

Contents

| | | | |
|---|-----------|--|-----------|
| Preface | xi | | |
| OVERVIEW CHAPTER 1 | | WORD CHAPTER 2 | |
| Introducing Microsoft Office and Using Common Features | 1 | Creating a Résumé in a Table | 47 |
| Introduction to Microsoft Office | 2 | Introducing Tables | 48 |
| What Devices Will Microsoft Office Work With? | 2 | Creating New Tables | 48 |
| What Storage Does Microsoft Office Provide? | 2 | Navigating and Selecting Data in a Table | 49 |
| Which Microsoft Office Should I Use? | 2 | Modifying a Table | 50 |
| What Are the Microsoft Office Apps? | 3 | Inserting Rows and Columns | 50 |
| Microsoft Accounts | 4 | Merging/Splitting Cells and Aligning Data | 51 |
| Common Features in Microsoft Office Apps | 4 | Sizing Columns and Rows | 53 |
| The Ribbon | 4 | Formatting with Borders, Shading, and Styles | 56 |
| The Quick Access Toolbar | 4 | Sorting Data in a Table | 58 |
| Common Features on the File Tab | 6 | Working with Print and Print Preview | 59 |
| Common Features on the Home Tab | 10 | Reinforce Your Skills | 61 |
| Common Features on the Review Tab | 16 | Apply Your Skills | 66 |
| Other Common Features | 18 | Project Grader | 69 |
| | | Extend Your Skills | 73 |
| | | | |
| WORD CHAPTER 1 | | WORD CHAPTER 3 | |
| Creating and Editing Business Documents | 21 | Creating Reports | 75 |
| Elements of a Professional Business Letter | 22 | Creating a Business Report | 76 |
| What's Important in a Cover Letter? | 23 | Setting Margins | 76 |
| Navigating in a Document | 23 | Indenting Text | 76 |
| Navigating with the Scroll Bar | 23 | Setting Custom Tab Stops | 78 |
| Keyboard Navigation Tips | 23 | Using the Ruler to Set Custom Tabs | 78 |
| Entering Text | 25 | Using the Tabs Dialog Box to Set Custom Tabs | 79 |
| Using the Enter Key | 25 | Formatting Text and Using Styles | 81 |
| Showing and Hiding Formatting Marks | 25 | Spacing in Letters | 81 |
| Selecting Text | 26 | Aligning Text Horizontally and Vertically | 83 |
| Using Numbered and Bulleted Lists | 28 | Types of Styles | 85 |
| Editing Text | 30 | Collapsing Heading Topics | 85 |
| Working with Views | 32 | Inserting Headers/Footers, Comments, and Page Breaks | 86 |
| Saving Your Work in a Different Format | 33 | Arranging Text in Multiple Columns | 88 |
| Document Files | 33 | Column Breaks and Section Breaks | 89 |
| PDF Files | 33 | Writing a Research Paper | 90 |
| Saving a Document for ATS Analysis | 33 | Working with Footnotes, Endnotes, and Citations | 91 |
| Reinforce Your Skills | 35 | Editing and Formatting Footnotes and Citations | 95 |
| Apply Your Skills | 41 | Working with Bibliographies | 97 |
| Extend Your Skills | 45 | Inserting Captions and a Table of Figures | 98 |
| | | Inserting a Table of Figures | 100 |

| | | | |
|---------------------------|-----|--------------------------------------|-----|
| Using Track Changes | 101 | Merging Envelopes and Labels | 180 |
| Reviewing Tracked Changes | 101 | Generating Envelopes with Mail Merge | 180 |
| Reinforce Your Skills | 103 | Generating Labels with Mail Merge | 181 |
| Apply Your Skills | 113 | Reinforce Your Skills | 184 |
| Project Grader | 120 | Apply Your Skills | 189 |
| Extend Your Skills | 125 | Project Grader | 193 |
| | | Extend Your Skills | 195 |

WORD CHAPTER 4

Creating a Promotional Brochure **127**

| | |
|---|-----|
| Working with Shapes | 128 |
| Inserting, Resizing, and Moving Shapes | 128 |
| Adding Text and Formatting Shapes | 131 |
| Using WordArt and Inserting Pictures | 132 |
| Cropping and Enhancing Pictures | 132 |
| Aligning Objects | 132 |
| Using Text Boxes and Page Setup Options | 134 |
| Page Setup Options | 134 |
| Linking Text Boxes | 135 |
| Working with SmartArt | 137 |
| Inserting SmartArt Text and Modifying an Image | 138 |
| Changing a SmartArt Style | 140 |
| Formatting the Page Background | 141 |
| Adding Page Colors and Page Borders | 141 |
| Adding Special Effects to Text | 142 |
| Using Picture Effects | 144 |
| Setting Up Columns | 145 |
| Artistic Effects and Wrapping Text Around a Picture | 146 |
| Printing Part of a Document | 148 |
| Reinforce Your Skills | 150 |
| Apply Your Skills | 157 |
| Project Grader | 161 |
| Extend Your Skills | 166 |

WORD CHAPTER 5

Using Mail Merge **167**

| | |
|--------------------------------|-----|
| Introducing Mail Merge | 168 |
| Components of Mail Merge | 168 |
| The Benefits of Mail Merge | 170 |
| The Mailings Tab | 170 |
| Working with the Data Source | 170 |
| Reviewing Your Records | 172 |
| Managing the Address List | 173 |
| Working with the Main Document | 174 |
| Conducting a Merge | 177 |
| To Save or Not to Save? | 178 |
| Working with Merge Problems | 178 |

EXCEL CHAPTER 1

Tracking Customer Data **197**

| | |
|---------------------------------------|-----|
| Introducing Excel | 198 |
| What Is a Worksheet? | 198 |
| Cell Ranges | 199 |
| Cell Selection and the Mouse Pointer | 199 |
| Entering and Editing Data | 200 |
| Completing Cell Entries | 200 |
| Navigating Around a Worksheet | 201 |
| Using AutoComplete to Enter Data | 202 |
| Rearranging Data in Excel | 202 |
| Adjusting Column Width and Row Height | 205 |
| Formatting Cells | 206 |
| Borders and Fill | 206 |
| Cell Alignment | 208 |
| Clear Formatting and Clear All | 209 |
| Working with Numbers and Dates | 209 |
| Negative Numbers | 210 |
| Date Entries | 210 |
| Entering a Series Using AutoFill | 212 |
| Printing Worksheets | 214 |
| Zoom Tools | 215 |
| Other Navigation Methods | 216 |
| Find | 216 |
| Go To or the Name Box | 218 |
| Reinforce Your Skills | 220 |
| Apply Your Skills | 223 |
| Project Grader | 226 |
| Extend Your Skills | 228 |

EXCEL CHAPTER 2

Calculating Student Grades Using Formulas 229

| | |
|--|-----|
| Creating Formulas | 230 |
| Mathematical Operators | 230 |
| Cell References | 230 |
| Order of Operations | 231 |
| Rearranging Data | 232 |
| Insert and Delete Rows, Columns, and Cells | 232 |
| Hide and Unhide Rows and Columns | 234 |
| Sort Data by Column | 234 |
| Managing Multiple Worksheets | 235 |
| Insert and Delete Worksheets | 235 |
| Rename Worksheets | 236 |
| Move Worksheets | 237 |
| Change Worksheet Tab Colors | 237 |
| Hide Worksheets | 237 |
| Create Cell References to Other Worksheets | 238 |
| Create a Copy of a Worksheet | 240 |
| Edit Multiple Sheets at One Time | 240 |
| Reinforce Your Skills | 243 |
| Apply Your Skills | 246 |
| Project Grader | 248 |
| Extend Your Skills | 251 |

EXCEL CHAPTER 3

Performing Calculations Using Functions 253

| | |
|---|-----|
| Using Functions in Formulas | 254 |
| The AutoSum Feature | 255 |
| SUM, AVERAGE, COUNT, MAX, and MIN | 255 |
| Insert Function | 256 |
| Using Relative and Absolute Cell References | 257 |
| Absolute Cell References | 258 |
| Mixed Cell References | 258 |
| Display and Print Formulas | 258 |
| Creating Names for Cells and Ranges | 260 |
| Using Cell Names in Formulas | 261 |
| Reinforce Your Skills | 264 |
| Apply Your Skills | 267 |
| Project Grader | 269 |
| Extend Your Skills | 272 |

EXCEL CHAPTER 4

Data Visualization and Images 273

| | |
|-------------------------------|-----|
| Create Charts to Compare Data | 274 |
| Chart Types | 274 |
| Selecting Chart Data | 276 |
| Chart Elements | 277 |
| Chart Tools | 278 |
| Chart Design | 279 |
| Chart Format | 281 |
| Move and Size Charts | 283 |
| Edit Chart Data | 285 |
| Adding Images | 286 |
| Conditional Formatting | 288 |
| Reinforce Your Skills | 291 |
| Apply Your Skills | 294 |
| Project Grader | 296 |
| Extend Your Skills | 298 |

EXCEL CHAPTER 5

Organizing Large Worksheets 299

| | |
|---|-----|
| Starting with a Template | 300 |
| Adjusting View Options | 302 |
| Freeze Panes | 302 |
| Split a Window | 303 |
| Change the Workbook View | 303 |
| Organizing Data with Sorts and Filters | 304 |
| Custom Sorts | 305 |
| Filters | 305 |
| The IF Function | 308 |
| Example: IF Function in Practice | 308 |
| Controlling Data Entry with Data Validation | 311 |
| Printing Options | 314 |
| Headers and Footers | 314 |
| Excel Tables | 317 |
| Reinforce Your Skills | 319 |
| Apply Your Skills | 322 |
| Project Grader | 324 |
| Extend Your Skills | 326 |

POWERPOINT CHAPTER 1

Creating and Delivering a Presentation 327

| | |
|---|-----|
| Getting Started with PowerPoint | 328 |
| Navigating the PowerPoint Window | 328 |
| Inserting Text | 328 |
| Using Document Themes | 329 |
| Choosing a Theme | 329 |
| Choosing Slide Sizes | 331 |
| Creating a Basic Presentation | 332 |
| Adding Slides | 333 |
| Bulleted Lists | 333 |
| Choosing the Slide Layout | 336 |
| Aligning Text | 336 |
| Delivering the Slide Show | 338 |
| Delivery Tips | 339 |
| Navigating Through a Slide Show | 339 |
| Hide and Unhide Slides | 341 |
| Presenter View | 342 |
| Creating a Presentation from a Template | 342 |
| Downloading and Applying a Template | 342 |
| Reinforce Your Skills | 344 |
| Apply Your Skills | 348 |
| Project Grader | 352 |
| Extend Your Skills | 354 |

POWERPOINT CHAPTER 2

Designing and Printing the Presentation 355

| | |
|---|-----|
| Working with Slides | 356 |
| Copying Text and Objects | 356 |
| Working with Outlines | 357 |
| The Outline Panel | 357 |
| Collapsing and Expanding Slides | 359 |
| Deleting Slides | 361 |
| Working with Word Integration | 362 |
| Creating a Presentation Outline in Word | 362 |
| Formatting Your Presentation | 364 |
| Formatting Text | 364 |
| Setting Line Spacing | 367 |
| Setting Paragraph Alignment | 368 |
| Using the Slide Sorter | 369 |
| Organizing with Sections | 369 |
| Managing Sections | 370 |

| | |
|-----------------------------|-----|
| Printing Your Presentation | 372 |
| The Print Shortcut | 372 |
| Printing Handouts | 372 |
| Handout Masters | 374 |
| Handout Headers and Footers | 374 |
| Slide Footers | 375 |
| Printing Transparencies | 377 |
| Reinforce Your Skills | 378 |
| Apply Your Skills | 383 |
| Project Grader | 388 |
| Extend Your Skills | 392 |

POWERPOINT CHAPTER 3

Adding Graphics, Animation, and Sound 393

| | |
|---|-----|
| Working with Online Pictures | 394 |
| Obeying Copyright Law | 394 |
| Using Text and Object Layouts | 395 |
| Deleting Placeholder Text | 395 |
| Searching for Pictures with the Online Pictures | |
| Search Window | 397 |
| Moving, Sizing, and Rotating Objects | 398 |
| Ordering Objects | 402 |
| Align Objects | 403 |
| Group Objects | 405 |
| Formatting Graphics | 405 |
| Adding Other Graphics | 407 |
| Removing a Background | 407 |
| Artistic Effects | 410 |
| Inserting a Screenshot | 411 |
| Shapes | 411 |
| Working with Slide Transitions | 415 |
| Creating Transitions in Slide Sorter View | 415 |
| Using Slide Animation | 416 |
| Animation Options | 417 |
| The Animation Pane | 418 |
| 3D Animations | 422 |
| Motion Paths | 423 |
| Adding Sound Effects | 424 |
| Reinforce Your Skills | 426 |
| Apply Your Skills | 433 |
| Project Grader | 436 |
| Extend Your Skills | 441 |

POWERPOINT CHAPTER 4

| | |
|---|------------|
| Adding Multimedia to Presentations | 443 |
| Working with Multimedia | 444 |
| Types of Multimedia | 444 |
| Linked Media Files | 444 |
| Organizing Media with Subfolders | 445 |
| Using Audio in Presentations | 446 |
| Audio File Types | 446 |
| Adding Audio to a Presentation | 447 |
| Inserting and Linking | 447 |
| Acquiring More Audio | 448 |
| Choosing an Audio File Format | 448 |
| Configuring Audio Options | 449 |
| Configuring Audio Styles | 449 |
| Linking Audio | 450 |
| Creating Slide Show Timings | 453 |
| Determining Slide Timings | 453 |
| Rehearsing Timings | 453 |
| Using Video in Presentations | 455 |
| Using Online Videos | 455 |
| Using Video from Your Computer | 455 |
| Using Screen Recordings | 456 |
| Video File Formats | 456 |
| Codecs | 456 |
| Setting Video Start and Stop Times | 458 |
| Applying Video Effects | 458 |
| Adjusting the Media Window Size | 458 |
| Setting Video Options | 460 |
| Reinforce Your Skills | 462 |
| Apply Your Skills | 468 |
| Project Grader | 471 |
| Extend Your Skills | 474 |
| | |
| Glossary | 475 |
| Index | 481 |