Table of Contents

PDF Files Saving a Document for ATS Analysis Working with Print and Print Preview	38 38 40 41 48 52
	41 48
Overview Chapter 1: Introducing Microsoft Office and Using Common Features Reinforce Your Skills Apply Your Skills Extend Your Skills	
Introduction to Microsoft Office What Devices Will Microsoft Office Work With? What Storage Does Microsoft Office Provide? Word 2016 Chapter 2: Creating a Résumé in a Table	
Which Microsoft Office Should I Use? 2 Introducing Tables	54
What Are the Microsoft Office Apps? 3 Navigating and Selecting Data in a Table The Lead Several and Significants. And diffuse a Table	55 56
The Lock Screen and Signing In 4 Modifying a Table Common Features in Microsoft Office Apps 5 Inserting Rows and Columns	56
The Ribbon 5 Merging/Splitting Cells and Aligning Data	57
The Quick Access Toolbar 5 Sizing Columns and Rows	59
Common Features on the File Tab 6 Formatting with Borders, Shading, and Styles	61
Common Features on the Home Tab 9 Sorting Data in a Table	63
Common Features on the Review Tab 15 Using Templates	64
Other Common Features 17 Saving Personal Templates	65
Reinforce Your Skills	67
Apply Your Skills	73
UNIT 2: MICROSOFT WORD Extend Your Skills	76
Word 2016 Chapter 1: Word 2016 Chapter 3: Creating and Editing Business Documents Creating a Promotional Brochure	
Elements of a Professional Business Letter 22 Working with Shapes	78
Navigating in a Document 23 Adding Text and Formatting Shapes	81
Navigating with the Scroll Bar 23 Using WordArt and Inserting Pictures	82
Keyboard Navigation Tips 24 Aligning Objects	82
Entering Text 25 Using Text Boxes and Page Setup Options	84
Showing and Hiding Formatting Marks 25 Page Setup Options	84
Spacing in Letters 26 Working with SmartArt	85
Aligning Text Horizontally and Vertically 29 Inserting SmartArt Text and Modifying an Image	86
Selecting Text 30 Changing a SmartArt Style	88
Using Numbered and Bulleted Lists 32 Formatting the Page Background	89
Editing Text 34 Adding Page Colors and Page Borders	89
Creating an Envelope 35 Reinforce Your Skills	91
Working with Views 36 Apply Your Skills Extend Your Skills	98 102

Word 2016 Chapter 4: Creating Reports		Print a Worksheet Reinforce Your Skills	160 162
Creating a Business Report	104	Apply Your Skills	165
Setting Margins	104	Extend Your Skills	168
Indenting Text	104	Event 2016 Chapter 2:	
Setting Custom Tab Stops	106	Excel 2016 Chapter 2:	
Using the Ruler to Set Custom Tabs	106	Recording Student Grades	
Using the Tabs Dialog Box to Set Custom Tabs	106	Rearrange Data on a Worksheet	170
Formatting Text with Styles	108	Insert and Delete Rows, Columns, and Cells	170
Types of Styles	109	Hide and Unhide Rows and Columns	171
Collapsing Heading Topics	109	Sort Data by Column	172
Inserting Headers/Footers and Comments	110	Managing Multiple Worksheets	172
Arranging Text in Multiple Columns	112	Insert and Delete Worksheets	172
Column Breaks and Section Breaks	112	Rename Worksheets	173
Writing a Research Paper	114	Move a Worksheet	174
Working with Footnotes, Endnotes, and Citations	114	Change the Worksheet Tab Color	174
Editing and Formatting Footnotes and Citations	118	Hide a Worksheet	174
Working with Bibliographies	120	Create a Cell Reference to Another Worksheet	175
Inserting Captions and a Table of Figures	121	Create a Copy of a Worksheet	177
Inserting a Table of Figures	123	Edit Multiple Sheets at One Time	177
Using Track Changes	124	Using Functions in Formulas	178
Reviewing Tracked Changes	124	Use the AutoSum Feature	179
Reinforce Your Skills	125	Sum, Average, Count, Max, and Min	179
Apply Your Skills	134	Use Insert Function	179
Extend Your Skills	141	Understanding Relative and Absolute Cell References	181
		Absolute Cell References	182
		Mixed Cell References	182
UNIT 3: MICROSOFT EXCEL		Display and Print Formulas	182
		Define Names for Cells and Ranges	185
Excel 2016 Chapter 1:		Use a Cell Name in a Formula	186
Tracking Customer Data		Reinforce Your Skills	188
	144	Apply Your Skills	192
Introducing Excel		Extend Your Skills	195
What Is a Worksheet?	144		
Cell Ranges	145 145	Excel 2016 Chapter 3:	
Entering and Editing Data	143 146	Data Visualization and Images	
Completing Cell Entries		Create Charts to Compare Data	198
Navigating Around a Worksheet Adjust Column Width and Row Height	146 149	Choosing a Chart Type	198
,	150	Selecting Chart Data	200
Formatting Cells Borders and Fill	150	Chart Elements	201
	150	Working with Chart Tools	201
Cell Alignment		Chart Design Tools	202
Clear Formatting and Clear All	153	Chart Format Tools	204
Working with Numbers and Dates	153	Move and Size Charts	206
Negative Numbers	154 155	Edit Chart Data	200
Date Entries	155	Add Images to a Worksheet	207
Enter a Series Using AutoFill	156 157	Use Conditional Formatting	210
Perform Worksheet Calculations	157	Reinforce Your Skills	210
Mathematical Operators	157	Apply Your Skills	213
BEDMAS Cell References	157 158	Extend Your Skills	218

BAF-2016-KeyApps.indb 5 6/3/2016 1:48:04 PM

Excel 2016 Chapter 4:

Organizing Large Amounts of Data

Starting with a Template	220
Importing and Exporting Data	223
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	22
Sort Data	22
Filter Data	220
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	23
Create Tables	238
Reinforce Your Skills	240
Apply Your Skills	243
Extend Your Skills	24

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

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

vi Table of Contents

PowerPoint 2016 Chapter 4:

BAF-2016-KeyApps.indb 7

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 vii

6/3/2016 1:48:04 PM