Contents

Preface	Vİİ	Word Chapter 2: Creating a Résumé in a Table	
Word Overview: Introducing Microsoft Office and Using Common Features		Introducing Tables Creating New Tables Navigating and Selecting Data in a Table	46 46 47
Introduction to Microsoft Office	2	Modifying a Table	48
What Devices Will Microsoft Office Work With?	2	Inserting Rows and Columns	48
What Storage Does Microsoft Office Provide?	2	Merging/Splitting Cells and Aligning Data	49
Which Microsoft Office Should I Use?	2	Sizing Columns and Rows	51
What Are the Microsoft Office Apps?	3	Formatting with Borders, Shading, and Styles	54
Microsoft Accounts	4	Sorting Data in a Table	56
Common Features in Microsoft Office Apps	4	Working with Print and Print Preview	57
The Ribbon	4	Reinforce Your Skills	59
The Quick Access Toolbar	4	Apply Your Skills	64
Common Features on the File Tab	5	Project Grader	67
Common Features on the Home Tab	9	Extend Your Skills	71
Common Features on the Review Tab	15	Word Chapter 3:	
Other Common Features	17	Creating Reports	
Word Chapter 1:		Creating a Business Report	74
Creating and Editing Business Documents		Setting Margins	74
Elements of a Professional Business Letter	20	Indenting Text	74
	21	Setting Custom Tab Stops	76
Navigating in a Document Navigating with the Scroll Bar	21	Using the Ruler to Set Custom Tabs	76
	21	Using the Tabs Dialog Box to Set Custom Tabs	77
Keyboard Navigation Tips	23	Formatting Text and Using Styles	79
Entering Text	23 23	Spacing in Letters	79
Using the Enter Key		Aligning Text Horizontally and Vertically	81
Showing and Hiding Formatting Marks	23	Types of Styles	83
Selecting Text	24	Collapsing Heading Topics	83
Using Numbered and Bulleted Lists	26	Inserting Headers/Footers, Comments, and	
Editing Text	28	Page Breaks	84
Working with Views	30	Arranging Text in Multiple Columns	86
Saving Your Work in a Different Format	31	Column Breaks and Section Breaks	87
Document Files	31	Writing a Research Paper	88
PDF Files	31	Working with Footnotes, Endnotes, and Citations	88
Saving a Document for ATS Analysis	31	Editing and Formatting Footnotes and Citations	92
Reinforce Your Skills	33	Working with Bibliographies	94
Apply Your Skills	39	Inserting Captions and a Table of Figures	96
Extend Your Skills	43	Inserting a Table of Figures	98
		Using Track Changes	99
		Reviewing Tracked Changes	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
Inserting, Resizing, and Moving Shapes	124
Adding Text and Formatting Shapes	127
Using WordArt and Inserting Pictures	128
Cropping and Enhancing Pictures	128
Aligning Objects	128
Using Text Boxes and Page Setup Options	130
Page Setup Options	130
Linking Text Boxes	131
Working with SmartArt	133
Inserting SmartArt Text and Modifying an Image	133
Changing a SmartArt Style	135
Formatting the Page Background	137
Adding Page Colors and Page Borders	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	
Extend Your Skills	162

Word 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
Project Grader	188
Extend Your Skills	190
Glossary	191
Index	195