Contents

Introducing Microsoft Office and Using Common Features Introduction to Microsoft Office What Devices Will Microsoft Office Work With? What Devices Will Microsoft Office Provide? What Storage Does Microsoft Office Provide? Which Microsoft Office Should I Use? Which Microsoft Office Apps? Which Microsoft Office Apps? Which Storage Does Microsoft Office Apps? Which Microsoft Office Apps? Which Microsoft Office Apps? Which Microsoft Office Apps? Which Storage Does Microsoft Office Apps? Which Microsoft Office Apps? Wicrosoft Accounts Common Features in Microsoft Office Apps The Ribbon Working with Print and Print Preview Project Grader Reinforce Your Skills WORD CHAPTER 1 Creating and Editing Business Documents WORD CHAPTER 3 Creating Reports Treating and Editing Business Letter What's Important in a Cover Letter? Setting Margins Working with the Scroll Bar Reyboard Navigation Tips Introduction to Microsoft Office Apps Working with Print and Print Preview Working with Print and Print Preview Work Defined Project Grader Extend Your Skills WORD CHAPTER 3 Creating Reports Teating Reports	Preface	xi	WORD CHAPTER 2 Creating a Résumé	
Creating New Tables	OVERVIEW CHAPTER 1		in a Table	47
Introduction to Microsoft Office What Devices Will Microsoft Office Work With? What Devices Will Microsoft Office Work With? What Storage Does Microsoft Office Provide? Which Microsoft Office Should I Use? What Are the Microsoft Office Apps? Which Microsoft Office Apps? Microsoft Accounts Common Features in Microsoft Office Apps The Ribbon The Quick Access Toolbar Common Features on the File Tab Common Features on the File Tab Common Features on the Home Tab Common Features on the Review Tab Other Common Features on the Review Tab Other Common Features WORD CHAPTER 1 Creating and Editing Business Documents Elements of a Professional Business Letter What's Important in a Cover Letter? Setting Custom Tab Stops Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Document Saving A Documents Arranging Text and Using Styles Saving Your Work in a Different Format Document Friles Saving a Document for ATS Analysis Avoing a Document for ATS Analysis Bodidity a Table Modifying a Table Morging with Footnotes and Citations Morging with Footnotes and Citations Morking with Footnotes and Citations Soundary and Hiding Fornotes and Citations Morking with Footnotes and Citations Morking with Footnotes and Citations Soundary and Frint Format Soundary and Frint Format Soundary and Frint Format Soundary and Frint Fromat Soundary	Introducing Microsoft Office and Using		Introducing Tables	48
What Devices Will Microsoft Office Work With? What Storage Does Microsoft Office Provide? What Storage Does Microsoft Office Provide? What Are the Microsoft Office Apps? Working with Borders, Shading, and Styles Sorting Data in a Table Sorting Data in a Table Sorting Data in a Table Working with Print and Print Preview Sorting Data in a Table Sorting Data in a T	Common Features	1	Creating New Tables	48
What Storage Does Microsoft Office Provide? Which Microsoft Office Should I Use? Which Microsoft Office Should I Use? What Are the Microsoft Office Apps? Which Microsoft Office Apps? Wicrosoft Accounts Common Features in Microsoft Office Apps The Ribbon Working with Print and Print Preview Spanial Reinforce Your Skills Common Features on the File Tab Common Features on the File Tab Common Features on the Review Tab Other Common Features WORD CHAPTER 1 Creating and Editing Business Documents Elements of a Professional Business Letter What's Important in a Cover Letter? What's Important in a Cover Letter? What's Important in a Cover Letter? Whatigating with the Scroll Bar Keyboard Navigation Tips Setting Custom Tab Stops Navigating with the Scroll Bar Keyboard Navigation Tips Selecting Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Numbered and Bulleted Lists Editing Text Ocument Files Poper Files Working with Footnotes, and Citations Selecting and Formatting Footnotes and Citations Part Marian Algorithm Selection Broad Selection Breaks Working with Footnotes and Citations Selecting and Document Selecting Text in Multiple Columns Selecting Text Selecting Text in Multiple Columns S	Introduction to Microsoft Office	2	Navigating and Selecting Data in a Table	49
Which Microsoft Office Should I Use? What Are the Microsoft Office Apps? Microsoft Accounts After the Microsoft Office Apps? Microsoft Accounts After the Microsoft Office Apps? After the Microsoft Office Apps? After the Microsoft Office Apps? After the Microsoft Office Apps After the M	What Devices Will Microsoft Office Work With?	2	Modifying a Table	50
Which Microsoft Office Should I Use? What Are the Microsoft Office Apps? Microsoft Accounts Airconft A	What Storage Does Microsoft Office Provide?	2	Inserting Rows and Columns	50
Microsoft Accounts Common Features in Microsoft Office Apps The Ribbon The Ribbon The Quick Access Toolbar Common Features on the File Tab Common Features on the Home Tab Common Features on the Home Tab Common Features on the Review Tab Other Common Features WORD CHAPTER 1 Creating and Editing Business Documents The Quick Access Toolbar Common Features on the Review Tab Other Common Features WORD CHAPTER 3 Creating Reports Treating Reports Teating Amagins Toesting Margins Toesting Margins Toesting Margins Toesting Margins Toesting Margins Toesting Margins Toesting Text What's Important in a Cover Letter? The Quick Access Toolbar Avigating with the Scroll Bar Keyboard Navigation Tips Toesting Text Using the Enter Key Showing and Hilding Formatting Marks Selecting Text Using the Enter Key Using Margins Toesting Text Horizontally and Vertically Types of Styles Selecting Text Toesting Heading Topics Toesting Heading Topics Toesting Text in Multiple Columns Toesting Text Toesting Text Toesting Text Toesting Headers, Footers, Comments, and Toesting Text Toesting Text Toesting Text Toesting Text in Multiple Columns Toesting Text and Text in Multiple Columns Toesting Text and Text in Multiple Columns Toesting Text		2	Merging/Splitting Cells and Aligning Data	51
Microsoft Accounts Common Features in Microsoft Office Apps The Ribbon The Ribbon The Quick Access Toolbar Common Features on the File Tab The Ribbon The Quick Access Toolbar The Quick Access Too	What Are the Microsoft Office Apps?	3	Sizing Columns and Rows	53
The Ribbon 4 Working with Print and Print Preview 59 The Quick Access Toolbar 4 Reinforce Your Skills 61 Common Features on the File Tab 6 Apply Your Skills 66 Common Features on the Home Tab 10 Project Grader 69 Common Features on the Review Tab 16 Extend Your Skills 73 Other Common Features 18 WORD CHAPTER 3 Creating and Editing Business	* *	4	Formatting with Borders, Shading, and Styles	56
The Ribbon The Quick Access Toolbar The Quick Access Toolbar Common Features on the File Tab Common Features on the Home Tab Common Features on the Home Tab Other Common Features WORD CHAPTER 1 Creating and Editing Business Documents Elements of a Professional Business Letter Navigating in a Document Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Numbered and Bulleted Lists Editing Text Saving Aungustin Selection Saving Saving Saving Saving a Document Files Working with Footnotes, and Citations Saving a Document For ATS Analysis Saving a Document for ATS Analysis Saving a Document for ATS Analysis Selecting Text and Frontestills Saport Skills Selecting Custom Tand Stops Selecting Margins Creating Reports Text Apply Your Skills Setting Gustom Tab Foreating Reports Text Setting Margins Text and Using Styles Selecting Text and Using Styles Selecting Text Spacing in Letters Spacing in Letters Spacing in Letters Spacing in Letters Spacing in Styles Selecting Text Spacing In Ext Horizontally and Vertically Space Selecting Text Spacing In Eval Multiple Columns Selecting Text Spacing Text in Multiple Columns Selecting Text in Multiple Columns Selecting Text in Multiple Columns Selecting Text Selection Breaks Selecting Text Selection Breaks Selecting Text Selection Breaks Selecting Text Footnotes, and Citations Selecting Apper Selecting Text Footnotes, and Citations Selecting Apper Selecting Text Footnotes, and Citations Selecting Apper Selecting Text Footnotes, and Citations Seliting and Formatting Footnotes and Citations Selecting and Formatting Footnotes and Citations Selecting Apper Selecting Carder Selecting Selecting Selecting Selecting Selecting Selecting Selecting Se	Common Features in Microsoft Office Apps	4	Sorting Data in a Table	58
Common Features on the File Tab Common Features on the Home Tab Common Features on the Home Tab Common Features on the Review Tab Other Common Features WORD CHAPTER 3 Creating Reports Creating Reports Creating Reports Creating And Editing Business Documents Elements of a Professional Business Letter Elements of a Professional Business Letter What's Important in a Cover Letter? Saving ating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Ruler to Set Custom Tabs Spacing in Letters Spacing Heading Topics Selecting Text Collapsing Heading Topics Inserting Headers/Footers, Comments, and Editing Text Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis Apply Your Skills Extend Your Skills Topect Grader Cextend Your Skills Topeating Reports Setting Reports Setting Reports Text and Using Stops Types of Styles Collapsing Heading Topics Solumn Breaks and Section Breaks Solumn Breaks and Citations Seliting and Formatting Footnotes, and Citations Editing and Formatting Footnotes, and Citations Editing and Formatting Footnotes and Citations Solumn Breaks and Citations Solumn Breaks and Citations Editing and Formatting Footnotes and Citations Editing and Formatting Footnotes and Citations		4	Working with Print and Print Preview	59
Common Features on the File Tab Common Features on the Home Tab Common Features on the Home Tab Common Features on the Review Tab Other Common Features WORD CHAPTER 3 Creating Reports Creating and Editing Business Documents Elements of a Professional Business Letter Elements of a Professional Business Letter Navigating in a Document Navigating with the Scroll Bar Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Numbered and Bulleted Lists Eleting Text Using Numbered and Bulleted Lists Editing Text Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis A Page Breaks Document Format In Application Footnotes and Citations Extend Your Skills Project Grader Project Grader Project Grader Project Grader Project Grader Project Grader Settend Your Skills Project Grader Settend Your Skills Topect Grader Setting Reports Topect Grader Setting Reports Topect Grader Setting Reports Topect Grader Setting Reports Topect Grader Topect Grader Setting Reports Topect Grader Topect	The Ouick Access Toolbar	4	Reinforce Your Skills	61
Common Features on the Home Tab Common Features on the Review Tab Other Common Features WORD CHAPTER 3 Creating and Editing Business Documents Elements of a Professional Business Letter What's Important in a Cover Letter? Wavigating with the Scroll Bar Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Numbered and Bulleted Lists Editing Text Working with Views Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis 10 Project Grader Extend Your Skills Extend Your Skills Extend Your Skills Extend Your Skills Extend Your Skills Extend Your Skills Extend Your Skills Extend Your Skills Extend Your Skills Textend Your Skills Textend Your Skills WORD CHAPTER 3 Extend Your Skills Textend Your Skills Textending Business Report Textending Ausiness Report Text		6	Apply Your Skills	66
Common Features on the Review Tab Other Common Features WORD CHAPTER 3 Creating and Editing Business Documents Elements of a Professional Business Letter What's Important in a Cover Letter? What's Important in a Cover Letter? Wasigating in a Document Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Navigating Text Discover Letter Selecting Text Horizontally and Vertically Discover Selecting Text Discover Selecting Text Horizontally and Vertically Discover Selecting Text Discover Selecting Text In Multiple Columns Discover Discover Discover Selecting Text In Multiple Columns Discover Discover Discover Selecting		10	Project Grader	69
WORD CHAPTER 1 Creating and Editing Business Documents Elements of a Professional Business Letter What's Important in a Cover Letter? What's Important in a Cover Letter? Whatigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Numbered and Bulleted Lists Editing Text Document Sing Numbered and Bulleted Lists Editing Text Working with Views Saving Your Work in a Different Format Saving a Document for ATS Analysis Selecting a Business Report Teating Reports Teating Reports Teating Reports Teating Reports Teating Reports Teating Reports Teating Ausiness Report Teating Ausiness Report Teating Text Using the Ruler to Set Custom Tabs Teating Text and Using Styles Teating Text and Using Styles Teating Text Horizontally and Vertically Types of Styles Types of Styles Thereing Text Types of Styles Thereing Heading Topics Thereing Headers/Footers, Comments, and Page Breaks Teating Headers/Footers, Comments, and Page Breaks Teating Headers/Footers, Comments, and Page Breaks Teating Headers/Footers, Comments, and Teating Text Teating Reports Teating Text Teatin			Extend Your Skills	73
WORD CHAPTER 1 Creating and Editing Business Documents 21 Elements of a Professional Business Letter What's Important in a Cover Letter? Navigating in a Document Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Selecting Text Selecting Text Spacing in Letters Selecting Text Selecting Text Spacing in Letters Selecting Text Selecting Text Spacing Heading Topics Selecting Text Setting Answers Selecting Text in Multiple Columns Selecting Text				
Creating and Editing BusinessCreating a Business Report76Documents21Setting Margins76Elements of a Professional Business Letter22Indenting Text76What's Important in a Cover Letter?23Setting Custom Tab Stops78Navigating in a Document23Using the Ruler to Set Custom Tabs78Navigating with the Scroll Bar23Using the Tabs Dialog Box to Set Custom Tabs79Keyboard Navigation Tips23Formatting Text and Using Styles81Entering Text25Spacing in Letters81Using the Enter Key25Aligning Text Horizontally and Vertically83Showing and Hiding Formatting Marks25Types of Styles85Selecting Text26Collapsing Heading Topics85Using Numbered and Bulleted Lists28Inserting Headers/Footers, Comments, andEditing Text30Page Breaks86Working with Views32Arranging Text in Multiple Columns88Saving Your Work in a Different Format33Column Breaks and Section Breaks89Document Files33Writing a Research Paper90PDF Files33Working with Footnotes, Endnotes, and Citations91Saving a Document for ATS Analysis33Editing and Formatting Footnotes and Citations95			WORD CHAPTER 3	
Creating and Editing BusinessCreating a Business Report76Documents21Setting Margins76Elements of a Professional Business Letter22Indenting Text76What's Important in a Cover Letter?23Setting Custom Tab Stops78Navigating in a Document23Using the Ruler to Set Custom Tabs78Navigating with the Scroll Bar23Using the Tabs Dialog Box to Set Custom Tabs79Keyboard Navigation Tips23Formatting Text and Using Styles81Entering Text25Spacing in Letters81Using the Enter Key25Aligning Text Horizontally and Vertically83Showing and Hiding Formatting Marks25Types of Styles85Selecting Text26Collapsing Heading Topics85Using Numbered and Bulleted Lists28Inserting Headers/Footers, Comments, andEditing Text30Page Breaks86Working with Views32Arranging Text in Multiple Columns88Saving Your Work in a Different Format33Column Breaks and Section Breaks89Document Files33Writing a Research Paper90PDF Files33Working with Footnotes, Endnotes, and Citations91Saving a Document for ATS Analysis33Editing and Formatting Footnotes and Citations95	WORD CHAPTER 1		Creating Reports	75
Documents21Setting Margins76Elements of a Professional Business Letter22Indenting Text76What's Important in a Cover Letter?23Setting Custom Tab Stops78Navigating in a Document23Using the Ruler to Set Custom Tabs78Navigating with the Scroll Bar23Using the Tabs Dialog Box to Set Custom Tabs79Keyboard Navigation Tips23Formatting Text and Using Styles81Entering Text25Spacing in Letters81Using the Enter Key25Aligning Text Horizontally and Vertically83Showing and Hiding Formatting Marks25Types of Styles85Selecting Text26Collapsing Heading Topics85Using Numbered and Bulleted Lists28Inserting Headers/Footers, Comments, andEditing Text30Page Breaks86Working with Views32Arranging Text in Multiple Columns88Saving Your Work in a Different Format33Column Breaks and Section Breaks89Document Files33Writing a Research Paper90PDF Files33Working with Footnotes, Endnotes, and Citations91Saving a Document for ATS Analysis33Editing and Formatting Footnotes and Citations95			Creating a Business Report	76
Elements of a Professional Business Letter What's Important in a Cover Letter? 23 Setting Custom Tab Stops Navigating in a Document 23 Using the Ruler to Set Custom Tabs Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text 25 Spacing in Letters 81 Using the Enter Key Showing and Hiding Formatting Marks Selecting Text 26 Collapsing Heading Topics Using Numbered and Bulleted Lists Editing Text 30 Page Breaks 80 Working with Views Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 95		21		
What's Important in a Cover Letter? Navigating in a Document Navigating with the Scroll Bar Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Tabs Dialog Box to Set Custom Tabs Spacing in Letters Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Numbered and Bulleted Lists Editing Text Working with Views Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis Setting Custom Tab Stops 78 Setting Custom Tab Stops 78 Setting Custom Tab Stops 78 Setting Ruler to Set Custom Tabs 78 Using the Ruler to Set Custom Tabs 78 81 Using the Tabs Dialog Box to Set Custom Tabs 79 Formatting Text and Using Styles 81 Spacing in Letters 81 Aligning Text Horizontally and Vertically 83 Types of Styles Collapsing Heading Topics 85 Enserting Headers/Footers, Comments, and Page Breaks 86 87 88 89 Writing a Research Paper Working with Footnotes, and Citations 91 Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 95	Flaments of a Professional Rusiness Letter			
Navigating in a Document Navigating with the Scroll Bar Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Tabs Dialog Box to Set Custom Tabs 79 Spacing in Letters 81 Using the Enter Key Showing and Hiding Formatting Marks Selecting Text 25 Collapsing Heading Topics 85 Using Numbered and Bulleted Lists Entiring Text 30 Page Breaks Working with Views Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis 23 Using the Ruler to Set Custom Tabs 78 Using the Ruler to Set Custom Tabs 78 Using the Tabs Dialog Box to Set Custom Tabs 79 Formatting Text and Using Styles 81 Collapsing Text Horizontally and Vertically 83 Editing Text Horizontally and Vertically 84 Souring Text Horizontally and Vertically 85 Editing Text Horizontally and Vertically 86 Collapsing Text Horizontally and Vertically 87 Editing Text Horizontally and Vertically 88 Editing Text Horizontally and Vertically 89 Writing A Research Paper 90 Working with Footnotes, Endnotes, and Citations 91 Saving a Document for ATS Analysis 95			_	
Navigating with the Scroll Bar Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Numbered and Bulleted Lists Editing Text Working with Views Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis 23 Using the Tabs Dialog Box to Set Custom Tabs 79 Formatting Text and Using Styles 81 Formatting Text and Using Styles 81 Formatting Text Horizontally and Vertically 83 Formatting Text Horizontally and Vertically 83 Formatting Text Horizontally and Vertically 84 85 Collapsing Heading Topics 85 Inserting Headers/Footers, Comments, and Page Breaks 86 Arranging Text in Multiple Columns 88 Column Breaks and Section Breaks 89 Writing a Research Paper 90 PDF Files 33 Writing a Research Paper 90 POF Files 34 Working with Footnotes, Endnotes, and Citations 91 Saving a Document for ATS Analysis 35 Editing and Formatting Footnotes and Citations 95				
Keyboard Navigation Tips Entering Text Using the Enter Key Showing and Hiding Formatting Marks Selecting Text Using Numbered and Bulleted Lists Using Numbered and Bulleted Lists Editing Text Working with Views Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis 23 Formatting Text and Using Styles 84 Formatting Text and Using Styles 85 Spacing in Letters 81 Collapsing Text Horizontally and Vertically 83 Spacing Text Horizontally and Vertically 84 Styles Collapsing Heading Topics 85 Inserting Headers/Footers, Comments, and Page Breaks 86 Arranging Text in Multiple Columns 88 Seving Your Work in a Different Format 30 Column Breaks and Section Breaks 89 Writing a Research Paper 90 Working with Footnotes, Endnotes, and Citations 91 Seving and Formatting Footnotes and Citations 95 Seving and Formatting Footnotes and Citations 95 Seving and Formatting Footnotes and Citations 96 Seving Arranging Text in Multiple Columns 89 Seving a Document for ATS Analysis 80 Seving and Formatting Footnotes and Citations 95 Seving and Formatting Footnotes and Citations 96 Seving Arranging Text in Multiple Columns 89 Seving Arranging Text in M			_	
Entering Text 25 Spacing in Letters 81 Using the Enter Key 25 Aligning Text Horizontally and Vertically 83 Showing and Hiding Formatting Marks 25 Types of Styles 85 Selecting Text 26 Collapsing Heading Topics 85 Using Numbered and Bulleted Lists 28 Inserting Headers/Footers, Comments, and 86 Editing Text 30 Page Breaks 86 Working with Views 32 Arranging Text in Multiple Columns 88 Saving Your Work in a Different Format 33 Column Breaks and Section Breaks 89 Document Files 33 Writing a Research Paper 90 PDF Files 33 Working with Footnotes, Endnotes, and Citations 91 Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 95				
Using the Enter Key Showing and Hiding Formatting Marks Selecting Text 25 Types of Styles Selecting Text 26 Collapsing Heading Topics 85 Using Numbered and Bulleted Lists 28 Inserting Headers/Footers, Comments, and Editing Text 30 Page Breaks Working with Views 32 Arranging Text in Multiple Columns 88 Saving Your Work in a Different Format 33 Column Breaks and Section Breaks 89 Document Files 90 PDF Files 33 Writing a Research Paper 90 Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 91 Seving and Formatting Footnotes and Citations 95 Seving a Document for ATS Analysis	-			
Showing and Hiding Formatting Marks Selecting Text 26 Collapsing Heading Topics Using Numbered and Bulleted Lists 28 Inserting Headers/Footers, Comments, and Editing Text 30 Page Breaks Working with Views 32 Arranging Text in Multiple Columns Saving Your Work in a Different Format Document Files PDF Files 33 Writing a Research Paper PDF Files Saving a Document for ATS Analysis 34 Types of Styles Collapsing Heading Topics 85 Collapsing Heading Topics 85 Column Breaks 86 Collapsing Heading Topics 87 Page Breaks 88 Column Breaks 89 Writing a Research Paper 90 Working with Footnotes, Endnotes, and Citations 91 Editing and Formatting Footnotes and Citations 95 Saving a Document for ATS Analysis	_			
Selecting Text 26 Collapsing Heading Topics 85 Using Numbered and Bulleted Lists 28 Inserting Headers/Footers, Comments, and Editing Text 30 Page Breaks 86 Working with Views 32 Arranging Text in Multiple Columns 88 Saving Your Work in a Different Format 33 Column Breaks and Section Breaks 89 Document Files 33 Writing a Research Paper 90 PDF Files 33 Working with Footnotes, Endnotes, and Citations 91 Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 95	·			
Using Numbered and Bulleted Lists 28			*-	
Editing Text 30 Page Breaks 86 Working with Views 32 Arranging Text in Multiple Columns 88 Saving Your Work in a Different Format 33 Column Breaks and Section Breaks 89 Document Files 33 Writing a Research Paper 90 PDF Files 33 Working with Footnotes, Endnotes, and Citations 91 Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 95	_			
Working with Views Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis To Arranging Text in Multiple Columns Saving Text in Multiple Columns Saving Text in Multiple Columns Writing a Research Paper Working with Footnotes, Endnotes, and Citations Editing and Formatting Footnotes and Citations 95				86
Saving Your Work in a Different Format Document Files PDF Files Saving a Document for ATS Analysis 33 Column Breaks and Section Breaks Writing a Research Paper Working with Footnotes, Endnotes, and Citations Editing and Formatting Footnotes and Citations 95	_		Arranging Text in Multiple Columns	88
Document Files 33 Writing a Research Paper 90 PDF Files 33 Working with Footnotes, Endnotes, and Citations 91 Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 95	_			89
PDF Files 33 Working with Footnotes, Endnotes, and Citations 91 Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 95			Writing a Research Paper	90
Saving a Document for ATS Analysis 33 Editing and Formatting Footnotes and Citations 95			-	91
Saving a Document for Art Artifaction 200				95
	Reinforce Your Skills	35	Working with Bibliographies	97
	Apply Your Skills			98
Tappy Total Okinio	Extend Your Skills			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	EXCEL CHAPTER 1	
Working with Shapes	128	Tracking Customer Data	197
Inserting, Resizing, and Moving Shapes	128	Introducing Excel	198
Adding Text and Formatting Shapes	131	What Is a Worksheet?	198
Using WordArt and Inserting Pictures	132	Cell Ranges	199
Cropping and Enhancing Pictures	132	Cell Selection and the Mouse Pointer	199
Aligning Objects	132	Entering and Editing Data	200
Using Text Boxes and Page Setup Options	134	Completing Cell Entries	200
Page Setup Options	134	Navigating Around a Worksheet	201
Linking Text Boxes	135	Using AutoComplete to Enter Data	202
Working with SmartArt	137	Rearranging Data in Excel	202
Inserting SmartArt Text and Modifying an Image	138	Adjusting Column Width and Row Height	205
Changing a SmartArt Style	140	Formatting Cells	206
Formatting the Page Background	141	Borders and Fill	206
Adding Page Colors and Page Borders	141	Cell Alignment	208
Adding Special Effects to Text	142	Clear Formatting and Clear All	209
Using Picture Effects	144	Working with Numbers and Dates	209
Setting Up Columns	145	Negative Numbers	210
Artistic Effects and Wrapping Text Around a Picture	146	Date Entries	210
Printing Part of a Document	148	Entering a Series Using AutoFill	212
Reinforce Your Skills	150	Printing Worksheets	214
Apply Your Skills	157	Zoom Tools	215
Project Grader	161	Other Navigation Methods	216
Extend Your Skills	166	Find	216
		Go To or the Name Box	218
WORD CHAPTER 5		Reinforce Your Skills	220
Using Mail Merge	167	Apply Your Skills	223
Introducing Mail Merge	168	Project Grader	226
Components of Mail Merge	168	Extend Your Skills	228
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		
<u> </u>			

EXCEL CHAPTER 2		EXCEL CHAPTER 4	
Calculating Student Grades Using		Data Visualization	
Formulas	229	and Images	273
Creating Formulas	230	Create Charts to Compare Data	274
Mathematical Operators	230	Chart Types	274
Cell References	230	Selecting Chart Data	276
Order of Operations	231	Chart Elements	277
Rearranging Data	232	Chart Tools	278
Insert and Delete Rows, Columns, and Cells	232	Chart Design	279
Hide and Unhide Rows and Columns	234	Chart Format	281
Sort Data by Column	234	Move and Size Charts	283
Managing Multiple Worksheets	235	Edit Chart Data	285
Insert and Delete Worksheets	235	Adding Images	286
Rename Worksheets	236	Conditional Formatting	288
Move Worksheets	237	Reinforce Your Skills	291
Change Worksheet Tab Colors	237	Apply Your Skills	294
Hide Worksheets	237	Project Grader	296
Create Cell References to Other Worksheets	238	Extend Your Skills	298
Create a Copy of a Worksheet	240		
Edit Multiple Sheets at One Time	240	EXCEL CHAPTER 5	
Reinforce Your Skills	243	Organizing Large Worksheets	299
Apply Your Skills	246	Starting with a Template	300
Project Grader	248	Adjusting View Options	302
Extend Your Skills	251	Freeze Panes	302
		Split a Window	303
EXCEL CHAPTER 3		Change the Workbook View	303
Performing Calculations Using Functions	253	Organizing Data with Sorts and Filters	304
Using Functions in Formulas	254	Custom Sorts	305
The AutoSum Feature	255	Filters	305
SUM, AVERAGE, COUNT, MAX, and MIN	255	The IF Function	308
Insert Function	256	Example: IF Function in Practice	308
Using Relative and Absolute Cell References	257	Controlling Data Entry with Data Validation	311
Absolute Cell References	258	Printing Options	314
Mixed Cell References	258	Headers and Footers	314
Display and Print Formulas	258	Excel Tables	317
Creating Names for Cells and Ranges	260	Reinforce Your Skills	317
Using Cell Names in Formulas	261	Apply Your Skills	317
Reinforce Your Skills	264	Project Grader	324
Apply Your Skills	267	Extend Your Skills	324
Project Grader	269	LACTIC TOUT SKITS	320
Extend Your Skills	272		
EVICUA IONI OKINO	414		

POWERPOINT CHAPTER 1		Printing Your Presentation	372
Creating and Delivering a Presentation	327	The Print Shortcut	372
Getting Started with PowerPoint	328	Printing Handouts	372
Navigating the PowerPoint Window	328	Handout Masters	374
Inserting Text	328	Handout Headers and Footers	374
Using Document Themes	329	Slide Footers	375
Choosing a Theme	329	Printing Transparencies	377
Choosing Slide Sizes	331	Reinforce Your Skills	378
Creating a Basic Presentation	332	Apply Your Skills	383
Adding Slides	333	Project Grader	388
Bulleted Lists	333	Extend Your Skills	392
Choosing the Slide Layout	336		
Aligning Text	336	POWERPOINT CHAPTER 3	
Delivering the Slide Show	338	Adding Graphics, Animation, and Sound	393
Delivery Tips	339	Working with Online Pictures	394
Navigating Through a Slide Show	339	Obeying Copyright Law	394
Hide and Unhide Slides	341	Using Text and Object Layouts	395
Presenter View	342	Deleting Placeholder Text	395
Creating a Presentation from a Template	342	Searching for Pictures with the Online Pictures	575
Downloading and Applying a Template	342	Search Window	397
Reinforce Your Skills	344	Moving, Sizing, and Rotating Objects	398
Apply Your Skills	348	Ordering Objects	402
Project Grader	352	Align Objects	403
Extend Your Skills	354	Group Objects	405
		Formatting Graphics	405
POWERPOINT CHAPTER 2		Adding Other Graphics	407
Designing and Printing the Presentation	355	Removing a Background	407
Working with Slides	356	Artistic Effects	410
Copying Text and Objects	356	Inserting a Screenshot	411
Working with Outlines	357	Shapes	411
The Outline Panel	357	Working with Slide Transitions	415
Collapsing and Expanding Slides	359	Creating Transitions in Slide Sorter View	415
Deleting Slides	361	Using Slide Animation	416
Working with Word Integration	362	Animation Options	417
Creating a Presentation Outline in Word	362	The Animation Pane	418
Formatting Your Presentation	364	3D Animations	422
Formatting Text	364	Motion Paths	423
Setting Line Spacing	367	Adding Sound Effects	424
Setting Paragraph Alignment	368	Reinforce Your Skills	426
Using the Slide Sorter	369	Apply Your Skills	433
Osing the slide sorter Organizing with Sections	369 369	Project Grader	436
		Extend Your Skills	441
Managing Sections	370		

POWERPOINT CHAPTER 4		ACCESS CHAPTER 1	
Adding Multimedia to Presentations	443	Getting Started with Tables	475
Working with Multimedia	444	Introducing Databases	476
Types of Multimedia	444	Types of Databases	476
Linked Media Files	444	Open and Save an Access Database	477
Organizing Media with Subfolders	445	Database Objects and the Access Window	477
Using Audio in Presentations	446	Introducing Tables	481
Audio File Types	446	Table Features	481
Adding Audio to a Presentation	447	Field Data Types	481
Inserting and Linking	447	Primary Key Fields	481
Acquiring More Audio	448	Creating a Table in a New Database	482
Choosing an Audio File Format	448	Creating Tables in Design View	483
Configuring Audio Options	449	Field Properties	483
Configuring Audio Styles	449	Sorting and Filtering Table Data	486
Linking Audio	450	Importing and Exporting Data Sources	487
Creating Slide Show Timings	453	Relational Databases	488
Determining Slide Timings	453	Referential Integrity	488
Rehearsing Timings	453	Data Normalization	488
Using Video in Presentations	455	Reinforce Your Skills	490
Using Online Videos	455	Apply Your Skills	494
Using Video from Your Computer	455	Project Grader	497
Using Screen Recordings	456	Extend Your Skills	500
Video File Formats	456		
Codecs	456	ACCESS CHAPTER 2	
Setting Video Start and Stop Times	458	Working with Forms	501
Applying Video Effects	458	Creating Forms	502
Adjusting the Media Window Size	458	Record Sources	502
Setting Video Options	460	Creating and Using Basic Forms	503
Reinforce Your Skills	462	Creating Forms with the Form Wizard	503
Apply Your Skills	468	Changing Forms in Layout View	504
Project Grader	471	Changing Forms in Design View	507
Extend Your Skills	474	Modifying Form Header and Footer Sections	507
		Tab Order	509
		Themes	510
		Creating Other Types of Forms	511
		Creating Multiple Item Forms	512
		Creating Split Forms	513
		Sorting and Filtering Records by Form Field	513
		Filtering a Form	513
		Reinforce Your Skills	516
		Apply Your Skills	520
		Project Grader	524
		Extend Your Skills	528

ACCESS CHAPTER 3

Querying a Database	529
Select Queries	530
Creating a Select Query Using Query Design View	532
Designing a Query Using Multiple Tables	533
Choosing Fields to Include in a Query	534
Selecting a Field That Appears in Multiple Tables	534
Using Criteria in Queries	535
Wildcard Characters	537
AND and OR Criteria	537
Date Criteria	538
Sorting, Showing, and Limiting Results	540
Limiting the Number of Results Displayed	540
Calculated Fields	541
Identifying Parts of a Calculated Field	541
Calculated Field Properties	542
Reinforce Your Skills	544
Apply Your Skills	549
Project Grader	552
Extend Your Skills	554

ACCESS CHAPTER 4

Using Reports to Display Information	555
Introducing Reports	556
Basic Reports	556
Report Organization and Structure	557
Sections	557
Grouping and Sorting	558
The Report Wizard	558
Modifying Reports	560
Controls	560
Adding Fields to a Report	560
Header and Footer Objects	564
Formatting Controls	566
Themes	569
Backgrounds	569
Reinforce Your Skills	571
Apply Your Skills	578
Project Grader	582
Extend Your Skills	587

INTEGRATION CHAPTER 1 Office: Designed for Integration

Office: Designed for Integration	589
Getting Organized	590
Copying Data from Access to Excel	590
Sorting and Charting Data in Excel	592
Copying Data from Word to Excel	594
Creating the PowerPoint Presentation	597
Sending the Presentation with Outlook	600
Glossary	601
Index	609