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Microsoft® Office 365™ **OFFICE 2016**

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Microsoft® Office 365™ **OFFICE 2016**

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Microsoft® Office 2016: Introductory

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Library of Congress Control Number: 2015958650

ISBN: 978-1-305-87001-7

ISBN: 978-1-305-87004-8 (spiralbound)

ISBN: 978-1-305-87003-1 (casebound)

Cengage Learning

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Boston, MA 02210
USA

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Microsoft Access 2016

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Microsoft Outlook 2016

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Microsoft® Office 365™ **OFFICE 2016**

INTRODUCTORY

Productivity Apps for School and Work

OneNote
Sway
Office Mix
Edge

Corinne Hoisington



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Being computer literate no longer means mastery of only Word, Excel, PowerPoint, Outlook, and Access. To become technology power users, Hunter, Nori, Zoe, and Lochlan are exploring Microsoft OneNote, Sway, Mix, and Edge in Office 2016 and Windows 10.

In this
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Learn to use productivity apps!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

Introduction to OneNote 2016

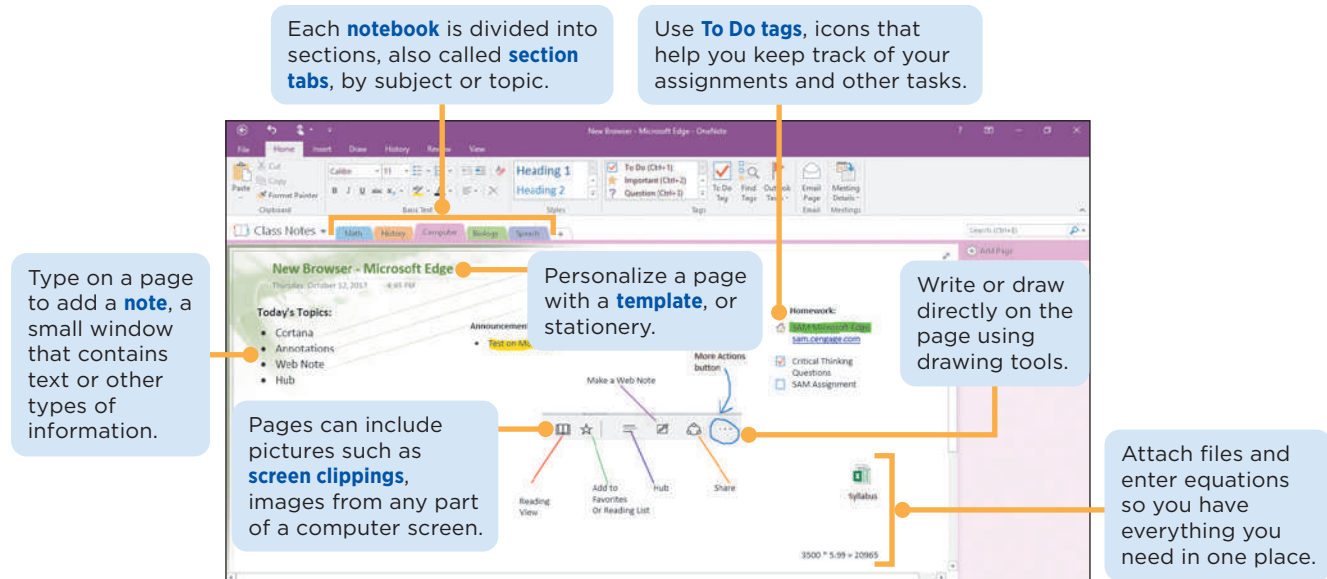
Bottom Line

- OneNote is a note-taking app for your academic and professional life.
- Use OneNote to get organized by gathering your ideas, sketches, webpages, photos, videos, and notes in one place.

[notebook](#) | [section tab](#) | [To Do tag](#) | [screen clipping](#) | [note](#) | [template](#) | [Microsoft OneNote Mobile app](#) | [sync](#) | [drawing canvas](#) | [inked handwriting](#) | [Link to Text](#)

As you glance around any classroom, you invariably see paper notebooks and notepads on each desk. Because deciphering and sharing handwritten notes can be a challenge, Microsoft OneNote 2016 replaces physical notebooks, binders, and paper notes with a searchable, digital notebook. OneNote captures your ideas and schoolwork on any device so you can stay organized, share notes, and work with others on projects. Whether you are a student taking class notes as shown in **Figure 1** or an employee taking notes in company meetings, OneNote is the one place to keep notes for all of your projects.

Figure 1: OneNote 2016 notebook



Learn to use OneNote!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

Creating a OneNote Notebook

OneNote is divided into sections similar to those in a spiral-bound notebook. Each OneNote notebook contains sections, pages, and other notebooks. You can use OneNote for school, business, and personal projects. Store information for each type of project in different notebooks to keep your tasks separate, or use any other organization that suits you. OneNote is flexible enough to adapt to the way you want to work.

When you create a notebook, it contains a blank page with a plain white background by default, though you can use templates, or stationery, to apply designs in categories such as Academic, Business, Decorative, and Planners. Start typing or use the buttons on the Insert tab to insert notes, which are small resizable windows that can contain text, equations, tables, on-screen writing, images, audio and video recordings, to-do lists, file attachments, and file printouts. Add as many notes as you need to each page.

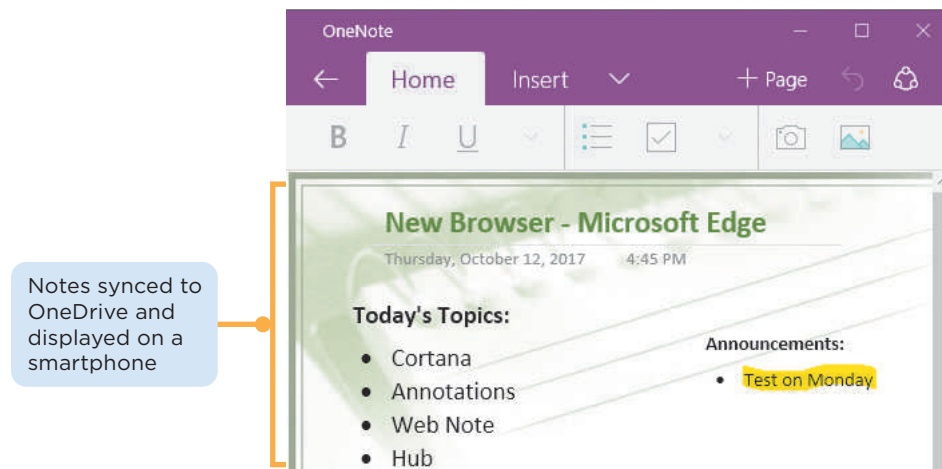
Syncing a Notebook to the Cloud

OneNote saves your notes every time you make a change in a notebook. To make sure you can access your notebooks with a laptop, tablet, or smartphone wherever you are, OneNote uses cloud-based storage, such as OneDrive or SharePoint. **Microsoft OneNote Mobile app**, a lightweight version of OneNote 2016 shown in **Figure 2**, is available for free in the Windows Store, Google Play for Android devices, and the AppStore for iOS devices.

If you have a Microsoft account, OneNote saves your notes on OneDrive automatically for all your mobile devices and computers, which is called **syncing**. For example, you can use OneNote to take notes on your laptop during class, and then

open OneNote on your phone to study later. To use a notebook stored on your computer with your OneNote Mobile app, move the notebook to OneDrive. You can quickly share notebook content with other people using OneDrive.

Figure 2: Microsoft OneNote Mobile app

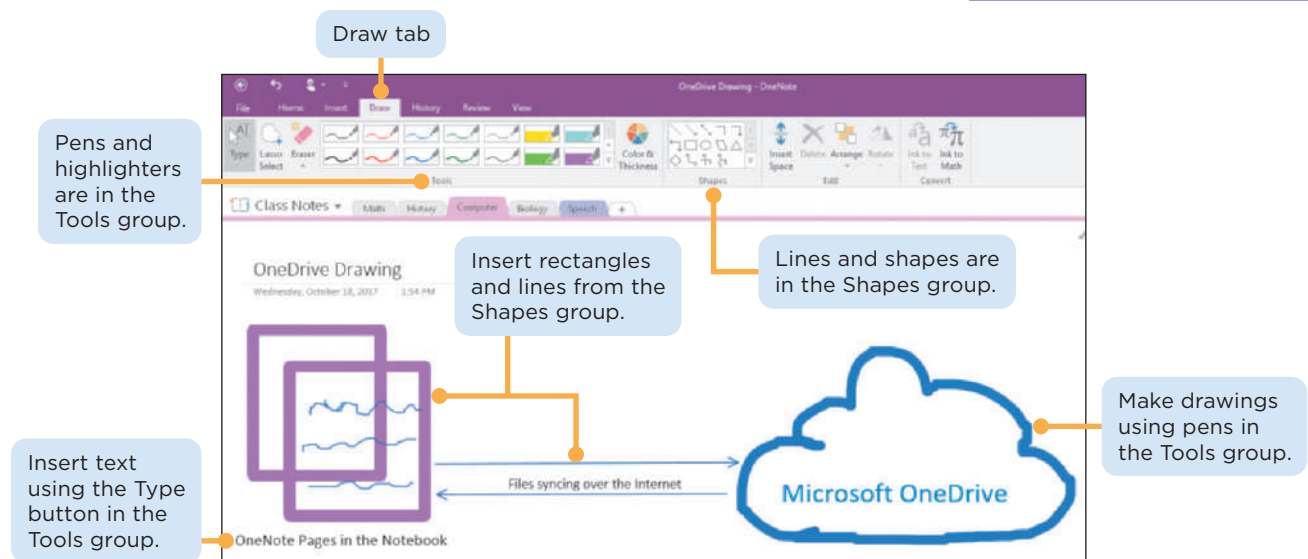


Taking Notes

Use OneNote pages to organize your notes by class and topic or lecture. Beyond simple typed notes, OneNote stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.

OneNote includes drawing tools that let you sketch freehand drawings such as biological cell diagrams and financial supply-and-demand charts. As shown in **Figure 3**, the Draw tab on the ribbon provides these drawing tools along with shapes so you can insert diagrams and other illustrations to represent your ideas. When you draw on a page, OneNote creates a **drawing canvas**, which is a container for shapes and lines.

Figure 3: Tools on the Draw tab



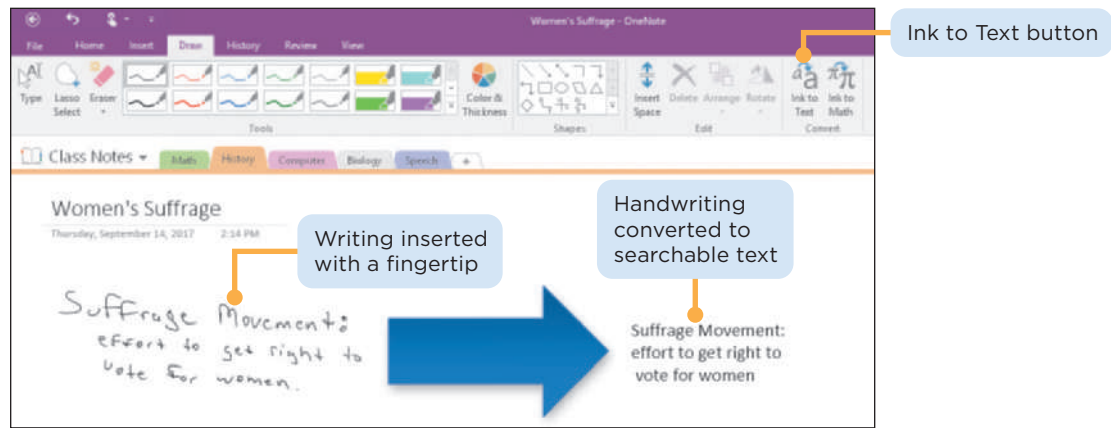
On the Job Now

OneNote is ideal for taking notes during meetings, whether you are recording minutes, documenting a discussion, sketching product diagrams, or listing follow-up items. Use a meeting template to add pages with content appropriate for meetings.

Converting Handwriting to Text

When you use a pen tool to write on a notebook page, the text you enter is called **inked handwriting**. OneNote can convert inked handwriting to typed text when you use the **Link to Text** button in the Convert group on the Draw tab, as shown in **Figure 4**. After OneNote converts the handwriting to text, you can use the Search box to find terms in the converted text or any other note in your notebooks.

Figure 4: Converting handwriting to text



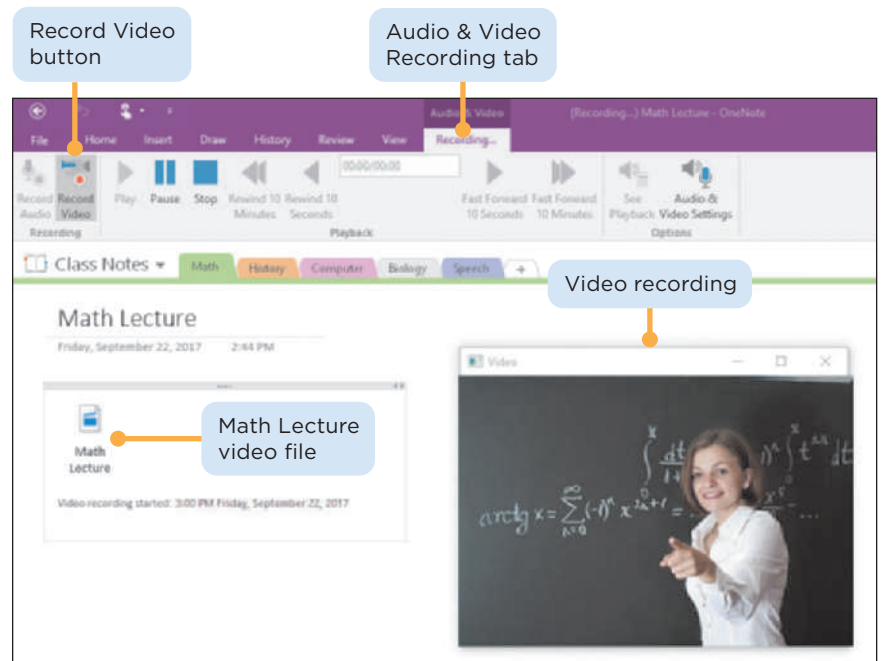
On the Job Now

Use OneNote as a place to brainstorm ongoing work projects. If a notebook contains sensitive material, you can password-protect some or all of the notebook so that only certain people can open it.

Recording a Lecture

If your computer or mobile device has a microphone or camera, OneNote can record the audio or video from a lecture or business meeting as shown in **Figure 5**. When you record a lecture (with your instructor's permission), you can follow along, take regular notes at your own pace, and review the video recording later. You can control the start, pause, and stop motions of the recording when you play back the recording of your notes.

Figure 5: Video inserted in a notebook



© iStock.com/petrograd99

Try This Now

1: Taking Notes for a Week

As a student, you can get organized by using OneNote to take detailed notes in your classes. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account (the default location for new notebooks). Name the notebook with your first name followed by “Notes,” as in **Caleb Notes**.
- Create four section tabs, each with a different class name.
- Take detailed notes in those classes for one week. Be sure to include notes, drawings, and other types of content.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.

Learn to use OneNote!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

2: Using OneNote to Organize a Research Paper

You have a research paper due on the topic of three habits of successful students. Use OneNote to organize your research. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account. Name the notebook **Success Research**.
- Create three section tabs with the following names:
 - **Take Detailed Notes**
 - **Be Respectful in Class**
 - **Come to Class Prepared**
- On the web, research the topics and find three sources for each section. Copy a sentence from each source and paste the sentence into the appropriate section. When you paste the sentence, OneNote inserts it in a note with a link to the source.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.

3: Planning Your Career

Note: This activity requires a webcam or built-in video camera on any type of device.

Consider an occupation that interests you. Using OneNote, examine the responsibilities, education requirements, potential salary, and employment outlook of a specific career. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account. Name the notebook with your first name followed by a career title, such as **Kara - App Developer**.
- Create four section tabs with the names **Responsibilities**, **Education Requirements**, **Median Salary**, and **Employment Outlook**.
- Research the responsibilities of your career path. Using OneNote, record a short video (approximately 30 seconds) of yourself explaining the responsibilities of your career path. Place the video in the Responsibilities section.
- On the web, research the educational requirements for your career path and find two appropriate sources. Copy a paragraph from each source and paste them into the appropriate section. When you paste a paragraph, OneNote inserts it in a note with a link to the source.
- Research the median salary for a single year for this career. Create a mathematical equation in the Median Salary section that multiplies the amount of the median salary times 20 years to calculate how much you will possibly earn.
- For the Employment Outlook section, research the outlook for your career path. Take at least four notes about what you find when researching the topic.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.

Introduction to Sway

Bottom Line

- Drag photos, videos, and files from your computer and content from Facebook and Twitter directly to your Sway presentation.
- Run Sway in a web browser or as an app on your smartphone, and save presentations as webpages.

Sway site | [responsive design](#) | [Storyline](#) | [card](#) | [Creative Commons license](#) | [animation emphasis effects](#) | [Docs.com](#)

Expressing your ideas in a presentation typically means creating PowerPoint slides or a Word document. Microsoft Sway gives you another way to engage an audience. Sway is a free Microsoft tool available at [Sway.com](#) or as an app in Office 365. Using Sway, you can combine text, images, videos, and social media in a website called a **Sway site** that you can share and display on any device. To get started, you create a digital story on a web-based canvas without borders, slides, cells, or page breaks. A Sway site organizes the text, images, and video into a **responsive design**, which means your content adapts perfectly to any screen size as shown in **Figure 6**. You store a Sway site in the cloud on OneDrive using a free Microsoft account.

Figure 6: Sway site with responsive design



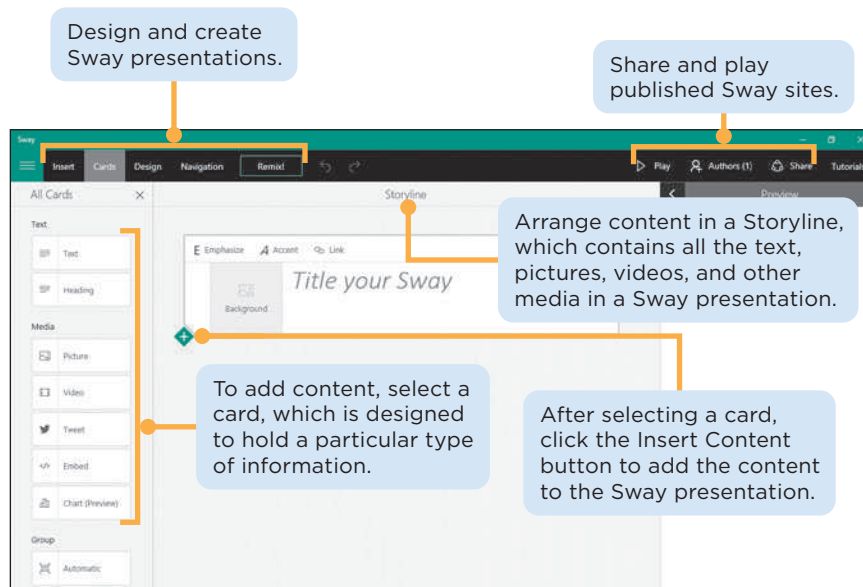
Learn to use Sway!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

Creating a Sway Presentation

You can use Sway to build a digital flyer, a club newsletter, a vacation blog, an informational site, a digital art portfolio, or a new product rollout. After you select your topic and sign into Sway with your Microsoft account, a **Storyline** opens, providing tools and a work area for composing your digital story. See **Figure 7**. Each story can include text, images, and videos. You create a Sway by adding text and media content into a Storyline section, or **card**. To add pictures, videos, or documents, select a card in the left pane and then select the Insert Content button. The first card in a Sway presentation contains a title and background image.

Figure 7: Creating a Sway site



Adding Content to Build a Story

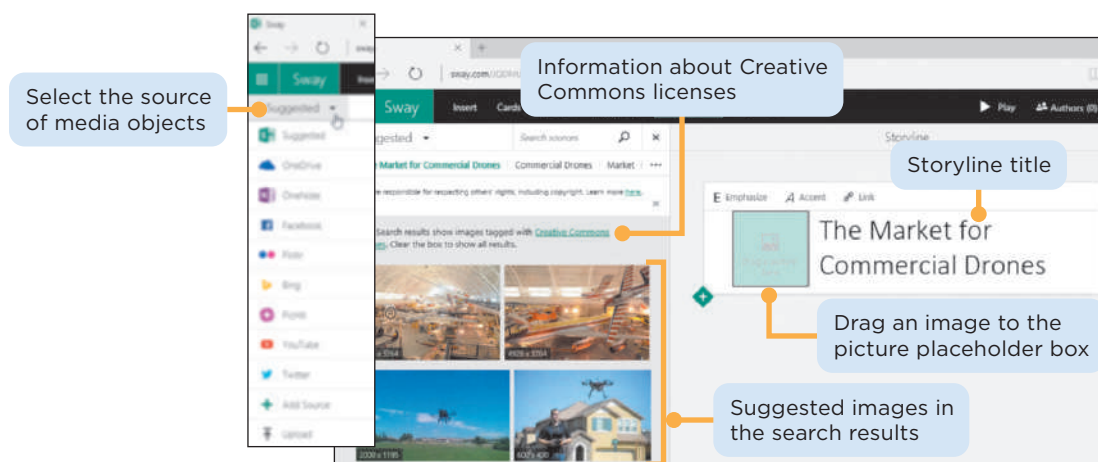
As you work, Sway searches the Internet to help you find relevant images, videos, tweets, and other content from online sources such as Bing, YouTube, Twitter, and Facebook. You can drag content from the search results right into the Storyline. In addition, you can upload your own images and videos directly in the presentation. For example, if you are creating a Sway presentation about the market for commercial drones, Sway suggests content to incorporate into the presentation by displaying it in the left pane as search results. The search results include drone images tagged with a **Creative Commons license** as shown in **Figure 8**. A Creative Commons license is a public copyright license that allows the free distribution of an otherwise copyrighted work. In addition, you can specify the source of the media. For example, you can add your own Facebook or OneNote pictures and videos in Sway without leaving the app.



On the Job Now

If you have a Microsoft Word document containing an outline of your business content, drag the outline into Sway to create a card for each topic.

Figure 8: Images in Sway search results





On the Job Now

If your project team wants to collaborate on a Sway presentation, click the Authors button on the navigation bar to invite others to edit the presentation.

Designing a Sway

Sway professionally designs your Storyline content by resizing background images and fonts to fit your display, and by floating text, animating media, embedding video, and removing images as a page scrolls out of view. Sway also evaluates the images in your Storyline and suggests a color palette based on colors that appear in your photos. Use the Design button to display tools including color palettes, font choices, **animation emphasis effects**, and style templates to provide a personality for a Sway presentation. Instead of creating your own design, you can click the Remix button, which randomly selects unique designs for your Sway site.

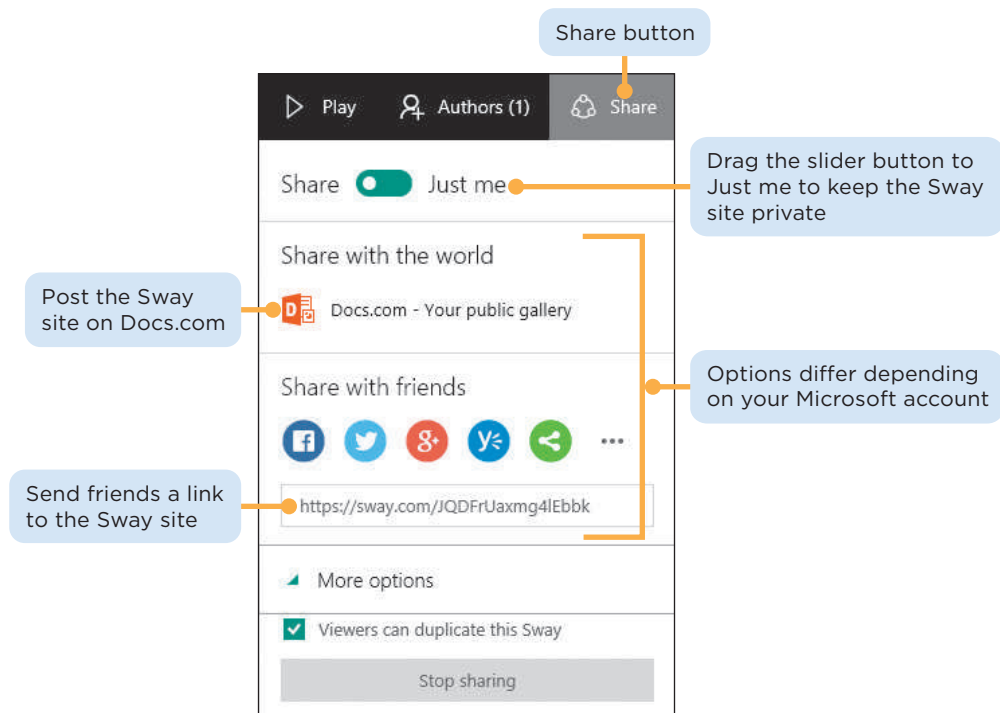
Publishing a Sway

Use the Play button to display your finished Sway presentation as a website. The Address bar includes a unique web address where others can view your Sway site. As the author, you can edit a published Sway site by clicking the Edit button (pencil icon) on the Sway toolbar.

Sharing a Sway

When you are ready to share your Sway website, you have several options as shown in **Figure 9**. Use the Share slider button to share the Sway site publicly or keep it private. If you add the Sway site to the Microsoft **Docs.com** public gallery, anyone worldwide can use Bing, Google, or other search engines to find, view, and share your Sway site. You can also share your Sway site using Facebook, Twitter, Google+, Yammer, and other social media sites. Link your presentation to any webpage or email the link to your audience. Sway can also generate a code for embedding the link within another webpage.

Figure 9: Sharing a Sway site



Try This Now

Learn to use Sway!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

1: Creating a Sway Resume

Sway is a digital storytelling app. Create a Sway resume to share the skills, job experiences, and achievements you have that match the requirements of a future job interest.

Perform the following tasks:

- Create a new presentation in Sway to use as a digital resume. Title the Sway Storyline with your full name and then select a background image.
- Create three separate sections titled **Academic Background**, **Work Experience**, and **Skills**, and insert text, a picture, and a paragraph or bulleted points in each section. Be sure to include your own picture.
- Add a fourth section that includes a video about your school that you find online.
- Customize the design of your presentation.
- Submit your assignment link in the format specified by your instructor.

2: Creating an Online Sway Newsletter

Newsletters are designed to capture the attention of their target audience. Using Sway, create a newsletter for a club, organization, or your favorite music group. Perform the following tasks:

- Create a new presentation in Sway to use as a digital newsletter for a club, organization, or your favorite music group. Provide a title for the Sway Storyline and select an appropriate background image.
- Select three separate sections with appropriate titles, such as Upcoming Events. In each section, insert text, a picture, and a paragraph or bulleted points.
- Add a fourth section that includes a video about your selected topic.
- Customize the design of your presentation.
- Submit your assignment link in the format specified by your instructor.

3: Creating and Sharing a Technology Presentation

To place a Sway presentation in the hands of your entire audience, you can share a link to the Sway presentation. Create a Sway presentation on a new technology and share it with your class. Perform the following tasks:

- Create a new presentation in Sway about a cutting-edge technology topic. Provide a title for the Sway Storyline and select a background image.
- Create four separate sections about your topic, and include text, a picture, and a paragraph in each section.
- Add a fifth section that includes a video about your topic.
- Customize the design of your presentation.
- Share the link to your Sway with your classmates and submit your assignment link in the format specified by your instructor.

Introduction to Office Mix

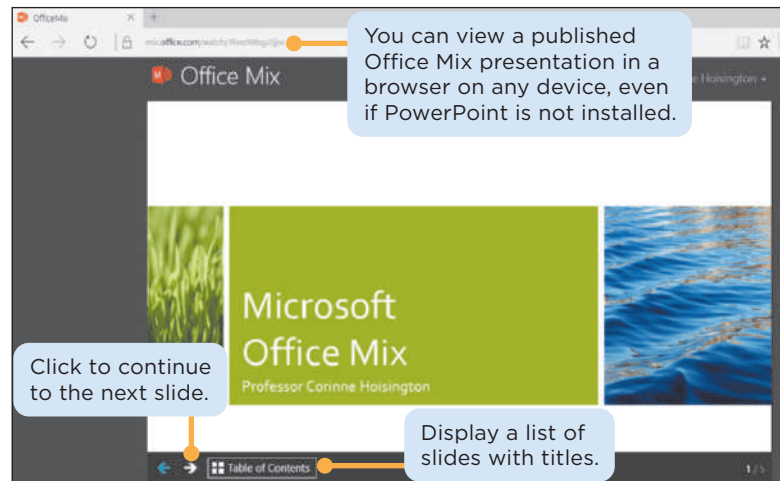
Bottom Line

- Office Mix is a free PowerPoint add-in from Microsoft that adds features to PowerPoint.
- The Mix tab on the PowerPoint ribbon provides tools for creating screen recordings, videos, interactive quizzes, and live webpages.

add-in | clip | slide recording | Slide Notes | screen recording | free-response quiz

To enliven business meetings and lectures, Microsoft adds a new dimension to presentations with a powerful toolset called Office Mix, a free add-in for PowerPoint. (An **add-in** is software that works with an installed app to extend its features.) Using Office Mix, you can record yourself on video, capture still and moving images on your desktop, and insert interactive elements such as quizzes and live webpages directly into PowerPoint slides. When you post the finished presentation to OneDrive, Office Mix provides a link you can share with friends and colleagues. Anyone with an Internet connection and a web browser can watch a published Office Mix presentation, such as the one in **Figure 10**, on a computer or mobile device.

Figure 10: Office Mix presentation



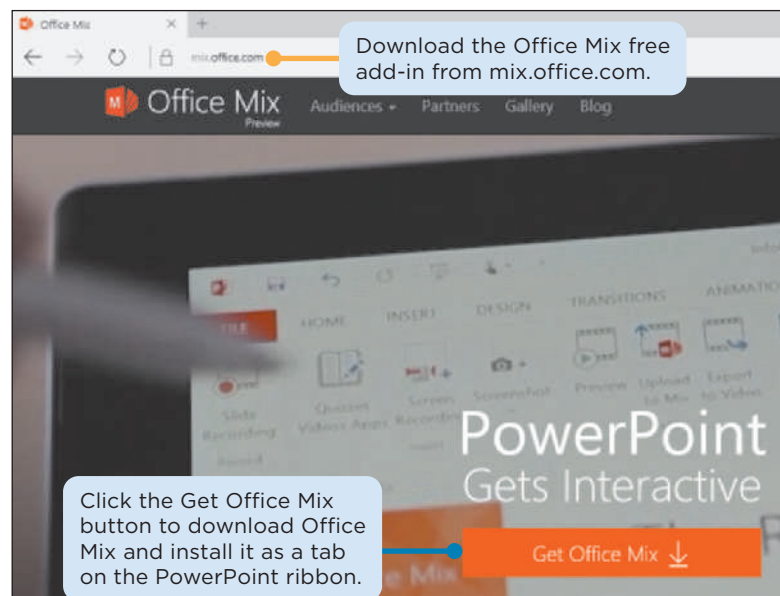
Learn to use Office Mix!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

Adding Office Mix to PowerPoint

To get started, you create an Office Mix account at the website mix.office.com using an email address or a Facebook or Google account. Next, you download and install the Office Mix add-in (see **Figure 11**). Office Mix appears as a new tab named Mix on the PowerPoint ribbon in versions of Office 2013 and Office 2016 running on personal computers (PCs).

Figure 11: Getting started with Office Mix



Capturing Video Clips

A **clip** is a short segment of audio, such as music, or video. After finishing the content on a PowerPoint slide, you can use Office Mix to add a video clip to animate or illustrate the content. Office Mix creates video clips in two ways: by recording live action on a webcam and by capturing screen images and movements. If your computer has a webcam, you can record yourself and annotate the slide to create a **slide recording** as shown in **Figure 12**.



On the Job Now

Companies are using Office Mix to train employees about new products, to explain benefit packages to new workers, and to educate interns about office procedures.

Figure 12: Making a slide recording



When you are making a slide recording, you can record your spoken narration at the same time. The **Slide Notes** feature works like a teleprompter to help you focus on your presentation content instead of memorizing your narration. Use the Inking tools to make annotations or add highlighting using different pen types and colors. After finishing a recording, edit the video in PowerPoint to trim the length or set playback options.

The second way to create a video is to capture on-screen images and actions with or without a voiceover. This method is ideal if you want to show how to use your favorite website or demonstrate an app such as OneNote. To share your screen with an audience, select the part of the screen you want to show in the video. Office Mix captures everything that happens in that area to create a **screen recording**, as shown in **Figure 13**. Office Mix inserts the screen recording as a video in the slide.



On the Job Now

To make your video recordings accessible to people with hearing impairments, use the Office Mix closed-captioning tools. You can also use closed captions to supplement audio that is difficult to understand and to provide an aid for those learning to read.

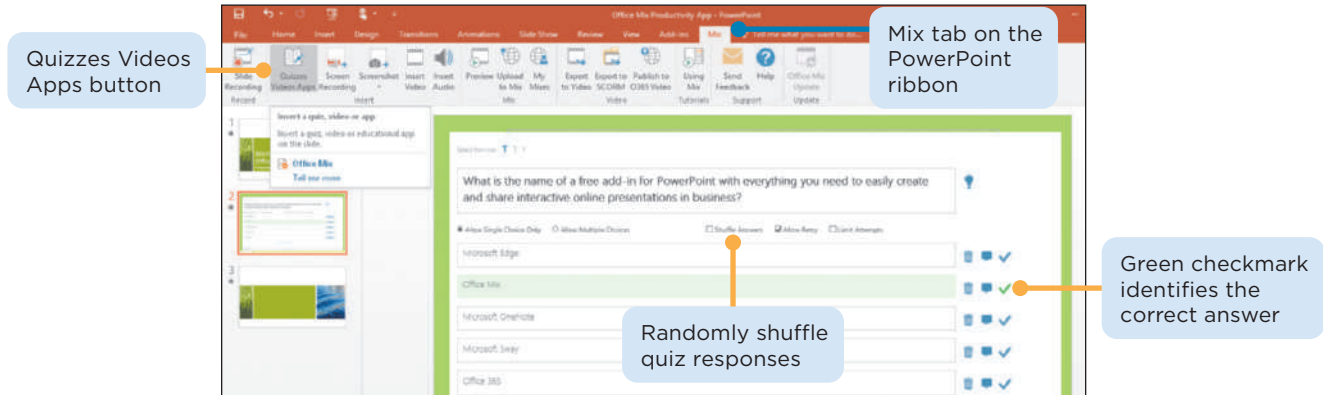
Figure 13: Making a screen recording



Inserting Quizzes, Live Webpages, and Apps

To enhance and assess audience understanding, make your slides interactive by adding quizzes, live webpages, and apps. Quizzes give immediate feedback to the user as shown in **Figure 14**. Office Mix supports several quiz formats, including a **free-response quiz** similar to a short answer quiz, and true/false, multiple-choice, and multiple-response formats.

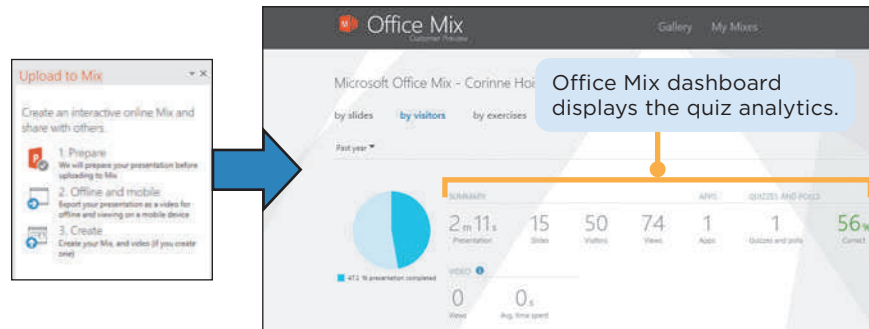
Figure 14: Creating an interactive quiz



Sharing an Office Mix Presentation

When you complete your work with Office Mix, upload the presentation to your personal Office Mix dashboard as shown in **Figure 15**. Users of PCs, Macs, iOS devices, and Android devices can access and play Office Mix presentations. The Office Mix dashboard displays built-in analytics that include the quiz results and how much time viewers spent on each slide. You can play completed Office Mix presentations online or download them as movies.

Figure 15: Sharing an Office Mix presentation



Try This Now

Learn to use Office Mix!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

1: Creating an Office Mix Tutorial for OneNote

Note: This activity requires a microphone on your computer.

Office Mix makes it easy to record screens and their contents. Create PowerPoint slides with an Office Mix screen recording to show OneNote 2016 features. Perform the following tasks:

- Create a PowerPoint presentation with the Ion Boardroom template. Create an opening slide with the title **My Favorite OneNote Features** and enter your name in the subtitle.
- Create three additional slides, each titled with a new feature of OneNote. Open OneNote and use the Mix tab in PowerPoint to capture three separate screen recordings that teach your favorite features.
- Add a fifth slide that quizzes the user with a multiple-choice question about OneNote and includes four responses. Be sure to insert a checkmark indicating the correct response.
- Upload the completed presentation to your Office Mix dashboard and share the link with your instructor.
- Submit your assignment link in the format specified by your instructor.

2: Teaching Augmented Reality with Office Mix

Note: This activity requires a webcam or built-in video camera on your computer.

A local elementary school has asked you to teach augmented reality to its students using Office Mix. Perform the following tasks:

- Research augmented reality using your favorite online search tools.
- Create a PowerPoint presentation with the Frame template. Create an opening slide with the title **Augmented Reality** and enter your name in the subtitle.
- Create a slide with four bullets summarizing your research of augmented reality. Create a 20-second slide recording of yourself providing a quick overview of augmented reality.
- Create another slide with a 30-second screen recording of a video about augmented reality from a site such as YouTube or another video-sharing site.
- Add a final slide that quizzes the user with a true/false question about augmented reality. Be sure to insert a checkmark indicating the correct response.
- Upload the completed presentation to your Office Mix dashboard and share the link with your instructor.
- Submit your assignment link in the format specified by your instructor.

3: Marketing a Travel Destination with Office Mix

Note: This activity requires a webcam or built-in video camera on your computer.

To convince your audience to travel to a particular city, create a slide presentation marketing any city in the world using a slide recording, screen recording, and a quiz. Perform the following tasks:

- Create a PowerPoint presentation with any template. Create an opening slide with the title of the city you are marketing as a travel destination and your name in the subtitle.
- Create a slide with four bullets about the featured city. Create a 30-second slide recording of yourself explaining why this city is the perfect vacation destination.
- Create another slide with a 20-second screen recording of a travel video about the city from a site such as YouTube or another video-sharing site.
- Add a final slide that quizzes the user with a multiple-choice question about the featured city with five responses. Be sure to include a checkmark indicating the correct response.
- Upload the completed presentation to your Office Mix dashboard and share your link with your instructor.
- Submit your assignment link in the format specified by your instructor.

Introduction to Microsoft Edge

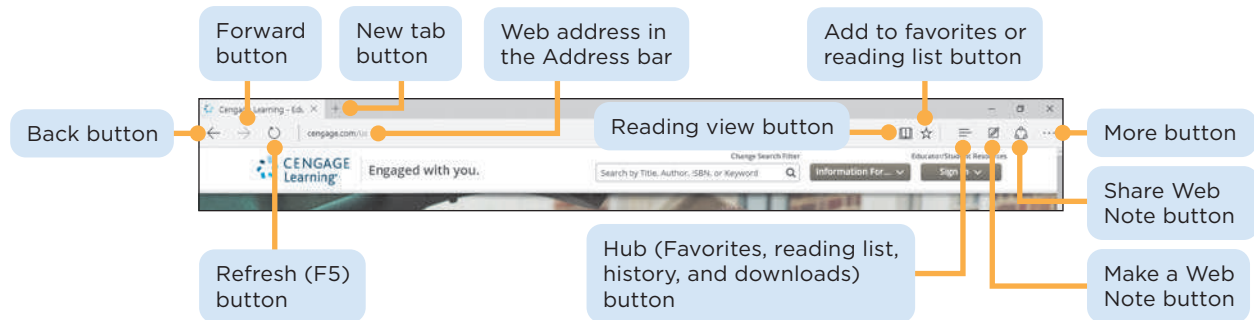
Bottom Line

- Microsoft Edge is the name of the new web browser built into Windows 10.
- Microsoft Edge allows you to search the web faster, take web notes, read webpages without distractions, and get instant assistance from Cortana.

[Reading view](#) | [Hub](#) | [Cortana](#) | [Web Note](#) | [Inking](#) | [sandbox](#)

Microsoft Edge is the default web browser developed for the Windows 10 operating system as a replacement for Internet Explorer. Unlike its predecessor, Edge lets you write on webpages, read webpages without advertisements and other distractions, and search for information using a virtual personal assistant. The Edge interface is clean and basic, as shown in **Figure 16**, meaning you can pay more attention to the webpage content.

Figure 16: Microsoft Edge tools



Learn to use Edge!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.



On the Job Now

Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: to promote interaction with the web and share its contents with colleagues.

Browsing the Web with Microsoft Edge

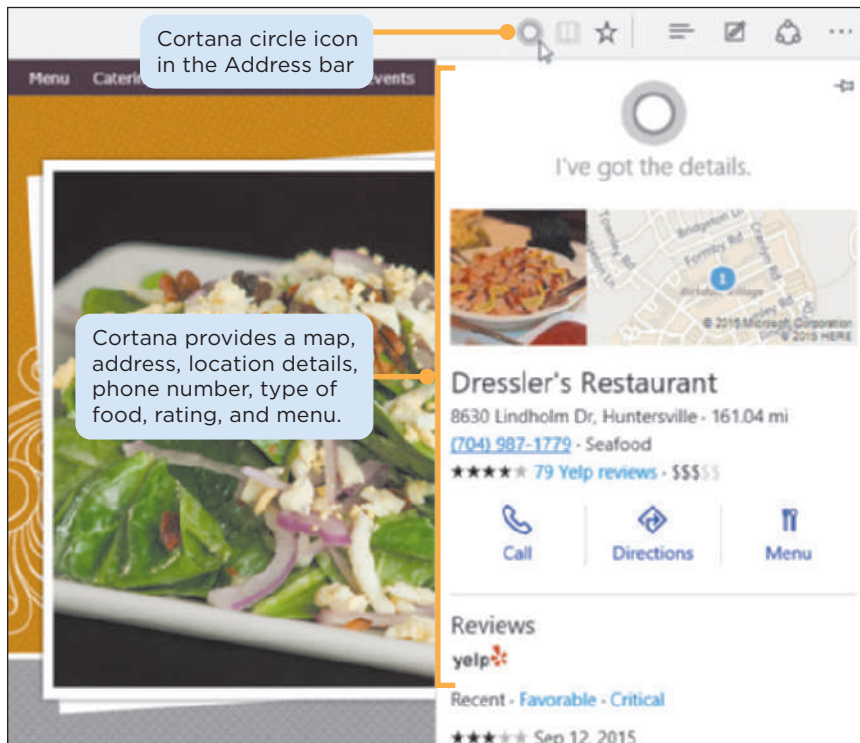
One of the fastest browsers available, Edge allows you to type search text directly in the Address bar. As you view the resulting webpage, you can switch to **Reading view**, which is available for most news and research sites, to eliminate distracting advertisements. For example, if you are catching up on technology news online, the webpage might be difficult to read due to a busy layout cluttered with ads. Switch to Reading view to refresh the page and remove the original page formatting, ads, and menu sidebars to read the article distraction-free.

Consider the **Hub** in Microsoft Edge as providing one-stop access to all the things you collect on the web, such as your favorite websites, reading list, surfing history, and downloaded files.

Locating Information with Cortana

Cortana, the Windows 10 virtual assistant, plays an important role in Microsoft Edge. After you turn on Cortana, it appears as an animated circle in the Address bar when you might need assistance, as shown in the restaurant website in **Figure 17**. When you click the Cortana icon, a pane slides in from the right of the browser window to display detailed information about the restaurant, including maps and reviews. Cortana can also assist you in defining words, finding the weather, suggesting coupons for shopping, updating stock market information, and calculating math.

Figure 17: Cortana providing restaurant information



Annotating Webpages

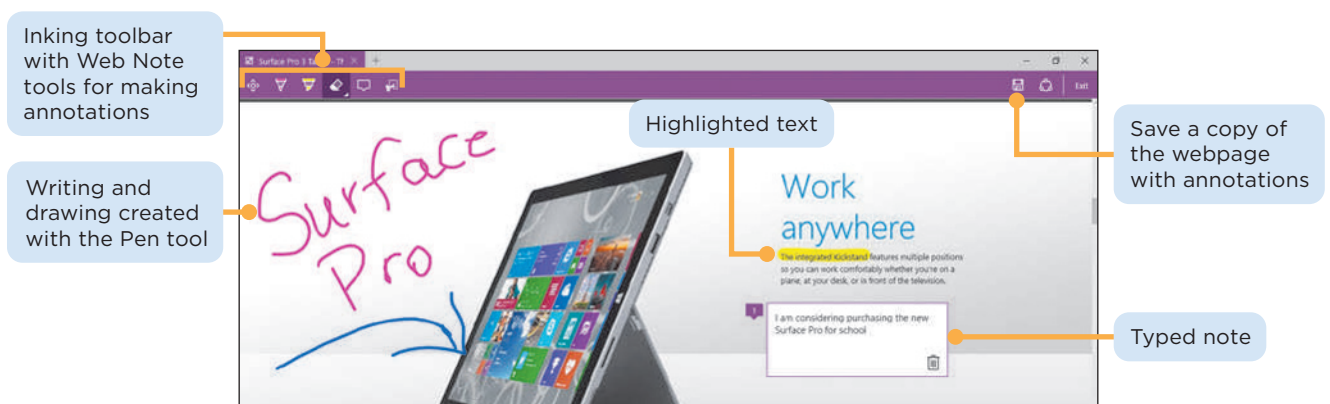
One of the most impressive Microsoft Edge features are the **Web Note** tools, which you use to write on a webpage or to highlight text. When you click the Make a Web Note button, an **Inking** toolbar appears, as shown in **Figure 18**, that provides writing and drawing tools. These tools include an eraser, a pen, and a highlighter with different colors. You can also insert a typed note and copy a screen image (called a screen clipping). You can draw with a pointing device, fingertip, or stylus using different pen colors. Whether you add notes to a recipe, annotate sources for a research paper, or select a product while shopping online, the Web Note tools can enhance your productivity. After you complete your notes, click the Save button to save the annotations to OneNote, your Favorites list, or your Reading list. You can share the inked page with others using the Share Web Note button.



On the Job Now

To enhance security, Microsoft Edge runs in a partial sandbox, an arrangement that prevents attackers from gaining control of your computer. Browsing within the **sandbox** protects computer resources and information from hackers.

Figure 18: Web Note tools in Microsoft Edge



Try This Now

1: Using Cortana in Microsoft Edge

Note: This activity requires using Microsoft Edge on a Windows 10 computer.

Cortana can assist you in finding information on a webpage in Microsoft Edge. Perform the following tasks:

- a. Create a Word document using the Word Screen Clipping tool to capture the following screenshots.
 - Screenshot A—Using Microsoft Edge, open a webpage with a technology news article. Right-click a term in the article and ask Cortana to define it.
 - Screenshot B—Using Microsoft Edge, open the website of a fancy restaurant in a city near you. Make sure the Cortana circle icon is displayed in the Address bar. (If it's not displayed, find a different restaurant website.) Click the Cortana circle icon to display a pane with information about the restaurant.
 - Screenshot C—Using Microsoft Edge, type **10 USD to Euros** in the Address bar without pressing the Enter key. Cortana converts the U.S. dollars to Euros.
 - Screenshot D—Using Microsoft Edge, type **Apple stock** in the Address bar without pressing the Enter key. Cortana displays the current stock quote.
- b. Submit your assignment in the format specified by your instructor.

2: Viewing Online News with Reading View

Note: This activity requires using Microsoft Edge on a Windows 10 computer.

Reading view in Microsoft Edge can make a webpage less cluttered with ads and other distractions. Perform the following tasks:

- a. Create a Word document using the Word Screen Clipping tool to capture the following screenshots.
 - Screenshot A—Using Microsoft Edge, open the website **mashable.com**. Open a technology article. Click the Reading view button to display an ad-free page that uses only basic text formatting.
 - Screenshot B—Using Microsoft Edge, open the website **bbc.com**. Open any news article. Click the Reading view button to display an ad-free page that uses only basic text formatting.
 - Screenshot C—Make three types of annotations (Pen, Highlighter, and Add a typed note) on the BBC article page displayed in Reading view.
- b. Submit your assignment in the format specified by your instructor.

3: Inking with Microsoft Edge

Note: This activity requires using Microsoft Edge on a Windows 10 computer.

Microsoft Edge provides many annotation options to record your ideas. Perform the following tasks:

- a. Open the website **wolframalpha.com** in the Microsoft Edge browser. Wolfram Alpha is a well-respected academic search engine. Type **US\$100 1965 dollars in 2015** in the Wolfram Alpha search text box and press the Enter key.
- b. Click the Make a Web Note button to display the Web Note tools. Using the Pen tool, draw a circle around the result on the webpage. Save the page to OneNote.
- c. In the Wolfram Alpha search text box, type the name of the city closest to where you live and press the Enter key. Using the Highlighter tool, highlight at least three interesting results. Add a note and then type a sentence about what you learned about this city. Save the page to OneNote. Share your OneNote notebook with your instructor.
- d. Submit your assignment link in the format specified by your instructor.

Learn to use Edge!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

1 Creating, Formatting, and Editing a Word Document with a Picture

Objectives

You will have mastered the material in this module when you can:

- Enter text in a Word document
- Check spelling as you type
- Format paragraphs
- Format text
- Undo and redo commands or actions
- Change theme colors
- Insert digital pictures in a Word document
- Resize pictures
- Format pictures
- Add a page border
- Adjust spacing
- Correct errors and revise a document

Introduction

To advertise a sale, promote a business, publicize an event, or convey a message to the community, you may want to create a flyer and hand it out in person or post it in a public location. Libraries, schools, community organizations, grocery stores, coffee shops, and other places often provide bulletin boards or windows for flyers. You also see flyers posted on webpages, on social media, or in email messages.

Flyers announce personal items for sale or rent (car, boat, apartment); events, such as garage or block sales; services being offered (animal care, housecleaning, lessons, tours); membership, sponsorship, or donation requests (club, community organization, charity); and other messages, such as a lost or found pet.

Project — Flyer with a Picture

Individuals and businesses create flyers to gain public attention. Flyers, which usually are a single page in length, are an inexpensive means of reaching the community. Many flyers, however, go unnoticed because they are designed poorly.

The project in this module follows general guidelines and uses Word to create the flyer shown in Figure 1–1. This colorful, eye-catching flyer announces surfing

lessons. The picture of the surfer riding a wave, taken with a digital camera, entices passersby or viewers to stop and look at the flyer. The headline on the flyer is large and colorful to draw attention into the text. The body copy below the picture briefly describes what is included in the lessons, along with a bulleted list that concisely highlights important information. The signature line of the flyer calls attention to the contact phone number. The word, expert, and the signature line are in a different color so that they stand apart from the rest of the text on the flyer. Finally, the graphical page border nicely frames and complements the contents of the flyer.

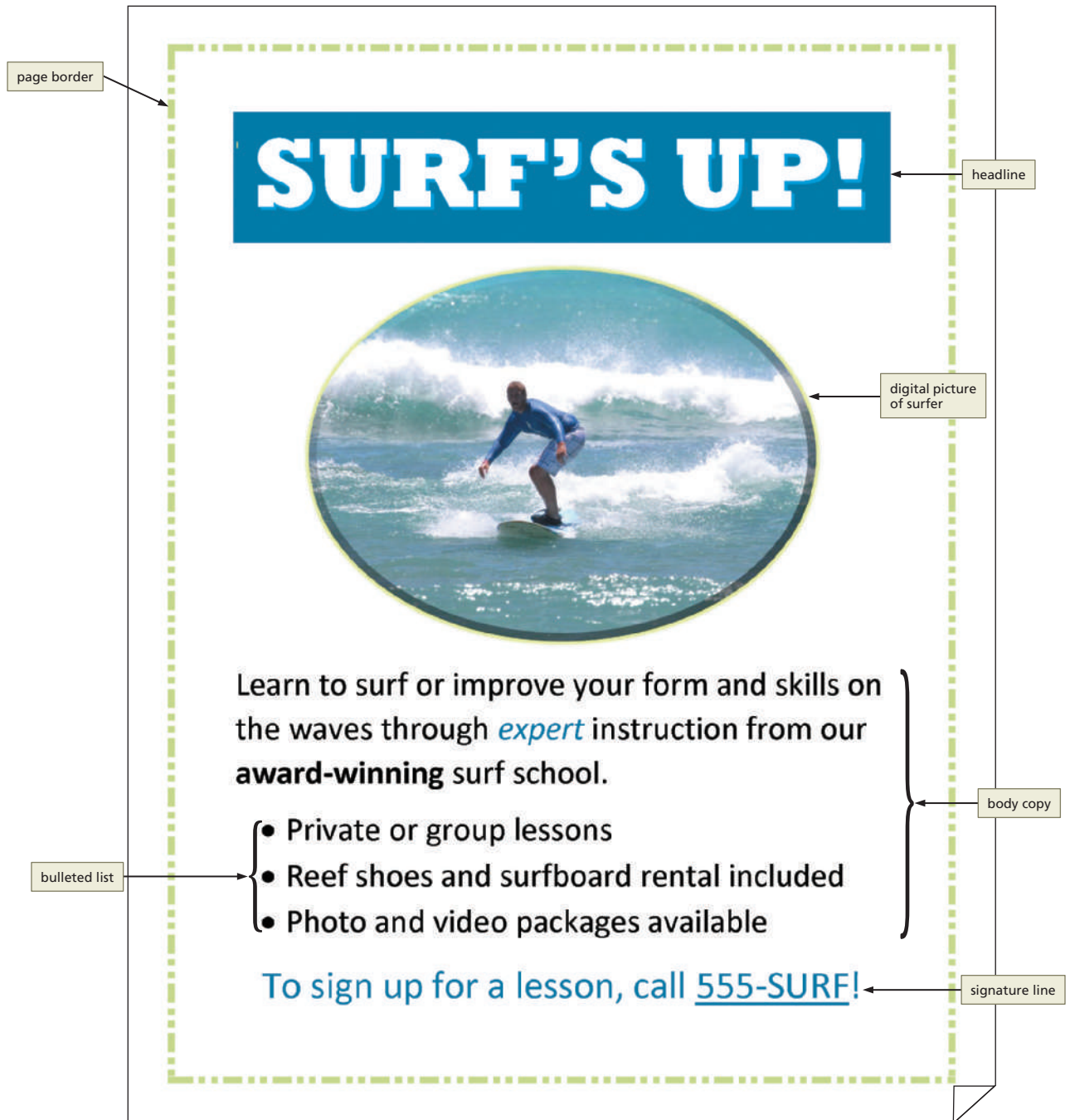


Figure 1–1

In this module, you will learn how to create the flyer shown in Figure 1–1. The following roadmap identifies general activities you will perform as you progress through this module:

1. **ENTER TEXT** in a new document.
2. **FORMAT** the **TEXT** in the flyer.
3. **INSERT** a **PICTURE**, called Surfer, in the flyer.
4. **FORMAT** the **PICTURE** in the flyer.
5. **ENHANCE** the **PAGE** with a border and spacing.
6. **CORRECT** errors **AND REVISE** text in the flyer.

To Run Word and Specify Settings

If you are using a computer to step through the project in this module and you want your screens to match the figures in this book, you should change your screen's resolution to 1366 × 768. For information about how to change a computer's resolution, refer to the Office and Windows module at the beginning of this book.

- 1 Run Word and create a blank document in the Word window.
- 2 If the Word window is not maximized, click the Maximize button on its title bar to maximize the window.
- 3 If the Print Layout button on the status bar is not selected (shown in Figure 1–2), click it so that your screen is in Print Layout view.

Q&A What is Print Layout view?

The default (preset) view in Word is **Print Layout view**, which shows the document on a mock sheet of paper in the document window.

- 4 If Normal (Home tab | Styles group) is not selected in the Styles gallery (shown in Figure 1–2), click it so that your document uses the Normal style.

Q&A What is the Normal style?

When you create a document, Word formats the text using a particular style. The default style in Word is called the **Normal style**, which is discussed later in this book.

What if rulers appear on my screen?

Click View on the ribbon to display the View tab and then remove the check mark from the View Ruler check box (View tab | Show group).

For an introduction to Office and instructions about how to perform basic tasks in Office apps, read the Office and Windows module at the beginning of this book, where you can learn how to run an application, use the ribbon, save a file, open a file, print a file, exit an application, use Help, and much more.

For an introduction to Windows and instructions about how to perform basic Windows tasks, read the Office and Windows module at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

Entering Text

The first step in creating a document is to enter its text. With the projects in this book, you enter text by typing on the keyboard. By default, Word positions text you type at the left margin. In a later section of this module, you will learn how to format, or change the appearance of, the entered text.

BTW

The Word Window

The modules in this book begin with the Word window appearing as it did at the initial installation of the software. Your Word window may look different depending on your screen resolution and other Word settings.

To Type Text

To begin creating the flyer in this module, type the headline in the document window. *Why? The headline is the first line of text in the Surf Flyer.* The following steps type the first line of text in the document.

1

- Type **Surf's Up!** as the headline (Figure 1-2).

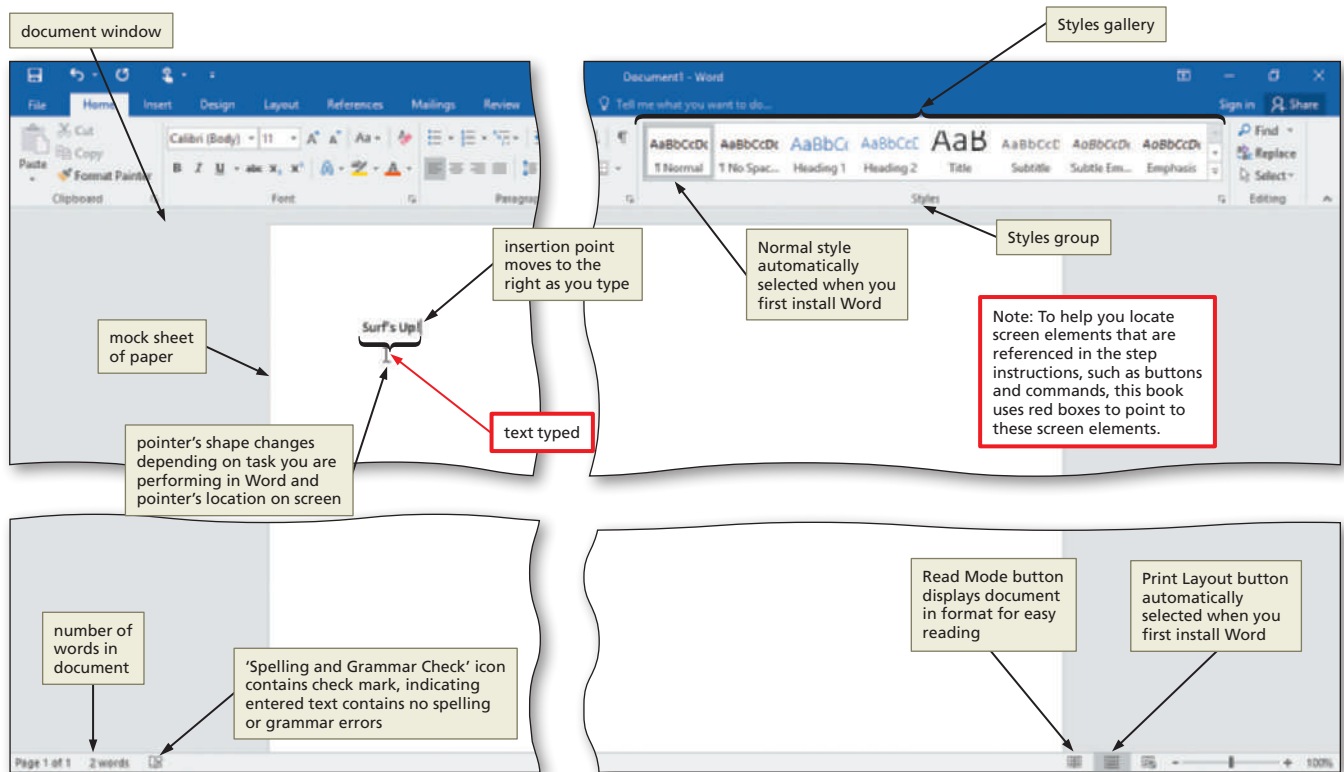


Figure 1-2

Q&A What if I make an error while typing?

You can press the BACKSPACE key until you have deleted the text in error and then retype the text correctly.

What is the purpose of the 'Spelling and Grammar Check' icon on the status bar?

The 'Spelling and Grammar Check' icon displays either a check mark to indicate the entered text contains no spelling or grammar errors, or an X to indicate that it found potential errors. Word flags potential errors in the document with a red, green, or blue wavy underline. Later in this module, you will learn how to fix flagged errors.

2

- Press the ENTER key to move the insertion point to the beginning of the next line (Figure 1-3).

Q&A Why did blank space appear between the headline and the insertion point?

Each time you press the ENTER key, Word creates a new paragraph and inserts blank space between the two paragraphs. Later in this module, you will learn how to increase and decrease the spacing between paragraphs.

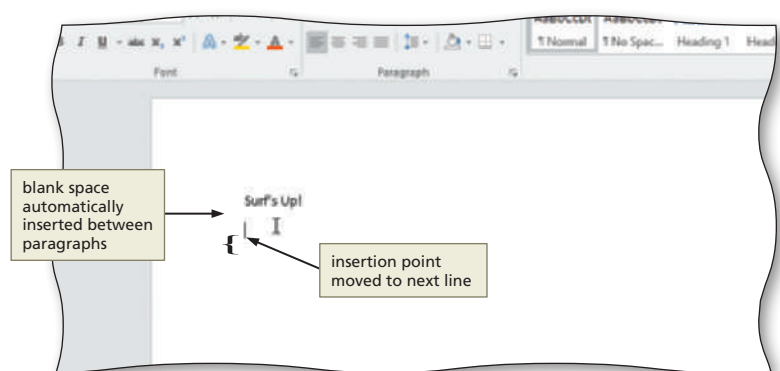


Figure 1-3

**CONSIDER THIS****How do you use the touch keyboard with a touch screen?**

To display the on-screen touch keyboard, tap the Touch Keyboard button on the Windows taskbar as shown in the Office and Windows module at the beginning of this book. When finished using the touch keyboard, tap the X button on the touch keyboard to close the keyboard.

To Display Formatting Marks

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

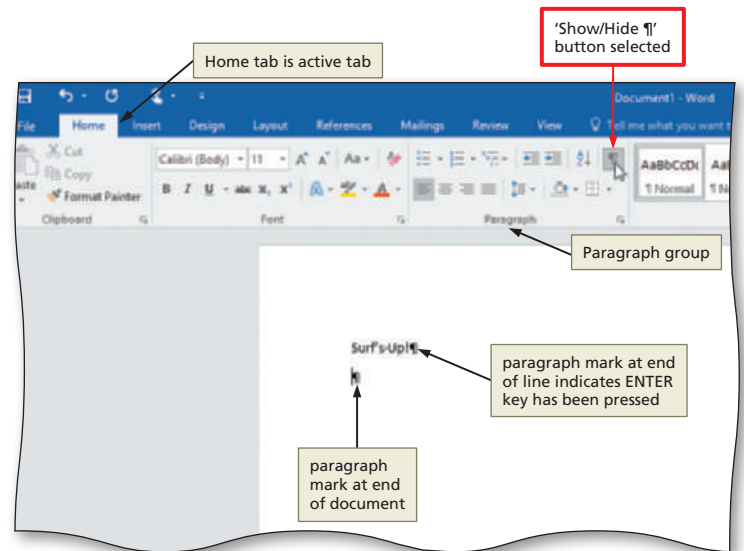
You may find it helpful to display formatting marks while working in a document. *Why? Formatting marks indicate where in a document you pressed the ENTER key, SPACEBAR, and other nonprinting characters.* A **formatting mark** is a character that Word displays on the screen but is not visible on a printed document. For example, the paragraph mark (§) is a formatting mark that indicates where you pressed the ENTER key. A raised dot (·) shows where you pressed the SPACEBAR. Formatting marks are discussed as they appear on the screen.

Depending on settings made during previous Word sessions, your Word screen already may display formatting marks (Figure 1–4). The following step displays formatting marks, if they do not show already on the screen.

1

- If the Home tab is not the active tab, click Home on the ribbon to display the Home tab.
- If it is not selected already, click the 'Show/Hide ¶' button (Home tab | Paragraph group) to display formatting marks on the screen (Figure 1–4).

Q&A What if I do not want formatting marks to show on the screen?
You can hide them by clicking the 'Show/Hide ¶' button (Home tab | Paragraph group) again. It is recommended that you display formatting marks so that you visually can identify when you press the ENTER key, SPACEBAR, and other keys associated with nonprinting characters. Most of the document windows presented in this book, therefore, show formatting marks.

**Figure 1–4****Other Ways**

1. Press CTRL+SHIFT+*

To Insert a Blank Line

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

In the flyer, the digital picture of the surfer appears between the headline and body copy. You will not insert this picture, however, until after you enter and format all text. *Why? Although you can format text and insert pictures in any order, for illustration purposes, this module formats all text first before inserting the picture. Thus, you leave a blank line in the document as a placeholder for the picture.*

To enter a blank line in a document, press the ENTER key without typing any text on the line. The following step inserts one blank line below the headline.

1

- Press the ENTER key to insert a blank line in the document (Figure 1-5).

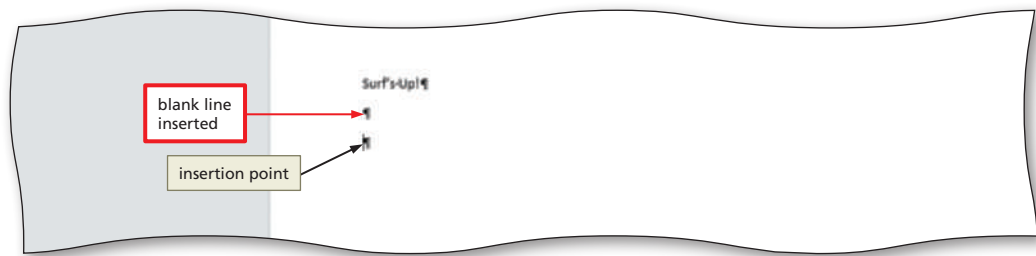


Figure 1-5

To Zoom Page Width

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

The next step in creating this flyer is to enlarge the contents that appear on the screen. *Why? You would like the text on the screen to be larger so that it is easier to read.* The document currently displays at 100% (shown in Figure 1-6). With Word, you can zoom page width, which zooms (enlarges or shrinks) the mock sheet of paper on the screen so that it is the width of the Word window. The following steps zoom page width.

1

- Click View on the ribbon to display the View tab (Figure 1-6).

Q&A Why did the groups on the ribbon change?
When you switch from one tab to another on the ribbon, the groups on the ribbon change to show commands related to the selected tab.

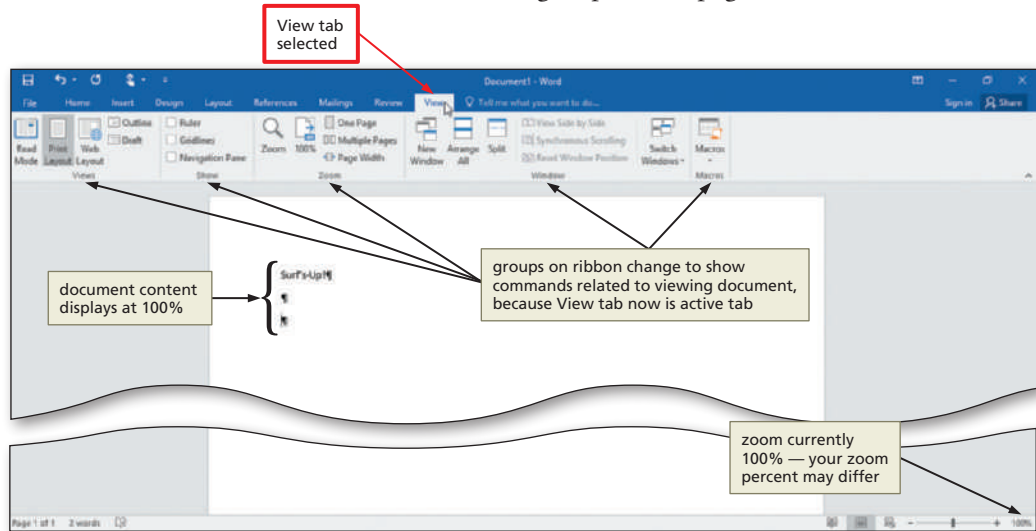


Figure 1-6

2

- Click the Page Width button (View tab | Zoom group) to display the page the same width as the document window (Figure 1-7).

Q&A If I change the zoom, will the document print differently?
Changing the zoom has no effect on the printed document.

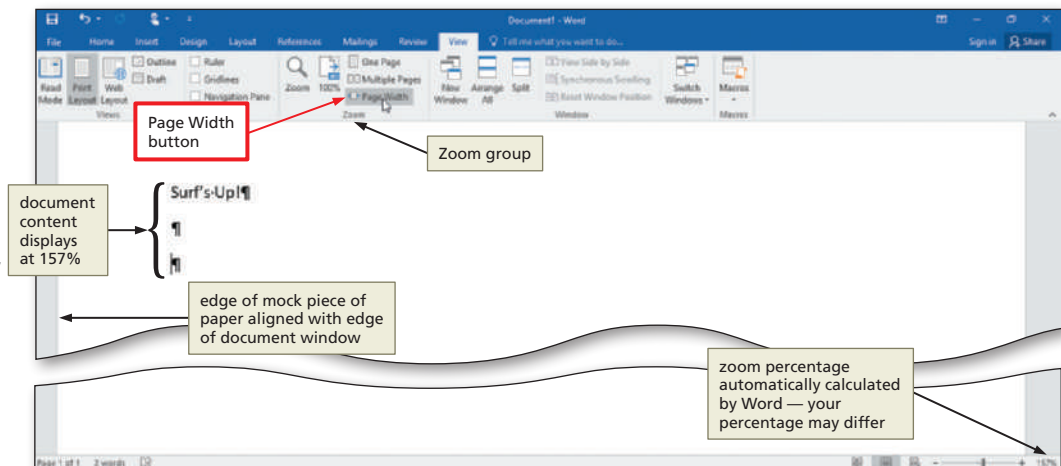


Figure 1-7

Q&A What are the other predefined zoom options?

Through the View tab | Zoom group or the Zoom dialog box (Zoom button in Zoom group), you can zoom to one page (an entire single page appears in the document window), many pages (multiple pages appear at once in the document window), page width, text width, and a variety of set percentages. Whereas page width zoom places the edges of the page at the edges of the document window, text width zoom places the document contents at the edges of the document window.

Other Ways

1. Click Zoom button (View tab | Zoom group), click Page width (Zoom dialog box), click OK button

Wordwrap

Wordwrap allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line. As you type, if a word extends beyond the right margin, Word also automatically positions that word on the next line along with the insertion point.

Word creates a new paragraph each time you press the ENTER key. Thus, as you type text in the document window, do not press the ENTER key when the insertion point reaches the right margin. Instead, press the ENTER key only in these circumstances:

1. To insert a blank line(s) in a document (as shown in previous steps)
2. To begin a new paragraph
3. To terminate a short line of text and advance to the next line
4. To respond to questions or prompts in Word dialog boxes, task panes, and other on-screen objects

BTW**Zooming**

If text is too small for you to read on the screen, you can zoom the document by dragging the Zoom slider on the status bar or by clicking the Zoom Out or Zoom In buttons on the status bar. Changing the zoom has no effect on the printed document.

To Wordwrap Text as You Type

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

The next step in creating the flyer is to type the body copy. *Why? In many flyers, the body copy text appears below the headline.* The following steps illustrate how the body copy text wordwraps as you enter it in the document, which means you will not have to press the ENTER key at the end of the line.

1

- Type the first sentence of the body copy: **Learn to surf or improve your form and skills on the waves through expert instruction from our award-winning surf school.**

Q&A Why does my document wrap on different words?

The printer connected to a computer is one factor that can control where wordwrap occurs for each line in a document. Thus, it is possible that the same document could wordwrap differently if printed on different printers.

2

- Press the ENTER key to position the insertion point on the next line in the document (Figure 1–8).

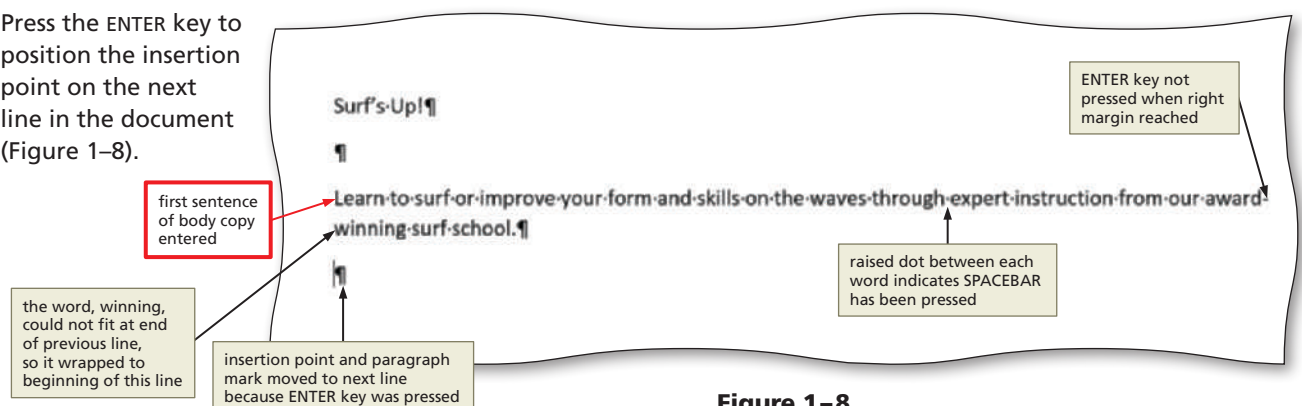


Figure 1–8

Spelling and Grammar Check

BTW

Automatic Spelling Correction

As you type, Word automatically corrects some misspelled words. For example, if you type *recieve*, Word automatically corrects the misspelling and displays the word, *receive*, when you press the SPACEBAR or type a punctuation mark. To see a complete list of automatically corrected words, click File on the ribbon to open the Backstage view, click the Options tab in the Backstage view, click Proofing in the left pane (Word Options dialog box), click the AutoCorrect Options button, and then scroll through the list near the bottom of the dialog box.

As you type text in a document, Word checks your typing for possible spelling and grammar errors. If all of the words you have typed are in Word's dictionary and your grammar is correct, as mentioned earlier, the Spelling and Grammar Check icon on the status bar displays a check mark. Otherwise, the icon shows an X. In this case, Word flags the potential error(s) in the document window with a red, green, or blue wavy underline.

- A red wavy underline means the flagged text is not in Word's dictionary (because it is a proper name or misspelled).
- A green wavy underline indicates the text may be incorrect grammatically.
- A blue wavy underline indicates the text may contain a contextual spelling error, such as the misuse of homophones (words that are pronounced the same but that have different spellings or meanings, such as one and won).

Although you can check the entire document for spelling and grammar errors at once, you also can check flagged errors as they appear on the screen.

A flagged word is not necessarily misspelled. For example, many names, abbreviations, and specialized terms are not in Word's main dictionary. In these cases, you can instruct Word to ignore the flagged word. As you type, Word also detects duplicate words while checking for spelling errors. For example, if your document contains the phrase, *to the the store*, Word places a red wavy underline below the second occurrence of the word, *the*.

To Check Spelling and Grammar as You Type

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

In the following steps, the word, group, has been misspelled intentionally as *goup*. *Why? These steps illustrate Word's check spelling as you type feature. If you are completing this project on a computer, your flyer may contain different or no misspelled words, depending on the accuracy of your typing.*

1

- Type **Private or goup** and then press the SPACEBAR, so that a red wavy line appears below the misspelled word (Figure 1–9).

Q&A What if Word does not flag my spelling and grammar errors with wavy underlines?

To verify that the check spelling and grammar as you type features are enabled, click File on the ribbon to open the Backstage view and then click the Options tab in the Backstage view. When the Word Options dialog box is displayed, click Proofing in the left pane and then ensure the 'Check spelling as you type' and 'Mark grammar errors as you type' check boxes contain check marks. Also ensure the 'Hide spelling errors in this document only' and 'Hide grammar errors in this document only' check boxes do not contain check marks.

Click the OK button to close the Word Options dialog box.

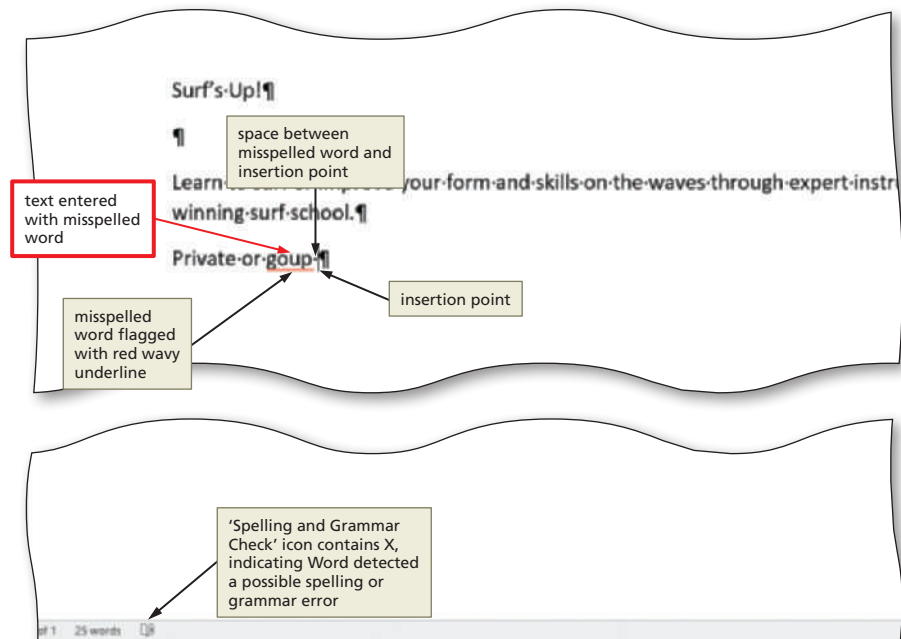


Figure 1–9

2

- Right-click the flagged word (goup, in this case) to display a shortcut menu that presents a list of suggested spelling corrections for the flagged word (Figure 1–10).

Q&A

What if, when I right-click the misspelled word, my desired correction is not in the list on the shortcut menu?

You can click outside the shortcut menu to close the shortcut menu and then retype the correct word.

What if a flagged word actually is, for example, a proper name and spelled correctly?

Right-click it and then click Ignore All on the shortcut menu to instruct Word not to flag future occurrences of the same word in this document.

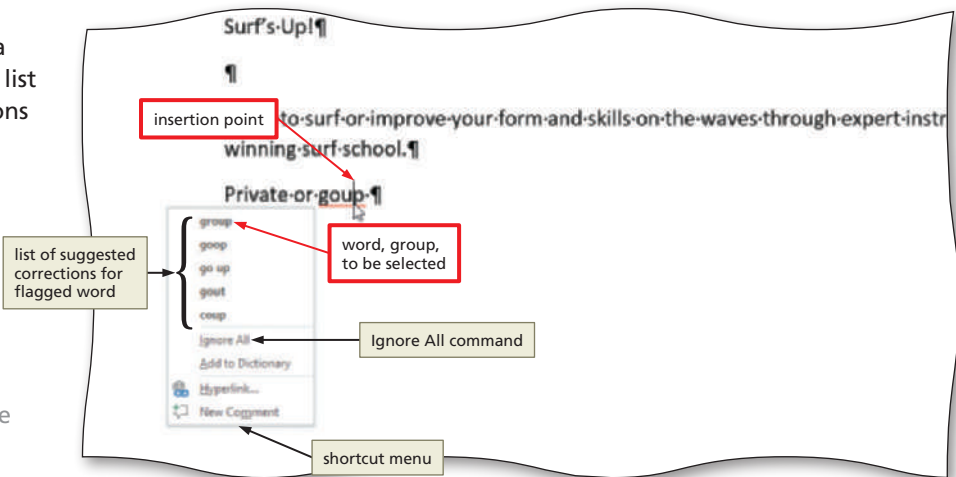


Figure 1–10

3

- Click group on the shortcut menu to replace the misspelled word in the document with a correctly spelled word (Figure 1–11).

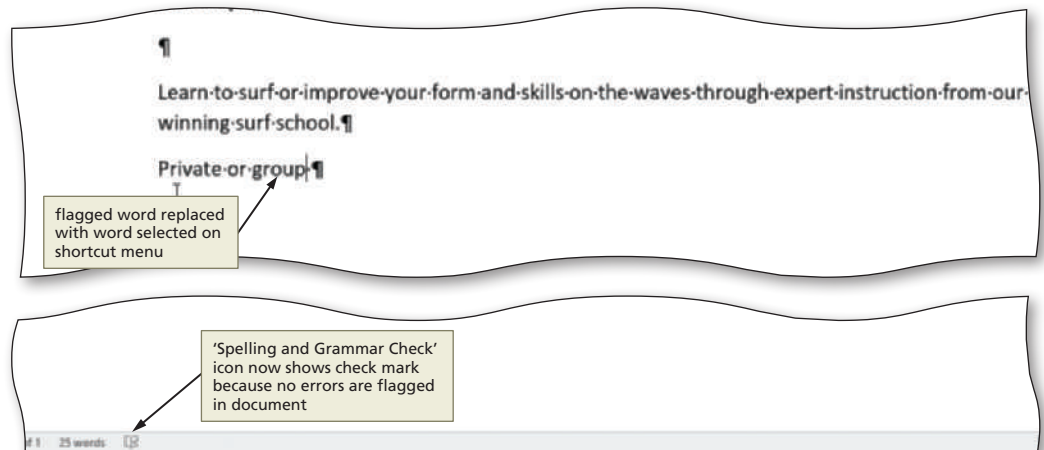


Figure 1–11

Other Ways

- Click 'Spelling and Grammar Check' icon on status bar, click desired word in Spelling pane, click Change button, click OK button

To Enter More Text

In the flyer, the text yet to be entered includes the remainder of the body copy, which will be formatted as a bulleted list, and the signature line. The following steps enter the remainder of text in the flyer.

1

- Press the END key to move the insertion point to the end of the current line.

2

- Type **lessons** and then press the ENTER key.

- 3 Type **Photo and video packages available** and then press the ENTER key.
- 4 Type **Reef shoes and surfboard rental included** and then press the ENTER key.
- 5 Type the signature line in the flyer (Figure 1–12): **To sign up for a lesson, call 555-SURF!**
If requested by your instructor, enter your phone number instead of 555-SURF in the signature line.

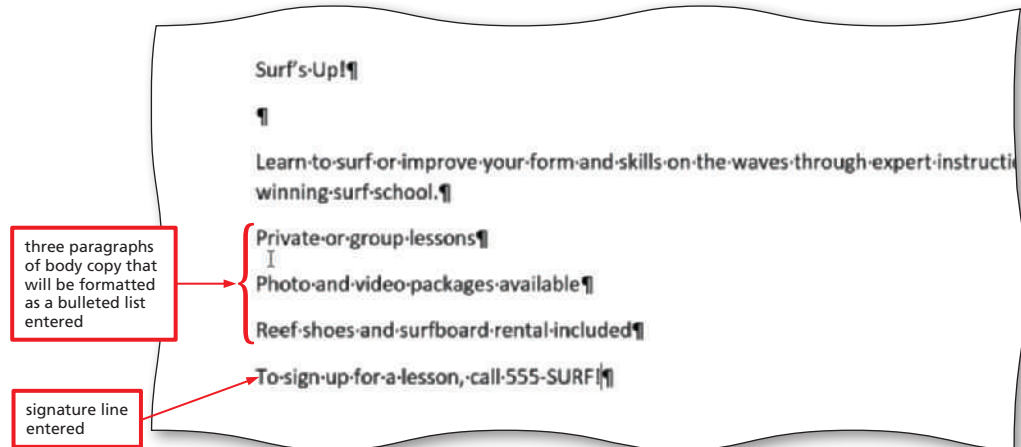


Figure 1–12

- 6 Save the flyer on your hard drive, OneDrive, or other storage location using Surf Flyer as the file name.

Q&A Why should I save the flyer at this time?
You have performed many tasks while creating this flyer and do not want to risk losing work completed thus far. For information about how to save, refer to the Office and Windows module at the beginning of this book.

BTW

Organizing Files and Folders

You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory technology class called CIS 101, a good practice would be to save all Word files in a Word folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office and Windows module at the beginning of this book.



CONSIDER THIS

How should you organize text in a flyer?

The text in a flyer typically is organized into three areas: headline, body copy, and signature line.

- The **headline** is the first line of text on the flyer. It conveys the product or service being offered (such as a car for sale, lessons, or sightseeing tours) or the benefit that will be gained (such as a convenience, better performance, greater security, higher earnings, or more comfort), or it can contain a message (such as a lost or found pet).
- The **body copy** consists of text between the headline and the signature line. This text highlights the key points of the message in as few words as possible. It should be easy to read and follow. While emphasizing the positive, the body copy must be realistic, truthful, and believable.
- The **signature line**, which is the last line of text on the flyer, contains contact information or identifies a call to action.

Navigating a Document

You view only a portion of a document on the screen through the document window. At some point when you type text or insert graphics, Word probably will **scroll** the top or bottom portion of the document off the screen. Although you cannot see the text and graphics once they scroll off the screen, they remain in the document.

You can use touch gestures, the keyboard, or a mouse to scroll to a different location in a document and/or move the insertion point around a document. If you are using a touch screen, simply use your finger to slide the document up or down to

display a different location in the document and then tap to move the insertion point to a new location. When you use the keyboard, the insertion point automatically moves when you press the desired keys. For example, the previous steps used the **END** key to move the insertion point to the end of the current line. Table 1–1 outlines various techniques to navigate a document using the keyboard.

Table 1–1 Moving the Insertion Point with the Keyboard

Insertion Point Direction	Key(s) to Press	Insertion Point Direction	Key(s) to Press
Left one character	LEFT ARROW	Up one paragraph	CTRL+UP ARROW
Right one character	RIGHT ARROW	Down one paragraph	CTRL+DOWN ARROW
Left one word	CTRL+LEFT ARROW	Up one screen	PAGE UP
Right one word	CTRL+RIGHT ARROW	Down one screen	PAGE DOWN
Up one line	UP ARROW	To top of document window	ALT+CTRL+PAGE UP
Down one line	DOWN ARROW	To bottom of document window	ALT+CTRL+PAGE DOWN
To end of line	END	To beginning of document	CTRL+HOME
To beginning of line	HOME	To end of document	CTRL+END

With the mouse, you can use the scroll arrows or the scroll box on the scroll bar to display a different portion of the document in the document window and then click the mouse to move the insertion point to that location. Table 1–2 explains various techniques for using the scroll bar to scroll vertically with the mouse.

Table 1–2 Using the Scroll Bar to Scroll Vertically with the Mouse

Scroll Direction	Mouse Action	Scroll Direction	Mouse Action
Up	Drag the scroll box upward.	Down one screen	Click anywhere below the scroll box on the vertical scroll bar.
Down	Drag the scroll box downward.	Up one line	Click the scroll arrow at the top of the vertical scroll bar.
Up one screen	Click anywhere above the scroll box on the vertical scroll bar.	Down one line	Click the scroll arrow at the bottom of the vertical scroll bar.

Formatting Paragraphs and Characters

With the text for the flyer entered, the next step is to **format**, or change the appearance of, its text. A paragraph encompasses the text from the first character in the paragraph up to and including its paragraph mark (¶). **Paragraph formatting** is the process of changing the appearance of a paragraph. For example, you can center or add bullets to a paragraph. Characters include letters, numbers, punctuation marks, and symbols. **Character formatting** is the process of changing the way characters appear on the screen and in print. You use character formatting to emphasize certain words and improve readability of a document. For example, you can color, italicize, or underline characters. Often, you apply both paragraph and character formatting to the same text. For example, you may center a paragraph (paragraph formatting) and underline some of the characters in the same paragraph (character formatting).

Although you can format paragraphs and characters before you type, many Word users enter text first and then format the existing text. Figure 1–13a shows the flyer in this module before formatting its paragraphs and characters. Figure 1–13b shows the flyer after formatting. As you can see from the two figures, a document that is formatted is easier to read and looks more professional. The following sections discuss how to format the flyer so that it looks like Figure 1–13b.

BTW

Minimize Wrist Injury

Computer users frequently switch among the keyboard, the mouse, and touch gestures during a word processing session; such switching strains the wrist. To help prevent wrist injury, minimize switching. For instance, if your hand already is on the mouse, use the mouse to scroll. If your fingers already are on the keyboard, use keyboard keys to scroll. If your fingertips already are on the screen, use your finger to slide the document to a new location.

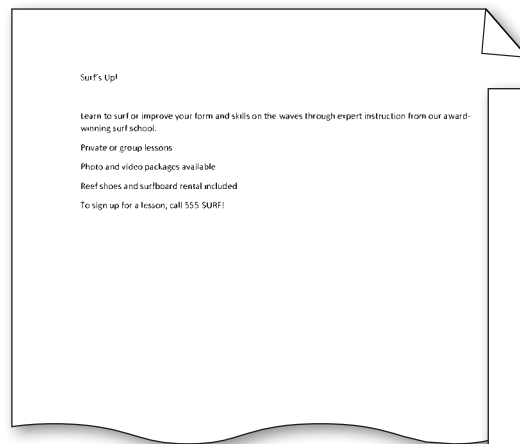


Figure 1-13a Unformatted Flyer



Figure 1-13b Formatted Flyer

Figure 1-13

BTW

Character Widths

Many word processing documents use variable character fonts, where some characters are wider than others; for example, the letter w is wider than the letter i.

Font, Font Sizes, and Themes

Characters that appear on the screen are a specific shape and size. The **font**, or typeface, defines the appearance and shape of the letters, numbers, and special characters. In Word, the default font usually is Calibri (shown in Figure 1-14). You can leave characters in the default font or change them to a different font. **Font size** specifies the size of the characters and is determined by a measurement system called points. A single **point** is about 1/72 of one inch in height. The default font size in Word typically is 11 (Figure 1-14). Thus, a character with a font size of 11 is about 11/72 or a little less than 1/6 of one inch in height. You can increase or decrease the font size of characters in a document.

A document **theme** is a set of unified formats for fonts, colors, and graphics. Word includes a variety of document themes to assist you with coordinating these visual elements in a document. The default theme fonts are Calibri Light for headings and Calibri for body text. By changing the document theme, you quickly can give your document a new look. You also can define your own document themes.



CONSIDER THIS

How do I know which formats to use in a flyer?

In a flyer, consider the following formatting suggestions.

- **Increase the font size of characters.** Flyers usually are posted on a bulletin board or in a window. Thus, the font size should be as large as possible so that passersby easily can read the flyer. To give the headline more impact, its font size should be larger than the font size of the text in the body copy. If possible, make the font size of the signature line larger than the body copy but smaller than the headline.
- **Change the font of characters.** Use fonts that are easy to read. Try to use only two different fonts in a flyer; for example, use one for the headline and the other for all other text. Too many fonts can make the flyer visually confusing.
- **Change the paragraph alignment.** The default alignment for paragraphs in a document is **left-aligned**, that is, flush at the left margin of the document with uneven right edges. Consider changing the alignment of some of the paragraphs to add interest and variety to the flyer.
- **Highlight key paragraphs with bullets.** A bulleted paragraph is a paragraph that begins with a dot or other symbol. Use bulleted paragraphs to highlight important points in a flyer.
- **Emphasize important words.** To call attention to certain words or lines, you can underline them, italicize them, or bold them. Use these formats sparingly, however, because overuse will minimize their effect and make the flyer look too busy.
- **Use color.** Use colors that complement each other and convey the meaning of the flyer. Vary colors in terms of hue and brightness. Headline colors, for example, can be bold and bright. Signature lines should stand out more than body copy but less than headlines. Keep in mind that too many colors can detract from the flyer and make it difficult to read.

To Center a Paragraph

The headline in the flyer currently is left-aligned (shown in Figure 1–14). *Why? Word, by default, left-aligns text, unless you specifically change the alignment.* You want the headline to be **centered**, that is, positioned horizontally between the left and right margins on the page. Recall that Word considers a single short line of text, such as the one-word headline, a paragraph. Thus, you will center the paragraph containing the headline. The following steps center a paragraph.

1

- Click Home on the ribbon to display the Home tab.
- Click somewhere in the paragraph to be centered (in this case, the headline) to position the insertion point in the paragraph to be centered (Figure 1–14).

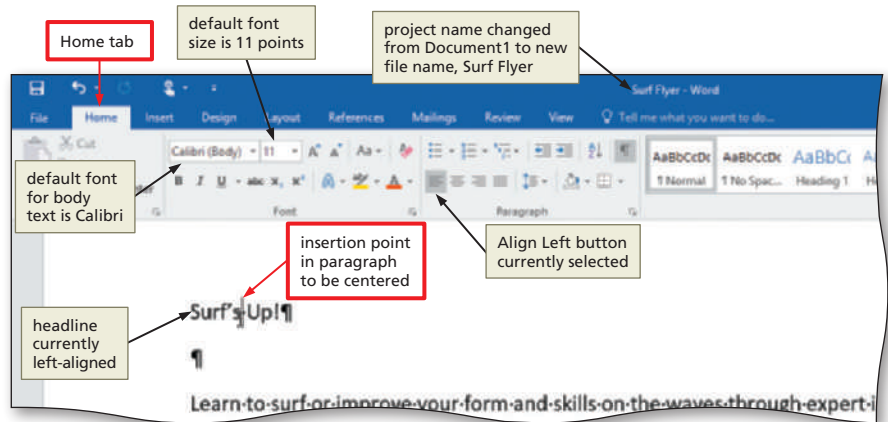


Figure 1–14

2

- Click the Center button (Home tab | Paragraph group) to center the paragraph containing the insertion point (Figure 1–15).

Q&A What if I want to return the paragraph to left-aligned? You would click the Center button again or click the Align Left button (Home tab | Paragraph group).

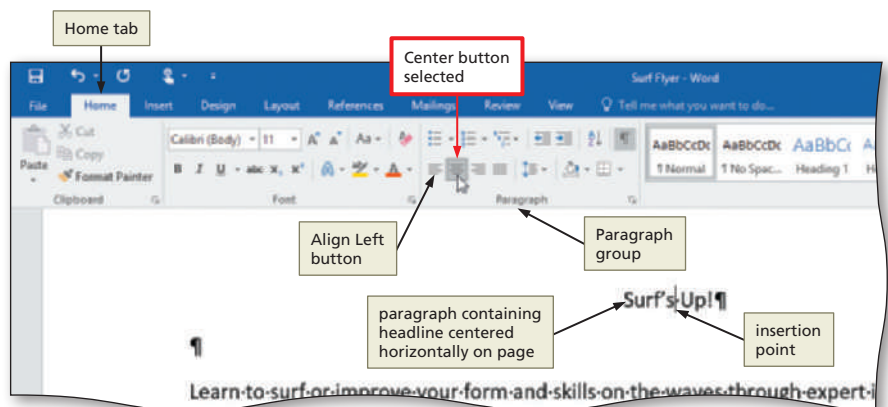


Figure 1–15

Other Ways

- Right-click paragraph (or if using touch, tap 'Show Context Menu' button on mini toolbar), click Paragraph on shortcut menu, click Indents and Spacing tab (Paragraph dialog box), click Alignment arrow, click Centered, click OK button
- Click Paragraph Settings Dialog Box Launcher (Home tab or Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), click Alignment arrow, click Centered, click OK button
- Press CTRL+E

To Center Another Paragraph

In the flyer, the signature line is to be centered to match the paragraph alignment of the headline. The following steps center the signature line.

1

- Click somewhere in the paragraph to be centered (in this case, the signature line) to position the insertion point in the paragraph to be formatted.

2

- Click the Center button (Home tab | Paragraph group) to center the paragraph containing the insertion point (shown in Figure 1–16).

BTW

File Type

Depending on your Windows settings, the file type .docx may be displayed on the title bar immediately to the right of the file name after you save the file. The file type .docx identifies a Word 2016 document.

BTW

The Ribbon and Screen Resolution

Word may change how the groups and buttons within the ribbon appear on the ribbon, depending on the computer or mobile device's screen resolution. Thus, your ribbon may look different from the ones in this book if you are using a screen resolution other than 1366 × 768.

Formatting Single versus Multiple Paragraphs and Characters

As shown in the previous sections, to format a single paragraph, simply position the insertion point in the paragraph to make it the current paragraph and then format the paragraph. Similarly, to format a single word, position the insertion point in the word to make it the current word, and then format the word.

To format multiple paragraphs or words, however, you first must select the paragraphs or words you want to format and then format the selection.

To Select a Line

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

The default font size of 11 point is too small for a headline in a flyer. To increase the font size of the characters in the headline, you first must select the line of text containing the headline. *Why? If you increase the font size of text without selecting any text, Word will increase the font size only of the word containing the insertion point.* The following step selects a line.

- 1
 - Move the pointer to the left of the line to be selected (in this case, the headline) until the pointer changes to a right-pointing block arrow (Figure 1–16).

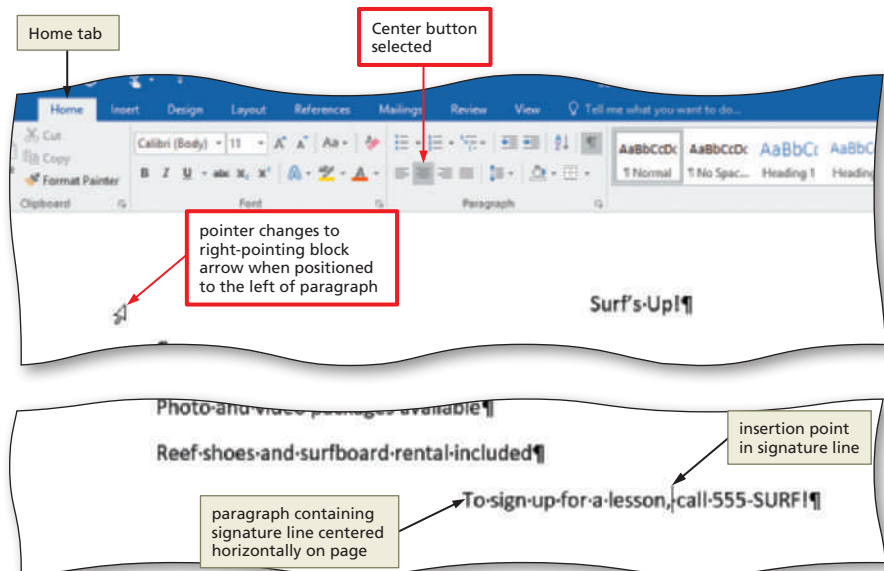


Figure 1–16

- 2
 - While the pointer is a right-pointing block arrow, click the mouse button to select the entire line to the right of the pointer (Figure 1–17).

Q&A What if I am using a touch screen? You would double-tap to the left of the line to be selected to select the line.

Why is the selected text shaded gray?

If your screen normally displays dark letters on a light background, which is the default setting in Word, then selected text is displayed with a light shading color, such as gray, on the dark letters. Note that the selection that appears on the text does not print.

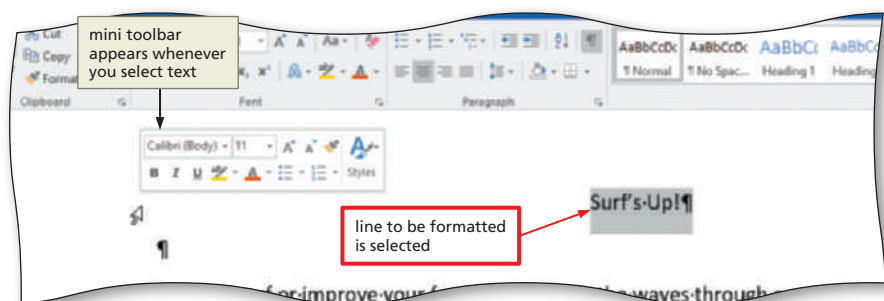


Figure 1–17

Other Ways

1. Drag pointer through line

2. With insertion point at beginning of desired line, press CTRL+SHIFT+DOWN ARROW

To Change the Font Size of Selected Text

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

The next step is to increase the font size of the characters in the selected headline. *Why? You would like the headline to be as large as possible and still fit on a single line, which in this case is 72 point.* The following steps increase the font size of the headline from 11 to 72 point.

1

- With the text selected, click the Font Size arrow (Home tab | Font group) to display the Font Size gallery (Figure 1–18).

Q&A

What is the Font Size arrow?

The Font Size arrow is the arrow to the right of the Font Size box, which is the text box that displays the current font size.

Why are the font sizes in my Font Size gallery different from those in Figure 1–18?

Font sizes may vary depending on the current font and your printer driver.

What happened to the mini toolbar?

The mini toolbar disappears if you do not use it. These steps use the Font Size arrow on the Home tab instead of the Font Size arrow on the mini toolbar.

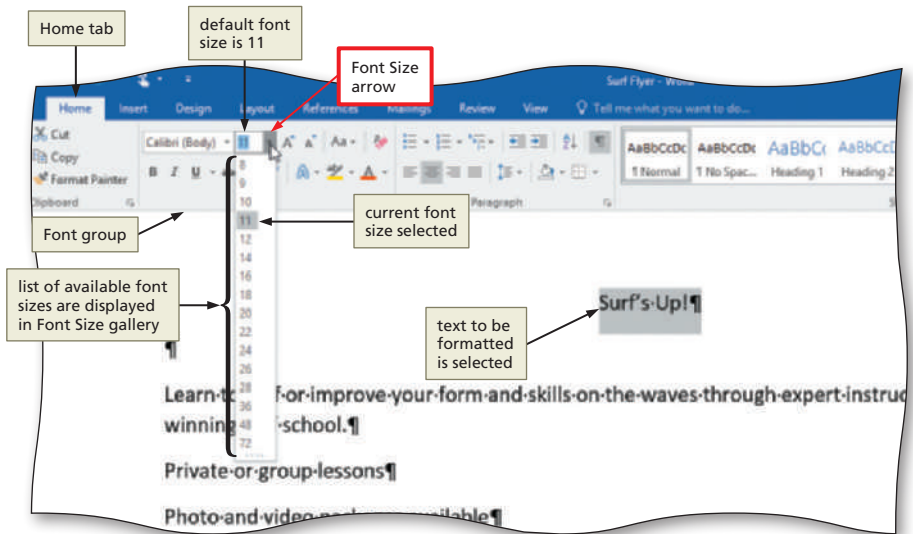


Figure 1–18

2

- Point to 72 in the Font Size gallery to display a live preview of the selected text at the selected point size (Figure 1–19).

Q&A

What is live preview?

Recall from the Office and Windows module at the beginning of this book that live preview is a feature that allows you to point to a gallery choice and see its effect in the document — without actually selecting the choice.

Can I use live preview on a touch screen?

Live preview is not available on a touch screen.

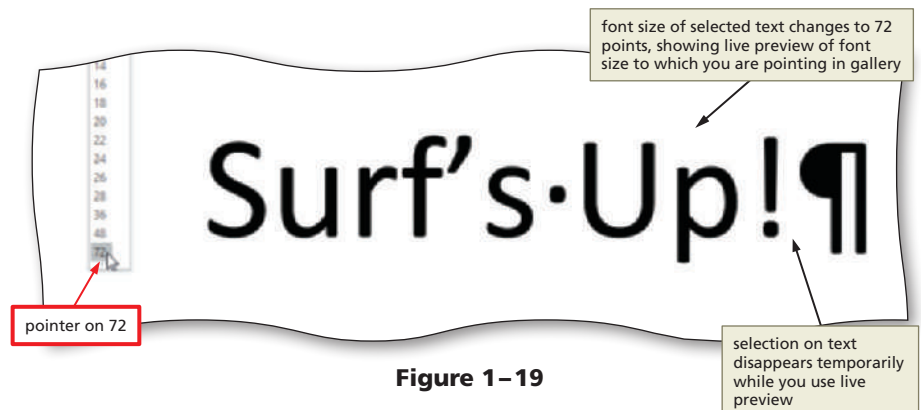


Figure 1–19

3

- Click 72 in the Font Size gallery to increase the font size of the selected text.

Other Ways

- Click Font Size arrow on mini toolbar, click desired font size in Font Size gallery
- Right-click selected text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, click Font tab (Font dialog box), select desired font size in Size list, click OK button
- Click Font Dialog Box Launcher, (Home tab | Font group) click Font tab (Font dialog box), select desired font size in Size list, click OK button
- Press CTRL+D, click Font tab (Font dialog box), select desired font size in Size list, click OK button

To Change the Font of Selected Text

The default theme font for headings is Calibri Light and for all other text, called body text in Word, is Calibri. Many other fonts are available, however, so that you can add variety to documents.

The following steps change the font of the headline from Calibri to Rockwell Extra Bold. *Why? To draw more attention to the headline, you change its font so that it differs from the font of other text in the flyer.*

1

- With the text selected, click the Font arrow (Home tab | Font group) to display the Font gallery (Figure 1–20).

Q&A Will the fonts in my Font gallery be the same as those in Figure 1–20?

Your list of available fonts may differ, depending on the type of printer you are using and other settings.

What if the text no longer is selected? Follow the steps described earlier to select a line.

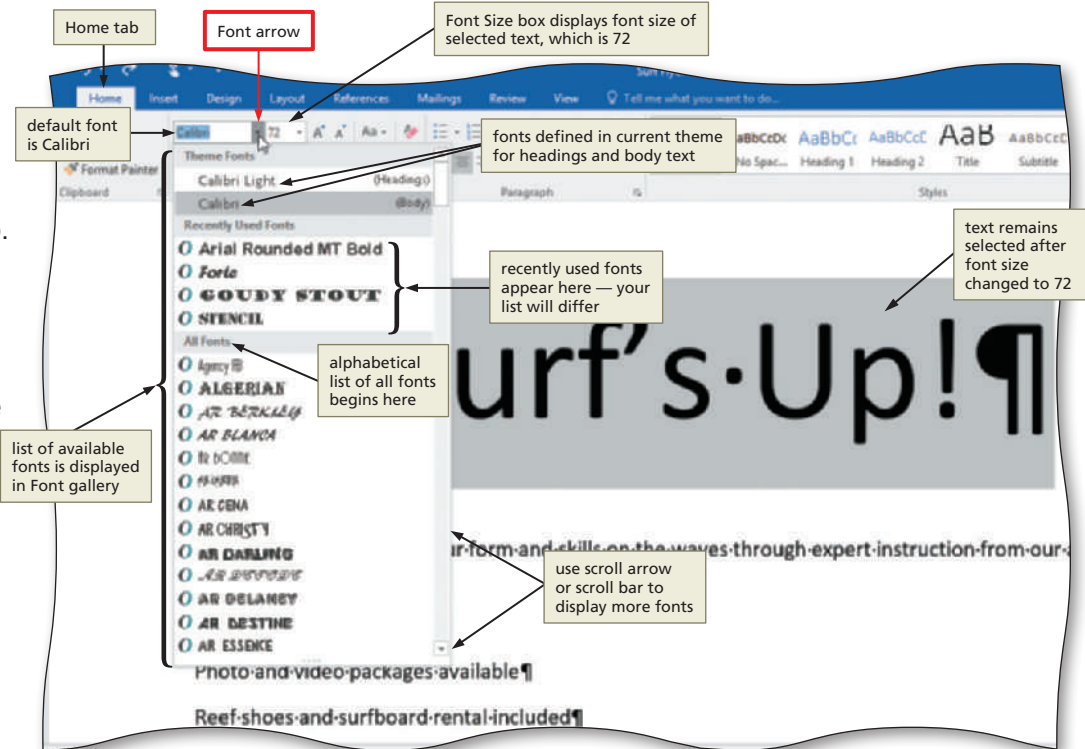


Figure 1–20

2

- If necessary, scroll through the Font gallery to display Rockwell Extra Bold (or a similar font).
- Point to 'Rockwell Extra Bold' (or a similar font) to display a live preview of the selected text in the selected font (Figure 1–21).

Experiment

- Point to various fonts in the Font gallery and watch the font of the selected text change in the document window.

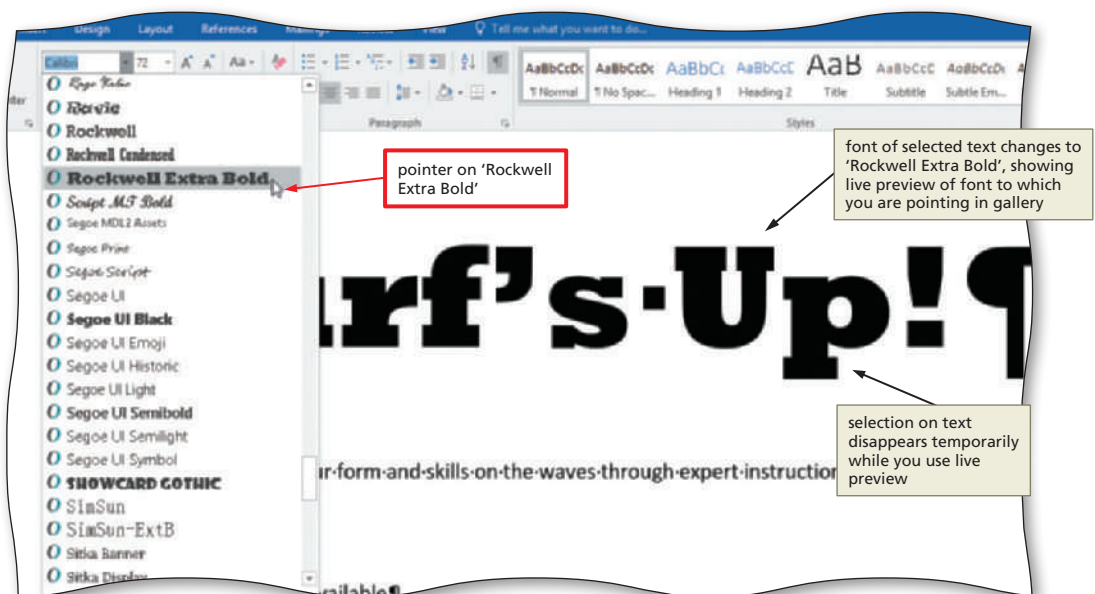


Figure 1–21

3

- Click 'Rockwell Extra Bold' (or a similar font) in the Font gallery to change the font of the selected text.

Q&A

If the font I want to use appears in the Recently Used Fonts list in the Font gallery, could I click it there instead?
Yes.

Other Ways

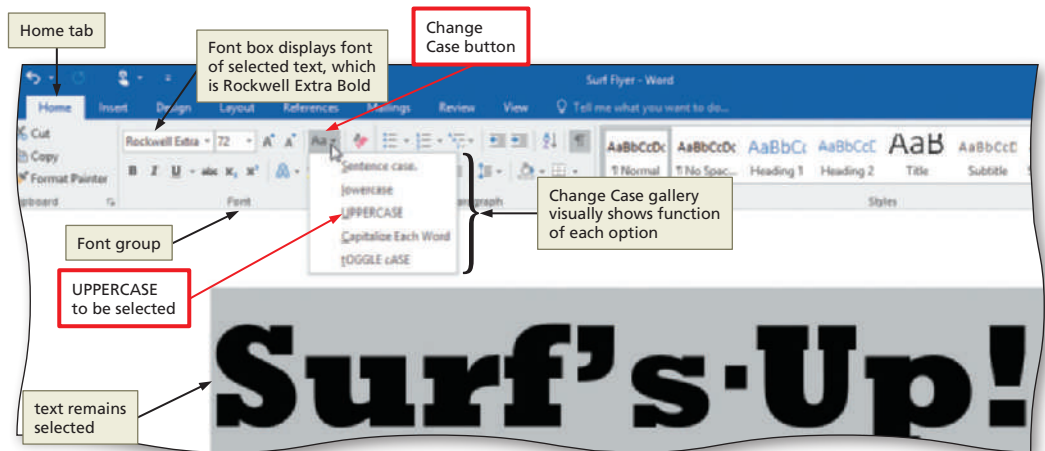
- Click Font arrow on mini toolbar, click desired font in Font gallery
- Right-click selected text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, click Font tab (Font dialog box), select desired font in Font list, click OK button
- Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), select desired font in Font list, click OK button
- Press CTRL+D, click Font tab (Font dialog box), select desired font in Font list, click OK button

To Change the Case of Selected Text1 ENTER TEXT | 2 **FORMAT TEXT** | 3 INSERT PICTURE4 **FORMAT PICTURE** | 5 ENHANCE PAGE | 6 CORRECT & REVISE

The headline currently shows the first letter in each word capitalized, which sometimes is referred to as initial cap. The following steps change the headline to uppercase. *Why? To draw more attention to the headline, you would like the entire line of text to be capitalized, or in uppercase letters.*

1

- With the text selected, click the Change Case button (Home tab | Font group) to display the Change Case gallery (Figure 1-22).

**Figure 1-22****2**

- Click UPPERCASE in the Change Case gallery to change the case of the selected text (Figure 1-23).

text changed to uppercase

**Figure 1-23****Q&A**

What if a ruler appears on the screen or the pointer shape changes?

If you are using a mouse, depending on the position of your pointer and locations you click on the screen, a ruler may appear automatically or the pointer's shape may change. Simply move the mouse and the ruler should disappear and/or the pointer shape will change.

Other Ways

- Right-click selected text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, click Font tab (Font dialog box), select All caps in Effects area, click OK button
- Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), select All caps in Effects area, click OK button
- Press SHIFT+F3 repeatedly until text is desired case

To Apply a Text Effect to Selected Text

Word provides many text effects to add interest and variety to text. The following steps apply a text effect to the headline. *Why? You would like the text in the headline to be even more noticeable.*

- 1 With the text selected, click the 'Text Effects and Typography' button (Home tab | Font group) to display the Text Effects and Typography gallery (Figure 1-24).

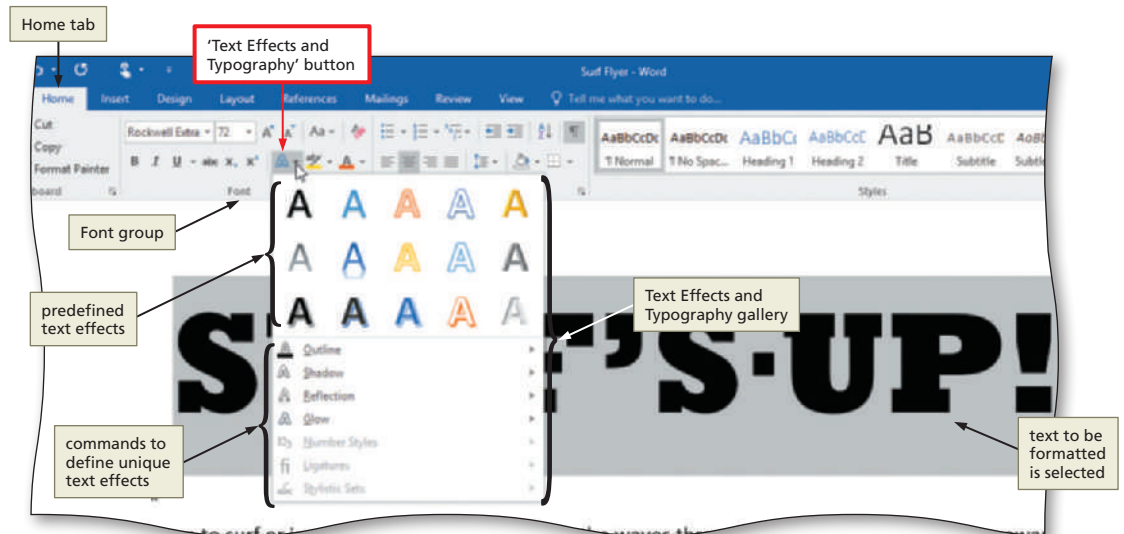


Figure 1-24

- 2 Point to 'Fill - White, Outline - Accent 2, Hard Shadow - Accent 2' (fourth text effect in third row) to display a live preview of the selected text with the selected text effect (Figure 1-25).

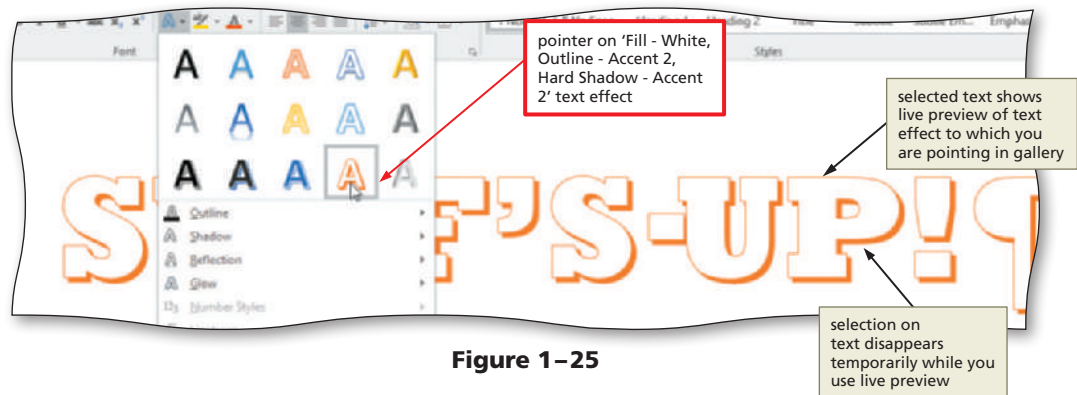


Figure 1-25

Experiment

- Point to various text effects in the Text Effects and Typography gallery and watch the text effects of the selected text change in the document window.

- 3 Click 'Fill - White, Outline - Accent 2, Hard Shadow - Accent 2' to change the text effect of the selected text.
- 4 Click anywhere in the document window to remove the selection from the selected text.

Other Ways

- Right-click selected text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, click Font tab (Font dialog box), click Text Effects button, expand Text Fill or Text Outline section and then select the desired text effect(s) (Format Text Effects dialog box), click OK button, click OK button
- Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), click Text Effects button, expand Text Fill or Text Outline section and then select desired text effect (Format Text Effects dialog box), click OK button, click OK button

To Shade a Paragraph

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

When you **shade** text, Word colors the rectangular area behind any text or graphics. If the text to shade is a paragraph, Word shades the area from the left margin to the right margin of the current paragraph. To shade a paragraph, place the insertion point in the paragraph. To shade any other text, you must first select the text to be shaded.

This flyer uses a shading color for the headline. *Why? To make the headline of the flyer more eye-catching, you shade it.* The following steps shade a paragraph.

1

- Click somewhere in the paragraph to be shaded (in this case, the headline) to position the insertion point in the paragraph to be formatted.
- Click the Shading arrow (Home tab | Paragraph group) to display the Shading gallery (Figure 1–26).

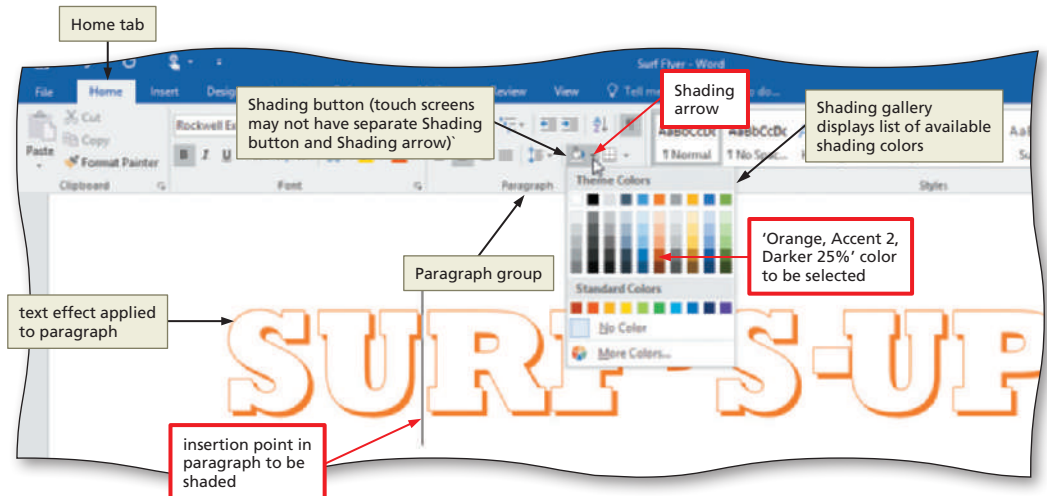


Figure 1–26

Q&A What if I click the Shading button by mistake?

Click the Shading arrow and proceed with Step 2. Note that if you are using a touch screen, you may not have a separate Shading button.

Why does my Shading gallery display different colors?

Your color scheme setting may display colors in a different order or may be different from Office, which is the default color scheme. To change the color scheme, click Design on the ribbon, click the Theme Colors button (Design tab | Document Formatting group), and then click Office in the Theme Colors gallery.

Experiment

- Point to various colors in the Shading gallery and watch the shading color of the current paragraph change.

2

- Click 'Orange, Accent 2, Darker 25%' (sixth color in fifth row) to shade the current paragraph (Figure 1–27).

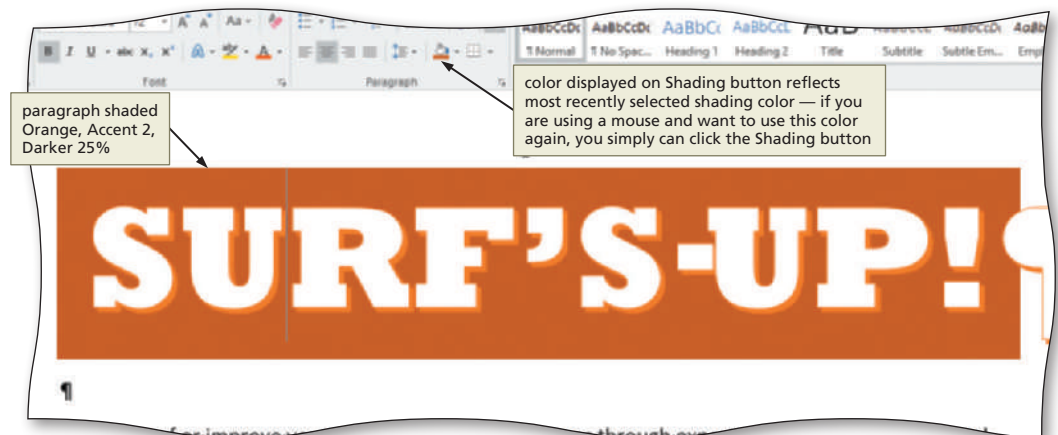


Figure 1–27

Q&A What if I apply a dark shading color to dark text?

When the font color of text is Automatic, the color usually is black. If you select a dark shading color,

Word automatically may change the text color to white so that the shaded text is easier to read.

Other Ways

- Click Borders arrow (Home tab | Paragraph group), click Borders and Shading, click Shading tab (Borders and Shading dialog box), click Fill arrow, select desired color, click OK button

To Select Multiple Lines

The next formatting step for the flyer is to increase the font size of the characters between the headline and the signature line. *Why? You want this text to be easier to read from a distance.*

To change the font size of the characters in multiple lines, you first must select all the lines to be formatted. The following steps select multiple lines.

- 1
- Scroll, if necessary, so that all text below the headline is displayed on the screen.
- Move the pointer to the left of the first paragraph to be selected until the pointer changes to a right-pointing block arrow (Figure 1–28).

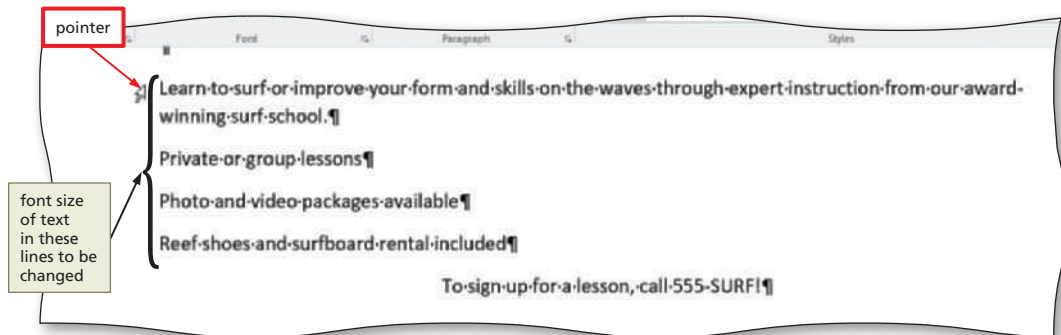


Figure 1–28

Q&A What if I am using a touch screen?
You would tap to position the insertion point in the text to select.

- 2
- While the pointer is a right-pointing block arrow, drag downward to select all lines that will be formatted (Figure 1–29).

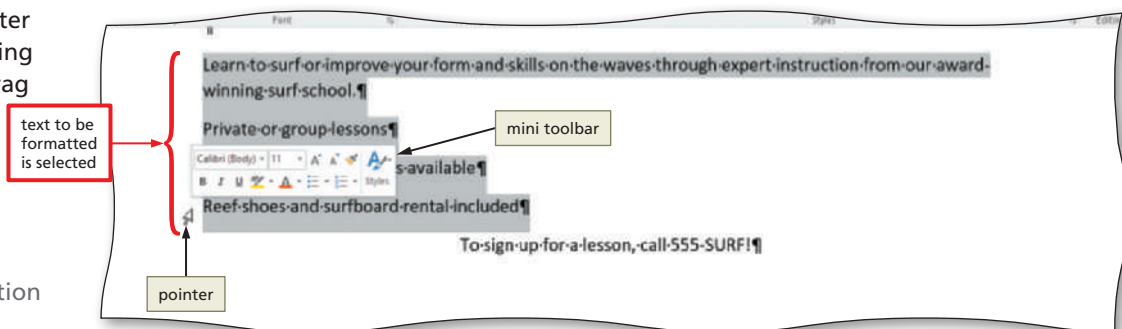


Figure 1–29

Q&A What is a selection handle?
When working on a touch screen, a **selection handle** (small circle) appears below the insertion point.
Using a fingertip, you drag a selection handle to select text.

Other Ways

1. With insertion point at beginning of desired line, press **SHIFT+DOWN ARROW** repeatedly until all lines are selected

BTW

Formatting Marks

With some fonts, the formatting marks will not be displayed properly on the screen. For example, the raised dot that signifies a blank space between words may be displayed behind a character instead of in the blank space, causing the characters to look incorrect.

To Change the Font Size of Selected Text

The characters between the headline and the signature line in the flyer currently are 11 point. To make them easier to read from a distance, this flyer uses a 24-point font size for these characters. The following steps change the font size of the selected text.

- 1 With the text selected, click the **Font Size** arrow (Home tab | Font group) to display the Font Size gallery.
- 2 Click 24 in the Font Size gallery to increase the font size of the selected text.

- 3 Click anywhere in the document window to remove the selection from the text.
- 4 If necessary, scroll so that you can see all the resized text on the screen (Figure 1–30).

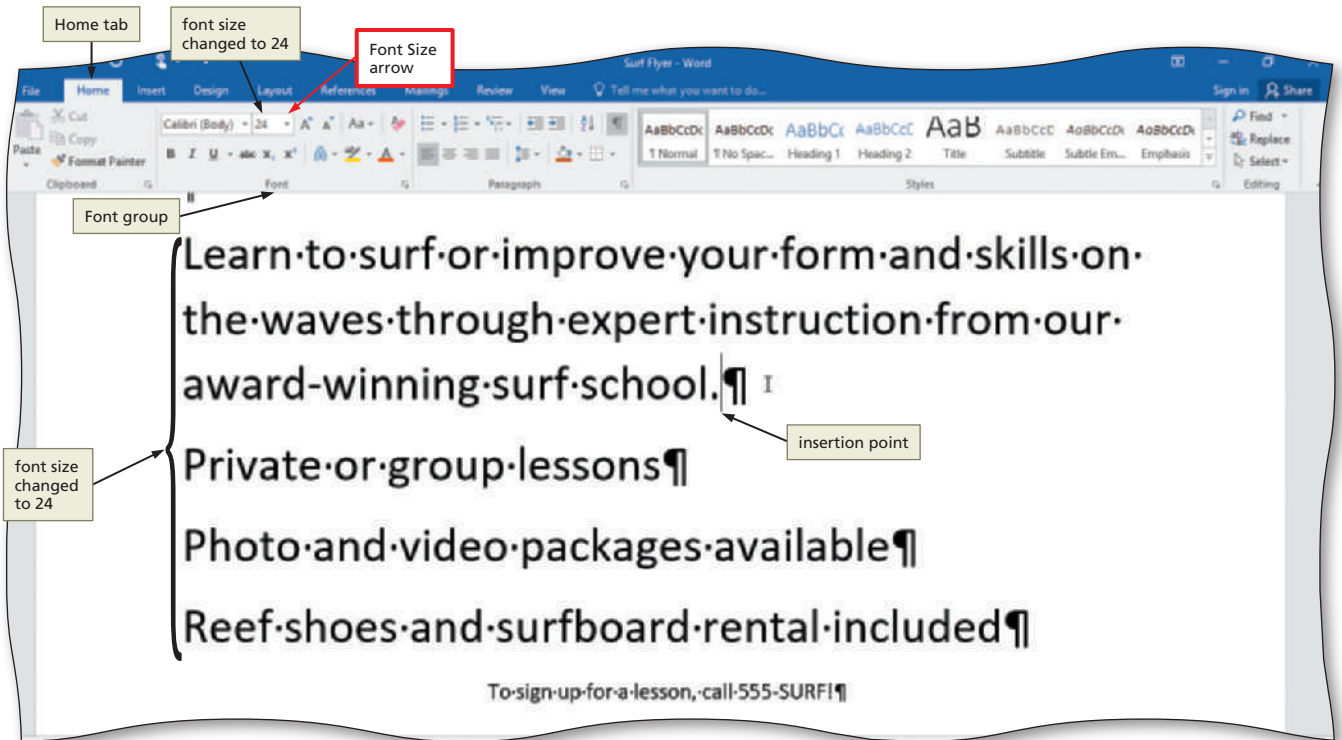


Figure 1–30

To Bullet a List of Paragraphs

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

A **bulleted list** is a series of paragraphs, each beginning with a bullet character. The next step is to format the three paragraphs about the lessons that are above the signature line in the flyer as a bulleted list.

To format a list of paragraphs with bullets, you first must select all the lines in the paragraphs. *Why? If you do not select all paragraphs, Word will place a bullet only in the paragraph containing the insertion point.* The following steps bullet a list of paragraphs.

1

- Move the pointer to the left of the first paragraph to be selected until the pointer changes to a right-pointing block arrow.
- Drag downward until all paragraphs that will be formatted with a bullet character are selected (Figure 1–31).

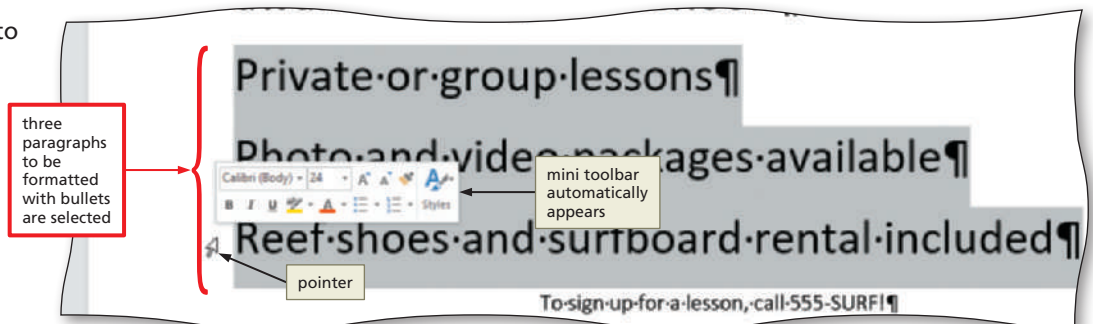


Figure 1–31

Q&A What if I am using a touch screen?

Tap to position the insertion point in the text to select and then drag the selection handle(s) as necessary to select the text that will be formatted.

2

- Click the Bullets button (Home tab | Paragraph group) to place a bullet character at the beginning of each selected paragraph (Figure 1–32).

Q&A Why does my screen display a Bullets gallery?

If you are using a touch screen, you may not have a separate Bullets button and Bullets arrow. In this case, select the desired bullet style in the Bullets gallery.

What if I accidentally click the Bullets arrow?

Press the **ESCAPE** key to remove the Bullets gallery from the screen and then repeat Step 2.

How do I remove bullets from a list or paragraph?

Select the list or paragraph and then click the Bullets button again, or click the Bullets arrow and then click **None** in the Bullet Library.

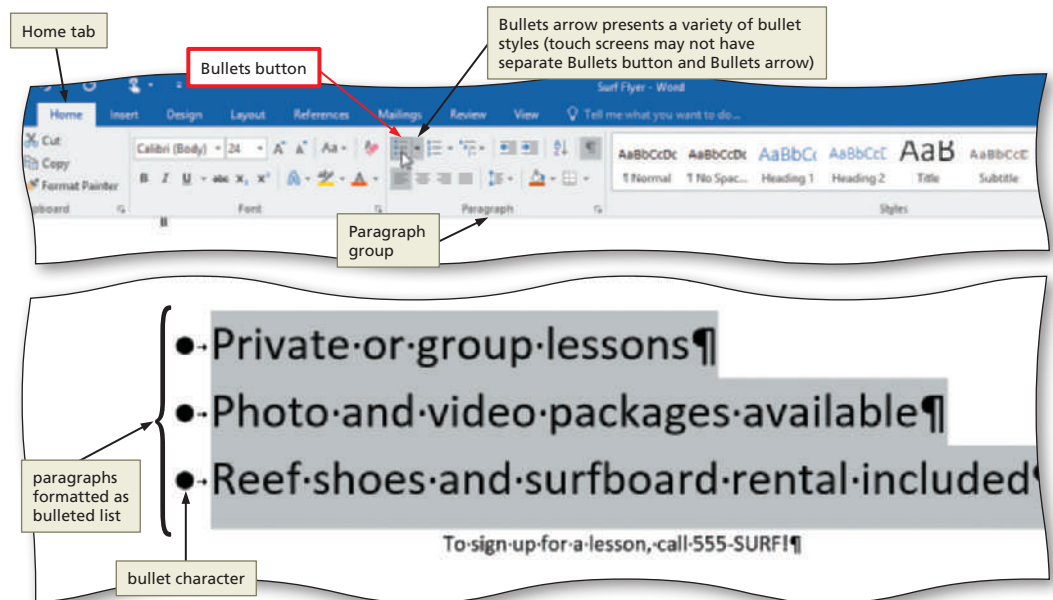


Figure 1–32

Other Ways

- Right-click selected paragraphs, click **Bullets** button on mini toolbar

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

To Undo and Redo an Action

Word provides a means of canceling your recent command(s) or action(s). For example, if you format text incorrectly, you can undo the format and try it again. When you point to the Undo button, Word displays the action you can undo as part of a ScreenTip.

If, after you undo an action, you decide you did not want to perform the undo, you can redo the undone action. Word does not allow you to undo or redo some actions, such as saving or printing a document. The following steps undo the bullet format just applied and then redo the bullet format. *Why? These steps illustrate the undo and redo actions.*

1

- Click the Undo button on the Quick Access Toolbar to reverse your most recent action (in this case, remove the bullets from the paragraphs) (Figure 1–33).

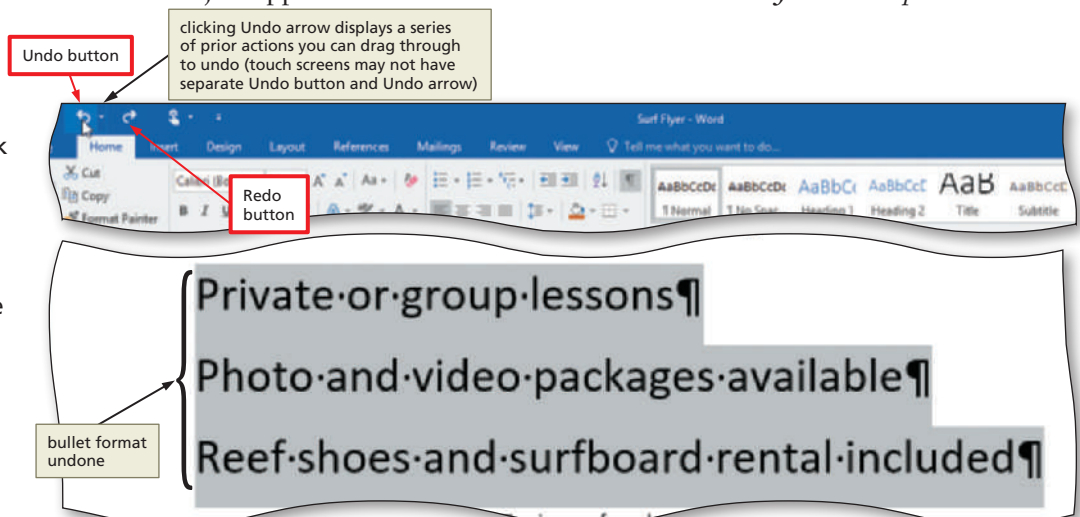


Figure 1–33

2

- Click the Redo button on the Quick Access Toolbar to reverse your most recent undo (in this case, place a bullet character on the paragraphs again) (shown in Figure 1–32).

Other Ways

- Press CTRL+Z to undo; press CTRL+Y to redo

To Italicize Text

1 ENTER TEXT | 2 **FORMAT TEXT** | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

Italic text has a slanted appearance. The next step is to italicize the word, expert, in the flyer to further emphasize it. As with a single paragraph, if you want to format a single word, you do not need to select it. *Why? To format a single word, you simply position the insertion point somewhere in the word and apply the desired format.* The following step italicizes a word.

1

- Click somewhere in the word to be italicized (expert, in this case) to position the insertion point in the word to be formatted.
- Click the Italic button (Home tab | Font group) to italicize the word containing the insertion point (Figure 1–34).

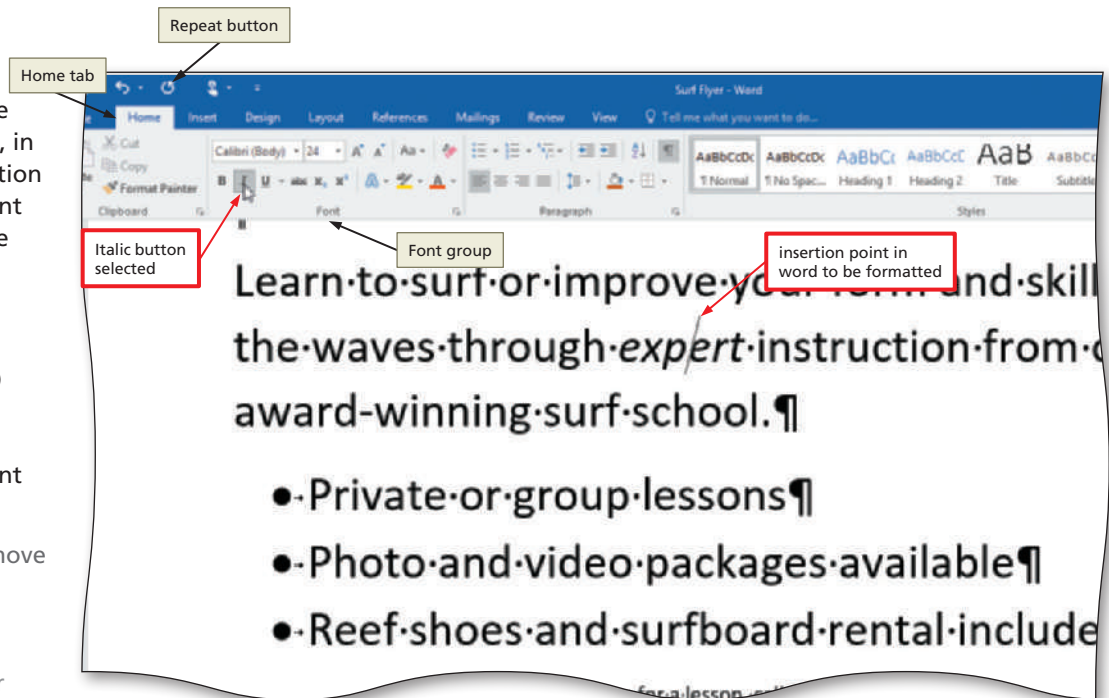
Q&A How would I remove an italic format? You would click the Italic button a second time, or you immediately could click the Undo button on the Quick Access Toolbar or press CTRL+Z.

How can I tell what formatting has been applied to text?

The selected buttons and boxes on the Home tab show formatting characteristics of the location of the insertion point. With the insertion point in the word, expert, the Home tab shows these formats: 24-point Calibri italic font.

Why did the appearance of the Redo button change?

It changed to a Repeat button. When it is a Repeat button, you can click it to repeat your last action. For example, you can select different text and then click the Repeat button to apply (repeat) the italic format to the selected text.

**Figure 1–34****Other Ways**

- Click Italic button on mini toolbar
- Right-click selected text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, click Font tab (Font dialog box), click Italic in Font style list, click OK button
- Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), click Italic in Font style list, click OK button
- Press CTRL+I

To Color Text

The following steps change the color of the word, expert. *Why? To emphasize the word even more, you change its color.*

- 1**
- With the insertion point in the word to format, click the Font Color arrow (Home tab | Font group) to display the Font Color gallery (Figure 1–35).

Q&A What if I click the Font Color button by mistake? Click the Font Color arrow and then proceed with Step 2. Note that you may not have a separate Font Color button if you are using a touch screen.

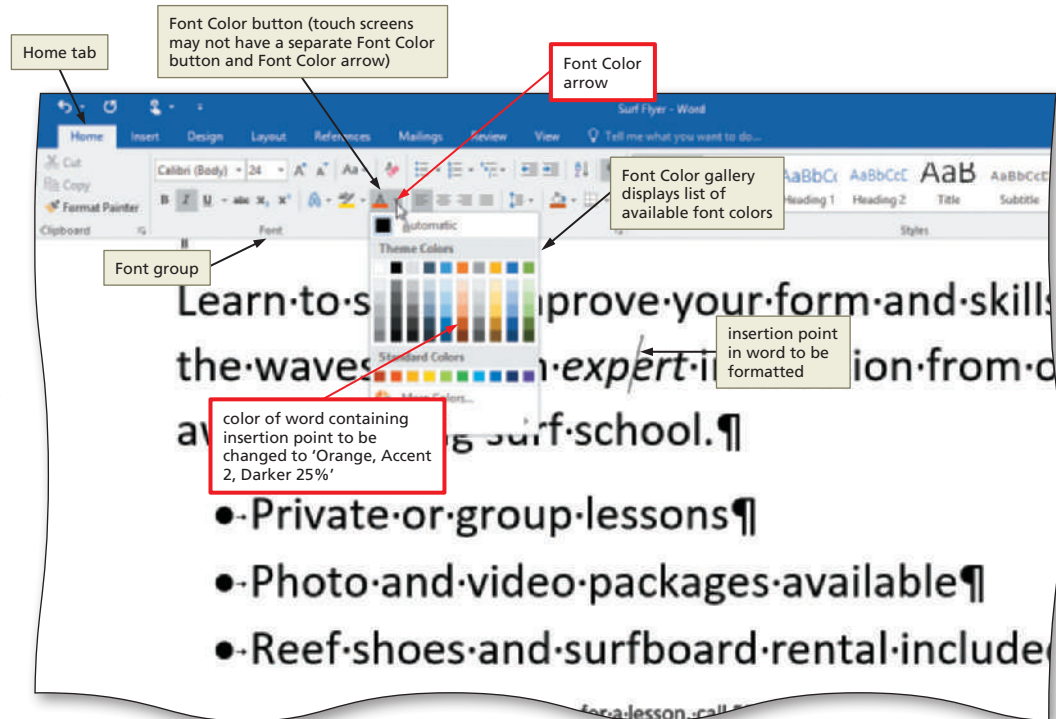


Figure 1–35

Experiment

- If you are using a mouse, point to various colors in the Font Color gallery and watch the color of the current word change.

- 2**
- Click 'Orange, Accent 2, Darker 25%' (sixth color in fifth row) to change the color of the text (Figure 1–36).

Q&A How would I change the text color back to black?

You would position the insertion point in the word or select the text, click the Font Color arrow (Home tab | Font group) again, and then click Automatic in the Font Color gallery.

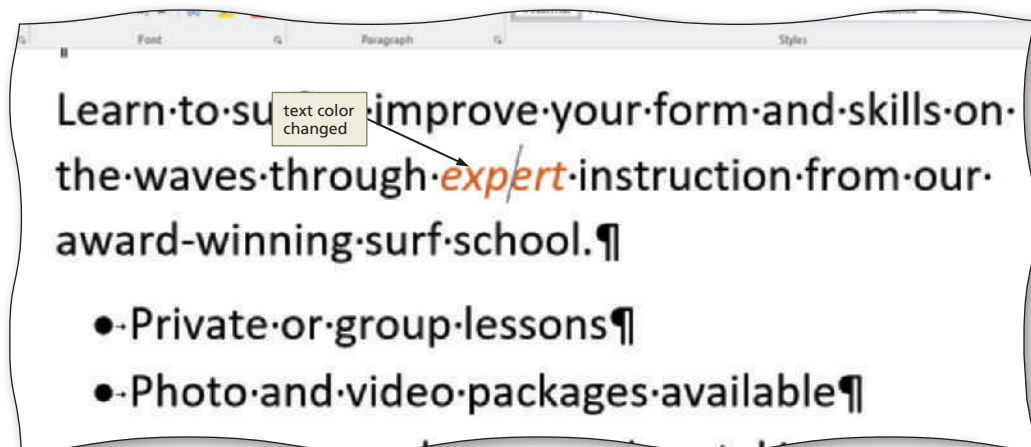


Figure 1–36

Other Ways

- Click Font Color arrow on mini toolbar, click desired color
- Right-click selected text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, click Font tab (Font dialog box), click Font color arrow, click desired color, click OK button
- Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), click Font color arrow, click desired color, click OK button

To Use the Mini Toolbar to Format Text

1 ENTER TEXT | 2 **FORMAT TEXT** | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

Recall from the Office and Windows module at the beginning of this book that the mini toolbar automatically appears based on certain tasks you perform. *Why? Word places commonly used buttons and boxes on the mini toolbar for your convenience. If you do not use the mini toolbar, it disappears from the screen.* All commands on the mini toolbar also exist on the ribbon.

The following steps use the mini toolbar to change the color and font size of text in the signature line of the flyer.

1

- Move the pointer to the left of the line to be selected until the pointer changes to a right-pointing block arrow and then click to select the line and display the mini toolbar (Figure 1–37).

Q&A

What if I am using a touch screen?

Double-tap to the left of the line to be selected to select the line and then tap the selection

to display the mini toolbar. If you are using a touch screen, the buttons and boxes on the mini toolbar differ. For example, it contains a 'Show Context Menu' button at the far-right edge, which you tap to display a shortcut menu.

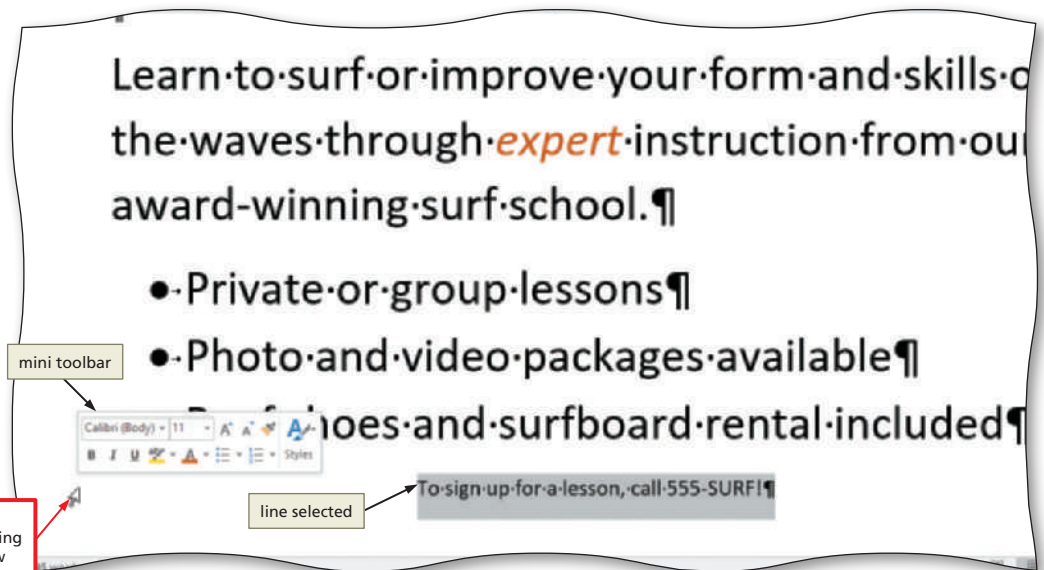


Figure 1–37

2

- Click the Font Size arrow on the mini toolbar to display the Font Size gallery.
- Point to 28 in the Font Size gallery to display a live preview of the selected font size (Figure 1–38).

3

- Click 28 in the Font Size gallery to increase the font size of the selected text.

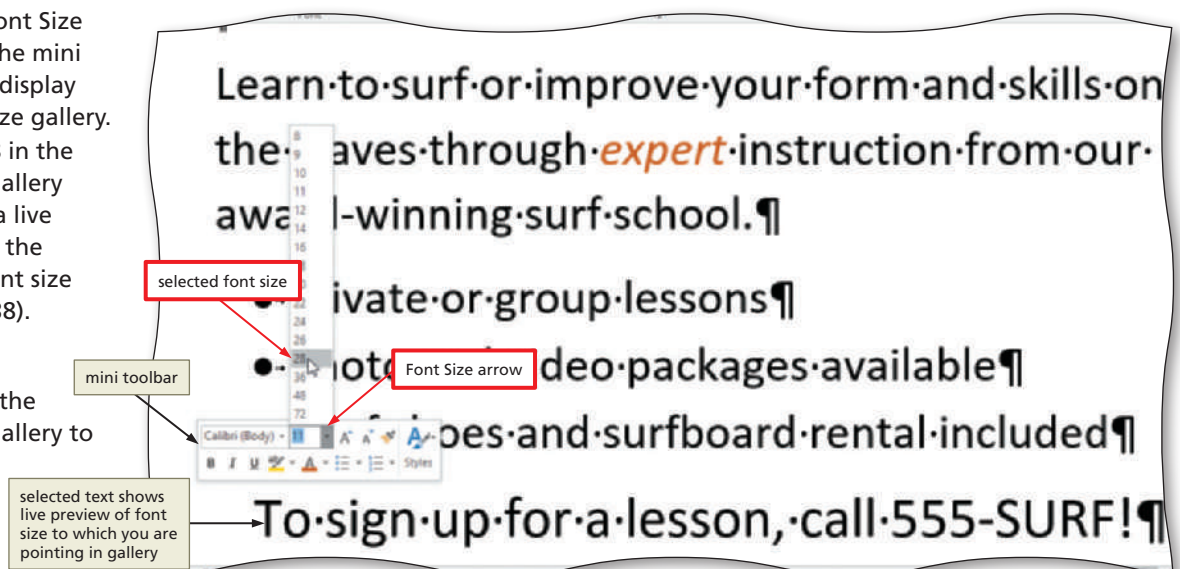


Figure 1–38

4

- With the text still selected and the mini toolbar still displayed, click the Font Color arrow on the mini toolbar to display the Font Color gallery.
- Point to 'Orange, Accent 2, Darker 25%' (sixth color in the fifth row) to display a live preview of the selected font color (Figure 1–39).

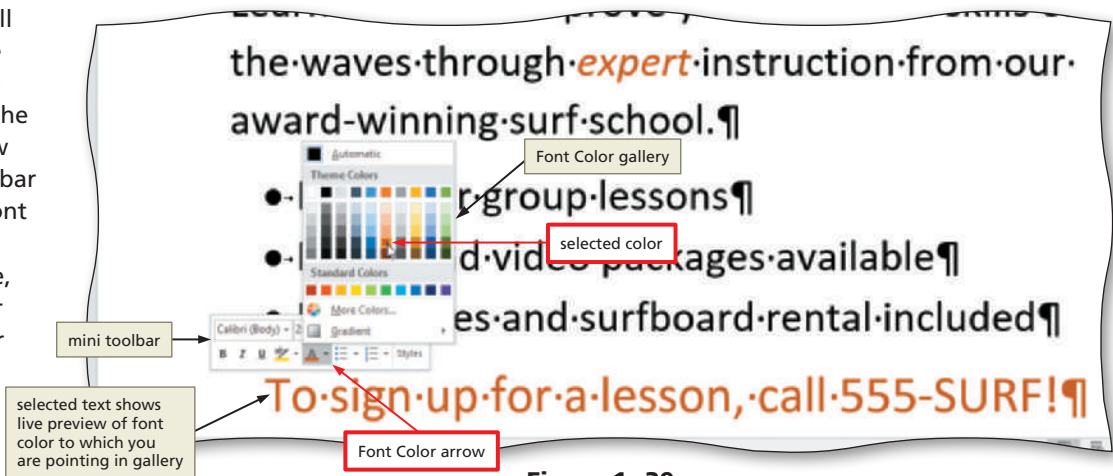


Figure 1–39

5

- Click 'Orange, Accent 2, Darker 25%' to change the color of the selected text.
- Click anywhere in the document window to remove the selection from the text.

To Select a Group of Words

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

To emphasize the contact phone number (555-SURF), this text is underlined in the flyer. Because the phone number is separated with a hyphen, Word considers it a group of words. To format a group of words, you first must select them. *Why? If you underline text without selecting any text first, Word will underline only the word containing the insertion point.* The following steps select a group of words.

1

- Position the pointer immediately to the left of the first character of the text to be selected, in this case, the 5 in 555 (Figure 1–40).

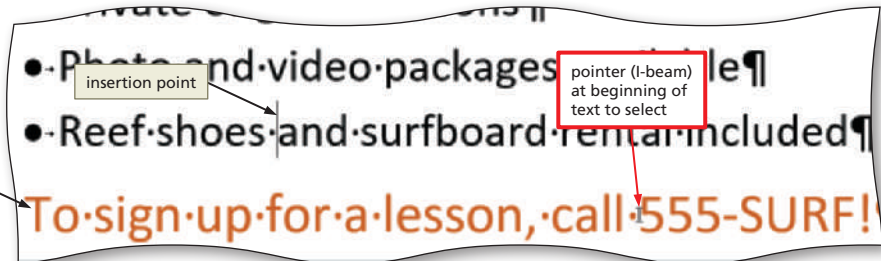


Figure 1–40

Q&A Why did the shape of the pointer change?

The pointer's shape is an I-beam when positioned in unselected text in the document window.

text color and font size changed

2

- Drag the pointer through the last character of the text to be selected, in this case, the F in the phone number (Figure 1–41).



Figure 1–41

Q&A Why did the pointer shape change again?

When the pointer is positioned in selected text, its shape is a left-pointing block arrow.

Other Ways

1. With insertion point at beginning of first word in group, press CTRL+SHIFT+RIGHT ARROW repeatedly until all words are selected

To Underline Text

1 ENTER TEXT | 2 **FORMAT TEXT** | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

Underlined text prints with an underscore (_) below each character. In the flyer, the contact phone number, 555-SURF, in the signature line is underlined. *Why? Underlines are used to emphasize or draw attention to specific text.* The following step formats selected text with an underline.

1

- With the text selected, click the Underline button (Home tab | Font group) to underline the selected text (Figure 1–42).

Q&A What if my screen displays an Underline gallery? If you are using a touch screen, you may not have a separate Underline button and Underline arrow. In this case, select the desired underline style in the Underline gallery.

If a button exists on the mini toolbar, can I click that instead of using the ribbon? Yes.

How would I remove an underline? You would click the Underline button a second time, or you immediately could click the Undo button on the Quick Access Toolbar.

Figure 1–42

Other Ways

- Click Underline button on mini toolbar
- Right-click text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, click Font tab (Font dialog box), click Underline style box arrow, click desired underline style, click OK button
- Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), click Underline style arrow, click desired underline style, click OK button
- Press CTRL+U

To Bold Text

1 ENTER TEXT | 2 **FORMAT TEXT** | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

Bold characters appear somewhat thicker and darker than those that are not bold. The following steps format the text, award-winning, in bold characters. *Why? To further emphasize this text, it is bold in the flyer.* Recall that if you want to format a single word, you simply position the insertion point in the word and then format the word. To format text that consists of more than one word, as you have learned previously, you select the text first.

- 1**
- Select the text to be formatted (the text, award-winning, in this case); that is, position the pointer immediately to the left of the first character of the text to be selected and then drag the pointer through the last character of the text to be selected.

Q&A What if I am using a touch screen? Tap to position the insertion point in the text you want to select and then drag the selection handle(s) to select the text to be formatted.

- 2**
- With the text selected, click the Bold button (Home tab | Font group) to bold the selected text (Figure 1–43).

Q&A How would I remove a bold format?
You would click the Bold button a second time, or you immediately could click the Undo button on the Quick Access Toolbar.

- 3**
- Click anywhere in the document window to remove the selection from the screen.

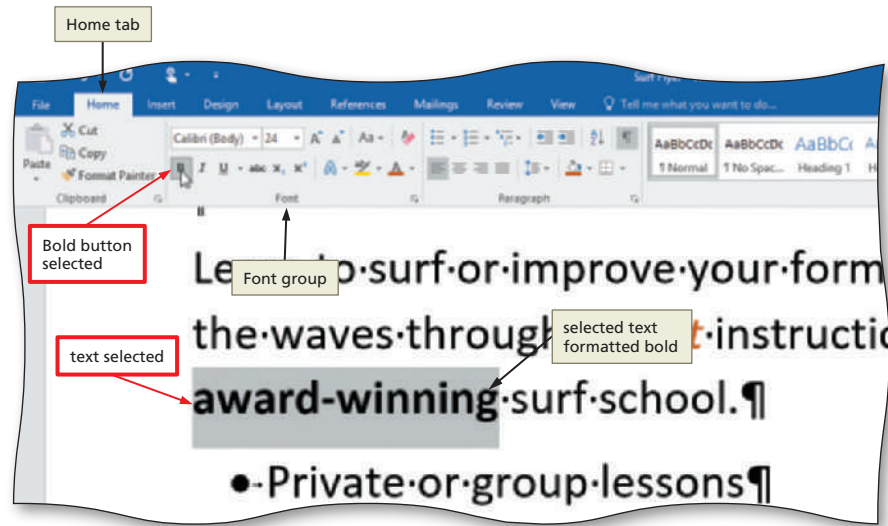


Figure 1–43

Other Ways

- Click Bold button on mini toolbar
- Right-click selected text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, click Font tab (Font dialog box), click Bold in Font style list, click OK button
- Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), click Bold in Font style list, click OK button
- Press CTRL+B

To Zoom One Page

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

Earlier in this module, you changed the zoom to page width so that the text on the screen was larger and easier to read. In the next set of steps, you want to see the entire page (as a mock sheet of paper) on the screen at once. *Why?* You want be able to see the effect of adjusting colors in the document as a whole. The next step displays a single page in its entirety in the document window as large as possible.

- 1**
- Click View on the ribbon to display the View tab.
 - Click the One Page button (View tab | Zoom group) to display the entire page in the document window as large as possible (Figure 1–44).

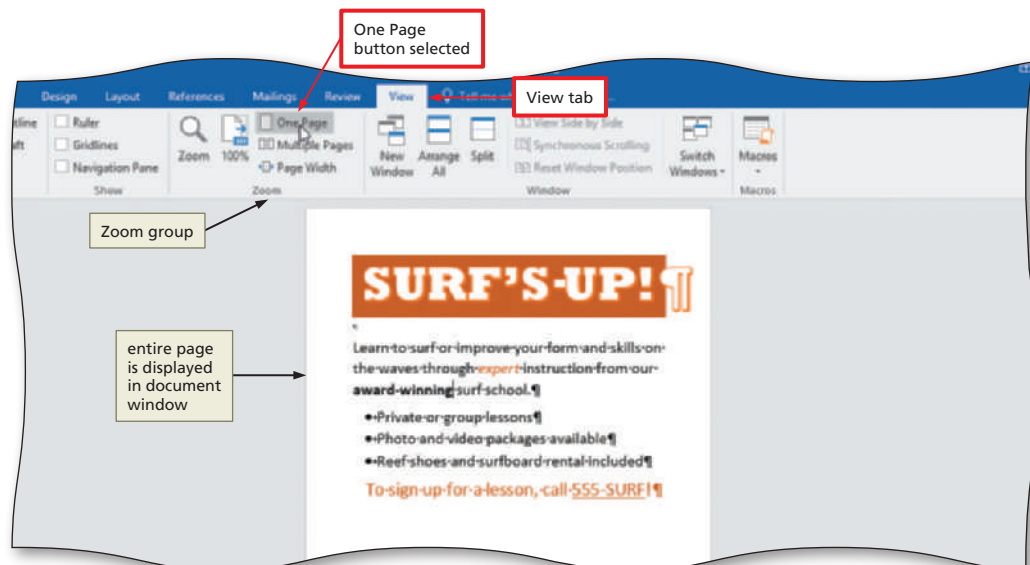


Figure 1–44

Other Ways

- Click Zoom button (View tab | Zoom group), click Whole page (Zoom dialog box), click OK button



What colors should I choose when creating documents?

When choosing color, associate the meaning of the color with your message:

- Red expresses danger, power, or energy and often is associated with sports or physical exertion.
- Brown represents simplicity, honesty, and dependability.
- Orange denotes success, victory, creativity, and enthusiasm.
- Yellow suggests sunshine, happiness, hope, liveliness, and intelligence.
- Green symbolizes growth, healthiness, harmony, and healing and often is associated with safety or money.
- Blue indicates integrity, trust, importance, confidence, and stability.
- Purple represents wealth, power, comfort, extravagance, magic, mystery, and spirituality.
- White stands for purity, goodness, cleanliness, precision, and perfection.
- Black suggests authority, strength, elegance, power, and prestige.
- Gray conveys neutrality and, thus, often is found in backgrounds and other effects.

To Change Theme Colors

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

A **color scheme** in Word is a document theme that identifies complementary colors for text, background, accents, and links in a document. With more than 20 predefined color schemes, Word provides a simple way to coordinate colors in a document.

The default color scheme is called Office. In the flyer, you will change the color scheme. *Why? You want the colors in the flyer to represent integrity, trust, confidence, stability, healthiness, harmony, blooming, and safety, which are conveyed by shades of blues and greens. In Word, the Blue color scheme uses these colors.* The following steps change theme colors.

1

- Click Design on the ribbon to display the Design tab.
- Click the Theme Colors button (Design tab | Document Formatting group) to display the Theme Colors gallery.
- Point to Blue in the Theme Colors gallery to display a live preview of the selected theme color (Figure 1–45).



Experiment

- Point to various color schemes in the Theme Colors gallery and watch the colors change in the document.

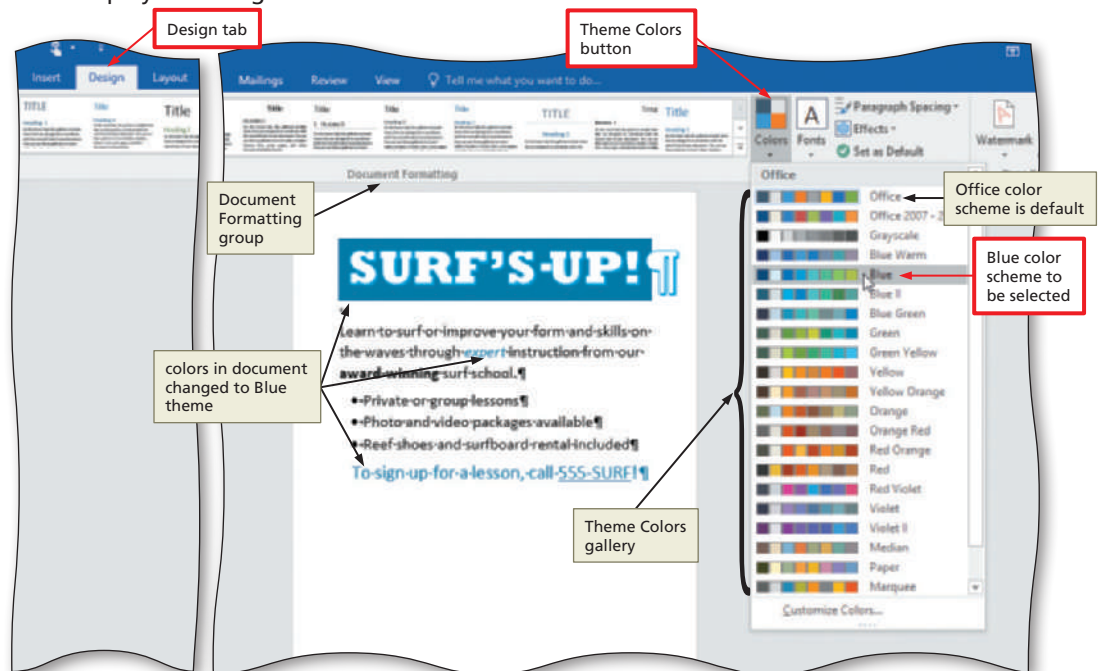


Figure 1–45

2

- Click Blue in the Theme Colors gallery to change the document theme colors.

Q&A What if I want to return to the original color scheme?

You would click the Theme Colors button again and then click Office in the Theme Colors gallery.

To Zoom Page Width

Because the document contents are small when displayed on one page, the next steps zoom page width again.

BTW

Selecting Nonadjacent Items

In Word, you can use keyboard keys to select nonadjacent items, that is, items not next to each other. This is helpful when you are applying the same formatting to multiple items. To select nonadjacent items (text or graphics), select the first item, such as a word or paragraph, as usual; then, press and hold down the CTRL key. While holding down the CTRL key, select additional items.

- 1 Click View on the ribbon to display the View tab.
- 2 Click the Page Width button (View tab | Zoom group) to display the page the same width as the document window (shown earlier in the module in Figure 1–7).
- 3 Save the flyer again on the same storage location with the same file name.

Q&A Why should I save the flyer again?
You have made several modifications to the flyer since you last saved it; thus, you should save it again.

Selecting Text

In many of the previous steps, you have selected text. Table 1–3 summarizes the techniques used to select various items.

Table 1–3 Techniques for Selecting Text			
Item to Select	Touch	Mouse	Keyboard (where applicable)
Block of text	Tap to position insertion point in text to select and then drag selection handle(s) to select text.	Click at beginning of selection, scroll to end of selection, position pointer at end of selection, hold down SHIFT key, and then click; or drag through the text.	
Character(s)	Tap to position insertion point in text to select and then drag selection handle(s) to select text.	Drag through character(s).	SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
Document		Move pointer to left of text until pointer changes to right-pointing block arrow and then triple-click.	CTRL+A
Graphic	Tap the graphic.	Click the graphic.	
Line	Double-tap to left of line to be selected.	Move pointer to left of line until pointer changes to right-pointing block arrow and then click.	HOME, then SHIFT+END or END, then SHIFT+HOME
Lines	Tap to position insertion point in text to select and then drag selection handle(s) to select text.	Move pointer to left of first line until pointer changes to right-pointing block arrow and then drag up or down.	HOME, then SHIFT+DOWN ARROW or END, then SHIFT+UP ARROW
Paragraph	Tap to position insertion point in text to select and then drag selection handle(s) to select text.	Triple-click paragraph; or move pointer to left of paragraph until pointer changes to right-pointing block arrow and then double-click.	CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW
Paragraphs	Tap to position insertion point in text to select and then drag selection handle(s) to select text.	Move pointer to left of paragraph until pointer changes to right-pointing block arrow, double-click, and then drag up or down.	CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW repeatedly
Sentence	Tap to position insertion point in text to select and then drag selection handle(s) to select text.	Press and hold down CTRL key and then click sentence.	
Word	Double-tap word.	Double-click word.	CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
Words	Tap to position insertion point in text to select and then drag selection handle(s) to select text.	Drag through words.	CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW repeatedly

Break Point: If you wish to take a break, this is a good place to do so. You can exit Word now. To resume at a later time, run Word, open the file called Surf Flyer, and continue following the steps from this location forward. For a detailed example of exiting Word, running Word, and opening a file, refer to the Office and Windows module at the beginning of the book.

Inserting and Formatting a Picture in a Word Document

With the text formatted in the flyer, the next step is to insert a digital picture in the flyer and format the picture. Flyers usually contain a graphical image(s), such as a picture, to attract the attention of passersby. In the following sections, you will perform these tasks:

1. Insert a digital picture into the flyer.
2. Reduce the size of the picture.
3. Change the look of the picture.

How do I locate a graphic file to use in a document?

To use a graphic in a Word document, the image must be stored digitally in a file. Files containing graphics are available from a variety of sources:

- The web has images available, some of which are free, while others require a fee.
- You can take a picture with a digital camera or smartphone and **download** it, which is the process of copying the digital picture from the camera or phone to your computer.
- With a scanner, you can convert a printed picture, drawing, or diagram to a digital file.

If you receive a picture from a source other than yourself, do not use the file until you are certain it does not contain a virus. A **virus** is a computer program that can damage files and programs on your computer. Use an antivirus program to verify that any files you use are virus free.



CONSIDER THIS

To Center Another Paragraph

In the flyer, the digital picture of a surfer should be centered on the blank line below the headline. The blank paragraph below the headline currently is left-aligned. The following steps center this paragraph.

- 1 Click Home on the ribbon to display the Home tab.
- 2 Click somewhere in the paragraph to be centered (in this case, the blank line below the headline) to position the insertion point in the paragraph to be formatted.
- 3 Click the Center button (Home tab | Paragraph group) to center the paragraph containing the insertion point (shown in Figure 1–46).

To Insert a Picture

1 ENTER TEXT | 2 FORMAT TEXT | 3 **INSERT PICTURE**
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

The next step in creating the flyer is to insert a digital picture of a surfer in the flyer on the blank line below the headline. The picture, which was taken with a digital camera, is available on the Data Files. Please contact your instructor for information about accessing Data Files.

The following steps insert a picture, which, in this example, is located in the Module 01 folder in the Data Files folder. *Why? It is good practice to organize and store files in folders so that you easily can find the files at a later date.*

1

- If necessary, position the insertion point at the location where you want to insert the picture (in this case, on the centered blank paragraph below the headline).
- Click Insert on the ribbon to display the Insert tab (Figure 1-46).

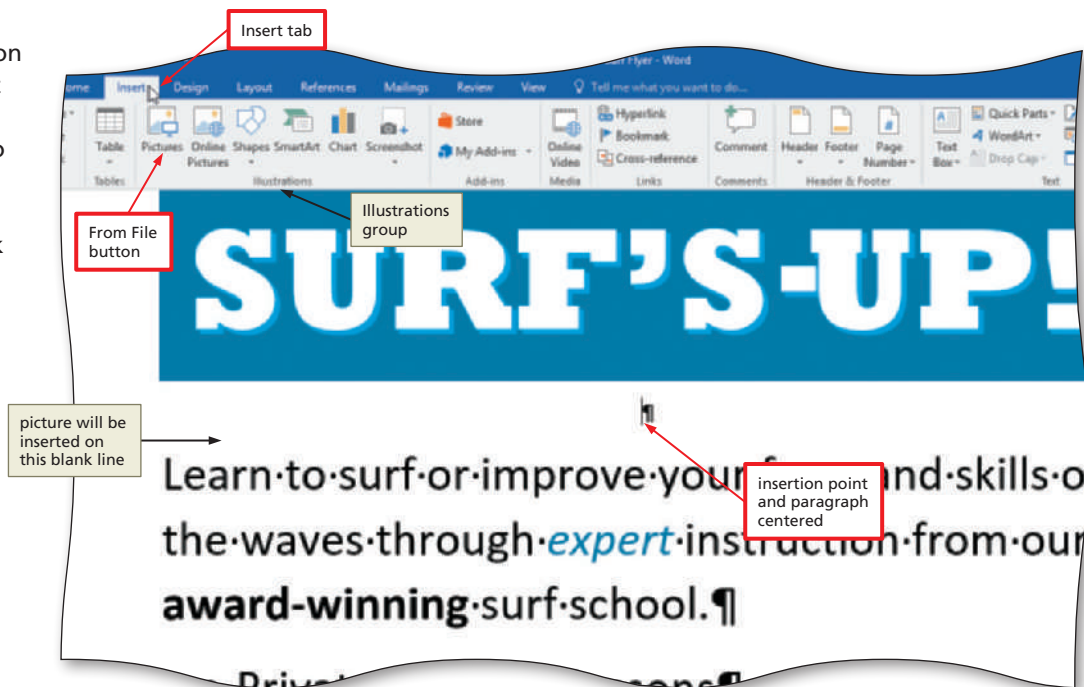


Figure 1-46

2

- Click the From File button (Insert tab | Illustrations group) (shown in Figure 1-46) to display the Insert Picture dialog box (shown in Figure 1-47).

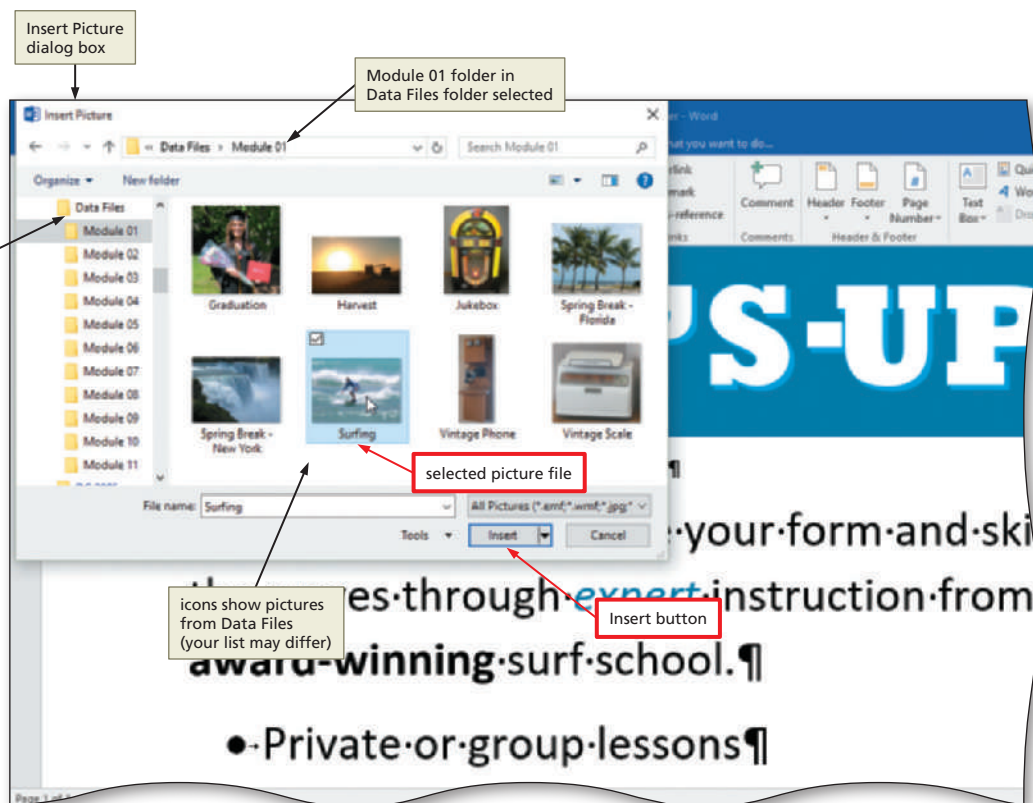


Figure 1-47

3

- Navigate to the desired picture location (in this case, the Module 01 folder in the Data Files folder). For a detailed example of this procedure, refer to Steps 4a and 4b in the To Save a File in a Folder section in the Office and Windows module at the beginning of this book.

- Click Surfing to select the file (Figure 1-47).

4

- Click the Insert button (Insert Picture dialog box) to insert the picture at the location of the insertion point in the document (Figure 1–48).

Q&A

What are the symbols around the picture?

A selected graphic appears surrounded by a **selection rectangle**, which has small squares and circles, called **sizing handles**, at each corner and middle location.

What is the purpose of the Layout Options button?

When you click the Layout Options button, Word provides options for changing how the graphic is positioned with text in the document.



Figure 1–48

How do you know where to position a graphic on a flyer?

The content, size, shape, position, and format of a graphic should capture the interest of passersby, enticing them to stop and read the flyer. Often, the graphic is the center of attention and visually the largest element on a flyer. If you use colors in the graphical image, be sure they are part of the document's color scheme.



CONSIDER THIS

To Zoom the Document

1 ENTER TEXT | 2 FORMAT TEXT | 3 **INSERT PICTURE**

4 **FORMAT PICTURE** | 5 ENHANCE PAGE | 6 CORRECT & REVISE

In the steps in the following sections, you will work with the picture just inserted. The next task is to adjust the zoom percentage. ***Why?** Currently, you can see only a small amount of text with the picture. Seeing more of the document at once helps you determine the appropriate size for the picture.* The following step zooms the document.

1

Experiment

- Repeatedly click the Zoom Out and Zoom In buttons on the status bar and watch the size of the document change in the document window.

Q&A What if I am using a touch screen?

Repeatedly pinch (move two fingers together on the screen) and stretch (move two fingers apart on the screen) and watch the size of the document change in the document window.

- Click the Zoom Out or Zoom In button as many times as necessary until the Zoom button on the status bar displays 40% on its face (Figure 1–49).

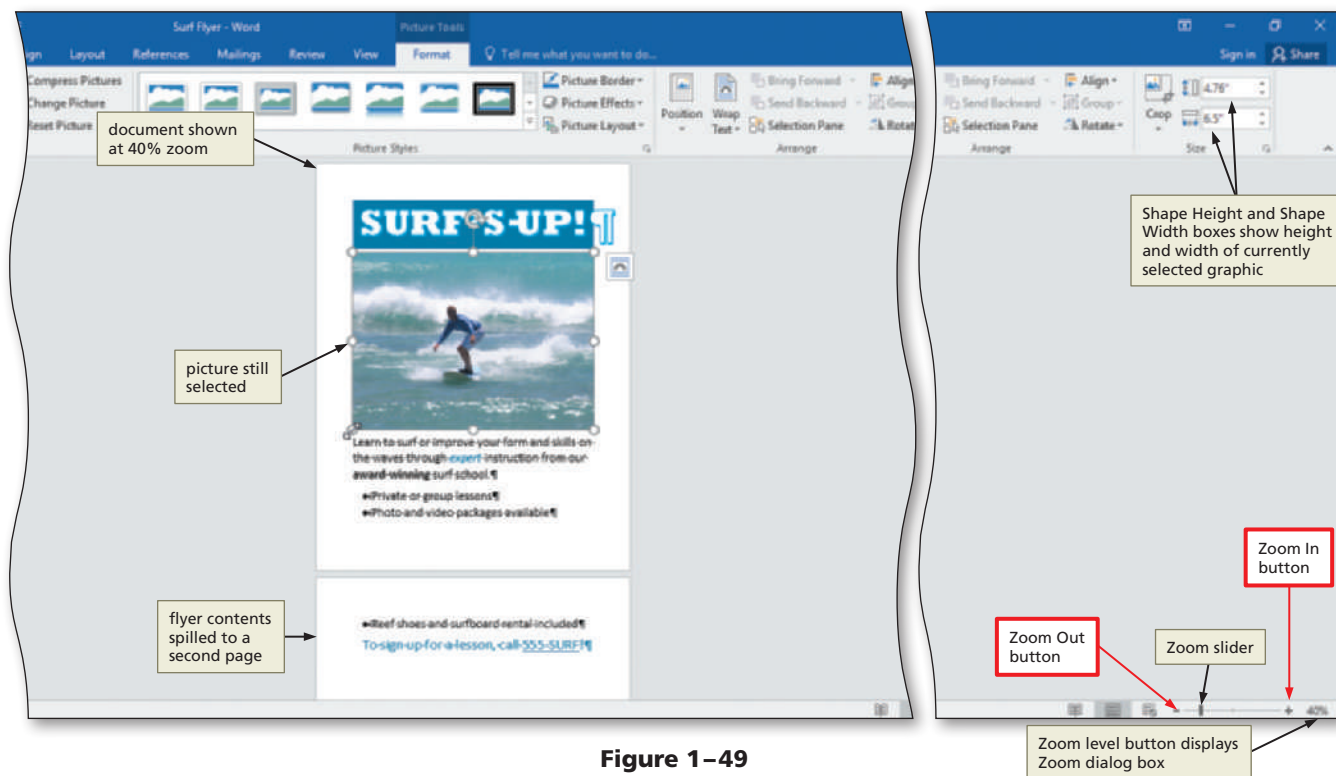


Figure 1–49

Other Ways

- Drag Zoom slider on status bar
- Click Zoom level button on status bar, select desired zoom percent or type (Zoom dialog box), click OK button
- Click Zoom button (View tab | Zoom group), select desired zoom percent or type (Zoom dialog box), click OK button

To Resize a Graphic

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 **FORMAT PICTURE** | 5 ENHANCE PAGE | 6 CORRECT & REVISE

Resizing includes both increasing and reducing the size of a graphic. The next step is to resize the picture so that it is smaller in the flyer. *Why? You want the graphic and all the text on the flyer to fit on a single sheet of paper.* The following steps resize a selected graphic.

1

- Be sure the graphic still is selected.

Q&A What if my graphic (picture) is not selected?

To select a graphic, click it.

- Point to the lower-left corner sizing handle on the picture so that the pointer shape changes to a two-headed arrow (Figure 1–50).

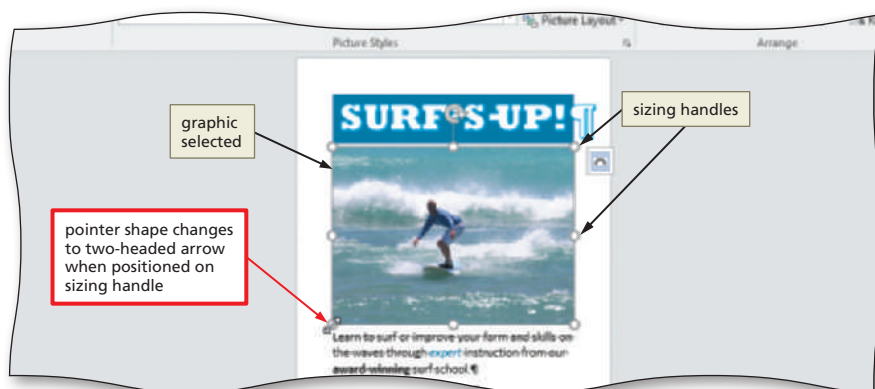


Figure 1–50

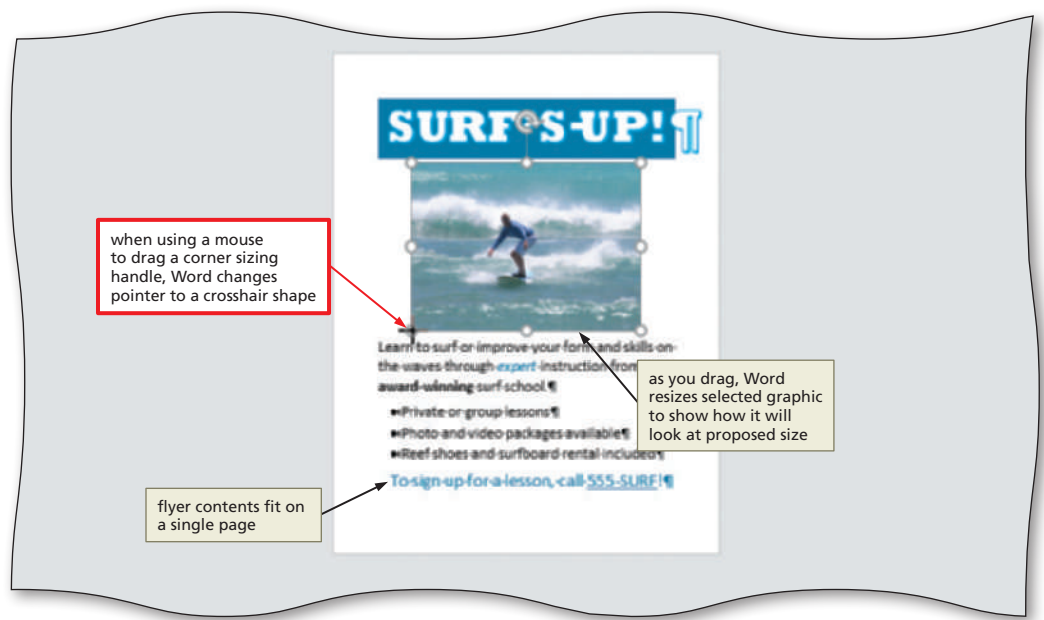
2

- Drag the sizing handle diagonally inward until the lower-left corner of the picture is positioned approximately as shown in Figure 1–51. Do not release the mouse button at this point.

Q&A

What if I am using a touch screen?

Drag a corner of the graphic, without lifting your finger, until the graphic is the desired size.

**Figure 1–51****3**

- Release the mouse button to resize the graphic, which, in this case, should have a height of about 3.7" and a width of about 5.06".

Q&A

How can I see the height and width measurements?

Look in the Size group on the Picture Tools Format tab to see the height and width measurements of the currently selected graphic (shown in Figure 1–49).

What if the graphic is the wrong size?

Repeat Steps 1, 2, and 3, or enter the desired height and width values in the Shape Height and Shape Width boxes (Picture Tools Format tab | Size group).

What if I want to return a graphic to its original size and start again?

With the graphic selected, click the Size Dialog Box Launcher (Picture Tools Format tab | Size group), click the Size tab (Layout dialog box), click the Reset button, and then click the OK button.

Other Ways

1. Enter height and width of graphic in Shape Height and Shape Width boxes (Picture Tools Format tab | Size group)
2. Click Advanced Layout: Size Dialog Box Launcher (Picture Tools Format tab | Size group), click Size tab (Layout dialog box), enter desired height and width values in boxes, click OK button

To Zoom 100%

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 **FORMAT PICTURE** | 5 ENHANCE PAGE | 6 CORRECT & REVISE

In the next series of steps, you will format the picture. Earlier in this module, you changed the zoom to 40% so that you could see more of the page while resizing the graphic. The following step zooms the screen to 100%. *Why?* You want the contents of the image to be enlarged a bit, while still seeing some of the text in the document.

1

- Click View on the ribbon to display the View tab.
- Click the 100% button (View tab | Zoom group) to display the page at 100% in the document window (Figure 1-52).

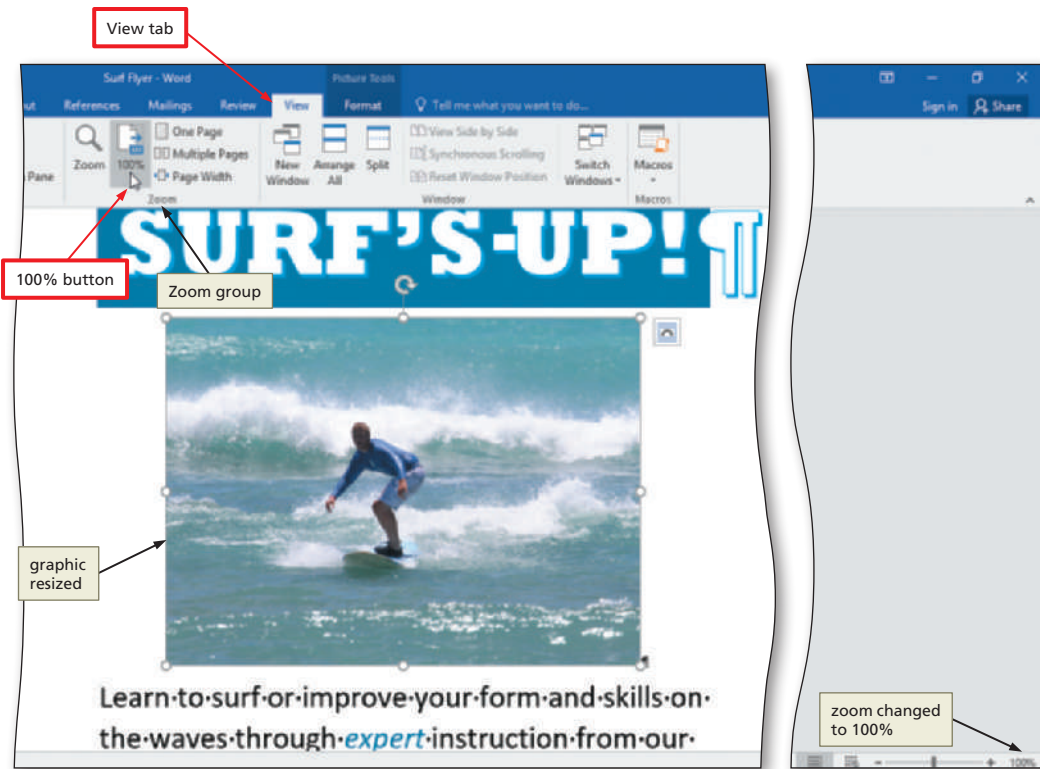


Figure 1-52

Other Ways

- Click Zoom button (View tab | Zoom group), click 100% (Zoom dialog box), click OK button

To Apply a Picture Style

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

A **style** is a named group of formatting characteristics. Word provides more than 25 picture styles. *Why? Picture styles enable you easily to change a picture's look to a more visually appealing style, including a variety of shapes, angles, borders, and reflections.* The flyer in this module uses a style that applies an oval shape to the picture. The following steps apply a picture style to a picture.

1

- Ensure the graphic still is selected and then click Picture Tools Format on the ribbon to display the Picture Tools Format tab (Figure 1-53).

Q&A What if my graphic (picture) is not selected?

To select a graphic, click it.

What is the white circle attached to top of the selected graphic?

It is called a rotate handle. When you drag a graphic's **rotate handle**, the graphic moves in either a clockwise or counterclockwise direction.

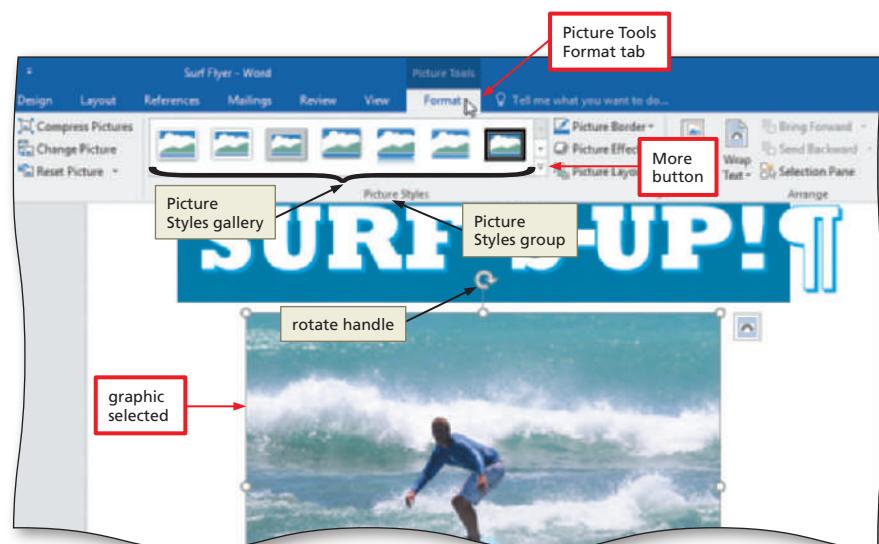


Figure 1-53

2

- Click the More button in the Picture Styles gallery (Picture Tools Format tab | Picture Styles group) (shown in Figure 1–53) to expand the gallery.
- Point to 'Soft Edge Oval' in the Picture Styles gallery to display a live preview of that style applied to the picture in the document (Figure 1–54).

**Experiment**

- Point to various picture styles in the Picture Styles gallery and watch the style of the picture change in the document window.

3

- Click 'Soft Edge Oval' in the Picture Styles gallery (sixth style in third row) to apply the style to the selected picture.

expanded gallery shows more options — your list may be arranged differently

**Figure 1–54****Other Ways**

- Right-click picture, click 'Picture Styles' on mini toolbar, select desired style

To Apply Picture Effects

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 **FORMAT PICTURE** | 5 ENHANCE PAGE | 6 CORRECT & REVISE

Word provides a variety of picture effects, such as shadows, reflections, glow, soft edges, bevel, and 3-D rotation. The difference between the effects and the styles is that each effect has several options, providing you with more control over the exact look of the image.

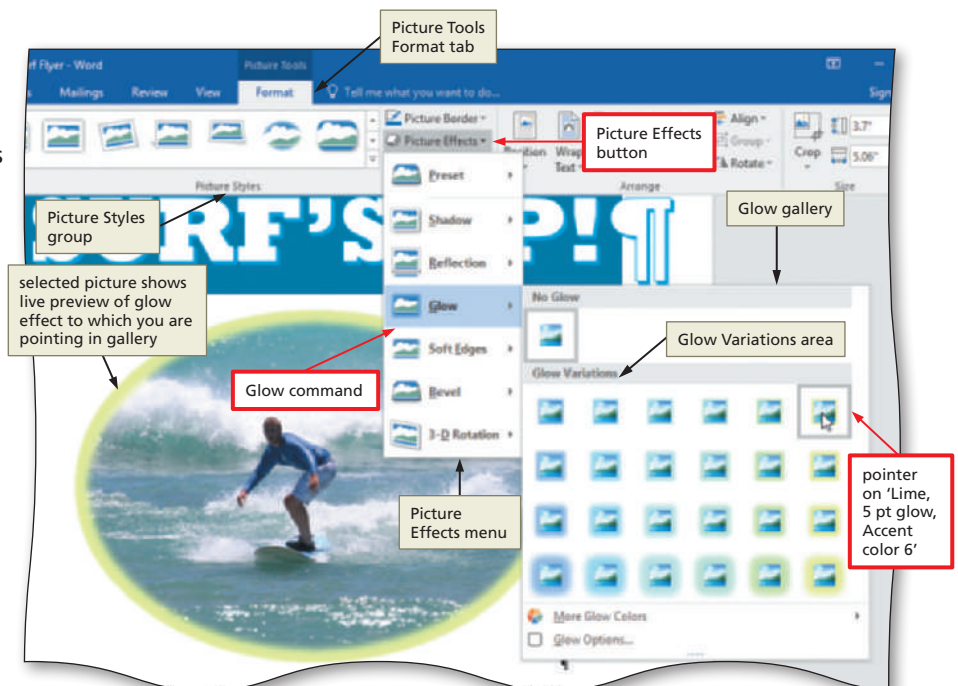
In this flyer, the picture has a slight lime green glow effect and beveled edges. The following steps apply picture effects to the selected picture. *Why? Picture effects enable you to further customize a picture.*

1

- With the picture still selected, click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu.
- Point to Glow on the Picture Effects menu to display the Glow gallery.
- Point to 'Lime, 5 pt glow, Accent color 6' in the Glow Variations area (rightmost glow in first row) to display a live preview of the selected glow effect applied to the picture in the document window (Figure 1–55).

**Experiment**

- If you are using a mouse, point to various glow effects in the Glow gallery and watch the picture change in the document window.

**Figure 1–55**

2

- Click 'Lime, 5 pt glow, Accent color 6' in the Glow gallery to apply the selected picture effect.

Q&A What if I wanted to discard formatting applied to a picture? You would click the Reset Picture button (Picture Tools Format tab | Adjust group). To reset formatting and size, you would click the Reset Picture arrow (Picture Tools Format tab | Adjust group) and then click 'Reset Picture & Size' on the Reset Picture menu.

3

- Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu again.
- Point to Bevel on the Picture Effects menu to display the Bevel gallery.
- Point to Angle in the Bevel area (first effect in second row) to display a live preview of the selected bevel effect applied to the picture in the document window (Figure 1-56).



Experiment

- If you are using a mouse, point to various bevel effects in the Bevel gallery and watch the picture change in the document window.

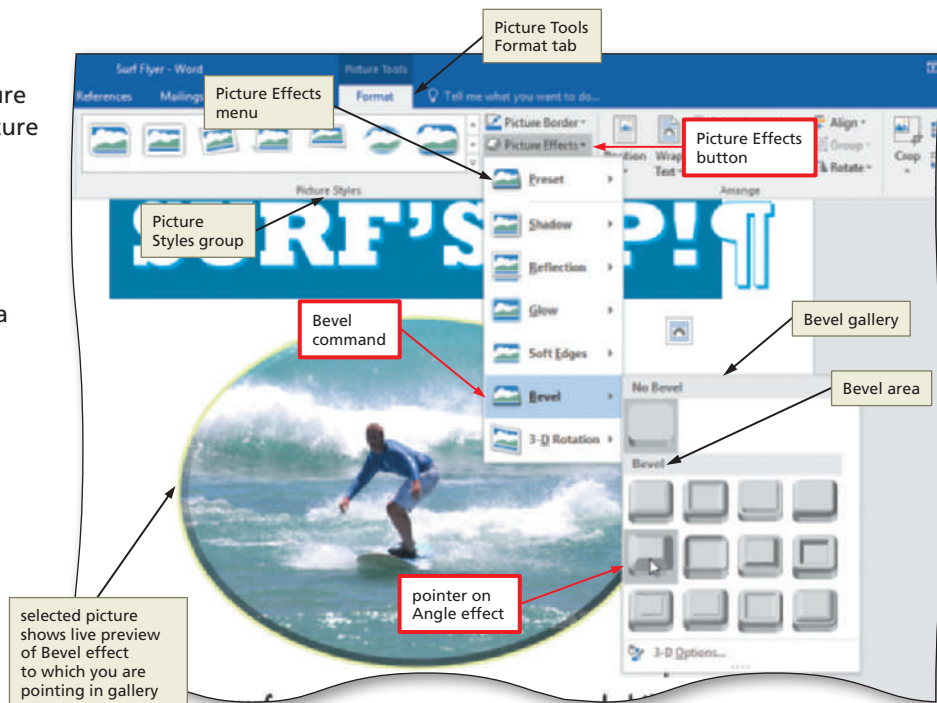


Figure 1-56

4

- Click Angle in the Bevel gallery to apply the selected picture effect.

Other Ways

- Right-click picture (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Format Object or Format Picture on shortcut menu, click Effects button (Format Picture task pane), select desired options, click Close button
- Click Format Shape Dialog Box Launcher (Picture Tools Format tab | Picture Styles group), click Effects button (Format Picture task pane), select desired options, click Close button

BTW

Touch Screen

Differences

The Office and Windows interfaces may vary if you are using a touch screen. For this reason, you might notice that the function or appearance of your touch screen differs slightly from this module's presentation.

Enhancing the Page

With the text and graphics entered and formatted, the next step is to look at the page as a whole and determine if it looks finished in its current state. As you review the page, answer these questions:

- Does it need a page border to frame its contents, or would a page border make it look too busy?
- Is the spacing between paragraphs and graphics on the page adequate? Do any sections of text or graphics look as if they are positioned too closely to the items above or below them?
- Does the flyer have too much space at the top or bottom? Should the contents be centered vertically?

You determine that a graphical, color-coordinated border would enhance the flyer. You also notice that the flyer would look better proportioned if it had a little more space above and below the picture. You also want to ensure that the contents are centered vertically. The following sections make these enhancements to the flyer.

To Add a Page Border

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 **ENHANCE PAGE** | 6 CORRECT & REVISE

In Word, you can add a border around the perimeter of an entire page. The flyer in this module has a lime border. *Why? This border color complements the color of the flyer contents.* The following steps add a page border.

1

- Click Design on the ribbon to display the Design tab.
- Click the 'Borders and Shading' button (Design tab | Page Background group) to display the Borders and Shading dialog box (Figure 1-57).

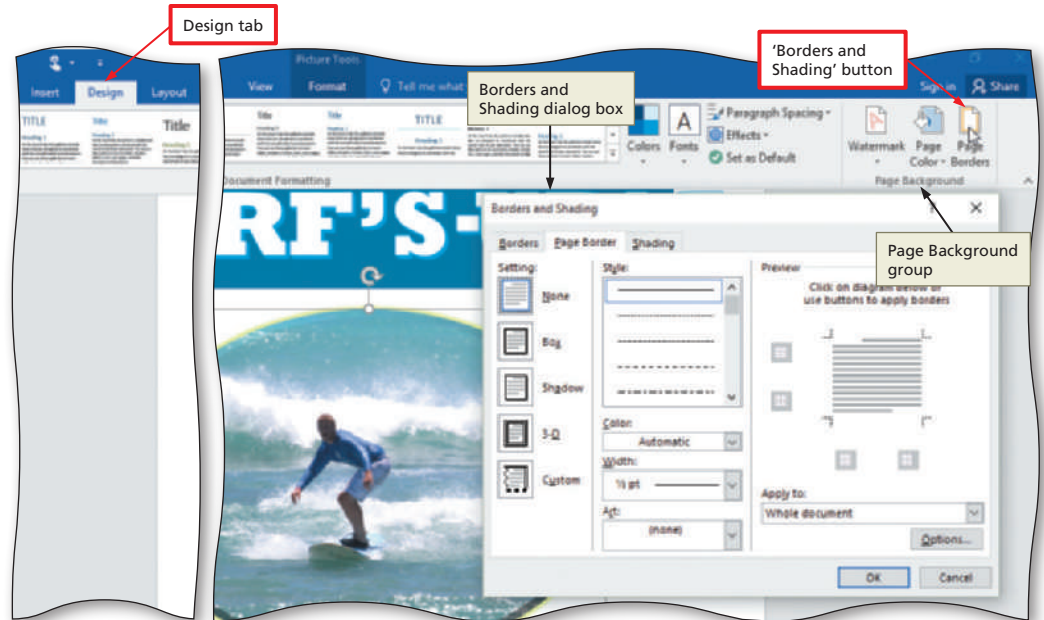


Figure 1-57

2

- Scroll to, if necessary, and then click the sixth border style in the Style list (Borders and Shading dialog box) to select the style.
- Click the Color arrow to display a Color palette (Figure 1-58).

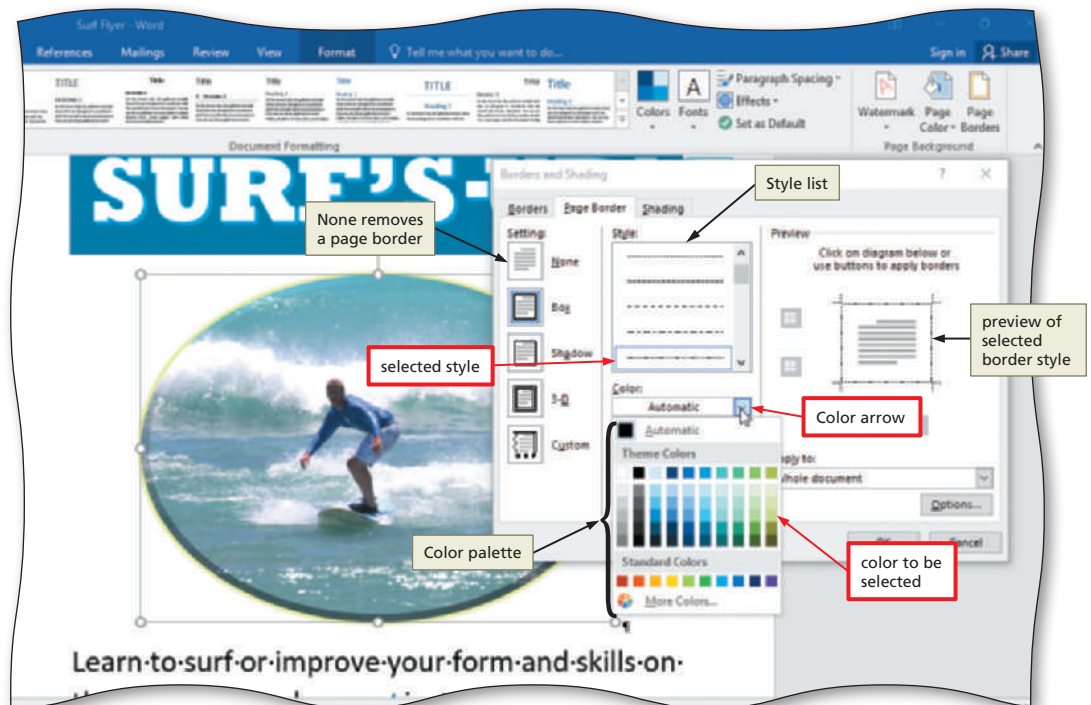


Figure 1-58

3

- Click 'Lime, Accent 6, Lighter 40%' (rightmost color in fourth row) in the Color palette to select the color for the page border.
- Click the Width arrow to display the Width list and then click 4 ½ pt to select the thickness of the page border (Figure 1–59).

4

- Click the OK button to add the border to the page (shown in Figure 1–60).

Q&A What if I wanted to remove the border? You would click None in the Setting list in the Borders and Shading dialog box.

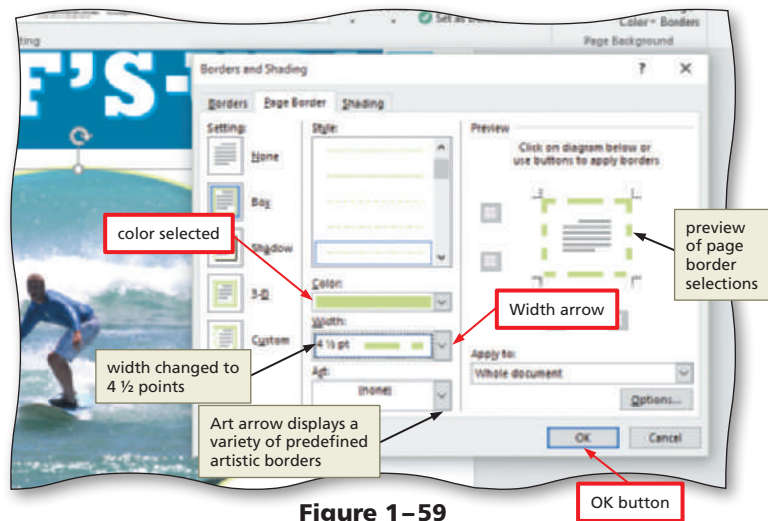


Figure 1–59

To Zoom One Page

The next steps zoom one page so that you can see the entire page on the screen at once.

- Click View on the ribbon to display the View tab.
- Click the One Page button (View tab | Zoom group) to display the entire page in the document window as large as possible.

To Change Spacing before and after Paragraphs

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

The default spacing above (before) a paragraph in Word is 0 points and below (after) is 8 points. In the flyer, you want to increase the spacing below the paragraph containing the headline and above the signature line. *Why? The flyer spacing will look more balanced with spacing increased above and below these paragraphs.* The following steps change the spacing above and below a paragraph.

1

- Position the insertion point in the paragraph to be adjusted, in this case, the paragraph containing the headline.

Q&A What happened to the Picture Tools Format tab?

When you click outside of a graphic or press a key to scroll through a document, Word deselects the graphic and removes the Picture Tools Format tab from the screen. That is, this tab appears only when a graphic is selected.

- Click Layout on the ribbon to display the Layout tab.
- Click the Spacing After up arrow (Layout tab | Paragraph group) so that 12 pt is displayed in the Spacing After box to increase the space below the current paragraph (Figure 1–60).

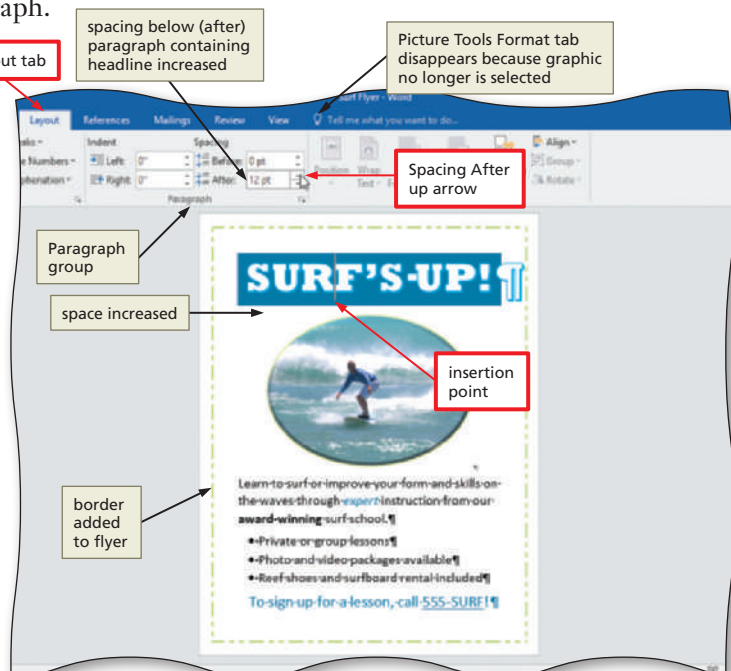
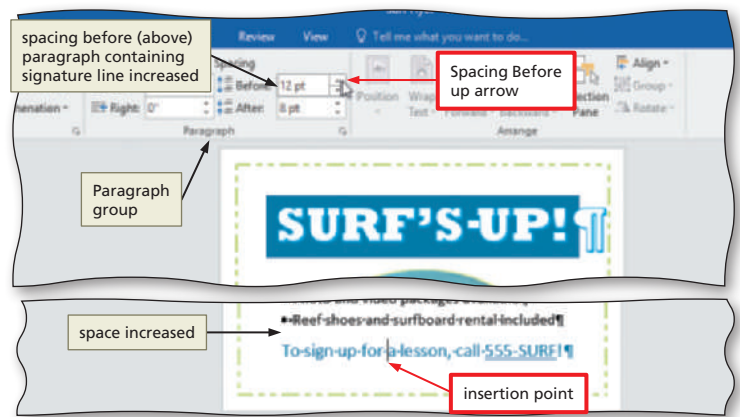


Figure 1–60

2

- Position the insertion point in the paragraph to be adjusted, in this case, the paragraph containing the signature line.
- Click the Spacing Before up arrow (Layout tab | Paragraph group) as many times as necessary so that 12 pt is displayed in the Spacing Before box to increase the space above the current paragraph (Figure 1–61).
- If the text flows to two pages, reduce the spacing above and below paragraphs as necessary.

**Figure 1–61****Other Ways**

1. Right-click paragraph (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Paragraph on shortcut menu, click Indents and Spacing tab (Paragraph dialog box), enter spacing before and after values, click OK button
2. Click Paragraph Settings Dialog Box Launcher (Home tab or Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), enter spacing before and after values, click OK button

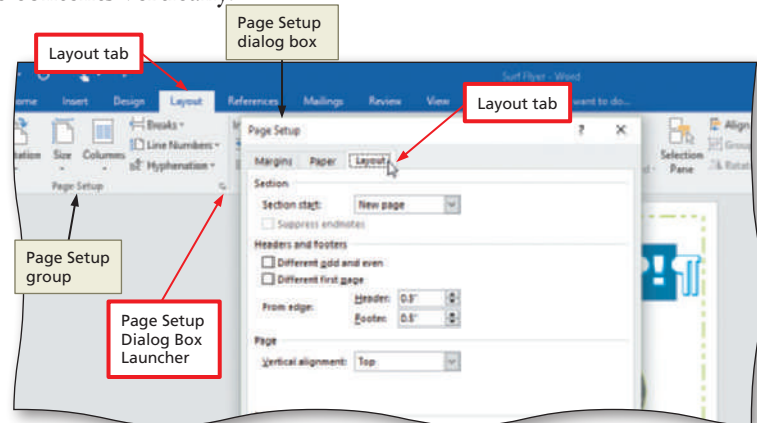
To Center Page Contents Vertically

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 **ENHANCE PAGE** | 6 CORRECT & REVISE

In Word, you can center the page contents vertically. *Why? This places the same amount of space at the top and bottom of the page.* The following steps center page contents vertically.

1

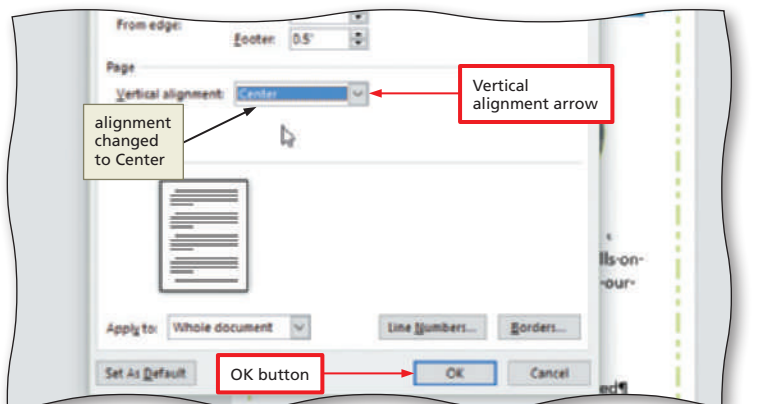
- If necessary, click Layout on the ribbon to display the Layout tab.
- Click the Page Setup Dialog Box Launcher (Layout tab | Page Setup group) to display the Page Setup dialog box.
- Click the Layout tab (Page Setup dialog box) to display the Layout sheet (Figure 1–62).

**Figure 1–62****2**

- Click the Vertical alignment arrow (Page Setup dialog box) to display the list of alignment options and then click Center in the list (Figure 1–63).

3

- Click the OK button to center the page contents vertically on the screen (shown in Figure 1–1 at the beginning of this module).

**Figure 1–63**

Q&A What if I wanted to change the alignment back?

You would select the Top vertical alignment from the Vertical alignment list in the Layout sheet (Page Setup dialog box).

To Change Document Properties

Word helps you organize and identify your files by using **document properties**, which, as discussed in the Office and Windows module at the beginning of this book, are the details about a file, such as the project author, title, and subject. For example, a class name or document topic can describe the file's purpose or content.

The more common document properties are standard and automatically updated properties. **Standard properties** are associated with all Microsoft Office files and include author, title, and subject. **Automatically updated properties** include file system properties, such as the date you create or change a file, and statistics, such as the file size.

If you wanted to change document properties, you would follow these steps.

1. Click File on the ribbon to open the Backstage view and then, if necessary, click the Info tab in the Backstage view to display the Info gallery.
2. If the property you wish to change is displayed in the Properties list in the right pane of the Info gallery, try to click to the right of the property. If a text box appears to the right of the property, type the text for the property in the text box and then click the Back button in the upper-left corner of the Backstage view to return to the Word window. Skip the remaining steps.
3. If the property you wish to change is not displayed in the Properties list in the right pane of the Info gallery or you cannot change it in the Info gallery, click the Properties button in the right pane to display the Properties menu and then click Advanced Properties on the Properties menu to display the Properties dialog box. If necessary, click the Summary tab (Properties dialog box) to display the Summary sheet, fill in the appropriate text boxes, and then click the OK button.

Q&A Why are some of the document properties in the dialog box already filled in?
The person who installed Office 2016 on your computer or network may have set or customized the properties.

BTW

Printing Document Properties

To print document properties, click File on the ribbon to open the Backstage view, click the Print tab in the Backstage view to display the Print gallery, click the first button in the Settings area to display a list of options specifying what you can print, click Document Info in the list to specify you want to print the document properties instead of the actual document, and then click the Print button in the Print gallery to print the document properties on the currently selected printer.

To Save the Document and Exit Word

Although you still need to make some edits to this document, you want to exit Word and resume working on the project at a later time. Thus, the following steps save the document and exit Word. For a detailed example of the procedure summarized below, refer to the Office and Windows module at the beginning of this book.

- 1 Save the flyer again on the same storage location with the same file name.
- 2 Close the open document and exit Word.

Break Point: If you wish to take a break, this is a good place to do so. To resume at a later time, continue following the steps from this location forward.

Correcting Errors and Revising a Document

After creating a document, you may need to change it. For example, the document may contain an error, or new circumstances may require you to add text to the document.

Types of Changes Made to Documents

The types of changes made to documents normally fall into one of the three following categories: additions, deletions, or modifications.

Additions Additional words, sentences, or paragraphs may be required in a document. Additions occur when you omit text from a document and want to insert it later. For example, you may want to add your email address to the flyer.

Deletions Sometimes, text in a document is incorrect or no longer is needed. For example, you may discover that the lessons no longer include reef shoes. In this case, you would delete the words, reef shoes, from the flyer.

Modifications If an error is made in a document or changes take place that affect the document, you might have to revise a word(s) in the text. For example, the phone number may change.

To Run Word, Open a Document, and Specify Settings

Once you have created and saved a document, you may need to retrieve it from storage. For example, you might want to revise the document or distribute it. Earlier in this module you saved the flyer using the file name, Surf Flyer. The following steps run Word, open this document, and specify settings. For a detailed example of the procedures summarized below for running Word or opening a document, refer to the Office and Windows module.

- 1 Run Word.
- 2 Open the document named Surf Flyer from the Recent list or use the Open dialog box to navigate to the location of the file and then open it in the Word window.
- 3 If the Word window is not maximized, click the Maximize button on its title bar to maximize the window.
- 4 Click View on the ribbon to display the View tab and then click the 100% button (View tab | Zoom group) to display the page at 100% in the document window.

BTW

Word Help

At any time while using Word, you can find answers to questions and display information about various topics through Word Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use Word. For instructions about Word Help and exercises that will help you gain confidence in using it, read the Office and Windows module at the beginning of this book.

To Insert Text in an Existing Document

Word inserts text to the left of the insertion point. The text to the right of the insertion point moves to the right and downward to fit the new text. The following steps insert the word, today, to the left of the word, or, in the flyer. *Why? These steps illustrate the process of inserting text.*

- 1
 - Scroll through the document and then click to the left of the location of text to be inserted (in this case, the o in or) to position the insertion point where text should be inserted (Figure 1–64).

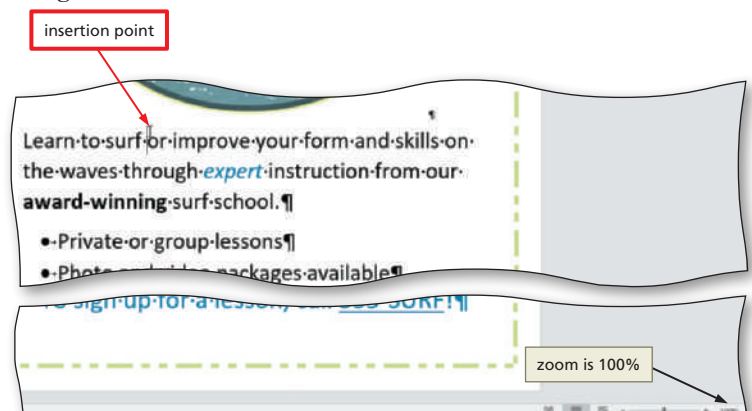


Figure 1–64

2

- Type **today** and then press the SPACEBAR to insert the word to the left of the insertion point (Figure 1–65).

Q&A Why did the text move to the right as I typed?
In Word, the default typing mode is **insert mode**, which means as you type a character, Word moves all the characters to the right of the typed character one position to the right.

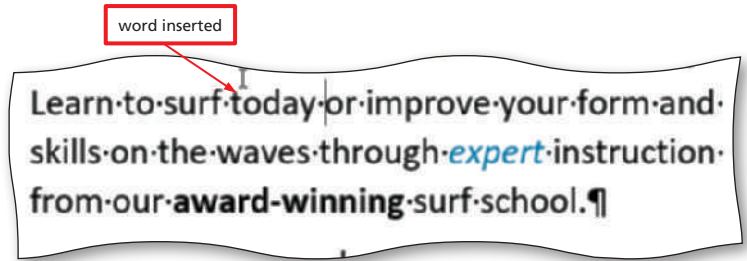


Figure 1–65

To Delete Text

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

It is not unusual to type incorrect characters or words in a document. As discussed earlier in this module, you can click the Undo button on the Quick Access Toolbar to undo a command or action immediately — this includes typing. Word also provides other methods of correcting typing errors.

To delete an incorrect character in a document, simply click next to the incorrect character and then press the BACKSPACE key to erase to the left of the insertion point, or press the DELETE key to erase to the right of the insertion point.

To delete a word or phrase, you first must select the word or phrase. The following steps select the word, **today**, which was just added in the previous steps, and then delete the selection. *Why? These steps illustrate the process of selecting a word and then deleting selected text.*

1

- Double-click the word to be selected (in this case, **today**) to select the word (Figure 1–66).

2

- Press the DELETE key to delete the selected text.

Q&A What if I am using a touch screen?
Tap the selected text to display the mini toolbar and then tap the Cut button on the mini toolbar to delete the selected text.

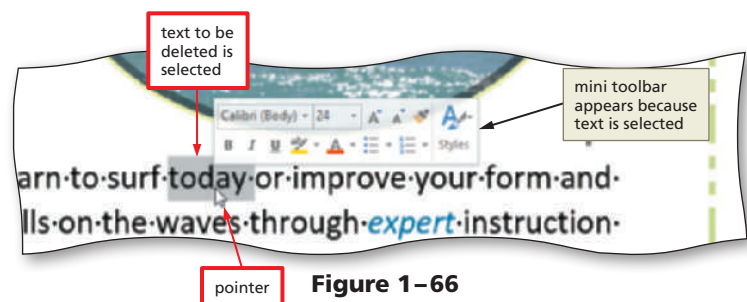


Figure 1–66

Other Ways

1. Right-click selected item, click Cut on shortcut menu
2. Select item, press BACKSPACE to delete to left of insertion point or press DELETE to delete to right of insertion point
3. Select item, press CTRL+X

To Move Text

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE

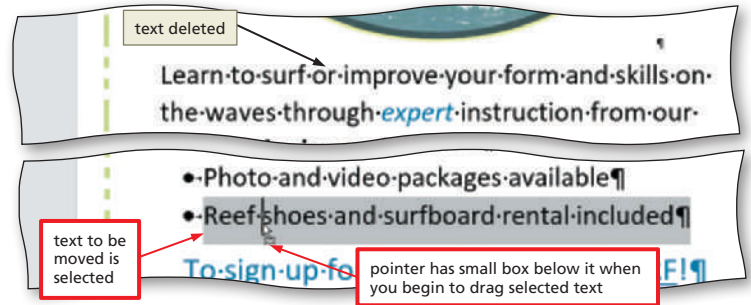
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

An efficient way to move text a short distance is drag-and-drop editing. With **drag-and-drop editing**, you select the item to be moved, drag the selected item to the new location, and then drop, or insert, it in the new location. Another technique for moving text is the cut-and-paste technique, which is discussed in the next module.

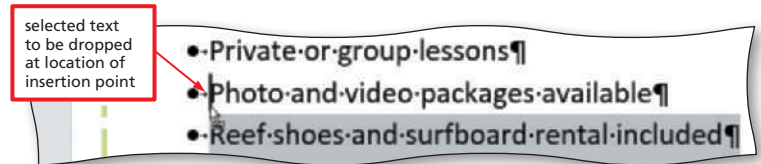
The following steps use drag-and-drop editing to move text. *Why? While proofreading the flyer, you realize that the body copy would read better if the last two bulleted paragraphs were reversed.*

1

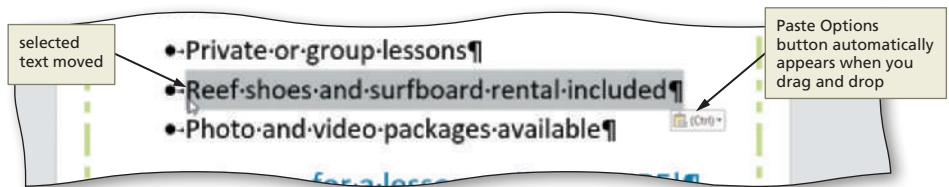
- Position the pointer in the paragraph to be moved (in this case, the last bulleted item) and then triple-click to select the paragraph.
- With the pointer in the selected text, press and hold down the mouse button, which displays a small dotted box with the pointer (Figure 1–67).

**Figure 1–67****2**

- Drag the insertion point to the location where the selected text is to be moved, as shown in Figure 1–68.

**Figure 1–68****3**

- Release the mouse button to move the selected text to the location of the dotted insertion point (Figure 1–69).

**Figure 1–69**

Q&A What if I accidentally drag text to the wrong location?
Click the Undo button on the Quick Access Toolbar and try again.

Can I use drag-and-drop editing to move any selected item?

Yes, you can select words, sentences, phrases, and graphics and then use drag-and-drop editing to move them.

What is the purpose of the Paste Options button?

If you click the Paste Options button, a menu appears that allows you to change the format of the item that was moved. The next module discusses the Paste Options menu.

- Click anywhere in the document window to remove the selection from the bulleted item.

Q&A What if I am using a touch screen?

If you have a stylus, you can follow Steps 1 through 3 using the stylus. If you are using your finger, you will need to use the cut-and-paste technique: tap to position the insertion point in the text to be moved and then drag the selection handles as necessary to select the text that you want to move; tap the selection to display the mini toolbar and then tap the Cut button on the mini toolbar to remove the text; tap to position the insertion point at the location where you want to move the text; display the Home tab and then tap the Paste button on the Home tab to place the text at the location of the insertion point. The next module discusses this procedure in more depth.

Other Ways

- | | | |
|---|--|--|
| 1. Click Cut button (Home tab Clipboard group), click where text or object is to be pasted, click Paste button (Home tab Clipboard group) | 2. Right-click selected text, click Cut on mini toolbar or shortcut menu, right-click where text or object is to be pasted, click Paste on mini toolbar or 'Keep Source Formatting' on shortcut menu | 3. Press CTRL+X, position insertion point where text or object is to be pasted, press CTRL+V |
|---|--|--|

To Save and Print the Document

It is a good practice to save a document before printing it, in the event you experience difficulties printing. The following steps save and print the document. For a detailed example of the procedure summarized next for saving and printing a document, refer to the Office and Windows module at the beginning of this book.

BTW

Conserving Ink and Toner

If you want to conserve ink or toner, you can instruct Word to print draft quality documents by clicking File on the ribbon to open the Backstage view, clicking the Options tab in the Backstage view to display the Word Options dialog box, clicking Advanced in the left pane (Word Options dialog box), scrolling to the Print area in the right pane, placing a check mark in the 'Use draft quality' check box, and then clicking the OK button. Then, use the Backstage view to print the document as usual.

1 Save the flyer again on the same storage location with the same file name.

2 If requested by your instructor, print the flyer.

Q&A

What if one or more of my borders do not print?

Click the Page Borders button (Design tab | Page Background group), click the Options button (Borders and Shading dialog box), click the Measure from arrow and click Text, change the four text boxes to 15 pt, and then click the OK button in each dialog box. Try printing the document again. If the borders still do not print, adjust the boxes in the dialog box to a number smaller than 15 point.

To Switch to Read Mode

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

Some users prefer reading a document on-screen instead of on paper. *Why? If you are not composing a document, you can switch to **Read mode**, which hides the ribbon and other writing tools so that more content fits on the screen. Read mode is intended to make it easier to read a document.* The following step switches from Print Layout view to Read mode.

- 1**
- Click the Read Mode button on the status bar to switch to Read mode (Figure 1–70).

**Experiment**

- Click the arrows to advance forward and then move backward through the document.

Q&A Besides reading, what can I do in Read mode?

You can zoom, copy text, highlight text, search, add comments, and more.

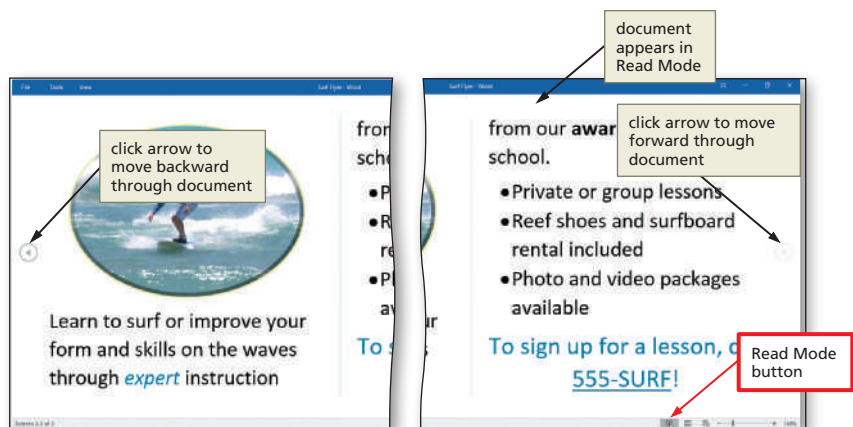


Figure 1–70

Other Ways

- Click Read Mode button (View tab | Views group)

BTW

Distributing a Document

Instead of printing and distributing a hard copy of a document, you can distribute the document electronically. Options include sending the document via email; posting it on cloud storage (such as OneDrive) and sharing the file with others; posting it on social media, a blog, or other website; and sharing a link associated with an online location of the document. You also can create and share a PDF or XPS image of the document, so that users can view the file in Acrobat Reader or XPS Viewer instead of in Word.

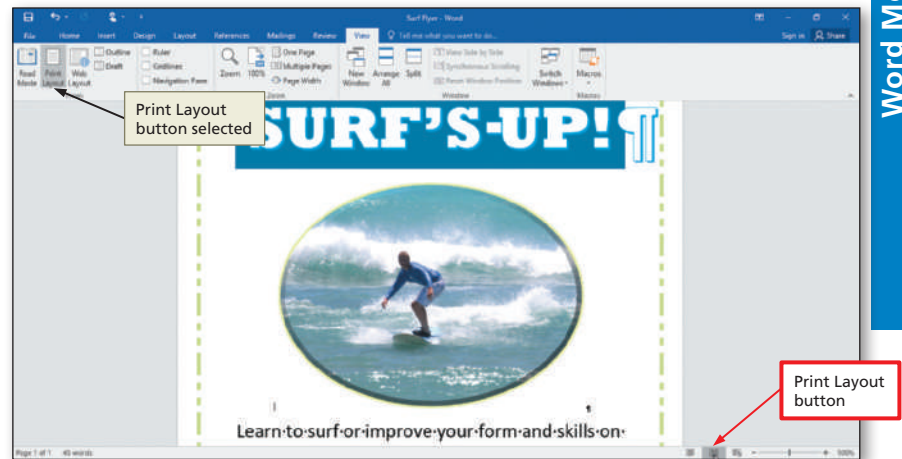
To Switch to Print Layout View

1 ENTER TEXT | 2 FORMAT TEXT | 3 INSERT PICTURE
4 FORMAT PICTURE | 5 ENHANCE PAGE | 6 CORRECT & REVISE

The next steps switch back to Print Layout view. *Why? If you want to show the document on a mock sheet of paper in the document window, along with the ribbon and other writing tools, you should switch to Print Layout view.* The following step switches to Print Layout view.

1

- Click the Print Layout button on the status bar to switch to Print Layout view (Figure 1–71).
- Because the project now is complete, you can exit Word.

**Figure 1–71****Other Ways**

1. Click Print Layout button (View tab | Views group)
2. Click View on the ribbon, click Edit Document

Summary

In this module, you have learned how to enter text in a document, correct spelling errors as you type, format paragraphs and characters, insert and format a picture, add a page border, adjust paragraph and page spacing, and correct errors and revise a document.

What decisions will you need to make when creating your next flyer?

Use these guidelines as you complete the assignments in this module and create your own flyers outside of this class.

1. Choose the text for the headline, body copy, and signature line — using as few words as possible to make a point.
2. Format various elements of the text.
 - a) Select appropriate font sizes for text in the headline, body copy, and signature line.
 - b) Select appropriate fonts for text in the headline, body copy, and signature line.
 - c) Adjust paragraph alignment, as appropriate.
 - d) Highlight key paragraphs with bullets.
 - e) Emphasize important words.
 - f) Use color to convey meaning and add appeal.
3. Find an eye-catching graphic(s) that conveys the overall message and meaning of the flyer.
4. Establish where to position and how to format the graphical image(s) so that the image grabs the attention of passersby and draws them into reading the flyer.
5. Determine whether the flyer needs enhancements, such as a graphical, color-coordinated border, or spacing adjustments to improve readability or overall appearance.
6. Correct errors and revise the document as necessary.
 - a) Post the flyer on a wall and make sure all text and images are legible from a distance.
 - b) Ask someone else to read the flyer and give you suggestions for improvements.
7. Determine the best method for distributing the document, such as printing, sending via email, or posting on the web or social media.

**CONSIDER THIS: PLAN AHEAD**

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this module.

Modifying Text and Formatting a Document

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Instructions: Run Word. Open the document, Apply 1–1 Graduation Flyer Unformatted, which is located in the Data Files. The flyer you open contains an unformatted flyer. You are to modify text, format paragraphs and characters, and insert a picture in the flyer to create the flyer shown in Figure 1–72.



Figure 1–72

Perform the following tasks:

1. Correct each spelling (red wavy underline) and grammar (green and blue wavy underlines) error by right-clicking the flagged text and then clicking the appropriate correction on the shortcut menu.

2. Delete the word, degree, in the sentence below the headline.
3. Insert the word, need, between the words, or directions (so that it reads: Questions or need directions?), in the second to last line of the flyer.
4. Change the word, on, to the word, by, in the last line so that the text reads: Please RSVP by May 18.
5. If requested by your instructor, change the phone number in the flyer to your phone number.
6. Center the headline and the last two paragraphs of the flyer.
7. Select the third, fourth, and fifth paragraphs of text in the flyer and add bullets to the selected paragraphs.
8. Change the theme colors to the Blue II color scheme.
9. Change the font and font size of the headline to 48-point Arial Rounded MT Bold, or a similar font. Change the case of the word, Celebrate, in the headline to uppercase letters. Apply the text effect called Fill - Dark Green, Accent 1, Outline - Background 1, Hard Shadow - Accent 1 to the entire headline. Change the font color of the headline text to Dark Green, Accent 5, Darker 25%.
10. Change the font size of the sentence below the headline, the bulleted list, and the last line of flyer to 26 point.
11. Use the mini toolbar to change the font size of the sentence below the bulleted list to 18 point.
12. Switch the last two bulleted paragraphs. That is, select the '125 Park Court in Condor' bullet and move it so that it is the second bulleted paragraph.
13. Select the words, open house, in the paragraph below the headline and italicize these words. Undo this change and then redo the change.
14. Select the text, Saturday, May 27, in the first bulleted paragraph and bold this text. Change the font color of this same text to Dark Red.
15. Underline the word, and, in the third bulleted paragraph.
16. Bold the text, Please RSVP by May 18., in the last line of the flyer. Shade this same text Dark Green, Accent 5, Darker 50%. If the font color does not automatically change to a lighter color, change its color to White, Background 1.
17. Change the zoom so that the entire page is visible in the document window.
18. Insert the picture of the graduate centered on the blank line below the headline. The picture is called Graduation and is available on the Data Files. Resize the picture so that it is approximately 2.9" x 2.89". Apply the Simple Frame, Black picture style to the inserted picture.
19. Change the spacing before the first bulleted paragraph to 12 points and the spacing after the last bulleted paragraph to 24 points.
20. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
21. Change the zoom to text width, then page width, then 100% and notice the differences.
22. If requested by your instructor, enter the text, Graduation Open House, as the keywords in the document properties. Change the other document properties, as specified by your instructor.
23. Click File on the ribbon and then click Save As. Save the document using the file name, Apply 1-1 Graduation Flyer Formatted.
24. Print the document. Switch to Read Mode and browse pages through the document. Switch to Print Layout view.
25. Submit the revised document, shown in Figure 1-72, in the format specified by your instructor.
26. Exit Word.
27. 🌟 If this flyer were announcing a victory parade instead of a graduation, which color scheme would you apply and why?

Extend Your Knowledge

Extend the skills you learned in this module and experiment with new skills. You may need to use Help to complete the assignment.

Modifying Text and Picture Formats and Adding Page Borders

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.



Figure 1-73

Instructions: Run Word. Open the document, Extend 1-1 Painting Lessons Flyer Draft, from the Data Files. You will enhance the look of the flyer shown in Figure 1-73. *Hint:* Remember, if you make a mistake while formatting the picture, you can reset it by using the Reset Picture button or Reset Picture arrow (Picture Tools Format tab | Adjust group).

Perform the following tasks:

1. Use Help to learn about the following: remove bullets, grow font, shrink font, art page borders, decorative underline(s), picture bullets, picture border shading, picture border color, shadow picture effects, and color saturation and tone.
2. Remove the bullet from the last paragraph of the flyer.
3. Select the text, Painting Lessons, and use the 'Increase Font Size' button (Home tab | Font group) to increase its font size.
4. Add an art page border to the flyer. If the border is not in color, add color to it if the border supports color.
5. Change the solid underline below the word, all, to a decorative underline. Change the color of the underline.
6. Change the style of the bullets to picture bullet(s). Adjust the hanging indent, if necessary, to align the text in the bulleted list.
7. Change the color of the picture border. Add a shadow picture effect to the picture.
8. Change the color saturation and color tone of the picture.
9. If requested by your instructor, change the name of the art studio (Bakersfield) to your last name.

10. Save the revised document with the file name, Extend 1–1 Painting Lessons Flyer Final, and then submit it in the format specified by your instructor.
11. 🌟 In this assignment, you changed the bullets to picture bullets. Which bullet character did you select and why?

Expand Your World

Create a solution that uses cloud or web technologies by learning and investigating on your own from general guidance.

Using Word Online to Create a Flyer with a Picture

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Instructions: You will use Word Online to prepare a flyer. The text for the unformatted flyer is shown in Figure 1–74. You will enter the text in Word Online and then use its tools to enhance the look of the flyer.

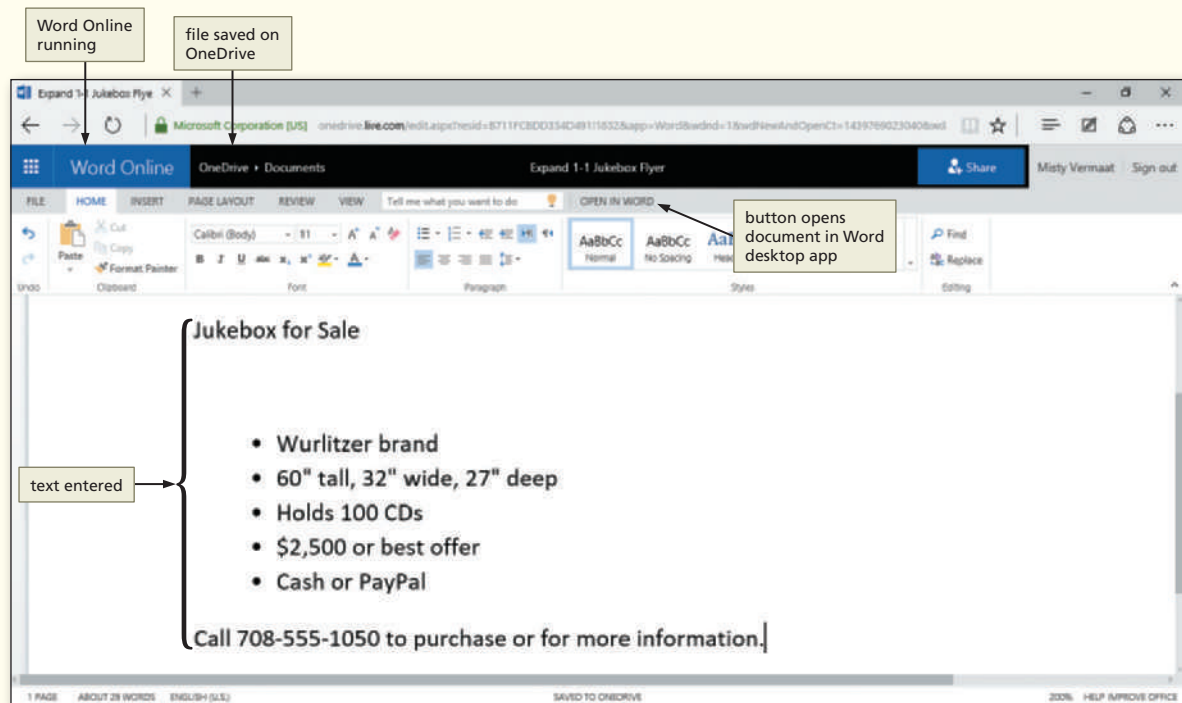


Figure 1–74

Perform the following tasks:

1. Run a browser. Search for the text, Word Online, using a search engine. Visit several websites to learn about Word Online. Navigate to the Office Online website. You will need to sign in to your OneDrive account.
2. Create a new blank Word document using Word Online. Name the document Expand 1–1 Jukebox Flyer.
3. Notice the differences between Word Online and the Word desktop app you used to create the project in this module.
4. Enter the text in the flyer, shown in Figure 1–74, checking spelling as you type.
5. Insert the picture called Jukebox, which is located in the Data Files.

Continued >

Expand Your World *continued*

6. Use the features available in Word Online, along with the concepts and techniques presented in this module, to format this flyer. Be sure to change the font and font size of text, center a paragraph(s), italicize text, color text, underline text, and apply a picture style. Resize the picture. Adjust spacing above and below paragraphs as necessary. The flyer should fit on a single page.
7. If requested by your instructor, replace the phone number in the flyer with your phone number.
8. Save the document again. Click the button to open the document in the Word desktop app. If necessary, sign in to your Microsoft account when prompted. Notice how the document appears in the Word desktop app.
9. Using either Word Online or the Word desktop app, submit the document in the format requested by your instructor. Exit Word Online. If necessary, sign out of your OneDrive account and your Microsoft account in Word.
10.  What is Word Online? Which features that are covered in this module are not available in Word Online? Do you prefer using Word Online or the Word desktop app? Why?

In the Labs

Design, create, modify, and/or use a document following the guidelines, concepts, and skills presented in this module. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the module; Lab 3 requires you to apply your creative thinking and problem-solving skills to design and implement a solution.

Lab 1: Creating a Flyer with a Picture

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Problem: Your boss asked you to prepare a flyer that advertises the company's commodity trading seminars. First, you prepare the unformatted flyer shown in Figure 1–75a, and then you format it so that it looks like Figure 1–75b. **Hint:** Remember, if you make a mistake while formatting the flyer, you can use the Undo button on the Quick Access Toolbar to undo your last action.

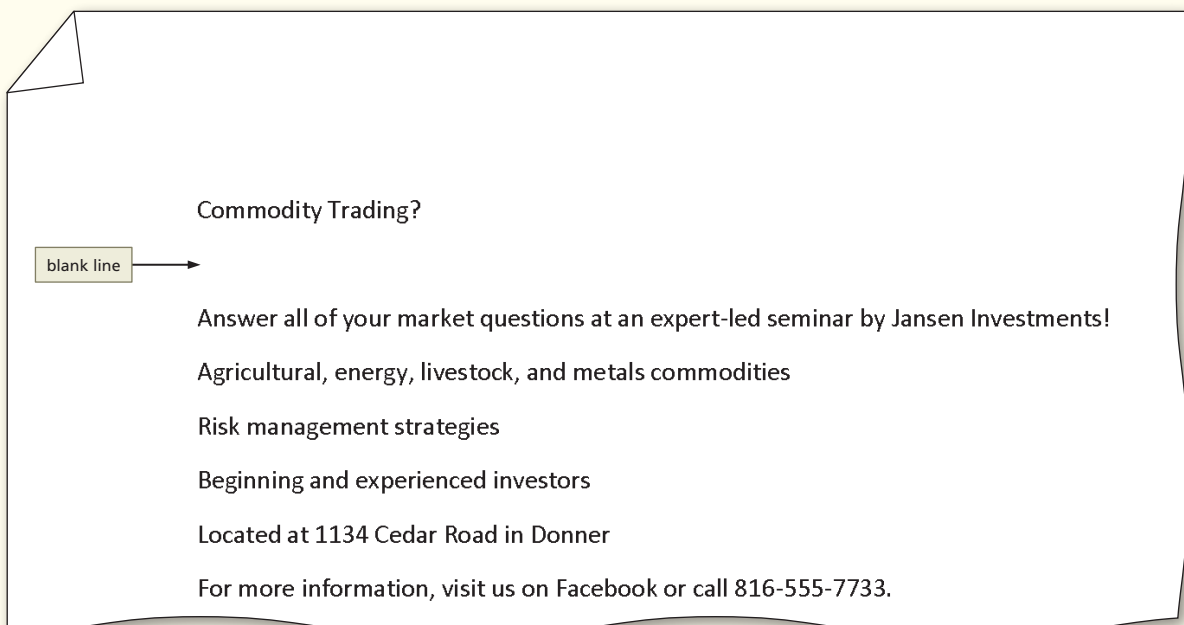
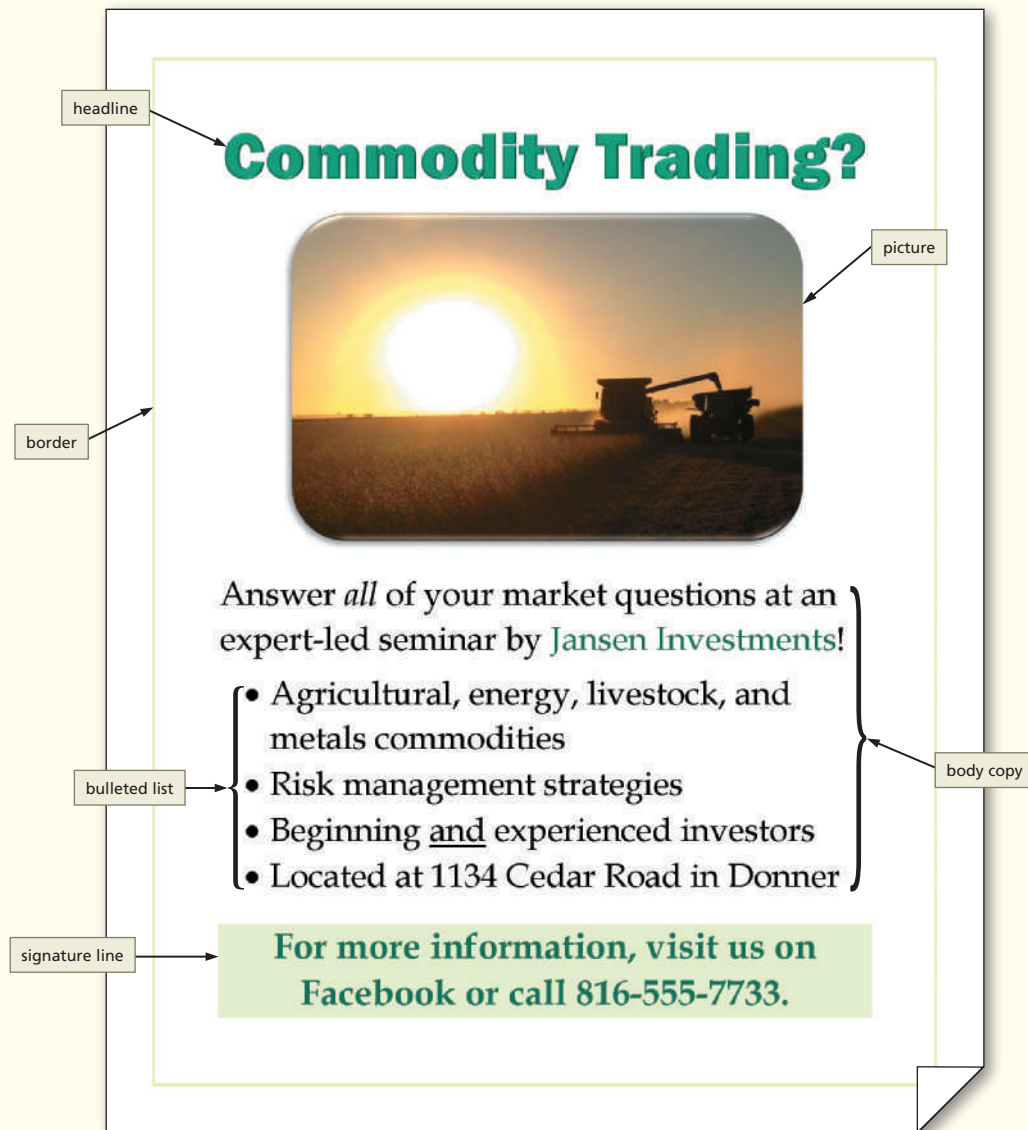


Figure 1–75a Unformatted Text

**Figure 1–75b Formatted Document**

Perform the following tasks:

1. Run Word. Display formatting marks on the screen.
2. Type the flyer text, unformatted, as shown in Figure 1–75a, inserting a blank line between the headline and the body copy. If Word flags any misspelled words as you type, check their spelling and correct them.
3. Save the document using the file name, Lab 1–1 Commodity Trading Flyer.
4. Center the headline and the signature line.
5. Change the theme colors to Green.
6. Change the font size of the headline to 48 point and the font to Franklin Gothic Heavy or a similar font. Apply the text effect called Fill - Dark Teal, Accent 4, Soft Bevel.
7. Change the font size of body copy between the headline and the signature line to 24 point.
8. Change the font size of the signature line to 26 point.
9. Change the font of the body copy and signature line to Book Antiqua.

Continued >

In the Labs *continued*

10. Bullet the four lines (paragraphs) of text above the signature line.
11. Italicize the word, all, in the paragraph above the bulleted list.
12. In the same paragraph, change the color of the words, Jansen Investments, to Dark Teal, Accent 4, Darker 25%.
13. Underline the word, and, in the third bulleted paragraph.
14. Bold the text in the signature line and change its color to Dark Teal, Accent 4, Darker 25%. Shade the paragraph containing the signature line in Lime, Accent 2, Lighter 80%.
15. Change the zoom so that the entire page is visible in the document window.
16. Insert the picture centered on a blank line below the headline. The picture is called Harvest, which is on the Data Files. Reduce the size of the picture to approximately 3.29" × 5.11".
17. Apply the Bevel Rectangle picture style to the inserted picture.
18. Change the spacing after the paragraph containing the headline to 0 pt. Change the spacing above (before) the paragraph below the picture to 12 pt. Change the spacing above (before) the signature line to 18 pt. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
19. Add a ½-pt Lime, Accent 3, Lighter 40% page border, as shown in Figure 1–75b.
20. If requested by your instructor, change the street address in the flyer to your home street address.
21. Save the flyer again with the same file name. Submit the document, shown in Figure 1–75b, in the format specified by your instructor.
22. 🌻 Why do you think this flyer used shades of green?

Lab 2: Creating a Flyer with Multiple Pictures

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Problem: Your boss at Gingham Travel has asked you to prepare a flyer that promotes its business. You prepare the flyer shown in Figure 1–76. **Hint:** Remember, if you make a mistake while formatting the flyer, you can use the Undo button on the Quick Access Toolbar to undo your last action.

Perform the following tasks:

1. Run Word. Type the flyer text, unformatted. If Word flags any misspelled words as you type, check their spelling and correct them.
2. Save the document using the file name, Lab 1–2 Spring Break Flyer.
3. Change the theme colors to the Aspect color scheme.
4. Add bullets to the four paragraphs shown in the figure. Center all paragraphs, except the paragraphs containing the bulleted list.
5. Change the font size of both lines in the headline to 48 point. Change the font of the first line in the headline to Ravie, or a similar font, and the second line in the headline to Arial Rounded MT Bold, or a similar font. Apply this text effect to the first line in the headline: Fill - Dark Purple, Accent 1, Outline - Background 1, Hard Shadow - Accent 1. Shade the second line of the headline to the Dark Green, Accent 4 color, and change the font color to White, Background 1.

**Figure 1-76**

6. Change the font of all text below the headline to Arial Rounded MT Bold. Change the font size of the company name to 28 point, the company address to 24 point, and the bulleted list and signature line to 22 point.
7. Change the color of the company name and address to Dark Green, Accent 4, Darker 25%. Underline the company name.
8. Italicize the word, and, in the first bulleted paragraph.
9. Bold the word, Discounted, in the second bulleted paragraph. Change the color of this same word to Dark Purple, Accent 5.
10. Shade the signature line to the Dark Green, Accent 4 color, and change the font color to White, Background 1.
11. Change the zoom so that the entire page is visible in the document window.
12. Insert two pictures on the same blank line below the headline. The pictures are called Spring Break - Florida and Spring Break - New York, which are both in the Data Files.

Continued >

In the Labs *continued*

13. Resize the top picture so that it is approximately 2.4" × 3". Apply the Simple Frame, White picture style to both pictures. Apply the Perspective Right 3-D Rotation picture effect to the picture on the left and the Perspective Left 3-D Rotation to the picture on the right. Resize the pictures, if necessary, so that they fit on the same line. Add space as necessary between the two pictures.
14. Change the spacing before and after the paragraph containing the company name to 0 pt, the spacing after the company address to 12 pt, and the spacing before the signature line to 12 pt. The entire flyer should fit on a single page. If it flows to two pages, resize the pictures or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
15. Add the 6-point page border shown in Figure 1–76, using the color Dark Purple, Accent 5.
16. Center the page contents vertically.
17. If requested by your instructor, change the company name to your last name.
18. Save the flyer again with the same file name. Submit the document, shown in Figure 1–76, in the format specified by your instructor.
19.  Why do you think this flyer used shades of purple and green?

Lab 3: Consider This: Your Turn

Design and Create an Antique Store Flyer

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Problem: Your boss at Antiques Galore has asked you to prepare a flyer that promotes its business.

Perform the following tasks:

Part 1: The flyer should contain two digital pictures appropriately resized; the Data Files contains two pictures called Vintage Phone and Vintage Scale, or you can use your own digital pictures if they are appropriate for the topic of the flyer. The flyer should contain the headline, Antiques Galore, and this signature line: Questions? Call 312-555-2000 or find us on Facebook. The body copy consists of the following text, in any order: We sell all types of vintage items and also buy items individually or as an entire estate. Bring your items in for a free appraisal!; 1,200 square foot shop; Collectibles, costume jewelry, furniture, paintings, pottery, toys, and more!; Affordable items with new inventory daily; Located at 229 Center Street in Snow Hill; Open from 9:00 a.m. to 8:00 p.m. daily.

Use the concepts and techniques presented in this module to create and format this flyer. Be sure to check spelling and grammar. Submit your assignment and answers to the Part 2 critical thinking questions in the format specified by your instructor.

Part 2:  You made several decisions while creating the flyer in this assignment: where to place text, how to format the text (i.e., font, font size, paragraph alignment, bulleted paragraphs, underlines, italics, bold, color, etc.), which graphics to use, where to position the graphics, how to format the graphics, and which page enhancements to add (i.e., borders and spacing). What was the rationale behind each of these decisions? When you proofread the document, what further revisions did you make and why? How would you recommend distributing this flyer?

1 Creating a Worksheet and a Chart

Objectives

You will have mastered the material in this module when you can:

- Describe the Excel worksheet
- Enter text and numbers
- Use the Sum button to sum a range of cells
- Enter a simple function
- Copy the contents of a cell to a range of cells using the fill handle
- Apply cell styles
- Format cells in a worksheet
- Create a 3-D pie chart
- Change a worksheet name and sheet tab color
- Change document properties
- Preview and print a worksheet
- Use the AutoCalculate area to display statistics
- Correct errors on a worksheet

Introduction

Almost every organization collects vast amounts of data. Often, data is consolidated into a summary so that people in the organization better understand the meaning of the data. An Excel worksheet allows data to be summarized and charted easily. A **chart** conveys a visual representation of data. In this module, you will create a worksheet that includes a chart. The data in the worksheet and chart comprise a personal budget that contains monthly estimates for each income and expense category.

Project — Personal Budget Worksheet and Chart

The project in this module follows proper design guidelines and uses Excel to create the worksheet and chart shown in Figure 1–1a and Figure 1–1b. The worksheet contains budget data for Linda Fox. She has compiled a list of her expenses and sources of income and wants to use this information to create an easy-to-read worksheet to see how much she will be ahead or behind each month. In addition, she would like a 3-D pie chart to show her estimated expenses by category for each of the 12 months.

Personal Budget Worksheet

Monthly Estimates

Income	January	February	March	April	May	June	July	August	September	October	November	December	Total
Wages	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$17,085.44
Dividends	4,029.71	-	-	-	-	-	4,029.71	-	-	-	-	-	8,059.42
Total	\$5,446.83	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$5,446.83	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$25,064.86

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	Total
Rent	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$4,920.00
Food	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
Tuition	1,500.00	-	-	-	300.00	-	-	1,500.00	-	-	-	-	3,300.00
Books	500.00	-	-	-	100.00	-	-	500.00	-	-	-	-	1,100.00
Entertainment	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Car Payment	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	2,585.64
Gas	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Miscellaneous	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Total	\$3,205.47	\$1,205.47	\$1,205.47	\$1,205.47	\$1,605.47	\$1,205.47	\$3,205.47	\$1,205.47	\$1,205.47	\$1,205.47	\$1,205.47	\$1,205.47	\$18,965.64
Net	\$2,241.36	\$211.65	\$211.65	\$211.65	\$(188.35)	\$211.65	\$4,241.36	\$(1,788.35)	\$211.65	\$211.65	\$211.65	\$211.65	\$6,199.22

Figure 1-1(a) Personal Budget Worksheet

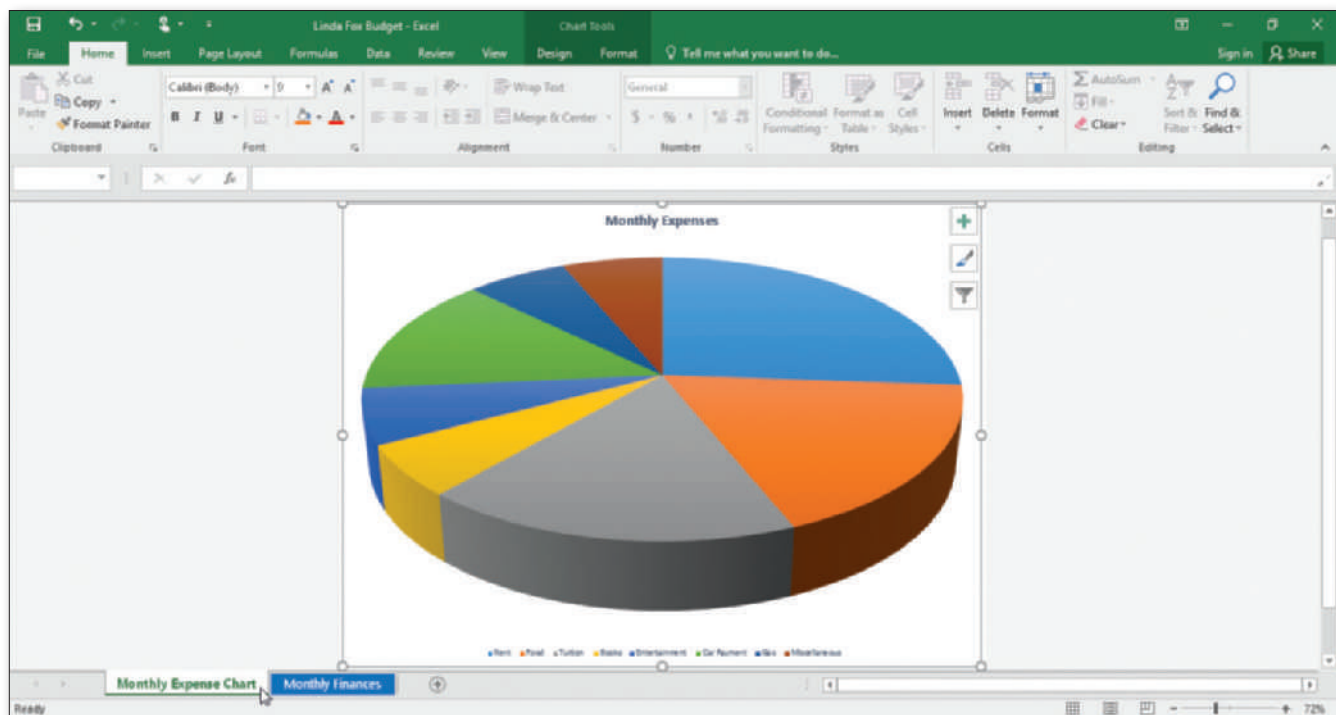


Figure 1-1(b) Pie Chart Showing Monthly Expenses by Category

The first step in creating an effective worksheet is to make sure you understand what is required. The person or persons requesting the worksheet may supply their requirements in a requirements document, or you can create one. A requirements document includes a needs statement, a source of data, a summary of calculations, and any other special requirements for the worksheet, such as charting and web support. Figure 1–2 shows the requirements document for the new workbook to be created in this module.

Worksheet Title	Personal Budget Worksheet
Word	A yearly projection of Linda Fox's personal budget
Source of data	Data supplied by Linda Fox includes monthly estimates for income and expenses
Calculations	The following calculations must be made: 1. For each month, a total for income and expenses 2. For each budget item, a total for the item 3. For the year, total all income and expenses 4. Net = income – expenses

Figure 1–2

In this module, you will learn how to perform basic workbook tasks using Excel. The following roadmap identifies general activities you will perform as you progress through this module:

1. **ENTER TEXT** in a blank worksheet.
2. **CALCULATE SUMS AND USE FORMULAS** in the worksheet.
3. **FORMAT TEXT** in the worksheet.
4. **INSERT** a pie **CHART** into the worksheet.
5. Assign a **NAME** to the sheet **TAB**.
6. **PREVIEW AND PRINT** the **WORKSHEET**.

For an introduction to Windows and instructions about how to perform basic Windows tasks, read the Office and Windows module at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

Why is it important to plan a worksheet?

The key to developing a useful worksheet is careful planning. Careful planning can reduce your effort significantly and result in a worksheet that is accurate, easy to read, flexible, and useful. When analyzing a problem and designing a worksheet solution, what steps should you follow?

- Define the problem, including need, source of data, calculations, charting, and web or special requirements.
- Design the worksheet.
- Enter the data and formulas.
- Test the worksheet.

After carefully reviewing the requirements document (Figure 1–2) and making the necessary decisions, the next step is to design a solution or draw a sketch of the worksheet based on the requirements, including titles, column and row headings, the location of data values, and the 3-D pie chart, as shown in Figure 1–3. The dollar signs and commas that you see in the sketch of the worksheet indicate formatted numeric values.



CONSIDER THIS

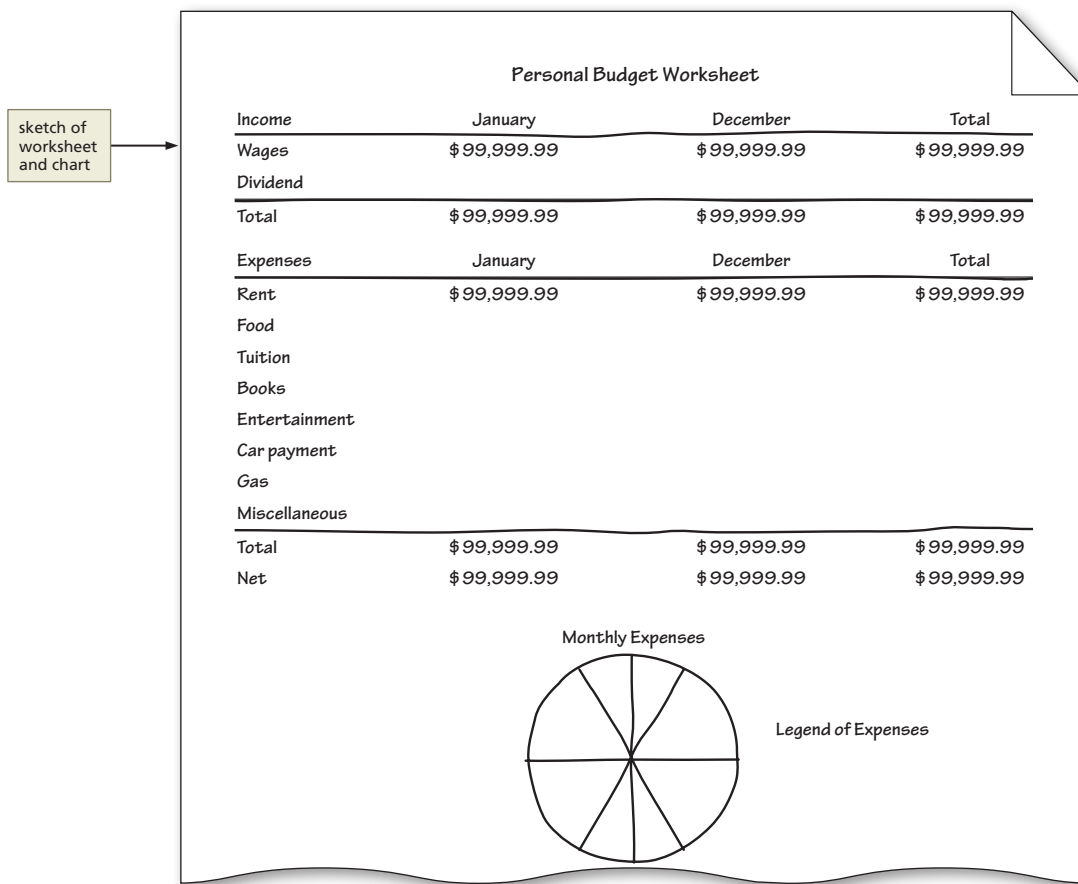


Figure 1-3

For an introduction to Office and instructions about how to perform basic tasks in Office apps, read the Office and Windows module at the beginning of this book, where you can learn how to run an application, use the ribbon, save a file, open a file, print a file, exit an application, use Help, and much more.

With a good understanding of the requirements document, an understanding of the necessary decisions, and a sketch of the worksheet, the next step is to use Excel to create the worksheet and chart.

Selecting a Cell

To enter data into a cell, you first must select it. The easiest way to **select** a cell (make it active) is to use the mouse to move the block plus sign pointer to the cell and then click.

An alternative method is to use the arrow keys that are located just to the right of the alphanumeric keys on a standard keyboard. An arrow key selects the cell adjacent to the active cell in the direction of the arrow on the key.

You know a cell is selected, or active, when a heavy border surrounds the cell and the active cell reference appears in the Name box on the left side of the formula bar. Excel also changes the color of the active cell's column and row headings to a darker shade.

BTW

Touch Screen Differences

The Office and Windows interfaces may vary if you are using a touch screen. For this reason, you might notice that the function or appearance of your touch screen differs slightly from this module's presentation.

Entering Text

In Excel, any set of characters containing a letter, hyphen (as in a telephone number), or space is considered **text**. Text is used for titles, such as column and row titles, on the worksheet.

Worksheet titles and subtitles should be as brief and meaningful as possible. A worksheet title could include the name of the organization, department, or a

description of the content of the worksheet. A worksheet subtitle, if included, could include a more detailed description of the content of the worksheet. Examples of worksheet titles are January 2018 Payroll and Year 2018 Projected Budget, and examples of subtitles are Finance Department and Monthly Projections, respectively.

As shown in Figure 1–4, data in a worksheet is identified by row and column titles so that the meaning of each entry is clear. Rows typically contain information such as categories of data. Columns typically describe how data is grouped in the worksheet, such as by month or by department.

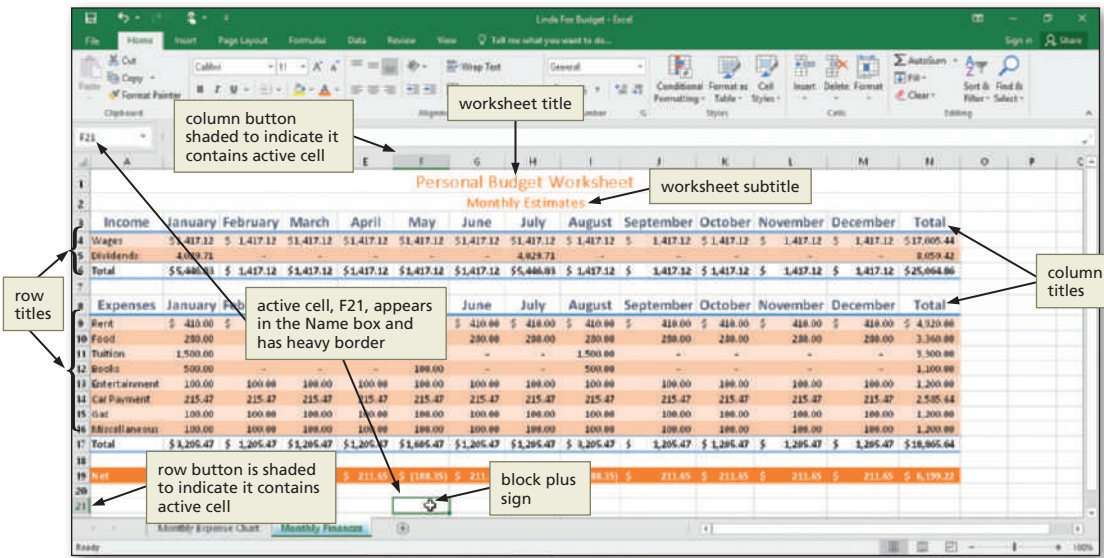


Figure 1–4

BTW

Excel Screen Resolution

If you are using a computer to step through the project in this module and you want your screens to match the figures in this book, you should change your screen's resolution to 1366 x 768. For information about how to change a computer's resolution, refer to the Office and Windows module at the beginning of this book.

To Enter the Worksheet Titles

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

As shown in Figure 1–4, the worksheet title, Personal Budget Worksheet, identifies the purpose of the worksheet. The worksheet subtitle, Monthly Estimates, identifies the type of data contained in the worksheet. *Why? A title and subtitle help the reader to understand clearly what the worksheet contains.* The following steps enter the worksheet titles in cells A1 and A2. Later in this module, the worksheet titles will be formatted so that they appear as shown in Figure 1–4.

1

- Run Excel and create a blank workbook in the Excel window.
- If necessary, click cell A1 to make cell A1 the active cell (Figure 1–5).

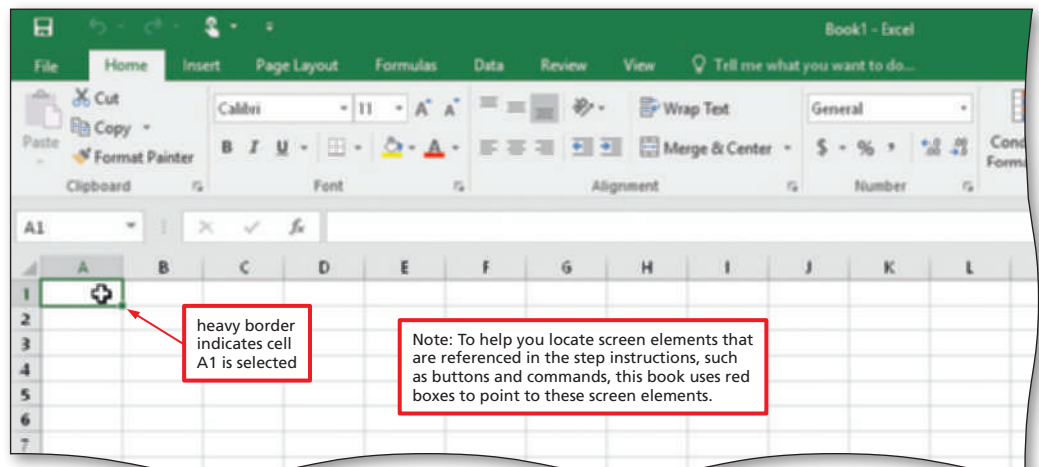


Figure 1–5

2

- Type **Personal Budget Worksheet** in cell A1 (Figure 1–6).

Q&A Why did the appearance of the formula bar change?
Excel displays the title in the formula bar and in cell A1. When you begin typing a cell entry, Excel enables two additional boxes in the formula bar: the Cancel button and the Enter button. Clicking the Enter button completes an entry. Clicking the Cancel button cancels an entry.

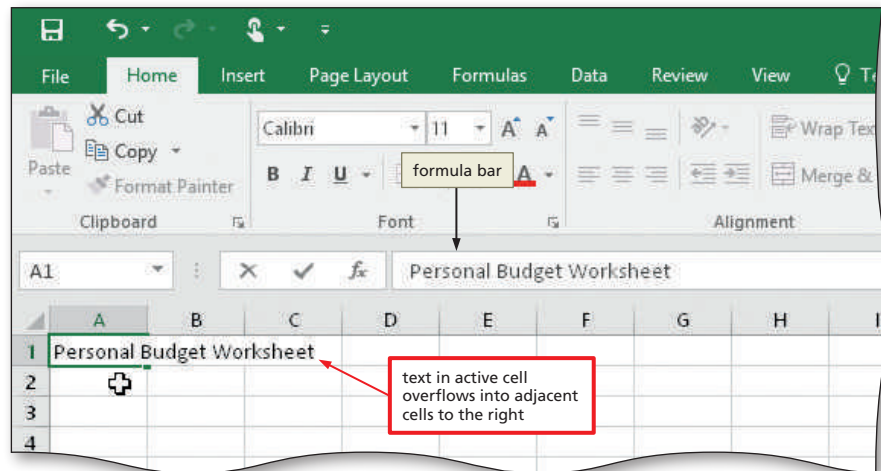


Figure 1–6

3

- Click the Enter button to complete the entry and enter the worksheet title (Figure 1–7).

Q&A Why does the entered text appear in three cells?
When the text is longer than the width of a cell, Excel displays the overflow characters in adjacent cells to the right as long as those adjacent cells contain no data. If the adjacent cells contain data, Excel hides the overflow characters. The overflow characters are visible in the formula bar whenever that cell is active.

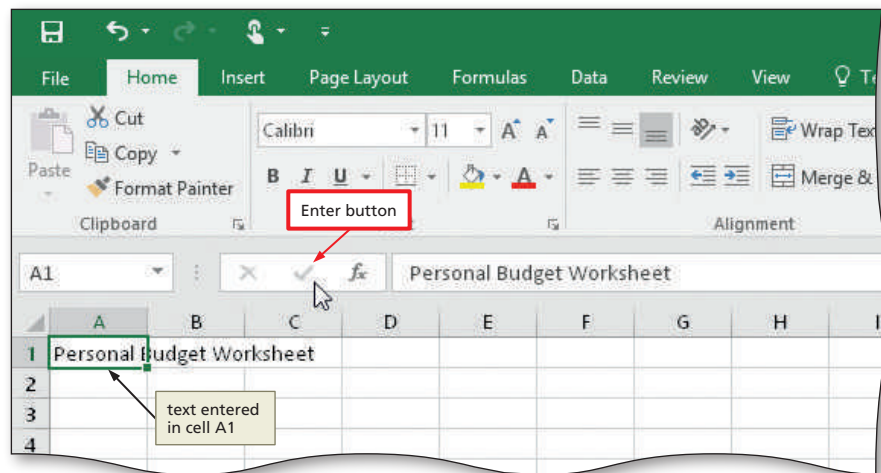


Figure 1–7

4

- Click cell A2 to select it.
- Type **Monthly Estimates** as the cell entry.
- Click the Enter button to complete the entry and enter the worksheet subtitle (Figure 1–8).

Q&A What happens when I click the Enter button?
When you complete an entry by clicking the Enter button, the insertion point disappears and the cell in which the text is entered remains the active cell.

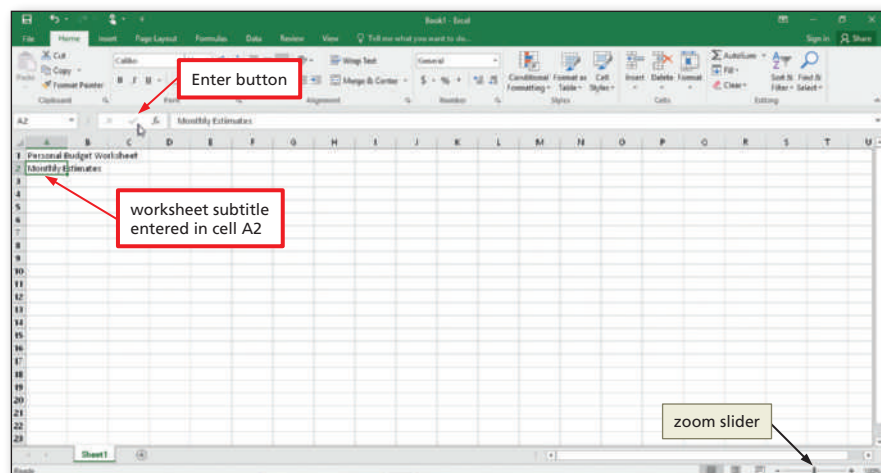


Figure 1–8

Other Ways

- To complete entry, click any cell other than active cell
- To complete entry, press ENTER
- To complete entry, press HOME, PAGE UP, PAGE DOWN, END, UP ARROW, DOWN ARROW, LEFT ARROW, or RIGHT ARROW

Why is it difficult to read the text on my screen?

If you are having trouble reading the cell values in your spreadsheet, you can zoom in to make the cells larger. When you zoom in, fewer columns and rows display on your screen, and you might have to scroll more often. To zoom in, drag the zoom slider on the right of the status bar, or click the plus button on the zoom slider, until you reach your desired zoom level. In addition to the zoom slider, you also can zoom by clicking the Zoom button (View tab | Zoom group), selecting a desired zoom percentage (Zoom dialog box), and then clicking the OK button (Zoom dialog box).

AutoCorrect

The **AutoCorrect** feature of Excel works behind the scenes, correcting common mistakes when you complete a text entry in a cell. AutoCorrect makes three types of corrections for you:

1. Corrects two initial uppercase letters by changing the second letter to lowercase.
2. Capitalizes the first letter in the names of days.
3. Replaces commonly misspelled words with their correct spelling. For example, it will change the misspelled word *recieve* to *receive* when you complete the entry. AutoCorrect will correct the spelling of hundreds of commonly misspelled words automatically.

BTW

The Ribbon and Screen Resolution

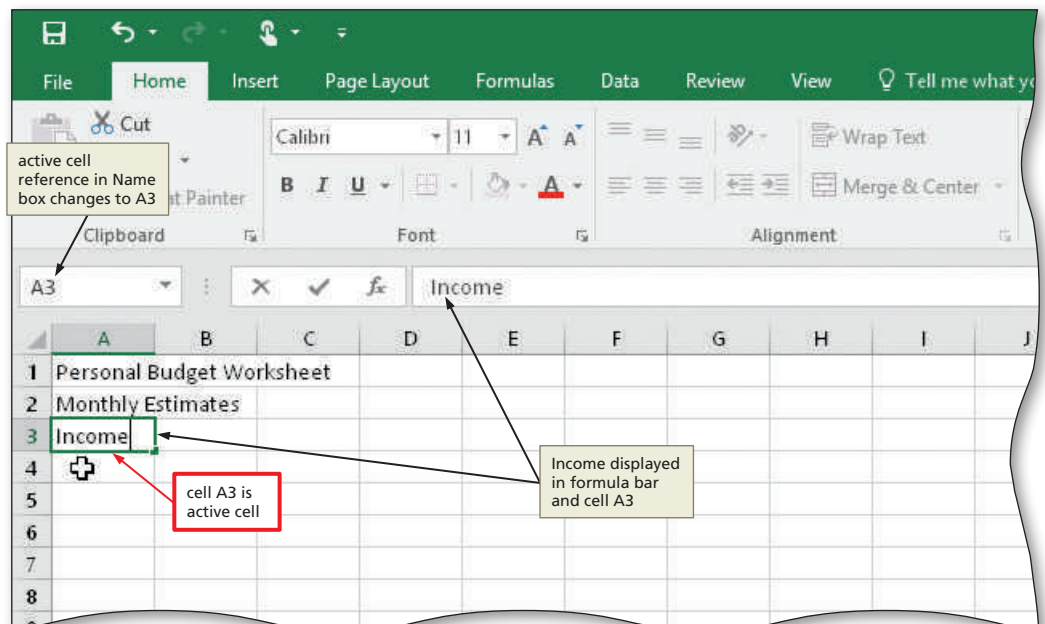
Excel may change how the groups and buttons within the groups appear on the ribbon, depending on the computer's screen resolution. Thus, your ribbon may look different from the ones in this book if you are using a screen resolution other than 1366 x 768.

To Enter Column Titles

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

The worksheet is divided into two parts, income and expense, as shown in Figure 1–4. Grouping income and expense data by month is a common method for organizing budget data. The column titles shown in row 3 identify the income section of the worksheet and indicate that the income values will be grouped by month. Likewise, row 8 is clearly identified as the expense section and similarly indicates that the expense values will be estimated on a per month basis. The following steps enter the column titles in row 3. ***Why?** Data entered in columns should be identified using column titles to identify what the column contains.*

- 1
 - Click cell A3 to make it the active cell.
 - Type **Income** to begin entry of a column title in the active cell (Figure 1–9).

**Figure 1–9**

2

- Press the RIGHT ARROW key to enter the column title and make the cell to the right the active cell (Figure 1–10).

Q&A Why is the RIGHT ARROW key used to complete the entry in the cell?

Pressing an arrow key to complete an entry makes the adjacent cell in the direction of the arrow (up, down, left, or right) the next active cell. However, if your next entry is in a nonadjacent cell, you can complete your current entry by clicking the next cell in which you plan to enter data. You also can press the ENTER key and then click the appropriate cell for the next entry.

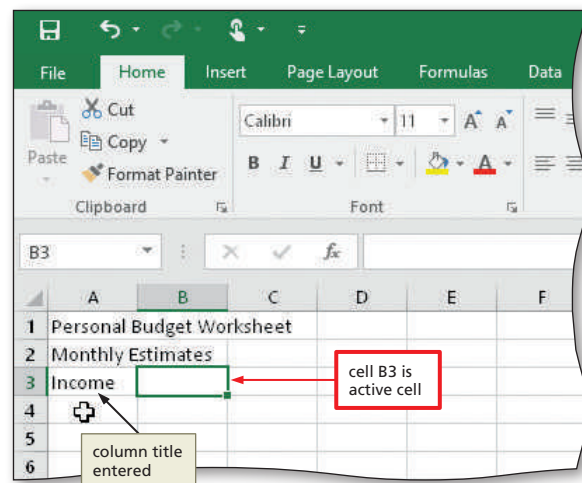


Figure 1–10

3

- Repeat Steps 1 and 2 to enter the remaining column titles; that is, enter **January** in cell B3, **February** in cell C3, **March** in cell D3, **April** in cell E3, **May** in cell F3, **June** in cell G3, **July** in cell H3, **August** in cell I3, **September** in cell J3, **October** in cell K3, **November** in cell L3, **December** in cell M3, and **Total** in cell N3 (complete the last entry in cell N3 by clicking the Enter button in the formula bar).
- Click cell A8 to select it.
- Repeat Steps 1 and 2 to enter the remaining column titles; that is, enter **Expenses** in cell A8, **January** in cell B8, **February** in cell C8, **March** in cell D8, **April** in cell E8, **May** in cell F8, **June** in cell G8, **July** in cell H8, **August** in cell I8, **September** in cell J8, **October** in cell K8, **November** in cell L8, **December** in cell M8, and **Total** in cell N8 (complete the last entry in cell N8 by clicking the Enter button in the formula bar) (Figure 1–11).

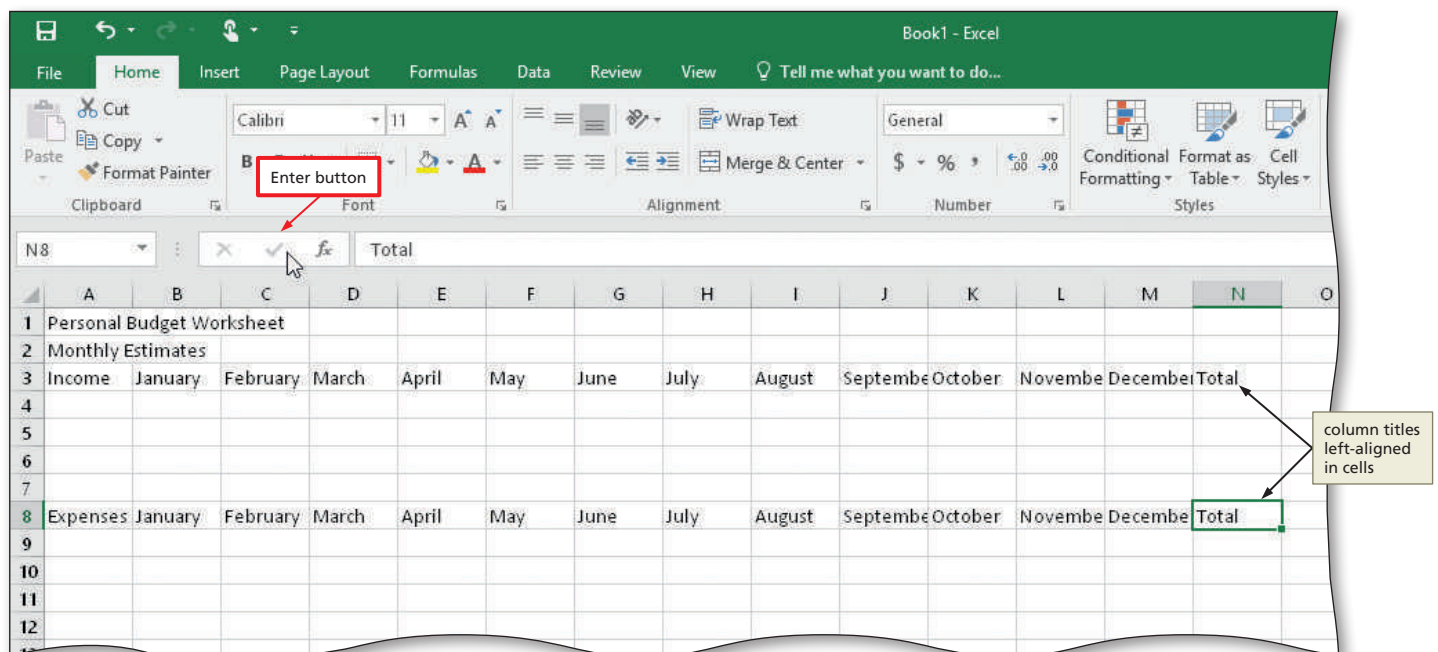


Figure 1–11

To Enter Row Titles

The next step in developing the worksheet for this project is to enter the row titles in column A. For the Personal Budget Worksheet data, the row titles contain a list of income types and expense types. Each income or expense item should be placed in its own row. *Why? Entering one item per row allows for maximum flexibility, in case more income or expense items are added in the future.* The following steps enter the row titles in the worksheet.

1

- Click cell A4 to select it.
- Type **Wages** and then click cell A5 or press the DOWN ARROW key to enter a row title (Figure 1–12).

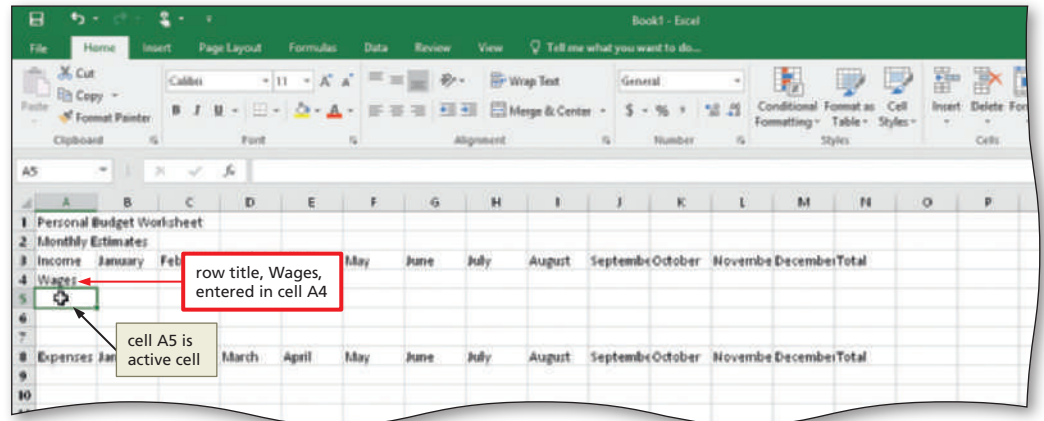


Figure 1–12

2

- Repeat Step 1 to enter the remaining row titles in column A; that is, enter **Dividends** in cell A5, **Total** in cell A6, **Rent** in cell A9, **Food** in cell A10, **Tuition** in cell A11, **Books** in cell A12, **Entertainment** in cell A13, **Car Payment** in cell A14, **Gas** in cell A15, **Miscellaneous** in cell A16, **Total** in cell A17, and **Net** in cell A19 (Figure 1–13).

Q&A

Why is the text left-aligned in the cells? Excel automatically left-aligns the text in the cell. Excel treats any combination of numbers, spaces, and nonnumeric characters as text. For example, Excel would recognize the following entries as text: 401AX21, 921–231, 619 321, 883XTY. How to change the text alignment in a cell is discussed later in this module.

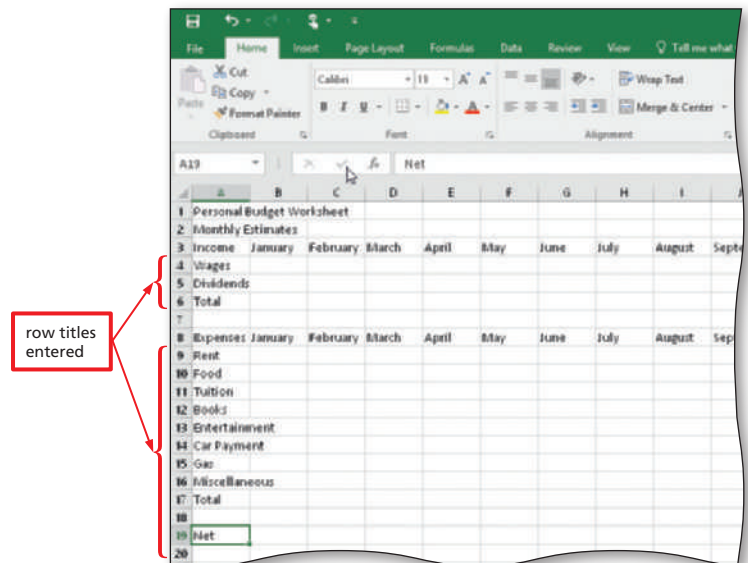


Figure 1–13

Entering Numbers

In Excel, you enter a **number** into a cell to represent an amount or value. A number can contain only the following characters:

0 1 2 3 4 5 6 7 8 9 + - () , / . \$ % E e

If a cell entry contains any other keyboard character (including spaces), Excel interprets the entry as text and treats it accordingly. The use of special characters is explained when they are used in this book.

To Enter Numbers

The Personal Budget Worksheet numbers used in Module 1 are summarized in Table 1–1. These numbers, which represent yearly income and expense amounts, are entered in rows 4–5 and 9–16. *Why? One of the most powerful features of Excel is the ability to perform calculations on numeric data. Before you can perform calculations, you first must enter the data.* The following steps enter the numbers in Table 1–1 one row at a time.

Table 1–1 Personal Budget Worksheet												
Income	January	February	March	April	May	June	July	August	September	October	November	December
Wages	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12
Dividends	4029.71	0	0	0	0	0	4029.71	0	0	0	0	0

Expenses	January	February	March	April	May	June	July	August	September	October	November	December
Rent	410	410	410	410	410	410	410	410	410	410	410	410
Food	280	280	280	280	280	280	280	280	280	280	280	280
Tuition	1500	0	0	0	300	0	0	1500	0	0	0	0
Books	500	0	0	0	100	0	0	500	0	0	0	0
Entertainment	100	100	100	100	100	100	100	100	100	100	100	100
Car Payment	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47
Gas	100	100	100	100	100	100	100	100	100	100	100	100
Miscellaneous	100	100	100	100	100	100	100	100	100	100	100	100

- 1
- Click cell B4 to select it.
 - Type 1417.12 and then press the RIGHT ARROW key to enter the data in the selected cell and make the cell to the right (cell C4) the active cell (Figure 1–14).

Q&A

Do I need to enter dollar signs, commas, or trailing zeros for the amounts?
You are not required to type dollar signs, commas, or trailing zeros. When you enter a dollar value that has cents, however, you must add the decimal point and the numbers representing the cents. Later in this module, you will learn how to format numbers with dollar signs, commas, and trailing zeros to improve their appearance and readability.

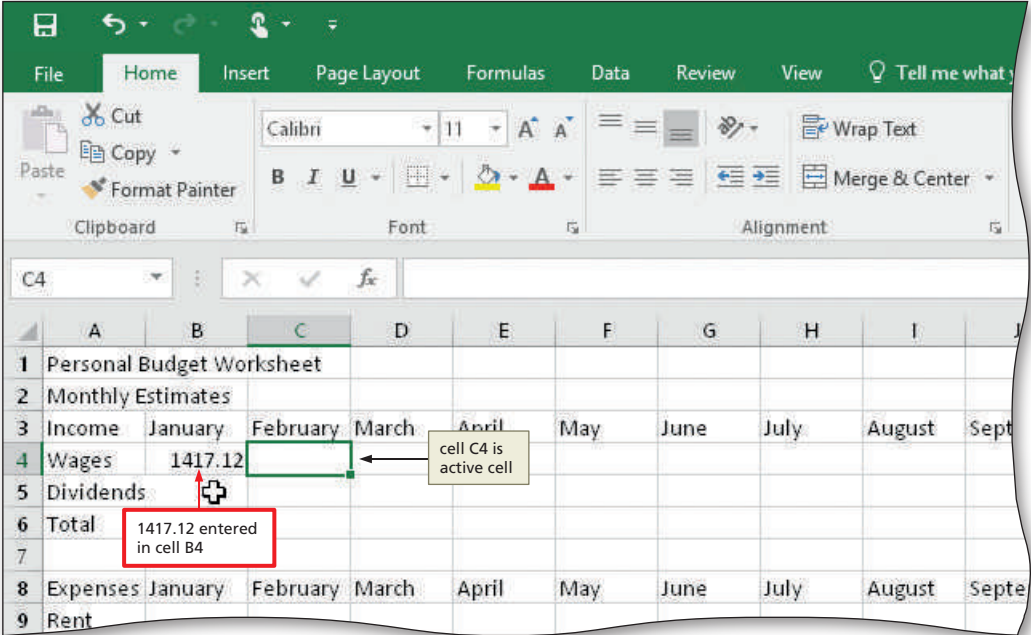


Figure 1–14

2

- Enter 1417.12 in cells C4, D4, E4, F4, G4, H4, I4, J4, K4, L4, and M4 to complete the first row of numbers in the worksheet (Figure 1–15).

Q&A Why are the numbers right-aligned?

When you enter numeric data in a cell, Excel recognizes the values as numbers and automatically right-aligns the values in order to vertically align decimal and integer values.

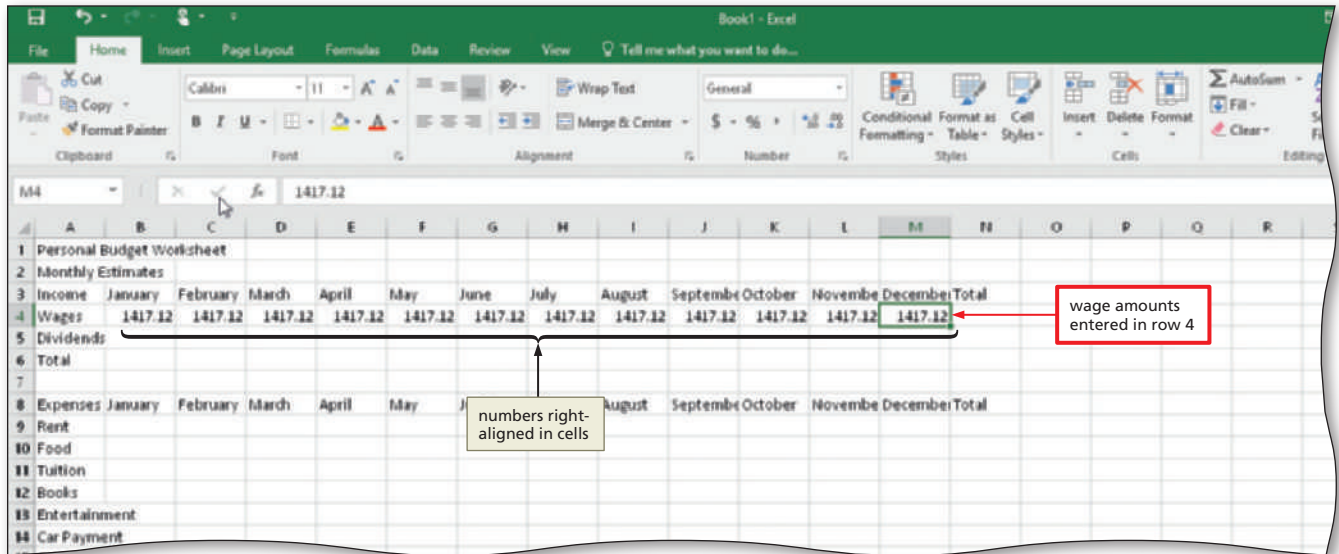


Figure 1–15

3

- Click cell B5 to select it and complete the entry in the previously selected cell.
- Enter the remaining numbers provided in Table 1–1 for each of the nine remaining budget items in row 5 and rows 9–16 (Figure 1–16).

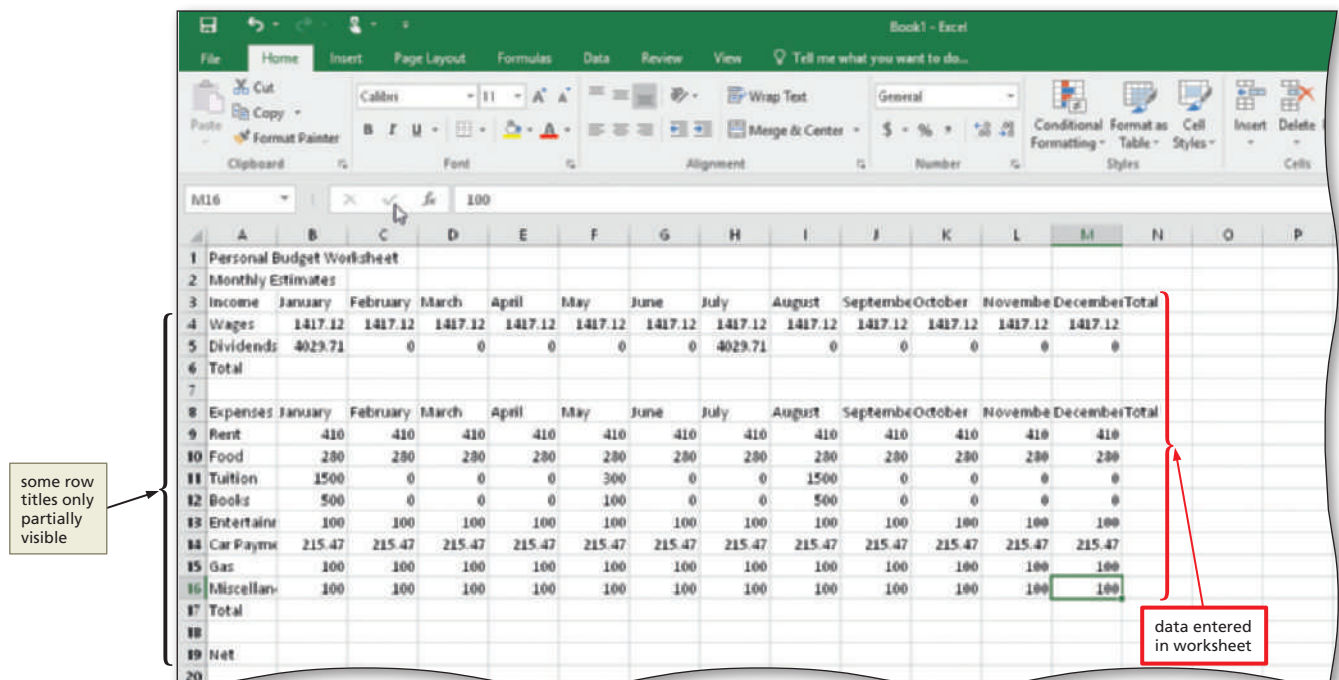


Figure 1–16

Calculating a Sum

The next step in creating the worksheet is to perform any necessary calculations, such as calculating the column and row totals. In Excel, you easily can perform calculations using a **function**, or a predefined formula. When you use functions, Excel performs the calculations for you, which helps to prevent errors and allows you to work more efficiently.

To Sum a Column of Numbers

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

As stated in the requirements document in Figure 1–2, totals are required for each month and each budget item. The first calculation is to determine the total income for Wages and Dividends in the month of January (column B). To calculate this value in cell B6, Excel must add, or sum, the numbers in cells B4 and B5. The **SUM function** adds all the numbers in a range of cells. *Why? Excel's SUM function is an efficient means to accomplish this task.*

A **range** is a series of two or more adjacent cells in a column, row or rectangular group of cells. For example, the group of adjacent cells B4 and B5 is a range. Many Excel operations are performed on a range of cells.

After calculating the total income for January, the monthly totals for income and expenses and the yearly total for each budget item will be calculated. The following steps sum the numbers in column B.

- 1
 - Click cell B6 to make it the active cell.
 - Click the Sum button (Home tab | Editing group) to enter a formula in the formula bar and in the active cell (Figure 1–17).

Q&A What if my screen displays the Sum menu?

If you are using a touch screen, you may not have a separate Sum button and Sum arrow. In this case, select the desired option (Sum) on the Sum menu.

How does Excel know which cells to sum?

Excel automatically selects what it considers to be your choice of the range to sum. When proposing the range, Excel first looks for a range of cells with numbers above the active cell and then to the left. If Excel proposes the wrong range, you can correct it by dragging through the correct range before pressing the ENTER key. You also can enter the correct range by typing the beginning cell reference, a colon (:), and the ending cell reference.

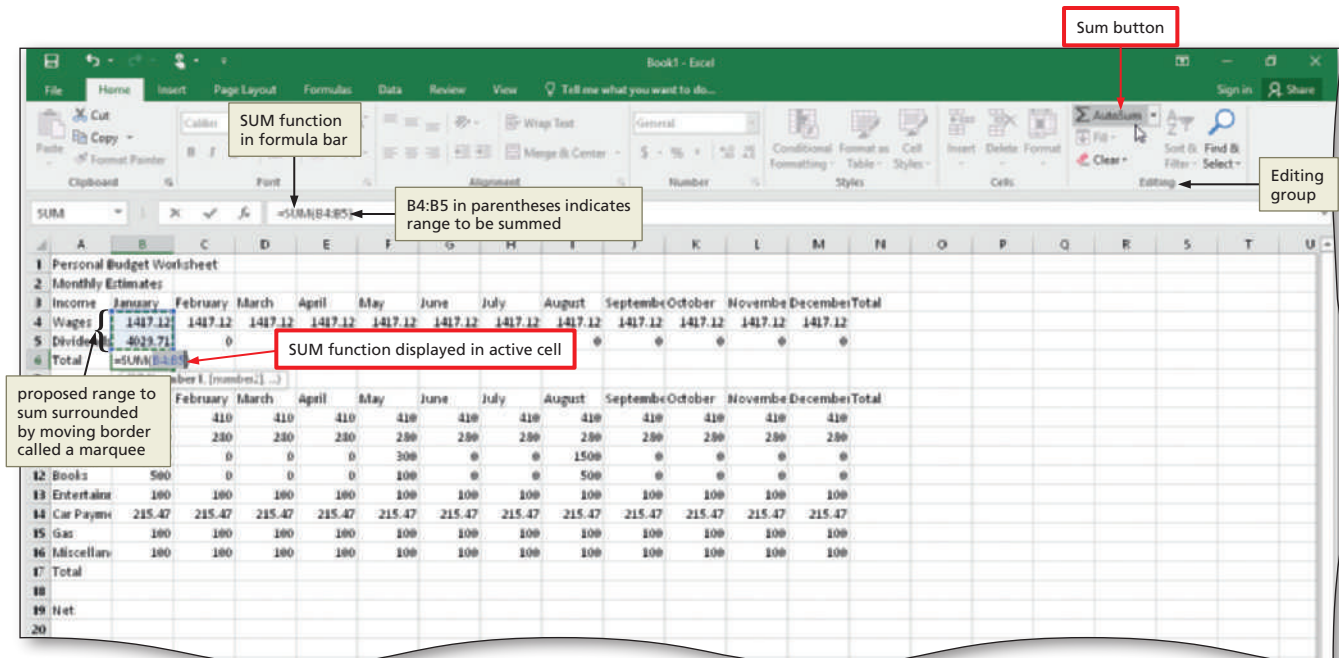


Figure 1–17

2

- Click the Enter button in the formula bar to enter the sum in the active cell.

Q&A

What is the purpose of the arrow next to the Sum button on the ribbon?

The Sum arrow (shown in Figure 1–17) displays a list of functions that allow you to easily determine the average of a range of numbers, the number of items in a selected range, or the maximum or minimum value of a range.

3

- Repeat Steps 1 and 2 to enter the SUM function in cell B17 (Figure 1–18).

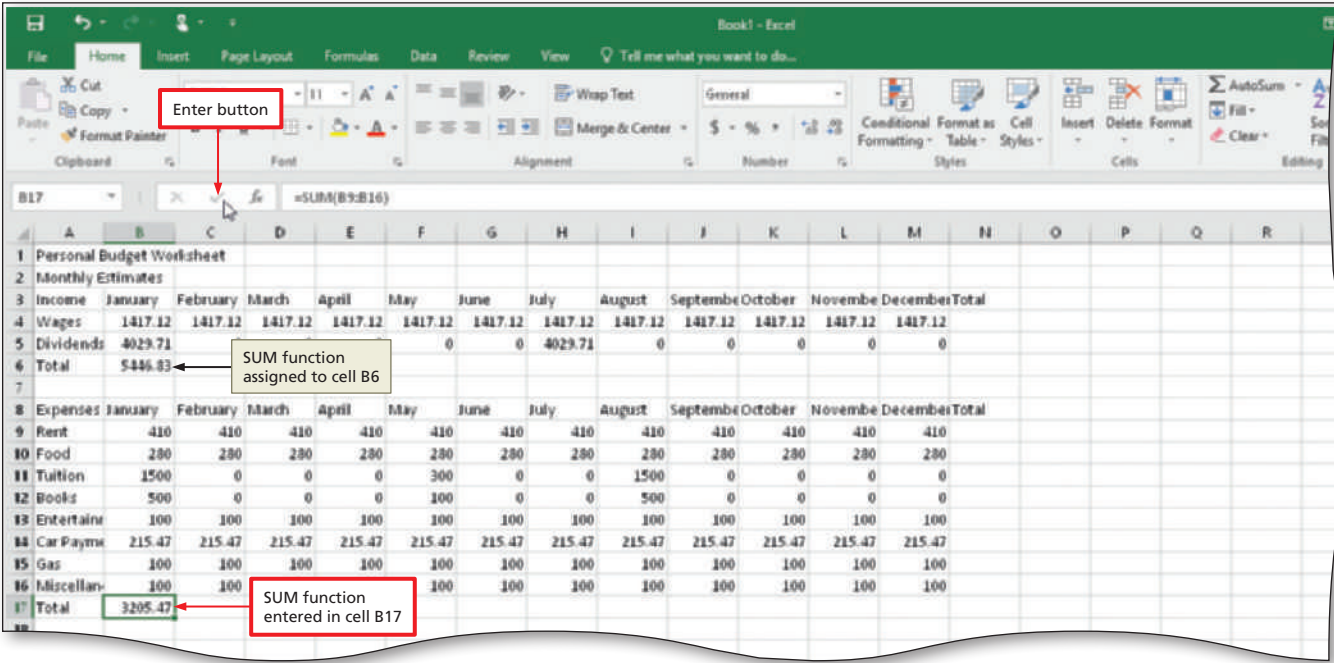


Figure 1–18

Other Ways

- Click Insert Function button in formula bar, select SUM in Select a function list, click OK button (Function Arguments dialog box), click OK button
- Click Sum arrow (Home tab | Editing group), click More Functions in list, scroll to and then click SUM (Insert Function dialog box), click OK button, select range (Function Arguments dialog box), click OK button
- Type **=S** in cell, select SUM in list, select range, click Enter button
- Press ALT+EQUAL SIGN (=) twice

Using the Fill Handle to Copy a Cell to Adjacent Cells

You want to calculate the totals for income during each month in cells C6:M6. Table 1–2 illustrates the similarities between the function and range used in cell B6 and the function and ranges required to sum the totals in cells C6, D6, E6, F6, G6, H6, I6, J6, K6, L6, and M6.

To calculate each total for each range across the worksheet, you could follow the same steps shown previously in Figure 1–17 and Figure 1–18. A more efficient method, however, would be to copy the SUM function from cell B6 to the range C6:M6. The cell being copied is called the **source area** or **copy area**. The range of cells receiving the copy is called the **destination area** or **paste area**.

Table 1–2 Sum Function Entries in Row 6		
Cell	SUM Function Entries	Result
B6	=SUM(B4:B5)	Sums cells B4 and B5
C6	=SUM(C4:C5)	Sums cells C4 and C5
D6	=SUM(D4:D5)	Sums cells D4 and D5
E6	=SUM(E4:E5)	Sums cells E4 and E5
F6	=SUM(F4:F5)	Sums cells F4 and F5
G6	=SUM(G4:G5)	Sums cells G4 and G5
H6	=SUM(H4:H5)	Sums cells H4 and H5
I6	=SUM(I4:I5)	Sums cells I4 and I5
J6	=SUM(J4:J5)	Sums cells J4 and J5
K6	=SUM(K4:K5)	Sums cells K4 and K5
L6	=SUM(L4:L5)	Sums cells L4 and L5
M6	=SUM(M4:M5)	Sums cells M4 and M5

Although the SUM function entries in Table 1–2 are similar to each other, they are not exact copies. The range in each SUM function entry uses cell references that are one column to the right of the previous column. When you copy formulas that include cell references, Excel automatically adjusts them for each new position, resulting in the SUM function entries illustrated in Table 1–2. Each adjusted cell reference is called a **relative reference**.

To Copy a Cell to Adjacent Cells in a Row

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

The easiest way to copy the SUM formula from cell B6 to cells C6:M6 is to use the fill handle. *Why?* Using the fill handle copies content to adjacent cells more efficiently. The **fill handle** is the small green square located in the lower-right corner of the heavy border around the active cell. The following steps use the fill handle to copy cell B6 to the adjacent cells C6:M6.

- 1
- With cell B6 active, point to the fill handle to activate it. Your pointer changes to a crosshair (Figure 1–19).

Q&A Why is my fill handle not a green square?
If you are using a touch screen, the fill handle appears as a black and white rectangle with a blue down arrow in it.

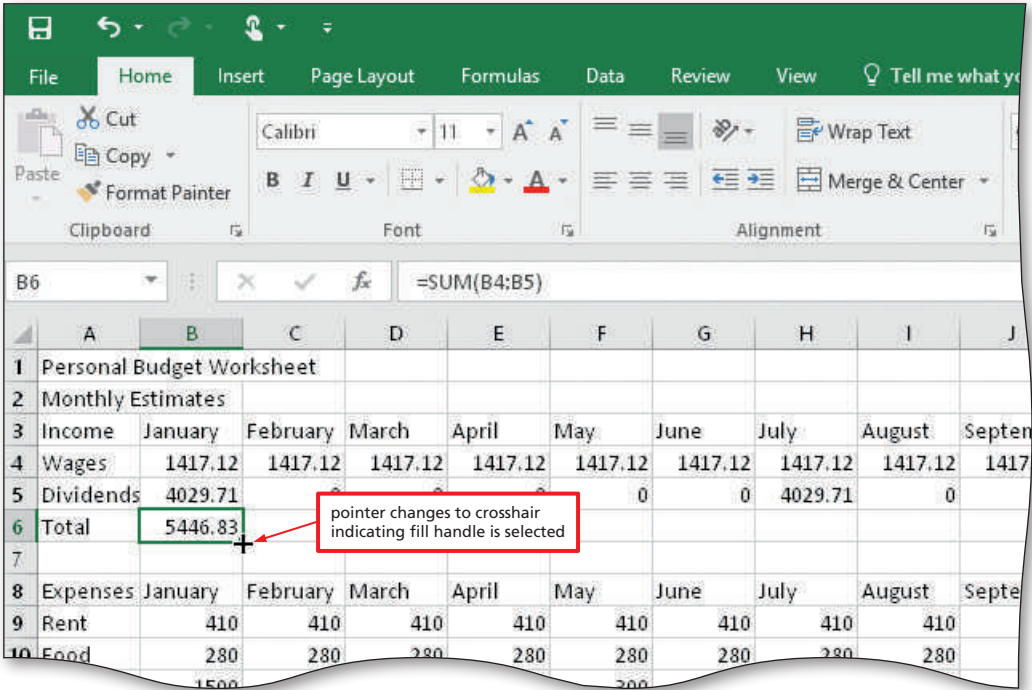
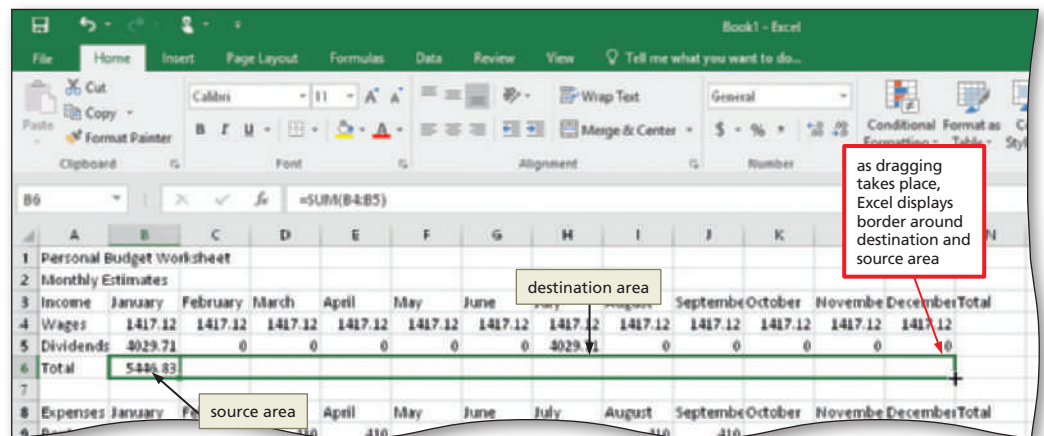


Figure 1–19

2

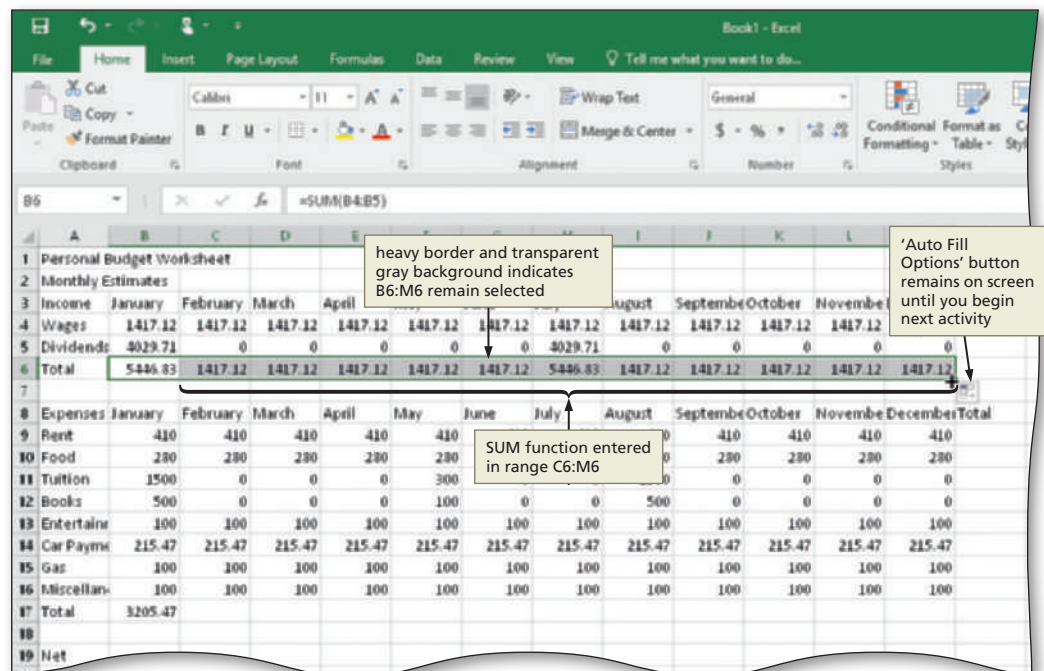
- Drag the fill handle to select the destination area, range C6:M6, which will draw a heavy green border around the source area and the destination area (Figure 1–20). Do not release the mouse button.

**Figure 1–20****3**

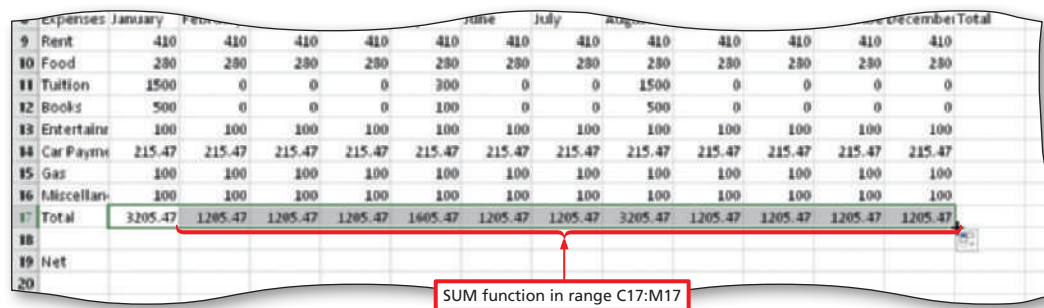
- Release the mouse button to copy the SUM function from the active cell to the destination area and calculate the sums (Figure 1–21).

Q&A

What is the purpose of the 'Auto Fill Options' button? The 'Auto Fill Options' button allows you to choose whether you want to copy the values from the source area to the destination area with the existing formatting, without the formatting, or with the formatting but without the functions.

**Figure 1–21****4**

- Repeat Steps 1–3 to copy the SUM function from cell B17 to the range C17:M17 (Figure 1–22).

**Figure 1–22****Other Ways**

1. Select source area, click Copy button (Home tab | Clipboard group), select destination area, click Paste button (Home tab | Clipboard group)
2. Right-click source area, click Copy on shortcut menu, select and right-click destination area, click Paste on shortcut menu

To Calculate Multiple Totals at the Same Time

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

The next step in building the worksheet is to determine the total income, total expenses, and total for each budget item in column N. To calculate these totals, you use the SUM function similar to how you used it to total the income and expenses for each month in rows 6 and 17.

In this example, however, Excel will determine totals for all of the rows at the same time. *Why? By determining multiple totals at the same time, the number of steps to add totals is reduced.* The following steps sum multiple totals at once.

1

- Click cell N4 to make it the active cell (Figure 1–23).

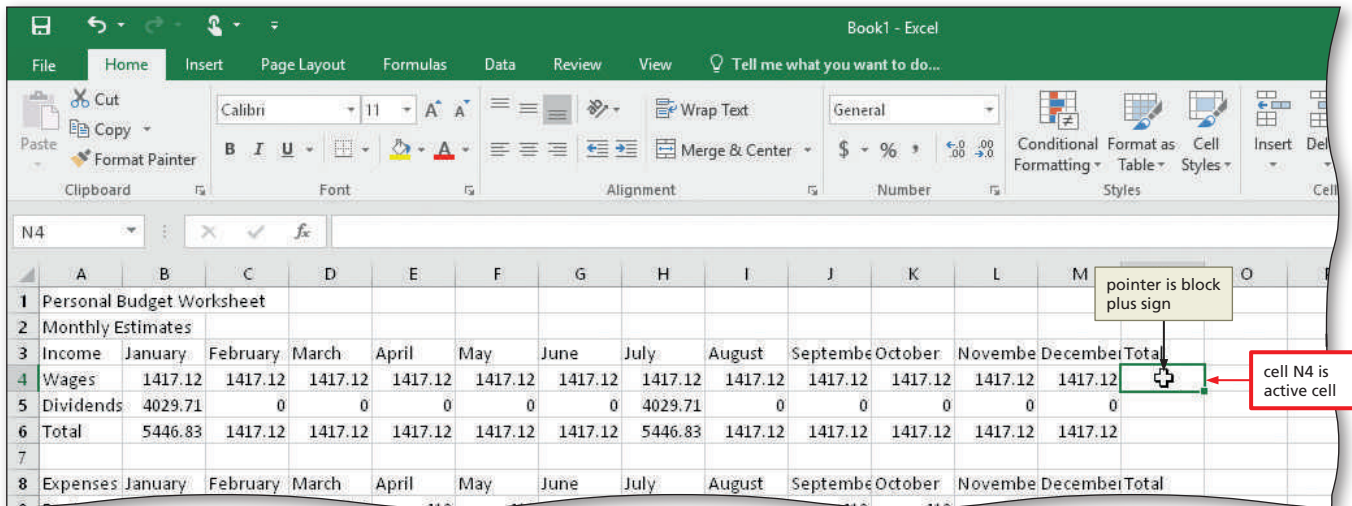


Figure 1–23

2

- With the pointer in cell N4 and in the shape of a block plus sign, drag the pointer down to cell N6 to highlight the range with a transparent view (Figure 1–24).

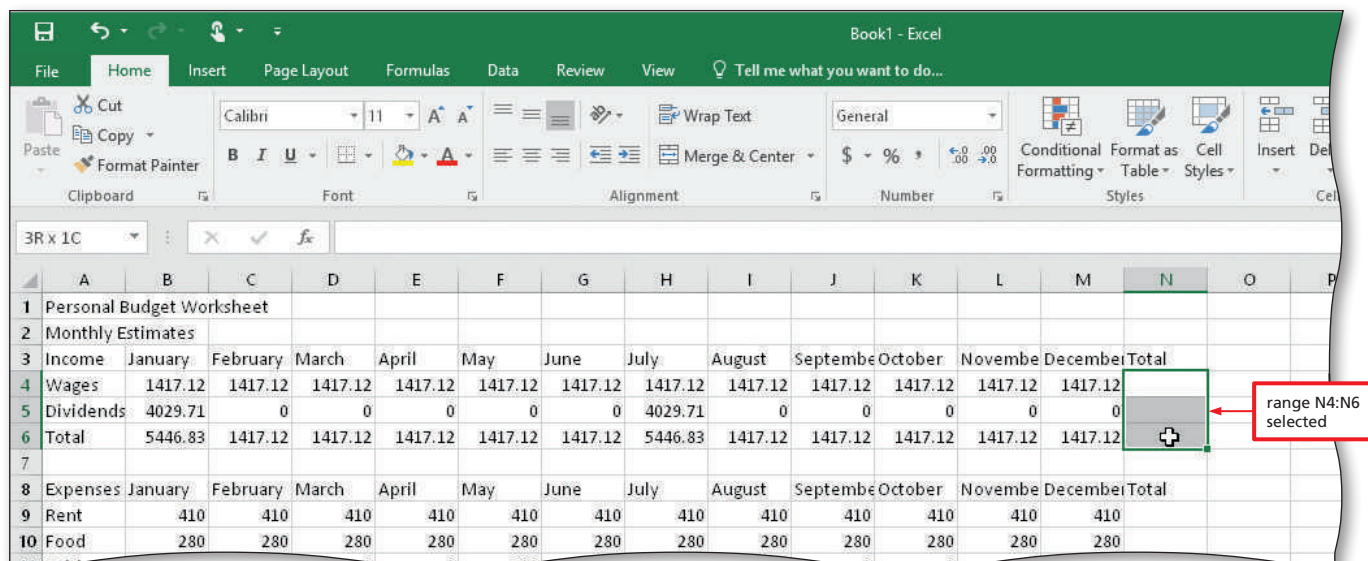


Figure 1–24

- 3
- Click the Sum button (Home tab | Editing group) to calculate the sums of the corresponding rows (Figure 1–25).

Q&A How does Excel create unique totals for each row?
If each cell in a selected range is adjacent to a row of numbers, Excel assigns the SUM function to each cell when you click the Sum button.

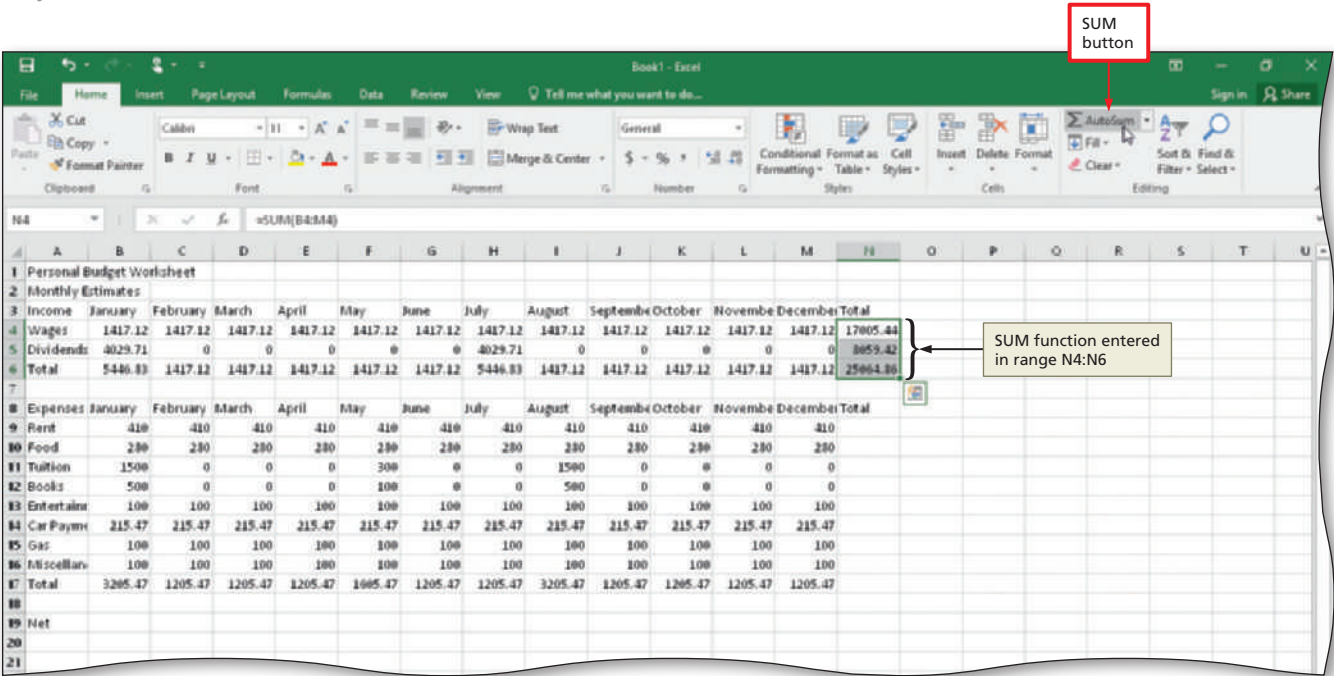


Figure 1–25

- 4
- Repeat Steps 1–3 to select cells N9 to N17 and calculate the sums of the corresponding rows (Figure 1–26).

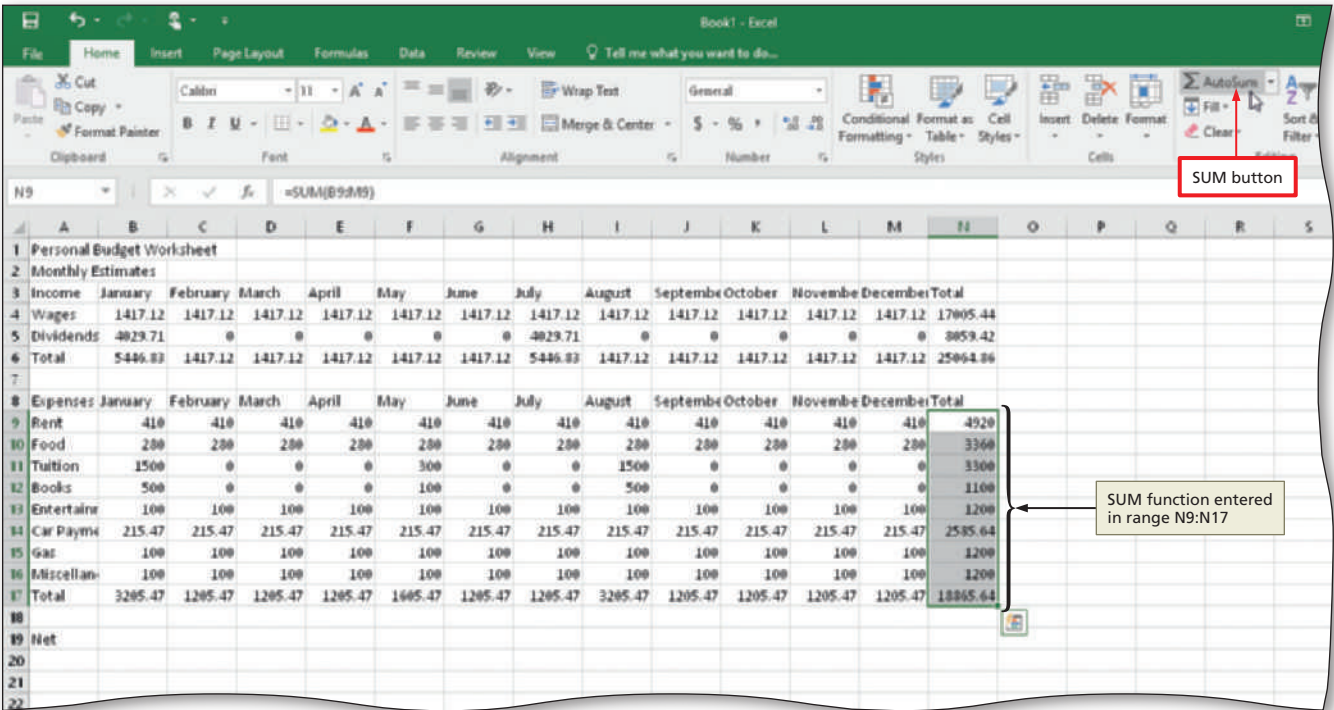


Figure 1–26

To Enter a Formula Using the Keyboard

The net for each month, which will appear in row 19, is equal to the income total in row 6 minus the expense total in row 17. The formula needed in the worksheet is noted in the requirements document as follows:

Net (row 19) = Income (row 6) – Expenses (row 17)

The following steps enter the net formula in cell B19 using the keyboard. *Why? Sometimes a predefined function does not fit your needs; therefore, you enter a formula of your own.*

- 1
- Select cell B19 to deselect the selected range.
 - Type `=b6-b17` in the cell. The formula is displayed in the formula bar and the current cell, and colored borders are drawn around the cells referenced in the formula (Figure 1–27).

Q&A What occurs on the worksheet as I enter the formula?

The equal sign (=) preceding b6–b17 in the formula alerts Excel that you are entering a formula or function and not text. Because the most common error when entering a formula is to reference the wrong cell, Excel highlights the cell references in the formula in color, and uses same colors to highlight the borders of the cells to help you ensure that your cell references are correct. The minus sign (–) following b6 in the formula is the arithmetic operator that directs Excel to perform the subtraction operation.

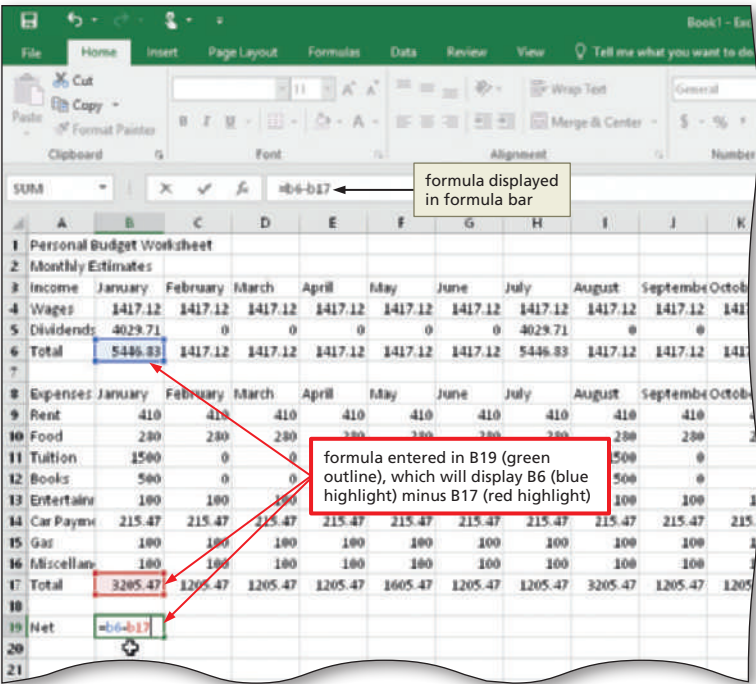


Figure 1–27

- 2
- Click cell C19 to complete the arithmetic operation, display the result in the worksheet, and select the cell to the right (Figure 1–28).

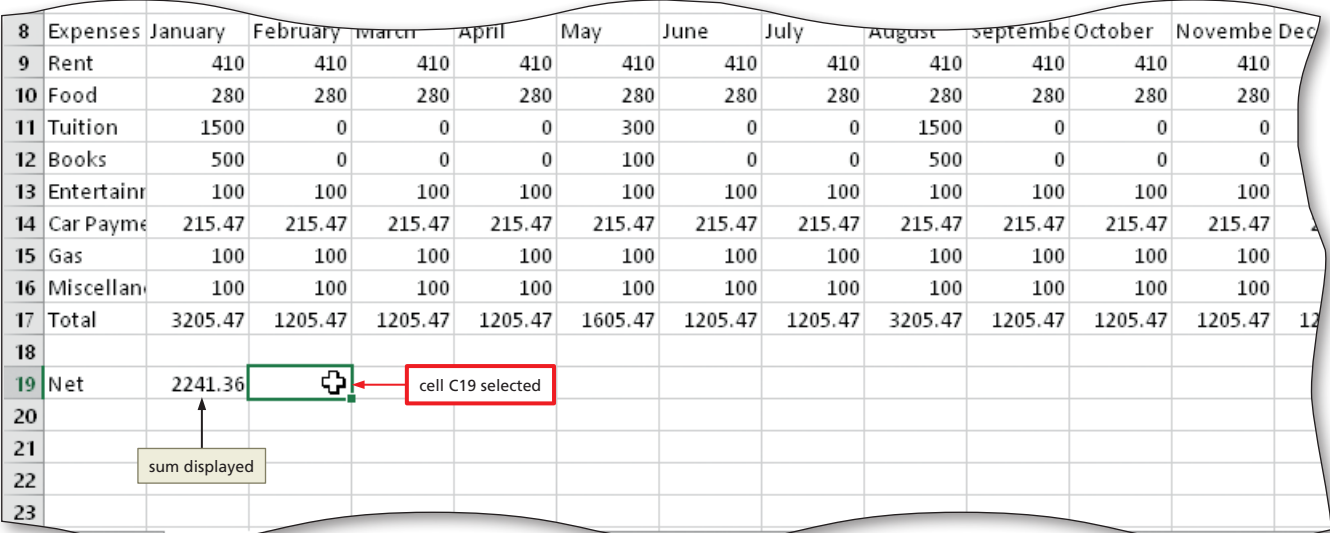


Figure 1–28

To Copy a Cell to Adjacent Cells in a Row

The easiest way to copy the SUM formula from cell B19 to cells C19, D19, E19, F19, G19, H19, I19, J19, K19, L19, M19, and N19 is to use the fill handle. The following steps use the fill handle to copy the formula in cell B19 to the adjacent cells C19:N19.

- 1** Select cell B19.
- 2** Drag the fill handle to select the destination area, range C19:N19, which draws a shaded border around the source area and the destination area. Release the mouse button to copy the simple formula function from the active cell to the destination area and calculate the results.
- 3** Save the worksheet on your hard drive, OneDrive, or other storage location using Linda Fox Budget as the file name.

Q&A Why should I save the workbook at this time?
You have performed many tasks while creating this workbook and do not want to risk losing work completed thus far.

Break Point: If you wish to take a break, this is a good place to do so. You can exit Excel. To resume at a later time, run Excel, open the file called Linda Fox Budget, and continue following the steps from this location forward.

Formatting the Worksheet

The text, numeric entries, and functions for the worksheet now are complete. The next step is to format the worksheet. You **format** a worksheet to emphasize certain entries and make the worksheet easier to read and understand.

Figure 1–29a shows the worksheet before formatting. Figure 1–29b shows the worksheet after formatting. As you can see from the two figures, a worksheet that is formatted not only is easier to read but also looks more professional.

To change the unformatted worksheet in Figure 1–29a so that it looks like the formatted worksheet in Figure 1–29b, the following tasks must be completed:

BTW

Organizing Files and Folders

You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory technology class called CIS 101, a good practice would be to save all Excel files in an Excel folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office and Windows module at the beginning of this book.

What steps should I consider when formatting a worksheet?

The key to formatting a worksheet is to consider the ways you can enhance the worksheet so that it appears professional. When formatting a worksheet, consider the following steps:

- Identify in what ways you want to emphasize various elements of the worksheet.
- Increase the font size of cells.
- Change the font color of cells.
- Center the worksheet titles, subtitles, and column headings.
- Modify column widths to best fit text in cells.
- Change the font style of cells.



CONSIDER THIS

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Income													
4 Wages	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	1417.12	17005.44
5 Dividends	4029.71	0	0	0	0	0	4029.71	0	0	0	0	0	8059.42
6 Total	\$4446.83	1417.12	1417.12	1417.12	1417.12	1417.12	\$4446.83	1417.12	1417.12	1417.12	1417.12	1417.12	\$25064.86
Expenses													
9 Rent	410	410	410	410	410	410	410	410	410	410	410	410	4920
10 Food	280	280	280	280	280	280	280	280	280	280	280	280	3360
11 Tuition	1580	0	0	0	380	0	0	1580	0	0	0	0	3300
12 Books	580	0	0	0	180	0	0	580	0	0	0	0	1100
13 Entertainment	180	180	180	180	180	180	180	180	180	180	180	180	1200
14 Car Payment	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	2585.64
15 Gas	180	180	180	180	180	180	180	180	180	180	180	180	1200
16 Miscellaneous	180	180	180	180	180	180	180	180	180	180	180	180	1200
17 Total	\$3205.47	\$1205.47	\$1205.47	\$1205.47	\$1605.47	\$1205.47	\$3205.47	\$1205.47	\$1205.47	\$1205.47	\$1205.47	\$1205.47	\$18805.64
18													
19 Net	\$2241.36	\$211.65	\$211.65	\$211.65	\$-888.35	\$211.65	\$2241.36	\$-1788.35	\$211.65	\$211.65	\$211.65	\$211.65	\$6199.22

(a) Unformatted Worksheet

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Income													
4 Wages	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$17,005.44
5 Dividends	4,029.71	0	0	0	0	0	4,029.71	0	0	0	0	0	8,059.42
6 Total	\$5,446.83	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$5,446.83	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$1,417.12	\$25,064.86
Expenses													
9 Rent	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$410.00	\$4,920.00
10 Food	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
11 Tuition	1,580.00	0	0	0	380.00	0	0	1,580.00	0	0	0	0	3,300.00
12 Books	580.00	0	0	0	180.00	0	0	580.00	0	0	0	0	1,100.00
13 Entertainment	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	1,200.00
14 Car Payment	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	2,585.64
15 Gas	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	1,200.00
16 Miscellaneous	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	1,200.00
17 Total	\$3,205.47	\$1,205.47	\$1,205.47	\$1,205.47	\$1,605.47	\$1,205.47	\$3,205.47	\$1,205.47	\$1,205.47	\$1,205.47	\$1,205.47	\$1,205.47	\$18,805.64
18													
19 Net	\$2,241.36	\$211.65	\$211.65	\$211.65	\$-888.35	\$211.65	\$2,241.36	\$-1,788.35	\$211.65	\$211.65	\$211.65	\$211.65	\$6,199.22

(b) Formatted Worksheet

Figure 1-29

1. Change the font, change the font style, increase the font size, and change the font color of the worksheet titles in cells A1 and A2.
2. Center the worksheet titles in cells A1 and A2 across columns A through N.
3. Format the body of the worksheet. The body of the worksheet, range A3:N19, includes the column titles, row titles, and numbers. Formatting the body of the worksheet changes the numbers to use a dollars-and-cents format, with dollar signs in rows 4 and 9 and in the total rows (row 6 and 17); changes the styles of some rows; adds underlining that emphasizes portions of the worksheet; and modifies the column widths to fit the text in the columns and make the text and numbers readable.

Although the formatting procedures are explained in the order described above, you could make these format changes in any order. Modifying the column widths, however, usually is done last because other formatting changes may affect the size of data in the cells in the column.

Font Style, Size, and Color

The characters that Excel displays on the screen are a specific font, style, size, and color. The **font**, or font face, defines the appearance and shape of the letters, numbers, and special characters. Examples of fonts include Calibri, Cambria, Times New Roman, Arial, and Courier. **Font style** indicates how the characters are emphasized. Common font styles include regular, bold, underline, and italic. The **font size** specifies the size of the characters. Font size is gauged by a measurement system called points. A single point is 1/72 of one inch in height. Thus, a character with a **point size** of 10 is 10/72 of one inch in height. Finally, Excel has a wide variety of **font colors** from which to choose to define the color of the characters.

When Excel first runs, the default font for the entire workbook is Calibri, with a font size, font style, and font color of 11-point regular black. You can change the font characteristics in a single cell, a range of cells, the entire worksheet, or the entire workbook.

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

To Change a Cell Style

You can change several characteristics of a cell, such as the font, font size, and font color, all at once by assigning a predefined cell style to a cell. A **cell style** is a predefined font, font size, and font color that you can apply to a cell. *Why? Using the predefined styles provides a consistent appearance to common portions of your worksheets, such as worksheet titles, worksheet subtitles, column headings, and total rows.* The following steps assign the Title cell style to the worksheet title in cell A1.

1

- Click cell A1 to make cell A1 the active cell.
- Click the Cell Styles button (Home tab | Styles group) to display the Cell Styles gallery (Figure 1–30).

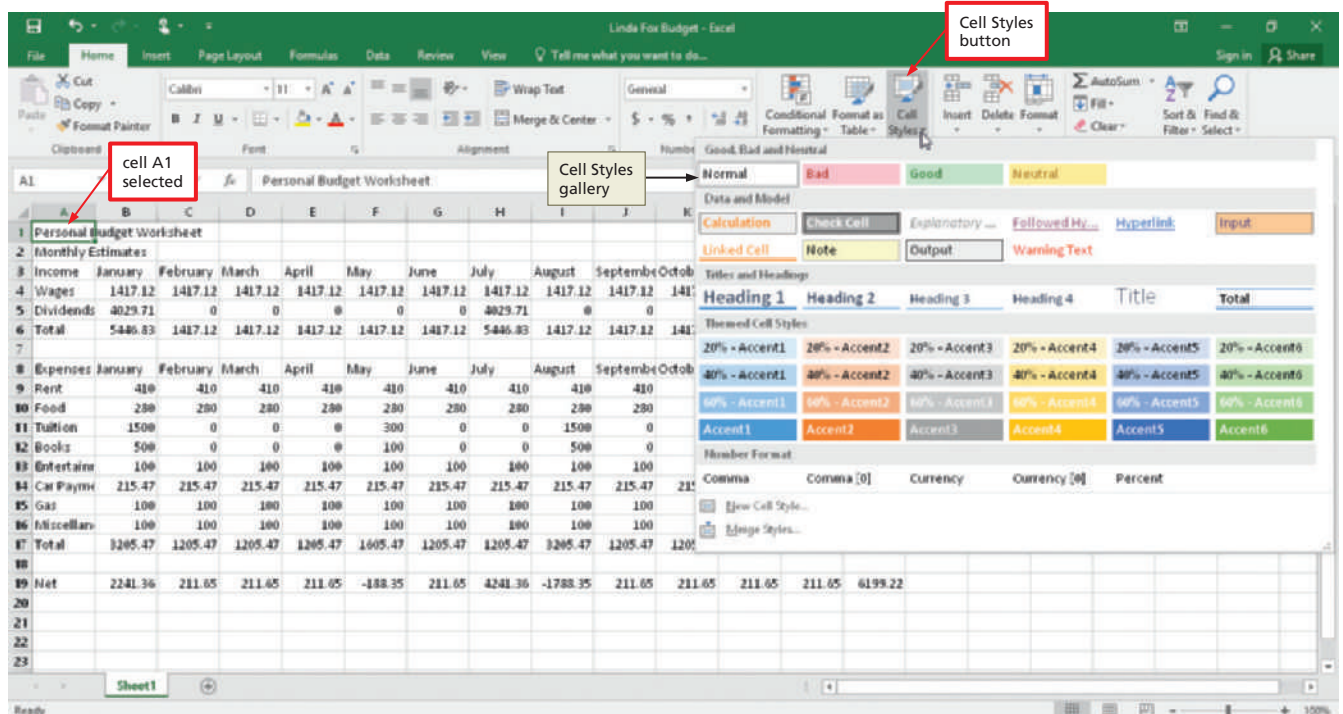


Figure 1–30

2

- Point to the Title cell style in the Titles and Headings area of the Cell Styles gallery to see a live preview of the cell style in the active cell (Figure 1–31).

Q&A Can I use live preview on a touch screen?

Live preview is not available on a touch screen.



Experiment

- Point to other cell styles in the Cell Styles gallery to see a live preview of those cell styles in cell A1.

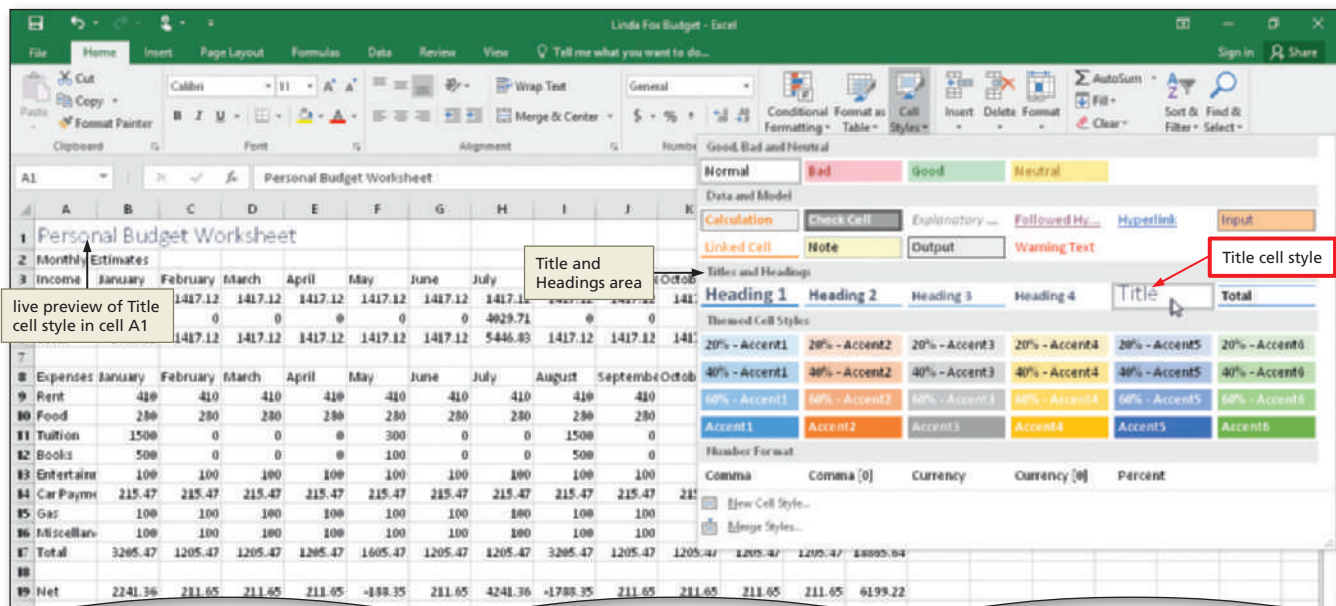


Figure 1–31

3

- Click the Title cell style to apply the cell style to the active cell (Figure 1–32).

Q&A Why do settings in the Font group on the ribbon change? The font and font size change to reflect the font changes applied to the active cell, cell A1, as a result of applying the Title cell style.

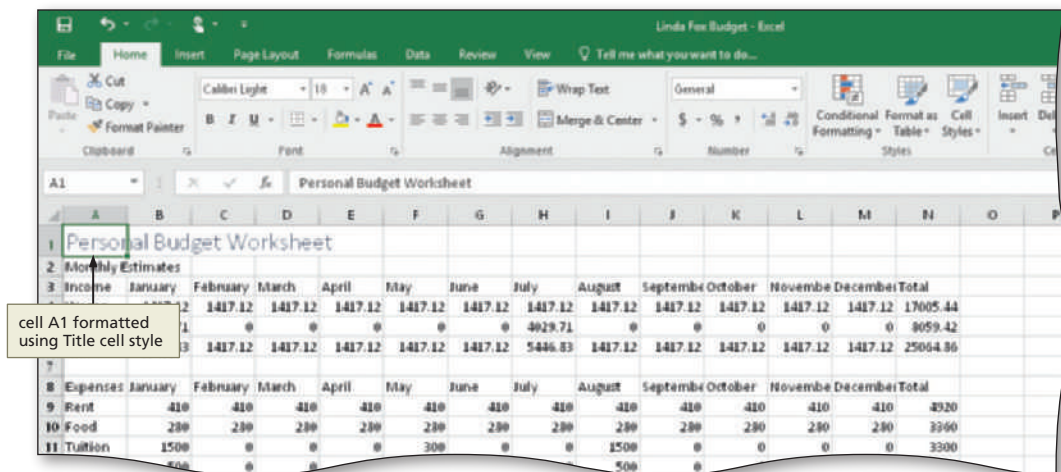


Figure 1–32

To Change the Font

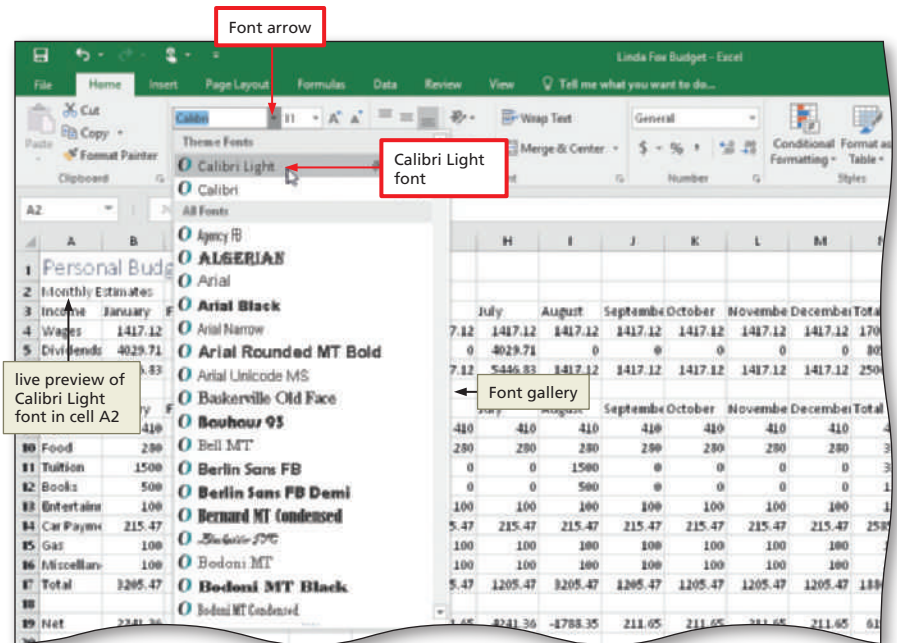
Why? Different fonts often are used in a worksheet to make it more appealing to the reader and to relate or distinguish data in the worksheet. The following steps change the worksheet subtitle's font to Calibri Light.

1

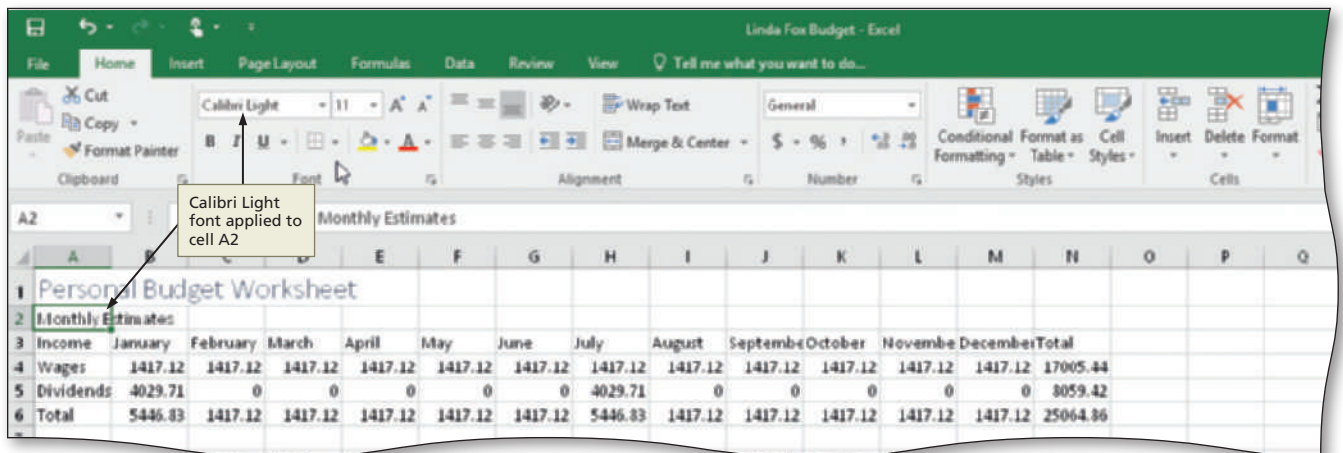
- Click cell A2 to make it the active cell.
- Click the Font arrow (Home tab | Font group) to display the Font gallery. If necessary, scroll to Calibri Light.
- Point to Calibri Light in the Font gallery to see a live preview of the selected font in the active cell (Figure 1–33).

**Experiment**

- Point to several other fonts in the Font gallery to see a live preview of the other fonts in the selected cell.

**Figure 1–33****2**

- Click Calibri Light in the Font gallery to change the font of the worksheet subtitle to Calibri Light (Figure 1–34).

**Figure 1–34****Other Ways**

- Click Font Settings Dialog Box Launcher, click Font tab (Format Cells dialog box), click desired font in Font list, click OK button
- Right-click cell to display mini toolbar, click Font box arrow on mini toolbar, click desired font in Font gallery
- Right-click selected cell, click Format Cells on shortcut menu, click Font tab (Format Cells dialog box), click desired font, click OK button

To Apply Bold Style to a Cell

Bold, or boldface, text has a darker appearance than normal text. *Why? You apply bold style to a cell to emphasize it or make it stand out from the rest of the worksheet.* The following steps apply bold style to the worksheet title and subtitle.

1

- Click cell A1 to make it active and then click the Bold button (Home tab | Font group) to change the font style of the active cell to bold (Figure 1–35).

Q&A What if a cell already has the bold style applied?

If the active cell contains bold text, then Excel displays the Bold button with a darker gray background.

How do I remove the bold style from a cell?

Clicking the Bold button (Home tab | Font group) a second time removes the bold style.

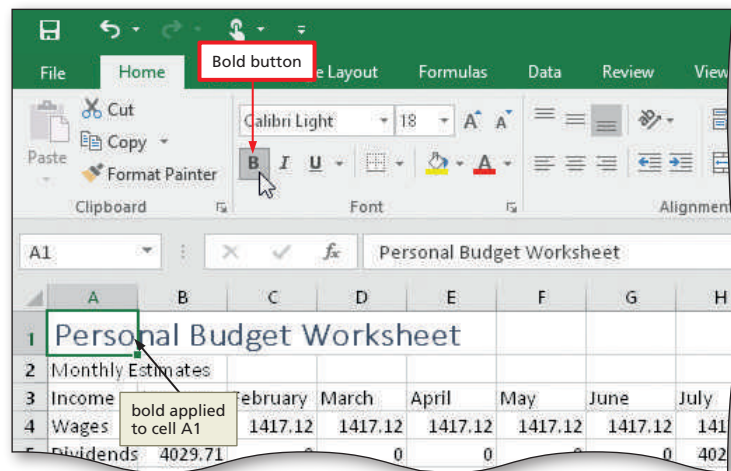


Figure 1–35

2

- Repeat Step 1 to bold cell A2.

Other Ways

- Click Font Settings Dialog Box Launcher, click Font tab (Format Cells dialog box), click Bold in Font style list, click OK button
- Right-click selected cell, click Bold button on mini toolbar
- Right-click selected cell, click Format Cells on shortcut menu, click Font tab (Format Cells dialog box), click Bold, click OK button
- Press CTRL+B

To Increase the Font Size of a Cell Entry

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 **FORMAT TEXT**

4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

Increasing the font size is the next step in formatting the worksheet subtitle. *Why? You increase the font size of a cell so that the entry stands out and is easier to read.* The following steps increase the font size of the worksheet subtitle in cell A2.

1

- With cell A2 selected, click the Font Size arrow (Home tab | Font group) to display the Font Size gallery.
- Point to 14 in the Font Size gallery to see a live preview of the active cell with the selected font size (Figure 1–36).

Experiment

- If you are using a mouse, point to several other font sizes in the Font Size list to see a live preview of those font sizes in the selected cell.

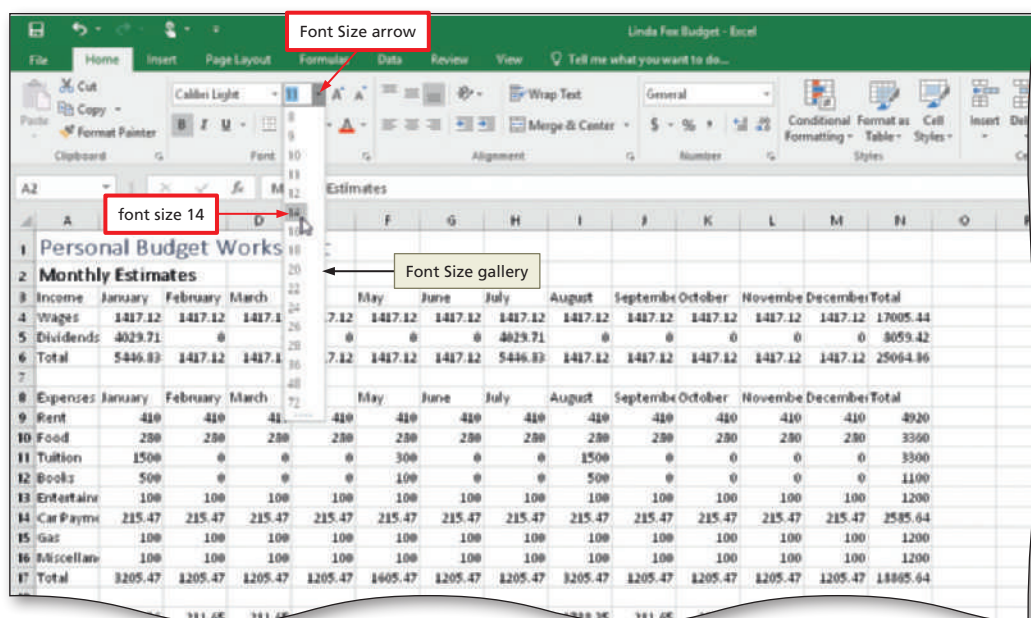


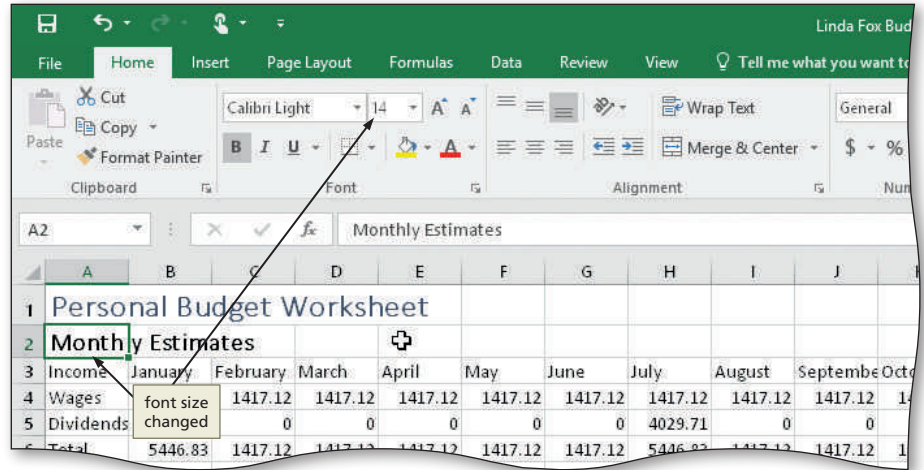
Figure 1–36

1

- Click 14 in the Font Size gallery to change the font size in the active cell (Figure 1–37).

Q&A

Can I choose a font size that is not in the Font Size gallery? Yes. An alternative to selecting a font size in the Font Size gallery is to click the Font Size box (Home tab | Font group), type the font size you want, and then press the ENTER key.

**Figure 1–37****Other Ways**

- Click 'Increase Font Size' button (Home tab | Font group) or 'Decrease Font Size' button (Home tab | Font group)
- Click Font Settings Dialog box Launcher, click Font tab (Format Cells dialog box), click desired size in Size list, click OK button
- Right-click cell to display mini toolbar, click Font Size arrow on mini toolbar, click desired font size in Font Size gallery
- Right-click selected cell, click Format Cells on shortcut menu, click Font tab (Format Cells dialog box), select font size in Size box, click OK button

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 **FORMAT TEXT**

4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

To Change the Font Color of a Cell Entry

The next step is to change the color of the font in cells A1 and A2 to orange. *Why? Changing the font color of cell entries can help the text stand out more. You also can change the font colors to match the company or product's brand colors.* The following steps change the font color of a cell entry.

1

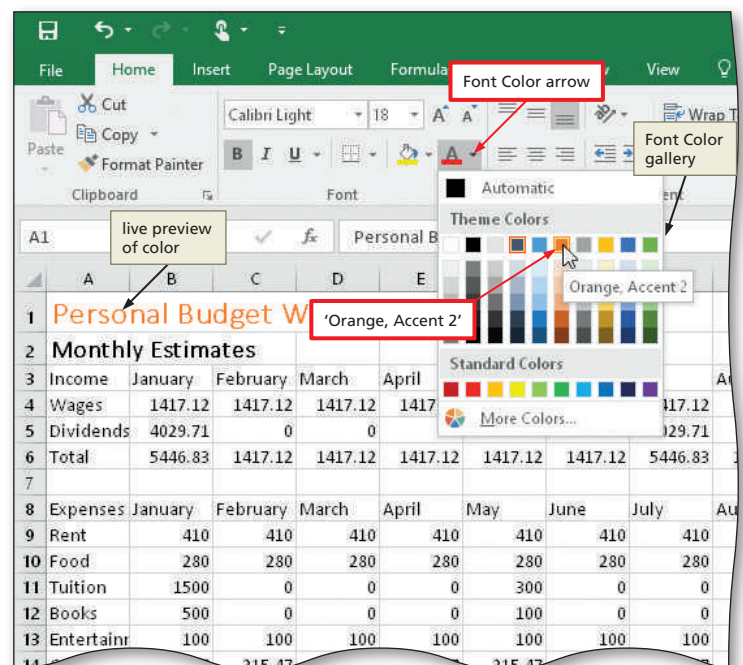
- Click cell A1 and then click the Font Color arrow (Home tab | Font group) to display the Font Color gallery.
- Point to 'Orange, Accent 2' (column 6, row 1) in the Theme Colors area of the Font Color gallery to see a live preview of the font color in the active cell (Figure 1–38).

**Experiment**

- Point to several other colors in the Font Color gallery to see a live preview of other font colors in the active cell.

Q&A

How many colors are in the Font Color gallery? You can choose from approximately 70 different font colors in the Font Color gallery. Your Font Color gallery may have more or fewer colors, depending on the color settings of your operating system. The Theme Colors area contains colors that are included in the current workbook's theme.

**Figure 1–38**

- 2
- Click 'Orange, Accent 2' (column 6, row 1) in the Font Color gallery to change the font color of the worksheet title in the active cell (Figure 1–39).

Q&A Why does the Font Color button change after I select the new font color? When you choose a color on the Font Color gallery, Excel changes the Font Color button (Home tab | Font group) to your chosen color. Then when you want to change the font color of another cell to the same color, you need only to select the cell and then click the Font Color button (Home tab | Font group).

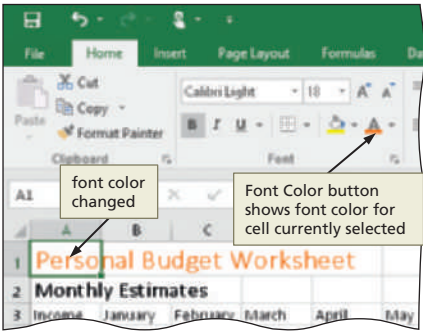


Figure 1–39

- 3
- Click the Font Color button to apply Orange, Accent 2 (column 6, row 1) to cell A2.

Other Ways

- Click Font Settings Dialog Box Launcher, click Font tab (Format Cells dialog box), click desired color in Color list, click OK button
- Right-click the cell to display mini toolbar, click Font Color arrow on mini toolbar, click desired font color in Font Color gallery
- Right-click selected cell, click Format Cells on shortcut menu, click Font tab (Format Cells dialog box), select color in Font Color gallery, click OK button

To Center Cell Entries across Columns by Merging Cells

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

The final step in formatting the worksheet title and subtitle is to center them across columns A through N. *Why? Centering a title across the columns used in the body of the worksheet improves the worksheet's appearance.* To do this, the 14 cells in the range A1:N1 are combined, or merged, into a single cell that is the width of the columns in the body of the worksheet. The 14 cells in the range A2:N2 are merged in a similar manner. **Merging cells** involves creating a single cell by combining two or more selected cells. The following steps center the worksheet title and subtitle across columns by merging cells.

- 1
- Select cell A1 and then drag to cell N1 to highlight the range to be merged and centered (Figure 1–40).

Q&A What if a cell in the range B1:N1 contains data? For the 'Merge & Center' button (Home tab | Alignment group) to work properly, all the cells except the leftmost cell in the selected range must be empty.

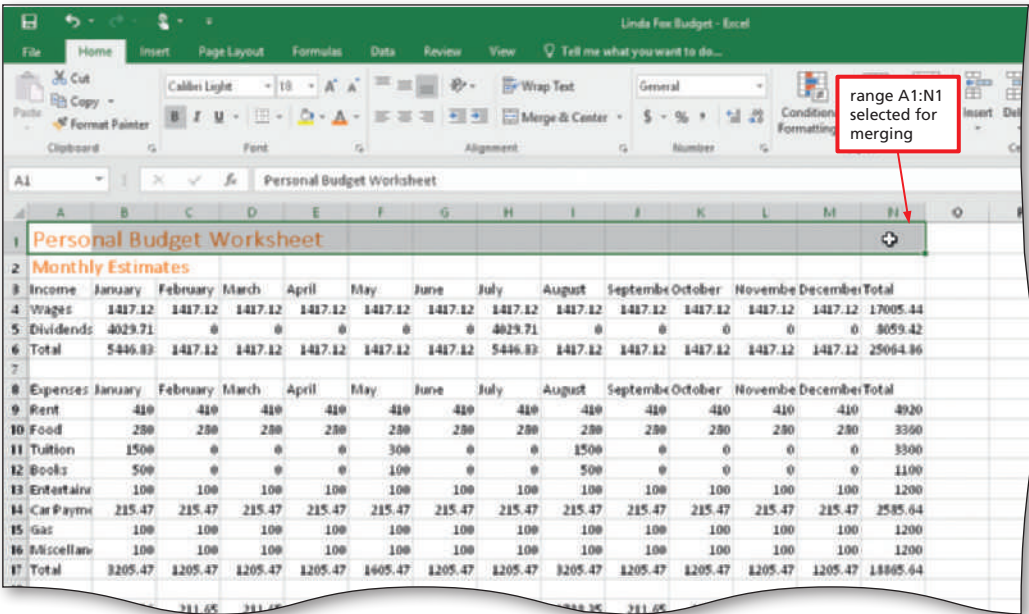
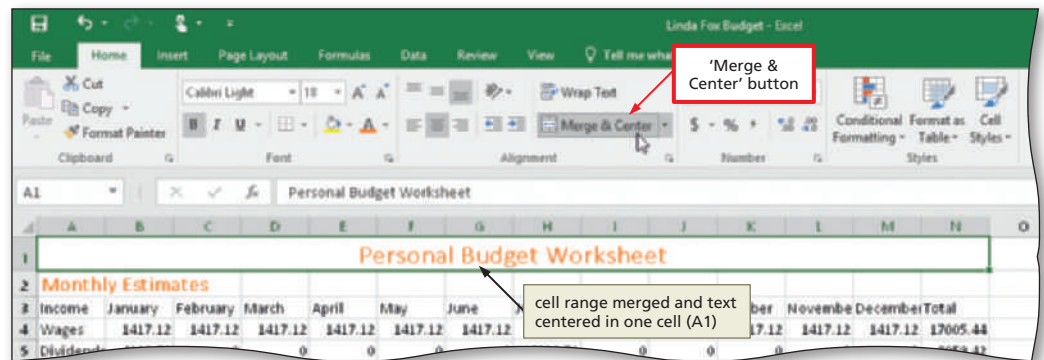


Figure 1–40

2

- Click the 'Merge & Center' button (Home tab | Alignment group) to merge cells A1 through N1 and center the contents of the leftmost cell across the selected columns (Figure 1-41).

**Figure 1-41****Q&A**

What if my screen displays a Merge & Center menu?

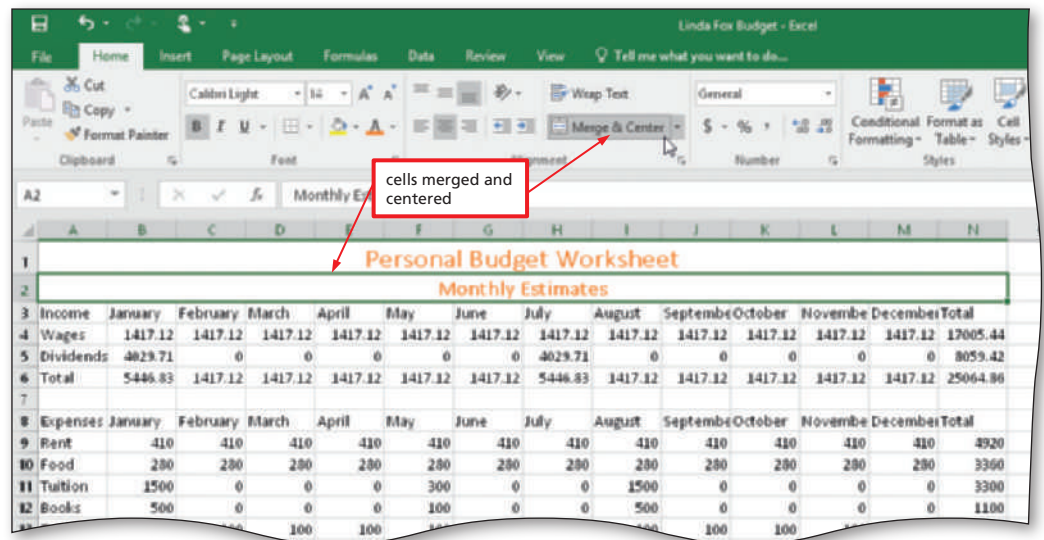
Select the desired option on the Merge & Center menu if you do not have a separate 'Merge & Center' button and 'Merge & Center' arrow.

What happened to cells B1 through N1?

After the merge, cells B1 through N1 no longer exist. The new cell A1 now extends across columns A through N.

3

- Repeat Steps 1 and 2 to merge and center the worksheet subtitle across cells A2 through N2 (Figure 1-42).

**Figure 1-42****Q&A**

Are cells B1 through N1 and B2 through N2 lost forever?

No. The opposite of merging cells is **splitting** a merged cell. After you have merged multiple cells into one cell, you can unmerge, or split, the cell to display the original range of cells. You

split a merged cell by selecting it and clicking the 'Merge & Center' button. For example, if you click the 'Merge & Center' button a second time in Step 2, it will split the merged cell A1 into cells A1, B1, C1, D1, E1, F1, G1, H1, I1, J1, K1, L1, M1, and N1, and move the title to its original location in cell A1.

Other Ways

- Right-click selection, click 'Merge & Center' button on mini toolbar
- Right-click selected cell, click Format Cells on shortcut menu, click Alignment tab (Format Cells dialog box), select 'Center Across Selection' in Horizontal list, click OK button

To Format Rows Using Cell Styles

The next step to format the worksheet is to format the rows. *Why? Row titles and the total row should be formatted so that the column titles and total row can be distinguished from the data in the body of the worksheet. Data rows can be formatted to make them easier to read as well.* The following steps format the column titles and total row using cell styles in the default worksheet theme.

1

- Click cell A3 and then drag to cell N3 to select the range.
- Click the Cell Styles button (Home tab | Styles group) to display the Cell Styles gallery.
- Point to the Heading 1 cell style in the Titles and Headings area of the Cell Styles gallery to see a live preview of the cell style in the selected range (Figure 1–43).



Experiment

- Point to other cell styles in the Titles and Headings area of the Cell Styles gallery to see a live preview of other styles.

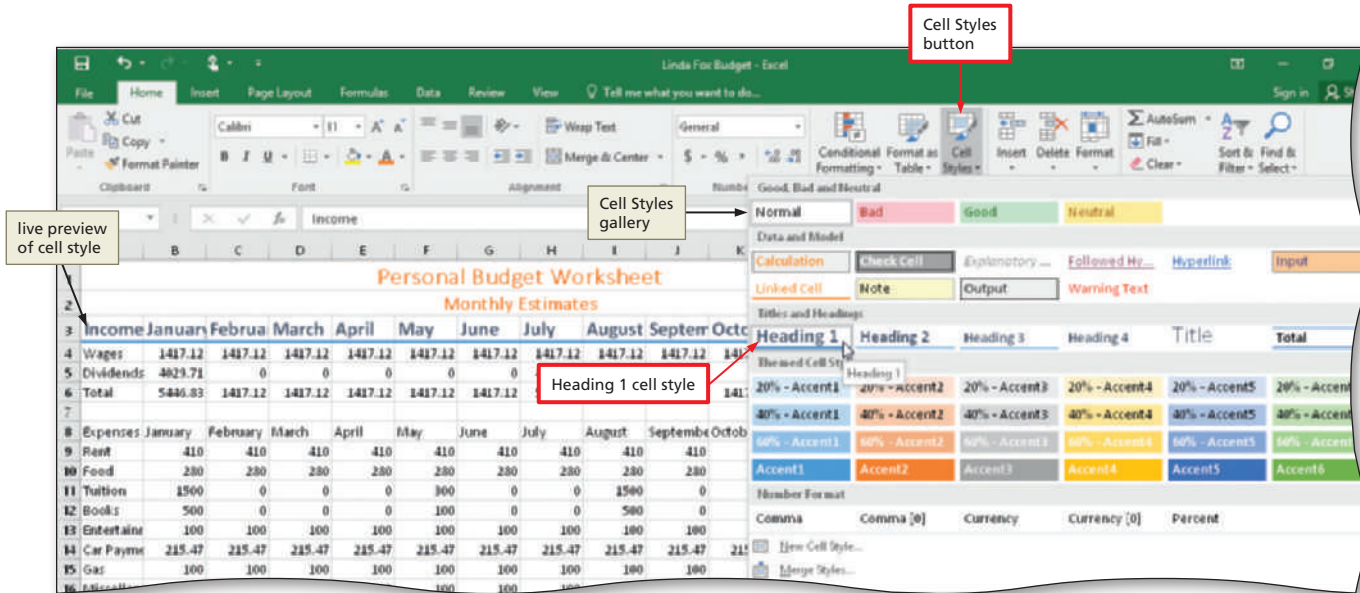


Figure 1–43

2

- Click the Heading 1 cell style to apply the cell style to the selected range.
- Click the Center button (Home tab | Alignment group) to center the column headings in the selected range.
- Select the range A8:N8 (Figure 1–44).

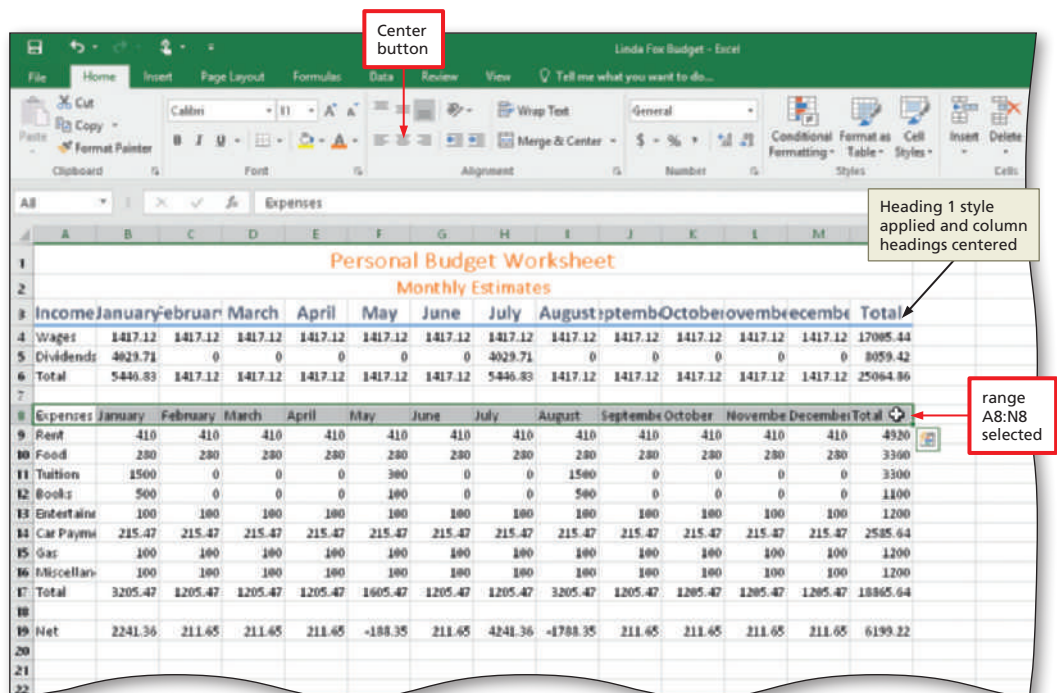


Figure 1–44

3

- Apply the Heading 1 cell style format and then center the headings (Figure 1–45).

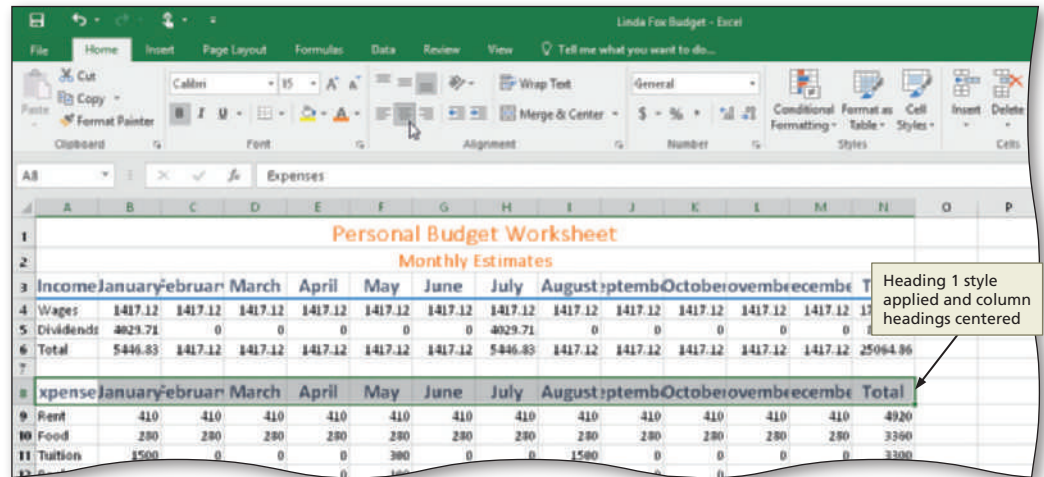


Figure 1–45

4

- Format the range A6:N6 and A17:N17 with the Total cell style format.
- Format the range A19:N19 with the Accent2 cell style format.
- Format the range A4:N4, A9:N9, A11:N11, A13:N13, A15:N15 with the 20% - Accent2 cell style format.
- Format the range A5:N5, A10:N10, A12:N12, A14:N14, A16:N16 with the 40% - Accent2 cell style format. Deselect the selected ranges

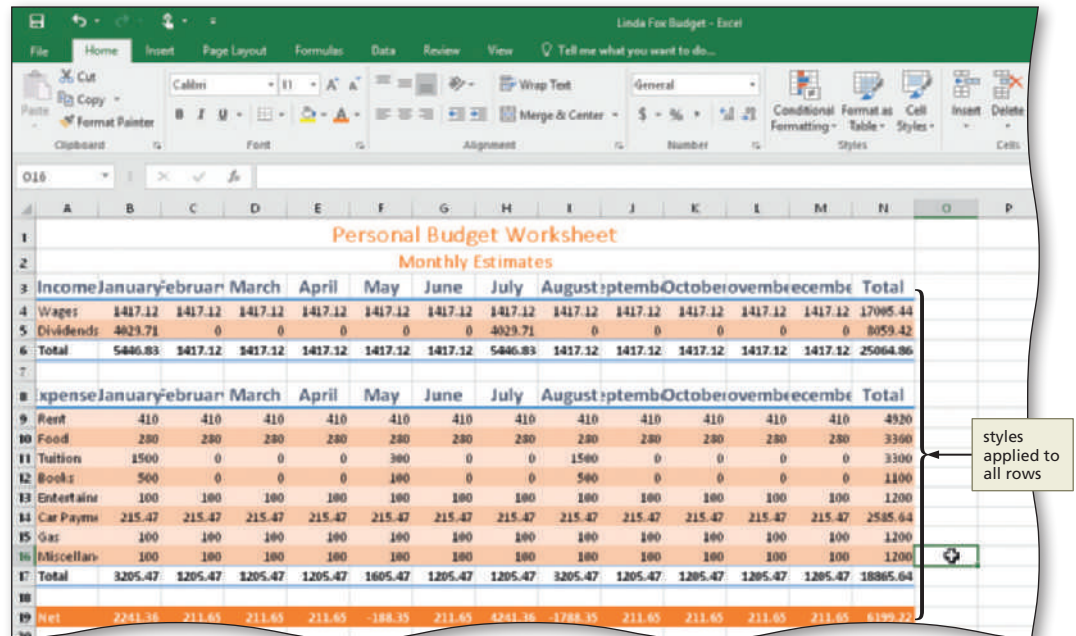


Figure 1–46

To Format Numbers in the Worksheet

The requirements document requested that numbers in the first row and last row of each section should be formatted to use a dollar-and-cents format, while other numbers receive a comma format. *Why? Using a dollar-and-cents format for selected cells makes it clear to users of the worksheet that the numbers represent dollar values without cluttering the entire worksheet with dollar signs, and applying the comma format makes larger numbers easier to read.* Excel allows you to apply various number formats, many of which are discussed in later modules. The following steps use buttons on the ribbon to format the numbers in the worksheet.

1

- Select the range B4:N4.
- Click the 'Accounting Number Format' button (Home tab | Number group) to apply the accounting number format to the cells in the selected range.

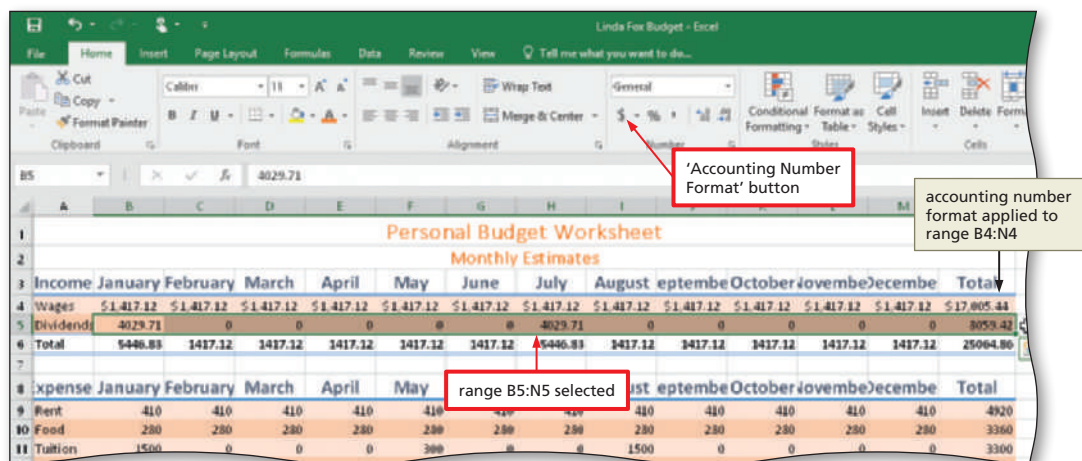


Figure 1-47

Q&A What if my screen displays an Accounting Number Format menu? If you are using a touch screen, you may not have a separate 'Accounting Number Format' button and 'Accounting Number Format' arrow. In this case, select the desired option on the Accounting Number Format menu.

What effect does the accounting number format have on the selected cells?

The accounting number format causes numbers to be displayed with two decimal places and to align vertically. Cell widths are adjusted automatically to accommodate the new formatting.

- Select the range B5:N5 (Figure 1-47).

2

- Click the Comma Style button (Home tab | Number group) to apply the comma style format to the selected range.

Q&A What effect does the comma style format have on the selected cells? The comma style format formats numbers to have two decimal places and commas as thousands separators.

- Select the range B6:N6 to make it the active range (Figure 1-48).

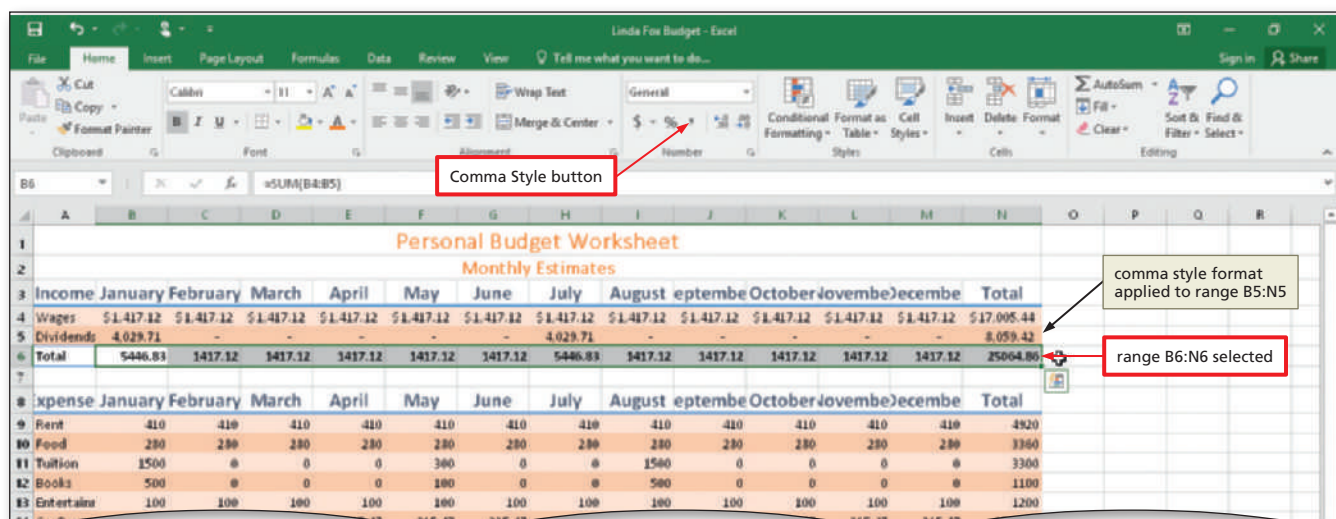


Figure 1-48

3

- Click the 'Accounting Number Format' button (Home tab | Number group) to apply the accounting number format to the cells in the selected range.

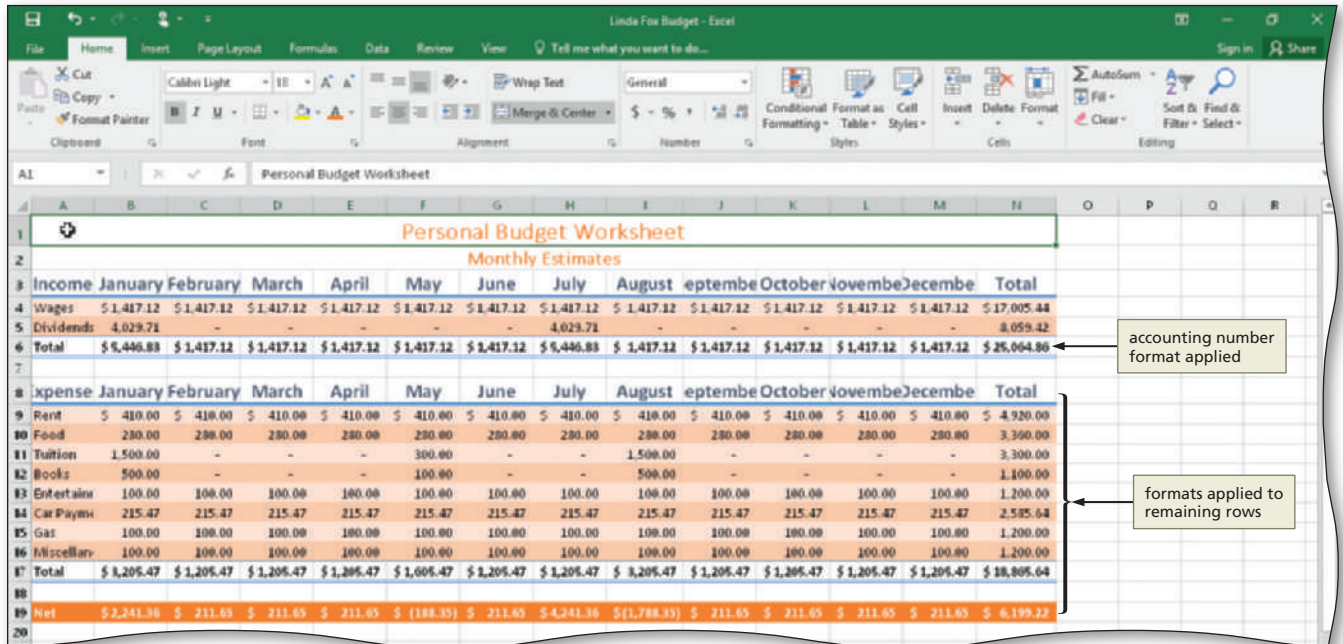
4

- Format the ranges B9:N9, B17:N17, and B19:N19 with the accounting number format.
- Format the range B10:N16 with the comma style format. Click cell A1 to deselect the selected ranges (Figure 1–49).

Q&A

How do I select the range B10:N16?

Select this range the same way as you select a range of cells in a column or row; that is, click the first cell in the range (B10, in this case) and drag to the last cell in the range (N16, in this case).

**Figure 1–49****Other Ways**

1. Click 'Accounting Number Format' or Comma Style button on mini toolbar
2. Right-click selected cell, click Format Cells on shortcut menu, click Number tab (Format Cells dialog box), select Accounting in Category list or select Number and click 'Use 1000 Separator', click OK button

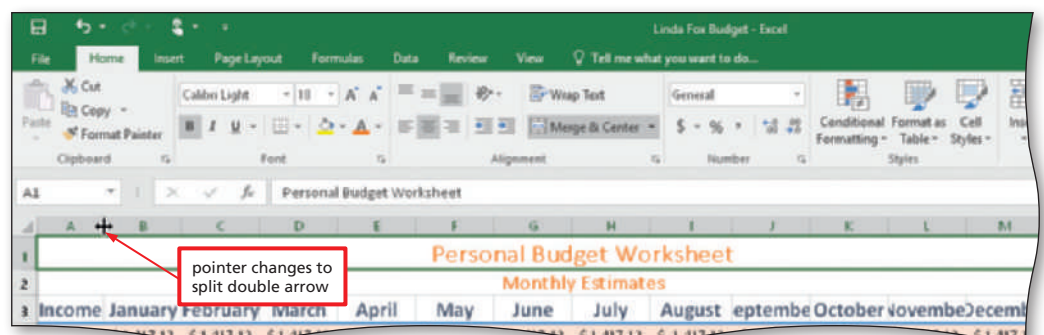
1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

To Adjust the Column Width

The last step in formatting the worksheet is to adjust the width of the columns so that each title is visible. *Why? To make a worksheet easy to read, the column widths should be adjusted appropriately.* Excel offers other methods for adjusting cell widths and row heights, which are discussed later in this book. The following steps adjust the width of columns A through N so that the contents of the columns are visible.

1

- Point to the boundary on the right side of the column A heading above row 1 to change the pointer to a split double arrow (Figure 1–50).

**Figure 1–50**

2

- Double-click the boundary to adjust the width of the column to accommodate the width of the longest item in the column (Figure 1–51).

Q&A What if all of the items in the column are already visible? If all of the items are shorter in length than the width of the column and you double-click the column boundary, Excel will reduce the width of the column.

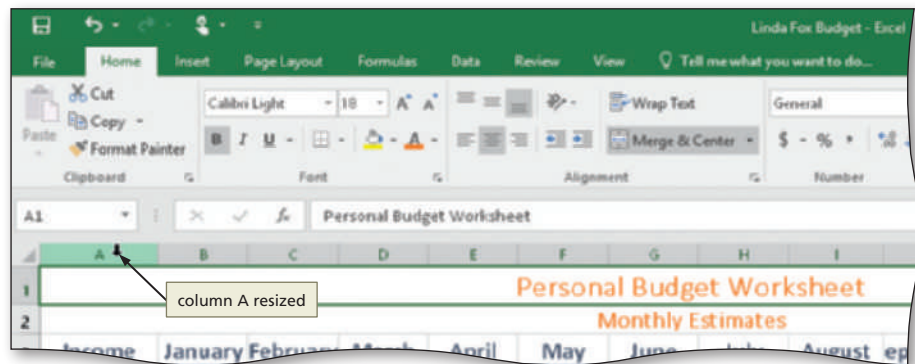


Figure 1–51

3

- Repeat Steps 1 and 2 to adjust the column width of columns B through N (Figure 1–52).

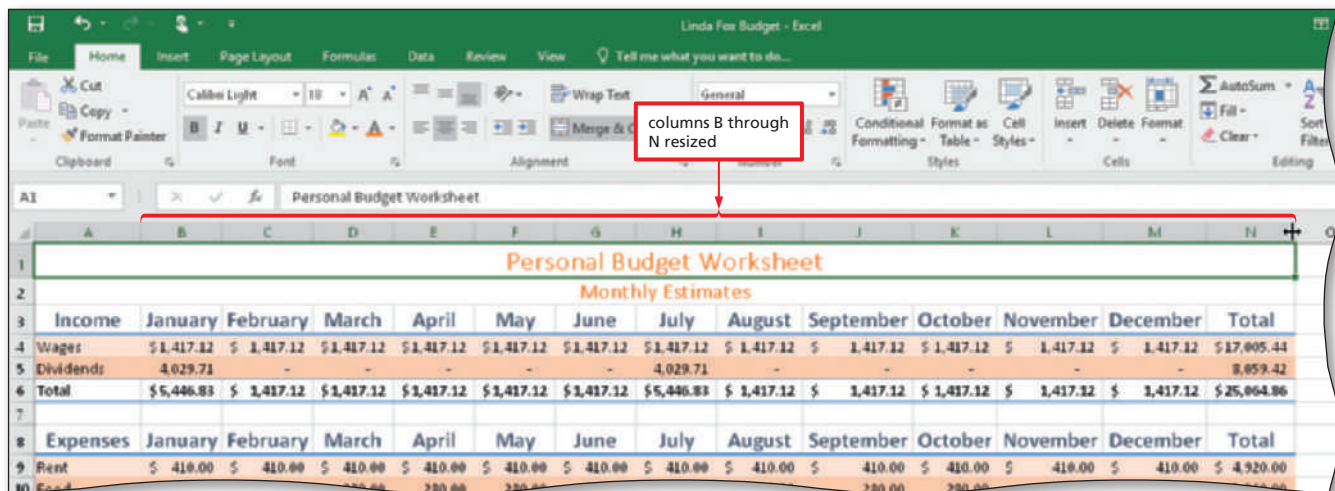


Figure 1–52

To Use the Name Box to Select a Cell

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT
4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

The next step is to chart the monthly expenses. To create the chart, you need to identify the range of the data you want to feature on the chart and then select it. In this case you want to start with cell A3. Rather than clicking cell A3 to select it, you will select the cell by using the Name box, which is located to the left of the formula bar. *Why?* You might want to use the Name box to select a cell if you are working with a large worksheet and it is faster to type the cell name rather than scrolling to and clicking it. The following steps select cell A3 using the Name box.

1

- Click the Name box in the formula bar and then type a3 as the cell you want to select (Figure 1–53).

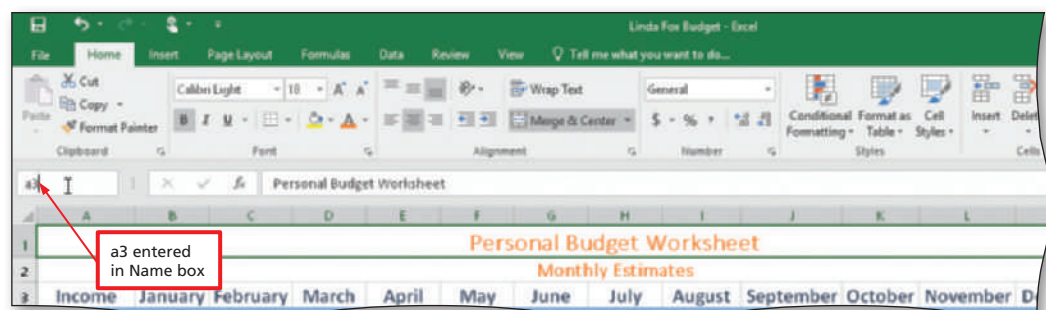
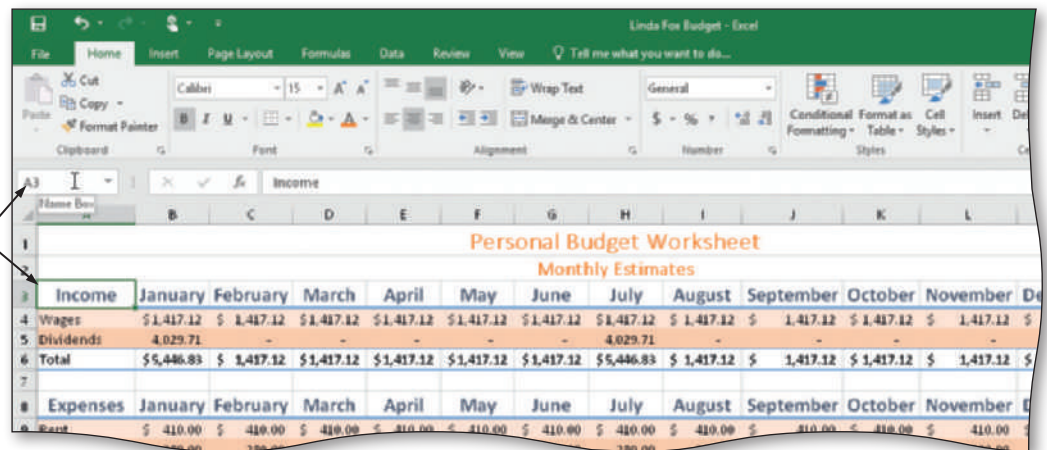


Figure 1–53

2

- Press the ENTER key to change the active cell in the Name box and make cell A3 the active cell (Figure 1–54).

cell A3 is active cell

**Figure 1–54**

Other Ways to Select Cells

As you will see in later modules, in addition to using the Name box to select any cell in a worksheet, you also can use it to assign names to a cell or range of cells. Excel supports several additional ways to select a cell, as summarized in Table 1–3.

Table 1–3 Selecting Cells in Excel

Key, Box, or Command	Function
ALT+PAGE DOWN	Selects the cell one worksheet window to the right and moves the worksheet window accordingly.
ALT+PAGE UP	Selects the cell one worksheet window to the left and moves the worksheet window accordingly.
ARROW	Selects the adjacent cell in the direction of the arrow on the key.
CTRL+ARROW	Selects the border cell of the worksheet in combination with the arrow keys and moves the worksheet window accordingly. For example, to select the rightmost cell in the row that contains the active cell, press CTRL+RIGHT ARROW. You also can press the END key, release it, and then press the appropriate arrow key to accomplish the same task.
CTRL+HOME	Selects cell A1 or the cell one column and one row below and to the right of frozen titles and moves the worksheet window accordingly.
Find command on Find & Select menu (Home tab Editing group) or SHIFT+F5	Finds and selects a cell that contains specific contents that you enter in the Find and Replace dialog box. If necessary, Excel moves the worksheet window to display the cell. You also can press CTRL+F to display the Find and Replace dialog box.
Go To command on Find & Select menu (Home tab Editing group) or F5	Selects the cell that corresponds to the cell reference you enter in the Go To dialog box and moves the worksheet window accordingly. You also can press CTRL+G to display the Go To dialog box.
HOME	Selects the cell at the beginning of the row that contains the active cell and moves the worksheet window accordingly.
Name box	Selects the cell in the workbook that corresponds to the cell reference you enter in the Name box.
PAGE DOWN	Selects the cell down one worksheet window from the active cell and moves the worksheet window accordingly.
PAGE UP	Selects the cell up one worksheet window from the active cell and moves the worksheet window accordingly.

Break Point: If you wish to take a break, this is a good place to do so. Be sure to save the Linda Fox Budget file again and then you can exit Excel. To resume at a later time, run Excel, open the file called Linda Fox Budget, and continue following the steps from this location forward.

Adding a Pie Chart to the Worksheet

Excel includes 15 chart types from which you can choose, including column, line, pie, bar, area, X Y (scatter), stock, surface, radar, treemap, sunburst,

BTW

Excel Help

At any time while using Excel, you can find answers to questions and display information about various topics through Excel Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use Excel. For instructions about Excel Help and exercises that will help you gain confidence in using it, read the Office and Windows module at the beginning of this book.

histogram, box & whisker, waterfall, and combo. The type of chart you choose depends on the type and quantity of data you have and the message or analysis you want to convey.

A column or cylinder chart is a good way to compare values side by side. A line chart often is used to illustrate changes in data over time. Pie charts show the contribution of each piece of data to the whole, or total, of the data. A pie chart can go even further in comparing values across categories by showing each pie piece in comparison with the others. Area charts, like line charts, illustrate changes over time, but often are used to compare more than one set of data, and the area below the lines is filled in with a different color for each set of data. An X Y (scatter) chart is used much like a line chart, but each piece of data is represented by a dot and is not connected with a line. Scatter charts are typically used for viewing scientific, statistical, and engineering data. A stock chart provides a number of methods commonly used in the financial industry to show fluctuations in stock market data. A surface chart compares data from three columns and/or rows in a 3-D manner. A radar chart can compare aggregate values of several sets of data in a manner that resembles a radar screen, with each set of data represented by a different color. A combo chart allows you to combine multiple types of charts.

Excel 2016 includes five new charts. Treemap and sunburst charts are hierarchy charts, used to compare parts to a whole. A treemap chart uses nested rectangles to show data in a hierarchy. A sunburst chart stacks multiple pie charts on one another to illustrate related data. New statistical charts include histogram and box & whisker charts. A histogram chart shows the distribution of data. A box & whisker chart, or box plot, is used to display variation within a set of data. The new waterfall chart is used to visualize increases and decreases within a set of data and is grouped with stock charts.

As outlined in the requirements document in Figure 1–2, the budget worksheet should include a pie chart to graphically represent the yearly expense totals for each item in Linda Fox's budget. The pie chart shown in Figure 1–55 is on its own sheet in the workbook. The pie chart resides on a separate sheet, called a **chart sheet**, which contains only the chart.

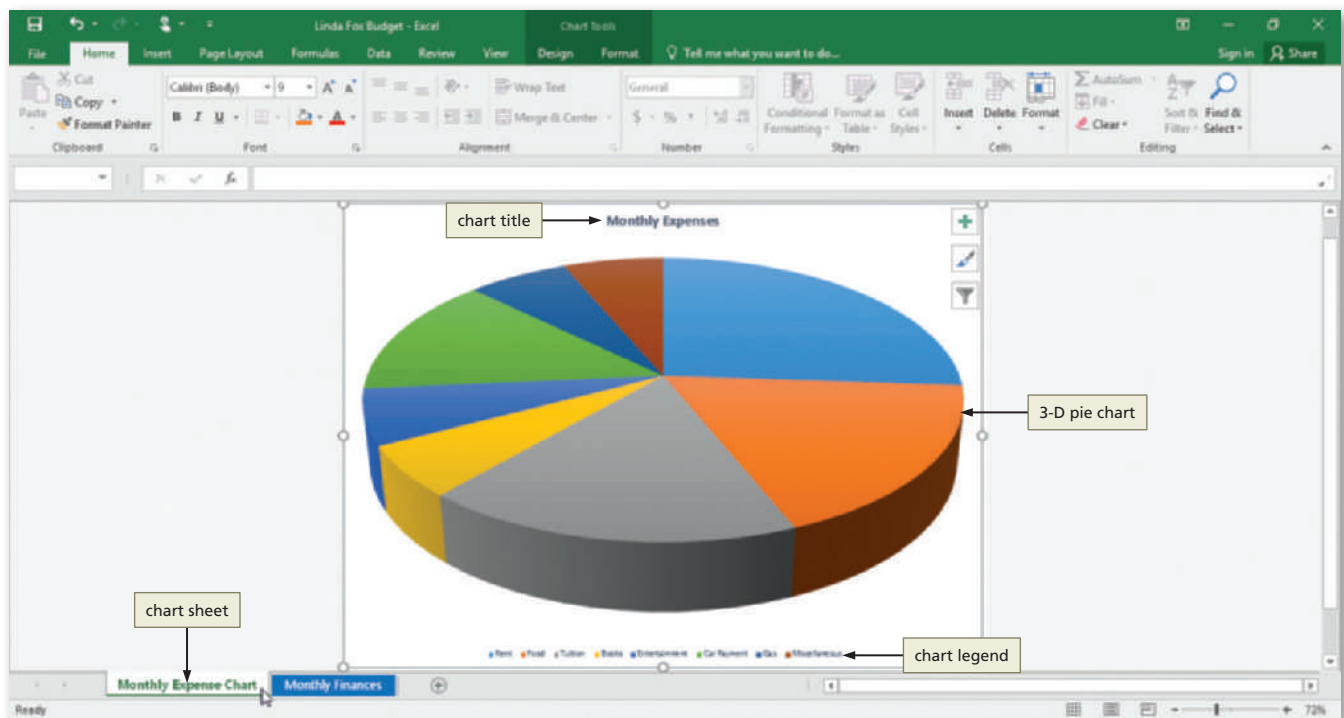


Figure 1–55

In this worksheet, the ranges you want to chart are the nonadjacent ranges A9:A16 (expense titles) and N9:N16 (yearly expense totals). The expense titles in the range A9:A16 will identify the slices of the pie chart; these entries are called category names. The range N9:N16 contains the data that determines the size of the slices in the pie; these entries are called the **data series**. Because eight budget items are being charted, the 3-D pie chart contains eight slices.

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT

4 **INSERT CHART** | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

To Add a 3-D Pie Chart

Why? When you want to see how each part relates to the whole, you use a pie chart. The following steps draw the 3-D pie chart.

1

- Select the range A9:A16 to identify the range of the category names for the 3-D pie chart.
- While holding down the CTRL key, select the nonadjacent range N9:N16.
- Click Insert on the ribbon to display the Insert tab.
- Click the 'Insert Pie or Doughnut Chart' button (Insert tab | Charts group) to display the Insert Pie or Doughnut Chart gallery (Figure 1–56).

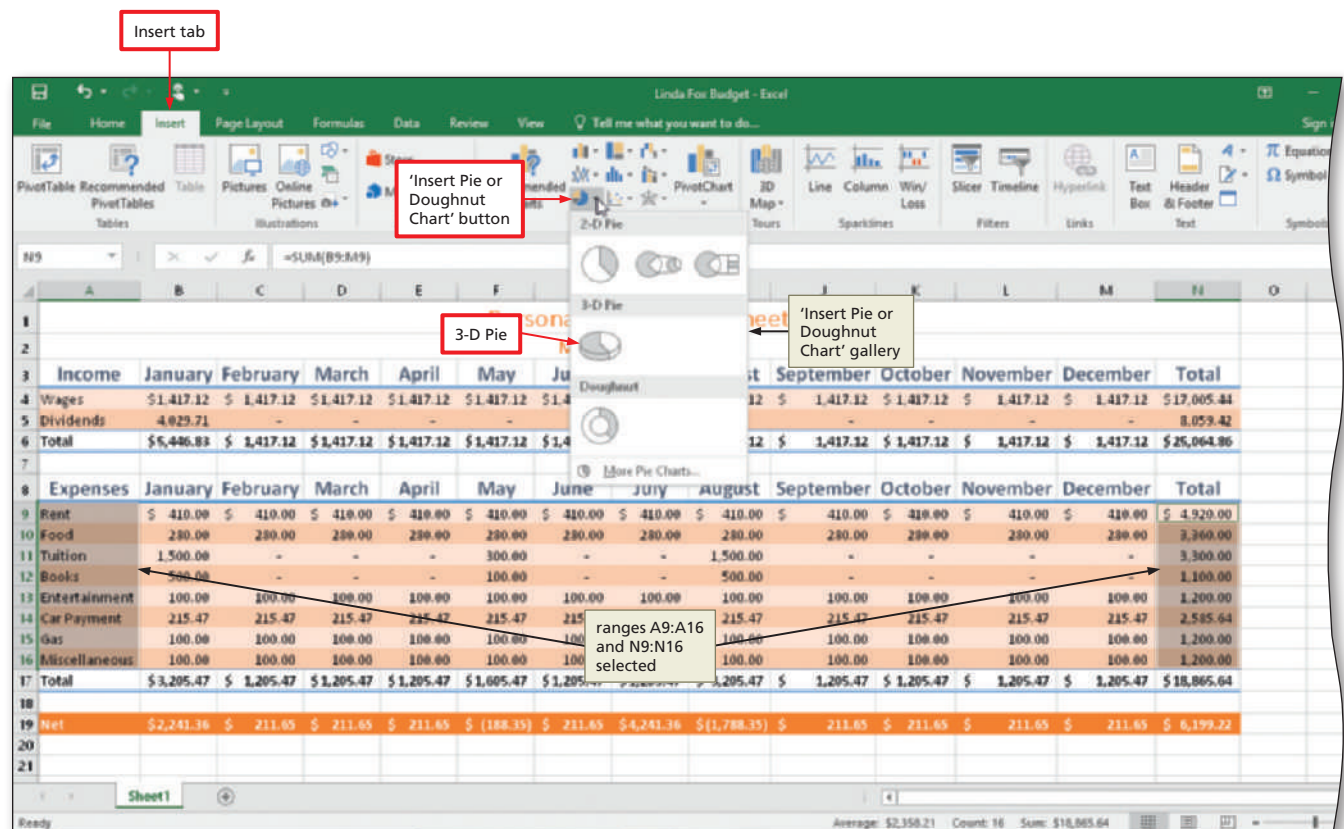


Figure 1–56

- 2
- Click 3-D Pie in the Insert Pie or Doughnut Chart gallery to insert the chart in the worksheet (Figure 1-57).

Q&A Why have new tabs appeared on the ribbon?

The new tabs provide additional options and functionality when you are working with certain objects, such as charts, and only display when you are working with those objects.

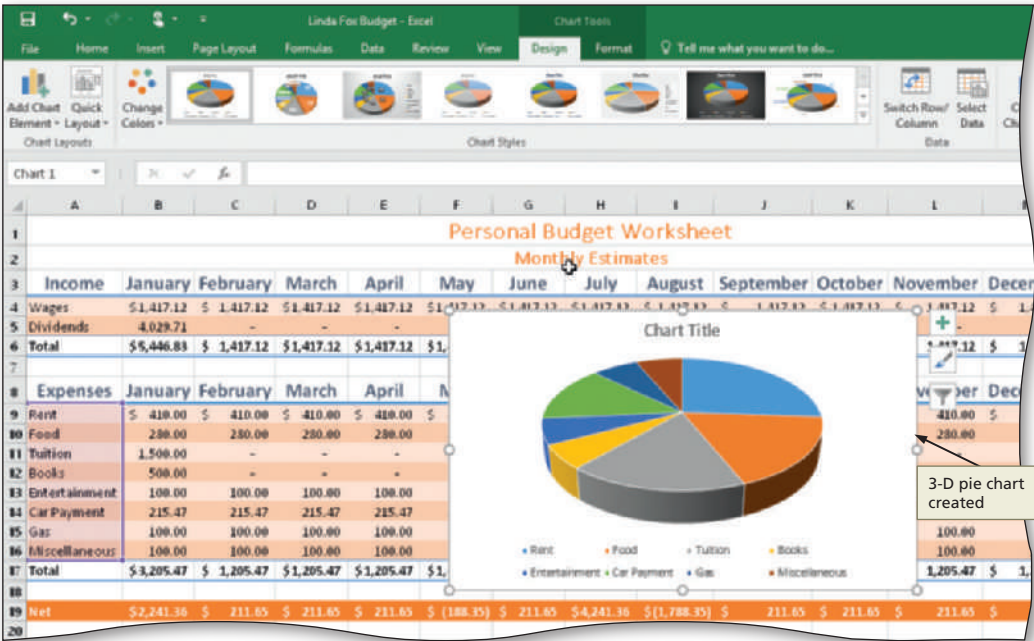


Figure 1-57

- 3
- Click and drag to select all the text in the chart title.
 - Type **Monthly Expenses** to specify the title.
 - Deselect the chart title to view the new title (Figure 1-58).

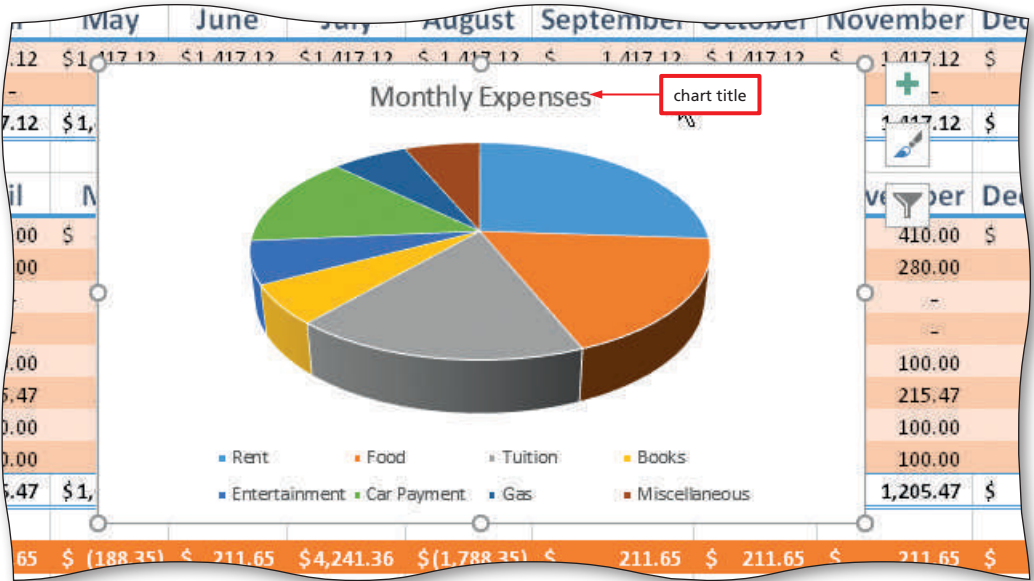


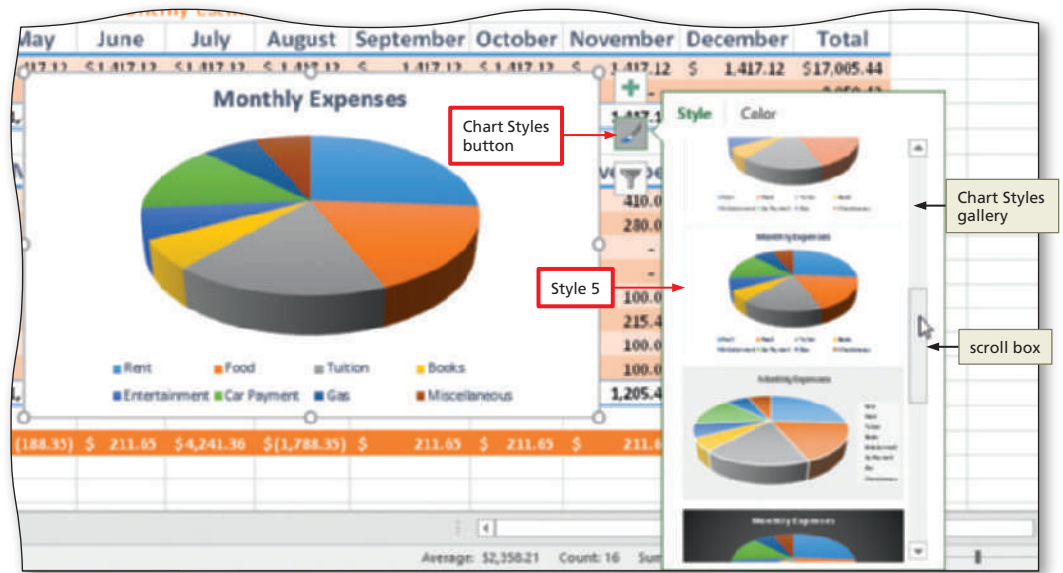
Figure 1-58

To Apply a Style to a Chart

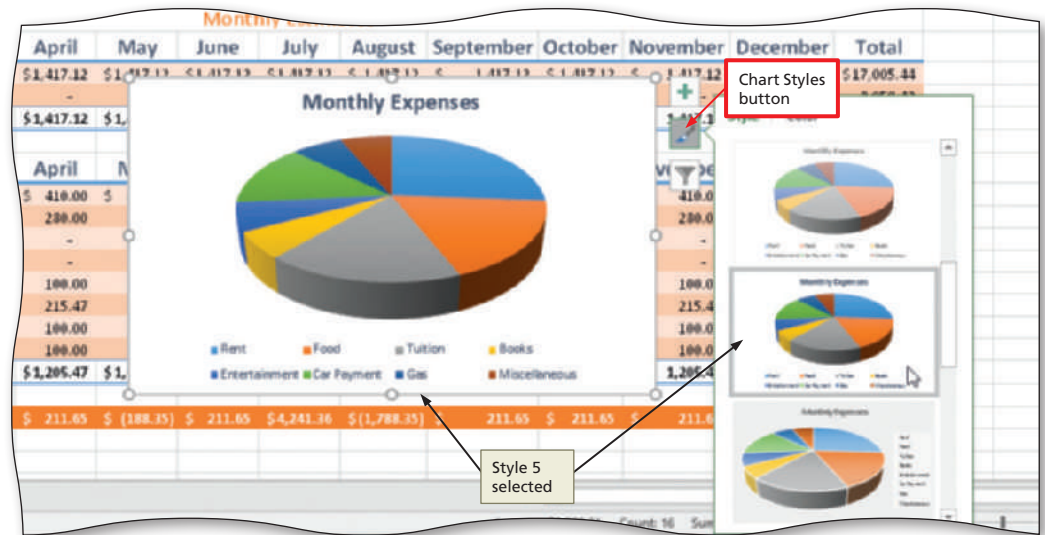
Why? If you want to enhance the appearance of a chart, you can apply a chart style. The following steps apply Style 5 to the 3-D pie chart.

1

- Click the Chart Styles button to display the Chart Styles gallery.
- Scroll in the Chart Style gallery to display the Style 5 chart style (Figure 1–59).

**Figure 1–59****2**

- Click Style 5 in the Chart Styles gallery to change the chart style to Style 5 (Figure 1–60).

**Figure 1–60****3**

- Click the Chart Styles button to close the Chart Styles gallery.

Changing the Sheet Tab Names

The sheet tabs at the bottom of the window allow you to navigate between any worksheet in the workbook. You click the sheet tab of the worksheet you want to view in the Excel window. By default, the worksheets are named Sheet1, Sheet2, and so on. The worksheet names become increasingly important as you move toward more sophisticated workbooks, especially workbooks in which you reference cells between worksheets.

BTW

Exploding a Pie Chart

If you want to draw attention to a particular slice in a pie chart, you can offset the slice so that it stands out from the rest. A pie chart with one or more slices offset is referred to as an exploded pie chart. To offset a slice, click the slice two times to select it (do not double-click) and then drag the slice outward.

To Move a Chart to a New Sheet

Why? By moving a chart to its own sheet, the size of the chart will increase, which can improve readability. The following steps move the 3-D pie chart to a chart sheet named, Monthly Expenses.

- 1 Click the Move Chart button (Chart Tools Design tab | Location group) to display the Move Chart dialog box (Figure 1–61).

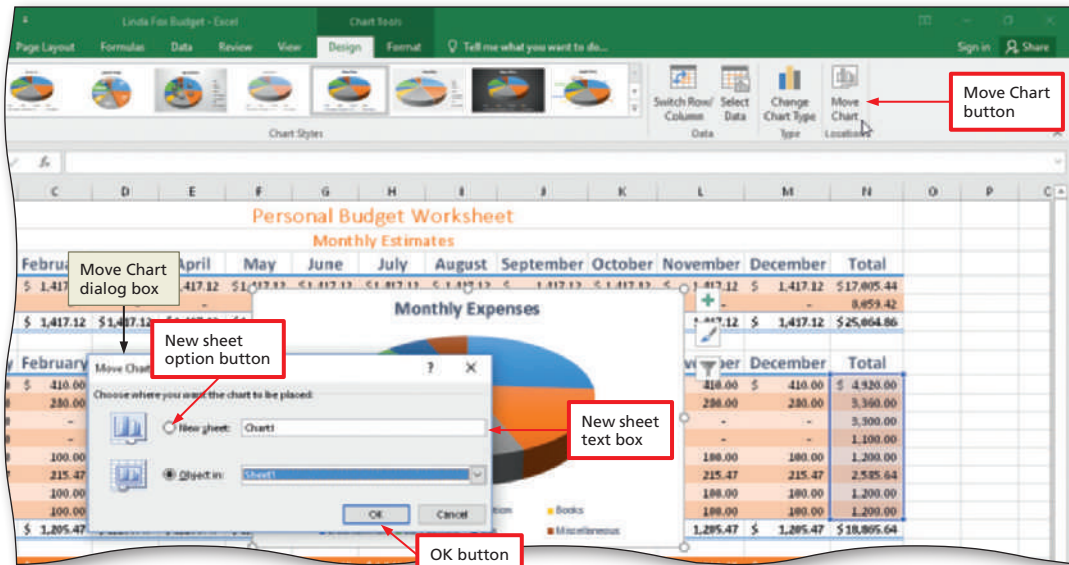


Figure 1–61

- 2 Click New sheet to select it (Move Chart dialog box) and then type **Monthly Expense Chart** in the New sheet text box to enter a sheet tab name for the worksheet that will contain the chart.
- Click the OK button (Move Chart dialog box) to move the chart to a new chart sheet with the sheet tab name, Monthly Expense Chart (Figure 1–62).

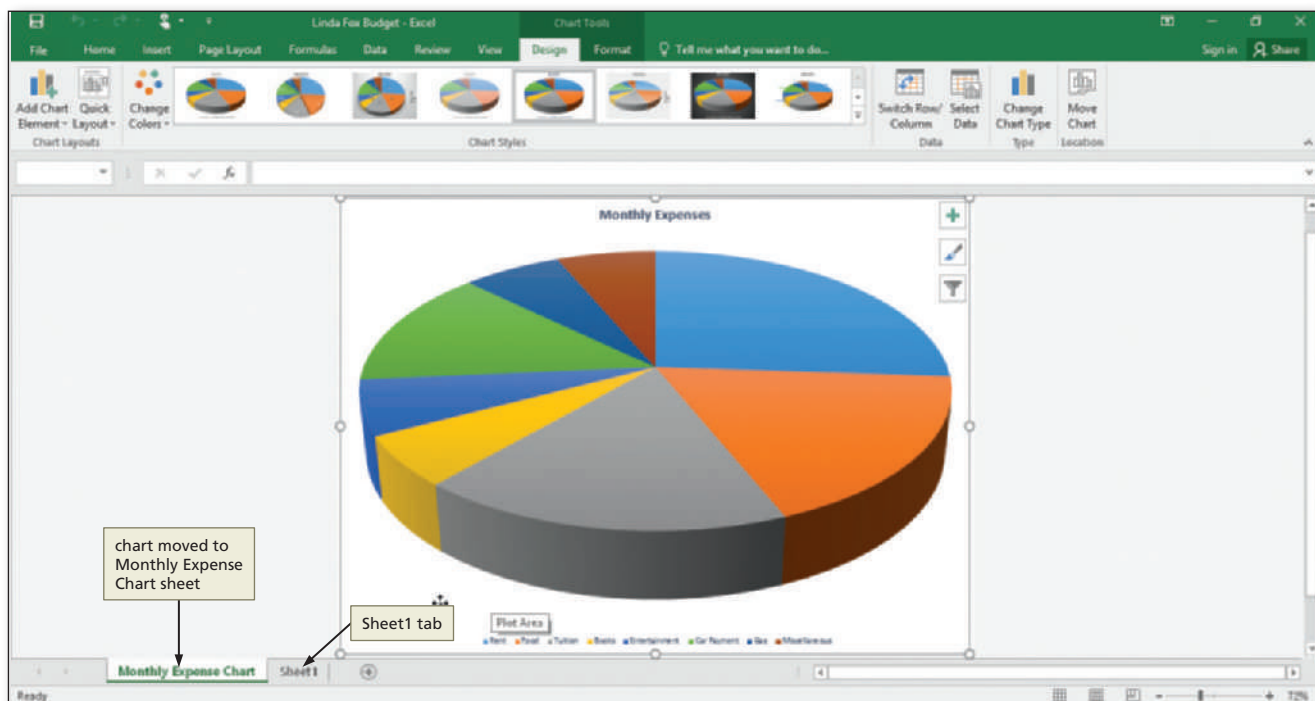


Figure 1–62

To Change the Sheet Tab Name

You decide to change the name of the Sheet1 tab to Monthly Finances. *Why? Use simple, meaningful names for each sheet tab. Sheet tab names often match the worksheet title. If a worksheet includes multiple titles in multiple sections of the worksheet, use a sheet tab name that encompasses the meaning of all of the sections.* The following steps rename the sheet tab.

1

- Double-click the sheet tab labeled Sheet1 in the lower-left corner of the window.
- Type **Monthly Finances** as the sheet tab name and then press the ENTER key to assign the new name to the sheet tab (Figure 1-63).

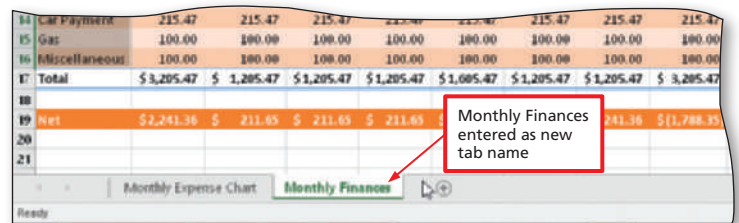


Figure 1-63

Q&A What is the maximum length for a sheet tab name? Sheet tab names can be up to 31 characters (including spaces) in length. Longer worksheet names, however, mean that fewer sheet tabs will display on your screen. If you have multiple worksheets with long sheet tab names, you may have to scroll through sheet tabs.

2

- Right-click the sheet tab labeled, Monthly Finances, in the lower-left corner of the window to display a shortcut menu.
- Point to Tab Color on the shortcut menu to display the Tab Color gallery (Figure 1-64).

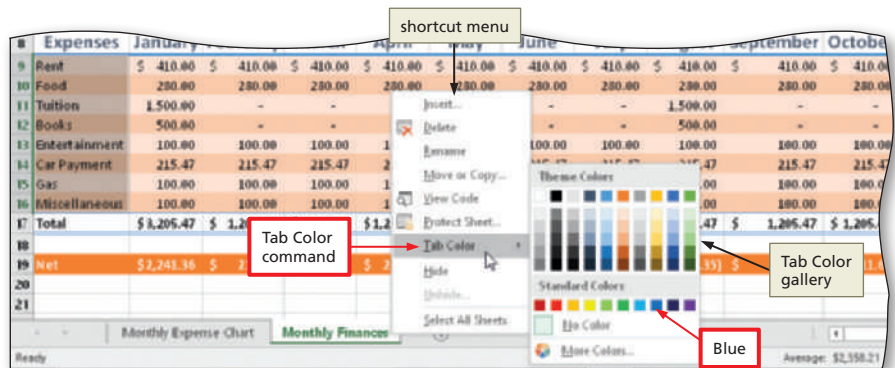


Figure 1-64

3

- Click a color that matches your shirt in the Theme Colors area to change the color of the tab (Figure 1-65).
- If necessary, click Home on the ribbon to display the Home tab.
- Save the workbook again on the same storage location with the same file name.

Q&A Why should I save the workbook again? You have made several modifications to the workbook since you last saved it. Thus, you should save it again.

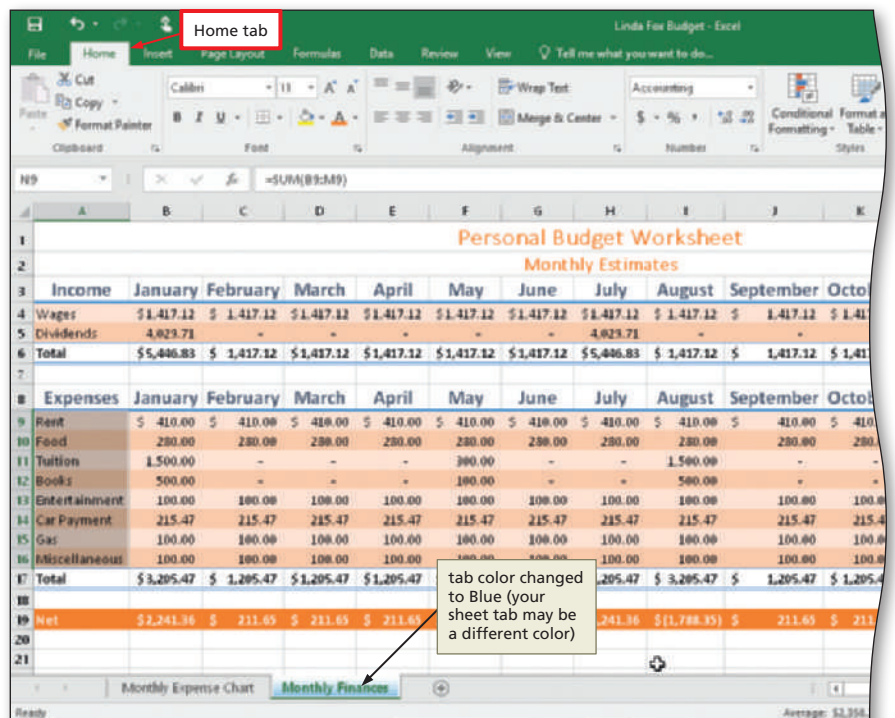


Figure 1-65

Document Properties

Excel helps you organize and identify your files by using **document properties**, which are the details about a file such as the project author, title, and subject. For example, you could use the class name or topic to describe the workbook's purpose or content in the document properties.



CONSIDER THIS

Why would you want to assign document properties to a workbook?

Document properties are valuable for a variety of reasons:

- Users can save time locating a particular file because they can view a file's document properties without opening the workbook.
- By creating consistent properties for files having similar content, users can better organize their workbooks.
- Some organizations require Excel users to add document properties so that other employees can view details about these files.

Common document properties include standard properties and those that are automatically updated. **Standard properties** are associated with all Microsoft Office files and include author, title, and subject. **Automatically updated properties** include file system properties, such as the date you create or change a file, and statistics, such as the file size.

TO CHANGE DOCUMENT PROPERTIES

To change document properties, you would follow these steps.

1. Click File on the ribbon to open the Backstage view and then, if necessary, click the Info tab in the Backstage view to display the Info gallery. The Properties list is found in the right pane of the Info gallery.
2. If the property you wish to change is in the Properties list, click to the right of the property category to display a text box. (Note that not all properties are editable.) Type the desired text for the property and then click anywhere in the Info gallery to enter the data, or press TAB to navigate to the next property. Click the Back button in the upper-left corner of the Backstage view to return to the Excel window.
3. If the property you wish to change is not in the Properties list or you cannot edit it, click the Properties button to display the Properties menu, and then click Advanced Properties to display the Summary tab in the Properties dialog box. Type your desired text in the appropriate property text boxes. Click the OK button (Properties dialog box) to close the dialog box and then click the Back button in the upper-left corner of the Backstage view to return to the workbook.

Q&A Why do some of the document properties in my Properties dialog box contain data? Depending on where you are using Office 2016, your school, university, or place of employment may have customized the properties.

Printing a Worksheet

After creating a worksheet, you may want to print it. Printing a worksheet enables you to distribute the worksheet to others in a form that can be read or viewed but not edited. It is a good practice to save a workbook before printing a worksheet, in the event you experience difficulties printing.

What is the best method for distributing a workbook?

The traditional method of distributing a workbook uses a printer to produce a hard copy. A **hard copy** or **printout** is information that exists on paper. Hard copies can be useful for the following reasons:

- Some people prefer proofreading a hard copy of a workbook rather than viewing it on the screen to check for errors and readability.
- Hard copies can serve as a backup reference if your storage medium is lost or becomes corrupted and you need to recreate the workbook.

Instead of distributing a hard copy of a workbook, users can distribute the workbook as an electronic image that mirrors the original workbook's appearance. An electronic image of a workbook is not an editable file; it simply displays a picture of the workbook. The electronic image of the workbook can be sent as an email attachment, posted on a website, or copied to a portable storage medium such as a USB flash drive. Two popular electronic image formats, sometimes called fixed formats, are PDF by Adobe Systems and XPS by Microsoft. In Excel, you can create electronic image files through the Save As dialog box and the Export, Share, and Print tabs in the Backstage view. Electronic images of workbooks, such as PDF and XPS, can be useful for the following reasons:

- Users can view electronic images of workbooks without the software that created the original workbook (e.g., Excel). Specifically, to view a PDF file, you use a program called Adobe Reader, which can be downloaded free from Adobe's website. Similarly, to view an XPS file, you use a program called XPS Viewer, which is included in the latest version of Windows.
- Sending electronic workbooks saves paper and printer supplies. Society encourages users to contribute to **green computing**, which involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.



CONSIDER THIS

To Preview and Print a Worksheet in Landscape Orientation

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT

4 INSERT CHART | 5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

Pages printed in **portrait orientation** have the short (8½") edge at the top of the printout; the printed page is taller than it is wide. **Landscape orientation** prints the long (11") edge at the top of the paper; the printed page is wider than it is tall. With the completed workbook saved, you may want to print it. *Why? Because the worksheet is included in a report delivered in person, you will print a hard copy on a printer.* The following steps print a hard copy of the contents of the worksheet.

1

- Click File on the ribbon to open the Backstage view.
- Click the Print tab in the Backstage view to display the Print gallery (Figure 1–66).

Q&A How can I print multiple copies of my worksheet?
Increase the number in the Copies box in the Print gallery.

What if I decide not to print the worksheet at this time?

Click the Back button in the upper-left corner of the Backstage view to return to the workbook window.

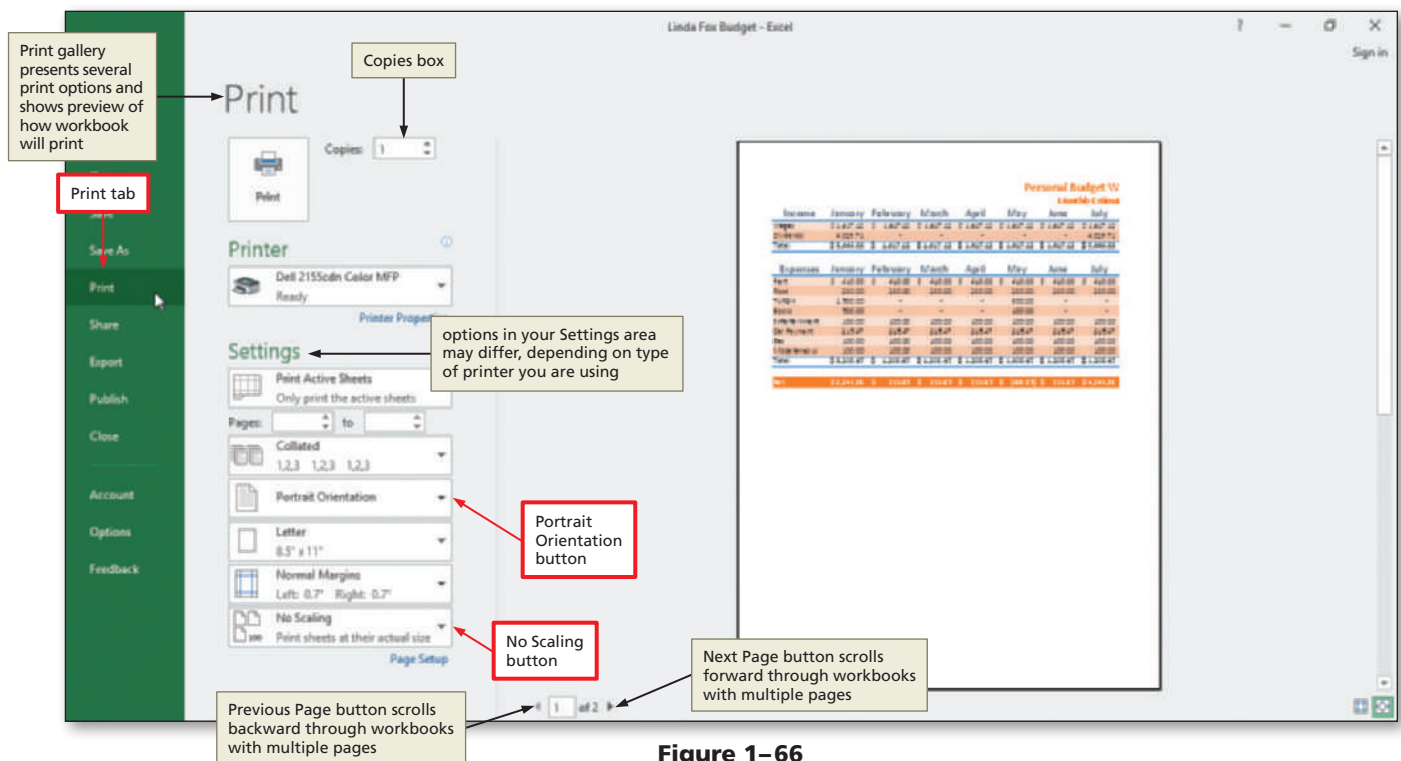


Figure 1-66

2. Verify that the printer listed on the Printer Status button will print a hard copy of the workbook. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer.
3. Click the Portrait Orientation button in the Settings area and then select Landscape Orientation to change the orientation of the page to landscape.
- Click the No Scaling button and then select 'Fit Sheet on One Page' to print the entire worksheet on one page (Figure 1-67).

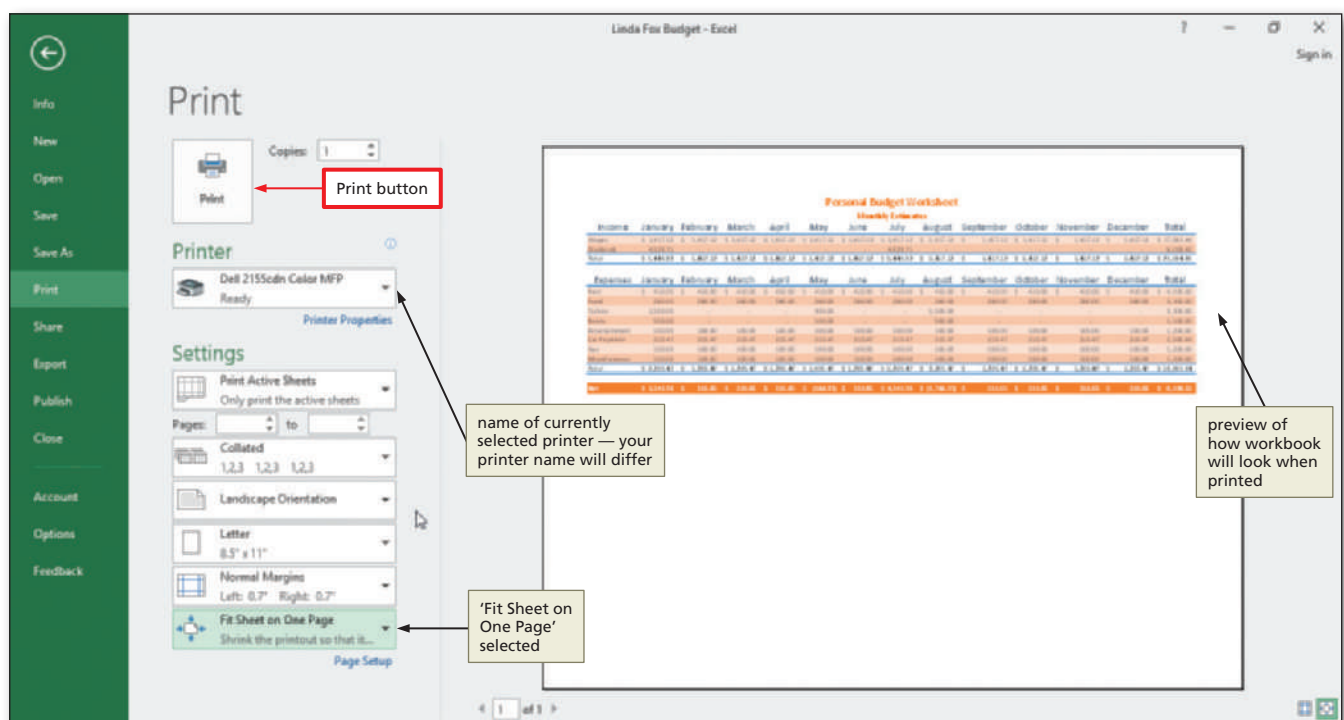


Figure 1-67

4

- Click the Print button in the Print gallery to print the worksheet in landscape orientation on the currently selected printer.
- When the printer stops, retrieve the hard copy (Figure 1–68).

Q&A

Do I have to wait until my worksheet is complete to print it?

No, you can print a document at any time while you are creating it.

Personal Budget Worksheet
Monthly Estimates

Income	January	February	March	April	May	June	July	August	September	October	November	December	Total
Wages	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 17,005.44
Dividends	4,029.71	-	-	-	-	-	4,029.71	-	-	-	-	-	8,059.42
Total	\$ 5,446.83	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 5,446.83	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 1,417.12	\$ 25,064.86

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	Total
Rent	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 4,920.00
Food	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
Tuition	1,500.00	-	-	-	300.00	-	-	1,500.00	-	-	-	-	3,300.00
Books	500.00	-	-	-	100.00	-	-	500.00	-	-	-	-	1,100.00
Entertainment	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Car Payment	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	215.47	2,585.64
Gas	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Miscellaneous	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Total	\$ 3,205.47	\$ 1,205.47	\$ 1,205.47	\$ 1,205.47	\$ 1,605.47	\$ 1,205.47	\$ 1,205.47	\$ 3,205.47	\$ 1,205.47	\$ 1,205.47	\$ 1,205.47	\$ 1,205.47	\$ 18,865.64

Net	\$ 2,241.36	\$ 211.65	\$ 211.65	\$ 211.65	\$ (188.35)	\$ 211.65	\$ 4,241.36	\$ (1,788.35)	\$ 211.65	\$ 211.65	\$ 211.65	\$ 211.65	\$ 6,199.22
------------	--------------------	------------------	------------------	------------------	--------------------	------------------	--------------------	----------------------	------------------	------------------	------------------	------------------	--------------------

Figure 1–68**Other Ways**

1. Press CTRL+P to open Print Gallery, press ENTER

Autocalculate

You easily can obtain a total, an average, or other information about the numbers in a range by using the **AutoCalculate** area on the status bar. First, select the range of cells containing the numbers you want to check. Next, right-click the AutoCalculate area to display the Customize Status Bar shortcut menu (Figure 1–69). The check marks indicate that the calculations are displayed in the status bar; more than one may be selected. The functions of the AutoCalculate commands on the Customize Status Bar shortcut menu are described in Table 1–4.

Table 1–4 Commonly Used Status Bar Commands

Command	Function
Average	AutoCalculate area displays the average of the numbers in the selected range
Count	AutoCalculate area displays the number of non-empty cells in the selected range
Numerical Count	AutoCalculate area displays the number of cells containing numbers in the selected range
Minimum	AutoCalculate area displays the lowest value in the selected range
Maximum	AutoCalculate area displays the highest value in the selected range
Sum	AutoCalculate area displays the sum of the numbers in the selected range

BTW

Distributing a Workbook

Instead of printing and distributing a hard copy of a workbook, you can distribute the workbook electronically. Options include sending the workbook via email; posting it on cloud storage (such as OneDrive) and sharing the file with others; posting it on social media, a blog, or other website; and sharing a link associated with an online location of the workbook. You also can create and share a PDF or XPS image of the workbook, so that users can view the file in Acrobat Reader or XPS Viewer instead of in Excel.

To Use the AutoCalculate Area to Determine a Maximum

1 ENTER TEXT | 2 CALCULATE SUMS & USE FORMULAS | 3 FORMAT TEXT | 4 INSERT CHART
5 NAME TAB | 6 PREVIEW & PRINT WORKSHEET

The following steps determine the largest monthly total in the budget. *Why? Sometimes, you want a quick analysis, which can be especially helpful when your worksheet contains a lot of data.*

1

- Select the range B19:M19. Right-click the status bar to display the Customize Status Bar shortcut menu (Figure 1–69).

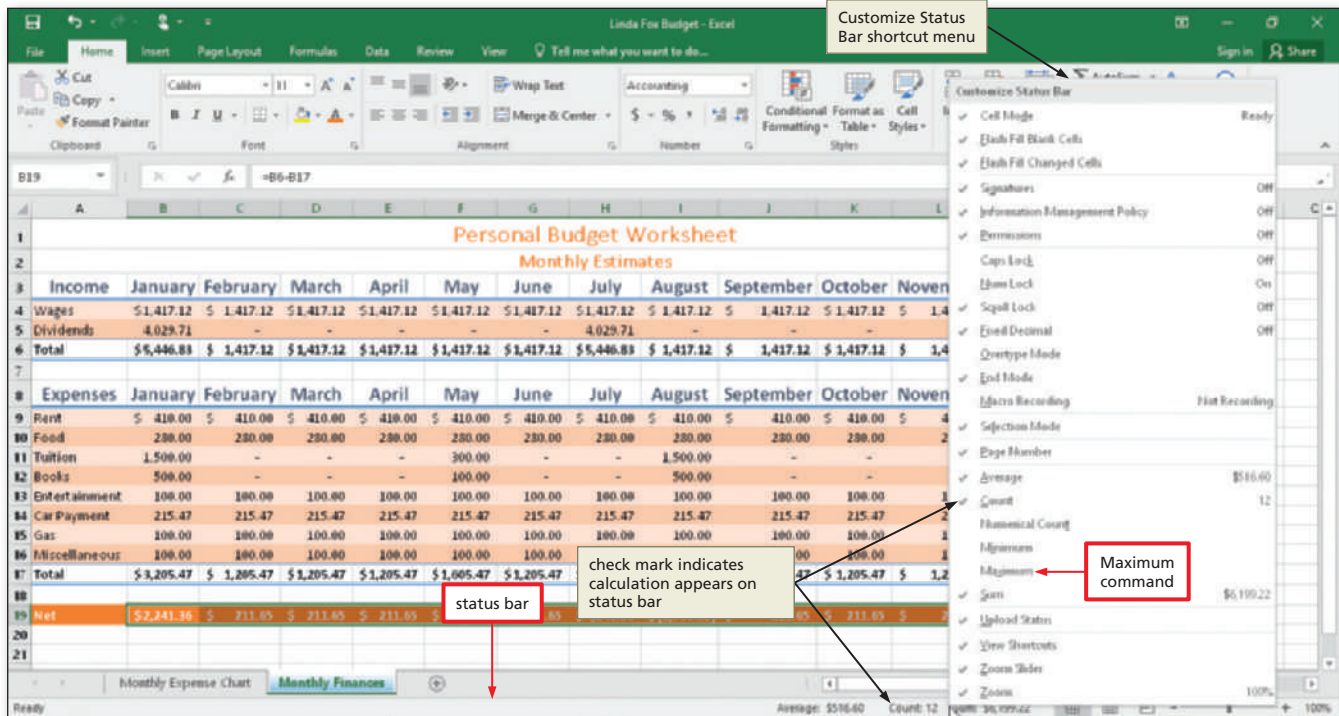


Figure 1–69

2

- Click Maximum on the shortcut menu to display the Maximum value in the range B19:M19 in the AutoCalculate area of the status bar.
- Click anywhere on the worksheet to close the shortcut menu (Figure 1–70).

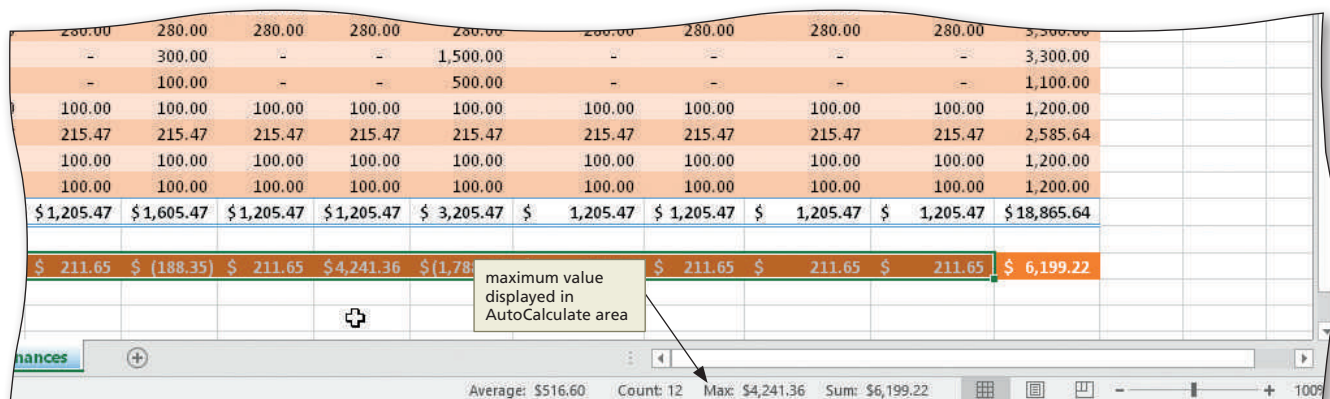


Figure 1–70

3

- Right-click the AutoCalculate area and then click Maximum on the shortcut menu to deselect it. The Maximum value will no longer appear on the status bar.
- Close the shortcut menu.

4

- Save the workbook using the same file name in the same storage location.
- If desired, sign out of your Microsoft account.
- Exit Excel.

Correcting Errors

You can correct data entry errors on a worksheet using one of several methods. The method you choose will depend on the extent of the error and whether you notice it while entering the data or after you have entered the incorrect data into the cell.

Correcting Errors while Entering Data into a Cell

If you notice an error while you are entering data into a cell, press the BACKSPACE key to erase the incorrect character(s) and then enter the correct character(s). If the error is a major one, click the Cancel box in the formula bar or press the ESC key to erase the entire entry and then reenter the data.

Correcting Errors after Entering Data into a Cell

If you find an error in the worksheet after entering the data, you can correct the error in one of two ways:

1. If the entry is short, select the cell, retype the entry correctly, and then click the Enter button or press the ENTER key. The new entry will replace the old entry.
2. If the entry in the cell is long and the errors are minor, using Edit mode may be a better choice than retyping the cell entry. In **Edit mode**, Excel displays the active cell entry in the formula bar and a flashing insertion point in the active cell, and you can edit the contents directly in the cell — a procedure called **in-cell editing**.
 - a. Double-click the cell containing the error to switch Excel to Edit mode (Figure 1–71).
 - b. Make corrections using the following in-cell editing methods.
 - (1) To insert new characters between two characters, place the insertion point between the two characters and begin typing. Excel inserts the new characters to the left of the insertion point.

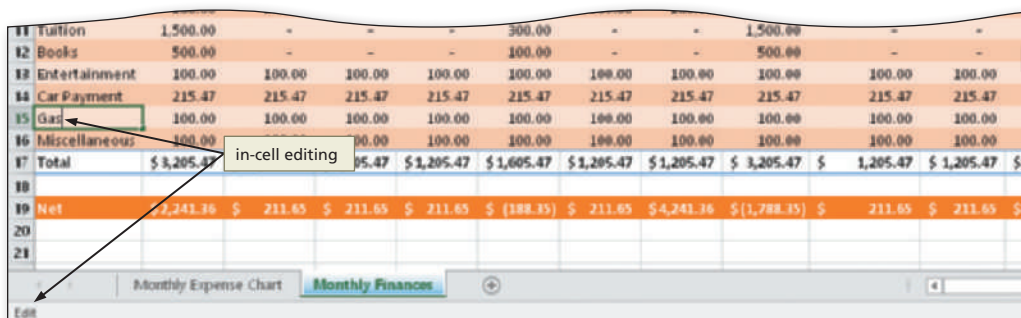


Figure 1–71

- (2) To delete a character in the cell, move the insertion point to the left of the character you want to delete and then press the DELETE key, or place the insertion point to the right of the character you want to delete and then press the BACKSPACE key. You also can drag to select the character or adjacent characters you want to delete and then press the DELETE key or CTRL+X, or click the Cut button (Home tab | Clipboard group).
- (3) When you are finished editing an entry, click the Enter button or press the ENTER key.

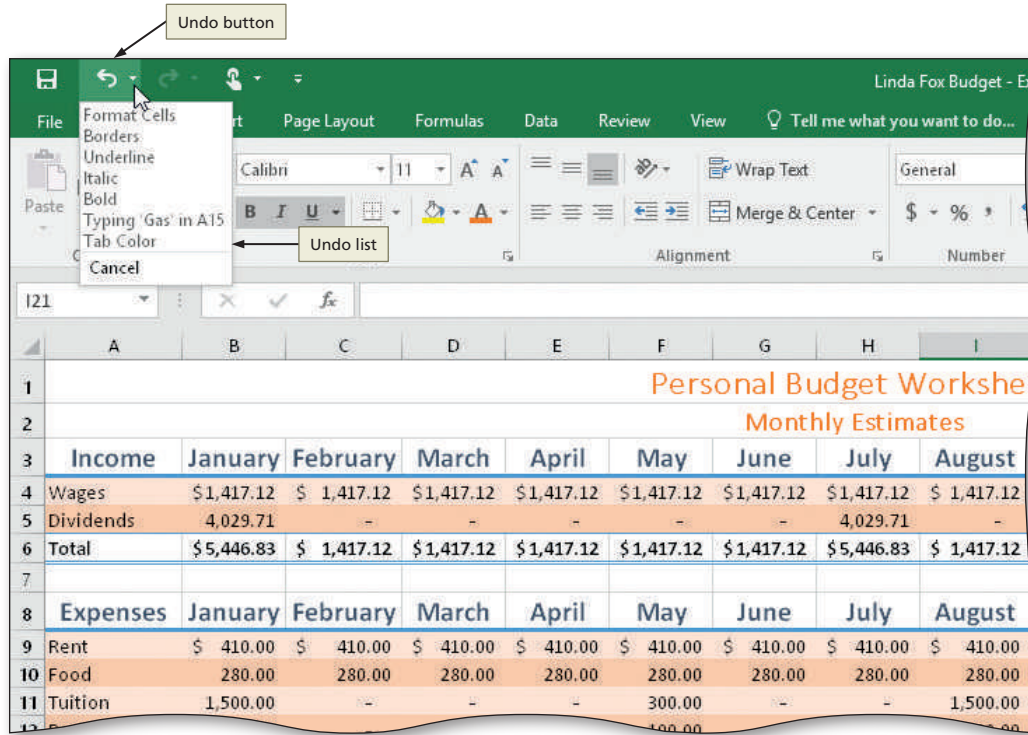
There are two ways for entering data in Edit mode: Insert mode and Overtyping mode. In the default **Insert mode**, as you type a character, Excel inserts the character and moves all characters to the right of the typed character one position to the right. You can change to Overtyping mode by pressing the INSERT key. In **Overtyping mode**, Excel replaces, or overtypes, the character to the right of the insertion point. The INSERT key toggles the keyboard between Insert mode and Overtyping mode.

While in Edit mode, you may have reason to move the insertion point to various points in the cell, select portions of the data in the cell, or switch from inserting characters to overtyping characters. Table 1–5 summarizes the more common tasks performed during in-cell editing.

Table 1–5 Summary of In-Cell Editing Tasks		
Task	Mouse Operation	Keyboard
1. Move the insertion point to the beginning of data in a cell.	Point to the left of the first character and click.	Press HOME
2. Move the insertion point to the end of data in a cell.	Point to the right of the last character and click.	Press END
3. Move the insertion point anywhere in a cell.	Point to the appropriate position and click the character.	Press RIGHT ARROW or LEFT ARROW
4. Highlight one or more adjacent characters.	Drag through adjacent characters.	Press SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
5. Select all data in a cell.	Double-click the cell with the insertion point in the cell if the data in the cell contains no spaces.	
6. Delete selected characters.	Click the Cut button (Home tab Clipboard group).	Press DELETE
7. Delete characters to the left of the insertion point.		Press BACKSPACE
8. Delete characters to the right of the insertion point.		Press DELETE
9. Toggle between Insert and Overtyping modes.		Press INSERT

Undoing the Last Cell Entry

The Undo button on the Quick Access Toolbar (Figure 1–72) allows you to erase recent cell entries. Thus, if you enter incorrect data in a cell and notice it immediately, click the Undo button and Excel changes the cell entry to what it was prior to the incorrect data entry.

**Figure 1–72**

Excel remembers the last 100 actions you have completed. Thus, you can undo up to 100 previous actions by clicking the Undo arrow to display the Undo list and then clicking the action to be undone (Figure 1–72). You can drag through several actions in the Undo list to undo all of them at once. If no actions are available for Excel to undo, then the dimmed appearance of the Undo button indicates that it is unavailable.

The Redo button, next to the Undo button on the Quick Access Toolbar, allows you to repeat previous actions; that is, if you accidentally undo an action, you can use the Redo button to perform the action again.

Clearing a Cell or Range of Cells

If you enter data into the wrong cell or range of cells, you can erase, or clear, the data using one of the first four methods listed below. The fifth method clears the formatting from the selected cells. To clear a cell or range of cells, you would perform the following steps:

TO CLEAR CELL ENTRIES USING THE FILL HANDLE

1. Select the cell or range of cells and then point to the fill handle so that the pointer changes to a crosshair.
2. Drag the fill handle back into the selected cell or range until a shadow covers the cell or cells you want to erase.

TO CLEAR CELL ENTRIES USING THE SHORTCUT MENU

1. Select the cell or range of cells to be cleared.
2. Right-click the selection.
3. Click Clear Contents on the shortcut menu.

TO CLEAR CELL ENTRIES USING THE BACKSPACE KEY

1. Select the cell or range of cells to be cleared.
2. Press the BACKSPACE key.

TO CLEAR CELL ENTRIES AND FORMATTING USING THE CLEAR BUTTON

1. Select the cell or range of cells to be cleared.
2. Click the Clear button (Home tab | Editing group).
3. Click Clear Contents on the Clear menu.

Note that the Clear All command on the Clear menu is the only command that clears both the cell entry and the cell formatting.

TO CLEAR FORMATTING USING THE CELL STYLES BUTTON

1. Select the cell or range of cells from which you want to remove the formatting.
2. Click the Cell Styles button (Home tab | Styles group) and then click Normal in the Cell Styles gallery.

As you are clearing cell entries, always remember that you should *never press the SPACEBAR to clear a cell*. Pressing the SPACEBAR enters a blank character. A blank character is interpreted by Excel as text and is different from an empty cell, even though the cell may appear empty.

Clearing the Entire Worksheet

If the required worksheet edits are extremely extensive or if the requirements drastically change, you may want to clear the entire worksheet and start over. To clear the worksheet or delete an embedded chart, you would use the following steps.

TO CLEAR THE ENTIRE WORKSHEET

1. Click the Select All button on the worksheet. The Select All button is located above the row 1 identifier and to the left of the column A heading.
2. Click the Clear button (Home tab | Editing group) and then click Clear All on the menu to delete both the entries and formats.

The Select All button selects the entire worksheet. Instead of clicking the Select All button, you can press CTRL+A. To clear an unsaved workbook, click the Close Window button on the workbook's title bar or click the Close button in the Backstage view. Click the No button if the Microsoft Excel dialog box asks if you want to save changes. To start a new, blank workbook, click the New button in the Backstage view.

Summary

In this module you have learned how to create a personal budget worksheet and chart. Topics covered included selecting a cell, entering text, entering numbers, calculating a sum, using the fill handle, formatting a worksheet, adding a pie chart, changing sheet tab names, printing a worksheet, AutoCalculate, and correcting errors.



CONSIDER THIS: PLAN AHEAD

What decisions will you need to make when creating workbooks and charts in the future?

1. Determine the workbook structure.
 - a) Determine the data you will need for your workbook.
 - b) Sketch a layout of your data and your chart.
2. Create the worksheet.
 - a) Enter titles, subtitles, and headings.
 - b) Enter data, functions, and formulas.
3. Format the worksheet.
 - a) Format the titles, subtitles, and headings using styles.
 - b) Format the totals.
 - c) Format the numbers.
 - d) Format the text.
 - e) Adjust column widths.
4. Create the chart.
 - a) Determine the type of chart to use.
 - b) Determine the chart title and data.
 - c) Format the chart.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this module.

Changing the Values in a Worksheet

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the required files.

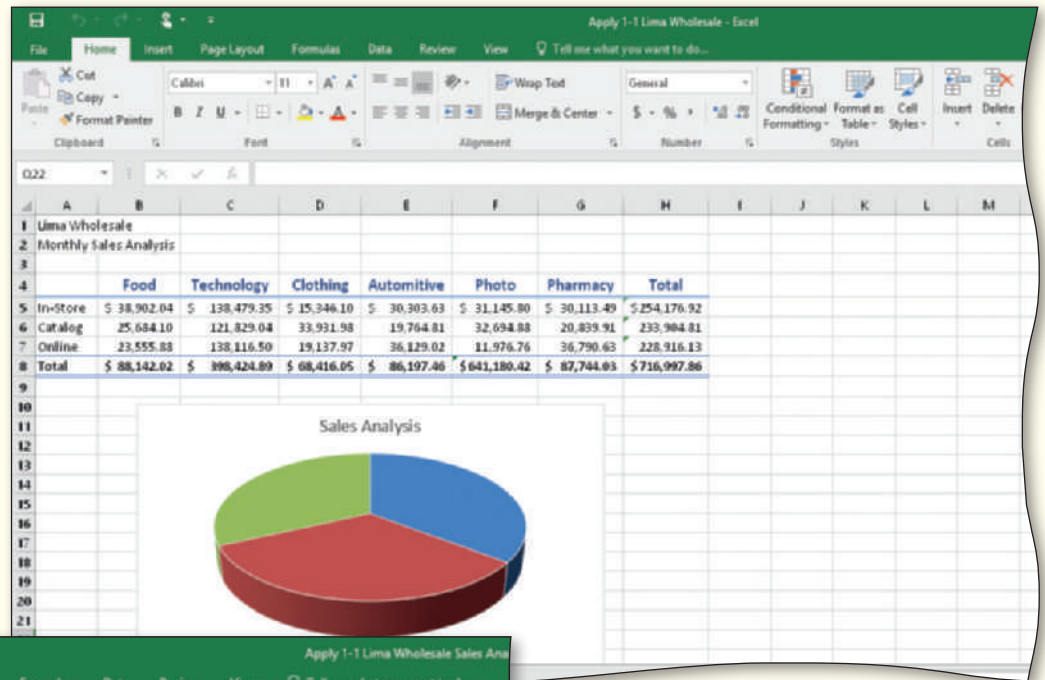
Instructions: Run Excel. Open the workbook Apply 1–1 Lima Wholesale (Figure 1–73a). The workbook you open contains sales data for Lima Wholesale. You are to apply formatting to the worksheet and move the chart to a new sheet tab.

Table 1–6 New Worksheet Data

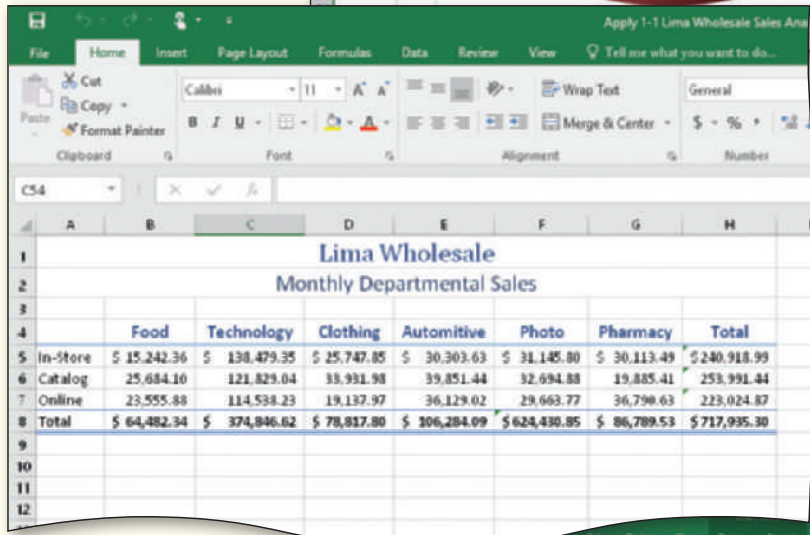
Cell	Change Cell Contents To
A2	Monthly Departmental Sales
B5	15242.36
C7	114538.23
D5	25747.85
E6	39851.44
F7	29663.77
G6	19885.41

Perform the following tasks:

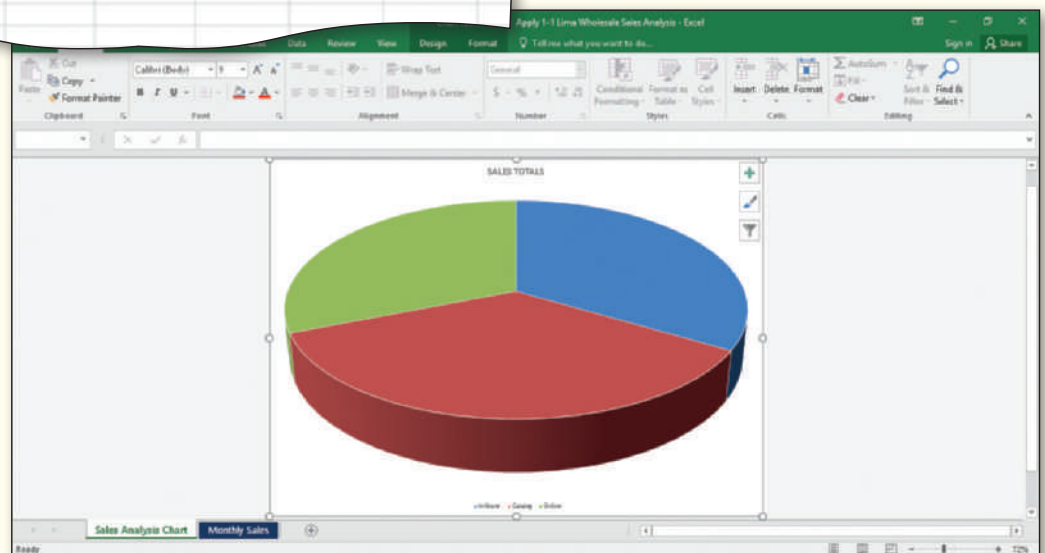
1. Make the changes to the worksheet described in Table 1–6 so that the worksheet appears as shown in Figure 1–73b. As you edit the values in the cells containing numeric data, watch the totals in row 8, the totals in column H, and the chart change.
2. Change the worksheet title in cell A1 to the Title cell style and then merge and center it across columns A through H.
3. Use buttons in the Font group on the Home tab on the ribbon to change the worksheet subtitle in cell A2 to 16-point font and then center it across columns A through H. Change the font color of cell A2 to Dark Blue, Text 2, Darker 25%.
4. Apply the worksheet name, Monthly Sales, and the Dark Blue, Text 2, Darker 25% color to the sheet tab.
5. Move the chart to a new sheet called Sales Analysis Chart (Figure 1–73c). Change the chart title to SALES TOTALS.
6. If requested by your instructor, replace Lima in cell A1 with your last name.
7. Save the workbook using the file name, Apply 1–1 Lima Wholesale Sales Analysis.
8. Submit the revised workbook as specified by your instructor and exit Excel.
9.  Besides the styles used in the worksheet, what other changes could you make to enhance the worksheet?



(a) Worksheet before Formatting



(b) Worksheet after Formatting



(c) 3-D Pie Chart on Separate Sheet

Figure 1-73

Extend Your Knowledge

Extend the skills you learned in this module and experiment with new skills. You may need to use Help to complete the assignment.

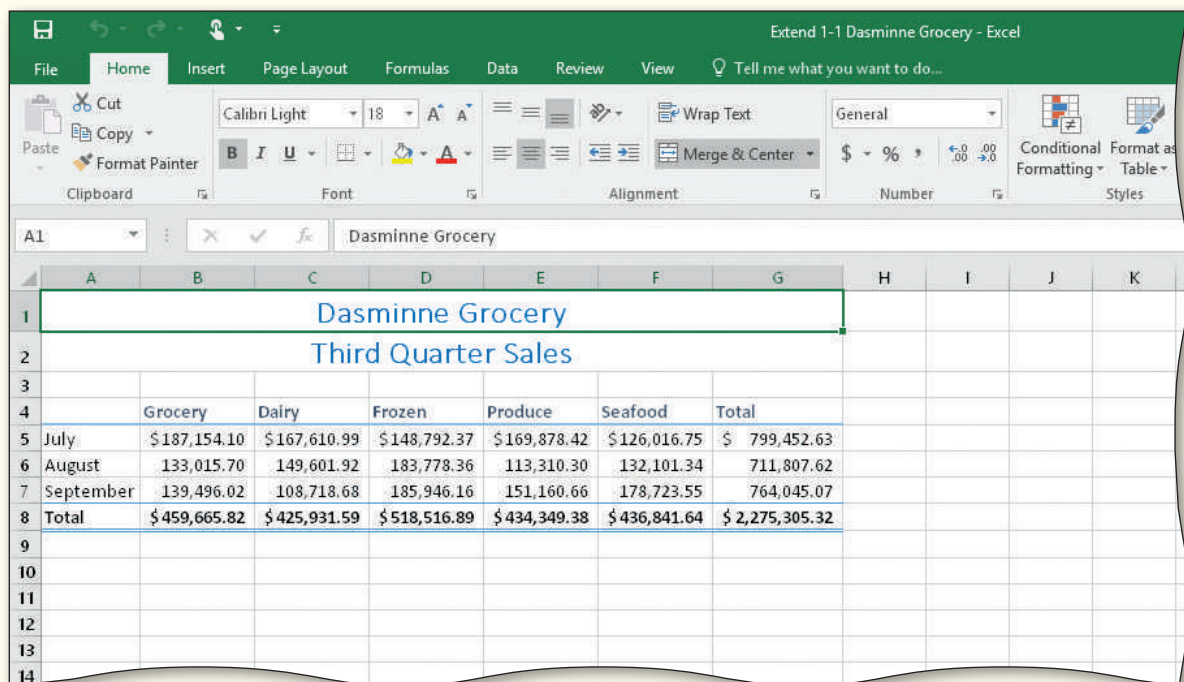
Creating Styles and Formatting a Worksheet

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the required files.

Instructions: Run Excel. Open the workbook Extend 1–1 Dasminne Grocery (Figure 1–74). The workbook you open contains sales data for Dasminne Grocery. You are to create styles and format a worksheet using them.

Perform the following tasks:

1. Select cell A4. Use the New Cell Style command in the Cell Styles gallery to create a style that uses the Blue, Accent 1, Darker 50% font color (row 6, column 5). Name the style, MyHeadings.
2. Select cell A5. Use the New Cell style dialog box to create a style that uses the Blue, Accent 1, Darker 25% (row 5, column 5) font color. Name the style, MyRows.
3. Select cell ranges B4:G4 and A5:A8. Apply the MyHeadings style to the cell ranges.
4. Select the cell range B5:G7. Apply the MyRows style to the cell range.
5. Apply a worksheet name to the sheet tab and apply a color of your choice to the sheet tab.
6. If requested by your instructor, change the font color for the text in cells A1 and A2 to the color of your eyes, if available.
7. Save the workbook using the file name, Extend 1–1 Dasminne Grocery Third Quarter.
8. Submit the revised workbook as specified by your instructor and exit Excel.
9.  What other styles would you create to improve the worksheet's appearance?



	Grocery	Dairy	Frozen	Produce	Seafood	Total
July	\$187,154.10	\$167,610.99	\$148,792.37	\$169,878.42	\$126,016.75	\$ 799,452.63
August	133,015.70	149,601.92	183,778.36	113,310.30	132,101.34	711,807.62
September	139,496.02	108,718.68	185,946.16	151,160.66	178,723.55	764,045.07
Total	\$459,665.82	\$425,931.59	\$518,516.89	\$434,349.38	\$436,841.64	\$ 2,275,305.32

Figure 1–74

Expand Your World

Create a solution that uses cloud or web technologies by learning and investigating on your own from general guidance.

College Loan Calculator

Instructions: You are tasked with determining how long it will take you to pay back your college loans. You decide to download and use one of Excel's templates to create your worksheet.

Perform the following tasks:

1. Click the New tab in the Backstage view and then search for and click the College loan calculator template to download it.
2. Enter data for your estimated salary after graduation, the date you will begin paying back loans, as well as fictitious (but realistic) information for four loans, including loan number, lender, loan amount, annual interest rate, beginning date, and length (in years).
3. Save the file as Expand 1-1: College Loans. Print the worksheet.
4. Submit the assignment as specified by your instructor.
5. 🌟 Which template would you use if you wanted to plan and keep track of a budget for a wedding?

In the Labs

Design, create, modify, and/or use a workbook following the guidelines, concepts, and skills presented in this module. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the module; Lab 3 requires you to apply your creative thinking and problem-solving skills to design and implement a solution.

Lab 1: First Quarter Revenue Analysis Worksheet

Problem: You work as a spreadsheet specialist for Katie's Kicks, which has four regional shops in the state of Florida. Your manager has asked you to develop a first quarter revenue analysis similar to the one shown in Figure 1–75.

Perform the following tasks:

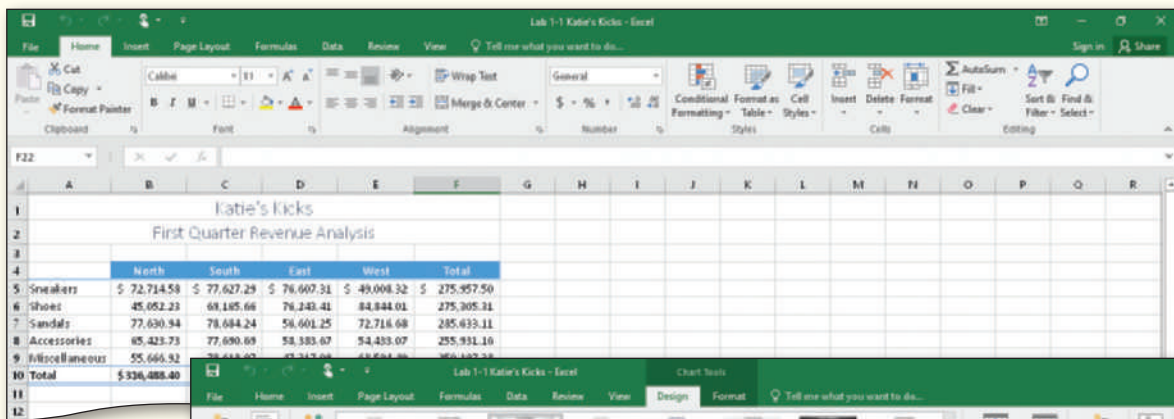
1. Run Excel and create a new blank workbook. Enter the worksheet title, Katie's Kicks, in cell A1 and the worksheet subtitle, First Quarter Revenue Analysis, in cell A2. Beginning in row 4, enter the region data shown in Table 1–7.

Table 1–7 Katie's Kicks				
	North	South	East	West
Sneakers	72714.58	77627.29	76607.31	49008.32
Shoes	45052.23	69165.66	76243.41	84844.01
Sandals	77630.94	78684.24	56601.25	72716.68
Accessories	65423.73	77690.69	58383.67	54433.07
Miscellaneous	55666.92	78618.97	47317.09	68594.40

2. Create totals for each region, product, and company grand total.
3. Format the worksheet title with the Title cell style. Center the title across columns A through F.

EX 54 Excel Module 1 Creating a Worksheet and a ChartIn the Labs *continued*

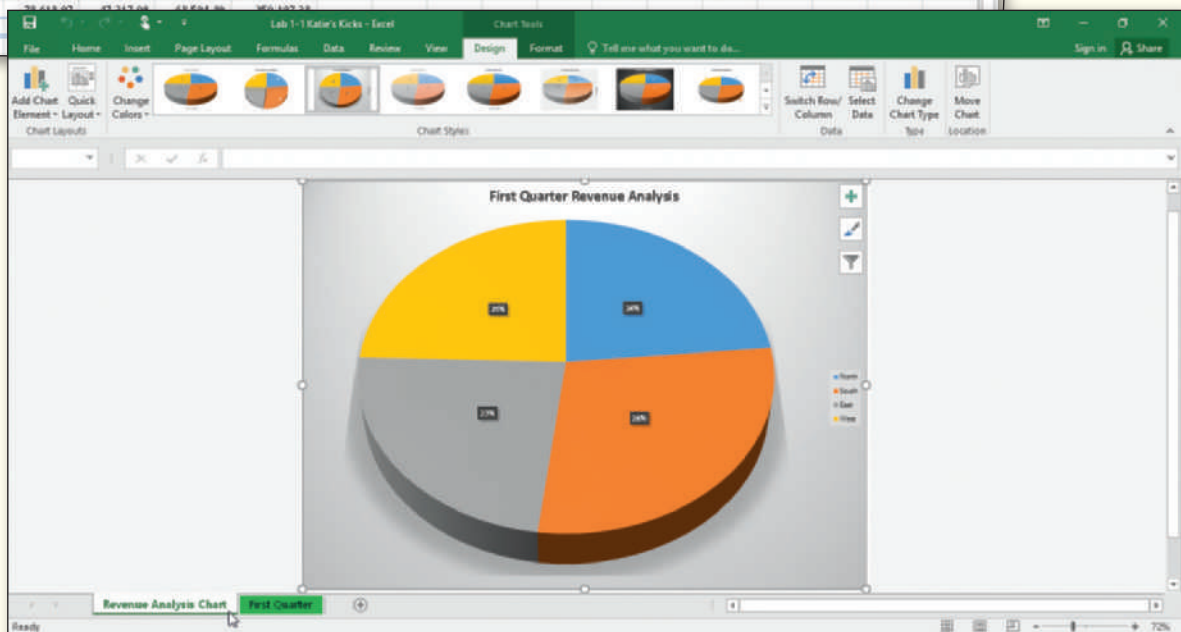
4. Format the worksheet subtitle to 16-point Calibri Light, and change the font color to Blue-Gray, Text 2. Center the subtitle across columns A through F.
5. Use Cell Styles to format the range A4:F4 with the Heading 3 cell style, the range B4:F4 with the Accent1 cell style, and the range A10:F10 with the Total cell style.
6. Center the column titles in row 4. Apply the accounting number format to the ranges B5:F5 and B10:F10. Apply the comma style format to the range B6:F9. Adjust any column widths to the widest text entry in each column.
7. Select the ranges B4:E4 and B10:E10 and then insert a 3-D pie chart. Apply the Style 3 chart style to the chart. Move the chart to a new worksheet named Revenue Analysis Chart. Change the chart title to First Quarter Revenue Analysis.
8. Rename the Sheet1 tab, First Quarter, and apply the Green color to the sheet tab.
9. If requested by your instructor, change the font color of the text in cells A1 and A2 to the color of the shirt you currently are wearing.
10. Save the workbook using the file name, Lab 1-1 Katie's Kicks.
11. Preview and print the worksheet in landscape orientation.
12. 🌞 If you wanted to chart the item totals instead of the regions, which ranges would you use to create the chart?
13. Submit the assignment as specified by your instructor.



The screenshot shows an Excel worksheet titled 'Katie's Kicks' with a subtitle 'First Quarter Revenue Analysis'. The data is organized in a table with columns for regions (North, South, East, West) and a Total column. The rows list various items: Sneakers, Shoes, Sandals, Accessories, and Miscellaneous, followed by a Total row.

	North	South	East	West	Total
Sneakers	\$ 72,714.58	\$ 77,627.29	\$ 76,607.31	\$ 49,008.32	\$ 275,957.50
Shoes	45,052.23	68,185.66	76,243.41	84,844.01	275,205.31
Sandals	77,630.94	78,684.24	58,601.25	72,716.68	285,433.11
Accessories	85,423.73	77,690.69	58,383.67	54,433.07	255,931.16
Miscellaneous	55,646.92				
Total	\$ 336,488.40				

(a) Worksheet

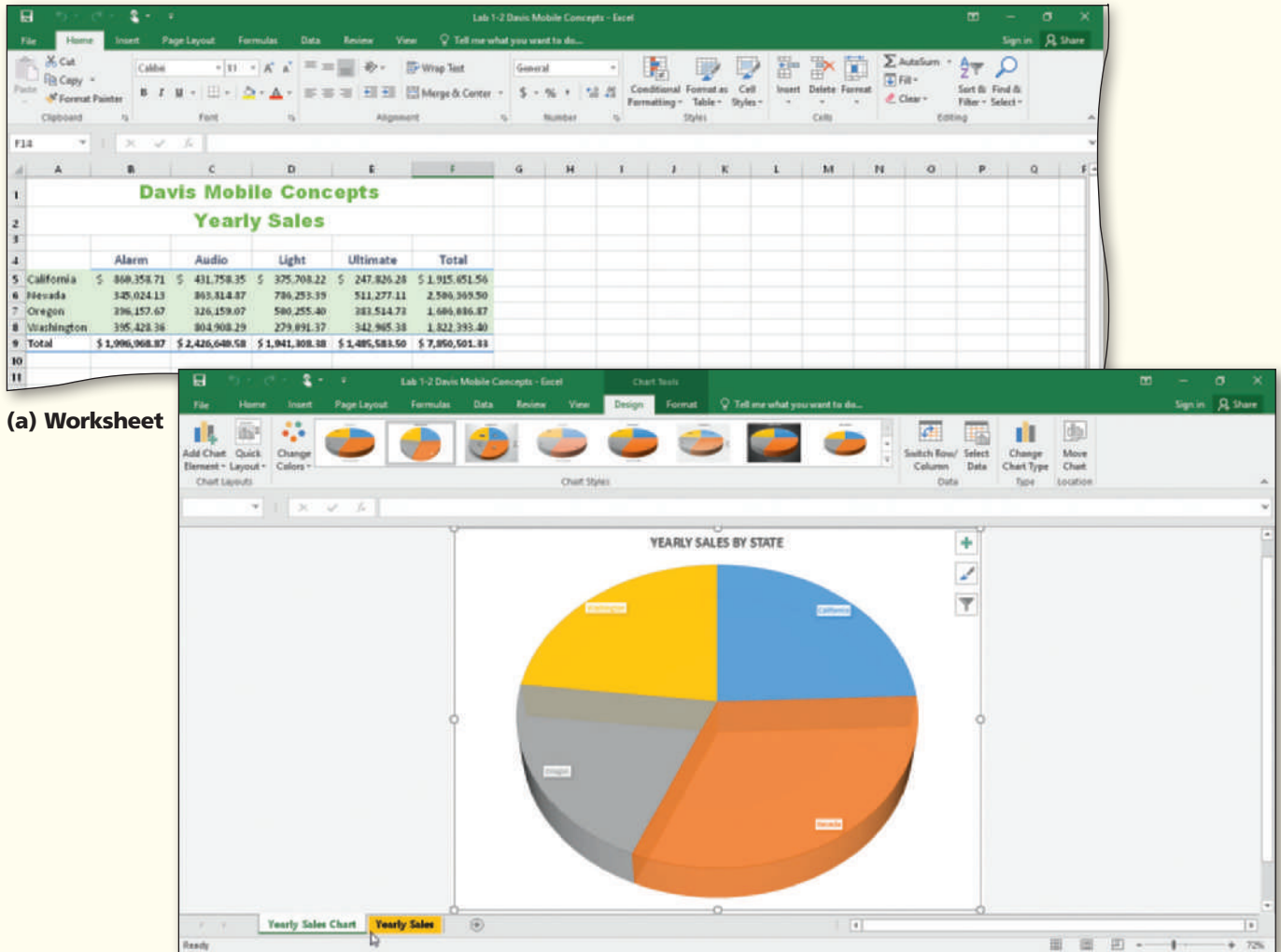


(b) Pie Chart

Figure 1-75

Lab 2: Sales Analysis Worksheet

Problem: As the chief accountant for Davis Mobile Concepts, a leading car audio dealer serving four states, you have been asked by the vice president to create a worksheet to analyze the yearly sales for each state (Figure 1–76). The packages and corresponding sales by state for the year are shown in Table 1–8.



(b) Pie Chart
Figure 1–76

Perform the following tasks:

1. Create the worksheet shown in Figure 1–76a using the data in Table 1–8.

Table 1–8 Davis Mobile Concepts

	Alarm	Audio	Light	Ultimate
California	860358.71	431758.35	375708.22	247826.28
Nevada	345024.13	863814.87	786253.39	511277.11
Oregon	396157.67	326159.07	500255.40	383514.73
Washington	395428.36	804908.29	279091.37	342965.38

Continued >

In the Labs *continued*

2. Use the SUM function to determine total revenue for each of the four packages, the totals for each state, and the company total. Add column and row headings for the totals row and totals column, as appropriate.
3. Format the worksheet title and subtitle with the Title cell style and center them across columns A through F. Use the Font group on the ribbon to format the worksheet title and subtitle as 18-point Arial Black. Format the title and subtitle with Green, Accent 6 font color. Center the titles across columns A through F.
4. Format the range B4:F4 with the Heading 2 cell style and center the text in the cells. Format the range A5:F8 with the 20% - Accent6 cell style and the range A9:F9 with the Total cell style. Format cells B5:F5 and B9:F9 with the accounting number format and cells B6:F8 with the comma style format. If necessary, resize all columns to fit the data.
5. Create a 3-D pie chart on its own sheet that shows the total sales contributions of each state. Chart the state names (A5:A8) and corresponding totals (F5:F8). Use the sheet tab name, Yearly Sales Chart. Apply a chart style of your choosing. Change the chart title to Yearly Sales by State.
6. Change the Sheet1 tab name to Yearly Sales and apply the Orange color to the sheet tab.
7. If requested by your instructor, change the state in cell A8 to the state in which you were born. If your state already is listed in the spreadsheet, choose a different state.
8. Save the workbook using the file name, Lab 1-2 Davis Mobile Concepts. Print the worksheet in landscape orientation.
9.  If you wanted to make a distinction between the rows in the table, what could you do?
10. Submit the assignment as specified by your instructor.

Lab 3: Consider This: Your Turn

Apply your creative thinking and problem-solving skills to design and implement a solution.



Comparing Televisions

Part 1: You are shopping for a new television and want to compare the prices of three televisions. Research new televisions. Create a worksheet that compares the type, size, and the price for each television, as well as the costs to add an extended warranty. Use the concepts and techniques presented in this module to calculate the average price of a television and average cost of an extended warranty and to format the worksheet. Submit your assignment in the format specified by your instructor.

Part 2: Based upon the data you found, how could you chart the information to show the comparisons? Which chart would be the best to use? Include a chart to compare the different television costs.



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ISBN-13: 978-1-305-87003-1

ISBN-10: 1-305-87003-4



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