

Table of Contents

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

Word 2016 Chapter 4:
Creating Reports

Creating a Business Report	104
<i>Setting Margins</i>	104
<i>Indenting Text</i>	104
Setting Custom Tab Stops	106
<i>Using the Ruler to Set Custom Tabs</i>	106
<i>Using the Tabs Dialog Box to Set Custom Tabs</i>	106
Formatting Text with Styles	108
<i>Types of Styles</i>	109
<i>Collapsing Heading Topics</i>	109
Inserting Headers/Footers and Comments	110
Arranging Text in Multiple Columns	112
<i>Column Breaks and Section Breaks</i>	112
Writing a Research Paper	114
<i>Working with Footnotes, Endnotes, and Citations</i>	114
<i>Editing and Formatting Footnotes and Citations</i>	118
Working with Bibliographies	120
Inserting Captions and a Table of Figures	121
<i>Inserting a Table of Figures</i>	123
Using Track Changes	124
<i>Reviewing Tracked Changes</i>	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
<i>What Is a Worksheet?</i>	144
<i>Cell Ranges</i>	145
Entering and Editing Data	145
<i>Completing Cell Entries</i>	146
<i>Navigating Around a Worksheet</i>	146
Adjust Column Width and Row Height	149
Formatting Cells	150
<i>Borders and Fill</i>	150
<i>Cell Alignment</i>	152
<i>Clear Formatting and Clear All</i>	153
Working with Numbers and Dates	153
<i>Negative Numbers</i>	154
<i>Date Entries</i>	155
Enter a Series Using AutoFill	156
Perform Worksheet Calculations	157
<i>Mathematical Operators</i>	157
<i>BEDMAS</i>	157
<i>Cell References</i>	158

Print a Worksheet	160
Reinforce Your Skills	162
Apply Your Skills	165
Extend Your Skills	168

Excel 2016 Chapter 2:
Recording Student Grades

Rearrange Data on a Worksheet	170
<i>Insert and Delete Rows, Columns, and Cells</i>	170
<i>Hide and Unhide Rows and Columns</i>	171
<i>Sort Data by Column</i>	172
Managing Multiple Worksheets	172
<i>Insert and Delete Worksheets</i>	172
<i>Rename Worksheets</i>	173
<i>Move a Worksheet</i>	174
<i>Change the Worksheet Tab Color</i>	174
<i>Hide a Worksheet</i>	174
<i>Create a Cell Reference to Another Worksheet</i>	175
<i>Create a Copy of a Worksheet</i>	177
<i>Edit Multiple Sheets at One Time</i>	177
Using Functions in Formulas	178
<i>Use the AutoSum Feature</i>	179
<i>Sum, Average, Count, Max, and Min</i>	179
<i>Use Insert Function</i>	179
Understanding Relative and Absolute Cell References	181
<i>Absolute Cell References</i>	182
<i>Mixed Cell References</i>	182
<i>Display and Print Formulas</i>	182
Define Names for Cells and Ranges	185
<i>Use a Cell Name in a Formula</i>	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
<i>Choosing a Chart Type</i>	198
<i>Selecting Chart Data</i>	200
<i>Chart Elements</i>	201
Working with Chart Tools	202
<i>Chart Design Tools</i>	202
<i>Chart Format Tools</i>	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
<i>Freeze Panes</i>	223
<i>Split a Window</i>	223
<i>Change the Workbook View</i>	224
Sort and Filter to Organize Data	225
<i>Sort Data</i>	225
<i>Filter Data</i>	226
Perform Advanced Calculations	229
<i>The IF Function</i>	229
Controlling Data Entry with Data Validation	232
Printing Options for Large Worksheets	234
<i>Add a Header or Footer</i>	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
<i>Navigating the PowerPoint Window</i>	248
<i>Inserting Text</i>	248
Using Document Themes	249
<i>Choosing a Theme</i>	250
<i>Choosing Slide Sizes</i>	251
Creating a Basic Presentation	253
<i>Adding Slides</i>	253
<i>Bulleted Lists</i>	254
<i>Choosing the Slide Layout</i>	256
<i>Aligning Text</i>	257
Delivering the Slide Show	259
<i>Navigating Through a Slide Show</i>	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
<i>Copying Text and Objects</i>	272
Working with Outlines	273
<i>The Outline Panel</i>	273
<i>Collapsing and Expanding Slides</i>	275
<i>Deleting Slides</i>	277
Working with Word Integration	278
<i>Creating a Presentation Outline in Word</i>	278
Formatting Your Presentation	281
<i>Formatting Text</i>	281
<i>Setting Line Spacing</i>	283
<i>Setting Paragraph Alignment</i>	284
Using the Slide Sorter	285
Organizing with Sections	286
<i>Managing Sections</i>	287
Printing Your Presentation	288
<i>The Print Shortcut</i>	289
<i>Printing Handouts</i>	289
<i>Handout Masters</i>	290
<i>Handout Headers and Footers</i>	291
<i>Slide Footers</i>	292
<i>Printing Transparencies</i>	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
<i>Using Text and Object Layouts</i>	307
<i>Deleting Placeholder Text</i>	307
<i>Searching for Pictures with the Insert Pictures</i>	
<i>Search Window</i>	309
<i>Moving, Sizing, and Rotating Objects</i>	310
<i>Stacking Objects</i>	310
<i>Formatting Pictures</i>	312
Adding Other Graphics	313
<i>Removing a Background</i>	313
<i>Applying Artistic Effects</i>	317
<i>Inserting a Screenshot</i>	318
<i>Working with Shapes</i>	318
Working with Slide Transitions	322
<i>Creating Transitions in Slide Sorter View</i>	322
Using Slide Animation	323
<i>Setting Animation Options</i>	323
<i>Using the Animation Pane</i>	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
<i>Types of Multimedia</i>	342
<i>Linked Media Files</i>	342
<i>Organizing Media with Subfolders</i>	343
Using Audio in Presentations	344
<i>Audio File Types</i>	344
<i>Adding Audio to a Presentation</i>	344
<i>Inserting and Linking</i>	345
<i>Acquiring More Audio</i>	346
<i>Choosing an Audio File Format</i>	346
<i>Configuring Audio Options</i>	347
<i>Configuring Audio Styles</i>	347
<i>Linking Audio</i>	348
Creating Slide Show Timings	351
<i>Determining Slide Timings</i>	351
<i>Rehearsing Timings</i>	351
Using Video in Presentations	353
<i>Using Online Videos</i>	353
<i>Using Video from Your Computer</i>	353
<i>Using Screen Recordings</i>	354
<i>Video File Formats</i>	354
<i>Codecs</i>	354
<i>Editing Videos</i>	355
<i>Applying Video Effects</i>	356
<i>Setting Video Options</i>	358
Reinforce Your Skills	360
Apply Your Skills	366
Extend Your Skills	369
 Glossary	 371
Index	377

Table of Contents

Preface	v	Managing Software	26
		<i>Installing Software</i>	27
		<i>Updating Software</i>	27
		<i>Repairing Software</i>	27
		<i>Uninstalling Software</i>	27
		<i>Customizing Software</i>	27
		Personal Computer Interfaces	28
		<i>Desktop</i>	28
		<i>Starting Programs</i>	28
		Controlling Program and Folder Windows	29
		<i>Hiding, Showing, and Closing Windows</i>	29
		<i>Sizing and Moving Windows</i>	30
		Learn More	32
Chapter 1:		Chapter 3:	
Hardware Essentials		Networking and the Internet	
The Purpose of Hardware	2	Our Networked World	40
<i>Internal and External Hardware</i>	2	<i>Types of Networks</i>	40
Inputting Data	3	The Internet	41
<i>Core Input Devices</i>	3	<i>The World Wide Web</i>	41
<i>Other Input Devices</i>	3	<i>Other Services on the Internet</i>	41
Outputting Information	5	<i>Browsers and Other Internet Tools</i>	41
<i>Visual Output</i>	5	<i>Domains</i>	42
<i>Projectors</i>	7	<i>How to Connect</i>	44
<i>Printers</i>	7	Web Browser Features	44
<i>Common Technologies</i>	7	<i>Address Bar</i>	44
<i>Other Technologies</i>	9	<i>Tabbed Windows</i>	45
<i>Dual Function</i>	9	<i>Bookmarks and Favorites</i>	46
Processing Data	10	<i>Forms</i>	48
<i>Processing Hardware</i>	10	Troubleshooting	50
<i>Processor Types</i>	11	<i>Hardware vs. Software</i>	50
Storing Data	12	<i>Verify Your IP Address</i>	51
<i>Permanent Storage</i>	12	<i>Verify Your Internet Connection</i>	51
<i>Temporary Storage</i>	14	<i>Determine Your Connection Speed</i>	52
<i>Hard Drive Characteristics</i>	15	<i>Network Security</i>	53
<i>Identifying Permanent Storage Devices on a Computer</i>	15	Digital Citizen: Performing Effective Online Searches	53
<i>Network Storage</i>	17	Learn More	54
<i>Cloud Storage</i>	17		
Purchasing Technology Wisely	18		
<i>Permanent Storage</i>	18		
<i>Memory</i>	18		
<i>CPU</i>	18		
<i>Display</i>	19		
<i>Drivers</i>	19		
Learn More	21		
Chapter 2:			
Computer Software			
Using Computer Software	24		
<i>Operating Systems</i>	24		
<i>Staying Up to Date</i>	24		
Using Programs	26		
<i>Program Types</i>	26		

Chapter 4: Organizing Information

Organizing Information on Your Computer	60
<i>Files, Folders, and Subfolders</i>	60
<i>Folders for Information Organization</i>	60
Naming Files and Folders	60
<i>Naming Conventions for Files and Folders</i>	60
<i>Good Practices for Naming Files and Folders</i>	60
<i>Symbols to Avoid in Filenames</i>	62
<i>Digital Citizen: Following Naming Conventions at School or Work</i>	62
File Types and Extensions	63
<i>Overview of File Extensions</i>	63
<i>Viewing File Extensions</i>	64
<i>File Types and Their Association with Programs</i>	64
Viewing Information	66
<i>The File Explorer Window</i>	66
<i>Controlling the View</i>	67
<i>The Navigation Pane</i>	71
<i>The Information Path</i>	72
Common Storage Locations for Files	74
<i>Default Storage Locations in Windows</i>	74
<i>Digital Citizen: Respecting Other People's Files</i>	76
Learn More	77

Chapter 5: Files and Folder Management

Working with Folders	82
<i>Creating and Naming Folders</i>	82
<i>Copying and Moving Folders</i>	83
Working with Files	84
<i>Where to Store Files</i>	84
<i>Protecting Information</i>	85
<i>The Save As Dialog Box</i>	87
<i>Opening and Closing Files</i>	88
<i>Downloading Files</i>	91
<i>Organizing Files</i>	93
Compressing Files and Folders	98
<i>Archives</i>	98
<i>Compressed Archives</i>	98
<i>Compressed Formats</i>	98
<i>Decompressing Archives</i>	99
Learn More	101

Chapter 6: Locating Information

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

Chapter 7: Cloud Storage

Backing Up Information	116
<i>What Is a Backup?</i>	116
<i>Backup Solutions</i>	116
<i>Backup Software</i>	118
<i>Recovery</i>	118
Cloud Storage	119
<i>Benefits and Drawbacks of Cloud Storage Software</i>	119
<i>OneDrive</i>	120
Learn More	124
Glossary	127
Index	131