

Contents

OVERVIEW CHAPTER 1

Introducing Microsoft Office and Using Common Features	1
Introduction to Microsoft Office	2
What Devices Will Microsoft Office Work With?	2
What Storage Does Microsoft Office Provide?	2
Which Microsoft Office Should I Use?	2
What Are the Microsoft Office Apps?	3
Microsoft Accounts	4
Common Features in Microsoft Office Apps	4
The Ribbon	4
The Quick Access Toolbar	4
Common Features on the File Tab	6
Common Features on the Home Tab	9
Common Features on the Review Tab	16
Other Common Features	18

CHAPTER 1

Creating and Editing Business Documents	21
Elements of a Professional Business Letter	22
Navigating in a Document	23
Navigating with the Scroll Bar	23
Keyboard Navigation Tips	23
Entering Text	25
Using the Enter Key	25
Showing and Hiding Formatting Marks	25
Selecting Text	26
Using Numbered and Bulleted Lists	28
Editing Text	30
Working with Views	32
Saving Your Work in a Different Format	33
Document Files	33
PDF Files	33
Saving a Document for ATS Analysis	33

CHAPTER 2

Creating a Résumé in a Table	35
Introducing Tables	36
Creating New Tables	36
Navigating and Selecting Data in a Table	36
Modifying a Table	38
Inserting Rows and Columns	38
Merging/Splitting Cells and Aligning Data	39
Sizing Columns and Rows	41
Formatting with Borders, Shading, and Styles	44
Sorting Data in a Table	46
Working with Print and Print Preview	47

CHAPTER 3

Creating Reports	49
Creating a Business Report	50
Setting Margins	50
Indenting Text	50
Setting Custom Tab Stops	52
Using the Ruler to Set Custom Tabs	52
Using the Tabs Dialog Box to Set Custom Tabs	52
Formatting Text and Using Styles	55
Spacing in Letters	55
Aligning Text Horizontally and Vertically	57
Types of Styles	59
Collapsing Heading Topics	59
Inserting Headers/Footers, Comments, and Page Breaks	60
Arranging Text in Multiple Columns	62
Column Breaks and Section Breaks	63
Writing a Research Paper	64
Working with Footnotes, Endnotes, and Citations	64
Editing and Formatting Footnotes and Citations	68
Working with Bibliographies	70
Inserting Captions and a Table of Figures	72
Inserting a Table of Figures	74
Using Track Changes	75
Reviewing Tracked Changes	75

CHAPTER 4		CHAPTER 5	
Creating a Promotional Brochure	77	Using Mail Merge	101
Working with Shapes	78	Introducing Mail Merge	102
Inserting, Resizing, and Moving Shapes	78	Components of Mail Merge	102
Adding Text and Formatting Shapes	81	The Benefits of Mail Merge	104
Using WordArt and Inserting Pictures	82	The Mailings Tab	104
Cropping and Enhancing Pictures	82	Working with the Data Source	104
Aligning Objects	82	Reviewing Your Records	106
Using Text Boxes and Page Setup Options	84	Managing the Address List	107
Page Setup Options	84	Working with the Main Document	108
Linking Text Boxes	85	Conducting a Merge	111
Working with SmartArt	87	To Save or Not to Save?	112
Inserting SmartArt Text and Modifying an Image	88	Working with Merge Problems	112
Changing a SmartArt Style	90	Merging Envelopes and Labels	114
Formatting the Page Background	91	Generating Envelopes with Mail Merge	114
Adding Page Colors and Page Borders	91	Generating Labels with Mail Merge	115
Adding Special Effects to Text	92		
Using Picture Effects	94	Index	119
Setting Up Columns	95		
Artistic Effects and Wrapping Text Around a Picture	96		
Printing Part of a Document	98		