# Microsoft® Office 2007
# Student Guide

# KEYBOARDING CONNECTIONS

## Projects and Applications

Zimmerly

Jaehne

McGraw Hill Glencoe

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The dynamic capabilities of Microsoft® Office 2007 Professional mean that the Ribbon can change as options are used.

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# Keyboarding

UNIT 1

It really is easy and fun to key using the touch system. Use eight fingers to control all keys without looking at the keyboard.

## Preparation

Before you start each class session, prepare your workstation and be ready.

- Adjust your monitor so that the top of the screen is just below your eye level. Position the monitor about 20 to 26 inches from your eyes.
- Place the book beside the monitor, if possible, within the same line of sight. A copy stand or easel really helps here!
- Adjust the height of your keyboard or chair so that when your hands are on the keyboard your forearms are slightly slanted down toward it.

## Posture and Position

Your body should be a hand's span from the front of the keyboard, centered opposite the J key. To avoid making errors, don't sit too close to the keyboard, too far from the keyboard, or too far to the left or right. Refer to the photograph on page 2 for more position and posture pointers.

***Home-Row Keys*—The keys A, S, D, F, J, K, L, ; on the keyboard.**

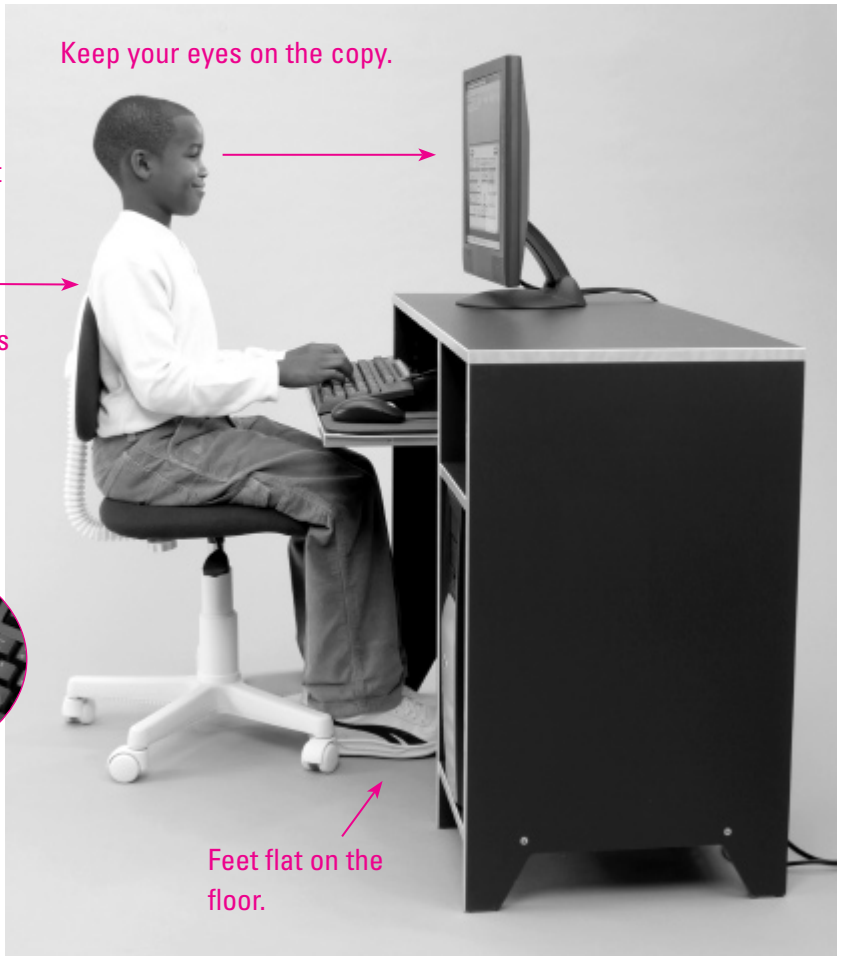
Keep your eyes on the copy.

Center your body in front of the keyboard (directly in front of the "J" key).

Distance your abdomen approximately one hand's span from the keyboard.

Keep your spine and abdomen straight.

Keep your arms and wrists steady, fingers on the home keys and close to the keyboard in a scratch-like position.




***Proper posture and position will help reduce fatigue, eye strain, and wrist strain.***

# Proper Keyboarding

There are three important components to proper keyboarding: technique, accuracy, and speed. Proper technique is the most important of the three components and essential for success. Begin with a working knowledge of how and where to place your fingers on the home keys. Say quietly to yourself "a s d f j k l ;" each time you press a home row key. Practice this memory technique until

you can think of each letter and press it without looking at the keyboard. When your teacher introduces you to each new key, say the letter quietly to yourself while pressing the key until you memorize each key's location. Remember to keep your fingers curved and wrists straight.

## Focus on Good Keyboarding Skills

Proper posture means keeping every part of your body positioned correctly at the keyboard. Practice these techniques. Read each technique, and practice positioning yourself properly at the keyboard. Make sure you can answer "Yes" to each question. Your teacher will use a similar checklist to grade your posture at the keyboard.

## Keyboarding Technique Checklist

Ask yourself the following questions:

| **Posture Techniques** | | |
|---|---|---|
| Is my back straight? | Yes | No |
| Is my body centered in front of the "J" key? | Yes | No |
| Are my wrists straight? | Yes | No |
| Is my neck not twisted? | Yes | No |
| Are my elbows close to my body? | Yes | No |
| Are my feet: | | |
| In front of my chair? | Yes | No |
| Flat on the floor? | Yes | No |
| Apart, 6 or 7 inches between ankles? | Yes | No |
| One a little ahead of the other? | Yes | No |

*Continued*

*Continued*

| Keyboarding Techniques | | |
|---|---|---|
| Are my fingertips touching home keys? | Yes | No |
| Are my fingers curved? | Yes | No |
| Am I using the correct fingers? | Yes | No |
| Am I keeping my eyes on the copy? | Yes | No |
| Do I press and release the keys quickly? | Yes | No |
| Do I keep my wrists up off the keyboard? | Yes | No |
| Do I key at an even pace and a steady rhythm? | Yes | No |
| Do I return to home-key position quickly after reaches? | Yes | No |
| Do I use my writing-hand thumb for the Space bar? | Yes | No |

# Accuracy and Speed

Accuracy requires confidence and attention to each stroke, letter, and space. Become familiar with the general content of what is being keyed.

Keyboarding can be quick, even speedy, but it cannot be hurried. Keying pace should be steady and slightly rippled—faster on the familiar letter combinations, slower on the unfamiliar letter combinations.

Do not look at the keys—keep your eyes on the text or the copy you are keying. If you look at the keys, it is difficult to increase your speed. Do not allow your eyes to travel ahead of the words you are keying.

## Anchor

A home key that helps you return each finger to its home-key position after "reaching" to another key.

***Anchor** means to hold steady. Hold (anchor) your finger on the J key while reaching for the O key.*

## Caps Lock Key

The CAPS LOCK is used to key letters or words in all capital letters without having to press SHIFT.

## Cursor or Insertion Point

A blinking line on the computer screen that shows the position of the next character.

## Enter Key

The ENTER key moves the cursor, or insertion point, to the beginning of the next line. Use the SEM finger to press the ENTER key.

## Fingering

Keep your fingers slightly curved in a scratch-like position over the home keys. Your wrists should be relaxed, straight, and up, not touching the keyboard. Press each key lightly but steadily. Control hand bounce. Be sure to hold the anchor keys when shifting or reaching from the home keys.

***Line Number**—The small number at the left of each keyboarding line used to identify which lines of text are to be keyed.*

## SEM FINGER

The finger that rests on the SEM ; (semicolon) key.

## SHIFT KEY

Press and hold down the SHIFT key with a letter key to capitalize that letter.

## TAB KEY

The TAB key is used to indent paragraphs a set number of spaces.

## WORD COUNT

The number of words keyed within a certain time limit. Five keystrokes (characters and spaces) equal one word on a word count scale.

## WORD SCALE

The word scale (the number line under the text) is used to determine how many words per minute have been keyed. Speed is measured in words per minute (wpm).

## WORD WRAP

Word wrap is the automatic moving of text to the next line when the previous line of text is full.

# Keyboarding and the Numeric Keypad

UNIT 2

As your keyboarding skills improve, remember to use proper keyboarding techniques. You can practice proper keyboarding techniques with a partner in class. Ask your partner to check your keyboarding technique.

## Posture Technique

A good checklist should include **posture** technique questions such as:

Is your back straight?
Is your body centered in front of the "J" key?
Are your wrists straight? Is your neck not twisted?
Are your elbows close to your body?
Are your feet in front of your chair?
Are your feet flat on the floor with 6 or 7 inches between the ankles?
Is one foot slightly ahead of the other?

Check **keyboarding** technique by asking:
Are your fingertips touching home keys?
Are your fingers curved?
Are you using the correct fingers?
Are you keeping your eyes on the copy?
Do you press and release the keys quickly?
Do you keep your wrists off the keyboard?
Do you key at an even pace and a steady rhythm?

Do you return to home-key position quickly after reaches?
Do you use your writing-hand thumb for the space bar?
After your partner has gone through every question, switch places and check your partner's keyboarding techniques. Together you and your partner can work on building good technique, accuracy, and speed.

## AT (@) SYMBOL

The @ symbol is used in e-mail addresses.
To key an @:

- Use the S finger and hold down the RIGHT SHIFT key.
- Anchor F.

## CARET (^) KEY

The CARET is used in some programming languages.
To key a CARET:

- Use the J finger and hold down the LEFT SHIFT key with the left hand. Press the ^ key.

## DECIMAL

To key a DECIMAL on the numeric keypad:

- Use the L finger.
- Keep the K finger anchored on the 5 key.

## Directional Arrows

The directional arrows are used to move the cursor (insertion point). The cursor will move in the direction of the arrow pressed: UP, DOWN, LEFT, or RIGHT.

Directional arrows are located on the numeric keypad. These function as directional arrows as long as the NUM LOCK key is **not** pressed. If the NUM LOCK key is pressed, the numbers 2, 4, 6, and 8 will be keyed.

## Keyboard

*Standard Keyboard*

## Num Lock Key (Numeric Keypad)

To activate the numeric keypad:

- Press the NUM LOCK key.
- A light may appear either on the NUM LOCK key or above the numeric keypad.
- The numeric keypad can now be used to input numbers.

## Number and Symbol Keys

The number and symbol keys at the top of the keyboard are used when keying alphanumeric text. Key the symbols by first holding down the SHIFT key.

| *Shift of* | *Number* |
|---|---|
| ! | 1 |
| @ | 2 |
| # | 3 |
| $ | 4 |
| % | 5 |
| ^ | 6 |
| & | 7 |
| * | 8 |
| ( | 9 |
| ) | 0 |

When keying numbers only, press the NUM LOCK key and use the numeric keypad.

## Numeric Keypad Home Keys

In home-key position on the numeric keypad your J, K, and L fingers rest on 4, 5, and 6. Use your right thumb to press the 0 (zero) key.

## Special Symbols

Special symbols are used in mathematics, computer, and Internet applications. Use the SHIFT key if the symbol appears on the top of the key. These symbols are:

\ (back slash)
< (less than)
> (greater than)

| | |
|---|---|
| = | (equal) |
| + | (plus) |
| [ ] | (left and right brackets) |
| { } | (left and right curly braces) |
| ~ | (tilde) |

## TILDE (~) KEY

The TILDE is used to identify part of a file name. For example: http://www.mcgraw-hill.com/~filename.

To key a TILDE:

- Press the RIGHT SHIFT key and hold while pressing the TILDE key located above the TAB key. The TILDE looks like a wavy line.

UNIT 3

# Computer Basics

Using the Microsoft® Word **Window** and **Help** features efficiently is an essential skill. Take some time now to find these features in this unit and read about them.

## Align Right

Text that is aligned right is evenly aligned with the right margin.
To align text on the right:

- Position the insertion point on the line, or select the text.
- On the Home tab, in the Paragraph group, click the Align Text Right button.

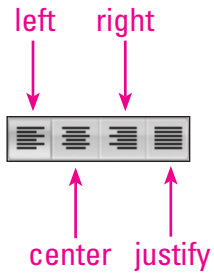
  **Or:** Press CTRL+R.

## Alignment or Align Center

There are four ways to align text:

- Align left. This aligns text evenly with the left margin. The right edge of the text is uneven.
- Center. This aligns text equally between the left and right margins. The left and right edges of the text are uneven.
- Align right. This aligns text evenly with the right margin. The left edge of the text is uneven.

- Justify. This aligns text evenly at both the left and right margins.




To align text:

- Position the insertion point on the line, or select the text to be aligned.
- On the Home tab, in the Paragraph group, click the alignment button.

## BACKSPACE KEY

The BACKSPACE key erases text from right to left.

- Position the insertion point to the right of a character to be erased.
- Press the BACKSPACE key.
- Hold down the BACKSPACE key to delete multiple characters to the left of the insertion point.

## BOLD

**This is bold text.** This is plain text.
To make the text bold:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Bold **B** button.

  **Or:** Press CTRL+B.
- To turn off the Bold format, select the text and click the button again.

## BOOKMARK

A bookmark is an Internet software feature that allows you to save a Web page address so you can easily revisit the site.
On Microsoft Internet Explorer:

- Launch Microsoft Internet Explorer.
- Key an Internet address in the Address bar.
- Press ENTER to open the Web page.
- Drag the blue Explorer icon that appears to the left of the Internet address to the Favorites button in the menu.

## CENTER

To center text:

- Position the insertion point on the line, or select the text.
- On the Home tab, in the Paragraph group, click the Center button.

  **Or:** Press CTRL+E.

## CLIPBOARD

The clipboard is a temporary storage area for copied and cut text.
To place an item on the clipboard:

- Select the text you wish to copy or cut.
- On the Home tab, in the Clipboard group, select the Copy or Cut button.

  **Or:** Press CTRL+C or CTRL+X.

## CLOSE

To close a file without quitting Microsoft Word:

- Click the Office Button, Close , or press CTRL+F4.

  **Or:** Click the Close Window button in the upper-right corner of the active document window. If only one document is open, clicking the Close Window button will also close Microsoft Word.

## COLOR

To change the text color:

- Select the text you want to change.
- On the Home tab, in the Font group, click the dialog box launcher . In the Font dialog box, click the down arrow to the right of Font Color. Choose the color you want.

  **Or:** On the Home tab, in the Font group, click the down arrow on the Font Color button. Choose from the palette of colors.

## COPY

To copy text:

- Select the text.
- On the Home tab, in the Clipboard group, click the Copy button.

  **Or:** Click the Right mouse button, then click Copy.

  **Or:** Press CTRL+C.

## CUT

To cut text:

- Select the text.
- On the Home tab, in the Clipboard group, click the Cut button.

  **Or:** Click the right mouse button, then click Cut.

  **Or:** Press CTRL+X.

## DELETE KEY

The DELETE key erases text to the right of the insertion point.

- Position the insertion point to the left of the character and press the DELETE key.
- Hold down the DELETE key to delete multiple characters to the right of the insertion point.

## FAVORITE

The Favorite command is an Internet software feature that allows you to save a Web page address so you can easily revisit the site.
On Microsoft Internet Explorer:

- Key an Internet address in the URL window.
- Open a Web page.
- Click Add to Favorites on the Favorites menu.

To revisit the site:

- Click Favorites on the Menu bar.
- Choose the site you want from the drop-down list of sites.

## FIND

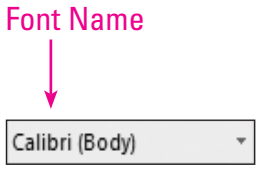
If you cannot find a file, you can use the Search or Find feature.
To use the Search or Find feature in the computer operating system:

- Right-click Start on the Taskbar.
- Click Search.
- Key the name of the file in the Search box.
- Windows will automatically search for what you entered.

## FONT

Change the font either before keying new text or after selecting existing text.
To change the font:

- On the Home tab, in the Font group, click the down arrow next to the Font Calibri (Body) box to display a list of the fonts your printer can use.
- Click the font you want.



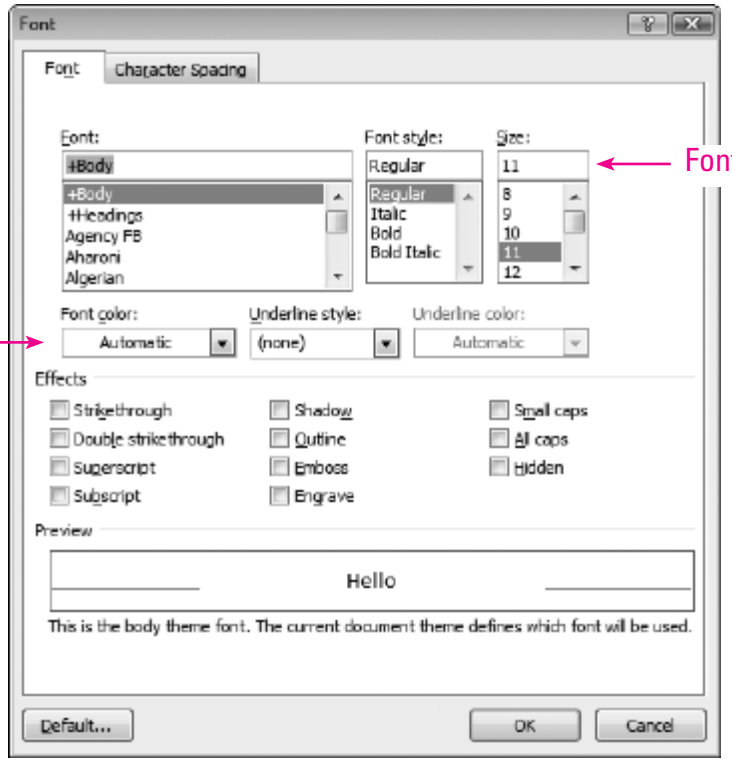

## FONT COLOR

To change the color of existing text in a document:

- Select the text to be changed.
- On the Home tab, in the Font group, click the arrow to the right of the Font Color button to display a list of available colors.

  **Or:** On the Home tab, in the Font group, click the dialog box launcher. Click the down arrow in the the Font Color box.
- Click the color you want.

Font Color

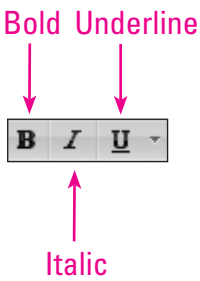



Font Size

## FONT SIZE

To change the font size:

- Select the text you want to change.
- On the Home tab, in the Font group, click the down arrow next to the Font Size 11 box to display a list of the font sizes your printer can use.
- Click the font size you want.




## FONT STYLE

To change the font style:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Bold, Italic, or Underline buttons.

  **Or:** Press CTRL+B, CTRL+I, or CTRL+U, respectively.
- To turn off the style, select the text and click the button(s) again.

## FUNCTION KEYS

The F1 to F12 keys on the computer keyboard are Function Keys. They are used to send commands to the computer to perform certain operations. Function keys may be used by themselves or with other keys.

| ***Press*** | ***Command*** |
|---|---|
| F1 | Help. |
| F4 | Repeat the last action. |

| | |
|---|---|
| F7 | Spelling and Grammar. |
| SHIFT+F10 | Display a Shortcut menu. |
| F12 | Save As. This is used when saving for the first time. |
| SHIFT+F12 | Save. This is used when a document or file has been named and saved previously. |

## INSERT KEY

The INS (Insert) key works in two ways:

- When the INS key is in Insertion Mode, existing text moves to the right as new text is added.
- In Overtype Mode, existing text is replaced with new characters. The default mode is Insertion Mode.

To turn Overtype Mode on or off:

- Press the INS key. This will toggle between Insert Mode and Overtype Mode.

To turn off Overtype Mode completely:

- Click the Office Button , then click Word Options. Click Advanced. Under Editing options, clear the Use overtype mode check box.

## ITALIC

*This text is in italics.* This is plain text.
To apply italic formatting to text:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Italic *I* button.

  **Or:** Press CTRL+I.
- To turn off the italic style, select the text and click the button again.

## NAVIGATE

To navigate means to move around in a document, either by scrolling, or finding a specific location.
To navigate in a word processing document, click to position the insertion point, or press:

| ***Key*** | ***Keystroke*** | ***Action*** |
|---|---|---|
| ← | Left Arrow key | One character left. |
| → | Right Arrow key | One character right. |
| ↑ | Up Arrow key | One line up. |
| ↓ | Down Arrow key | One line down. |
| page up | Page up key | Moves the insertion point up one window or screen. |
| page down | Page down key | Moves the insertion point down one window or screen. |
| home | HOME | Moves the insertion point to the beginning of the line. |

| | | |
|---|---|---|
| End | END | Moves the insertion point to the end of the line. |
| | CTRL + HOME | Moves the insertion point to the beginning of the document. |
| | CTRL + END | Moves the insertion point to the end of the document. |

To navigate using scroll bars use the following techniques:

| ***Techniques*** | ***Action*** |
|---|---|
| Click the scroll arrow once at the top or bottom of the scroll bar. | One line up or down. |
| Click once above or below the scroll box in the scroll bar area. | One screen up or down. |
| Drag the scroll box to the top of the scroll bar area. | To the beginning of a document. |
| Drag the scroll box to the bottom of the scroll bar area. | To the end of a document. |

After navigating with scroll bars, click inside the text to move the insertion point to the area displayed on screen.

## NEW FOLDER

To create a new folder:

- Click the Office Button and select Open .

  **Or:** Press CTRL + O.

When the Open box appears:

- Click the New Folder button.
- Key a folder name and click OK.

To open a new folder, double-click on the folder.

## OPEN

A new, blank document opens automatically after starting Microsoft Word.
To open a new blank document from an existing document window:

- Click the Office Button and select New . Choose Blank Document from the Task Pane in the middle. Click Create.

To open a file, or an existing document, just after starting Microsoft Word:

- Click the Office Button. Choose Open .
- The Address bar displays your current location. Click different locations in the Address bar to navigate directly to the file you want to open.
- Select a document and click Open.

To open a recently used document:

- Click the Office Button. A list of file names appears in the pane to the right.
- Click the document you want from the list.

## OVERTYPE KEY

Look up Insert key.

## PASTE

To paste text after cutting or copying:

- Move the insertion point to the place in the document where you want to paste.
- On the Home tab, in the Clipboard group, click the Paste button.

  **Or:** On the Home tab, in the Clipboard group, click the Paste button drop-down arrow and select Paste.

  **Or:** Right-click, then click Paste.

  **Or:** Press CTRL+V.

## PRINT

To select print settings and print a document:

- Click the Office Button and choose Print.
- Change to the settings you want.
- Click OK.

**Or:** Click the Office Button and select the arrow to the right of Print. Choose Print.

**Or:** Press CTRL+P.

## PRINT A DOCUMENT

To print a document:

- Click the Office Button and choose Print.

  **Or:** Press CTRL+P.

## PRINT PREVIEW

To preview a page before printing:

- Click the Office Button and select the arrow to the right of Print. Choose Print Preview.

To exit Print Preview, in the Preview group, on the Print Preview tab, click the Close Print Preview button.

## SAVE

To save a document or file for the first time:

- From the Quick Access Toolbar, click the Save button.
- Choose a drive and directory in the Save in list.
- Key a document name in the File name box.
- Click Save.

To save as you continue working, click the Save button on the Quick Access Toolbar, or press CTRL+S.

## SAVE AS

To save a document using a new name:

- Click the Office Button and choose Save As.
- Choose a drive and directory for the document in the Save in list.
- Key a document name in the File name box.
- Click Save.

## SEARCH

Look up Find.

## SELECT TEXT

You can use the "Click-Shift-Click" method to select text:

- Click in front of the text to be selected.
- Press and hold the SHIFT key.
- Click at the end of the text to be selected.
- Release the mouse button and the SHIFT key.

**Or:**

- Click in front of the text to be selected.

- Hold down the mouse button and drag the pointer across the text you wish to select.
- Release the mouse button.

To deselect text:

- Click outside the selected text or press a directional arrow.

## SHORTCUT KEYS

Shortcut keys give an instruction to the computer program to begin, end, or control a particular function. The shortcut keys are shown next to the commands on the drop-down menus from the menu bar.

| ***Keystrokes*** | ***Command*** |
|---|---|
| CTRL+Z | Undo |
| CTRL+V | Paste |
| CTRL+F | Find |

## SHORTCUTS

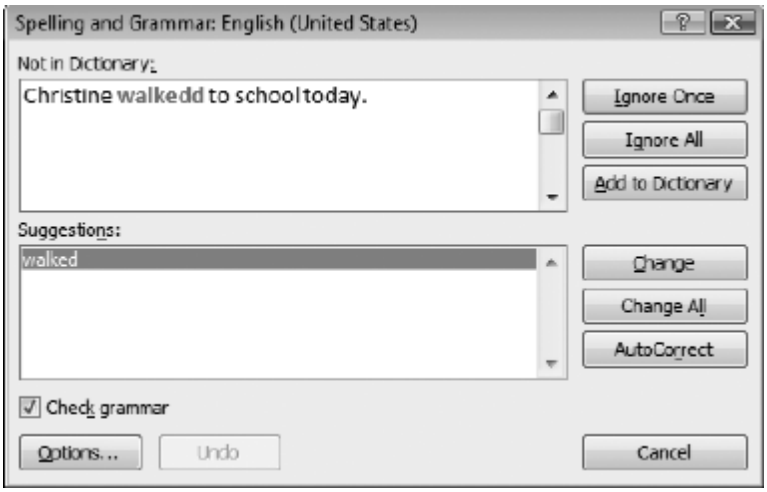
Keyboard shortcuts allow you to quickly navigate around a document. For example:

| ***Keystrokes*** | ***Command*** |
|---|---|
| CTRL+HOME | Moves the insertion point to the beginning of the document. |
| CTRL+END | Moves the insertion point to the end of the document. |

## Spelling and Grammar

To check the spelling and grammar:

- Move the insertion point to the beginning of the document.
- On the Review tab, in the Proofing group, click the Spelling & Grammar button.
- A dialog box will appear identifying grammatical and spelling errors. The box offers suggestions to fix the errors.




- Choose the spelling options you want by clicking the Options button.
- Click an option, such as Ignore, Change, or Add to Dictionary.
- When you have finished checking, click Close.

Microsoft Word automatically checks spelling and grammar. Possible errors in spelling are marked with a wavy red line under the misspelled words. Possible errors in grammar are marked with a wavy green line.

## SWITCH

The Start menu taskbar shows the programs open on your computer.

To switch between applications, such as a Web page and a Microsoft Word document:

- On the Start menu taskbar, click on the button that shows the name of the application you want to go to, such as Biography of George Washington.

**NOTE:** Click to position the insertion point before pasting copied material.

## UNDERLINE

This is underlined text. This is plain text.
To underline the text:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Underline [U] button.

  **Or:** Press CTRL+U.
- To turn off the underline style, select the text and click the button again.

## UNDO

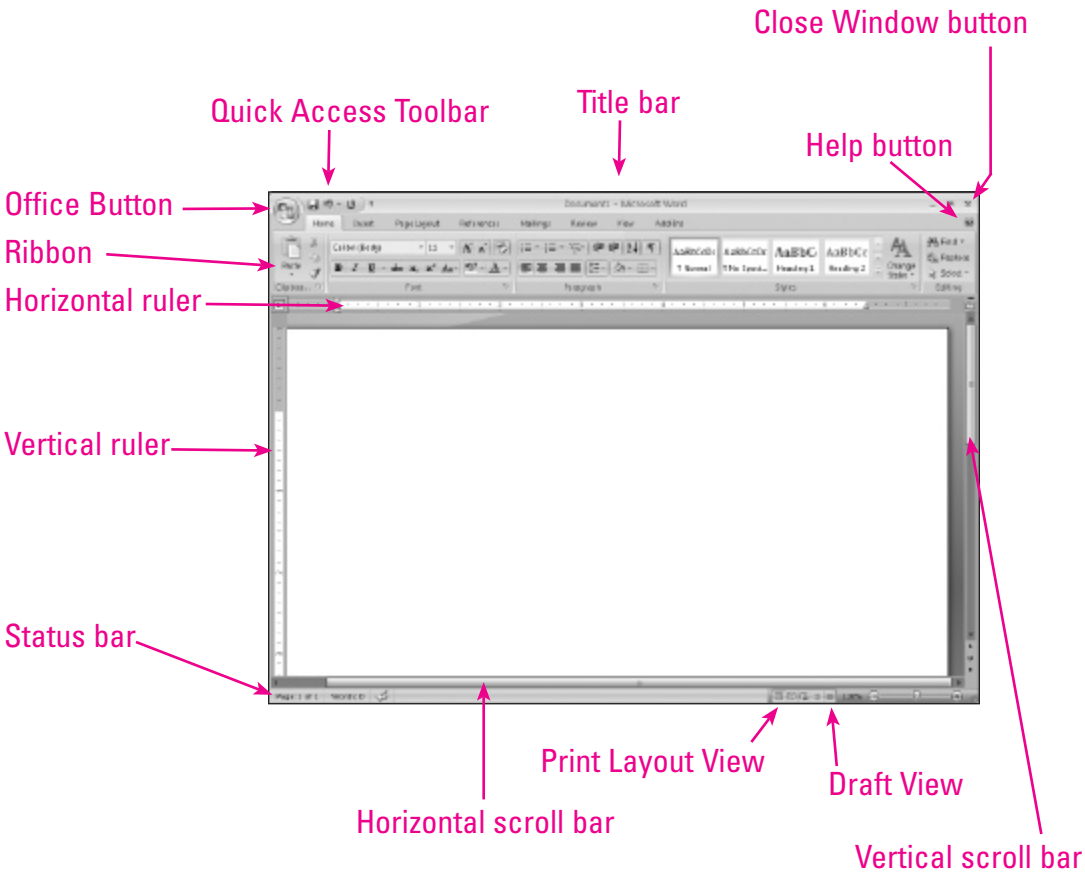
To undo the most recent action:

- From the Quick Access Toolbar, click the Undo button.

Depending on the word processor you are using, you may be able to undo multiple actions.

## WINDOW

The Microsoft Word window contains many standard features.



UNIT 4

# Word Processing

The first step in understanding Microsoft® Word is to learn about basic features of a word processing document. Begin by looking up **Window** and reading the information.

## ATTACH A FILE

To attach a file to an e-mail message:

- Click the Insert tab. In the Include group, click Attach File.
- Locate the file in the Insert File dialog box. Change the drive and folder using the Address bar if necessary.
- Click Insert.

## BOLD

**This is bold text.** This is plain text.
To make the text bold:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Bold **B** button.

**Or:** Press CTRL+B.

- To turn off the bold style, select the text and click the button again.

## CENTER

To center text:

- Position the insertion point on the line, or select the text.
- On the Home tab, in the Paragraph group, click the Center button.

## CENTER ALIGN OR CENTER ALIGNMENT

Look up Center.

## CHANGE

To change the margins, look up Margin.

## CHANGE VERTICAL ALIGNMENT OF TEXT

To change the alignment, look up Vertical Alignment.

## CLIPBOARD

The clipboard is a temporary storage area in the word processing program. It is used to store items you have cut or copied to paste into another document.

## COLOR

To change the font color:

- Select the text you want to change.
- On the Home tab, in the Font group, click the dialog box launcher . In the Font dialog box, click the arrow to the right of Font Color. Choose the color you want.

  **Or:** On the Home tab, in the Font group, click the arrow on the Font Color button. Choose from the palette of colors.

## CONVERT

To convert footnotes to endnotes, look up Footnotes to Endnotes.

## COPY

To copy text:

- Select the text.
- On the Home tab, in the Clipboard group, click the Copy button.

## COPY AND PASTE

To copy and paste the entire contents of one file, for example File A, into another file, for example File B:

- Open File A.
- Select the contents by pressing CTRL+A.
- Copy the contents by pressing CTRL+C.
- Click on File B on the task bar to make File B the active window.
- Position the insertion point in File B at the place you want to paste.
- On the Home tab, in the Clipboard group, click the Paste button, or press CTRL+V.
- Close File A.

To paste text after cutting or copying:

- Move the insertion point to the place in the document where you want to paste.
- On the Home tab, in the Clipboard group, click the Paste button.

  **Or:** On the Home tab, in the Clipboard group, click the Paste button drop-down arrow and select Paste.

  **Or:** Press CTRL+V.

## CREATE

To create an envelope, look up Envelope.
To create an e-mail message, look up E-Mail Message.

## CREATE A HEADER

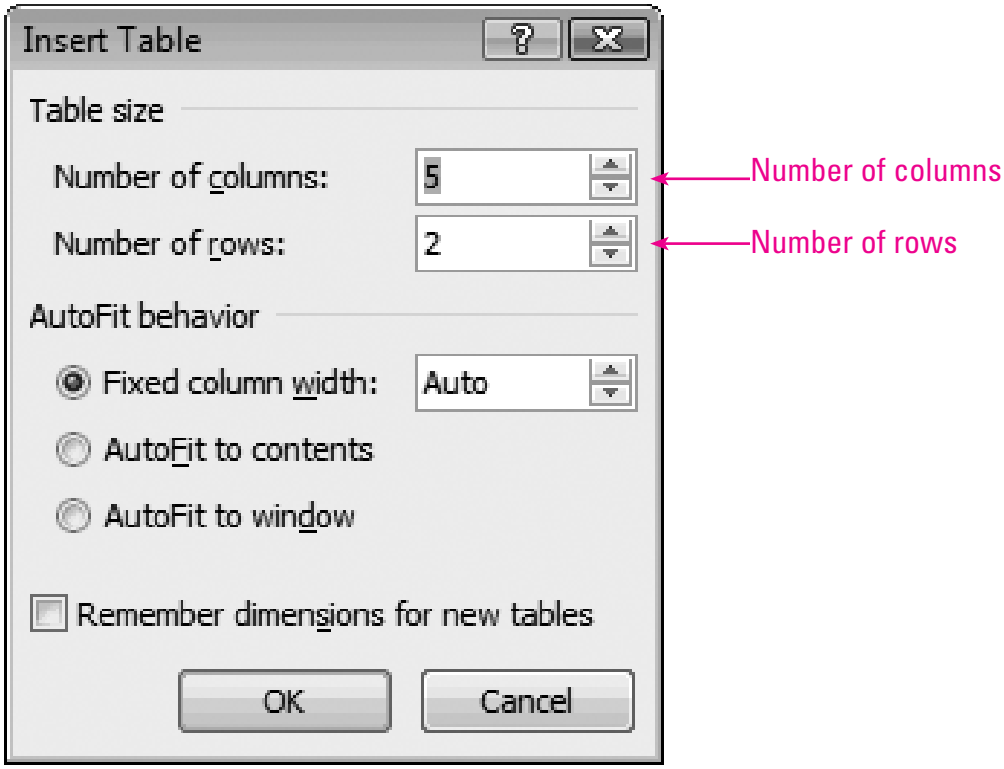
Look up Header.

## CREATE A TABLE

To create a table:

- Place the insertion point where you want to create a table.
- On the Insert tab, in the Tables group, click the Table button.
- Drag the mouse pointer to highlight the number of rows and columns you want in your table, then click the mouse button.

  **Or:** Click Table, Insert Table and key in the number of rows and columns you want in your table. Then click OK.
- Press TAB to move the insertion point from one cell to another, left to right.




- Press SHIFT + TAB to move the insertion point from one cell to another, right to left.

  **Or:** Click the mouse or use the arrow keys to move within the table.

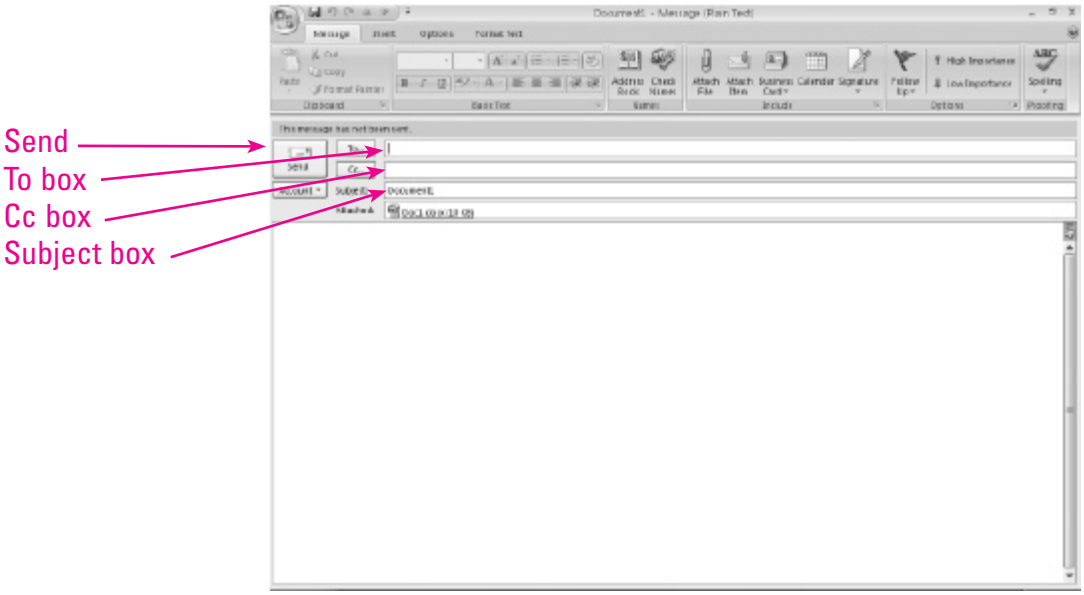
## DOUBLE SPACE

Look up Line Spacing.

## E-MAIL MESSAGE

Microsoft Word has a feature to create an e-mail from a Microsoft Word document. The e-mail format will vary depending on your e-mail software.
To create an e-mail message from Microsoft Word:

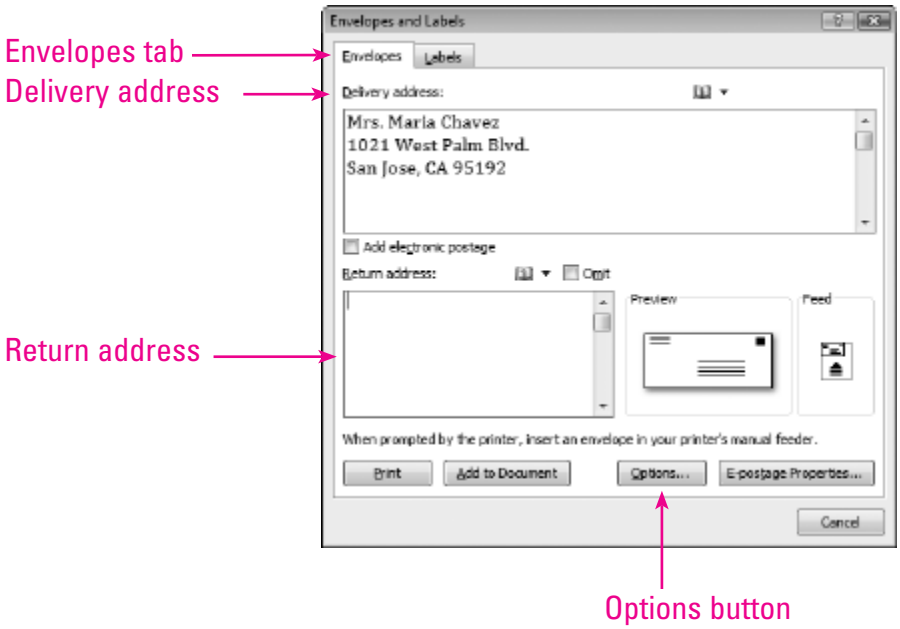
- Open a new document.
- Key the text for your e-mail message.
- Click the Office Button and choose Send, E-mail.
- Key the recipient's e-mail address in the To box.
- If you are sending a copy, key the recipient's e-mail address in the Cc box.
- The name of the document you are sending becomes the subject of the message.
- Insert a file if needed (look up Attach a File).
- Click Send.



## ENVELOPE

To create an envelope:

- On the Mailings tab, in the Create group, click Envelopes.
- Click the Envelopes tab if necessary.
- In the Delivery Address box, enter or edit the mailing address.
- In the Return Address box, enter or edit the return address.
- To determine the envelope size click Options, choose a size from the Envelope Size list box, and click OK.
- Click either Print or Add to Document.



## Find and Replace

To find and replace text:

- On the Home tab, in the Editing group, click Replace, or press CTRL+H.
- Click the Replace tab if necessary.
- In the Find What box, key the text to find.
- In the Replace With box, key the replacement text.
- Click More and check Find Whole Words Only and Match Case, if needed.
- Click the option you want—Find Next, Replace, or Replace All.
- Click Close when finished.

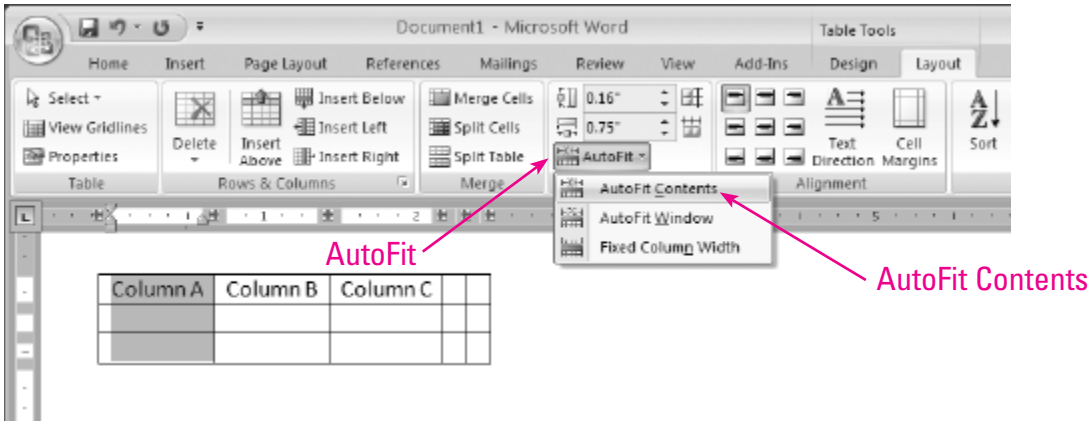
To find only:

- On the Home tab, in the Editing group, click Find, or press CTRL+F.
- In the Find What box, key the text you wish to find.
- Click Find Next.
- Click Cancel when finished.

## Fit

To adjust the contents in a table:

- Select the column or columns you want to adjust.
- Under Table Tools, on the Layout tab, in the Cell Size group, click AutoFit, then AutoFit Contents.




## FONT SIZE

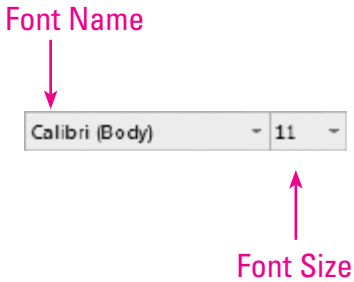
To change the font size:

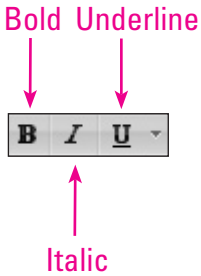
- Select the text you want to change.
- On the Home tab, in the Font group, click the down arrow in the right corner of the Font Size [11] box to display a list of the font sizes your printer can use.
- Click the font size you want.

## FONT STYLE

Change the font either before keying new text or after selecting existing text.
To change the font:

- On the Home tab, in the Font group, click the down arrow in the right corner of the Font Calibri (Body) box to display a list of the fonts your printer can use.
- Click the font you want.




To change the font style:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Bold, Italic, or Underline buttons.

  **Or:** Press CTRL+B, CTRL+I, or CTRL+U, respectively.
- To turn off the style, select the text and click the button(s) again.

## FOOTNOTES TO ENDNOTES

To change existing footnotes to endnotes:

- Double-click the footnote reference number in the document.

- Select existing footnotes at the bottom of a page.
- Right-click and select Convert to Endnote from the Shortcut menu.

## FORMAT

To format italic, look up Italic or Font Style.
To format a Hanging Indent, look up Hanging Indent.

## GRAMMAR CHECK FEATURE

Look up Spelling and Grammar.

## HANGING INDENT

A hanging indent is a paragraph that has all lines but the first indented. Hanging indents are used in reference pages, such as bibliographies and works-cited pages.
To format a hanging indent:

- Select the text to be indented. Make sure there are no paragraph breaks in the selected text.
- On the Home tab, in the Paragraph group, click the dialog box launcher . In the Paragraph dialog box, click the Indents and Spacing tab.
- In the Special box, click the arrow and choose Hanging. Click OK.

To remove a hanging indent:

- Select the text to be formatted.

- On the Home tab, in the Paragraph group, click the dialog box launcher . In the Paragraph dialog box, click the Indents and Spacing tab, if necessary.

- In the Special box, click None and click OK.

## HEADER

A header is text that appears at the top of each page in a document. By default, headers have two preset tabs—a center tab at the center and a right tab at the right margin. Header text area begins 0.5 inch from the top of the page. It is usual to leave two blank lines between the header and the document.

**Header Box**

To create a header in Print Layout View:

- On the Insert tab, in the Header & Footer group, click the Header button. Select a header style from the drop-down list.
- To insert left-aligned text, key text at the left of the header box.
- To insert centered text, press the TAB key once to move to the center. Key the text.
- To insert right-aligned text, press the TAB key to move to the right of the header box. Key the text.

- To insert the page number, under Header & Footer Tools, on the Design tab, in the Header & Footer group, click the Page Number button. From the drop-down list, select a location and style from the preset options.
- Click Close Header & Footer when finished.

**NOTE**: If you have changed margins in the document, change the right and center tab settings. Place the mouse pointer over the tab symbol on the ruler and drag and drop it in place.

To remove a header, including the page number, from the first page only:

- Double-click the header to open the header box.
- Under Header & Footer Tools, on the Design tab, in the Options group, check Different First Page.
- In the Navigation group, click the Next Section button.
- Key the text you want in the header box. This header will appear on all pages other than the first page. In the Close group, click Close Header & Footer when finished.

To remove a header from all pages:

- Double-click the header to open the header box.
- Select the text to be deleted or press CTRL+A to select all, and press DELETE. In the Close group, click Close Header & Footer when finished.

## INSERT

To insert a page break, look up Insert a Page Break.

## INSERT AN ENDNOTE

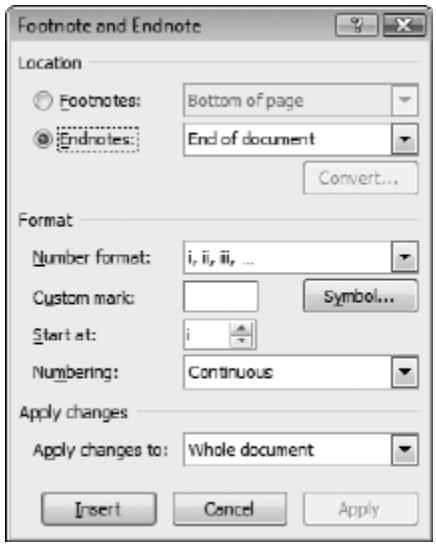
An endnote is a note at the end of a document that provides references for text in the document. By contrast, a footnote is a reference note that appears at the bottom of a page.

By default, endnotes are inserted with a separator line directly under the last line of text in the document. To add an endnote:

- Position the insertion point where the endnote reference number is to appear.
- On the References tab, in the Footnotes group, click Insert Endnote.

  **Or:** On the References tab, in the Footnotes group, click the dialog box launcher. Select Endnotes in the Footnote and Endnote dialog box and click Insert.

Endnotes



The endnote numbers appear in both the body of the document and the note pane. The insertion point moves to the note pane beside the number. Notice that Word's default numbering format is lower-case Roman numerals beginning at the left margin.
To enter the endnote text:

- Key the endnote text. (The default font size for an endnote is 10 points.) Click Close.
- Click in the document to return to the document text.

To add an endnote to existing endnotes:

- Click where you want the endnote inserted in the text. Press CTRL+ALT+D, or on the References tab, in the Footnotes group, click Insert Endnote.

To delete an endnote:

- In the document, select the note reference mark of the endnote to be deleted, and then press DELETE.

## INSERT A FOOTNOTE

A footnote is a note at the bottom of a page that provides a reference for text on the same page. By contrast, an endnote is a reference note that appears at the end of a document. (Look up Insert an Endnote.)
To insert a footnote in Print Layout View:

- Position the insertion point where you want the footnote inserted.
- On the References tab, in the Footnotes group, click Insert Footnote.
- Word automatically numbers the footnotes, a dividing line appears, and the insertion point is placed after the footnote number.

- In the footnote area, key the footnote text.
- Click in the main text area to continue.
- To edit the footnote, click in the footnote at the bottom of the page and edit as needed.

  **Or:** Double-click the footnote reference number then edit as needed.

To add a footnote to existing footnotes:

- Click where you want the footnote inserted.
- Press CTRL+ALT+F.
- Key the footnote text.

To delete a footnote:

- In the document, select the note reference mark of the note to be deleted, and then press DELETE.

## INSERT A PAGE BREAK

To insert a page break:

- Place the insertion point where the new page is to begin.
- On the Insert tab, in the Pages group, click Page Break.

  **Or:** Press CTRL+ENTER.

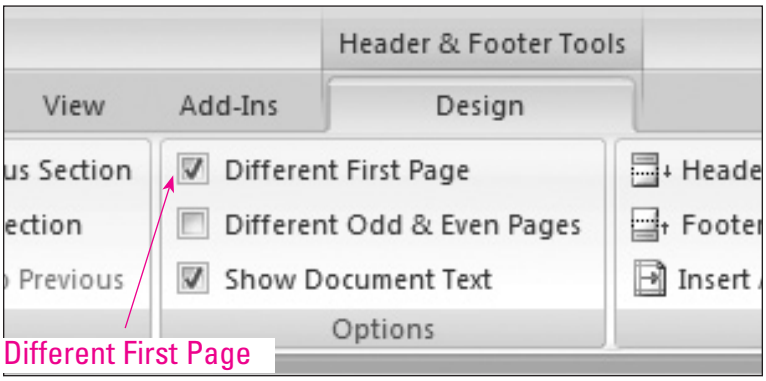
To delete a page break:

- On the Home tab, in the Paragraph group, click the Show/Hide ¶ button.
- Select the page break and press BACKSPACE or DELETE.
- Click the Show/Hide button again to hide paragraph marks.

## INSERT A PAGE NUMBER

To insert a page number:

- On the Insert tab, in the Header & Footer group, click Page Number.
- Choose the position and style you want for the page number from the drop-down list and sub-menu options.
- To remove the page number from the first page, double-click the header to open the header box, if necessary. Under Header & Footer Tools, on the Design tab, in the Options group, check Different First Page.




## ITALIC

*This text is italic.* This is plain text.
To apply italic formatting to text:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Italic *I* button.

  **Or:** Press CTRL+I.

To turn off the italic style, select the text and click the button again.

## Leader Characters

Look up Tab.

## Line Spacing

To change the line spacing before keying or after selecting text:

- Select the text.
- To single-space lines, press CTRL+1.
- To double-space lines, press CTRL+2.
- To space lines 1.5 lines apart, press CTRL+5.

## Margin

The margin is the blank space around the edges of a page. The default margins are 1 inch at the top, bottom, left, and right of the page.
To change the margins:

- On the page Layout tab, in the Page Setup group, click the Margins button. Choose Custom Margins.
- In the Page Setup dialog box, on the Margins tab, key the margin widths you want in the margin boxes and click OK.

## Outline Numbered List

To create an outline numbered list:

- Key the text for the list without any outline numbering.
- Press ENTER at the end of each topic and press the TAB key to indent any subtopics.
- Select the lines to be included in the outline.
- On the Home tab, in the Paragraph group, click the Multilevel List button.
- Click the outline style you want.

To remove bullets or numbering:

- Select the bulleted or numbered lines.
- On the Home tab, in the Paragraph group, click the Bullets or Numbering button.

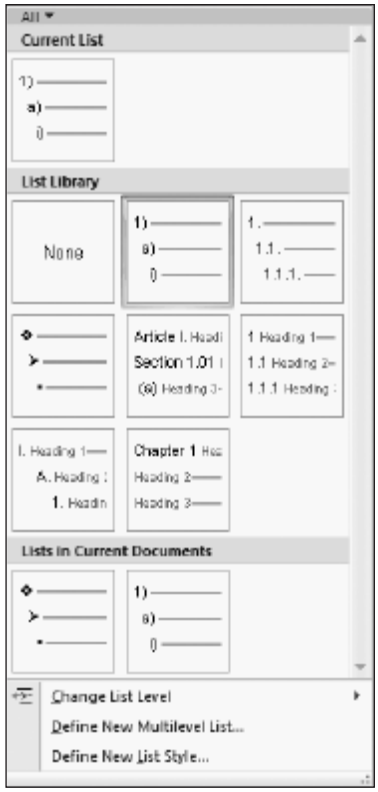
To demote an item in an outline to a lower level:

- Click the line you want to demote.
- On the Home tab, in the Paragraph group, click the Increase Indent button.

To promote an item in an outline to a higher level:

- Click the line you want to promote.
- On the Home tab, in the Paragraph group, click the Decrease Indent button.

List Library




## PAGE BREAK

Look up Insert a Page Break.

## PASTE

Look up Copy and Paste.

## PRINT LAYOUT VIEW

The print layout view refers to the display of a document. To display a document in Print Layout View:

- On the View tab, in the Document Views group, click Print Layout.

**Or:** Click the Print Layout View button on the bottom right side of the document window. (Look up Window.)

## Remove Table Borders

To remove the table borders:

- Position the insertion point inside the table, then under Table Tools, on the Layout tab, in the Table group, click Select and choose Select Table.
- Under Table Tools, click the Design tab. In the Table Styles group, click the arrow next to the Borders button.
- Select No Border.

## Replace

Look up Find and Replace.

## Right Align or Right Alignment

Text that is aligned right is evenly aligned with the right margin.
To align text on the right:

- Position the insertion point on the line, or select the text.
- On the Home tab, in the Paragraph group, click the Align Text Right button.

## SAVE AS

To save an existing file with a new name:

- Click the Office Button and choose Save As. The Save As dialog box appears.
- Choose a drive and directory for the document in the Save In list.
- In the File Name box, key the new name.
- Click the Save button.

## SELECT

To select, use these commands:

| *To Select* | *Do This* |
|---|---|
| A character or more | Click in front of the character and drag the mouse. |
| A word | Double-click the word. |
| A line | Click in the margin to the left of the line with arrow. |
| A paragraph | Double-click in the margin to the left of the paragraph with arrow. |
| Entire document | On the Home tab, in the Editing group, click Select and choose Select All or press CTRL+A. |
| A block of text | Click in front of block, hold SHIFT, and click at the end of block. |

| | |
|---|---|
| Extended text | Position the insertion point. Press SHIFT+UP ARROW, DOWN ARROW, LEFT ARROW, or RIGHT ARROW. |

To deselect text:

- Click anywhere outside the selection or press an arrow key.

## SIZE

Look up Font Size.

## TAB WITH LEADERS

To set tabs for a table of contents:

- Key the list of topics for the table of contents.
- Select the paragraph.
- On the Home tab, in the Paragraph group, click the dialog box launcher . Click Tabs. The Tabs dialog box appears.
- Key 6.5 in the Tab stop position box.
- Under Alignment click Right.
- Under Leader click 2 and click Set. Click OK.
- After the first topic in the table of contents, for example Introduction, press TAB. A dotted line appears.
- Key the page number for the topic. Continue for the remaining topics in the table of contents.

## Table Borders

Look up Remove Table Borders.

## Thesaurus

To use the thesaurus:

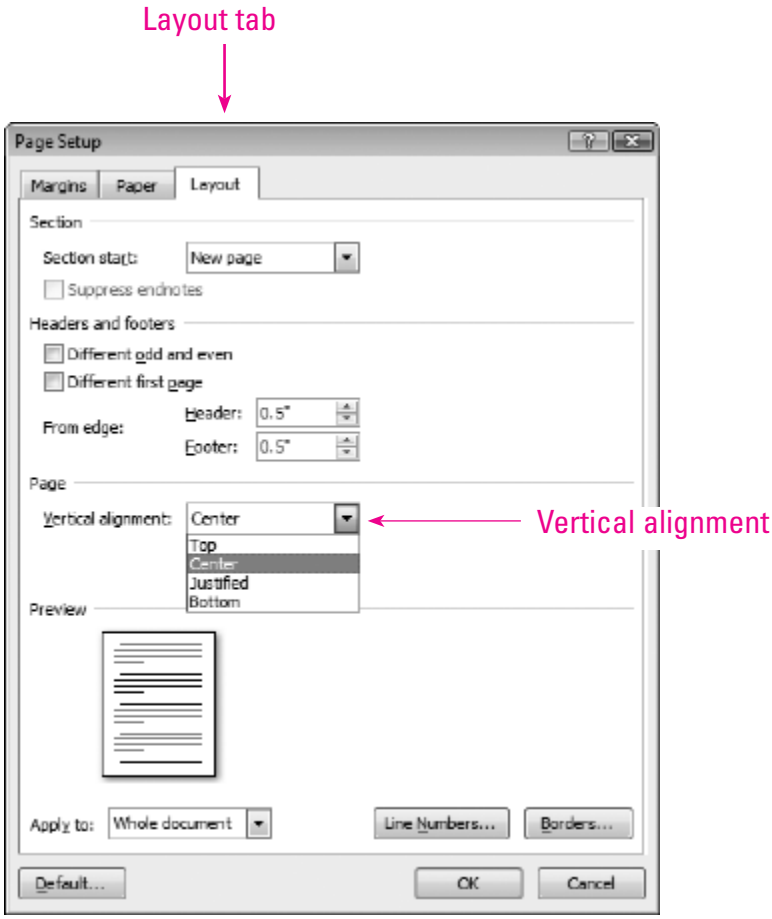
- Select the word you want to replace.
- On the Review tab, in the Proofing group, choose Thesaurus.

  **Or:** Position the insertion point to the right of the word you want to replace. Press SHIFT+F7. The Research pane will appear.
- In the Search for box, key a replacement word and click the Start searching button .

## Vertical Alignment

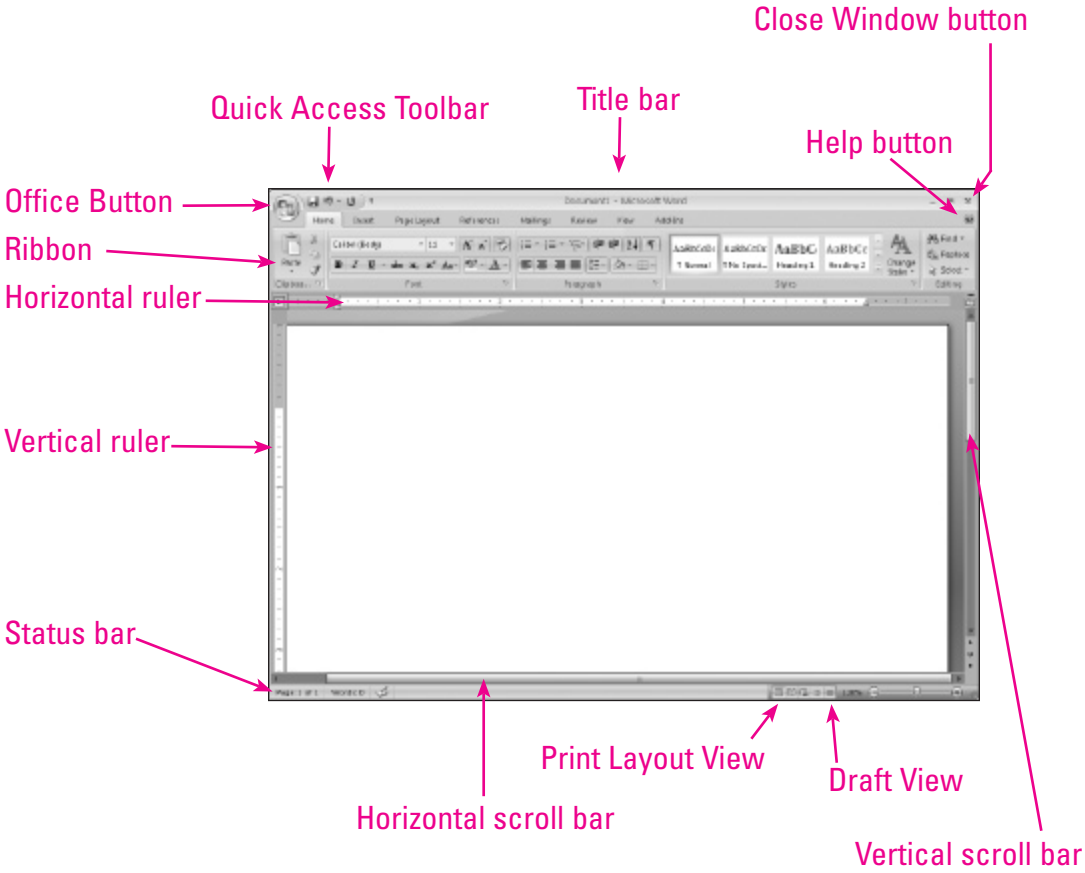
To center the vertical alignment of text on a page:

- On the Page Layout tab, in the Page Setup group, click the dialog box launcher .
- Click the Layout tab.
- In the Vertical alignment box, click the down arrow.
- Click Center and click OK.


Layout tab
Page Setup
Margins
Paper
Layout
Section
Section start:
New page
Suppress endnotes
Headers and footers
Different odd and even
Different first page
From edge:
Header:
0.5"
Footer:
0.5"
Page
Vertical alignment:
Center
Top
Center
Justified
Bottom
Vertical alignment
Preview
Apply to:
Whole document
Line Numbers...
Borders...
Default...
OK
Cancel

## WINDOW

The Microsoft Word window contains many standard features.




**NOTE:** Print Layout View should generally be used. Click the Print Layout View button if necessary.

# Desktop Publishing

UNIT 5

The first step in understanding desktop publishing using Microsoft® Word is to learn about basic features of a desktop publishing document. Begin by looking up **Insert Clip Art** and reading the information there.

The skills to use the **Drawing Tools** are basic to creating desktop publishing documents. Find this term in this unit and read about it.

## Add a Fill Color to a Text Box

To add a fill color in a text box:

- Select the text box.
- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the down arrow next to the Shape Fill button. Click the fill color you want.

To add a custom fill color in a selected text box:

- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the down arrow next to the Shape Fill button.
- Click More Fill Colors.
- Click the Standard or Custom tab.
- Click a fill color on the palette and click OK.

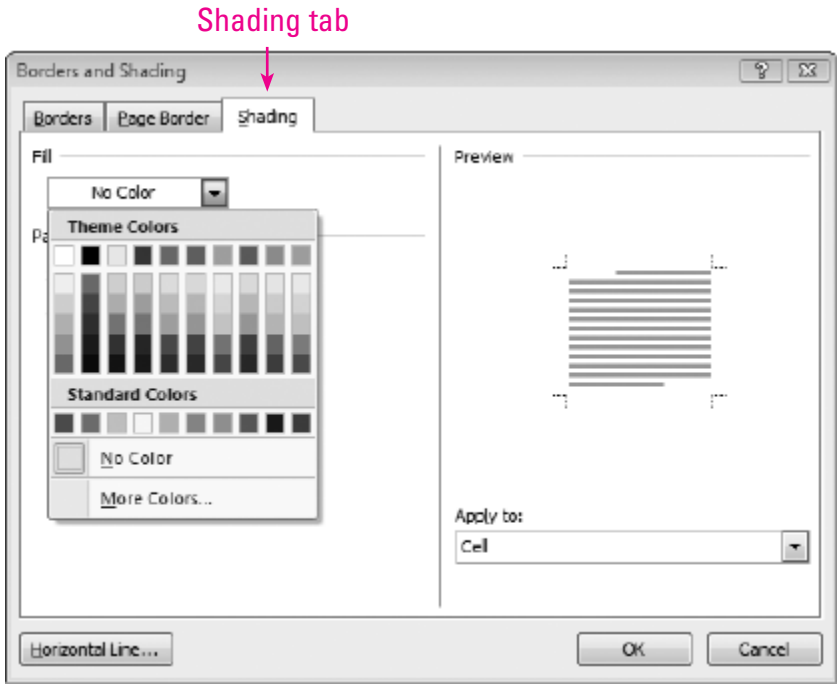
To remove the fill color from a selected text box:

- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the down arrow next to the Shape Fill button.
- Click No Fill.

## Add Shading to Table Cells

To add shading to table cells:

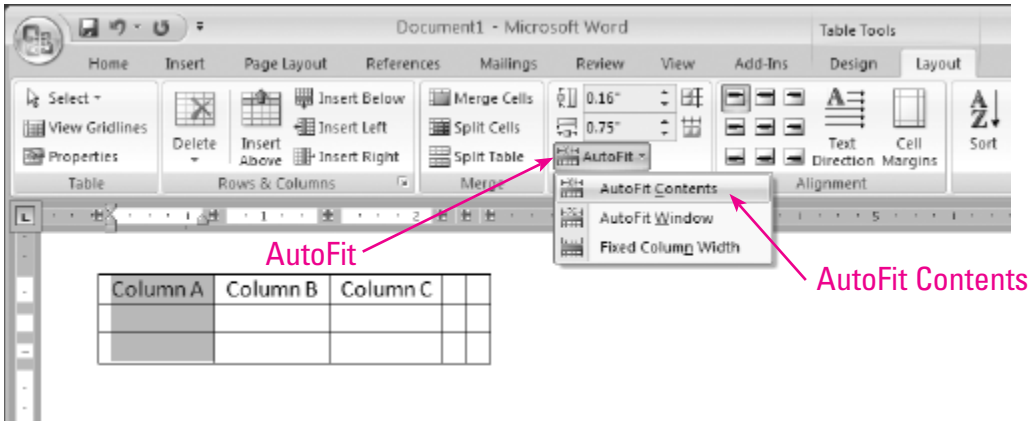
- Select the cells you want to shade.
- Right-click and select, Borders and Shading, Shading tab.
- Click to select the color you want.
- Click OK when finished.



## Adjust Table Cells to Content

To adjust for the contents in the table:

- Click inside the table.
- Under Table Tools, on the Layout tab, in the Cell Size group, click AutoFit, then AutoFit Contents.



## Bold a Column of Text

**This is bold text.** This is plain text.
To format a column of text in bold:

- Select the column you want to change by clicking the column's top border or gridline.

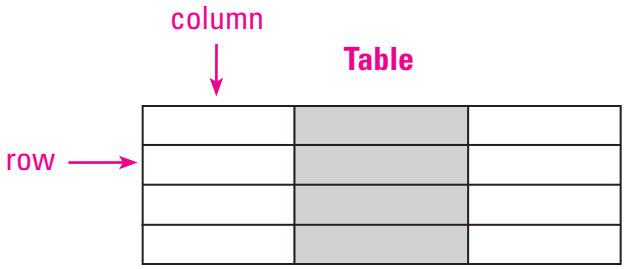
  **Or:** Position the insertion point inside the column, then under Table Tools, on the Layout tab, in the Table group, click Select, Select Column.

  **Or:** Position the insertion point in row 1 of the column, press and hold SHIFT, and press the DOWN ARROW key on the keyboard.

- On the Home tab, in the Font group, click the Bold **B** button.

  **Or:** Press CTRL+B.

- To turn off the style, select the column and click the button again.



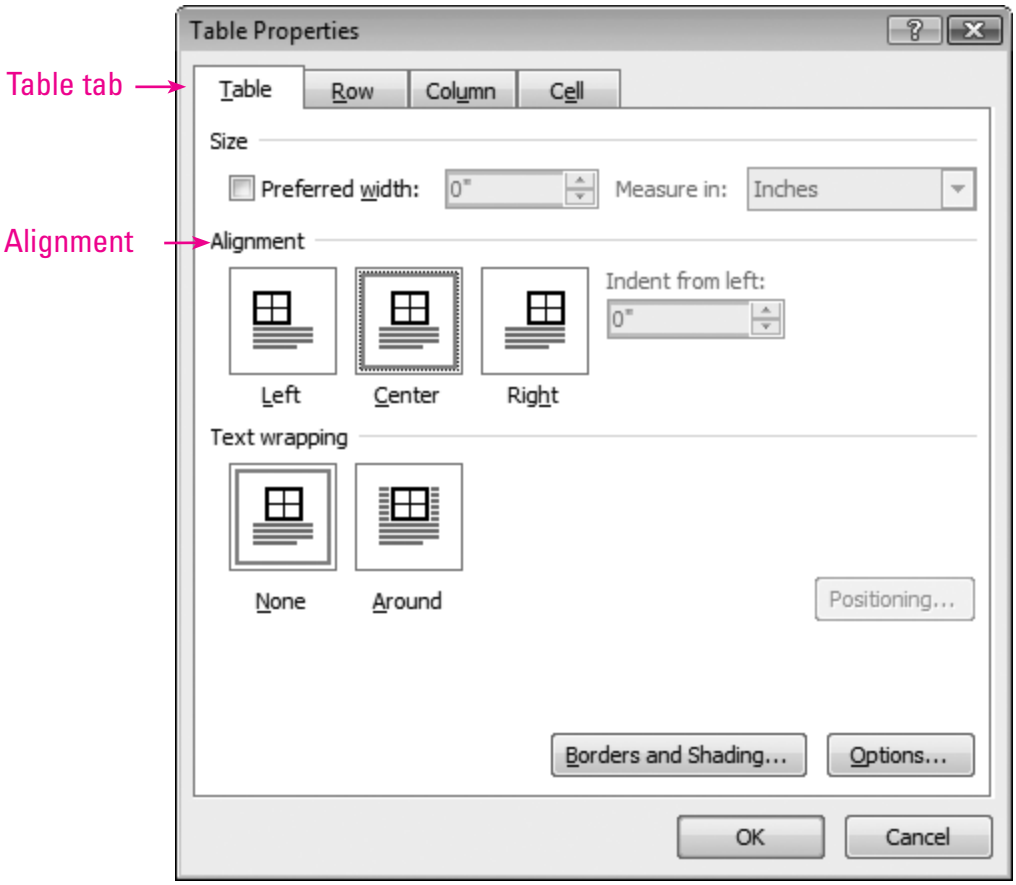

## Border Lines in a Table

Look up Remove Border Lines in a Table.

## Center a Table Horizontally on a Page

To center a table horizontally on a page:

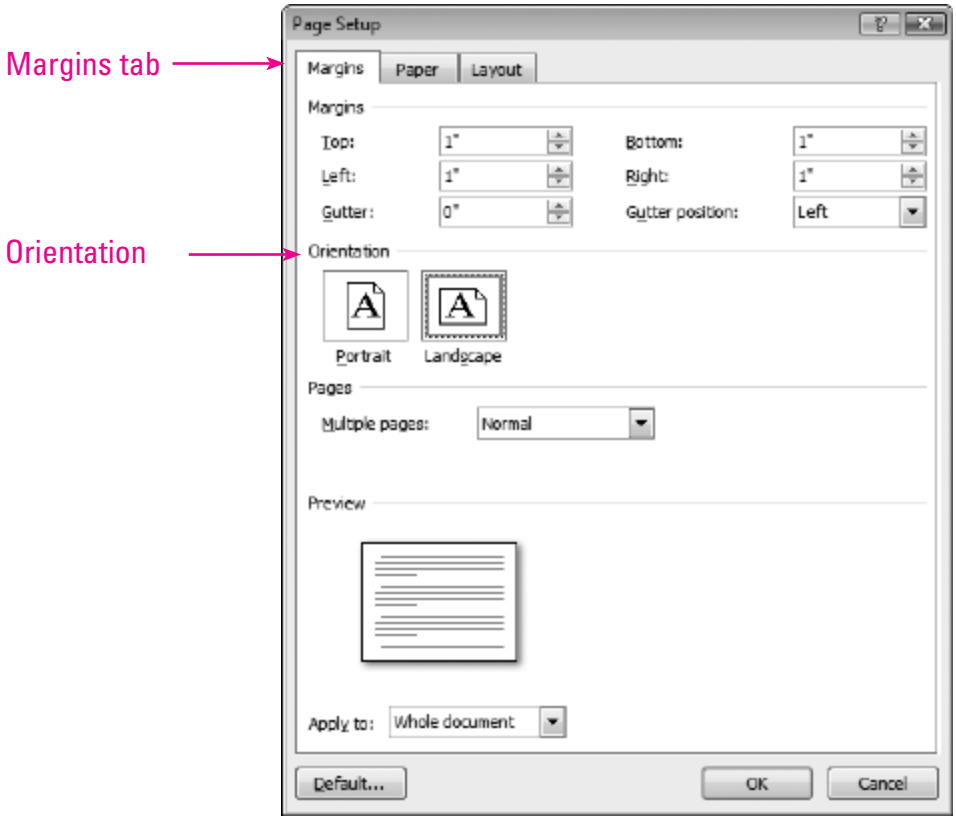
- Place the insertion point inside the table.
- Under Table Tools, on the Layout tab, in the Table group, click Properties, and choose the Table tab. Under Alignment, click Center. Then click OK.



## Change the Page Orientation

To change the page orientation to landscape:

- On the Page Layout tab, in the Page Setup group, click the dialog box launcher .
- In the Page Setup dialog box, click the Margins tab.
- Under Orientation, click Landscape. Click OK.



## Clip Art

Look up Insert a Clip Art Image.

## Color

Look up Fill the Text Box with a Color.

## Columns

To create columns:

- Key all text in the document first, then select **only** the text to be placed in columns.
- On the Page Layout tab, in the Page Setup group, click Columns.
- From the preset options, click Two.

  **Or:** Click more Columns and select Two.
- Check Line between and click OK.

To break a column and move the remaining text to the top of the next column:

- Move the insertion point just before the point where you want the column to break.
- On the Page Layout tab, in the Page Setup group, click Breaks, Column.

## Create a Callout

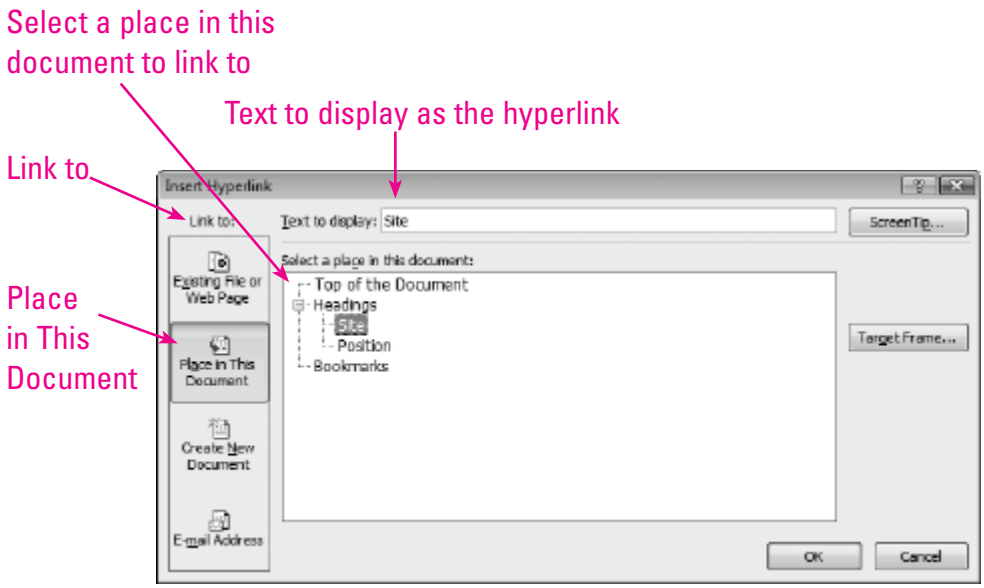
To insert a callout:

- On the Insert tab, in the Illustrations group, click Shapes.
- Under Callouts, click the callout you want to insert.
- Click and drag the mouse to create the shape you want.
- Click the shape and drag to move it to the position you want.

## Create a Hyperlink

To create a hyperlink to a place in the current Web page:

- Apply one of Word's built-in heading styles (Heading 1 through Heading 9) to the text location you want to go to. (Look up Format.)
- Select the text or object you want to represent the hyperlink.
- On the Insert tab, in the Links group, click the Hyperlink button. The Insert Hyperlink box appears.
- Under Link To, click Place in This Document.




- Select the heading you want to link to in the Select a place in this document list.

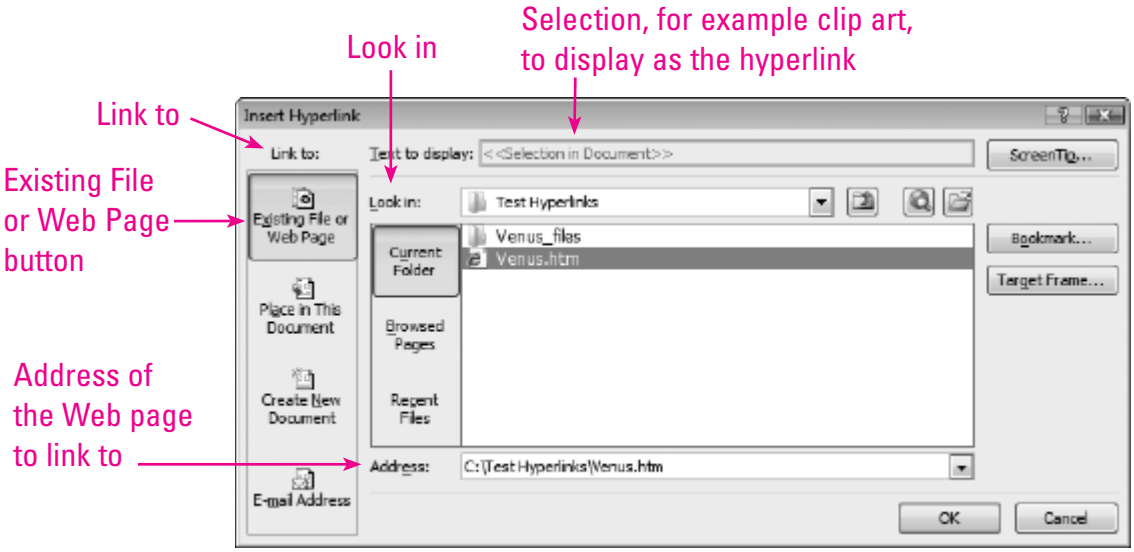
  **Or:** Select Top of the Document in the Select a place in this document list.

- Click OK.

To create a hyperlink on a Web page to another Web page:

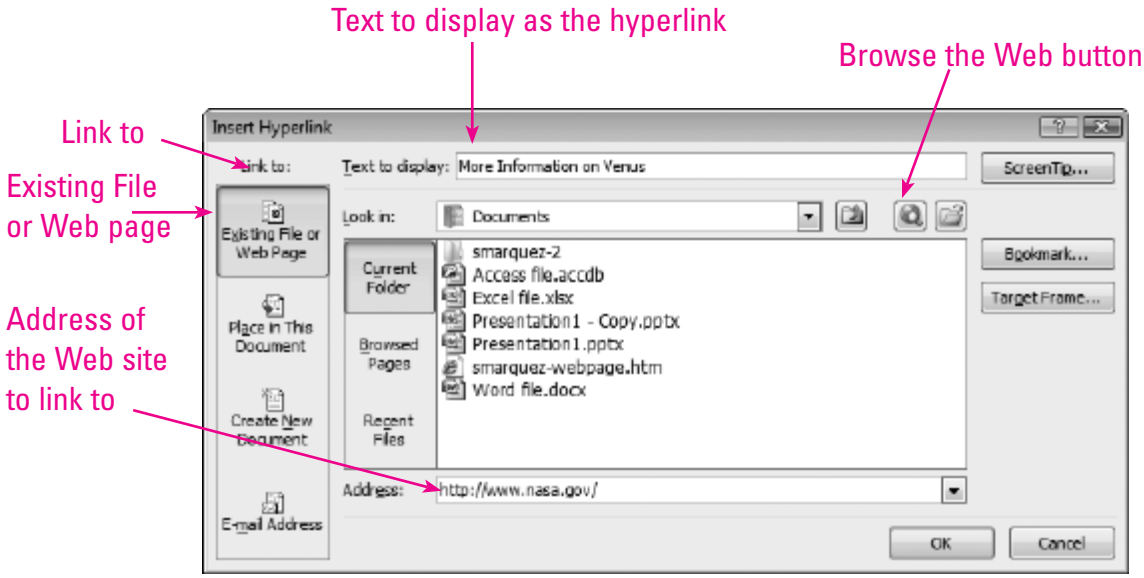
- On the Web page, select the text, picture, or object for the hyperlink.
- On the Insert tab, in the Links group, click the Hyperlink button, or press CTRL+K. The Insert Hyperlink box appears.
- Under Link to, click Existing File or Web Page.

- From the Insert Hyperlink window in the Look in box, browse to the Web page you want.
- Click the Web page you want, and click OK.




To create a hyperlink on a Web page to a Web site:

- On the Web page, select the text, picture, or object for the hyperlink.
- On the Insert tab, in the Links group, click the Hyperlink button, or press CTRL+K.
- From the Insert Hyperlink window, click the Browse the Web button.
- When the browser opens, browse to the Web site you want.
- Return to Word, and the URL will be filled in automatically in the Address box. Click OK.




To test a hyperlink on a Web page:

- Move the pointer over the hyperlink.
- Hold down CTRL while clicking to activate the hyperlink.
- If the page you want appears, the hyperlink is successful.

To remove or edit a hyperlink on a Web page:

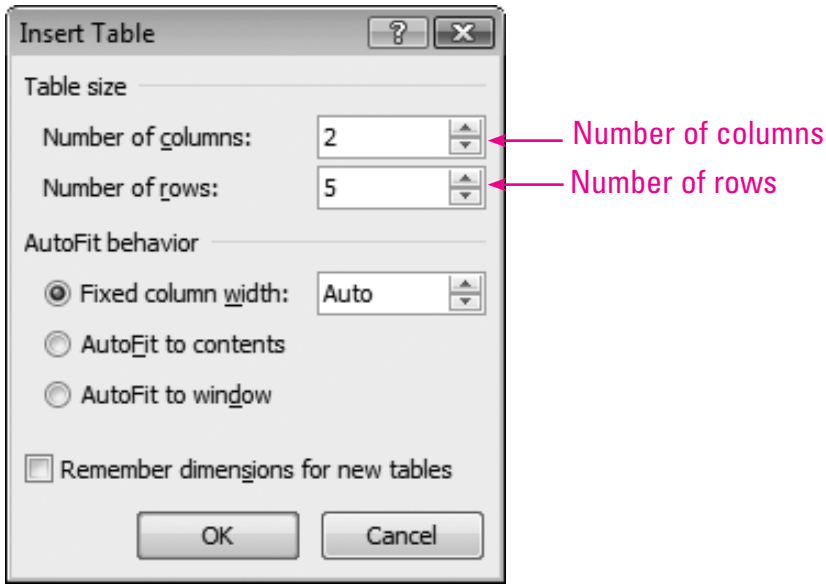
- Right-click on the hyperlink.
- From the shortcut menu, click Remove Hyperlink or Edit Hyperlink and make the changes you want.

## CREATE A TABLE

To create a table:

- Place the insertion point where you want to put the table.
- On the Insert tab, in the Tables group, click the Table button.
- Drag the mouse pointer to highlight the number of rows and columns you want in your table. Release the mouse button.

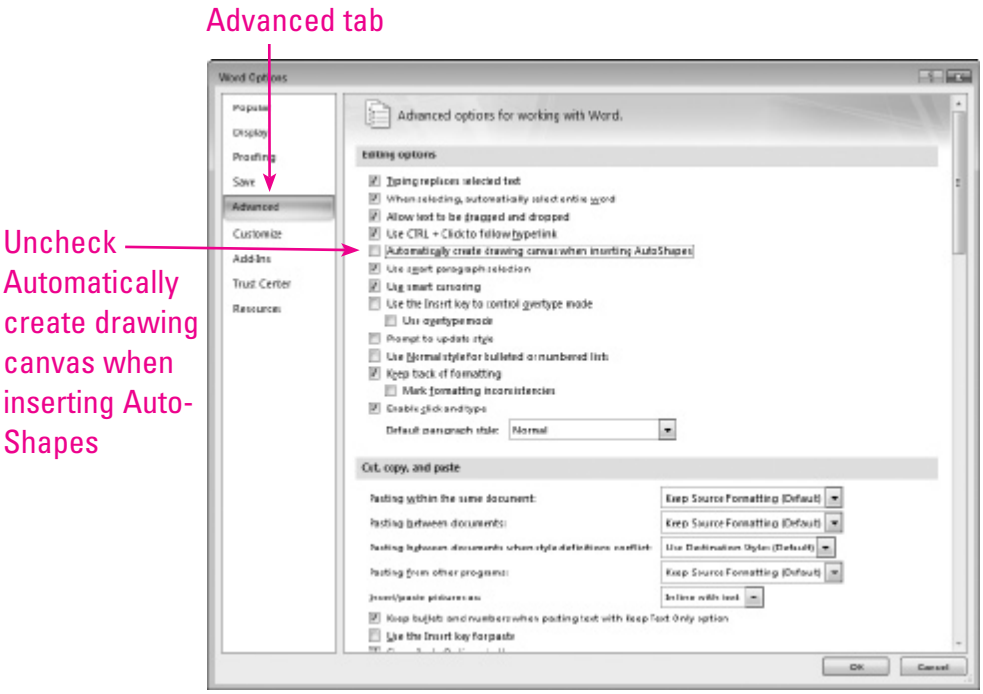
  **Or:** From the drop-down menu, click Insert Table and key in the number of rows and columns you want in your table. Then click OK.



## CREATE A TEXT BOX

Before inserting a text box, set Microsoft Word options so that a drawing canvas is not created:

- Click the Office Button and select Word Options. Under Advanced, under Editing options, click to uncheck Automatically create drawing canvas when inserting AutoShapes. Click OK.




To insert a text box:

- On the Insert tab, in the Text group, click the Text Box button and choose Draw Text Box.
- Click and drag in your document where you want to create the text box. When you release the mouse, a dashed outline appears with sizing handles

around the box. The insertion point is inside the box. Key the text you need.

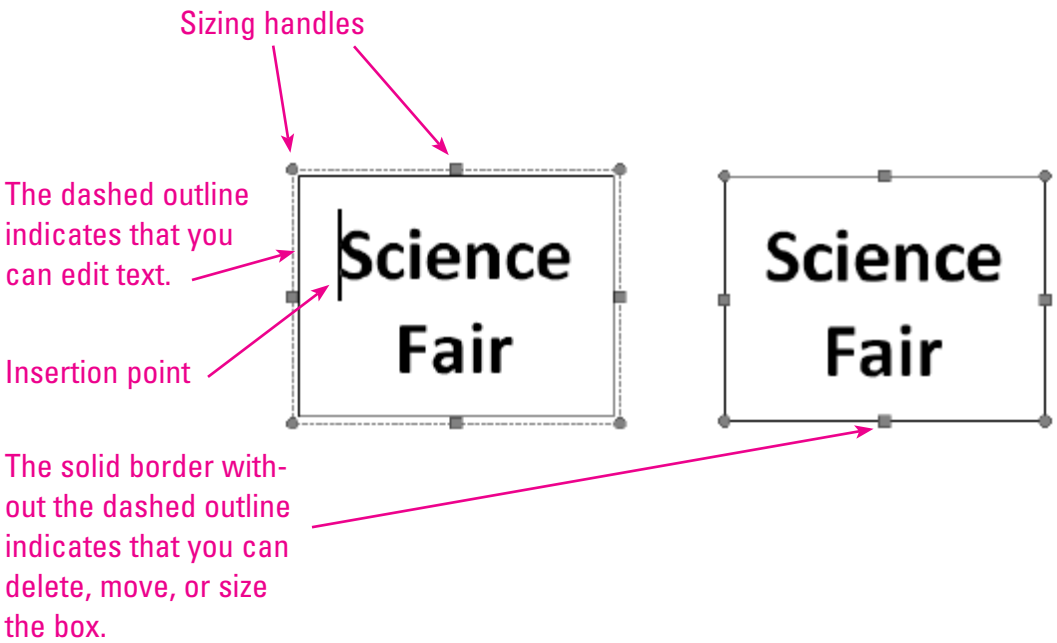
- Click outside the text box when you are finished.

To edit text in a text box:

- Click the text box once. This activates the box for editing text.

To delete, move, or size a text box containing text:

- Click once to select the box. Click a second time on the text box border to delete, move, or size the box.



## DRAWING TOOLS

Many of Microsoft Word's drawing tools are found on the Insert tab. Before using a drawing tool, set Microsoft Word options so that a drawing canvas is not created:

- Click the Office Button and click Word Options. Under Advanced, click to uncheck Automatically create drawing canvas when inserting AutoShapes. Click OK. (See the figure page 71.)

To draw a perfect square or circle:

- On the Insert tab, in the Illustrations group, click the Shapes button. Under Basic Shapes, click the Rectangle tool or Oval tool and hold down SHIFT while dragging the tool.

To draw shapes using AutoShapes:

- On the Insert tab, in the Illustrations group, click the Shapes button and click the AutoShape you want.
- Position the crosshair and drag to create the shape.

To enhance a selected drawing object:

- Under Drawing Tools, on the Format tab, in the Shadow Effects or 3-D Effects groups, click the Shadow and Effects button or the 3-D Effects button, and click the choice you want.

To add text to a drawing object:

- Draw the AutoShape as usual.
- Right-click the selected AutoShape and click Add Text.
- Key in the text in the AutoShape.

## Fill a Text Box

Look up Add a Fill Color.

## Fit

Look up Adjust Table Cells to Content.

## Format

To format text with a heading style:

- Select the text.
- On the Home tab, in the Styles group, click the dialog box launcher . From the Styles pane, click Heading 1, or the style you want to apply.
- Click the Styles pane Close button when finished.

## Format a Border Around a Text Box

To format a border around a text box:

- Select the text box.
- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the Shape Outline button drop-down arrow and click Weight. Click the line weight you want. Repeat this step and choose Dashes and select a line style.

To change the line color:

- Select the text box.
- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the down arrow next to the Shape Outline button. Click the line color you want, More Outline Colors, or Pattern, and experiment.

## Format the Fill Color

Look up Add a Fill Color.

## Format a Horizontal Line Border

To format a horizontal line:

- Position the insertion point where you want to place the line.

- On the Home tab, in the Paragraph group, click the down arrow next to the Borders button. Click Borders and Shading.
- Click the Horizontal Line button. If the computer is not connected to the Internet, click Cancel. Line designs appear.
- Scroll to view the line designs. Click to select the line you want. Click OK.

## Format No Line on a Text Box

To format no line around a text box:

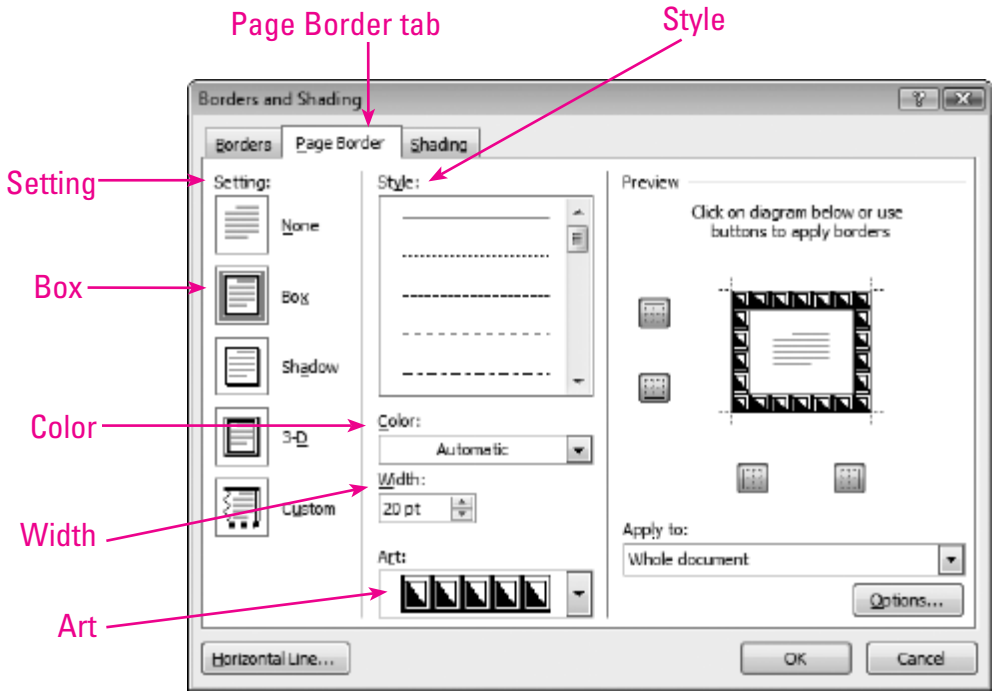
- Select the text box.
- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the down arrow next to the Shape Outline button, and click No Outline.

## Format a Page Border

To create a page border:

- On the Page Layout tab, in the Page Background group, choose Page Borders.

- On the Page Border tab, under Setting, click Box, Shadow, or 3-D to add a border on all four sides.
- To change the border style, under Style, choose one of the sample styles.
- To change the border color, click the down arrow next to the Color box. Choose a color.
- To change the width of the border, click the down arrow next to the Width box. Choose the width you want.
- To add art as a border, click the down arrow next to the Art box. Choose the art you want.
- Click OK when you have finished making your selections.



The default margin for a page border is 24 points or about 0.33 inch. If your printer will not print such a narrow border, change the border margins as follows:

- On the Page Layout tab, in the Page Background group, choose Page Borders.
- On the Page Border tab, click Options.
- In the Measure from box, click either Edge of page (to measure from the edge of the page to the outside edge of the page border or Text (to measure from the page margins to the inside edge of the page border).
- Key the margins you want, and make any other changes you need.
- Click OK, and OK.
- Click the Office Button and select Print, Print Preview to make sure all borders are now visible for printing.

To remove a page border with the Page Borders feature:

- On the Page Layout tab, in the Page Background group, choose Page Borders.
- On the Page Border tab, under Setting, click None and OK.

## FORMAT TEXT

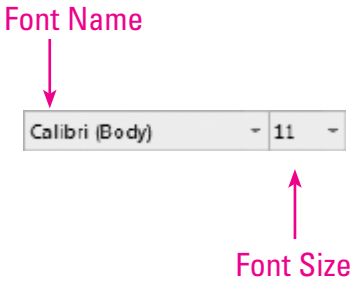
To change the font size:

- Select the text you want to change.
- On the Home tab, in the Font group, click the down arrow in the right corner of the Font Size 11 box to display a list of the font sizes your printer can use.

- Click the font size you want.

Change the font either before keying new text or after selecting existing text.
To change the font:

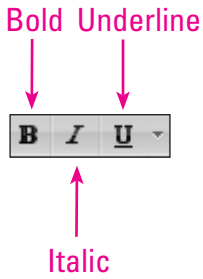
- On the Home tab, in the Font group, click the down arrow in the right corner of the Font Calibri (Body) box to display a list of the fonts your printer can use.
- Click the font you want.




To change the font style:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Bold, Italic, or Underline buttons.

  **Or:** Press CTRL+B, CTRL+I, or CTRL+U, respectively.




To turn off the style, select the text and click the button(s) again.

## FORMAT TEXT IN TWO COLUMNS

Look up Column.

## GROUP OBJECTS

To group objects:

- On the Home tab, in the Editing group, click Select and choose Select Objects .
- Drag a selection rectangle around a group of objects.
- Under Drawing Tools, on the Format tab, in the Arrange group, click the Group button and choose Group.
- To release the Select Objects tool, press ESCAPE.

To ungroup and regroup selected objects:

- Under Drawing Tools, on the Format tab, in the Arrange group, click the Group button and choose Ungroup.
- Select and deselect objects as desired.
- Under Drawing Tools, on the Format tab, in the Arrange group, click the Group button and choose Regroup.

## HORIZONTALLY

Look up Center a Table Horizontally on a Page.

## INSERT

To open a Web page to insert text:

- Right-click the mouse button on the file.
- In the shortcut menu click Open with Microsoft Word for Windows.

Key in the text needed.

## INSERT BULLETS

To create a bulleted list:

- Key the text for the list pressing ENTER at the end of each item.
- Select the text you want to include in the bulleted list.
- On the Home tab, in the Paragraph group, click the Bullets button.

  **Or:** Click the down arrow next to the Bullets button to select a bullet style.

To remove bullets:

- Select the bulleted lines.
- On the Home tab, in the Paragraph group, click the Bullets button.

  **Or:** Click the down arrow next to the Bullets button and select None.

## INSERT CLIP ART

To insert clip art:

- Click where you want the clip art inserted.
- On the Insert tab, in the Illustrations group, click the Clip Art button. (If the Add Clips to Organizer box appears, click Later.)
- From the Clip Art task pane in the Search in box, click the down arrow and be sure Everywhere is checked.

- From the Clip Art task pane, in the Results should be box, click the down arrow and be sure Clip Art and Photographs are checked.
- From the Clip Art task pane, in the Search for text box, key a word describing the picture you want.
- Click Go.
- When the picture you want appears, click the down arrow next to it, and click Insert.

To add clip art or pictures from the Microsoft Web site if you have an Internet connection:

- On the Insert tab, in the Illustrations group, click the Insert Clip Art button. (If the Add Clips to Organizer box appears, click Later.)
- Click Clip art on Office Online from the bottom of the Clip Art task pane.
- At the Web site in the Search box, key a word describing the picture you want, and click Search.
- Browse the pictures, and click the check boxes for all the pictures you want.
- Click the Download hyperlink, and click Download Now.
- In the Microsoft Clip Organizer window, click the down arrow next to the picture you want and click Copy.
- Move to the Word document and on the Home tab, in the Clipboard group, click the Paste button.

To add an image such as a scanned image or digital photo:

- Click where you want the picture inserted.
- On the Insert tab, in the Illustrations group, click the Picture button.
- In the Look in list, browse to the file you want, select it and click Insert.

To modify the selected picture:

- Under Picture Tools, on the Format tab, in the Adjust group, click the Recolor Contrast button, or Brightness button and select new settings as desired.
- In the same group, click the Reset Picture button to remove all changes.

To change the way text wraps around a floating object:

- Select the object.
- Under Picture Tools, on the Format tab, in the Adjust group, click the Text Wrapping button.
- Click one of the preset styles: In Line with Text, Square, Tight, Behind Text, In Front of Text, Top and Bottom or Through.

## Insert a Column Break

Look up Column.

## Insert a Text Box

Look up Create a Text Box.

## KEY

Input characters, for example for a title.

## LAYER DRAWING OBJECTS

To layer a selected object, under Drawing Tools, on the Format tab, in the Arrange group, select from these choices:

- To bring an object to the front, click Bring to Front.
- To send an object to the back, click Send to Back.
- To bring an object one step forward, click the down arrow next to Bring to Front and select Bring Forward.
- To send an object one step backward, click the down arrow next to Send to Back and select Send Backward.
- To bring an object in front of text, click the down arrow next to Bring to Front and select Bring in Front of Text.
- To send an object behind text, click the down arrow next to Send to Back and select Send Behind Text.

## MARGIN

The margin is the blank space around the edges of a page. The default margins are 1 inch at the top, bottom, left, and right of the page.
To change the margins:

- On the Page Layout tab, in the Page Setup group, click the Margins button and choose a preset option or select Custom Margins.

- Key the margin widths you want in the margin boxes and click OK.

## NEW TEMPLATE DOCUMENT

Look up Template.

## NUDGE FEATURE

To nudge an object slightly:

- Select the object.
- Press the up, down, left, or right arrows.
- Hold down CTRL while using the arrows for smaller movement.

## ORDER AND GROUP OBJECTS

To order objects, look up Layer.
To select an object:

- Hold the mouse pointer over the object and click once.

To group many objects, first select all the objects you want to group:

- Hold down SHIFT and click each object once.

  **Or:** On the Home tab, in the Editing group, click Select and choose Select Objects . Drag a selection rectangle around the group of objects.

  To release the Select Objects tool, press ESCAPE.

To select a hidden object:

- Click over one object you can see to select it.
- Press TAB several times until the object you want is selected.

To deselect an object:

- Click outside the object or press ESCAPE.

## POSITION A GRAPHIC OR CLIP ART IMAGE

To move a selected object or clip art image:

- Move the mouse pointer over the object until you see a four-headed arrow.
- Drag the object into position.

To position a selected object precisely without "jumping":

- Move the mouse pointer over the object until you see a four-headed arrow.
- Hold down ALT and drag the object smoothly into position.

To position a selected object precisely horizontally or vertically:

- Hold down SHIFT as you drag the object horizontally or vertically.

To align a selected object precisely:

- Under Drawing Tools, on the Format tab, in the Arrange group, click the Align button.
- Check Align to Page, repeat the steps, and click the alignment you want.

## Preview a Web Page

To preview a document as a Web page in a browser or run a slide show:

- On the View tab, in the Document Views group, click Web Layout. Word displays your document as it would look as a Web page.
- Click any hyperlinks on the opening page of the slide show or first page of the related Web pages.

  **Or:** Open your browser, click the Office Button, Open, browse to the file you want, and click OK.

## Remove Border Lines in a Table

To remove the table border lines:

- Position the insertion point inside the table. Under Table Tools, on the Layout tab, in the Table group, click Select and choose Select Table.
- Under Table Tools, on the Design tab, in the Table Styles group, click the arrow next to the Borders button.
- Select No Border.

  **Or:** Click the down arrow next to the Borders button and select Borders and Shading. From the Borders tab under Preview, click on the diagram or on the button you want for the borders to be removed—top, bottom, left, and right. Click OK.

To view table gridlines:

- Under Table Tools, on the Design tab, in the Table Styles group, click the arrow next to the Borders button and choose View Gridlines.

**NOTE:** Table gridlines do not print. Only table borders print. Table gridlines are used to help you see the table structure as you are keying your text or inserting objects.

## Remove Border Lines From a Text Box

Look up Format No Line on a Text Box.

## Resize a Clip Art Image or Graphic

To resize a selected object:

- Move the pointer over one of the sizing handles until the pointer changes to a two-headed arrow.
- Resize by dragging a handle.

**NOTE:** Drag on a corner handle to resize and keep the proportion of the selected object.

## Rotate a Drawing Object

To rotate or flip an object:

- Select the object.
- Under Drawing Tools, on the Format tab, in the Arrange group, click the Rotate button.
- Click the desired choice to rotate or flip.

To rotate an object to any angle:

- Select the object.
- Drag the green rotate handle until the object is in the position you want.

## Save as a Web Page

Word saves documents as Web pages by converting them to HTML (HyperText Markup Language) file format. Files saved using HTML format can be displayed in a Web browser.

To save a document as a Web page:

- Click the Office Button, Save As.
- In the File name box, key the file name you want. In the Save As type box, select Web Page. Note that the file name extension changes from .doc to .htm. Do not key the period of the htm extension.
- Click Save.

## Select a Text Box

To select a text box, click on the border of the text box. To select a text box to edit the text, click on the text.

## Shading Cells in a Table

Look up Add Shading to Table Cells.

## Shadow Style

To apply a shadow style to a text box:

- Select the text box.
- Under Text Box Tools, on the Format tab, in the Shadow Effects or 3-D Effects group, click Shadow Effects or 3-D Effects and experiment to get the appearance you want.

## STYLE

Look up Format.

## TEMPLATE

You will need an Internet connection to complete the template activities.
To create a new document based on a template:

- Click the Office Button and select New. The New Document pane opens. From the Microsoft Office Online pane, click the template category you want; for example, for letterhead or stationery, click Stationery.
- Under the desired category, click the template you want; for example, under Stationery, click Letterhead or Specialty paper.
- Click the template you want.
- When the preview of the template opens, click Download.
- When Word opens, edit the template as desired and print it on your chosen card stock or stationery.
- Save the file under the filename you want.

## TEXT

Look up Insert.

## THEME

To apply a theme to a Web Page:

- On the Page Layout tab, in the Themes group, click Theme.
- From the drop-down list, click the theme you want.

To change a theme on a Web page:

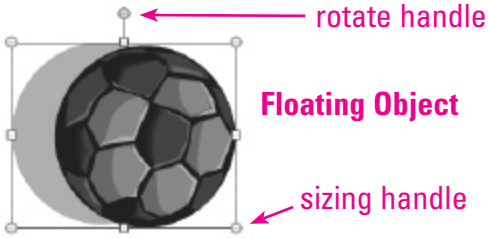
- Repeat the steps to apply a theme.

## WEB PAGE

To create a Web page, key your document in Word, then follow the instructions to save as a Web page. (Look up Save As a Web Page.)

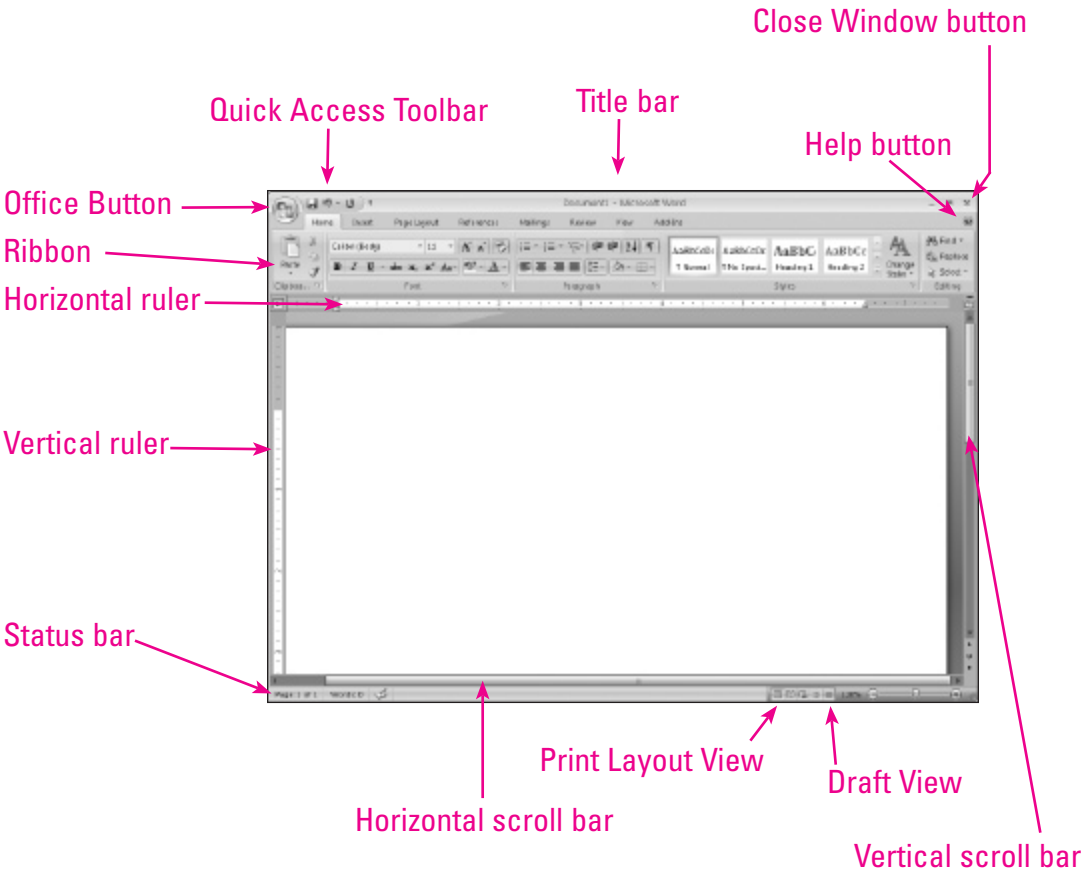
When you first add objects, such as clip art, they are inserted by default as a floating object. You can move a floating object freely so that you can position it precisely on a page or in front of or behind text or objects.

A selected floating object has round sizing handles and a green rotate handle.




## WINDOW

The Microsoft Word window has many standard features.



# Presentations

UNIT 6

It is easy to create a presentation that will keep your audience's attention when you use Microsoft® PowerPoint®. Begin by looking up **Window** to become familiar with the features of presentation software.

## Add a New Slide

To add a new slide in Normal View:

- On the Home tab, in the Slides group, click the New Slide button.

  **Or:** Press CTRL+M.

To delete a slide from the Slides pane:

- In the Slides Pane, select the slide.
- Press the DELETE key.

To delete a slide from the Slide window:

- Go to the slide to be deleted.
- On the Home tab, in the Slides group, select Delete.

To delete a slide from Slide Sorter view:

- On the View tab, in the Presentation Views group, select Slide Sorter view.
- Select the slide.
- Press the DELETE key.

## ANIMATION

To add animation to a slide object (a slide object can be text, clip art, or a drawing object):

- On the Animations tab, in the Animations group, select Custom Animation. The custom animation task pane appears.
- Select the object to animate.
- Click the Add Effect button.
- Four types of effects can be applied: Entrance, Emphasis, Exit, and Motion Paths.
  - The Entrance button controls how the object looks when it first appears in the slide.
  - The Emphasis button adds an effect that draws attention to the object.
  - The Exit button controls how the object looks when it leaves the slide.
  - The Motion Paths button adds movement to the object.
- Select the effect you want. To see a preview of the effect, check the AutoPreview box at the bottom of the task pane.
- The object will be listed in the task pane with a star colored green, yellow, red, or white for the effect added.

To remove animation from an object:

- Select the animation effect listed in the task pane.
- Click the Remove button.

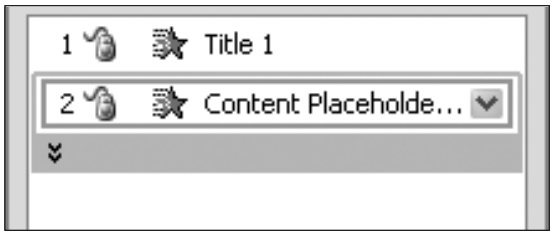
## Animation Order

Each text or object must have an animation applied to it before you can change the order of animation.
To change the order in which animations appear:

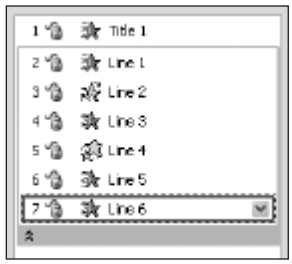
- In normal view, on the Animations tab, in the Animations group, click Custom Animation. The effects appear in the order you applied them, top to bottom, on the Custom Animation list. The animated items are noted on the slide, in normal view, with a non-printing numbered tag that correlates to the effects in the list.
- In the Custom Animation task pane, select the item in the list that you want to move and drag it to another position in the list.
- In the Custom Animation or task pane, click the Re-Order arrows to move an item up or down.

**NOTE:** If the animation you want to select does not show in the list, scroll to the item.

Scroll Down




Scroll Up

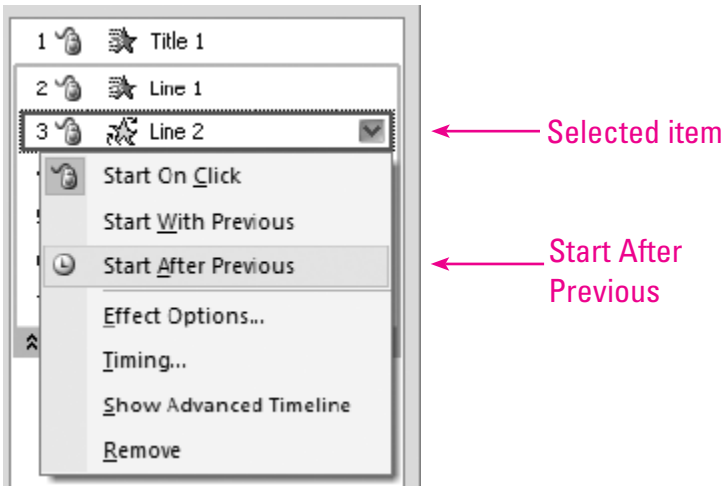


Usually the animations you create appear in a slide show after you click the mouse. You can, however, make an animation start automatically after another animation has finished.

**NOTE:** Each text or object must have an animation applied to it before you can make an animation start automatically.

To make an animation start automatically after another animation:

- On the slide, select the text or object you want to make animate automatically.
- On the Animations tab, in the Animations group, click Custom Animation.
- In the Custom Animation task pane, click the down arrow on the selected item in the Custom Animation list, and then click Start After Previous.

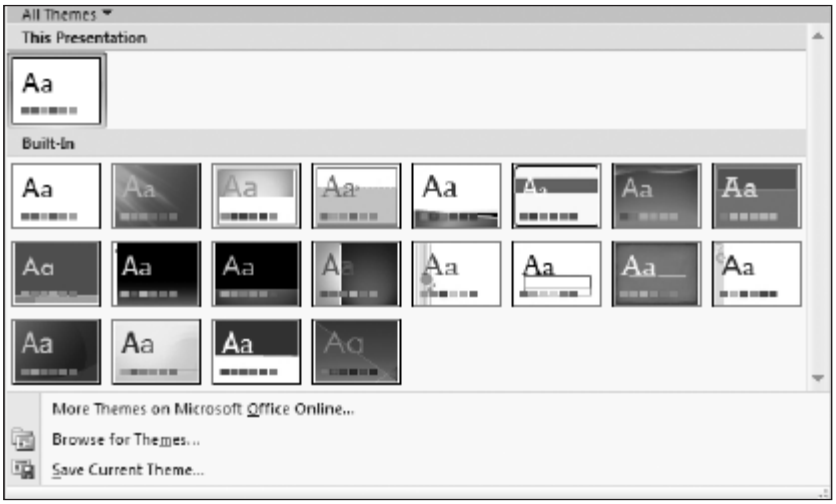


## Apply a Design Theme

To apply a design theme to all slides:

- On the Design tab, in the Themes group, scroll up and down to view the design theme thumbnails or click the More button to view all themes.
- Click the design theme you want. The design you choose is applied to all the slides in the presentation. The name of the design you choose appears on the Status bar.

All Themes drop-down list



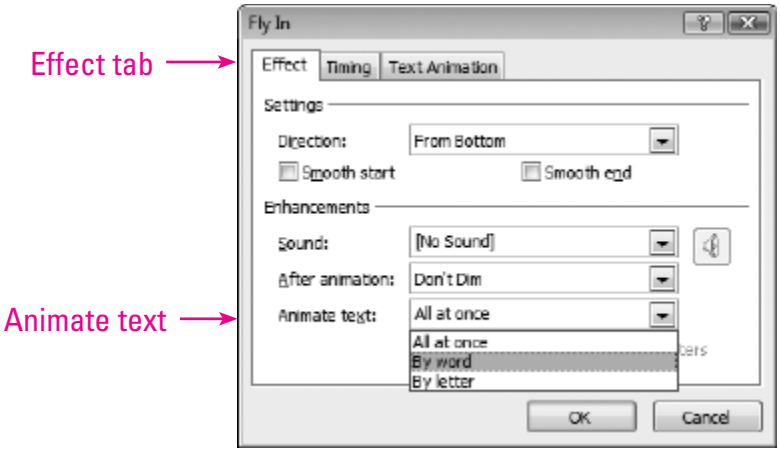
## By Word

To animate the text you want by word:

- Select the text you want to animate and add an animation—look up Animate.
- In the Custom Animation task pane, in the Custom animation list, click the animated text item that you want.
- Click the arrow, click Effect Options.

Effect Options

- On the Effect tab, in the Animate text list, click By word.




## CHANGE THE ANIMATION ORDER

Look up Animation Order.

## CLIP ART

Look up Insert Picture or Resize the Clip Art.

## DESIGN TEMPLATE

Look up Apply a Design Theme.

## Insert a New Slide

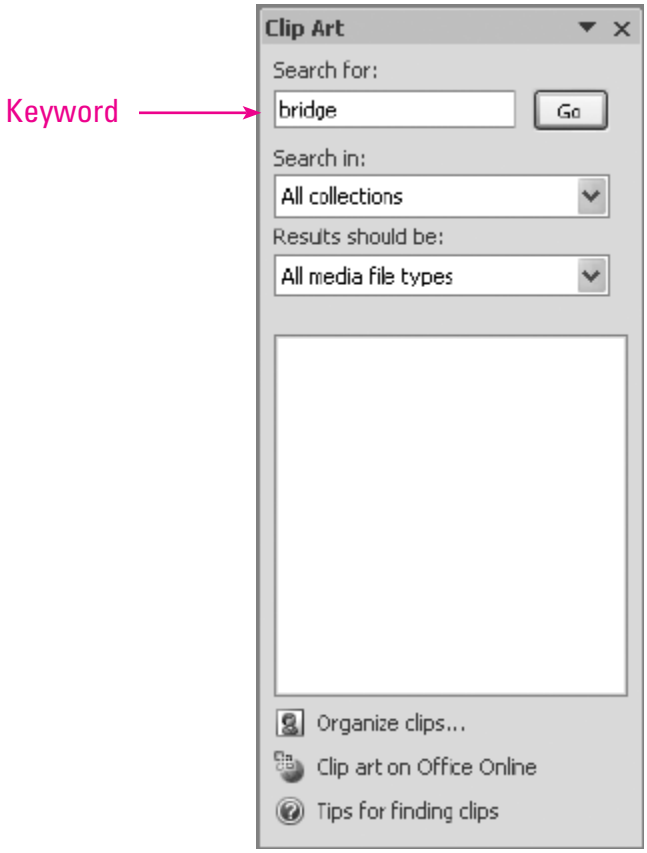
Look up Add a New Slide.

## Insert Picture

To insert a picture, or clip art:

- Move to the slide where you want to insert the clip art.
- To activate the Clip Art task pane, on the Insert tab, in the Illustrations group, click the Clip Art button.
- If the Add Clips to Organizer dialog box appears, click Later.
- On the Clip Art task pane, key a keyword then click Go to find the art you want.
- If the Enter Network Password box appears, either connect to the Internet or click Cancel.
- The Results box shows clip art matching the search word. Scroll to view the choices.
- If you do not see a picture you want, begin a new search.
- Click the picture you want. The picture is inserted on the slide.

- Click the Close button on the Clip Art task pane to close it.
- Select, move, and size the picture on the slide to fit your presentation.



## NEW PRESENTATION

To start a new presentation:

- Click the Office Button and select New. On the New Presentation window, click Blank Presentation and click Create.

  **Or:** Press CTRL+N.

## NEW SLIDES

Look up Add a New Slide.

## NORMAL VIEW

To change to Normal view:

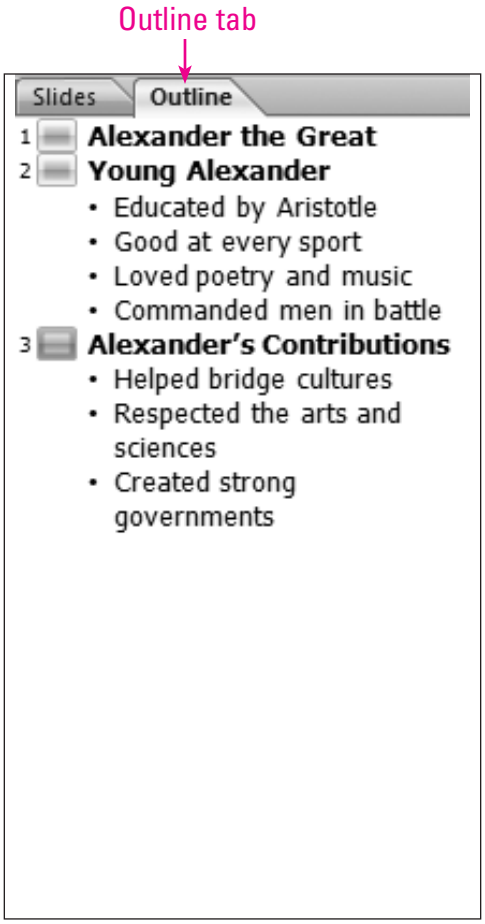
- Click the Normal View button in the lower right corner of the window. The Outline and Slides pane is displayed.
- Use the scroll bar to move to each slide.
- Use Normal view to work on an individual slide.

## OUTLINE VIEW

To change to Outline view:

- Click the Normal View button in the lower right corner of the window. The Outline and Slides pane is displayed.

- Click the Outline tab. The Outline pane displays the text of the presentation in outline format.
- Drag the right border of the Outline pane to the right to see more of the text, if needed.
- Scroll up and down, when needed, to see the text for all the slides.
- You may choose to use this view to edit text on the slides.



## Resize the Clip Art

To resize a selected object:

- Move the pointer over one of the sizing handles until the pointer changes to a two-headed arrow.
- Resize by dragging a handle.
- Press CTRL+Z to undo the resizing.

**NOTE:** Drag on a corner handle to resize and keep the proportion of the selected object.

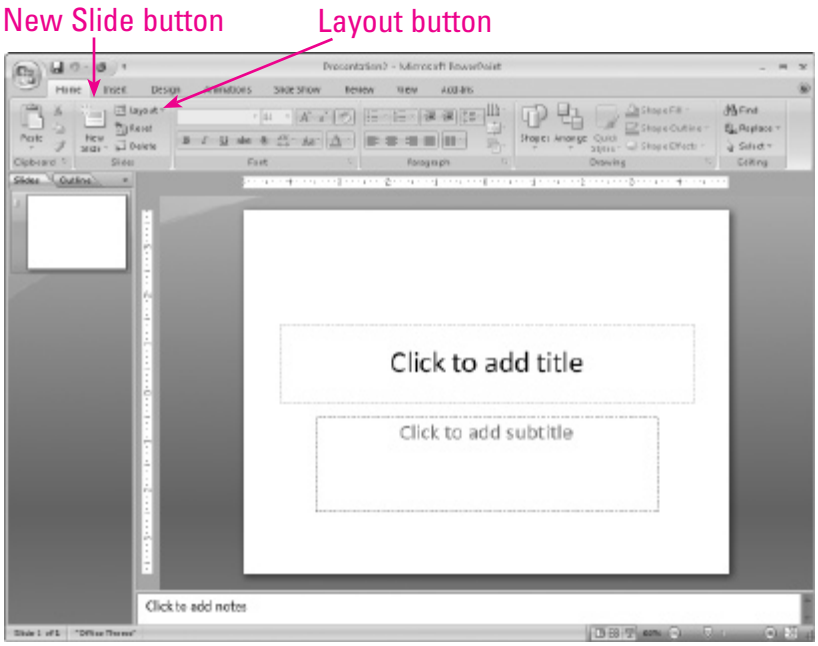
## Slide Layout

To insert a new slide and choose a Slide Layout in Normal view:

- On the Home tab, in the Slides group, click the New Slide button.

  **Or:** Press CTRL+M.

- On the Home tab, in the Slides group, click the Layout button and click the layout you want from the drop-down list.




To apply a new Slide Layout to an existing slide:

- Move to the slide you want to change.
- On the Home tab, in the Slides group, click the Layout button.
- Click the layout you want from the drop-down list.

## Slide Order

To change the order of slides:

- On the View tab, in the Presentation Views group, select Slide Sorter.

  **Or**: Select the Slide Sorter button at the bottom of the window.

- Click on a slide, hold the left mouse button, and drag the slide to the new location. A vertical line will appear as the slide is being dragged. The slide number will change automatically.

## Slide Show View

To change to Slide Show view:

- On the View tab, in the Presentation Views group, select Slide Show.

  **Or**: Click the Slide Show View button in the lower right corner of the window.

- Click the mouse, use the right or left arrow keys, or use the PAGE UP or PAGE DOWN keys to view each slide.

## Slide Sorter View

To change to Slide Sorter view:

- On the View tab, in the Presentation Views group, select Slide Sorter.

  **Or**: Click the Slide Sorter View button in the lower right corner of the window.

- The Slide Sorter view displays miniatures of all the slides. Scroll, or use the zoom feature to see all the slides.

- Double-click to select a slide to display in Normal view.

- You can use this view to rearrange the order of slides by cutting and pasting, or dragging a slide.

## Slide View

To change to Slide view:

- Click the Normal View button in the lower right corner of the window. The Outline and Slides pane displays.
- Click the Slides tab. The Slides pane shows the slides of the presentation for easy navigation.
- Scroll up and down, when needed, to see all the slides.

## Sound Effect

To add sound to a slide object:

- On the Animations tab, in the Animations group, click Custom Animation. The Custom Animation task pane appears.
- Select the object with the animation.
- Click the down arrow next to the object name.
- Select Effect Options.
- Click the down arrow in the sound box and scroll down the list.
- Select the sound effect you want.
- Click the speaker button and adjust the sound volume.
- Click OK.
- Click Play Play at the bottom of the task pane to preview the sound effect.

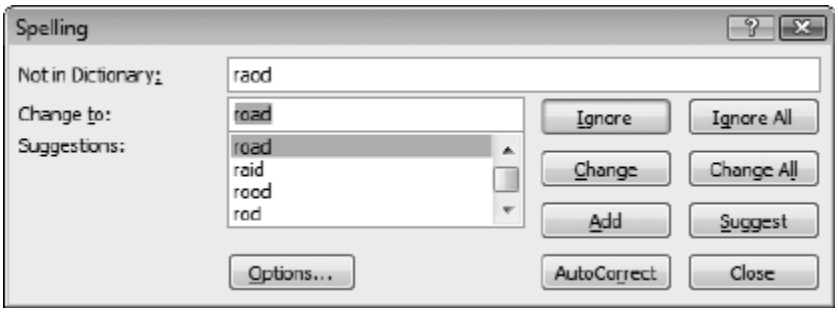
## SPELLING

To use the spelling checker:

- Move the insertion point to the beginning of the presentation.
- On the Review tab, in the Proofing group, click the Spelling button.

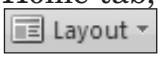
  **Or:** Press F7.
- A dialog box will appear showing possible spelling errors. The box offers suggestions to fix the errors.
- Click an option, such as Ignore, Change, or Add to Dictionary.
- When you have finished checking, click Close.

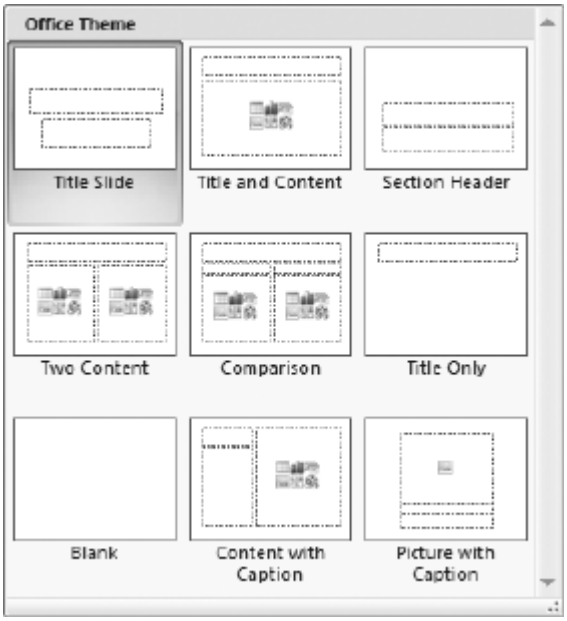
Microsoft PowerPoint automatically checks spelling and grammar as you type. Possible errors in spelling are marked with a wavy red line under misspelled words.



## Title Slide Layout

To choose a Title slide layout in a new presentation:

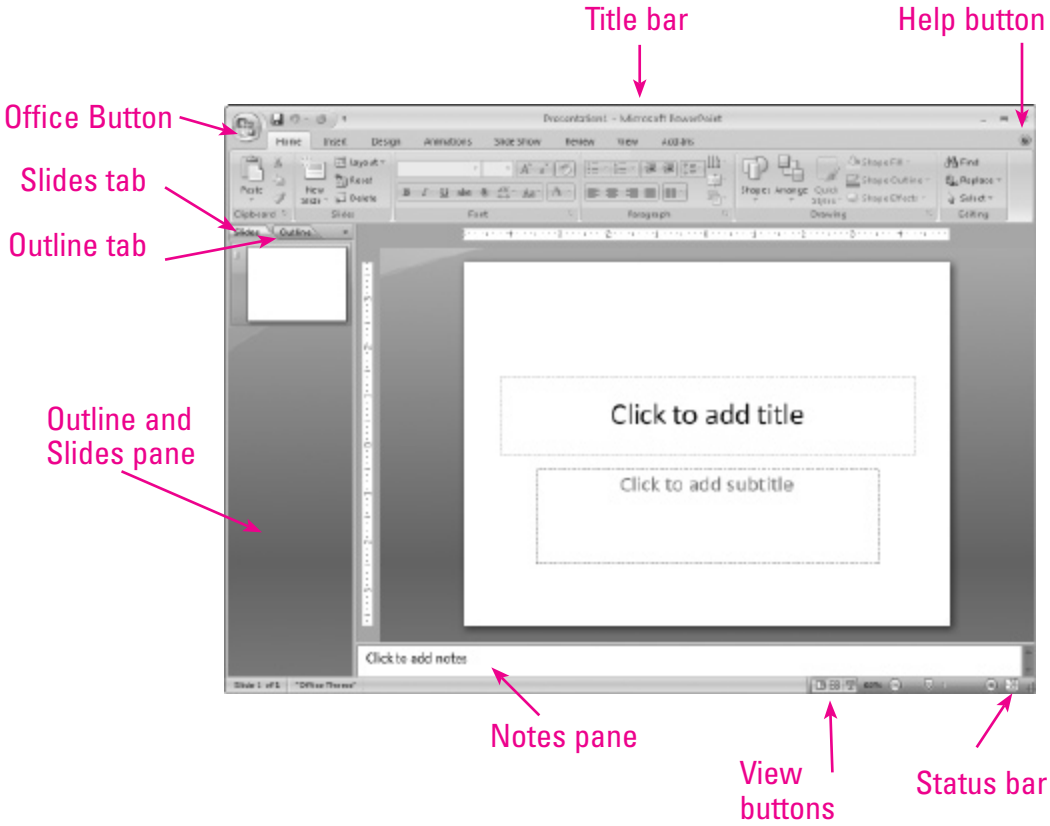
- On the Home tab, in the Slides group, click the Layout  button and click on the Title slide layout you want.




Title slide layouts

## WINDOW

The PowerPoint Normal view contains many standard features:



# Spreadsheets

UNIT 7

The first step in understanding Microsoft® Excel is to learn about basic features of a spreadsheet document and the spreadsheet window. Begin by reading about the **Window** and the **Cell** feature.

## Align Center

To change the alignment of a cell to Center:

- Select the cell.
- On the Home tab, in the Alignment group, click the Center button to align information in the center of the cell.

## Ascending Order

Look up Sort in Ascending Order.

## Average Function Formula

To find the average of a range of cells:

- Click the cell where the average should appear.
- On the Formulas tab, in the Function Library group, click the Insert Function button. The Insert Function dialog box appears.
- Under Select a Function, click AVERAGE. Click OK. The Function Arguments dialog box appears.
- Select the cells to be averaged. Click OK.

**Or:**

- Click the cell where the average should appear.
- Key: =AVERAGE(Cell Reference:Cell Reference). Separate the beginning cell in the range and the ending cell with a colon (:). For example: =AVERAGE(B2:B4).
- Press ENTER.

## BOLD

**This is bold text.** This is plain text.
To make the text bold:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Bold **B** button.

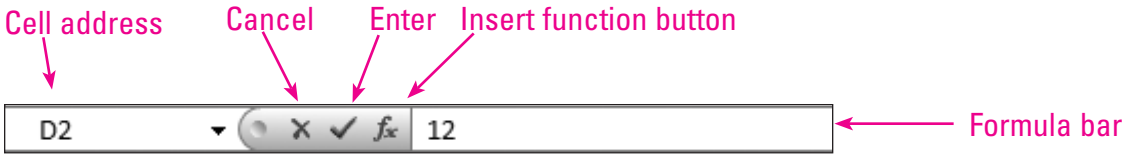
  **Or:** Press CTRL+B.
- To turn off bold, select the text and click the button again.

## CELL

To enter data in a cell:

- Select the cell where you want to enter information.
- Key the information.
- Press the ENTER key, or click the Enter ✓ button on the Formula toolbar.

To cancel an entry and restore the original contents to the cell, click the Cancel ✕ button on the Formula toolbar.




**NOTE:** Look up Create a Formula in this unit for information about entering formulas.

To edit a cell:

- Double-click the cell you want to edit. The information will display in the Formula Bar.
- Select or delete the incorrect information in either the cell or the Formula Bar.
- Key the correct information.
- Press ENTER.

To delete contents and formats in a cell:

- Select the cell.
- On the Home tab, in the Editing group, click the Clear button and then click Clear All.

To navigate from cell to cell and around the spreadsheet use the scroll bars or these keys:

| ***Move To*** | ***Press*** |
|---|---|
| One cell left | LEFT ARROW |
| One cell right | RIGHT ARROW |
| One row up | UP ARROW |
| One row down | DOWN ARROW |
| Beginning of row | HOME |
| End of worksheet | CTRL+END |
| Beginning of worksheet | CTRL+HOME |
| A particular cell | F5. Enter the cell reference, for example B2, and click OK. |

## Change Column Width

To adjust column widths manually:

- Move the mouse pointer over the right boundary of the column letter for the column you wish to change until the pointer changes to a double arrow.
- Drag the column boundary to the right or left, as needed.

To adjust the column width(s) automatically to fit the longest item:

- Place the pointer over the right boundary of the column letter of the column you wish to adjust.
- Double-click the boundary. Repeat this for each column.

  **Or:** Highlight the columns you wish to change. On the Home tab, in the Cells group, click Format and choose AutoFit Column Width.

## Column Bar Chart

Look up Change to Column Bar Chart.

## Column Width

Look up Change Column Width.

## Create a Chart

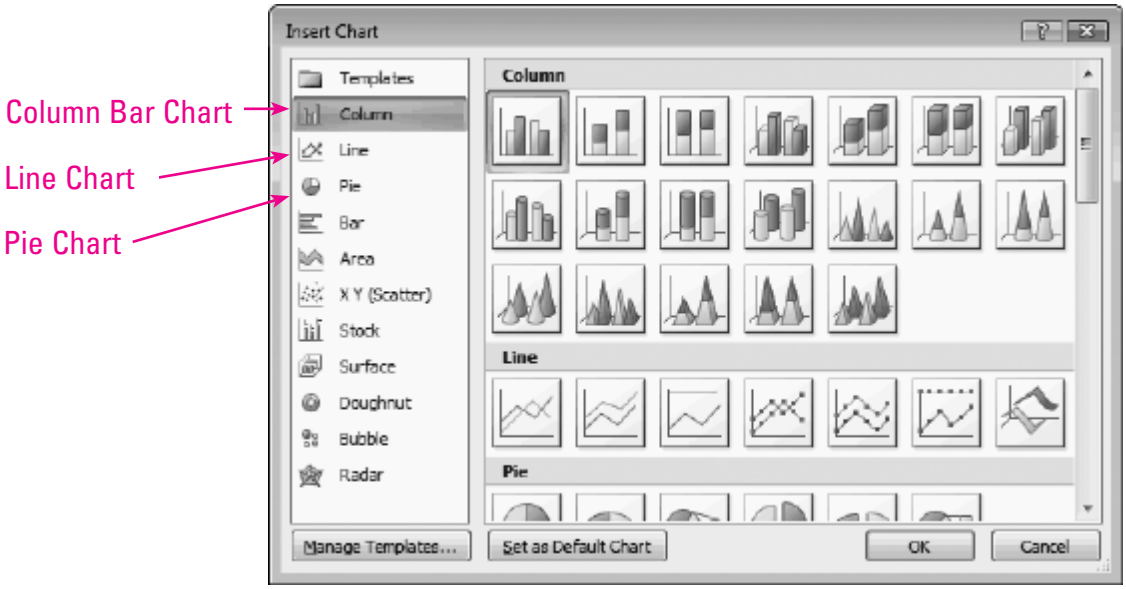
To create a chart:

- Select the range of cells to include in the chart.

Include row and column labels in the selected range when needed.

- On the Insert tab, in the Charts group, select the type of chart you want: Column, Line, Pie, Bar, Area, Scatter, or Other Charts.
- Then select the chart sub-type from the drop-down list.

  **Or:** From the drop-down list, select All Chart Types, choose a chart sub-type, and click OK.




- To add a Chart title, under Chart Tools, on the Layout tab, in the Labels group, choose a title option and key a title for the chart.

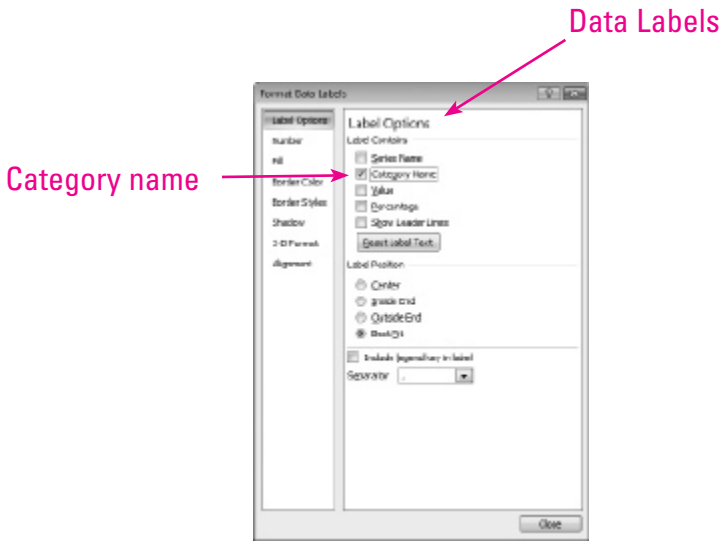
To select the location of a selected chart:

- Follow the steps above to create a chart.

- Under Chart Tools, on the Design tab, in the Location group, click Move Chart. Choose Object in. Click OK.
- Click the chart area to select it and use the mouse pointer to place as desired.

To include data labels:

- Include the data labels in the range selected.
- Follow the steps above to create a chart.
- After keying the title, under Chart Tools, on the Layout tab, in the Labels group, click the Data Labels button. Choose from the preset options or click More Data Label Options.
- In the Format Data Labels dialog box, under Label Contains, check Category Name. Click Close.




- Under Chart Tools, on the Design tab, in the Location group, click Move Chart. Choose Object in. Click OK.
- Click the chart area to select it and use the mouse pointer to place as desired.

To change the chart type:

- Right click the mouse on the chart. The chart shortcut menu appears.
- From the Shortcut menu, click Change Chart Type.
- Choose a chart type and sub-type and click OK.

To edit a chart title:

- Click on the chart title—a Chart Title box appears.
- Click in the Chart Title box and edit the title.

To change the size of a chart to be printed:

- Click the chart area to select it.
- Resize the chart window by dragging the sizing handles. The chart will print at the window size.

## Create a Column Bar Chart

Look up Create a Chart.

## Create a Formula

To create a formula:

- Click the cell to contain the formula.
- Key an equal sign (=) to begin a formula.
- Key a formula including cell references and mathematical operators such as +, –, *, or /. For example, C8+C9+C10, to add the values in cells C8, C9, and C10. Click a cell to have the cell reference entered automatically. Key a mathematical operator. Continue until the formula is complete.
- Press ENTER.

## Create a Line Chart

Look up Create a Chart.

## Create a Pie Chart

Look up Create a Chart.

## Data Labels

Look up Create a Chart.

## Delete a Column

Look up Delete a Row or Column.

## Delete a Row or Column

To delete a row or column:

- Select the row or column to be deleted by clicking the row number or column letter.
- On the Home tab, in the Cells group, click Delete.

## File

Look up New File.

## Fill Down

To fill a cell range with the contents of the cell or row above:

- Select the cell(s) containing the information or formula to be copied and all cells below that you want to fill.
- On the Home tab, in the Editing group, click the Fill button, then click Down, or Press CTRL+D.

**Or:**

- Select the cell(s) containing the information or formula to be copied.
- Point to the lower-right corner of the selected cell(s). When the pointer looks like a crosshair +, drag down to highlight all the cells you want to include in the series. Release the mouse button.

**Or:**

- Select the cell(s) containing the information or formula to be copied.
- Hold down the SHIFT key and click in the cell at the bottom of the range you want. Release the SHIFT key. The column is highlighted.
- Press CTRL+D.

## Fill Right

To fill a cell range with the contents of the cell or column to the left:

- Select the cell(s) containing the information or formula to be copied and all the cells to the right that you want to fill.

- On the Home tab, in the Editing group, click the Fill button, then click Right, or press CTRL+R.

**Or:**

- Click the entry you want to repeat, then point to the lower-right corner of the cell. Note: When you fill using cells that contain formulas, Excel automatically updates cell references to fit the new location.
- When the pointer looks like a crosshair +, drag the fill handle across columns to highlight the cells you want to include. Release the mouse button.

**Or:**

- Select the cell(s) containing the information or formula to be copied.
- Hold down the SHIFT key and click in the cell at the right of the range you want. Release the SHIFT key. The row is highlighted.
- Press CTRL+R.

## FONT SIZE

To change the font size:

- Select the text you want to change.
- On the Home tab, in the Font group, click the down arrow next to the Font Size 11 box to display a list of the font sizes your printer can use.
- Click the font size you want.

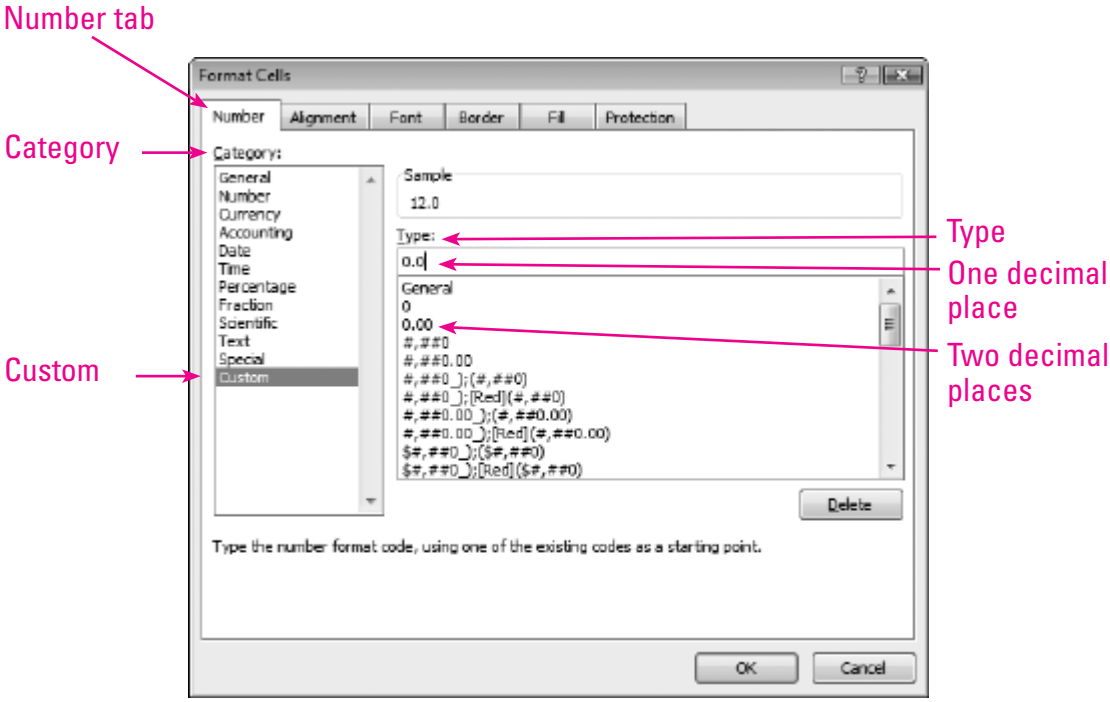
## FORMAT

Look up Average Function Formula.

## FORMAT NUMBERS

To format a number to one or two decimal places:

- Select the cell(s) to format.
- On the Home tab, in the Cells group, click Format and choose Format Cells. The Format Cells dialog box appears.
- Click the Number tab.
- Under Category choose Custom.
- Under Type, choose 0.00 for two decimal places. Delete the last zero to format to one decimal place: 0.0. A sample of the formatting will display in the Sample box.
- Click OK.



## Formula

Look up Create a Formula.

## Function Formulas

Look up Average Function Formula.

## Insert a Column

To insert a column to the left:

- Select a column by clicking the column letter.
- On the Home tab, in the Cells group, click Insert.

  **Or:** On the Home tab, in the Cells group, click the down arrow next to Insert and choose Insert Sheet Columns.

## Insert Row

To insert a row above:

- Select a row by clicking the row number.
- On the Home tab, in the Cells group, click Insert.

  **Or:** On the Home tab, in the Cells group, click the down arrow next to Insert and choose Insert Sheet Rows.

To insert two rows above:

- Select two rows immediately below where you want to insert the rows, by clicking a row number and dragging down to the number of the next row.
- On the Home tab, in the Cells group, click Insert.

**Or:** On the Home tab, in the Cells group, click the down arrow next to Insert and choose Insert Sheet Rows.

To insert multiple rows above:

- Select the number of rows you want immediately below where you want to insert the rows.
- On the Home tab, in the Cells group, click Insert.

  **Or:** On the Home tab, in the Cells group, click the down arrow next to Insert and choose Insert Sheet Rows.

## ITALIC

*This text is in italic.* This is plain text.
To apply italic formatting to text:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Italic [*I*] button.

  **Or:** Press CTRL+I.
- To turn off italic, select the text and click the button again.

## LINE CHART

Look up Create a Chart.

## LIST

Look up Sort in Ascending Order.

## MAX FUNCTION FORMULA

Look up Maximum Function Formula.

## MAXIMUM FUNCTION FORMULA

To find the maximum (largest) number in a range of cells:

- Select the cell where the maximum number should appear.
- Key in: =MAX(Cell Reference:Cell Reference). Separate the beginning cell in the range and the ending cell with a colon (:). For example: =MAX(B2:B4).
- Press ENTER.

**Or:**

- Click the cell where the maximum number should appear.
- In the Formula bar, click the Insert Function button. The Insert Function dialog box appears. Click MAX. If the function you want does not appear on the list, key MAX in the Search for a function box. Click Go, then click OK.
- Select the desired range of cells. Click OK.

## MIN FUNCTION FORMULA

Look up Minimum Function Formula.

## MINIMUM FUNCTION FORMULA

To find the minimum (smallest) number in a range of cells:

- Select the cell where the minimum number should appear.
- Key in: =MIN(Cell Reference:Cell Reference). Separate the beginning cell in the range and the ending cell with a colon (:). For example: =MIN(B2:B4).
- Press ENTER.

**Or:**

- Click the cell where the minimum number should appear.
- In the Formula bar, click the Insert Function button. The Insert Function dialog box appears. Click MIN. If the function you want does not appear on the list, key MIN in the Search for a function box. Click Go, then click OK.
- Select the desired range of cells. Click OK.

## NEW FILE

To open a new spreadsheet file:

- Click the Office Button and select New. Choose Blank Workbook and click Create.

## NUMBERS

Look up Average Function Formula.

## SELECT

Use these commands to select:

| *To Select* | *Do This* |
|---|---|
| A character in a cell | Double-click the cell, press F2, or click in the formula bar. Then drag to select the character(s). |
| A cell | Click the cell. |
| A column | Click the column letter. |
| *To Select* | *Do This* |
| A row | Click the row number. |
| Range of cells | Click the first cell in the range and drag to the last cell in the range. |
| Entire spreadsheet | Click the rectangular box to the left of column A and just above row 1 (Select All button). |

To deselect text:

- Click outside the cell or range of cells.

## SELECT A CELL

Place the insertion point inside a cell and click the cell to select it.

## SELECT COLUMN HEADINGS

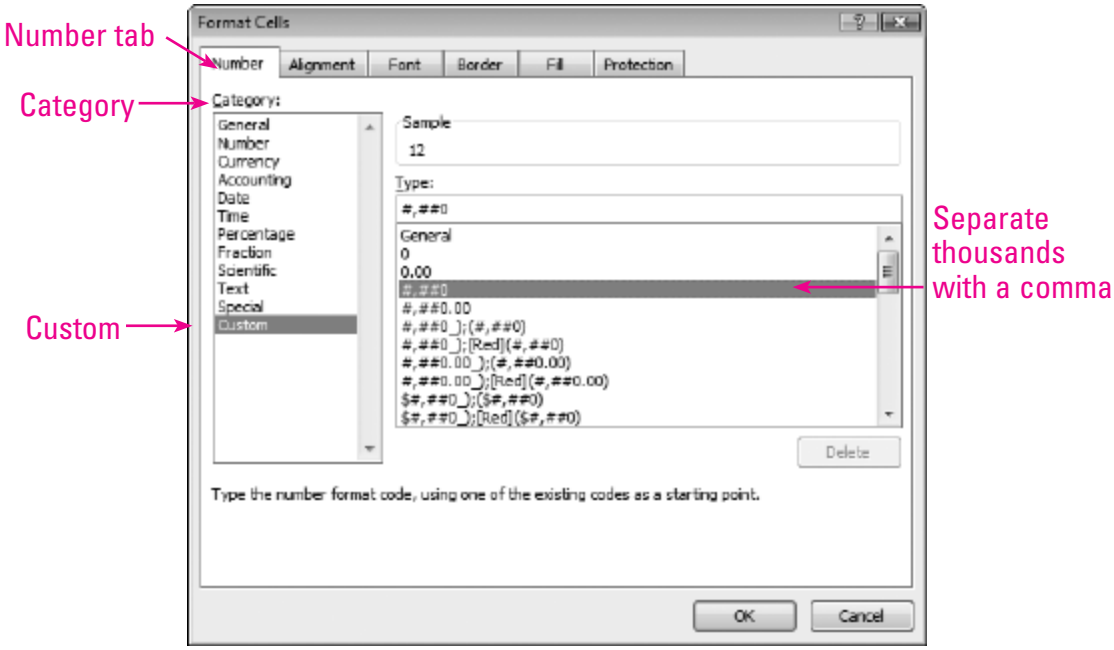
To select the column headings:

- Click the column letter for the headings.

## Separate Thousands With a Comma

To format numbers to separate thousands with a comma:

- Select the cell(s) to format.
- On the Home tab, in the Cells group, click Format and choose Format Cells. The Format Cells dialog box appears.
- Click the Number tab.



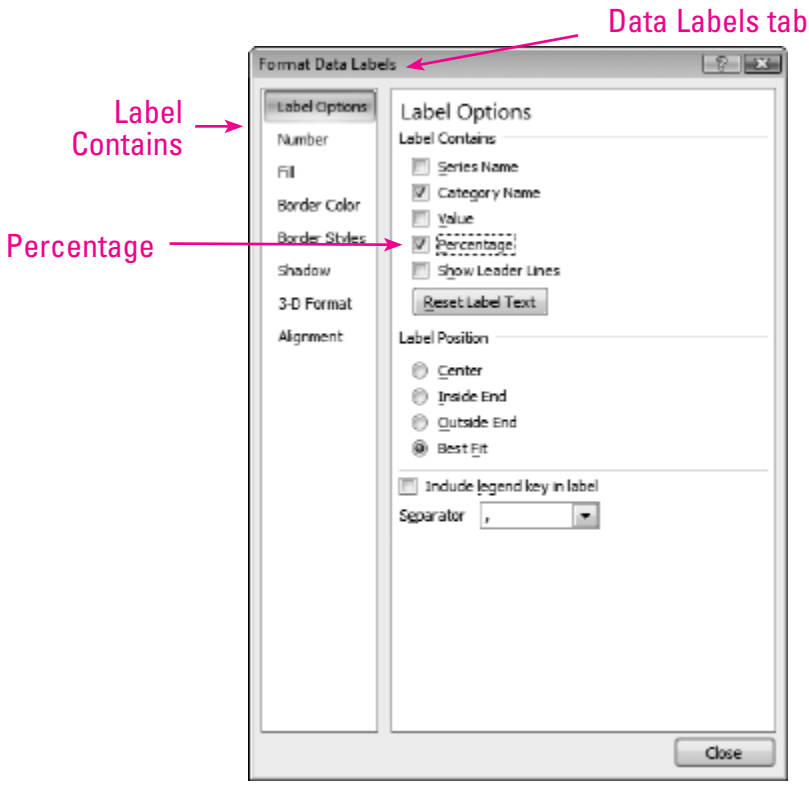

- Under Category choose Custom.
- Under Type choose #,##0 or choose #,##0.00 for two decimal places. A sample of the formatting will display in the Sample box.
- Click OK.

To quickly format entries for currency, select the cells to format; then on the Home tab, in the Number group, click the Currency Style $ button.

## Show Percentage Labels

To display percentage amounts of pie chart sections:

- Follow the steps to create a chart—look up Create a Chart.
- After keying the title, under chart Tools, on the Layout tab, in the labels group, click Data Labels and choose More Data Label Options.
- Under Label Contains, check Percentage. Click Close.
- Under Chart Tools, on the Design tab, in the Location group, Click Move Chart. Choose As Object in. Click OK.
- Click the chart area to select it and use the mouse pointer to place as desired.



## Sort in Ascending Order

To sort data in a list in ascending order:

- Select the range of cells to be sorted. Include in the range all cells related to the cells to be sorted so that they will also move.
- On the Home tab, in the Editing group, click Sort & Filter and choose Sort A to Z [A↓Z].

## Sum Function Formula

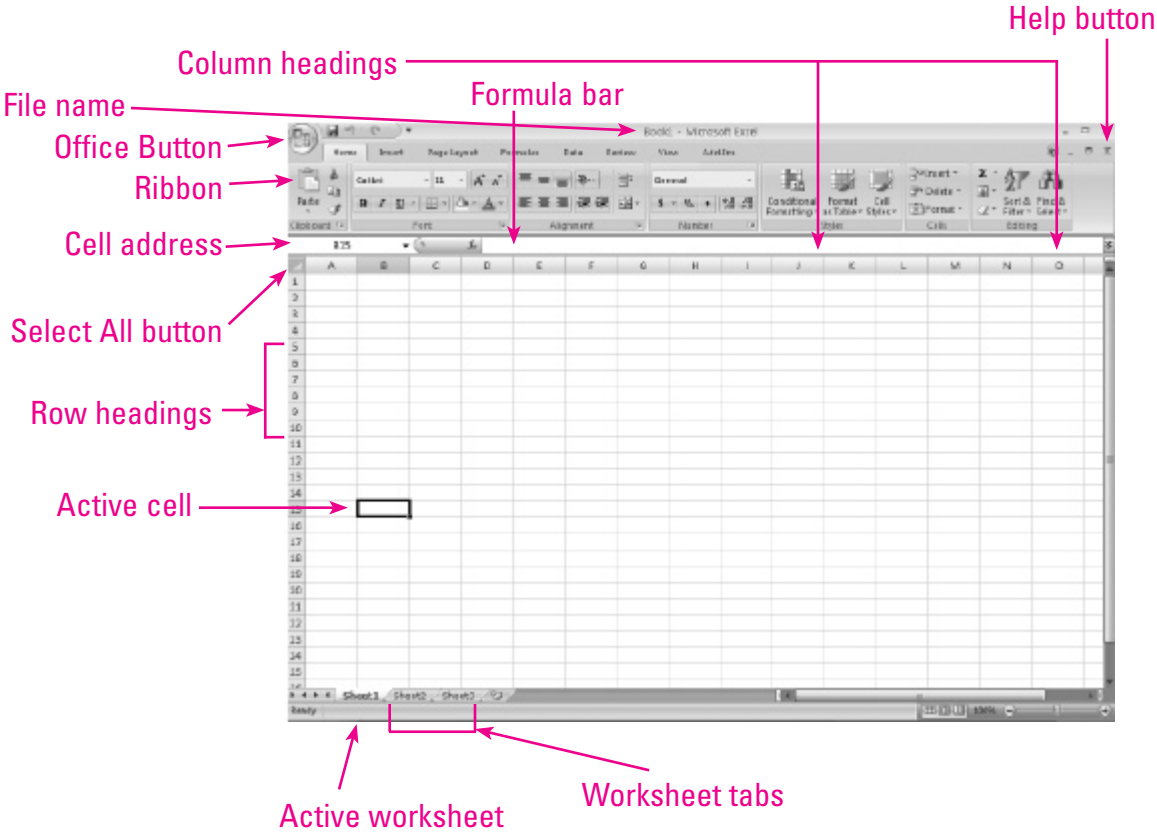
To find the sum of a range of cells using the Sum function:

- Click the cell below or to the right of the cells you want to sum.
- On the Home tab, in the Editing group, click the Sum [Σ] button.

  **Or:** On the Formulas tab, in the Function Library, click the AutoSum [Σ AutoSum] button.
- Review the formula displayed. It should show the SUM function with the beginning and ending cells of the numbers to be summed.
- If the range is correct, press ENTER.
- If the range is not correct, select the correct cell range and press ENTER.

## WINDOW

The spreadsheet window contains many standard formatting features:



# Database

UNIT 8

The first step in understanding Microsoft® Access is to learn about the basic features of a database window and a database view. Look up **Window** and **View** in this unit and read the information.

## ADD A NEW FIELD

Each field in a database holds one type of information. For example, a field labeled Last Name contains only the last names of the people in a database.
To add a field (column) to the left:

- Open the table in Datasheet View.
- Click in the column to the right of where you want to add the new field.
- Under Table Tools, on the Datasheet tab, in the Fields & Columns group, click Insert.
- Double-click the new field name, key in a name, and press ENTER. Click the Save button on the Quick Access Toolbar.

To add a field after the last field:

- Open the table in Design View:
- Click in the row below where you want to add the field. To add the field (row) to the end of the table, click in the first blank row.
- Click in the Field Name column and key the field name. Set the field type. (Look up Set a Field Type.) Click the Save button on the Quick Access Toolbar.

To enter data into new fields using Datasheet View:

- Place the insertion point in the field.
- Key the information.
- Press the TAB key to place the information in the field and move to the next field. Press SHIFT + TAB to move to the previous field.
- Repeat these steps until all information is entered for each record.

To delete an entire field, including the field name and all contents:

- In Datasheet View, click the field selector of the column to be deleted.
- Under Table Tools, on the Datasheet tab, in the Fields & Columns group, click Delete.
- Click Yes in the dialog box.

To move a table field in Design View:

- Click the row selector to highlight the field.
- Point to the row selector. Drag the row until the dark horizontal line is at the row where you want to position the field. As you drag, the pointer looks like . Release to drop the row.
- Click the Save button on the Quick Access Toolbar.

Use these procedures to select:

| ***To Select*** | ***Do This*** |
|---|---|
| An entire field in Datasheet View | Click the field selector. |
| A field in a record | Click the field and drag across the data. Press TAB or SHIFT TAB to select an adjacent field in a record. |

| *To Select* | *Do This* |
|---|---|
| A record in Datasheet View | Click the record selector arrow to the left of the record. |
| Entire table in Datasheet View | Click the box to the left of first field name above the first record. |
| Multiple fields in Datasheet View | Click a field selector and drag across. |

To deselect a field or record, click anywhere outside the selection.

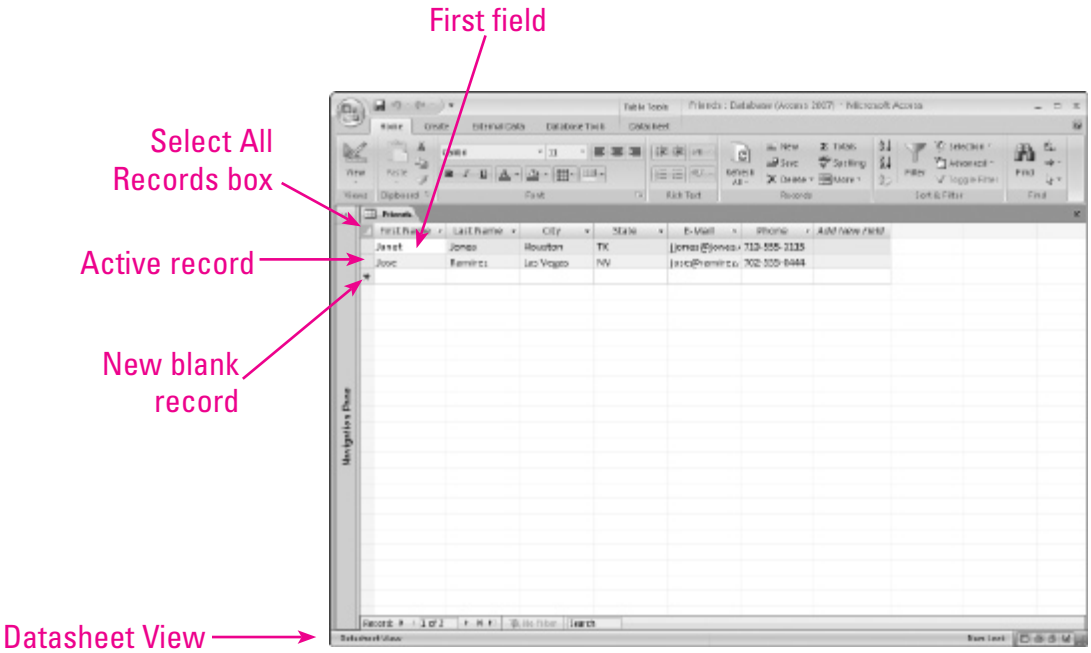
## ADD A NEW RECORD

A record in a database contains all of the fields for one subject. For example, in a database of contact information for friends, a record is the first name, last name, phone number, e-mail, and birthday of one friend.

A new, blank record is always available at the end of a database table.

To add data to a new database table:

- In the Navigation Pane, double-click on the database name you want, for example Friends, to open the table.
- The Datasheet View appears. Click inside the first field. Key the information.
- Press TAB to move the insertion point to the next field.



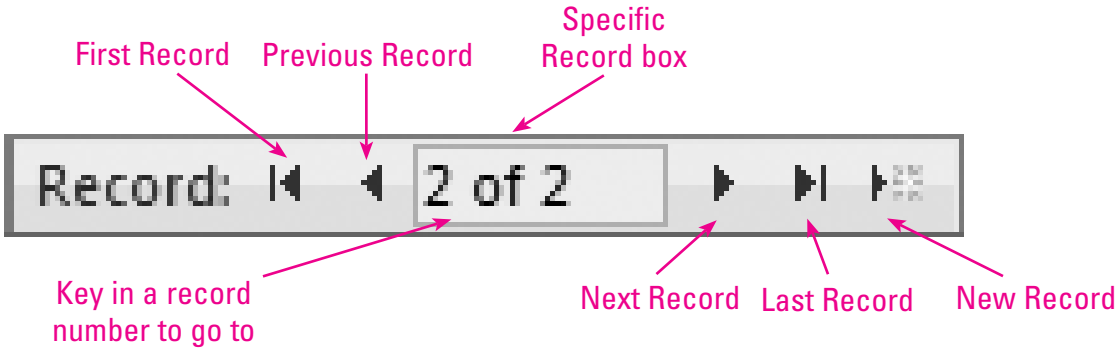

To add data to a blank record in Datasheet View:

- Navigate to the last record.
- Click inside the first field. Key the information.
- Press TAB to move the insertion point to the next field.

To add a new record to a table:

- On the Home tab, in th Records group, click the New [New] button.
- Key the information.
- Press TAB to move the insertion point to the next field.

To navigate through records in Datasheet View or Design View, use these buttons:




To edit a record in Datasheet View:

- Click the field in the record to be edited and edit as usual.
- To replace the entire contents of the cell, move the pointer to the left border of the cell until it changes to a plus pointer. Click and key the text you want.

To show all records:
Some records may be hidden after a search. To redisplay all records in the database:

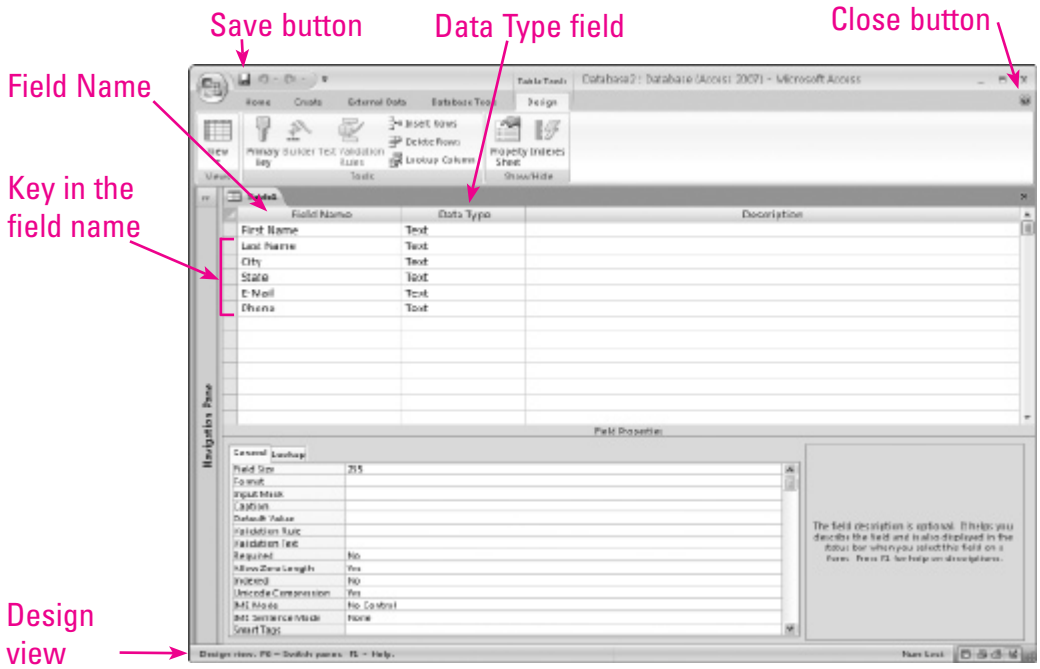
- On the Home tab, in the Sort & Filter group, click the Toggle Filter button.

## CREATE A DATABASE TABLE

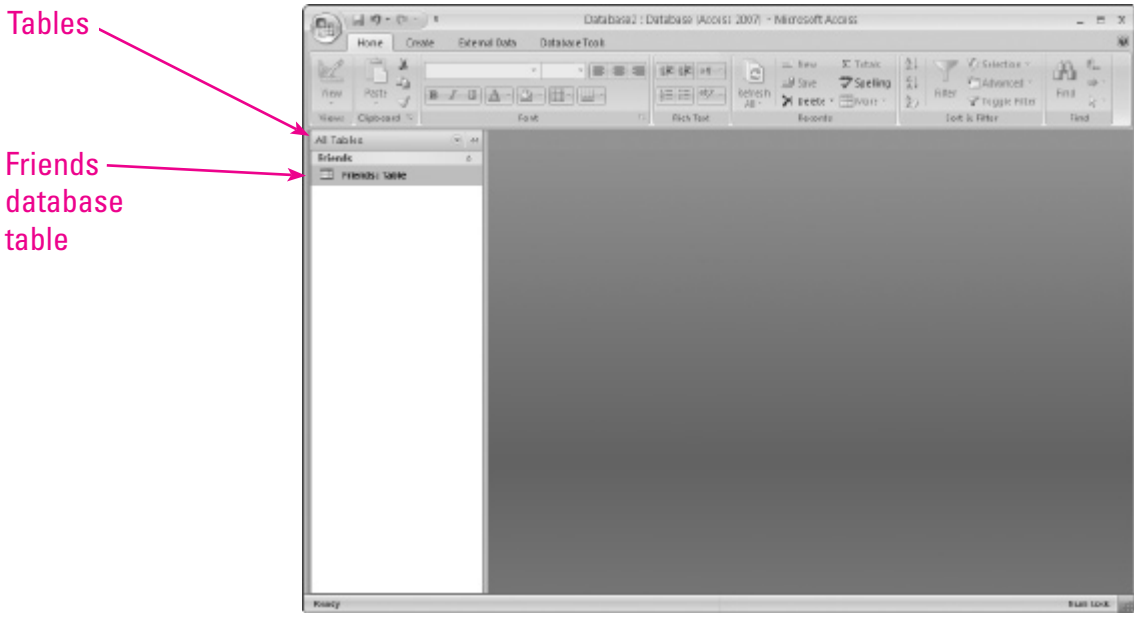
To create a database table in Design View:

- On the Create tab, in the Tables group, click Table Design.

- The table opens in Design view. Key a field name and press TAB. Click the down arrow in the Data Type field and select a data type. Press TAB twice to enter the next field name.




- When you have entered all the field names, click the Save button on the Quick Access Toolbar. Key a table name in the Save As dialog box. A database and table can have the same name. Additional tables must each have a different name. Click OK.
- Click No when asked to create a primary key.
- Click the Close button. The table name is listed in the Navigation Pane.

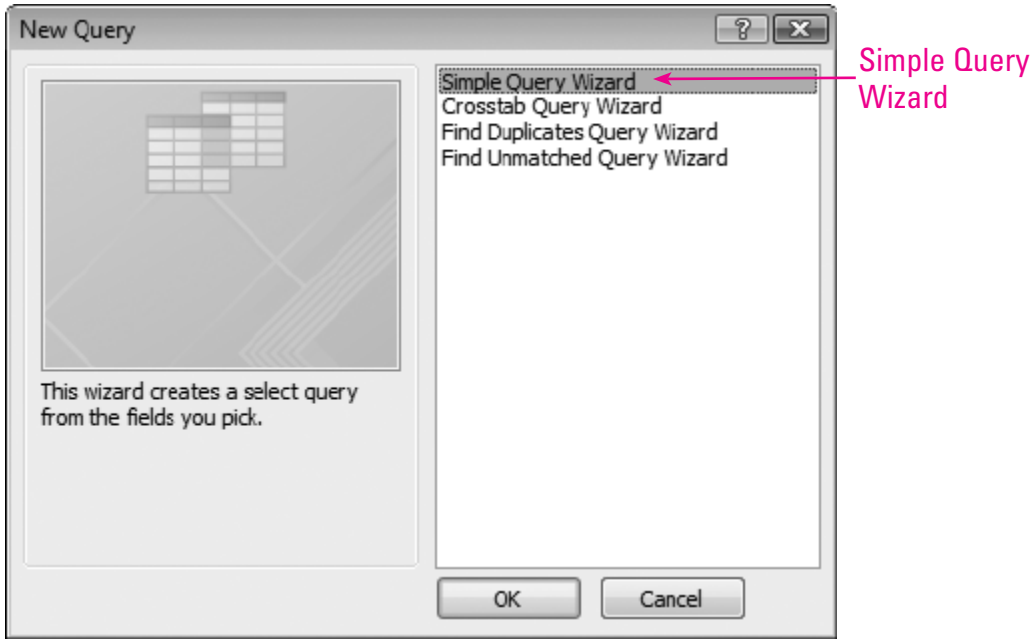



## CREATE A NEW QUERY

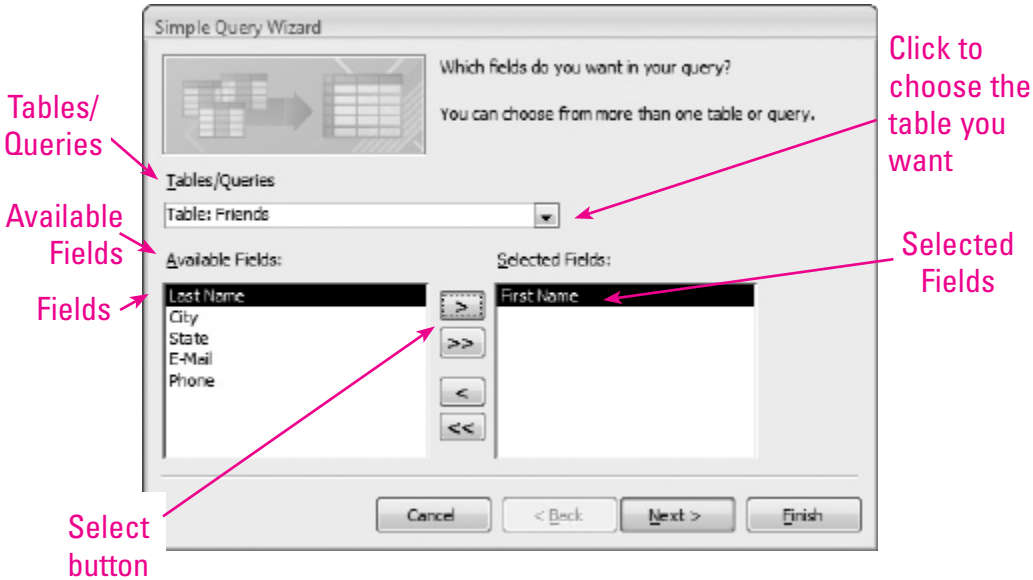
Queries are questions about the information stored in a database.

To create a new query in a database table:

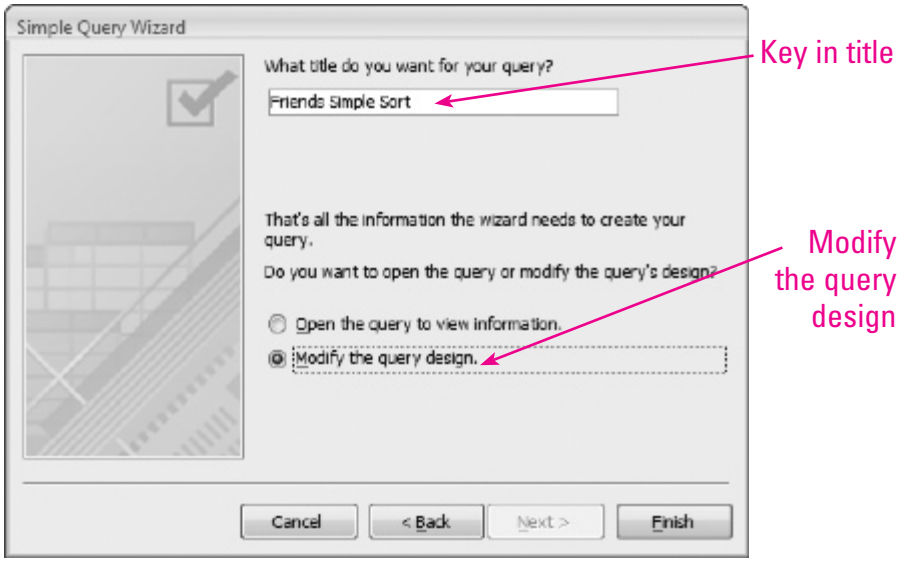
- On the Create tab, in the Other group, click Query Wizard.
- Select Simple Query Wizard and click OK.




- In the Simple Query Wizard box, Tables/Queries box, select the table you want to use.
- Select the fields you want to use in the query. To select fields, choose the field you want to use from Available Fields and click the Select > button. Choose as many fields as you want, then click Next.

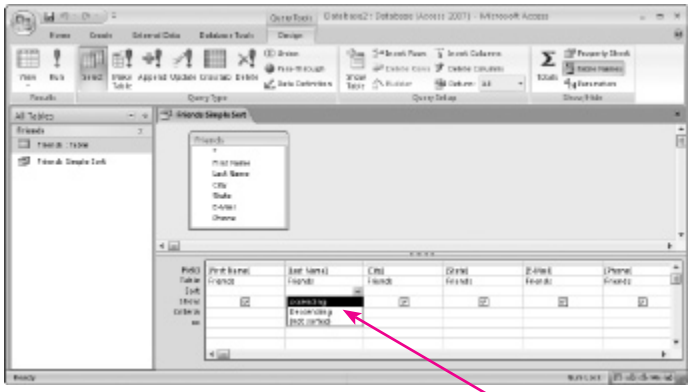



- Save the query with a title. You can choose the option to modify the query design after saving. Click Finish.




- The Select Query window appears in Design View.

- Click in the right of the Sort box you want to use to choose Ascending, Descending, or (not sorted). For example in the figure below, to sort the data contained within the Last Name field in ascending order, select Ascending in the sort box underneath Last Name.

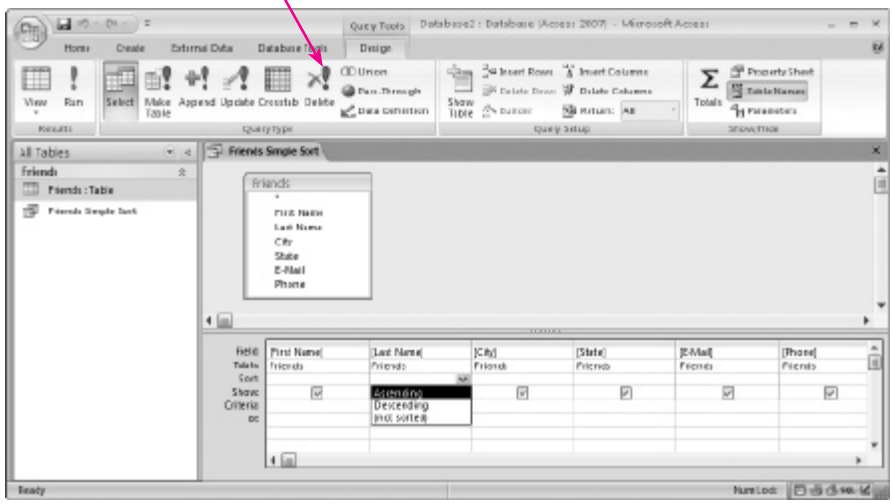


Click in the right of the Sort box to choose Ascending

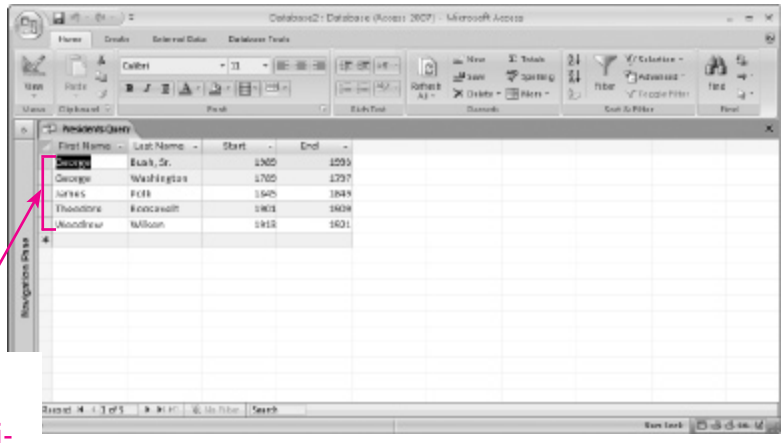
- Click the Save button on the Quick Access Toolbar.

- Under Query Tools, on the Design tab, in the Results group, click the Run button to run the query.

Run button



- The table appears in Datasheet view. Note that the records are sorted in ascending order.



Sorted in alphabetical order by First Name

- Close the query window.

## CREATE A TABLE

Look up Create a Database Table.

## DELETE A RECORD

To delete an entire record:

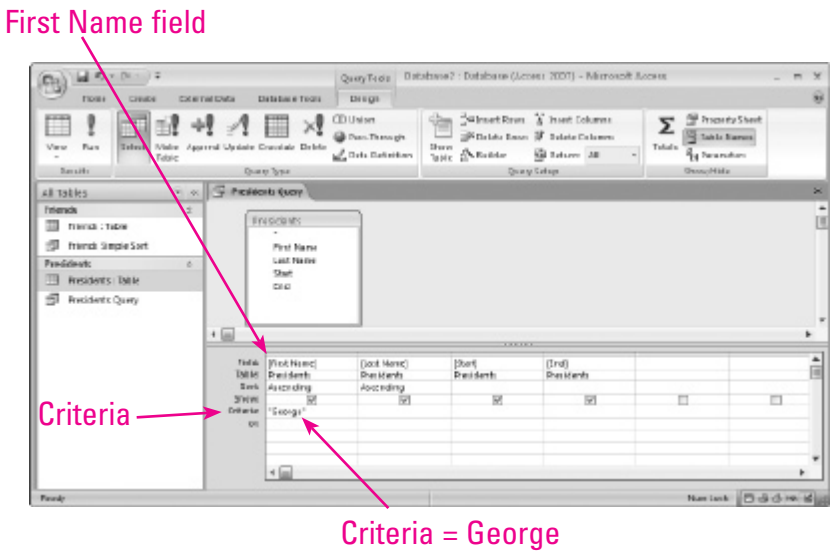
- In Datasheet View, click the record selector to the left of the record you want to delete.
- Right-click and select Delete Record.

  **Or:** Press the DELETE key.
- Click Yes.

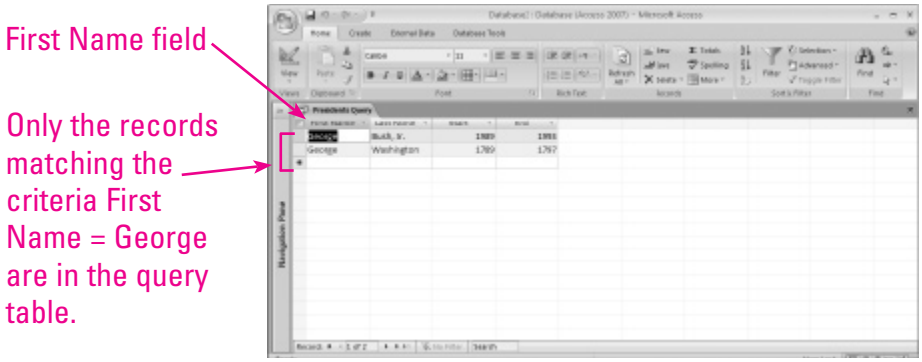
## FILTER

To filter the data in the table to display records that meet a specific criteria:

- After creating a new query in a database table using the query wizard, the Select Query window appears in Design View. (Look up Create a New Query.)
- Key the criteria for the filter in the field you select. For example, to filter the table by First Name and set the criteria to "George," key George in the criteria box under First Name. Access automatically places quotes around the criteria you key.




- Save the query.
- Run the query.
- The table appears in Datasheet View. Note that only the records meeting the specific criteria are displayed.




- Close the query window.

To find data in a table in Datasheet View:

- On the Home tab, in the Sort & Filter group, click the Advanced button and choose Filter by Form.
- Click the empty cell under the field name used for searching.
- Click the drop-down arrow and select the matching data.
- On the Home tab, in the Sort & Filter group, click the Toggle Filter button. A table with filtered records opens.

**NOTE:** You can save only one filter at a time with a table. The most recently used filter is applied when you click the Toggle Filter button.

## NAME FIELDS

To name the fields when creating a new table:

- Open a table in Design View. (Look up Create a Database Table.) Key in a field name and press TAB. Click the down arrow in the Data Type field and select a data type. Press TAB twice to enter the next field name.

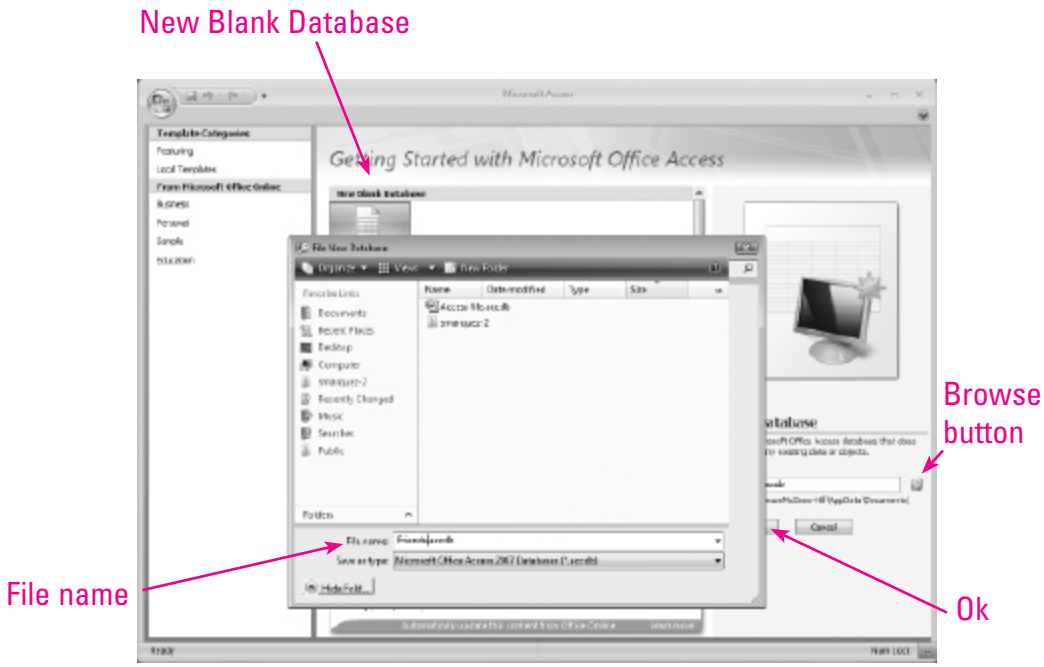
To edit a table field name:

- In Datasheet View, double-click the field selector.
- Key the new field name (up to 64 characters). Press ENTER. Microsoft Access changes the field name in the Design View also.

## OPEN A NEW DATABASE

To open a new database:

- Start Access.
- In the Microsoft Access New File window, click New Blank Database.
- In the pane on the right, click the Browse button and choose a directory and folder in the Save In list. Key a file name for the database, then click OK.



## Print a Table

To print in Datasheet View:

- Choose the table you want to print.
- Click the Office Button and click the arrow to the right of Print. Select Quick Print.

## Record

Look up Delete a Record.

## Resize

If you do not see all the data in a field, make the column wider.

To change the field (column) size in Datasheet View:

- Point to the border of the field name selector until a double arrow appears.
- Drag the field to the desired size, or double-click on the border to size the column to fit the data.

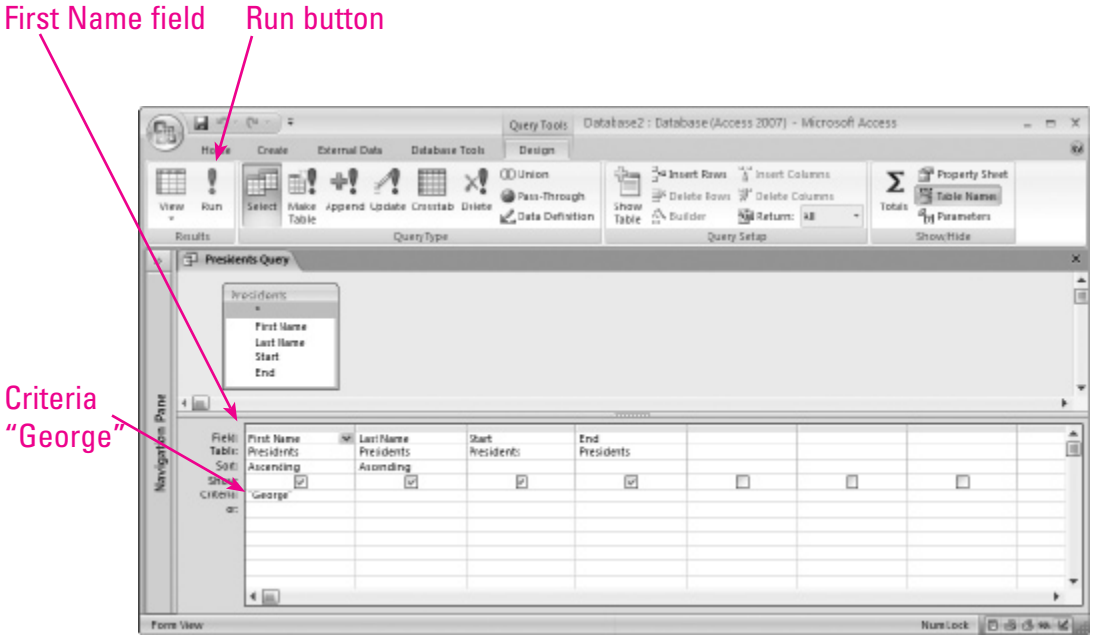
## Run a Query

To run a query in Datasheet View:

- In the Navigation Pane, click the drop-down arrow and under the Filter by Group bar, click Queries.
- Double-click the query you want in the Navigation Pane. For example, if you create a database query and save it as "Friends Simple Sort," double-click Friends Simple Sort. The query table appears. Only the records matching the criteria you specified will be in the query table.

To run a query in Design View:

- After creating a query, under Query Tools, on the Design tab, in the Results group, click the Run button.

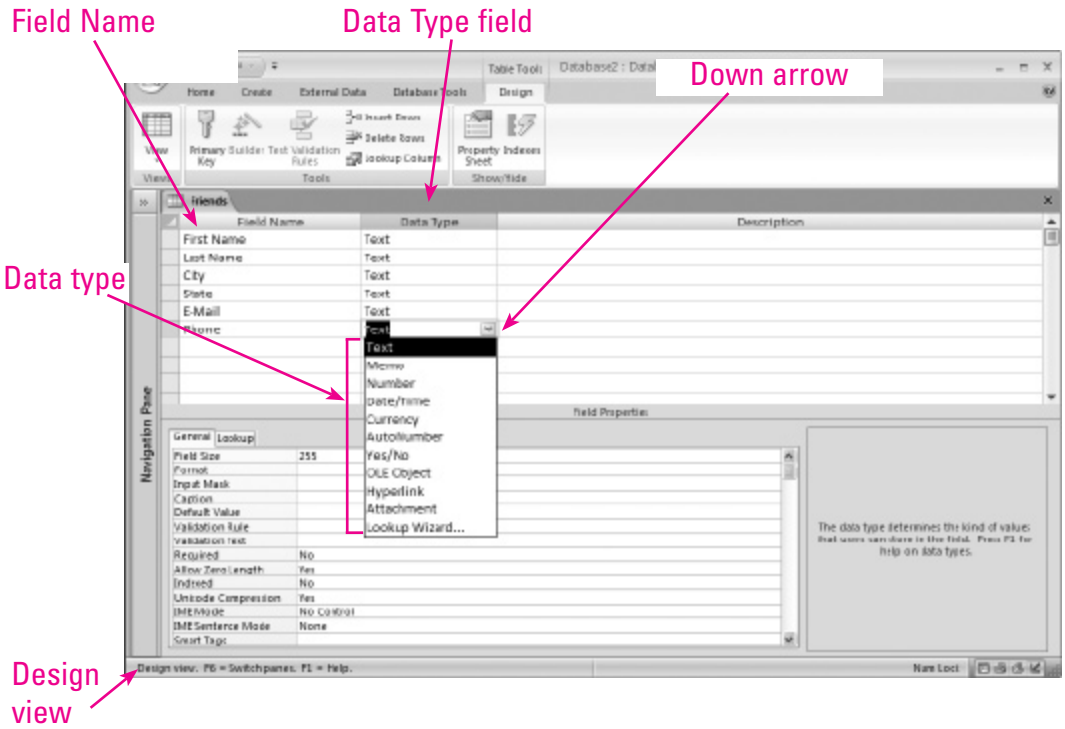



- The query table appears. Only the records matching the criteria you specified will be in the query table.

## SET A FIELD TYPE

To set a field type for each field when creating a new table:

- Open a table in Design view. (Look up Create a Database Table.) After keying a field name and pressing TAB, click the down arrow in the Data Type field and select a data type. Press TAB twice to enter the next field name and continue as above to set the field type.




To choose or change a table field type:

- Open the table and change to Design view.
- Name the field.

- Click the Data Type column for the field.
- Click the down arrow and click a field type.
- Click the Save button on the Quick Access Toolbar.

## Sort Data

To sort data:

- After creating a new query in a database table using the query wizard, the Select Query window appears in Design View. (Look up Create a New Query.)
- Click the down arrow to the right of the Sort box you want to use to choose Ascending, Descending, or (not sorted). For example, to sort the data contained within the Last Name field in ascending order, select Ascending in the sort box underneath Last Name.

## Sort a Table

To sort a table in Design View using a single field:

- After creating a new query in a database table using the query wizard, the Select Query window appears in Design View. (Look up Create a New Query.)
- Click the down arrow to the right of the Sort box you want to use to choose Ascending, Descending, or (not sorted). For example, to sort the table by Last Name in ascending order, select Ascending in the sort box underneath Last Name.

To sort a table in Datasheet View:

- Click the field selector for the field (column) to be sorted.
- On the Home tab, in the Sort & Filter group, click the Sort Ascending button or the Sort Descending button.
- Click the Save button on the Quick Access Toolbar to save the sorted database.

To sort a table in Design View using multiple fields:

- Create a new query in a database table using the query wizard. Select the fields in the order they are to be used in the query. (Look up Create a New Query.)
- After creating the new query, the Select Query window appears in Design View.
- Click the down arrow to the right of each Sort box you want to use to choose Ascending, Descending, or (not sorted). For example, to sort the table by Last Name then First Name, both in ascending order, select Ascending in the sort box underneath both Last Name and First Name.

To sort a table in Datasheet View:

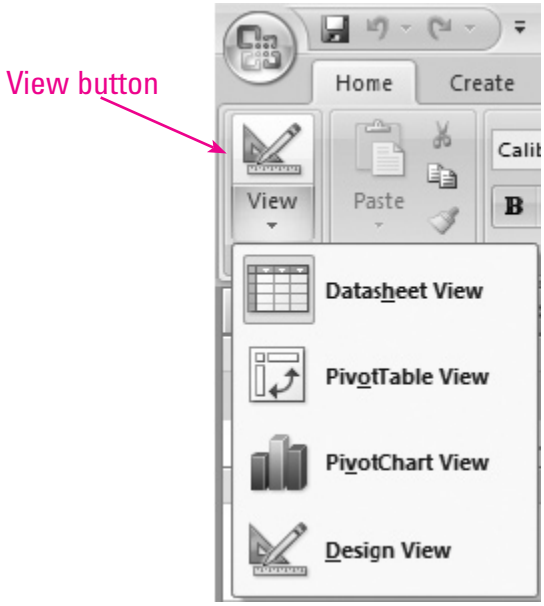
- On the Home tab, in the Sort & Filter group, choose Advanced, Advanced Filter/Sort.
- In the field list in the upper pane, double-click the first field to use for sorting. The field is transferred to the design grid in the lower pane.
- Double-click the second and remaining fields to be used for sorting.
- Click the Sort row in the lower pane for the first field and select Ascending or Descending.

- Click the Sort row for remaining fields and select the sort order.
- On the Home tab, in the Sort & Filter group, click the Toggle Filter button to sort.
- Click the Save button on the Quick Access Toolbar to save the sorted database.

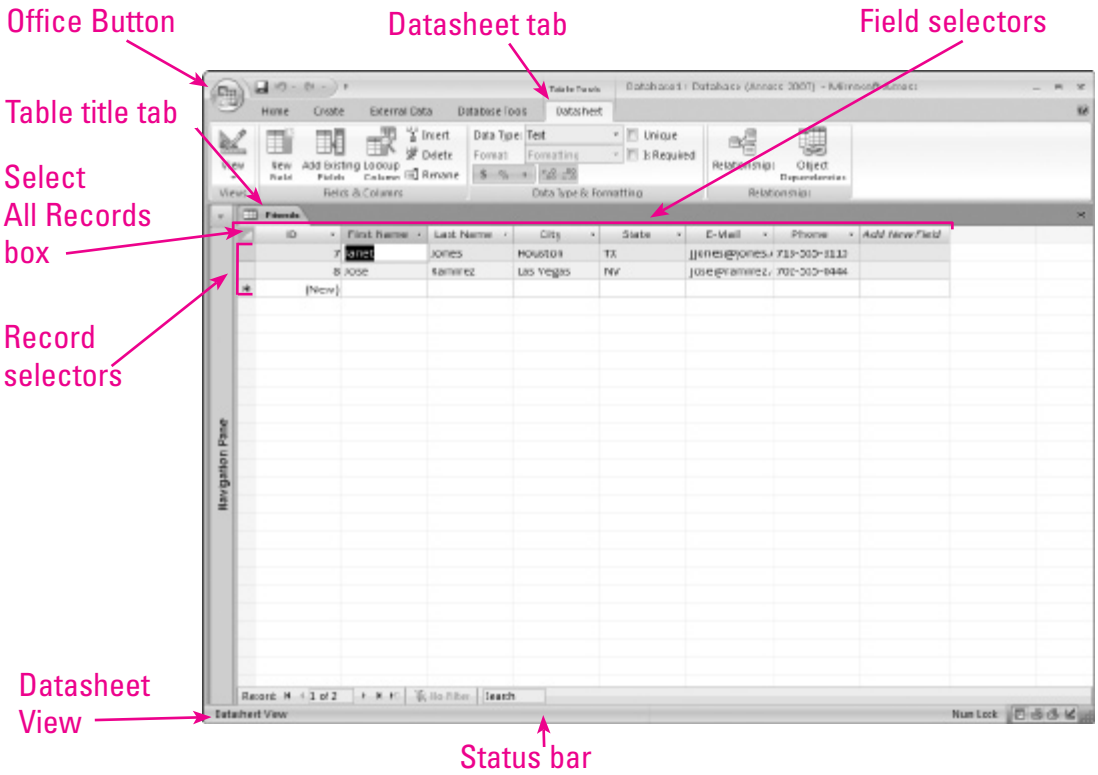
## VIEW

To change the current view:

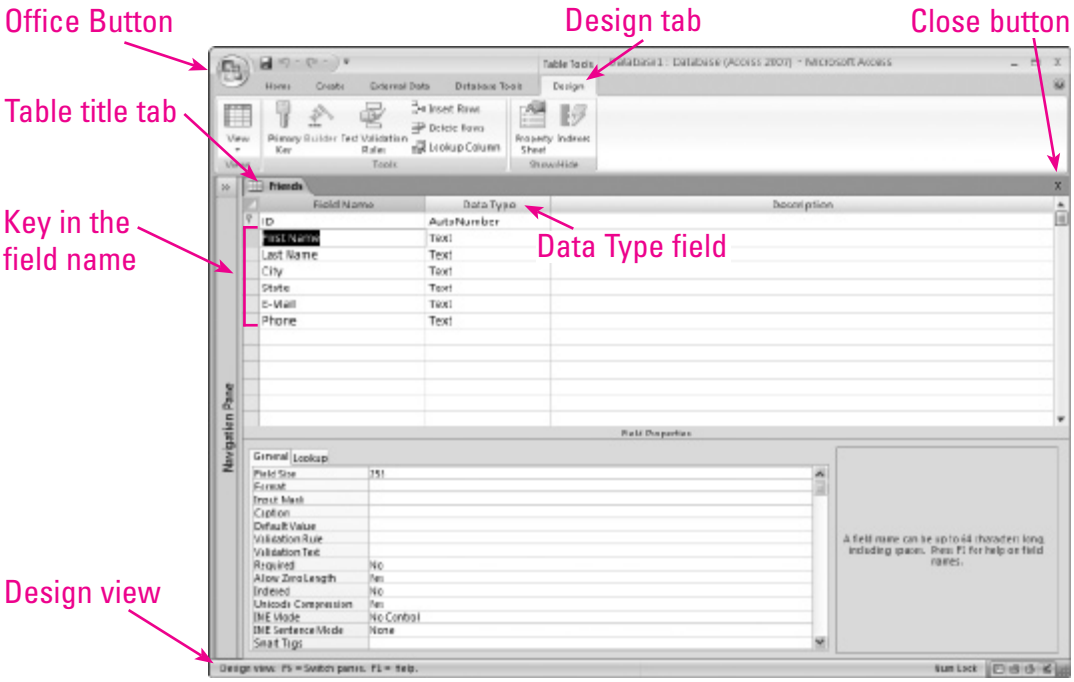
- Open the database table you want.
- On the Home tab, in the Views group, click the arrow below the View button and choose the desired view. The status bar indicates the current view.




An Access table has two views: Datasheet View and Design View.



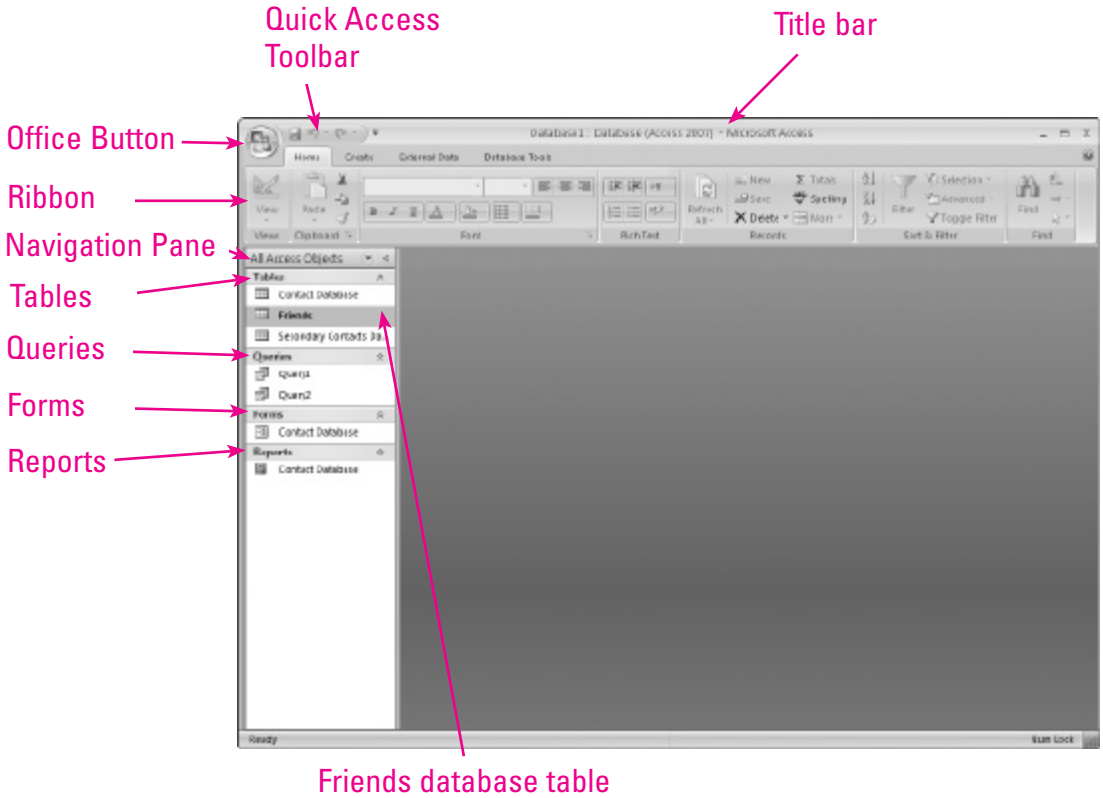

In Datasheet view, you see the records in a grid of rows and columns like a spreadsheet.




In Design view, you can change the layout or design of the table field names and data types.

## WINDOW

Many people use the terms database and table to mean the same thing. In Access, you will usually be working with tables. The database is the main filename. You'll be using the Database window frequently.



# Capstone Projects

UNIT 9

In this unit you apply the skills you have learned in the previous units. Start by finding the feature **Format a Horizontal Line Border** in this unit and reading about it.

## Adjust Column Widths

To adjust column widths manually:

- Move the mouse pointer over the right boundary of the column letter for the column you wish to change until the pointer changes to a double arrow.
- Drag the column boundary to the right or left, as needed.

To adjust a column width automatically to fit the longest item:

- Place the pointer over the right boundary of the column letter of the column you wish to adjust.
- Double-click the boundary. Repeat this for each column.

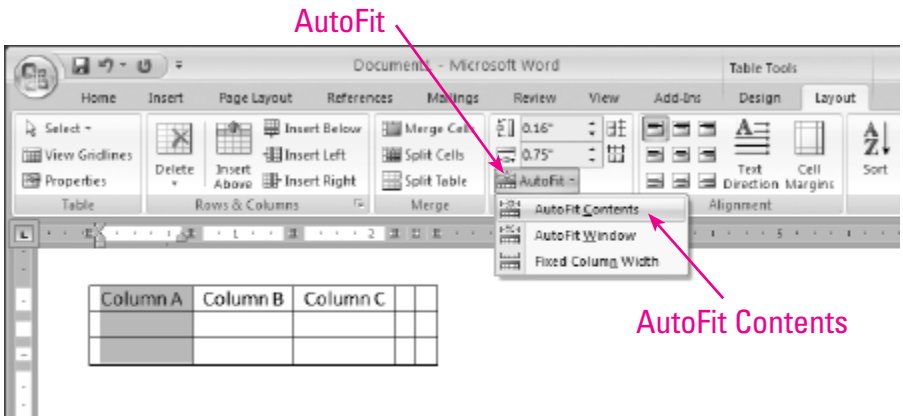
To adjust column widths automatically:

- Highlight the columns you wish to change. On the Home tab, in the Cells group, click Format, and choose AutoFit Column Width, click Column and then click AutoFit Selection.

## Adjust Table Cells to Fit Contents

To adjust for the contents in the table:

- Click inside the table.
- Under Table Tools, on the Layout tab, in the Cell Size group, click AutoFit, then AutoFit Contents.



## Apply a Design Theme

To apply a design theme to all slides:

- On the Design tab, in the Themes group, scroll up and down to view the design theme thumbnails, or click the More button to view all themes.
- Click the design theme you want. The design you choose is applied to all the slides in the presentation. The name of the design you choose appears on the Status bar.

All themes drop-down list

## Apply a Theme

To apply a theme to a Web Page:

- On the Page Layout tab, on the Themes group, click Themes.
- From the drop-down list, click the theme you want.

To change a theme on a Web page:

- Repeat the steps to apply a theme.

## Bold

**This is bold text.** This is plain text.

To make the text bold:

- Select the text you want to change.
- On the Home tab, in the Font group, click the Bold **B** button.

  **Or:** Press CTRL+B.
- To turn off bold, select the text and click the button again.

## Center

To change the alignment of a cell to Center:

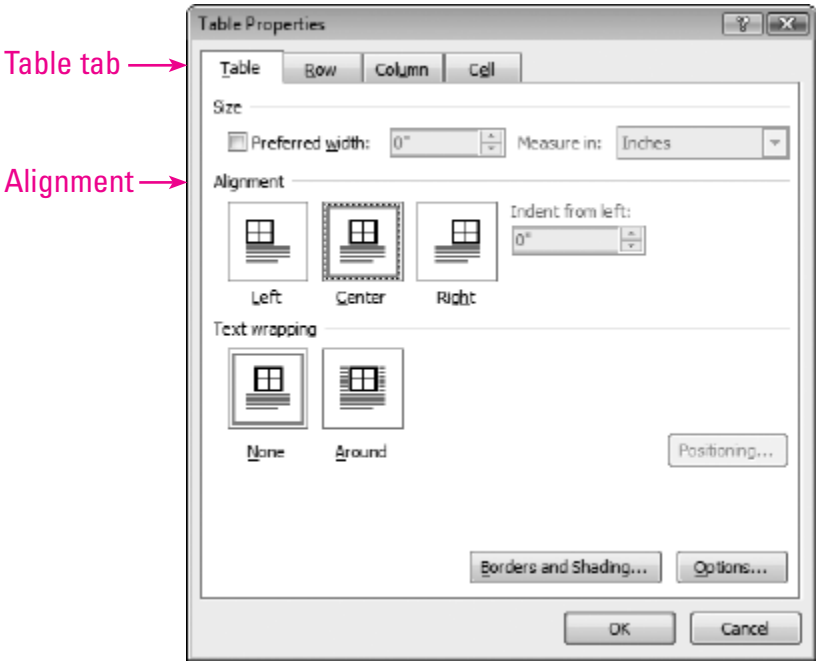
- Select the cell.
- On the Home tab, in the Alignment group, click the Center button to align information in the center of the cell.

## Center a Table Horizontally on a Page

To center a table horizontally on a page:

- Click in the table. Under Table Tools, on the Layout tab, in the Table group, click Select, Select Table to select the table.
- On the Home tab, in the Paragraph group, click the Center button.

  **Or:** Under Table Tools, on the Layout tab, in the Table group, click Properties, and choose the Table tab. Under Alignment, click Center. Then click OK.



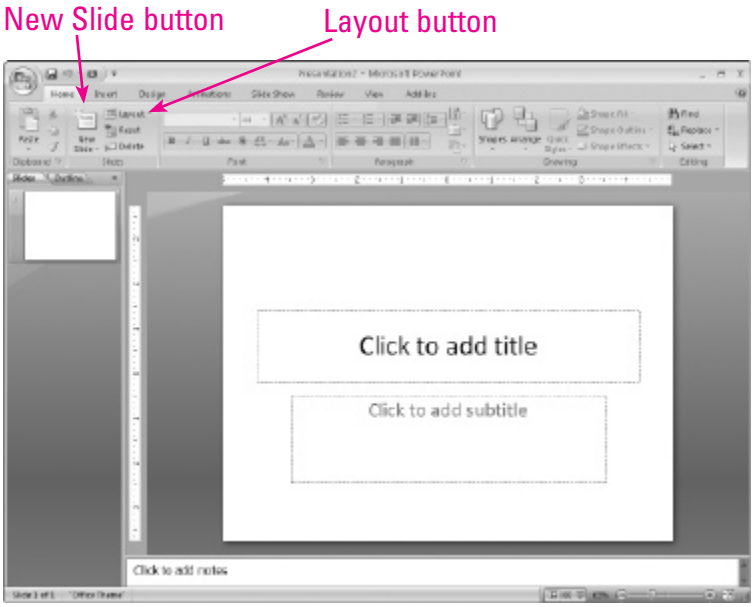
## CHOOSE A LAYOUT

To insert a new slide and choose a Slide Layout in Normal view:

- On the Home tab, in the Slides group, click the New Slide button.

  **Or:** Press CTRL+M.

- On the Home tab, in the Slides group, click the Layout button and click the layout you want from the drop-down list.




To apply a new Slide Layout to an existing slide:

- Move to the slide you want.
- On the Home tab, in the Slides group, click the Layout button.
- Click the layout you want from the drop-down list.

## Clip Art

Look up Insert Clip Art or Photos.

## Color

To add a fill color in a text box:

- Select the text box.
- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the down arrow next to the Shape Fill button. Click the fill color you want.

To add a custom fill color in a selected text box:

- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the down arrow next to the Shape Fill button.
- Click More Fill Colors.
- Click the Standard or Custom tab.
- Click a fill color on the palette and click OK.

To remove the fill color from a selected text box:

- Under Text Box Tools, on the Format tab, in the Text Box Styles group, click the down arrow next to the Shape Fill button.
- Click No Fill.

## Columns

To create a column:

- Key all text in the document first, then select **only** the text to be placed in a column.

- On the Page Layout tab, in the Page Setup group, click Columns.
- From the preset options, click Two.

  **Or:** Click More Columns and select Two.
- Check Line between and click OK.

To break a column and move the remaining text to the top of the next column:

- Move the insertion point just before the point where you want the column to break.
- On the Page Layout tab, in the Page Setup group, click Breaks, Column.

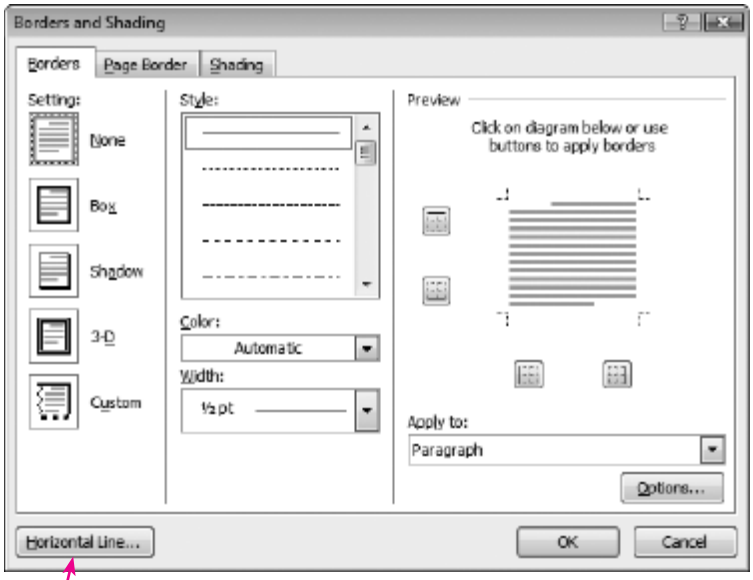
## Fill

Look up Color.

## Format a Horizontal Line Border

To format a horizontal line:

- Position the insertion point where you want to place the line.
- On the Home tab, in the Paragraph group, click the down arrow next to the Borders button. Click Borders and Shading.
- Click the Horizontal Line button. If the computer is not connected to the Internet, click Cancel. Line designs appear.
- Scroll to view the line designs. Click to select the line you want. Click OK.




Horizontal Line button

## FORMAT A PAGE BORDER

To create a page border:

- On the Page Layout tab, in the Page Background group, choose Page Borders.
- On the Page Border tab, under Setting, click Box, Shadow, or 3-D to add a border on all four sides.
- To change the border style, under Style, choose one of the sample styles.
- To change the border color, click the down arrow next to the Color box. Choose a color.
- To change the width of the border, click the down arrow next to the Width box. Choose the width you want.

- To add art as a border, click the down arrow next to the Art box. Choose the art you want.
- Click OK when you have finished making your selections.

The default margin for a page border is 24 points or about 0.33 inch. If your printer will not print such a narrow border, change the border margins as follows:

- On the Page Layout tab, in the Page Background group, choose Page Borders.
- On the Page Border tab, click Options.
- In the Measure from box, click either Edge of page (to measure from the edge of the page to the outside edge of the page border) or Text (to measure from the page margins to the inside edge of the page border).
- Key the margins you want, and make any other changes you need.
- Click OK, and OK.
- Click the Office Button and select Print, Print Preview to make sure all borders are now visible for printing.

To remove a page border with the Page Borders feature:

- On the Page Layout tab, in the Page Background group, choose Page Borders.
- On the Page Border tab, under Setting, click None and OK.

## Format in Two Columns

Look up Columns.

## INSERT CLIP ART OR PHOTOS

Click where you want the clip art inserted.

- On the Insert tab, in the Illustrations group, click the Clip Art button (If the Add Clips to Organizer box appears, click Later).
- From the Clip Art task pane in the Search in box, click the down arrow and be sure Everywhere is checked.
- From the Clip Art task pane in the Results should be box, click the down arrow and be sure Clip Art and Photographs are checked.
- From the Clip Art task pane, in the Search for text box, key a word describing the picture you want.
- Click Go.
- When the picture you want appears, click the down arrow next to it, and click Insert.

To search again, repeat the steps to search.

To add clip art or pictures from Microsoft's Web site if you have an Internet connection:

- On the Insert tab, in the Illustrations group, click the Clip Art button (If the Add Clips to Organizer box appears, click Later).
- Click Clip Art on Office Online from the bottom of the Clip Art task pane.
- At the Web site in the Search box, key a word describing the picture you want, and click Search.
- Browse the pictures, and click the check boxes for all the pictures you want.

- Click the Download hyperlink, and click Download Now.
- In the Microsoft Clip Organizer window, click the down arrow next to the picture you want and click Copy.
- Move to the Word document and on the Home tab, on the Clipboard group, click the Paste button.

To add an image such as a scanned image or digital photo:

- Click where you want the picture inserted.
- On the Insert tab, in the Illustrations group, click the Picture button.
- In the Look in list, browse to the file you want, select it and click Insert.

To modify the selected picture:

- Under Picture Tools, on the Format tab, in the Adjust group, click the Recolor button, Contrast button, or Brightness button and select new settings as desired.
- In the same group, click the Reset Picture button to remove all changes.

To change the way text wraps around a floating object:

- Select the object.
- Under Picture Tools, on the Format tab, in the Arrange group, click the Text Wrapping button.
- Click one of the preset styles: In Line with Text, Square, Tight, Behind Text, In Front of Text, Top and Bottom or Through.

## INSERT A FORMULA

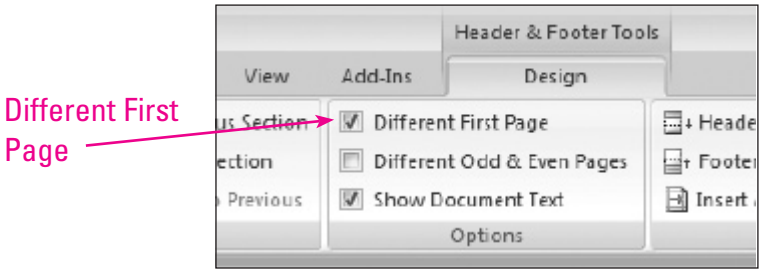
To create a formula:

- Click the cell to contain the formula.
- Key an equal sign (=) to begin a formula.
- Key a formula including cell references and mathematical operators such as +, –, *, or /. For example, C8+C9+C10, to add the values in cells C8, C9, and C10. Click a cell to have the cell reference entered automatically. Key a mathematical operator. Continue until the formula is complete.
- Press ENTER.

## INSERT PAGE NUMBERS

To insert a page number:

- On the Insert tab, in the Header & Footer group, click Page Number.
- Choose the position and style you want for the page number from the drop-down list and submenu options.
- To remove the page number from the first page, double-click the header to open the header box, if necessary. Under Header & Footer Tools, on the Design tab, in the Options group, check Different First Page.



## MARGIN

The margin is the blank space around the edges of a page. The default margins are 1 inch at the top, bottom, left and right of the page.
To change the margins:

- On the Page Layout tab, in the Page Setup group, click the Margins button. Choose Custom Margins.
- In the Page Setup dialog box, on the Margins tab, key the margin widths you want in the margin boxes and click OK.

## OUTLINE NUMBERED FEATURE

To create an outline numbered list:

- Key the text for the list without any outline numbering.
- Press ENTER at the end of each topic and press the TAB key to indent any subtopics.
- Select the lines to be included in the outline.
- On the Home tab, in the Paragraph group, click the Multilevel List button.
- Click the outline style you want.

To remove bullets or numbering:

- Select the bulleted or numbered lines.
- On the Home tab, in the Paragraph group, click the Bullets or Numbering button.

To demote an item in an outline to a lower level:

- Click the line you want to demote.

- On the Home tab, in the Paragraph group, click the Increase Indent button.

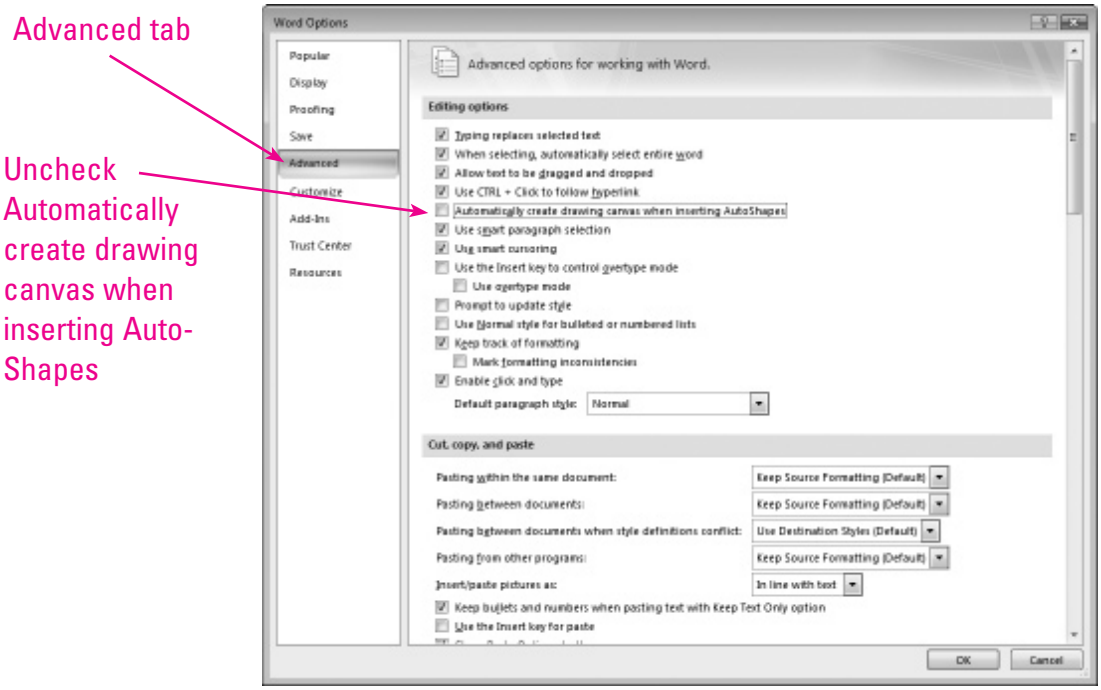
To promote an item in an outline to a higher level:

- Click the line you want to promote.
- On the Home tab, in the Paragraph group, click the Decrease Indent button.

## TEXT BOX

Before inserting a text box, set Microsoft Word options so that a drawing canvas is not created:

- Click the Office Button and select Word Options. Under Advanced, click to uncheck Automatically create drawing canvas when inserting AutoShapes. Click OK.



To insert a text box:

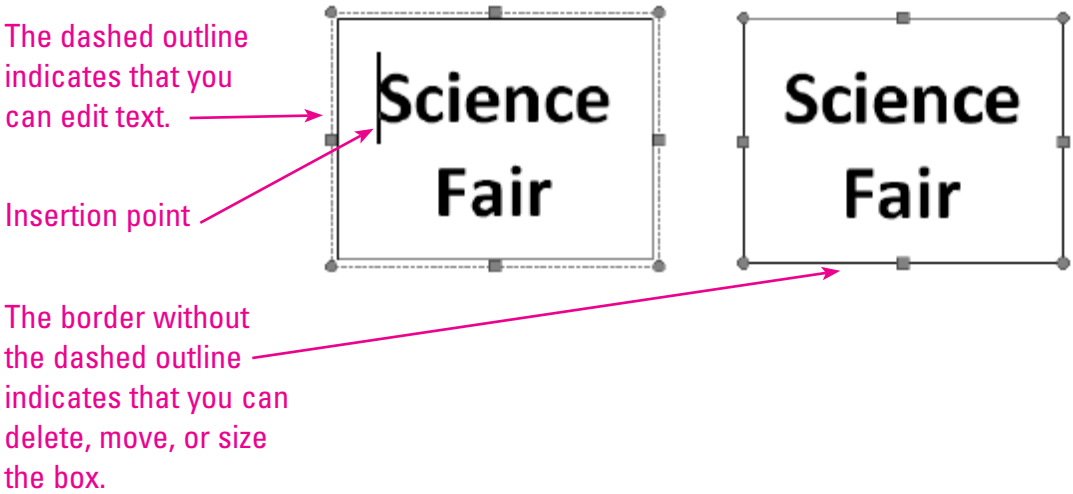
- On the Insert tab, in the Text group, click the Text Box button and choose Draw Text Box.
- Click and drag in your document where you want to create the text box. When you release the mouse, a dashed outline appears with sizing handles around the box. The insertion point is inside the box. Key the text you need.
- Click outside the text box when you are finished.

To edit text in a text box:

- Click the text box once. This activates the box for editing text.

To delete, move, or size a text box containing text:

- Click once to select the box. Click a second time on the text box border to delete, move, or size the box.



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| Feature | Keyboard Shortcut | Feature | Keyboard Shortcut |
|---|---|---|---|
| All capitals | CTRL + SHIFT + A | Move to end of document | CTRL + END |
| Bold | CTRL + B | Move to end of line | END |
| Center align | CTRL + E | New document | CTRL + N |
| Change case | SHIFT + F3 | Non-breaking hyphen | CTRL + SHIFT + HYPHEN |
| Close a document | CTRL + W | Non-breaking space | CTRL + SHIFT + SPACEBAR |
| Column break | CTRL + SHIFT + ENTER | One and a half spacing | CTRL + 5 |
| Copy | CTRL + C | Open a document | CTRL + 0 |
| Cut | CTRL + X | Page break | CTRL + ENTER |
| Decrease font size | CTRL + SHIFT + < | Paste | CTRL + V |
| Decrease indent | CTRL + SHIFT + M | Print | CTRL + P |
| Delete hanging indent | CTRL + SHIFT + T | Remove character formatting | CTRL + SPACEBAR |
| Double spacing | CTRL + 2 | Remove paragraph formatting | CTRL + Q |
| Exit Word | ALT + F4 | Repeat | CTRL + Y |
| Find | CTRL + F | Replace | CTRL + H |
| Font dialog box | CTRL + D | Right align | CTRL + R |
| Go To | CTRL + G | Save | CTRL + S |
| Hanging indent | CTRL + T | Select All | CTRL + A |
| Increase font size | CTRL + SHIFT + > | Single spacing | CTRL + 1 |
| Indent | CTRL + M | Small caps | CTRL + SHIFT + K |
| Insert date | ALT + SHIFT + D | Spelling and Grammar check | F7 |
| Italic | CTRL + I | Thesaurus | SHIFT + F7 |
| Justify align | CTRL + J | Underline | CTRL + U |
| Left align | CTRL + L | Undo | CTRL + Z |
| Line break | SHIFT + ENTER | | |
| Move to beginning of document | CTRL + HOME | | |
| Move to beginning of line | HOME | | |