

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

UNIT 5: MICROSOFT ACCESS

Access 2016 Chapter 1: Getting Started with Tables

Introducing Databases	372
<i>Types of Databases</i>	372
<i>Open and Save an Access Database</i>	373
<i>Database Objects and the Access Window</i>	373
Introducing Tables	376
<i>Table Features</i>	376
<i>Field Data Types</i>	377
<i>Primary Key Fields</i>	377
<i>Creating a Table in a New Database</i>	377
<i>Creating Tables in Design View</i>	379
<i>Field Properties</i>	379

Sorting and Filtering Table Data	381
Importing Data Sources	382
Relational Databases	383
<i>Referential Integrity</i>	383
<i>Data Normalization</i>	383
Reinforce Your Skills	385
Apply Your Skills	388
Extend Your Skills	390

Access 2016 Chapter 2: Working with Forms

Creating Forms	392
<i>Record Sources</i>	392
<i>Creating and Using Basic Forms</i>	393
<i>Creating Forms with the Form Wizard</i>	393
Changing Forms in Layout View	394
Changing Forms in Design View	396
<i>Modify the Form Header Section</i>	396
<i>Tab Order</i>	398
<i>Themes</i>	399
Creating Other Types of Forms	400
<i>Creating Multiple Item Forms</i>	400
<i>Creating Split Forms</i>	401
Reinforce Your Skills	402
Apply Your Skills	405
Extend Your Skills	408

Access 2016 Chapter 3: Querying a Database

Select Queries	410
<i>Query Features</i>	410
<i>Creating a Select Query Using Query Design View</i>	412
<i>Designing a Query Using Multiple Tables</i>	413
<i>Choosing Fields to Include in a Query</i>	413
<i>Selecting a Field That Appears in Multiple Tables</i>	413
Using Criteria in Queries	414
<i>Wildcard Characters</i>	416
<i>AND and OR Criteria</i>	416
<i>Date Criteria</i>	417
Sorting, Showing, and Limiting Results	419
<i>Limiting the Number of Results Displayed</i>	419
Calculated Fields	420
<i>Identifying Parts of a Calculated Field</i>	420
<i>Calculated Field Properties</i>	421
Reinforce Your Skills	423
Apply Your Skills	428
Extend Your Skills	432

Access 2016 Chapter 4:

Using Reports to Display Information

Introducing Reports	434
<i>Basic Reports</i>	434
Report Organization and Structure	435
<i>Sections</i>	435
<i>Grouping and Sorting</i>	436
<i>The Report Wizard</i>	436
Modifying Reports	438
<i>Controls</i>	438
<i>Adding Fields to a Report</i>	438
<i>Header and Footer Objects</i>	442
<i>Formatting Controls</i>	444
<i>Themes</i>	447
Reinforce Your Skills	448
Apply Your Skills	455
Extend Your Skills	459

UNIT 6: MULTITASKING WITH OFFICE APPS

Overview Chapter 1:

Office: Designed for Integration

Getting Organized	462
Copying Data from Access to Excel	462
Sorting and Charting Data in Excel	464
Copying Data from Word to Excel	466
Creating the PowerPoint Presentation	469
Sending the Presentation with Outlook	472
Glossary	473
Index	479

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