing, cannot be undone.

You may want to redo an action you just undid. Sounds confusing, right? Use the Redo button to undo the undo, or to reapply the action. This puts the command or action you just undid back into effect.



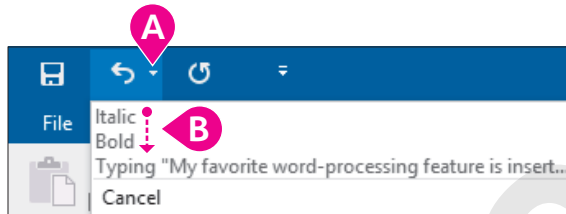
Undo and Redo on the Quick Access toolbar



Quick Access toolbar → Undo  or Redo 

DEVELOP YOUR SKILLS: O1-D1

In this exercise, you will use the Undo and Redo buttons.

1. Log in to your computer, start Word, and tap **[Enter]** to accept the default template, Blank Document.
2. Type the following and then tap **[Enter]**: **My favorite word-processing feature is inserting citations.**
3. Now, type this text: **I also like how the Quick Access toolbar can be customized with buttons I frequently use.**
4. Drag with the mouse pointer over the phrase **Quick Access toolbar** to select it.
5. Choose **Home**→**Font**→**Bold** **[B]** to apply bold formatting.
6. Now apply **Italic** **[I]** formatting to the phrase *inserting citations*.
7. Follow these steps to undo more than one action at a time:



- A Click the **Undo** menu button ▼.
 - B Point to the second step, **Bold**, to select it and everything above it, and then click the mouse button.
8. Click the **Redo**  button two times to reapply the bold and italic formatting to the phrases.
9. Click the **Undo**  button once to remove the italic formatting from the first sentence.
10. Keep Word open.

Unless otherwise directed, always keep any files or programs open at the end of an exercise.

Common Features on the File Tab

In this section, you will learn about the features on the File tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, and PowerPoint. Here you will use Microsoft Word 2019 to save, close, share, and print a file, and to open a template.

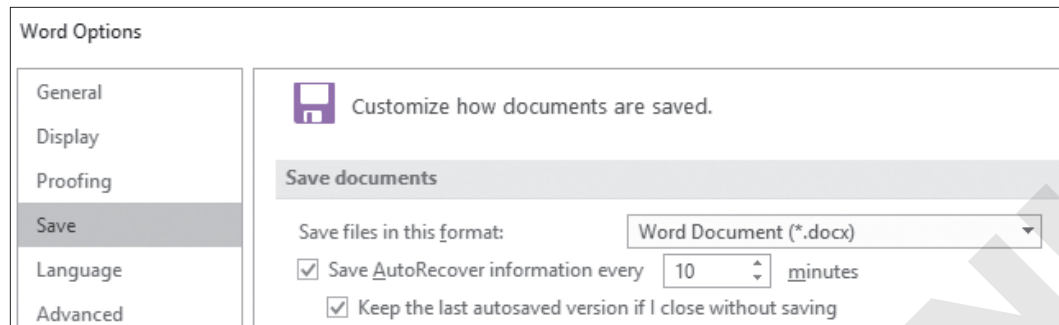
Backstage View

When you are working in your file and open the File tab, the Backstage view displays. Think of your Backstage view as your personal manager for the open file and application. Use the Backstage view to update file information, select account settings, view program options, open new files, save, print, share, export, provide feedback to Microsoft, and recover unsaved files. These are the “big-picture” items you do to your file and not the specific tasks you perform using the other tabs on the Ribbon.

Program Options

Microsoft provides preference settings that you can customize for each application (that is, Word or Excel) so they are automatically applied each time you use the application on your device. To change

your preferences, use the Options feature on the File tab. Some custom options include adding your username and initials so they automatically display in some downloaded templates, displaying formatting marks, correcting spelling, and saving files to a default file location.



The Save options allow you to set defaults for the file format and the frequency with which documents are automatically saved.

File → Options

Saving Files

As you work in your file, you should save frequently to prevent data or information loss. Some people prefer to save important files every few minutes, while others save at less frequent intervals.

The saving commands are found on the File tab, and you'll see different options, including Save and Save As. You can use the Save command the first time you save a file, and when you do, the Save As screen will appear.

New!

Word can automatically save your file as you work. Toggle this feature on/off using the AutoSave button just to the left of the Quick Access toolbar.



View the video "Using Save and Save As."

You may choose to save files to your device (for example, on the hard drive in the Documents folder), to your flash drive, or to the cloud in OneDrive.



View the video "Saving Files to Multiple Locations."

You can even set Word to save your work automatically whenever a specific interval of time has elapsed. A good rule of thumb is to save as often as you can afford to lose data. If you can only afford to lose one minute of data, save your file every minute!

File → Save or Save As

DEVELOP YOUR SKILLS: O1-D2

In this exercise, you will use Save As to store a Word document in a new folder.

Before You Begin: Download the student exercise files from your eLab course or the Student Resource Center (labyrinthlab.com/office19) and determine your file storage location before beginning this exercise.

1. In your open Word document, choose **File** to display the Backstage view and then click **Save**.

The first time you save a file, the Save As screen displays. Otherwise, choosing File → Save updates the file with the same name, location, and file type.

2. Click the **Browse** button and navigate to the **Overview** folder in your file storage location.
3. In the Save As dialog box, click the **New Folder** button.

The New Folder button is to the right of the Organize button, just under the address bar.

4. Type **My Overview Files** for the new folder name and tap **Enter** twice.
5. Click in the **File Name** box and type: **O1-D2-Features**
6. Verify that *Word Document* displays for Save as Type and click the **Save** button.

If the Save As Type box displays something else, click the arrow at the right end of the box and select Word Document.

7. Close the file.

Finding, Searching, and Opening Files

Files can be opened within an application by using the Open dialog box, choosing from a recently saved files list within the application, using File Explorer, or typing the filename in the Windows Search box. Within Windows 10, as well as previous versions of Windows, you can use File Explorer to locate and manage your files. Located on the taskbar, you can click the File Explorer icon and then search for files located on your PC, flash drive, or OneDrive.



View the video “Opening Files.”

Sharing Files via Email and with People

You can share open files directly from the application to either email or OneDrive. Sharing a file directly to email is usually faster than opening an email application, such as Microsoft Outlook, locating the file to send, and then attaching it. When someone shares a file with you from an application to OneDrive, you will receive a link (in your email account) to access the file.



View the video “Sharing Files via Email.”

If the Automatically Share Changes option is set to Always, once the file is shared, anyone who has editing rights to the file can make changes to it.

Tip!

You can also use the Share  button located in the top-right corner of the application window.

≡ File→Share→Email 

≡ File→Share→Share with People 

DEVELOP YOUR SKILLS: O1-D3



Complete this exercise via the online WebSim.

In this exercise, you will share an open Word file by using the Share with People option that saves to the cloud.

1. In your web browser, go to: **labyrinthelab.com/websims/W19-00-D3**
If your classroom is using eLab, you can complete this exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

Printing

If you are connected and have access to a printer, you should be able to print. Before printing, you should save your file, run Spelling & Grammar (Word) or Spelling (Excel and PowerPoint), proofread your file, verify formats, and review the file to see if you have used the fewest possible number of pages. Use the Print Preview feature to browse the pages in your document prior to printing so you don't waste time or printing resources and use the options in the Settings area to adjust elements such as page orientation, paper size, margins, and more.

Keep in mind that you can print to paper or to PDF if you want to be eco-friendly.



View the video "Printing Files."

 File→Print

Templates

A template is a document, worksheet, or presentation that has the fonts, paragraph styles, and page layout settings such as margins, orientation, and size already built in. Instead of selecting these settings each time you prepare a similar file, you may opt to use a template to save time when you need to add new text, images, and additional formats specific to the file.

Usually an application includes sample templates that are stored on the hard drive of your computer when you install the software. You can also search for online templates using the Search feature available in the New tab of the Backstage view. Templates are arranged according to categories; for example, by business, personal, and industry.

 File→New

DEVELOP YOUR SKILLS: O1-D4

In this exercise, you will open a prebuilt Word template.

1. Choose **File→New**, search for and select the **APA Style Report (6th Edition)** template, and click **Create**.

Scroll through the Word document to view the types and formats of items that you may want to include in your report.

2. Choose **File→New**, search for and select the **Resume (Color)** template, and click **Create**.

You may have to scroll down to find the template. Review the document to locate what is automatically filled in based on the Word Options settings, as well as text placeholders that request your input.

3. Choose **File→New** and then search for and select the **Welcome to Word** template or another template of your choice.

Notice the document formatting and review the text contained in the file.

4. Close all open files without saving and leave Word open for the next exercise.

Common Features on the Home Tab

In this section, you will learn about the features on the Home tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, and PowerPoint. You will use Microsoft Word to **Cut**, **Copy**, and **Paste** with the Office **Clipboard**, format text, use the Mini toolbar, and find and replace text.

DEVELOP YOUR SKILLS: O1-D5

In this exercise, you will open a file created from a Word template and become familiar with Word.

1. Start Word and click the **Open Other Documents** link under the Recent menu at the left side of the window.
2. Click the **Browse** button, navigate to the **Overview** folder in your file storage location, and open the **O1-D5-Clipboard** file.
3. Click **Enable Editing** in the Protected View bar at the top of the screen, if necessary.
The Security Warning bar may display the first time you open a file. If you know the file sender and trust the content, open the file.
4. Scroll down to display the bottom of the document and then scroll back up to the top.
5. Scroll down to section 1 at the top of page 2. Click anywhere in the paragraph below the section 1 header to place your insertion point.

1. Use live layout and alignment guides

Click the image below and drag it around the page. With images that have text wrapping, the text moves around the picture so you get a live preview of the new layout. Try to line the image up with the top of this paragraph to see how the alignment guides can help you position it on the page. Click the Layout Options button next to the image to change how it interacts with the text.

The Office Clipboard





Located at the far left on the Home tab, the Clipboard group contains the Cut, Copy, Paste, and Format Painter buttons. Selecting the Clipboard dialog box launcher opens the Clipboard pane, which displays at the side of your application. The Clipboard contains **thumbnails** (small images) of what you have recently cut or copied from your Microsoft Office file(s) during your Windows session, with the most recent item at the top of the list. You can use the Clipboard to quickly paste text, pictures, images, or charts into your file. You can paste all items on the Clipboard into your file(s) as many times as desired, and you can clear all items from the Clipboard.

The Cut feature in the Clipboard group functions much like a scrapbook in which you cut out information, such as newspaper articles about yourself, and then paste it on the desired page(s). When data is cut, the original selection is removed from the **source** location and is pasted at the **target** location. When data is copied, the original selection remains in the source location and a new selection is pasted at the target location.



View the video “Clipboard Overview.”

CLIPBOARD FEATURES

Feature	What It Does
Cut 	Cut: Removes the original selection from the source location and places the selection on the Office Clipboard.
Copy 	Copy: Creates a duplicate of the original selection, which remains in the source location, and places a copy of the selection on the Office Clipboard.
Paste 	<p>Paste: Inserts a copy of the most recent item found on the Office Clipboard at the target location, or destination. Depending on the application, there are usually at least three paste choices: Keep Source Formatting, Merge Formatting, and Keep Text Only.</p> <p>Keep Source Formatting: Pastes the text and the formatting (bold, italic, underline) of the selection from the source location to the target location. The selection pasted retains the original formatting from the source location.</p> <p>Merge Formatting: Pastes the text and formatting (bold, italic, underline) of the selection from the source location to the target location and combines it with any formatting that is already at the target location. The selection pasted has formats from both the source and target locations.</p> <p>Keep Text Only: Pastes the selection from the source location to the target location. The selection pasted takes on the formatting of the target location.</p>
Format Painter 	<p>Format Painter: Applies the character and paragraph formatting from the source selection to any characters or text selected.</p> <p>Double-click the Format Painter to apply formats to multiple selections. Click the Format Painter button or tap [Esc] to turn it off when you are finished.</p>

≡ Home→Clipboard→Cut  | **[Ctrl] + [X]**

≡ Home→Clipboard→Copy  | **[Ctrl] + [C]**

≡ Home→Clipboard→Paste  | **[Ctrl] + [V]**

DEVELOP YOUR SKILLS: O1-D6

In this exercise, you will use Word to copy text from the source destination to the target destination (another area of the document) and cut data from its original location and paste it into the target location.

To begin, you will navigate to the desired location in the document and find the text to be copied. Depending on the size of your monitor, you may or may not need to scroll.

1. Follow these steps to select a specific section of text in the first paragraph:

Click the image below and drag it around the page. With images that have text wrapping, the text moves around the picture so you get a live preview of the new layout. Try to line the image up with the top of this paragraph to see how the alignment guides can help you position it on the page. Click the Layout Options button next to the image to change how it interacts with the text.

- A** Click to place the insertion point just before the word *With*.
- B** Press and hold the **Shift** key and click just after the period of the sentence ending with *page*.

2. Release **Shift** and notice that the entire section between both clicks is selected.

Click the image below and drag it around the page. With images that have text wrapping, the text moves around the picture so you get a live preview of the new layout. Try to line the image up with the top of this paragraph to see how the alignment guides can help you position it on the page. Click the Layout Options button next to the image to change how it interacts with the text.

3. Choose **Home**→**Clipboard**→**Copy** .

The copied text is placed on the Office Clipboard and is ready to be pasted in a destination location. The copied text also remains in its original location.

4. Scroll down to section 3 at the bottom of the page and place the insertion point at the end of the paragraph.

3. Insert Online Pictures and Video

Add and play online videos inside your Word documents. Add your pictures from online photo services without having to save them first to your computer. Click **Insert** > **Online Video** to add a video to this document.



5. Choose **Home**→**Clipboard**→**Paste**  to place the copied text.

Cut and Paste

6. Scroll down to section 4 and select the **first sentence**, making sure to include the period at the end.

4. Enjoy the Read

Use the new Read Mode for a beautiful, distraction-free reading experience. Click **View** > **Read Mode** to check it out. While you're there, try double clicking on a picture to get a closer view. Click outside the image to return to reading.

7. Choose **Home**→**Clipboard**→**Cut** .
8. Place the insertion point at the end of the section 4 paragraph, after the period.
9. Choose **Home**→**Clipboard**→**Paste** .
10. Choose **File**→**Save As** to save the file in your **My Overview Files** folder as: **01-D6-Clipboard**

Drag and Drop

If you want to cut or copy text and then paste it in a different location on the same page, try using drag and drop. Whether you want to cut or copy text, the first step is always to select the desired text. The difference between cutting and copying in this method has to do with the **Ctrl** key. That is, to copy, you hold down **Ctrl** while moving from one location to the next; when cutting, you do not use **Ctrl**.



View the video “Using Drag and Drop.”

DEVELOP YOUR SKILLS: 01-D7

In this exercise, you will use drag and drop in Word to cut, or move, data from one area of the document to another.

1. Choose **File**→**Save As** to save the worksheet in your **My Overview Files** folder as:
01-D7-Drag
2. If necessary, scroll until you can see items 2 and 3.
3. Hover the mouse pointer in the left margin and select the header and paragraph by clicking and dragging from the level of the header down to the level of the last line of the paragraph.

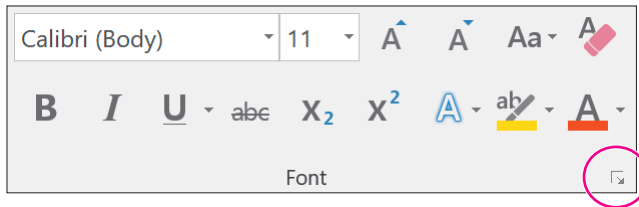
3. Insert Online Pictures and Video

Add and play online videos inside your Word documents. Add your pictures from online photo services without having to save them first to your computer. Click **Insert > Online Video** to add a video to this document. With images that have text wrapping, the text moves around the picture so you get a live preview of the new layout. Try to line the image up with the top of this paragraph to see how the alignment guides can help you position it on the page.

4. Hover the mouse in the selected area and then click and hold the mouse button, drag it up to the beginning of the header in section 2 before the word *Collaborate*, and then release it.
Using drag and drop to cut removes the selected text from the original location and pastes it in the new location. Notice also that the header numbering changes as well.
5. Choose **File**→**Save** to save your changes.

Formatting Text Using Font Group Settings

To make your selection more visibly appealing and easy to read, you may want to use some or all of the font formats available in the Font group or in the Font dialog box. To apply the formats, you must first select a word or group of words.







Use the Font dialog box launcher to open the Font dialog box.

The **Format Painter** applies formats found in one piece of text to another piece of text within the application. Think of the selected text's original location as your paint can. You apply the formats found in your paint can to another piece of text with the help of the paintbrush, or Format Painter. Whatever text you click gets the formatting. You can use Format Painter to format multiple pieces of text by double-clicking the Format Painter button. To turn off the multiple-use feature and stop "painting," tap the **Esc** key.

DEVELOP YOUR SKILLS: O1-D8

In this exercise, you will increase the font size, make text bold, remove the bold, change the font color, launch the Font dialog box, and use the Format Painter.

1. Use **Save As** to save the worksheet in the **My Overview Files** folder as: **O1-D8-Format**
2. Scroll to section 1 and select the text **Layout Options** in the fourth line.
3. Choose **Home**→**Font**→**Increase Font Size**  two times to increase the font size of the selection to 14 points.
4. Choose **Home**→**Font**→**Bold** .

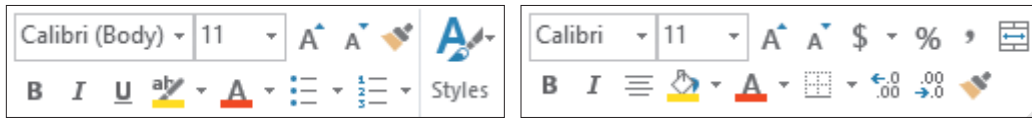
*Bold is used to add emphasis to text. When a format such as bold is applied, the button on the Ribbon displays a dark-gray background. To turn the format off and remove the dark-gray background behind the button, click the button again. This is known as a **toggle** format.*
5. With the **Layout Options** text still selected, choose **Home**→**Font**→**Font Color**  menu **button** ▼ and then select **Red** under Standard Colors.
6. Click the **dialog box launcher** at the bottom-right corner of the Font group on the Home tab to open the Font dialog box.
7. Select the **Small Caps** setting under Effects and click **OK**.
8. With **Layout Options** still selected, choose **Home**→**Clipboard**→**Format Painter** .
9. In section 2, select the text **Insert**→**Online Video** starting at the end of line 2 and going into line 3.

Notice that the font size, small caps, red font, and bold formatting applied to the piece of text in section 1 are now applied to the piece of text chosen in section 2.
10. Place the insertion point anywhere within the two pieces of text that now have the custom formatting applied and double-click the **Format Painter**.
11. In section 3, select the text **Simple Markup** in the first line.
12. In section 4, select the text **View**→**Read Mode** in the first line.

The custom formatting is now applied to pieces of text in sections 1, 2, 3, and 4.
13. Tap the **Esc** key to toggle the Format Painter off.
14. Save the file.

The Mini Toolbar

The Mini toolbar is a floating toolbar that contains some of the more commonly used formatting buttons found on the Home tab and specific to the application. The Mini toolbar appears at various times in all the Office applications, giving you a convenient way to choose the most commonly used commands. If the Mini toolbar does not display, right-click the mouse.



The Mini toolbar in Word (left) and Excel (right)

☰ File→Options→General→check Show Mini Toolbar on Selection

DEVELOP YOUR SKILLS: O1-D9

In this exercise, you will use the Mini toolbar in Word to apply formatting.

1. Use **Save As** to save the worksheet in the **My Overview Files** folder as: **O1-D9-Toolbar**
2. Scroll to section 1 and select **Click**, the first word in the paragraph.
3. Hold **[Ctrl]** and then select the word **drag** a few words later in the first line; then release **[Ctrl]**.
Notice that both nonadjacent words are now highlighted.
4. If the Mini toolbar is not already showing, right-click either of the selected words to display the Mini toolbar as well as the context, or shortcut, menu.
5. In the Mini toolbar or on the Ribbon, click the **Bold** **[B]** button.
6. On the Ribbon, select **Home**→**Font**→**Font Color** **[A]** menu button ▼ and select **Green** under the Standard Colors row.
7. Click anywhere else in the document to close the Mini toolbar.
8. Save the file.

Find and Replace

Within a document, worksheet, database, or presentation, you may need to locate text quickly. You may also need to substitute one word or phrase, or formatting, for something else. The Find command is used to search for characters, symbols, numbers, words, phrases, or formats that meet the criteria. The Replace command first finds whatever meets the criteria and then replaces it with what you desire.

DEVELOP YOUR SKILLS: O1-D10

In this exercise, you will use the Find command to locate the word page and then replace each occurrence with document.

1. Use **Save As** to save the worksheet in the **My Overview Files** folder as: **O1-D10-Replace**
2. Choose **Home**→**Editing**→**Replace** **[ab]**.
3. Type **page** in the Find What box.

4. Click **Find Next** two times.

The first click finds the first occurrence. The second click finds the next occurrence.

5. Type **document** in the Replace With box.
6. Click **Replace All** to change all three occurrences of the word *page* to *document*.
7. Click **OK** in the Microsoft Word message box.
8. Close the Find and Replace box.
9. Save your file and then close Word.

Common Features on the Review Tab

In this section, you will learn about the features on the Review tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, Access, and PowerPoint. You will work with Microsoft Word to use the Spelling and Thesaurus features.

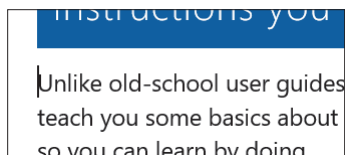
Spelling & Grammar

Whether you are working in a Word document, an Excel worksheet, an Access database, or a PowerPoint presentation, you should use the Spelling & Grammar button before you share the file with anyone. The Spelling feature reviews the file for misspelled words or words that do not match the Microsoft dictionary for that computer. A red, squiggly line below a word indicates that the word is not recognized in the Dictionary file on your computer. Right-click the unrecognized word and choose the correct spelling from the context menu or add the word to the Dictionary.

DEVELOP YOUR SKILLS: O1-D11


In this exercise, you will open Word, create a new document, and use the Spelling feature.

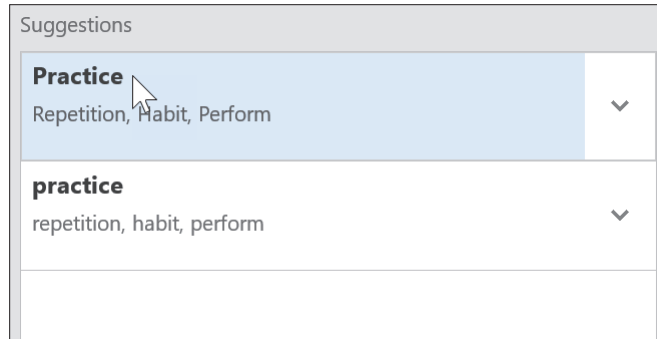
1. Start Word, locate and select the **Welcome to Word** template, and then choose **Create** to open the document. If the help panel appears on the right side of the screen, close it.
2. Preview the document by using the scroll bar to scroll up and down.
3. At the top of the document, click at the end of the word *Welcome*.
4. Tap **[Backspace]** two times and type: **em**
5. Click anywhere in the text below the first line.
Notice the misspelling of Welcome displays with a red, squiggly line below it.
6. Right-click the misspelled word and choose **Welcome** from the context menu to correct the spelling.
7. Place the insertion point at the beginning of the first paragraph, before the word *Unlike*.



8. Type **Parctice makes prefect** and tap **[Enter]**.

Yes, you are deliberately typing misspelled words so you will have a document that can be spellchecked in the next few steps!

9. Type **Mispllings are notticable** and tap **Enter** again.
10. Place the insertion point at the top of the document, before the word *Welcome*. Choose **Review→Proofing→Spelling & Grammar**  to launch the Spelling pane at the right of the screen.
11. Click the correct spelling of **Practice**. Be sure to select the capitalized version of the word.
The spell checker will automatically jump to the next misspelled word.



12. Continue correcting two more misspelled words (*Misspellings* and *noticeable*). For the remaining entries, continue clicking **Ignore All** until the spellcheck is complete and then click **OK** in the Microsoft Word message box.
13. Scroll back to the top of the document, double-click **prefect**, and type: **perfect**
Since prefect is a word, it was not identified as a misspelled word when running the spelling checker. You must remember to proofread your work!
14. Use **Save As** to save the file to the **My Overview Files** folder as: **O1-D11-Word**

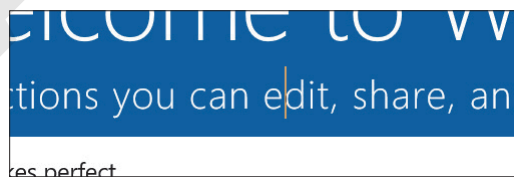
Thesaurus


There are times when you end up using a word over and over and over again! Instead of using the same word, you could use a synonym. The Thesaurus provides definitions, word forms, synonyms (words with similar meanings), antonyms (words that are opposite in meaning), and word forms in other languages when dictionaries of other languages are installed on your computer.

DEVELOP YOUR SKILLS: O1-D12

In this exercise, you will use the Thesaurus feature in Word to replace a word with one of its synonyms.

1. If necessary, scroll to the top of the page and place the insertion point anywhere inside the word **edit** in the second line.



2. Choose **Review→Proofing→Thesaurus** .
3. At the right side of the window, in the Thesaurus pane, click **revise** to see a list of synonyms for that word.

4. In the Thesaurus pane, hover the mouse pointer over the word *modify*, click the **menu** button ▼, and then choose **Insert** to replace *edit* with *modify*.
5. Close the Thesaurus pane.
6. Use **Save As** to save the file to the **My Overview Files** folder as: **O1-D12-Proofing**

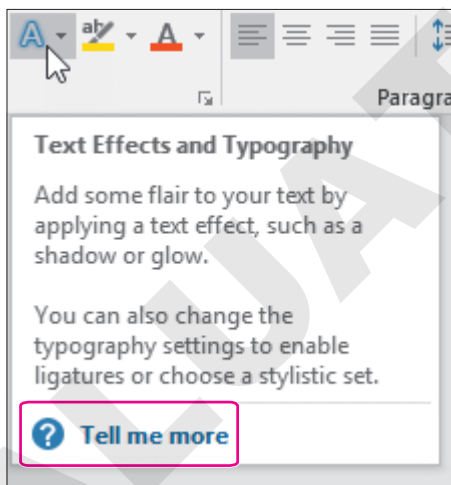
Other Common Features

In the preceding exercises you learned about features found on multiple programs' Ribbons. Here are three additional common features that are available no matter what Ribbon is displayed in Microsoft Office.

Help

When you are working in Microsoft Office, you may need to find out more about a topic as it relates to the application. Located to the right of the last tab on the Ribbon is the *Tell Me What You Want to Do* box. This box provides a quick way to access help or learn more about a feature in the application. When you click the box, suggestions related to the application display. Use the text box to enter words or phrases describing what you would like to do or locate next in the application. You can use the Tell Me... box to research or explain the meaning of a term with Smart Lookup. To view a list of Help topics, tap the **[F1]** function key on the keyboard.

Another Help feature is the *Tell Me More* link that may display at the bottom of a button's help tip. When you click the link, the Help window displays with more information about the specific feature. Using this method, you learn more about the feature without typing any search text.



Some buttons display robust help tips with a *Tell Me More* link when you point to them.

Smart Lookup with the Insights Pane

Smart Lookup is available within an application on the context menu. In the Insights pane, you can view and listen to pronunciations, look at word forms and definitions of selected text, and view results of wikis and web searches related to your selected text. Using the Smart Lookup feature can be especially helpful, as it saves you the time of having to retype the same selection in your search engine.


Take a Screenshot

The Take a Screenshot button is used when you want to remain in your Word, Excel, PowerPoint, or Outlook application while capturing a screenshot of the entire window or part of a window. In PowerPoint, once the screenshot is captured, it is temporarily placed as a thumbnail in the Available Windows gallery located with the Take a Screenshot button in your open application. If you open another application, such as Word, the thumbnail displays in the Available Windows gallery. Once you close the PowerPoint application, the screenshot will no longer display in the Available Windows gallery in Word.



DEVELOP YOUR SKILLS: O1-D13

In this exercise, you will use the Tell Me More help link and the Tell Me What You Want to Do box to learn more about the Insights feature. Then, you will use the Screenshot feature to copy what you found onto a new document.

1. Save the document in the **My Overview Files** folder as: **O1-D13-Help**
2. On the Ribbon, go to **Home→Clipboard**.
3. Point to the Format Painter button to see the name of the button, the keyboard shortcut, a description of the button, and the Tell Me More link.
4. Click the **Tell Me More** link to learn about using the Format Painter in Word; close the Help window.
5. On the Ribbon to the right of the View tab, click in the **Tell Me What You Want to Do** box and type: **Insights pane**

 Tell me what you want to do

Observe the options that Microsoft displays in the Tell Me... box.

6. From the displayed list, point to the Get Help on the "Insights Pane" option to display its suboptions.
7. Click **Get Insights into What You're Working on with Smart Lookup** or a similar option.
8. Read about the Insights pane.
9. Scroll to the bottom of the Help pane and click **Read Article in Browser**.
Your web browser opens to the Microsoft website and displays the help page.
10. Click the **Word** button on the taskbar to return to Word.
11. Place the insertion point before the word *Practice* in the first line below the page headers, tap **Enter**, and then tap the up  arrow key to place your insertion point at the beginning of the blank line.
12. Choose **Insert→Illustrations→Screenshot** .
13. Click **Screen Clipping** to display the browser window and then drag over a portion of the browser window to take a screenshot of it.
You are returned to Word, and the screenshot is pasted where the insertion point had been placed.
14. Save the file and then close Word and any other open applications.