Contents

| Preface | ix | Word 2019 Chapter 2: | |
|--|---------------|---|----------|
| UNIT 1: THE BIG PICTURE | | Creating a Résumé in a Table | |
| ONIT I. THE BIG FICTORE | | What's Important in a Résumé? | 44 |
| Overview Chapter 1: | | Introducing Tables | 44 |
| Introducing Microsoft Office and Using | | Creating New Tables | 44 45 |
| Common Features | | Navigating and Selecting Data in a Table Modifying a Table | 45 |
| | | Inserting Rows and Columns | 40 |
| Introduction to Microsoft Office | 2 | Merging/Splitting Cells and Aligning Data | 47 |
| What Devices Will Microsoft Office Work With? | 2 | Sizing Columns and Rows | 49 |
| What Storage Does Microsoft Office Provide? | 2 | Formatting with Borders, Shading, and Styles | 52 |
| Which Microsoft Office Should I Use? | 2 | Sorting Data in a Table | 54 |
| What Are the Microsoft Office Apps? | 3 | Working with Print and Print Preview | 55 |
| Microsoft Accounts | <i>4</i> 4 | What to Do Before a Job Interview | 56 |
| Common Features in Microsoft Office Apps The Ribbon | 4 | Reinforce Your Skills | 57 |
| The Quick Access Toolbar | 4 | Apply Your Skills | 62 |
| Common Features on the File Tab | 5 | Extend Your Skills | 69 |
| Common Features on the Home Tab | 9 | | |
| Common Features on the Review Tab | 15 | Word 2019 Chapter 3: | |
| Other Common Features | 17 | Creating Reports | |
| | | Creating a Business Report | 72 |
| | | Setting Margins | 72 |
| UNIT 2: MICROSOFT WORD | | Indenting Text | 73 |
| | | Setting Custom Tab Stops | 74 |
| Word 2019 Chapter 1: | | Using the Ruler to Set Custom Tabs | 74 |
| Creating and Editing Business Documents | | Using the Tabs Dialog Box to Set Custom Tabs | 75 |
| Elements of a Professional Business Letter | 20 | Formatting Text and Using Styles | 77 |
| What's Important in a Cover Letter | 21 | Spacing in Letters | 77 |
| Navigating in a Document | 21 | Aligning Text Horizontally and Vertically | 79 |
| Navigating with the Scroll Bar | 21 | Types of Styles | 81 |
| Keyboard Navigation Tips | 21 | Collapsing Heading Topics | 81 |
| Entering Text | 23 | Inserting Headers/Footers, Comments, and | |
| Using the Enter Key | 23 | Page Breaks | 82 |
| Showing and Hiding Formatting Marks | 23 | Arranging Text in Multiple Columns | 84 |
| Selecting Text | 24 | Column Breaks and Section Breaks | 85 |
| Using Numbered and Bulleted Lists | 26 | Writing a Research Paper | 86 |
| Editing Text | 28 | Working with Footnotes, Endnotes, and Citations | 87 |
| Working with Views | 30 | Editing and Formatting Footnotes and Citations | 90 |
| Saving Your Work in a Different Format | 31 | Working with Bibliographies | 92 |
| Document Files | 31 | Inserting Captions and a Table of Figures | 94 |
| PDF Files | 31 | Inserting a Table of Figures | 95 |
| Saving a Document for ATS Analysis | 31 | Using Track Changes | 96 |
| Reinforce Your Skills | 33 | Reviewing Tracked Changes | 97 |
| Apply Your Skills | 38 | Reinforce Your Skills | 98 |
| Extend Your Skills | 42 | Apply Your Skills | 108 |
| | | Extend Your Skills | 119 |

Word 2019 Chapter 4:

Creating a Promotional Brochure

| Working with Shapes | 122 |
|---|-----|
| Inserting, Resizing, and Moving Shapes | 122 |
| Adding Text and Formatting Shapes | 125 |
| Using WordArt and Inserting Pictures | 126 |
| Cropping and Enhancing Pictures | 126 |
| Aligning Objects | 126 |
| Using Text Boxes and Page Setup Options | 129 |
| Page Setup Options | 129 |
| Linking Text Boxes | 130 |
| Working with SmartArt | 132 |
| Inserting SmartArt Text and Modifying an Image | 132 |
| Changing a SmartArt Style | 134 |
| Formatting the Page Background | 136 |
| Adding Page Colors and Page Borders | 136 |
| Adding Special Effects to Text | 137 |
| Using Picture Effects | 140 |
| Setting Up Columns | 140 |
| Artistic Effects and Wrapping Text Around a Picture | 142 |
| Printing Part of a Document | 143 |
| Reinforce Your Skills | 145 |
| Apply Your Skills | 152 |
| Extend Your Skills | 161 |
| | |

Word 2019 Chapter 5: Using Mail Merge

| Introducing Mail Merge | 164 |
|--------------------------------------|-----|
| Components of Mail Merge | 164 |
| The Benefits of Mail Merge | 166 |
| The Mailings Tab | 166 |
| Working with the Data Source | 166 |
| Reviewing Your Records | 168 |
| Managing the Address List | 168 |
| Working with the Main Document | 170 |
| Conducting a Merge | 172 |
| To Save or Not to Save? | 173 |
| Working with Merge Problems | 174 |
| Merging Envelopes and Labels | 175 |
| Generating Envelopes with Mail Merge | 175 |
| Generating Labels with Mail Merge | 177 |
| Reinforce Your Skills | 179 |
| Apply Your Skills | 184 |
| Extend Your Skills | 190 |

UNIT 3: MICROSOFT EXCEL

Excel 2019 Chapter 1:

Tracking Customer Data

| Introducing Excel | 192 |
|---------------------------------------|-----|
| What Is a Worksheet? | 192 |
| | |
| Cell Ranges | 193 |
| Cell Selection and the Mouse Pointer | 193 |
| Entering and Editing Data | 194 |
| Completing Cell Entries | 194 |
| Navigating Around a Worksheet | 196 |
| Using AutoComplete to Enter Data | 196 |
| Rearranging Data in Excel | 196 |
| Adjusting Column Width and Row Height | 199 |
| Formatting Cells | 200 |
| Borders and Fill | 200 |
| Cell Alignment | 202 |
| Clear Formatting and Clear All | 203 |
| Working with Numbers and Dates | 203 |
| Negative Numbers | 204 |
| Date Entries | 204 |
| Entering a Series Using AutoFill | 205 |
| Printing Worksheets | 207 |
| Zoom Tools | 209 |
| Other Navigation Methods | 210 |
| Find | 210 |
| Go To or the Name Box | 212 |
| Reinforce Your Skills | 214 |
| Apply Your Skills | 217 |
| Extend Your Skills | 222 |

Excel 2019 Chapter 2:

| Calculating Student Grades Using Formulas | | |
|---|--|--|
| 224 | | |
| 224 | | |
| 224 | | |
| 225 | | |
| 226 | | |
| 226 | | |
| 228 | | |
| 228 | | |
| 229 | | |
| 230 | | |
| 230 | | |
| 231 | | |
| 231 | | |
| 232 | | |
| 232 | | |
| 234 | | |
| 234 | | |
| 237 | | |
| 240 | | |
| 245 | | |
| | | |

Excel 2019 Chapter 3:

Performing Calculations Using Functions

| Using Functions in Formulas | 248 |
|---|-----|
| The AutoSum Feature | 249 |
| SUM, AVERAGE, COUNT, MAX, and MIN | 249 |
| Insert Function | 250 |
| Using Relative and Absolute Cell References | 251 |
| Absolute Cell References | 252 |
| Mixed Cell References | 252 |
| Display and Print Formulas | 252 |
| Creating Names for Cells and Ranges | 254 |
| Using Cell Names in Formulas | 255 |
| Reinforce Your Skills | 258 |
| Apply Your Skills | 261 |
| Extend Your Skills | 266 |

Excel 2019 Chapter 4:

Data Visualization and Images

| Create Charts to Compare Data | 268 |
|-------------------------------|-----|
| · | |
| Chart Types | 268 |
| Selecting Chart Data | 270 |
| Chart Elements | 271 |
| Chart Tools | 272 |
| Chart Design Tools | 273 |
| Chart Format Tools | 275 |
| Move and Size Charts | 277 |
| Edit Chart Data | 279 |
| Adding Images | 280 |
| Conditional Formatting | 282 |
| Reinforce Your Skills | 285 |
| Apply Your Skills | 288 |
| Extend Your Skills | 292 |

Excel 2019 Chapter 5:

Organizing Large Worksheets

| Starting with a Template | 294 |
|---|-----|
| Adjusting View Options | 296 |
| Freeze Panes | 296 |
| Split a Window | 297 |
| Change the Workbook View | 297 |
| Organizing Data with Sorts and Filters | 298 |
| Custom Sorts | 299 |
| Filters | 299 |
| The IF Function | 302 |
| Example: IF Function in Practice | 302 |
| Controlling Data Entry with Data Validation | 305 |
| Printing Options | 308 |
| Headers and Footers | 308 |
| Excel Tables | 311 |
| Reinforce Your Skills | 313 |
| Apply Your Skills | 316 |
| Extend Your Skills | 320 |
| | |

UNIT 4: MICROSOFT POWERPOINT

PowerPoint 2019 Chapter 1:

Creating and Delivering a Presentation

| Getting Started with PowerPoint | 322 |
|---|-----|
| Navigating the PowerPoint Window | 322 |
| Inserting Text | 322 |
| Using Document Themes | 323 |
| Choosing a Theme | 323 |
| Choosing Slide Sizes | 325 |
| Creating a Basic Presentation | 326 |
| Adding Slides | 327 |
| Bulleted Lists | 327 |
| Choosing the Slide Layout | 330 |
| Aligning Text | 330 |
| Delivering the Slide Show | 332 |
| Delivery Tips | 333 |
| Navigating Through a Slide Show | 333 |
| Hide and Unhide Slides | 335 |
| Presenter View | 335 |
| Creating a Presentation from a Template | 336 |
| Searching for Templates | 336 |
| Downloading and Applying a Template | 337 |
| Reinforce Your Skills | 339 |
| Apply Your Skills | 343 |
| Extend Your Skills | 348 |

| PowerPoint 2019 Chapter 2: | | Using Slide Animation | 410 |
|--|------------|------------------------------------|-----|
| Designing and Printing the Presentation | | Animation Options | 411 |
| Working with Slides | 350 | The Animation Pane | 412 |
| Copying Text and Objects | 350 | 3-D Animations | 416 |
| Working with Outlines | 351 | Motion Paths | 416 |
| The Outline Panel | 351 | Adding Sound Effects | 418 |
| Collapsing and Expanding Slides | 353 | Reinforce Your Skills | 420 |
| Deleting Slides | 355 | Apply Your Skills | 427 |
| Working with Word Integration | 356 | Extend Your Skills | 435 |
| Creating a Presentation Outline in Word | 356 | | |
| Formatting Your Presentation | 359 | PowerPoint 2019 Chapter 4: | |
| Formatting Text | 359 | Adding Multimedia to Presentations | |
| Setting Line Spacing | 361 | Working with Multimedia | 438 |
| Setting Paragraph Alignment | 362 | Types of Multimedia | 438 |
| Using the Slide Sorter | 363 | Linked Media Files | 438 |
| Organizing with Sections | 364 | Organizing Media with Subfolders | 438 |
| Managing Sections | 364 | Using Audio in Presentations | 440 |
| Printing Your Presentation | 366 | Audio File Types | 440 |
| The Print Shortcut | 366 | Adding Audio to a Presentation | 440 |
| Printing Handouts | 367 | Inserting and Linking | 441 |
| Handout Masters | 368 | Acquiring More Audio | 442 |
| Handout Headers and Footers | 369 | Choosing an Audio File Format | 442 |
| Slide Footers | 370 | Configuring Audio Options | 443 |
| Printing Transparencies | 370 371 | Configuring Audio Styles | 443 |
| Reinforce Your Skills | 371 | Linking Audio | 444 |
| Apply Your Skills | 377 | Creating Slide Show Timings | 446 |
| Extend Your Skills | 386 | Determining Slide Timings | 447 |
| Exteria rour skitts | 300 | Rehearsing Timings | 447 |
| PowerPoint 2019 Chapter 3: | | Using Video in Presentations | 448 |
| • | | Using Online Videos | 449 |
| Adding Graphics, Animation, and Sound | | Using Video from Your Computer | 449 |
| Working with Online Pictures | 388 | Using Screen Recordings | 449 |
| Obeying Copyright Law | 388 | Video File Formats | 450 |
| Using Text and Object Layouts | 389 | Codecs | 450 |
| Deleting Placeholder Text | 389 | Setting Video Start and Stop Times | 451 |
| Searching for Pictures with the Online Pictures Search | | Applying Video Effects | 451 |
| Window | 391 | Adjusting the Media Window Size | 452 |
| Moving, Sizing, and Rotating Objects | 392 | Setting Video Options | 454 |
| Ordering Objects | 396 | Reinforce Your Skills | 455 |
| Align Objects | 397 | Apply Your Skills | 461 |
| Group Objects | 398 | Extend Your Skills | 467 |
| Formatting Graphics | 399 | Exteria rour skitts | 407 |
| Adding Other Graphics | 401 | | |
| Removing a Background | 401 | Glossary | 582 |
| Artistic Effects | 404 | Index | 582 |
| Inserting a Screenshot | 405 | | 584 |
| Shapes | 405 | | 30 |
| Working with Slide Transitions | 408 | | |
| Creating Transitions in Slide Sorter View | 409 | | |