

Contents

Preface

xi

UNIT 1: THE BIG PICTURE

Overview Chapter 1:

Introducing Microsoft Office and Using Common Features

Introduction to Microsoft Office	2
<i>What Devices Will Microsoft Office Work With?</i>	2
<i>What Storage Does Microsoft Office Provide?</i>	2
<i>Which Microsoft Office Should I Use?</i>	2
<i>What Are the Microsoft Office Apps?</i>	3
<i>Microsoft Accounts</i>	4
Common Features in Microsoft Office Apps	4
<i>The Ribbon</i>	4
<i>The Quick Access Toolbar</i>	4
<i>Common Features on the File Tab</i>	5
<i>Common Features on the Home Tab</i>	9
<i>Common Features on the Review Tab</i>	15
<i>Other Common Features</i>	17

UNIT 2: MICROSOFT WORD

Word Chapter 1:

Creating and Editing Business Documents

Elements of a Professional Business Letter	20
Navigating in a Document	21
<i>Navigating with the Scroll Bar</i>	21
<i>Keyboard Navigation Tips</i>	21
Entering Text	23
<i>Using the Enter Key</i>	23
<i>Showing and Hiding Formatting Marks</i>	23
Selecting Text	24
Using Numbered and Bulleted Lists	26
Editing Text	28
Working with Views	30
Saving Your Work in a Different Format	31
<i>Document Files</i>	31
<i>PDF Files</i>	31
<i>Saving a Document for ATS Analysis</i>	31
Reinforce Your Skills	33
Apply Your Skills	39
Extend Your Skills	43

Word Chapter 2:

Creating a Résumé in a Table

Introducing Tables	46
<i>Creating New Tables</i>	46
<i>Navigating and Selecting Data in a Table</i>	47
Modifying a Table	48
<i>Inserting Rows and Columns</i>	48
<i>Merging/Splitting Cells and Aligning Data</i>	49
<i>Sizing Columns and Rows</i>	51
Formatting with Borders, Shading, and Styles	54
Sorting Data in a Table	56
Working with Print and Print Preview	57
Reinforce Your Skills	59
Apply Your Skills	64
Project Grader	67
Extend Your Skills	71

Word Chapter 3:

Creating Reports

Creating a Business Report	74
<i>Setting Margins</i>	74
<i>Indenting Text</i>	74
Setting Custom Tab Stops	76
<i>Using the Ruler to Set Custom Tabs</i>	76
<i>Using the Tabs Dialog Box to Set Custom Tabs</i>	77
Formatting Text and Using Styles	79
<i>Spacing in Letters</i>	79
<i>Aligning Text Horizontally and Vertically</i>	81
<i>Types of Styles</i>	83
<i>Collapsing Heading Topics</i>	83
Inserting Headers/Footers, Comments, and	
Page Breaks	84
Arranging Text in Multiple Columns	86
<i>Column Breaks and Section Breaks</i>	87
Writing a Research Paper	88
<i>Working with Footnotes, Endnotes, and Citations</i>	88
<i>Editing and Formatting Footnotes and Citations</i>	92
Working with Bibliographies	94
Inserting Captions and a Table of Figures	96
<i>Inserting a Table of Figures</i>	98
Using Track Changes	99
<i>Reviewing Tracked Changes</i>	99
Reinforce Your Skills	100
Apply Your Skills	110
Project Grader	117
Extend Your Skills	121

Word Chapter 4: Creating a Promotional Brochure

Working with Shapes	124
<i>Inserting, Resizing, and Moving Shapes</i>	124
<i>Adding Text and Formatting Shapes</i>	127
Using WordArt and Inserting Pictures	128
<i>Cropping and Enhancing Pictures</i>	128
<i>Aligning Objects</i>	128
Using Text Boxes and Page Setup Options	130
<i>Page Setup Options</i>	130
<i>Linking Text Boxes</i>	131
Working with SmartArt	133
<i>Inserting SmartArt Text and Modifying an Image</i>	133
<i>Changing a SmartArt Style</i>	135
Formatting the Page Background	137
<i>Adding Page Colors and Page Borders</i>	137
Adding Special Effects to Text	138
Using Picture Effects	140
Setting Up Columns	141
Artistic Effects and Wrapping Text Around a Picture	142
Printing Part of a Document	144
Reinforce Your Skills	146
Apply Your Skills	153
Project Grader	157
Extend Your Skills	162

Word Chapter 5: Using Mail Merge

Introducing Mail Merge	164
<i>Components of Mail Merge</i>	164
<i>The Benefits of Mail Merge</i>	166
<i>The Mailings Tab</i>	166
Working with the Data Source	166
<i>Reviewing Your Records</i>	168
<i>Managing the Address List</i>	168
Working with the Main Document	170
Conducting a Merge	172
<i>To Save or Not to Save?</i>	173
Working with Merge Problems	174
Merging Envelopes and Labels	175
<i>Generating Envelopes with Mail Merge</i>	175
<i>Generating Labels with Mail Merge</i>	177
Reinforce Your Skills	179
Apply Your Skills	184
Project Grader	188
Extend Your Skills	190

UNIT 3: MICROSOFT EXCEL

Excel Chapter 1: Tracking Customer Data

Introducing Excel	192
<i>What Is a Worksheet?</i>	192
<i>Cell Ranges</i>	193
<i>Cell Selection and the Mouse Pointer</i>	193
Entering and Editing Data	194
<i>Completing Cell Entries</i>	194
<i>Navigating Around a Worksheet</i>	195
<i>Using AutoComplete to Enter Data</i>	196
<i>Rearranging Data in Excel</i>	196
Adjusting Column Width and Row Height	198
Formatting Cells	200
<i>Borders and Fill</i>	200
<i>Cell Alignment</i>	202
<i>Clear Formatting and Clear All</i>	202
Working with Numbers and Dates	203
<i>Negative Numbers</i>	204
<i>Date Entries</i>	204
Entering a Series Using AutoFill	205
Printing Worksheets	208
Zoom Tools	209
Other Navigation Methods	210
<i>Find</i>	210
<i>Go To or the Name Box</i>	212
Reinforce Your Skills	214
Apply Your Skills	217
Project Grader	220
Extend Your Skills	222

Excel Chapter 2: Calculating Student Grades Using Formulas

Creating Formulas	224
<i>Mathematical Operators</i>	224
<i>Cell References</i>	224
<i>Order of Operations</i>	225
Rearranging Data	226
<i>Insert and Delete Rows, Columns, and Cells</i>	227
<i>Hide and Unhide Rows and Columns</i>	228
<i>Sort Data by Column</i>	228
Managing Multiple Worksheets	229
<i>Insert and Delete Worksheets</i>	230
<i>Rename Worksheets</i>	230
<i>Move Worksheets</i>	231
<i>Change Worksheet Tab Colors</i>	231
<i>Hide Worksheets</i>	232
<i>Create Cell References to Other Worksheets</i>	232
<i>Create a Copy of a Worksheet</i>	234
<i>Edit Multiple Sheets at One Time</i>	234

Reinforce Your Skills	237
Apply Your Skills	240
Project Grader	242
Extend Your Skills	245

Excel Chapter 3:

Performing Calculations Using Functions

Using Functions in Formulas	248
<i>The AutoSum Feature</i>	249
<i>SUM, AVERAGE, COUNT, MAX, and MIN</i>	249
<i>Insert Function</i>	250
Using Relative and Absolute Cell References	251
<i>Absolute Cell References</i>	252
<i>Mixed Cell References</i>	252
<i>Display and Print Formulas</i>	252
Creating Names for Cells and Ranges	254
<i>Using Cell Names in Formulas</i>	255
Reinforce Your Skills	258
Apply Your Skills	261
Project Grader	263
Extend Your Skills	266

Excel Chapter 4:

Data Visualization and Images

Create Charts to Compare Data	268
<i>Chart Types</i>	268
<i>Selecting Chart Data</i>	270
<i>Chart Elements</i>	271
Chart Tools	272
<i>Chart Design Tools</i>	273
<i>Chart Format Tools</i>	275
Move and Size Charts	277
Edit Chart Data	279
Adding Images	280
Conditional Formatting	282
Reinforce Your Skills	285
Apply Your Skills	288
Project Grader	290
Extend Your Skills	292

Excel Chapter 5:

Organizing Large Worksheets

Starting with a Template	294
Adjusting View Options	296
<i>Freeze Panes</i>	296
<i>Split a Window</i>	297
<i>Change the Workbook View</i>	297
Organizing Data with Sorts and Filters	298
<i>Custom Sorts</i>	299
<i>Filters</i>	299
The IF Function	302
<i>Example: IF Function in Practice</i>	302
Controlling Data Entry with Data Validation	305
Printing Options	308
<i>Headers and Footers</i>	308
Excel Tables	311
Reinforce Your Skills	313
Apply Your Skills	316
Project Grader	318
Extend Your Skills	320

UNIT 4: MICROSOFT POWERPOINT

PowerPoint Chapter 1:

Creating and Delivering a Presentation

Getting Started with PowerPoint	322
<i>Navigating the PowerPoint Window</i>	322
<i>Inserting Text</i>	322
Using Document Themes	323
<i>Choosing a Theme</i>	323
<i>Choosing Slide Sizes</i>	325
Creating a Basic Presentation	326
<i>Adding Slides</i>	327
<i>Bulleted Lists</i>	327
<i>Choosing the Slide Layout</i>	330
<i>Aligning Text</i>	330
Delivering the Slide Show	332
<i>Navigating Through a Slide Show</i>	333
<i>Hide and Unhide Slides</i>	335
<i>Presenter View</i>	335
Creating a Presentation from a Template	336
<i>Searching for Templates</i>	336
<i>Downloading and Applying a Template</i>	336
Reinforce Your Skills	338
Apply Your Skills	342
Project Grader	345
Extend Your Skills	347

PowerPoint Chapter 2:**Designing and Printing the Presentation**

Working with Slides	350
<i>Copying Text and Objects</i>	350
Working with Outlines	351
<i>The Outline Panel</i>	351
<i>Collapsing and Expanding Slides</i>	353
<i>Deleting Slides</i>	355
Working with Word Integration	356
<i>Creating a Presentation Outline in Word</i>	356
Formatting Your Presentation	359
<i>Formatting Text</i>	359
<i>Setting Line Spacing</i>	361
<i>Setting Paragraph Alignment</i>	362
Using the Slide Sorter	363
Organizing with Sections	364
<i>Managing Sections</i>	364
Printing Your Presentation	366
<i>The Print Shortcut</i>	366
<i>Printing Handouts</i>	367
<i>Handout Masters</i>	368
<i>Handout Headers and Footers</i>	369
<i>Slide Footers</i>	370
<i>Printing Transparencies</i>	371
Reinforce Your Skills	372
Apply Your Skills	377
Project Grader	382
Extend Your Skills	386

PowerPoint Chapter 3:**Adding Graphics, Animation, and Sound**

Working with Online Pictures	388
<i>Using Text and Object Layouts</i>	389
<i>Deleting Placeholder Text</i>	389
<i>Searching for Pictures with the Online Pictures Search Window</i>	391
<i>Moving, Sizing, and Rotating Objects</i>	392
<i>Ordering Objects</i>	396
<i>Align Objects</i>	397
<i>Group Objects</i>	398
<i>Formatting Graphics</i>	399
Adding Other Graphics	401
<i>Removing a Background</i>	401
<i>Artistic Effects</i>	404
<i>Inserting a Screenshot</i>	405
<i>Shapes</i>	405
Working with Slide Transitions	408
<i>Creating Transitions in Slide Sorter View</i>	409

Using Slide Animation	410
<i>Animation Options</i>	411
<i>The Animation Pane</i>	412
<i>3D Animations</i>	416
<i>Motion Paths</i>	416
Adding Sound Effects	418
Reinforce Your Skills	420
Apply Your Skills	427
Project Grader	430
Extend Your Skills	435

PowerPoint Chapter 4:**Adding Multimedia to Presentations**

Working with Multimedia	438
<i>Types of Multimedia</i>	438
<i>Linked Media Files</i>	438
<i>Organizing Media with Subfolders</i>	439
Using Audio in Presentations	440
<i>Audio File Types</i>	440
<i>Adding Audio to a Presentation</i>	440
<i>Inserting and Linking</i>	441
<i>Acquiring More Audio</i>	442
<i>Choosing an Audio File Format</i>	442
<i>Configuring Audio Options</i>	443
<i>Configuring Audio Styles</i>	443
<i>Linking Audio</i>	444
Creating Slide Show Timings	446
<i>Determining Slide Timings</i>	447
<i>Rehearsing Timings</i>	447
Using Video in Presentations	448
<i>Using Online Videos</i>	449
<i>Using Video from Your Computer</i>	449
<i>Using Screen Recordings</i>	449
<i>Video File Formats</i>	450
<i>Codecs</i>	450
<i>Setting Video Start and Stop Times</i>	451
<i>Applying Video Effects</i>	452
<i>Adjusting the Media Window Size</i>	452
<i>Setting Video Options</i>	454
Reinforce Your Skills	456
Apply Your Skills	462
Project Grader	465
Extend Your Skills	468

UNIT 5: MICROSOFT ACCESS**Access Chapter 1:****Getting Started with Tables**

Introducing Databases	470
<i>Types of Databases</i>	471
<i>Open and Save an Access Database</i>	471
<i>Database Objects and the Access Window</i>	472
Introducing Tables	475
<i>Table Features</i>	475
<i>Field Data Types</i>	475
<i>Primary Key Fields</i>	475
<i>Creating a Table in a New Database</i>	476
<i>Creating Tables in Design View</i>	477
<i>Field Properties</i>	477
Sorting and Filtering Table Data	480
Importing Data Sources	481
Relational Databases	482
<i>Referential Integrity</i>	482
<i>Data Normalization</i>	482
Reinforce Your Skills	484
Apply Your Skills	488
Project Grader	490
Extend Your Skills	492

Access Chapter 2:**Working with Forms**

Creating Forms	494
<i>Record Sources</i>	494
<i>Creating and Using Basic Forms</i>	495
<i>Creating Forms with the Form Wizard</i>	495
Changing Forms in Layout View	496
Changing Forms in Design View	499
<i>Modifying Form Header and Footer Sections</i>	499
<i>Tab Order</i>	501
<i>Themes</i>	502
Creating Other Types of Forms	503
<i>Creating Multiple Item Forms</i>	504
<i>Creating Split Forms</i>	505
Sorting and Filtering Records by Form Field	505
<i>Filtering a Form</i>	505
Reinforce Your Skills	508
Apply Your Skills	512
Project Grader	516
Extend Your Skills	520

Access Chapter 3:**Querying a Database**

Select Queries	522
<i>Creating a Select Query Using Query Design View</i>	524
<i>Designing a Query Using Multiple Tables</i>	526
<i>Choosing Fields to Include in a Query</i>	526
<i>Selecting a Field That Appears in Multiple Tables</i>	526

Using Criteria in Queries	527
<i>Wildcard Characters</i>	528
<i>AND and OR Criteria</i>	529
<i>Date Criteria</i>	530
Sorting, Showing, and Limiting Results	531
<i>Limiting the Number of Results Displayed</i>	531
Calculated Fields	533
<i>Identifying Parts of a Calculated Field</i>	533
<i>Calculated Field Properties</i>	534
Reinforce Your Skills	536
Apply Your Skills	542
Project Grader	546
Extend Your Skills	548

Access Chapter 4:**Using Reports to Display Information**

Introducing Reports	550
<i>Basic Reports</i>	550
Report Organization and Structure	551
<i>Sections</i>	551
<i>Grouping and Sorting</i>	553
<i>The Report Wizard</i>	553
Modifying Reports	554
<i>Controls</i>	555
<i>Adding Fields to a Report</i>	555
<i>Header and Footer Objects</i>	559
<i>Formatting Controls</i>	561
<i>Themes</i>	564
<i>Backgrounds</i>	564
Reinforce Your Skills	565
Apply Your Skills	572
Project Grader	576
Extend Your Skills	580

UNIT 6: MULTITASKING WITH OFFICE APPS**Integration Chapter 1:****Office: Designed for Integration**

Getting Organized	582
Copying Data from Access to Excel	582
Sorting and Charting Data in Excel	584
Copying Data from Word to Excel	586
Creating the PowerPoint Presentation	589
Sending the Presentation with Outlook	592

Glossary	593
Index	601

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