

# Microsoft Office 2010: A Modern Approach Student Guide



# **Microsoft Office 2010: A Modern Approach**

## **Student Guide**

© 2013 Aptech Limited

All rights reserved

No part of this book may be reproduced or copied in any form or by any means – graphic, electronic or mechanical, including photocopying, recording, taping, or storing in information retrieval system or sent or transferred without the prior written permission of copyright owner Aptech Limited.

All trademarks acknowledged.

**APTECH LIMITED**

Contact E-mail: [ov-support@onlinevarsity.com](mailto:ov-support@onlinevarsity.com)

Edition 2 - 2013



## Dear Learner,

We congratulate you on your decision to pursue an Aptech Worldwide course.

Aptech Ltd. designs its courses using a sound instructional design model – from conceptualization to execution, incorporating the following key aspects:

- Scanning the user system and needs assessment

Needs assessment is carried out to find the educational and training needs of the learner

Technology trends are regularly scanned and tracked by core teams at Aptech Ltd. TAG\* analyzes these on a monthly basis to understand the emerging technology training needs for the Industry.

An annual Industry Recruitment Profile Survey is conducted during August - October to understand the technologies that Industries would be adapting in the next 2 to 3 years. An analysis of these trends & recruitment needs is then carried out to understand the skill requirements for different roles & career opportunities.

The skill requirements are then mapped with the learner profile (user system) to derive the Learning objectives for the different roles.

- Needs analysis and design of curriculum

The Learning objectives are then analyzed and translated into learning tasks. Each learning task or activity is analyzed in terms of knowledge, skills and attitudes that are required to perform that task. Teachers and domain experts do this jointly. These are then grouped in clusters to form the subjects to be covered by the curriculum.

In addition, the society, the teachers, and the industry expect certain knowledge and skills that are related to abilities such as *learning-to-learn, thinking, adaptability, problem solving, positive attitude etc.* These competencies would cover both cognitive and affective domains.

**A precedence diagram for the subjects is drawn where the prerequisites for each subject are graphically illustrated. The number of levels in this diagram is determined by the duration of the course in terms of number of semesters etc. Using the precedence diagram and the time duration for each subject, the curriculum is organized.**

- Design & development of instructional materials

The content outlines are developed by including additional topics that are required for the completion of the domain and for the logical development of the competencies identified. Evaluation strategy and scheme is developed for the subject. The topics are arranged/organized in a meaningful sequence.

The detailed instructional material – Training aids, Learner material, reference material, project guidelines, etc.- are then developed. Rigorous quality checks are conducted at every stage.

➤ Strategies for delivery of instruction

Careful consideration is given for the integral development of abilities like thinking, problem solving, learning-to-learn etc. by selecting appropriate instructional strategies (training methodology), instructional activities and instructional materials.

The area of IT is fast changing and nebulous. Hence considerable flexibility is provided in the instructional process by specially including creative activities with group interaction between the students and the trainer. The positive aspects of Web based learning –acquiring information, organizing information and acting on the basis of insufficient information are some of the aspects, which are incorporated, in the instructional process.

➤ Assessment of learning

The learning is assessed through different modes – tests, assignments & projects. The assessment system is designed to evaluate the level of knowledge & skills as defined by the learning objectives.

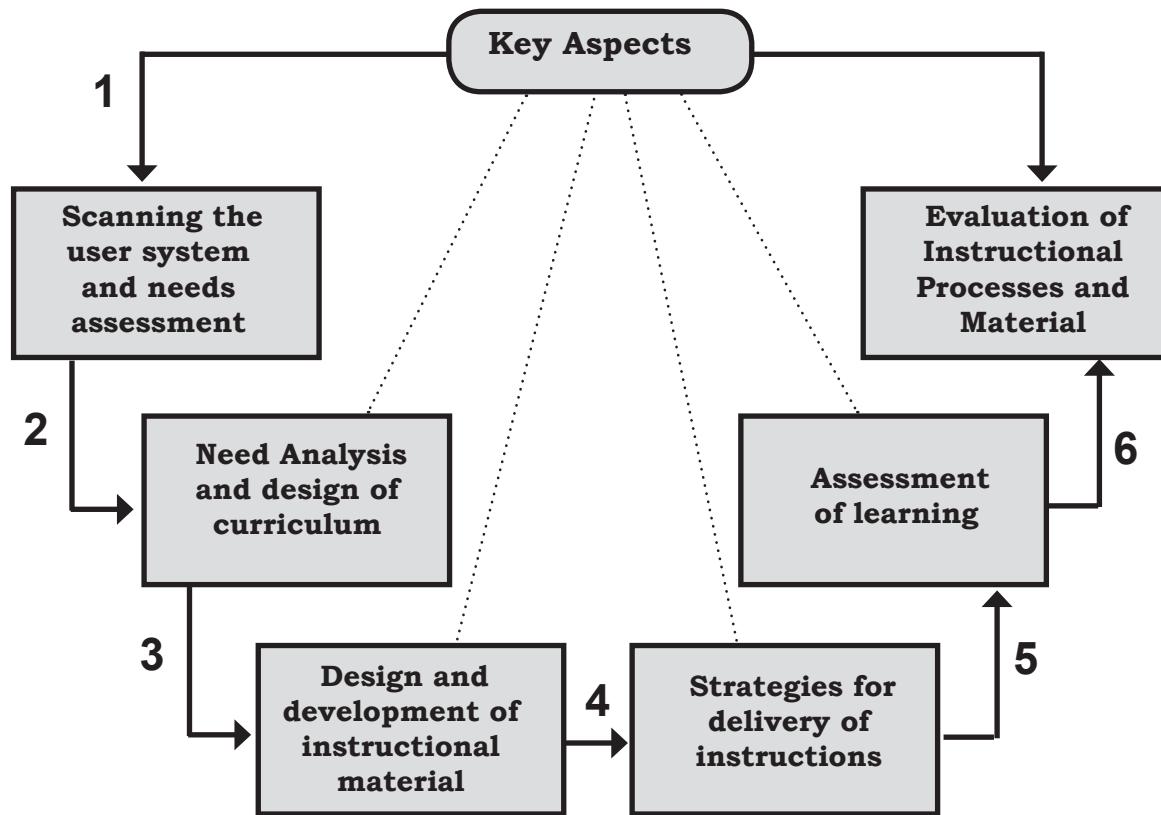
➤ Evaluation of instructional process and instructional materials

The instructional process is backed by an elaborate monitoring system to evaluate - on-time delivery, understanding of a subject module, ability of the instructor to impart learning. As an integral part of this process, we request you to kindly send us your feedback in the reply pre-paid form appended at the end of each module.

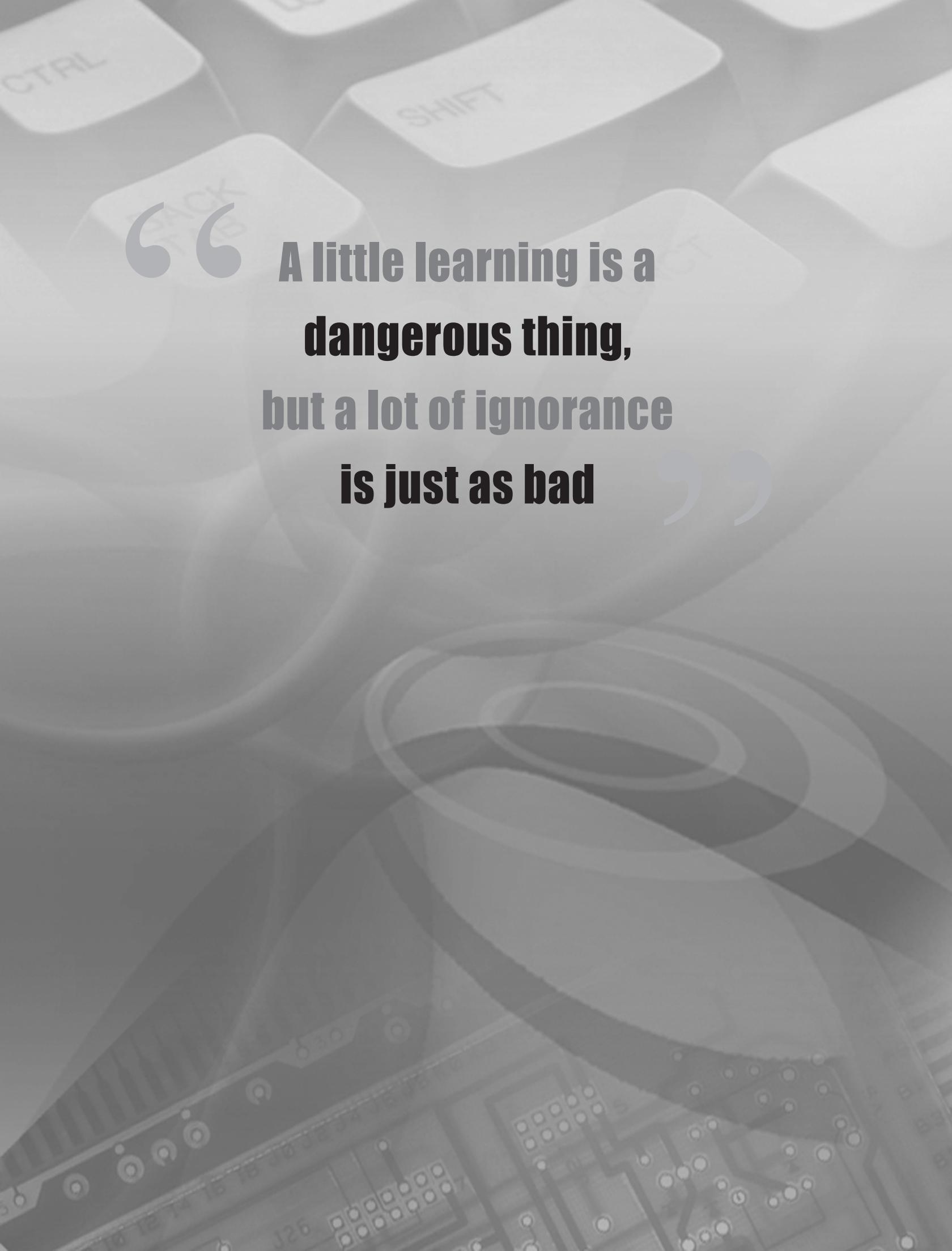
\*TAG – Technology & Academics Group comprises of members from Aptech Ltd., professors from reputed Academic Institutions, Senior Managers from Industry, Technical gurus from Software Majors & representatives from regulatory organizations/forums.

Technology heads of Aptech Ltd. meet on a monthly basis to share and evaluate the technology trends. The group interfaces with the representatives of the TAG thrice a year to review and validate the technology and academic directions and endeavors of Aptech Ltd.

### Aptech New Products Design Model



“ A little learning is a  
dangerous thing,  
but a lot of ignorance  
is just as bad ”



---

## Preface

---

Microsoft Office 2010 includes a powerful set of products that enable users to put forth their ideas and thoughts, present rich content, organize, analyze and summarize data, and connect with persons all across the world.

This book starts with the basics of computers, Windows 7 fundamentals, Internet basics, and introduces various Google products. It then provides you with the skills and knowledge required to familiarize yourself with various products of Microsoft Office 2010, including their new and improved features. These products include Microsoft Word 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010, and Microsoft Outlook 2010.

Microsoft Word 2010 is the most recent version of the popular word processing software. It allows you to create, edit, and access professional-looking documents effortlessly. Microsoft Excel 2010 is the most recent version of the popular spreadsheet software and facilitates easy and efficient data entry and analysis. Microsoft PowerPoint 2010 is a powerful presentation tool that enables you to not only present textual data but also multimedia content such as images, charts, videos and so forth. Microsoft Outlook 2010 is a personal information manager that enables you to manage everything right from e-mail to contacts, to tasks, and more. The book introduces the new 'Ribbon' interface present in all these four products and shows you how to use this interface through numerous examples.

The knowledge and information in this book is the result of the concentrated effort of the Design Team, which is continuously striving to bring to you the latest, the best and the most relevant subject matter in Information Technology. As a part of Aptech's quality drive, this team does intensive research and curriculum enrichment to keep it in line with industry trends and learner requirements.

We will be glad to receive your suggestions.

Design Team

## Table of Contents

# Sessions

### **CONCEPT SESSIONS**

1.	Computer Basics	1
2.	Introducing Windows 7	19
3.	Introduction to the Internet	45
4.	Using Google Products	71
5.	Getting Started With Microsoft Word 2010	93
6.	Formatting in Microsoft Word 2010	119
7.	Working with Lists, Tables, and Graphics	141
8.	Additional Features in Microsoft Word 2010	167
9.	Getting Started with Microsoft Excel 2010	189
10.	Using Formulas and Functions	219
11.	Data Analysis and Security	245
12.	Working with Reports in Microsoft Excel 2010	267
13.	Getting Started with Microsoft PowerPoint 2010	281
14.	Additional Features in Microsoft PowerPoint 2010	301
15.	Introducing Microsoft Outlook 2010	315

### **LAB SESSIONS**

1.	Introduction to Windows 7	347
2.	Introduction to the Internet	371
3.	Using Google Products	385
4.	Getting Started with Microsoft Word 2010	399
5.	Formatting in Microsoft Word 2010	413
6.	Working with Lists, Tables, and Graphics	429

## Table of Contents

### Sessions

7.	Additional Features in Microsoft Word 2010	445
8.	Getting Started with Microsoft Excel 2010	459
9.	Using Formulas and Functions	481
10.	Data Analysis and Security	495
11.	Working with Reports in Microsoft Excel 2010	517
12.	Getting Started with Microsoft PowerPoint 2010	531
13.	Additional Features in Microsoft PowerPoint 2010	545
14.	Introducing Microsoft Outlook 2010	563

“

**Knowing is not enough,  
we must apply;  
Willing is not enough,  
we must do**

”

## Objectives

**At the end of this session, the student will be able to:**

- *Define a computer*
- *Define basic computer terms*
- *Identify the different types of computers*
- *Identify the different parts of a computer*
- *Describe the working of a computer*

### 1.1 Introduction to Computers

A computer is an electronic machine which allows a user to store information and also enables them to carry out different operations to process that information.

This session begins with an introduction to computers and continues to explain the basic computer terminologies, the generations of computers, components of a computer, and the working of a computer.

### 1.2 Uses of Computers

A computer allows a user to store information in various formats and process it to perform different actions, such as process complex numerical data, access information remotely from distant places and watch movies for entertainment.

The different tasks that are executed by an user using a computer are as follows:

- Store, format, and print text files
- Write, test, and execute different types of software
- Maintain records of budget, financial statements, sales account, and other tasks requiring complex mathematics and statistical functions
- Present information in a visually appealing manner

## Session 1

### Computer Basics

- Access information and resources from anywhere at anytime
- Exchange electronic mails with contacts
- Watch movies, listen to music, and play games

#### 1.3 Terminology

Before learning about computer basics, users must be aware of certain commonly used terms in computer technology. The description of these terms helps the user to understand the working of the computer in detail.

- **Hardware** - The physical components of a computer are collectively referred to as hardware. Hardware can be defined as the physical equipment required to create, use, manipulate, and store the electronic data. It includes all the mechanical, electronic, and magnetic parts of a computer, such as the monitor, the keyboard, the mouse, memory devices, and so forth.
- **Software** - Software is a program that enables the computer to operate. It can be defined as a set of codes or rules in electronic form which informs the computer what actions to be taken in order to perform a particular task. Software is often referred to as a program or an application. For example, Internet Explorer is a software for accessing the Internet. Similarly, Windows Media Player is a software for listening to music and watching movies.
- **Operating System (OS)** - OS is a collective software that integrates various software programs and acts as an interface between the user and the computer. An OS manages the interaction between software and hardware resources of the computer. Microsoft® Windows® is an example of an OS.
- **Data** - Data is a distinct piece of information that is present in a form suitable for computer processing. Data are different from programs. A program is a set of instructions that guides the computer what to do; data is anything that supports execution of the program. Data can exist in various formats, such as electronic format or number or text on a paper. For example, numbers entered by the user are data for the calculator program.
- **Workstation** - A Workstation is a type of computer used for professional tasks that require high performance. They are used by single users and have the capacity to store and process large quantities of data. Workstations have more powerful resources than regular desktop computers because their performance requirements are high. Workstations are normally linked together to form a network of computers known as local area network which is used to share files and data among users.
- **Booting** - The process by which the OS loads and starts when the computer is turned on is called Booting or Boot Up.

## Session 1

### Computer Basics

- **Units of Memory** - In computer terminology, data is represented by presence or absence of electronic charge. It is denoted as 0 (no charge present) or 1 (full charge present). Since it uses only two numbers to represent any kind of data, it is known as binary data.

A Bit or binary digit is the smallest unit of data that can be stored on a machine. A single bit can have only one of the two possible values, 0 or 1, depending on the level of electric charge. One bit is so small that it alone is not suitable to measure data, when it occurs in large quantities. To obtain any meaningful information, a series of bits is combined into larger units known as bytes.

Table 1.1 lists the units of measurement of computer data.

Higher Unit	Lower Unit
1 Byte	8 Bits
1 Kilobyte (KB)	1024 Bytes
1 Megabyte (MB)	1024 KB
1 Gigabyte (GB)	1024 MB
1 Terabyte (TB)	1024 GB

**Table 1.1: Units of Computer Data**

- **Units of Speed (kHz, MHz, GHz)** - All electronic components work on a **clock signal** that oscillates between a high state and a low state several times per second. The number of oscillations per second (also called as clock cycles) provides the speed of the device which is measured in terms of **Hertz (Hz)**.

Table 1.2 displays units of speed.

Unit of Speed	Number of clock cycles
Kilohertz (kHz)	One thousand clock cycles per second
Megahertz (MHz)	One million clock cycles per second
Gigahertz (GHz)	One billion clock cycles per second

**Table 1.2: Units of Speed**

- **Desktop** - Desktop is the first screen users view after the computer is switched on and the boot up process is completed.
- **Soft Copy** - A soft copy is the electronic version of data that users can view on a computer screen and is not in printed form on a paper.
- **Hard Copy** - A hard copy is the printed, non-electronic version of the soft copy. It is called so because it exists on a physical medium. A hard copy is also known as a **printout**.

### 1.4 Generations of Computers

Over the years, computers have evolved in terms of speed, power, and memory. Major milestones achieved in the history of computer development are regarded as computer generations. With each new generation, computers have become smaller in size, more powerful, and less expensive. Each generation of computers is characterized by a major technological advancement that changed the way how computers operate.

#### 1.4.1 First Generation

In 1944, IBM developed the first electro-mechanical computer and named it IBM Automatic Science Controlled Computer (ASCC) or Mark I. It was made from hundreds of thousands of mechanical components and required several miles of wiring. It was a huge, slow, and very expensive machine.

In 1946, Presper Eckert and John Mauchly developed Electronic Numerical Integrator And Computer (ENIAC). It was the first general purpose electronic computer that could be programmed to execute different computing tasks. It was also thousand times faster than electro-mechanical computers developed earlier. It used vacuum tubes for circuits and magnetic drums for memory. Vacuum tubes were used to amplify weak signals and start/stop the flow of electric current. Magnetic drums were coated with iron-oxide material to store electronic data and were used as primary storage devices.

ENIAC was improved further to develop advanced computers based on vacuum tubes, such as Electronic Discrete Variable Automatic Computer (EDVAC) and Universal Automatic Computer I (UNIVAC I).

EDVAC was based on the concept of **Turing Machine**, a hypothetical machine that could store program and data. UNIVAC I was built in 1951 and was the first commercial computer developed in the United States of America (USA).

Although vacuum tubes were a great improvement over mechanical computers, the main disadvantage with them was that they generated a huge amount of heat and had to be operated with gigantic air-conditioners. Also, their power requirement was very high and therefore, they were very expensive to operate.

Computers of the first generation used machine language to perform operations. Machine language consisted of only binary 1s and 0s. It was very difficult for programmers to work with pure machine language, because it could not be easily debugged. Moreover, these computers executed only one job at a time. Therefore, executing a large program involving multiple routines was tedious and time-consuming.

#### 1.4.2 Second Generation

Second generation computers were built using transistors instead of vacuum tubes. A transistor is an electronic device made of semi-conductor material. It amplified the signal and acted as an electronic switch to open or close the circuit. The biggest advantage with transistors was that they were faster, smaller, energy-efficient, much more reliable, and cheaper than vacuum tubes. In addition, the transistors generated virtually no heat in comparison to vacuum tubes.

## Session 1

### Computer Basics

Second generation computers used punch cards for individual input and tapes for batch input and printouts for output. Memory used in these computers was based on memory core technology, instead of magnetic drums.

Also, these computers used symbol-based or assembly language and not pure binary machine language. Symbolic languages allowed programmers to specify instructions in words. Higher-level languages, such as COBOL and FORTRAN were also developed during the second generation.

Concepts

#### 1.4.3 Third Generation

Third generation computers were based on semiconductor technology. They used small chips of semiconducting material (usually silicon) embedded with Integrated Circuits (ICs). A single chip, which is less than 1/4th of a square inch in size, can contain millions of transistors. The use of ICs mounted on tiny chips led to the shrinking of space used by the computer components. Thus, the overall space occupied by a computer also reduced.

Third generation computers were cheaper, smaller in size, and operated at much faster speeds. This enabled commercial production of personal computers at a large scale. Also, these generations of computers introduced the concept of an OS, which managed the memory centrally and enabled the users to run multiple programs simultaneously.

#### 1.4.4 Fourth Generation

The invention of microprocessor marked the start of fourth generation computers. A microprocessor includes thousands of integrated circuits on to a single semiconductor chip. It can perform all the tasks of a full-scale computer. As a result of such large scale integration of transistors, the speed and calculation power of a computer increased manifold.

The microprocessor was first used in electronic calculators and later lead to development of modern Personal Computers (PCs).

Microprocessor acts as Central Processing Unit (CPU) for most electronic devices and processes all instructions. The use of microprocessors resulted in shrinking of the size of computers from an entire room to small cabinets.

The main characteristics that separated microprocessors from the computers of earlier generations are as follows:

1. **Instruction Set** - Microprocessors used assembly language for programming. Instruction set is a collection of instructions in the assembly language of the particular microprocessor.
2. **Instructions Per Second** - The performance of a microprocessor was measured in terms of how many instructions it could execute per second.

## Session 1

### Computer Basics

3. **Clock Speed** - It defines the frequency (number of clock cycles per second) of the signal at which the microprocessor operates.

Fourth generation computers is also characterized by use of Graphical User Interface (GUI) and mouse.

## 1.5 Basic Computer Components

The hardware and software components of a computer work in conjunction to perform the tasks specified by the user.

### 1.5.1 Hardware Components

Following are the hardware components of a computer:

- Motherboard
- CPU
- Input Devices
- Output Devices
- Storage Devices

The description of hardware components of a computer are as follows:

- **Motherboard** - Motherboard is a large rectangular board inside the computer's cabinet with integrated circuitry that connects several hardware components. Motherboard also provides connectors to connect other peripheral components.

## Session 1

### Computer Basics

Figure 1.1 displays a sample motherboard.



Concepts

**Figure 1.1: Motherboard**

- **Central Processing Unit (CPU)** - CPU is the heart of the computer, it performs various arithmetic and logical operations by executing the instructions given by the computer program. CPU also centrally controls all the tasks a computer performs. Hence, it is often called as the **brain** of the computer.

An Integrated Circuit (IC) is made up of several miniaturized electronic circuits and pathways between them to allow electric current to pass. When an IC is mounted on a semiconductor material, it is called as a monolithic integrated circuit or microchip. The CPU microchip contains several such ICs mounted on it that function collectively as CPU.

CPU consists of following functional components:

- **Arithmetic and Logic Unit (ALU)** - It performs all the computations for arithmetic and logical operations.
- **Control Unit (CU)** - It provides control signals to supervise the overall operations of the CPU.
- **Set of Registers** - They hold temporary data generated during computations such as calculating sum of a series, sorting a list of names, and so on.

## Session 1

### Computer Basics

- **Buses** - They are communication pathways that carry data between different functional units. CPU includes several internal buses and a few external interface buses, which interface it with main memory and cache memory.
- **Input Devices** - An input device accepts data from the user and transmits it to the CPU in electronic form for processing.

Table 1.3 lists some of the commonly used input devices.

Input Device	Description
Keyboard	It is the main input device for the computer. It translates key strokes provided by the user into electronic signals for processing.
Mouse	It is also a basic input device that converts user click/actions into electronic signals for processing. It is used as a pointing and clicking device in GUI-based applications.
Scanner	It is an <b>image based</b> input device that is used to capture a printed document 'as it is'. In other words, it captures images of the documents and sends it to a special scanning software in the computer for processing. Different types of scanners, such as Flatbed, Sheetfed, and Handheld scanners are available. The Flatbed scanner is the most commonly used scanner for scanning books, pictures, and so on. The Sheetfed scanner scans a single page or multiple pages at the same time. The Handheld scanner is held in a hand and is moved across pages for scanning.
Joystick	It is used as a motion control device while playing games. It simulates the user movements and converts them into electronic commands. A joystick resembles a thick stick that is placed on a board known as suction cup. The stick is capable of moving in all directions and helps in moving the objects in the required direction.

**Table 1.3: Common Input Devices**

- **Output Devices** - An output device accepts processed data from the computer and presents it to the user in a legible format.

Table 1.4 lists some of the commonly used output devices.

Output Device	Description
Visual Display Unit (VDU) or Monitor	An external monitor acts as the visual display device. Older generation monitors were made from Cathode Ray Tube (CRT) displays, which made them bulky. Modern monitors are made from Liquid Crystal Diode (LCD) displays, which are slim, light, and have better display quality than CRTs.
Printers	A printer prints the output on a sheet of paper that is, it is used to obtain hard copy of the files stored in the computers. Printers can be classified as black-and-white or color printers. Another classification is Inkjet and Laser printers, based on their technique of printing.

## Session 1

### Computer Basics

Output Device	Description
Plotters	Plotters are special type of printers used to print graphs and large drawings. Output in plotters is through a mechanical pen that traces the graph or drawing on a sheet of paper. The plotting speed of these devices is very slow due to mechanical movement of the pen. Plotters have now been replaced by modern large-format inkjet printers.
Speakers	Speakers are used to deliver audio output to the user. They take audio signals from the computer as input and convert them into audible sound.

**Table 1.4: Common Output Devices**

- **Storage Devices** - Storage devices (also called as memory devices) are used to record digital data from the computer in different formats. The storage devices can be classified as Primary storage devices and Secondary storage devices.
- **Primary Storage Devices** - A primary storage device is located within the computer cabinet and is used to store data for direct access by the CPU.

Table 1.5 lists commonly used primary storage devices

Primary Storage Device	Description
Read-Only Memory (ROM)	<p>It is a non-volatile memory primary memory which once written, cannot be erased but can be read multiple times. ROM is used in computers to store special utility programs that are always required and never changes.</p>
Random Access Memory (RAM)	<p>It is a volatile digital memory that is, it loses all the stored content when the power is switched off. Speed of data access with RAM is high due to which it can be used as primary (main) memory in computers for immediate data access. RAM is of two main types, which are as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Static RAM (SRAM)</b> - provides faster access speeds, but needs constant refreshing to hold the data. It is also expensive.</li> <li>2. <b>Dynamic RAM (DRAM)</b> - provides slower access speeds than SRAM. It is much cheaper than DRAM and does not require constant refreshing. So, DRAM is used in most modern commercial computers.</li> </ol>

**Table 1.5: Common Primary Storage Devices**

## Session 1

### Computer Basics

ROM can also be classified further as follows:

- **Programmable ROM (PROM)** - It is also a non-volatile memory similar to ROM except that content is written after manufacturing the device. The PROM chips are often referred as One Time Programmable (OTP) chips as they can be programmed only once.
- **Erasable Programmable ROM (EPROM)** - EPROM is also a non-volatile memory similar to PROM except that its contents can be erased by exposing it to strong ultraviolet (UV) light. The UV rays are passed through the clear quartz crystal window set on top of the chip. The light erases the content of the chip by generating a chemical reaction.
- **Electrically Erasable PROM (EEPROM)** - It is also a non-volatile memory which can be erased and re-written several times by applying electric current (and not ultraviolet light).
- **Secondary Storage Devices** - A secondary storage is used to permanently store the data for a long time and is not directly accessed by the CPU. It acts as an external storage device.

Table 1.6 lists some of the commonly used secondary storage devices.

Storage Device	Description
Magnetic Tape	Magnetic Tape is a type of non-volatile secondary memory. It is a plastic strip coated with magnetic material and divided into parallel tracks. The data is recorded on a magnetic tape by selectively magnetizing the parts/spots on the surface on the tracks. Audio cassette is an example of magnetic tape memory.
Magnetic Disks	Magnetic disk is also a non-volatile secondary memory similar to magnetic tapes. The only difference is that a read/write head is used to access any location directly on the disk. Two main types of magnetic disks are as follows: <ol style="list-style-type: none"> <li>1. <b>Floppy Disk</b> - It can store up to 1.44 MB of data and is available in 3.5-inch, 5-inch, and 8-inch sizes. Since it provides very less storage, it is not used with modern computers and is outdated.</li> <li>2. <b>Zip Disks</b> - Similar to floppy disk, but provides much larger storage capacity of up to 100 MB. Zip disks are mainly used for backup of critical data.</li> </ol>
Optical Disks	Optical disk is a non-volatile secondary storage device. In other words, the content is not lost even if the power is withdrawn. The working principle of an optical disk is that it uses a strong, laser beam to record the data on a reflective surface. Since it uses laser beam instead of electric charge to record the data, it is called as <b>optical</b> disk. Optical disks are used in computers as secondary memory.            Optical disks are of three main types, which are as follows: <ol style="list-style-type: none"> <li>1. <b>CD-ROM</b> - It stands for Compact Disk – Read Only Memory. CD-ROM is the most popular type of optical storage. Data is recorded on a CD-ROM disk by stamping it as a series of pits.</li> </ol>

Storage Device	Description
	<p>CD-ROM disks provide tremendous storage capacity. They usually come with data already written onto them. Most commercial software today is sold in CD-ROM disks.</p> <p>2. <b>WORM</b> - It stands for Write Once Read Many. These disks allow the users to record the data on it. A single WORM disk can hold up to 680 MB of data and is very durable. WORM disks are also called as Compact Disk – Recordable (CD-R).</p> <p>3. <b>CD-RW</b> - It stands for Compact Disk – ReWritable. These disks allow the users to record the data as well as erase and rewrite data. It is also known as Erase Optical (EO) disks,</p>
Cache Memory	<p>It is a special type of RAM which provides much faster access speeds than regular RAM and is used to store frequently accessed data and programs so that their access time is reduced. It is much smaller in terms of storage capacity than regular RAM and is also expensive.</p>

**Table 1.6: Common Storage Devices**

- **Universal Serial Bus (USB) Drives and External Hard Disks** - USB drives and external hard disks are types of Flash Memory. It is a non-volatile memory which can be erased and reprogrammed by use of electric charge. The advantage with flash memory is that it can store large amounts of data in very small sized memory chips.

USB drives, also called as pen drives, are based on the USB technology. They are also called as **plug and play** devices, as they can be used simply by plugging into a USB port without explicitly having to install the device driver software. All modern computers provide multiple USB ports to directly connect and use pen drives.

External hard disk is largest capacity hard drive connected externally to the computer by using a USB cable. It is compatible with all operating systems. The main use of external hard disk is to provide mass offline storage.

### 1.5.2 Software Components

Software is a program that contains lines of codes or instructions. These lines instruct the computer about the action to execute while performing a specific task.

Computer software can be categorized in to the following two categories:

- System Software
- Application Software

## Session 1

### Computer Basics

- **System Software** - System Software is a set of low-level programs that control the computer hardware and provide various services to high-level application programs. System software is a collective term which refers to the OS and the utility programs that enable the computer to function.

The two basic types of system software are OS and Firmware. They are described as follows:

- **Operating System (OS)** - It is a collection of several small programs that co-ordinate to manage the interaction between user and the computer hardware. OS is the most important software on a computer and is required to be installed before user can install any other program. Functions of an OS include coordination between application software and the computer hardware, managing storage allocation, controlling the input/output devices and managing time sharing for linked or networked computers. Microsoft Windows and Apple Macintosh are examples of operating systems.
  - **Firmware** - It is a small software used to operate a specific electronic device. Since the device unit does not change or get upgraded once it is manufactured, its firmware also does not change. Device drivers are an example of firmware. Every hardware device has its own set of commands which are used to operate it; device drivers tell the computer how to communicate with a particular device by converting commands from the OS to those suitable for that device.
- **Application Software** - Application software (or simply Application) is designed to enable the users to perform a specific task on their computer.

Table 1.7 lists some of the common types of application software.

Type of Software	Description
Word Processing Software	Enables a user to create, edit, format, print, and manage electronic text files. Word processors enable the users to easily manipulate and format documents. Microsoft Word is an example of word processing software.
Spreadsheet Software	Enables manipulation of large amount of numerical data in a grid-based (tabular) structure by providing complex mathematical and statistical functions. Microsoft Excel is an example of spreadsheet software.
Presentation Software	Enables creation of slide shows by inserting various graphical elements in it in order to communicate information in a visually appealing and easily understandable manner. Microsoft PowerPoint is an example of presentation software.
E-mail Software	Enables a user to send, receive, read, and reply to electronic mails. Some e-mail software also provides personal data management tasks such as Calendars and To-Do task list. Microsoft Outlook is an example of e-mail software.
Database Software	Enables a user to manipulate, manage, and organize a database. A database is a structured organization of data. Microsoft Access is an example of database software which maintains the data in a tabular structure.

Type of Software	Description
Multimedia Software	Enables a user to create, manipulate, and play media in audio and video formats. Windows Media Player is an example of multimedia software.
Communication Software	Enables a user to connect to the Internet, exchange electronic mails, share files, and communicate information.

**Table 1.7: Common Types of Application Software**

### 1.6 Types of Computers

Computers can be classified based on size and power. Computers can be broadly categorized into following three types:

- **Mainframe Computers** - They are large-sized, very powerful computers that can be shared by hundreds of users. Mainframe computers concurrently process jobs submitted by multiple users. Since mainframe computers are very powerful, they are used by large organizations to process a single category of tasks on a large-scale, such as processing the entire organization's payroll.
- **Mini Computers** - Like mainframe computers, mini computers are also used for multi-processing, but they are smaller than mainframes. The data stored on a mini computer is usually shared by 4 to 200 users. Organizations use these computers to setup small centralized systems such as a small financial database.
- **Personal Computers** - It is also known as microcomputers and is small sized and inexpensive. It is designed for individual users.

The two types of commonly used personal computers are as follows:

- Desktop computer
- Laptop computer

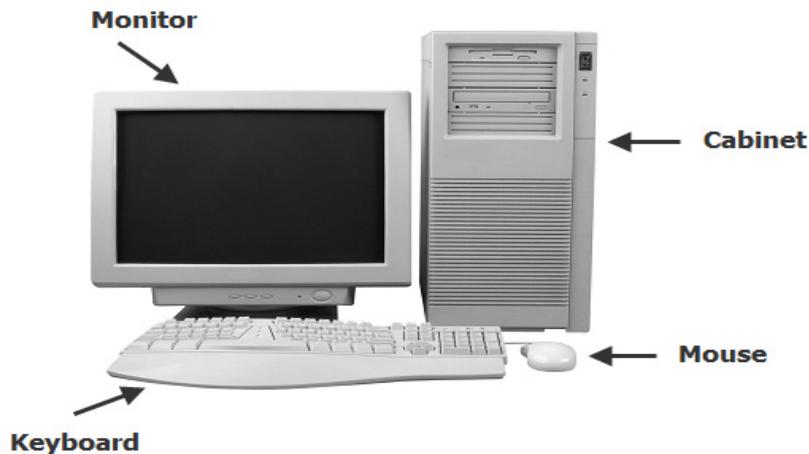
#### 1.6.1 Desktop Computer

A Desktop Computer is designed for use at a single location. It comprises different functional components, such as the keyboard and the mouse, which are separate from the main computing unit.

## Session 1

### Computer Basics

Figure 1.2 displays different component of a desktop computer.



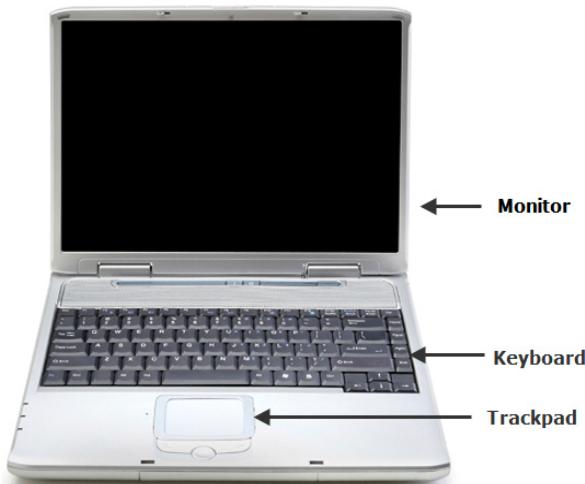
**Figure 1.2: Desktop Computer**

Desktop computers consist the following physical components:

- **Monitor** - It displays the visual output.
- **Speaker** - It plays the audio output.
- **Keyboard** - It enables a user to provide input to the computer.
- **Mouse** - It enables a user to provide input to computer through pointing and clicking actions.
- **Rectangular Cabinet** - It houses all other hardware components of the computer.

#### 1.6.2 Laptop Computer

A Laptop computer is a **single unit**, portable computer which integrates a display, a keyboard, a track pad, and a rechargeable battery. Figure 1.3 displays a laptop computer.



**Figure 1.3: Laptop Computer**

## Session 1

### Computer Basics

Laptops are designed for use on the move. An Alternating Current (AC) adapter, which converts the AC power from mains to Direct Current (DC) power, is used to power the laptop and also charge the battery. When the user is mobile, the rechargeable battery ensures that the laptop keeps running for a considerable amount of time without an external power supply.

Laptops are also known as Notebook Computers or simply Notebooks.

Concepts

#### 1.7 How does a Computer Work?

During the booting process of the computer, the main memory (RAM) is divided into three major sections, which are as follows:

- **OS Space** - It stores the OS.
- **Application Space** - It stores the different application programs. Each program has its own working area within this space.
- **User Data Space** - It stores all the user related information.

A computer performs following processing functions in order to generate output based on the given input:

1. **Accepting the input** - Input is anything that is supplied to the computer. Input can be manual (through keyboard and mouse) or electronic (through external devices). Examples of computer input include words/symbols typed in document and sound from a microphone.
2. **Processing the input** - Based on the task that the user wants to perform, the computer will process the input in different ways by coordinating between ALU, the control unit and the registers.
3. **Presenting the output** - The output can be presented to the user depending on the device selected to view the output. If printer is selected as the output device, the output will be printed on a piece of paper. Similarly, if the user only wants to view the output, it can be displayed on the monitor.
4. **Storing the output** - The computer also needs to store the data and output, so that it can be accessed later. If the computer needs to store the data for immediate access, it will be stored in **online storage**, which can be accessed by the CPU directly. If the data is not needed for immediate access, it is stored in **offline storage**, which stores the data even after the power is withdrawn. The main use of offline storage is to act as a backup, if the computer machinery is damaged physically.

Consider an example, where a student wants to write some text and get it printed. The text processing application and the OS work in conjunction to execute actions required to complete this task.

## Session 1

### Computer Basics

The steps to accept input are as follows:

- User uses the text processing program and types the content that is to be printed.
- The keystrokes from the keyboard are collected by the OS and are stored in the memory area of text processing application.
- Simultaneously, the OS also sends instructions to the video card which controls the monitor and displays the typed characters on the screen.

#### 1.7.2 Processing the Input

The steps to process the input are as follows:

- When the user performs various functions on the text processing application, appropriate commands are sent to the OS.
- The OS sends the instructions for execution on CPU. After execution, the result is collected and sent to the memory area of text processing application.
- Simultaneously, if some notifications are to be displayed on the screen, appropriate commands are sent to the video card for display.

#### 1.7.3 Displaying the Output

The steps to display the output are as follows:

- Users give the print command to the text processing application.
- The text processing application sends this command to the OS.
- The OS collects the data to be printed from the text processing application and converts it into a format suitable for the printer.
- Then, the OS sends the data to printer's device driver.
- The device driver sends appropriate commands to the printer and forwards the data to it for printing.
- The printer prints the data on a sheet of paper.



## SUMMARY

- A computer is an electronic machine that stores information in various formats and lets the user perform various operations on it.
- A computer can be used to perform a wide variety of tasks including creating visually stunning/appealing presentations, managing budgets, and communicating with people in different parts of the world from the comfort of one's home.
- Hardware is a collective term used for physical equipment related to a computer.
- An OS acts as an interface between the user and the computer hardware.
- Application software is high-level software that allows a user to specify actions to the computer.
- System software enables the application software to command and control the underlying computer hardware.
- Application software can be of several types including word processing, spreadsheet, database, and multimedia software.
- Mainframe computers are large-sized, very powerful computers that are shared between hundreds of users.
- Mini computers are smaller and less powerful than mainframe computers. Mini computers are used by organizations to setup small centralized systems.
- Personal computers are small-sized, inexpensive computers designed for a single user.

## Session 1

### Computer Basics



### Check Your Progress

1. Windows is an operating system manufactured by \_\_\_\_\_.

<b>A</b>	Microsoft	<b>C</b>	IBM
<b>B</b>	Apple	<b>D</b>	Sun Microsystems

2. Windows Media Player is an example of \_\_\_\_\_ software.

<b>A</b>	Sun Microsystems Multimedia	<b>C</b>	Word Processing
<b>B</b>	Presentation	<b>D</b>	Spreadsheet

3. Which of the following is a volatile digital memory?

<b>A</b>	ROM	<b>C</b>	EEPROM
<b>B</b>	PROM	<b>D</b>	RAM

4. Which of the following is the fastest type of memory?

<b>A</b>	ROM	<b>C</b>	Cache Memory
<b>B</b>	RAM	<b>D</b>	Flash Memory

5. Data on a magnetic tape can be accessed in \_\_\_\_\_ manner.

<b>A</b>	sequential	<b>C</b>	random
<b>B</b>	non-sequential	<b>D</b>	block-based

## Objectives

**At the end of this session, the student will be able to:**

- *Describe Windows 7 Ultimate*
- *Discuss about the various editions of Windows 7*
- *Explain personalization of Desktop*
- *Explain the use of Accessories in Windows 7*
- *Explain the use of Windows Explorer in Window 7*

### 2.1 Introduction

Windows 7, introduced in October 2009, is the latest entrant in the Windows family by Microsoft. It can be installed on computers, laptops, notebooks, tablet PCs, and media centers.

Windows 7 provides multi-touch support for touch screen PCs, a new taskbar, and improved performance. It also provides a networking system called a HomeGroup that helps in connecting two computers (having Windows 7) to share printers, media players, and libraries.

Windows Calendar, Windows Mail, Windows Movie Maker, and Windows Photo Gallery are not available in Windows 7 installation. However, they are available separately with Windows 7 Live Essentials suite.

This session begins with an introduction to the Windows 7 operating system, continues to explore the available versions and features of Windows 7, and describes the process of customizing the user interface, using accessories and **Windows Explorer**.

### 2.2 Identifying Windows 7 Editions

Windows 7 is available in six different editions. These editions vary depending upon the geographical boundaries.

- **Windows 7 Starter** - This version is the most basic version of Windows 7. It is mainly used for netbooks. Users can upgrade to other editions for accessing more features.
- **Windows 7 Home Basic** - This edition provides limited features and is available only in emerging markets because of its lower price. It is restricted in developed countries. Windows 7 Home Basic is available in both 32-bit and 64-bit versions.

## Session 2

### Introducing Windows 7

- **Windows 7 Home Premium** - Home Premium edition is available in all the countries, in both 32-bit and 64-bit versions. It provides more features than Home Basic. Windows 7 supports DVD playback and is compatible with Dolby Digital. It allows the users to use Windows DVD Maker. The users can create a HomeGroup. It also supports multi touch support. It can be installed in tablet PC. This edition also supports TV tuners. Windows Aero Theme can be applied. This edition supports Windows Flip 3D. The users can post Sticky Notes on their desktop. This edition also allows the users to create a Windows slideshow.
- **Windows 7 Professional** - This version is mainly used by corporates. It contains features that are compatible for an office environment. For example, AppLocker, creating backup to the network, joining domains, encrypting files, Local Group Policy, language pack installation, and Location Aware Printing.
- **Windows 7 Enterprise** - This version of Windows 7 is used by large corporate houses and businesses. This edition contains all the features that are present in all other editions of Windows 7.
- **Windows 7 Ultimate** - This edition of Windows is mainly for personal use and it contains all the features available in all other editions Windows 7.

### 2.3 Features of Windows 7 Ultimate

Windows 7 Ultimate has introduced features like Home Group, Jump Lists, Aero Themes, and many others. Windows 7 has even improvised its taskbar for better performance. The major features are as follows:

- **32-bit and 64-bit Versions** - Windows 7 is available in both 32-bit and 64-bit versions. This is the way the computer handles the data. The 64-bit version of Windows can process large amount of data as compared to 32-bit version.
- **Aero Peek** - Aero Peek provides a quick view of the desktop by enabling transparency of windows. Quick Launch is not available in Windows 7 that allow the users to access the desktop directly. Instead, there is a small tab on the right of the taskbar. It enables a user to peek on the desktop without having to minimize the windows.
- **Aero Shake** - Aero Shake allows the users to shake the required window left to right to clear the desktop of the other screens. The window that was used to perform Aero Shake will remain open. To restore the windows, the users have to shake the same window again.
- **Aero Snap** - Aero Snap enables a user to modify the size of the window. If they drag to either left or right, then the window will get aligned to the side it has been dragged, and opens a partial view. If the partially maximized window is dragged to the top of the screen, then the window will maximize fully. On double clicking the **Menu** bar, the window will go back to its original size.

## Session 2

### Introducing Windows 7

- **Aero Theme** - Aero Theme enables a user to activate the Aero Peek, Aero Snap, and Aero Shake features. This feature is not available in Windows 7 Home Basic and Windows 7 Starter editions.
- **AppLocker** - AppLocker defines permissions to different applications that can be executed. The permissions can be assigned based on version number or publisher of the application. It also enables a user with administrative privileges to restrict access to the .dll and .ocx files.
- **BitLocker Drive Encryption** - BitLocker drive encryption enables a user to encrypt files stored on the computer. However, the files will remain encrypted only until they are on the Windows 7 computer. Once the files are transferred to another computer, they get decrypted.
- **Desktop Slideshow** - Windows 7 also automatically changes the background images after a specified period like a slideshow.
- **Location Aware Printing** - Location aware printing enable the user's laptop, or notebook to detect the location of the users. This feature also enable the users to connect multiple devices on their computers.
- **Presentation Mode** - Presentation mode allow the users to change the desktop background picture, lets them adjust the speaker settings, and turn off the notifications, and the screensaver.
- **Windows Defender** - This feature protects the computer from potential spyware and malware.
- **Windows XP Mode** - This mode lets the users to run their computers in Windows XP 32-bit virtual environment. It runs all the programs that require XP-mode.

Concepts

### 2.4 Using Windows Explorer

**Windows Explorer** enables a user to view, create, copy, and transfer their files or folders from one location to another. **Windows Explorer** opens a window of any location such as disk drive, hard disk drive, USB drive, and so forth, that is connected to the computer.

#### 2.4.1 Creating a Folder

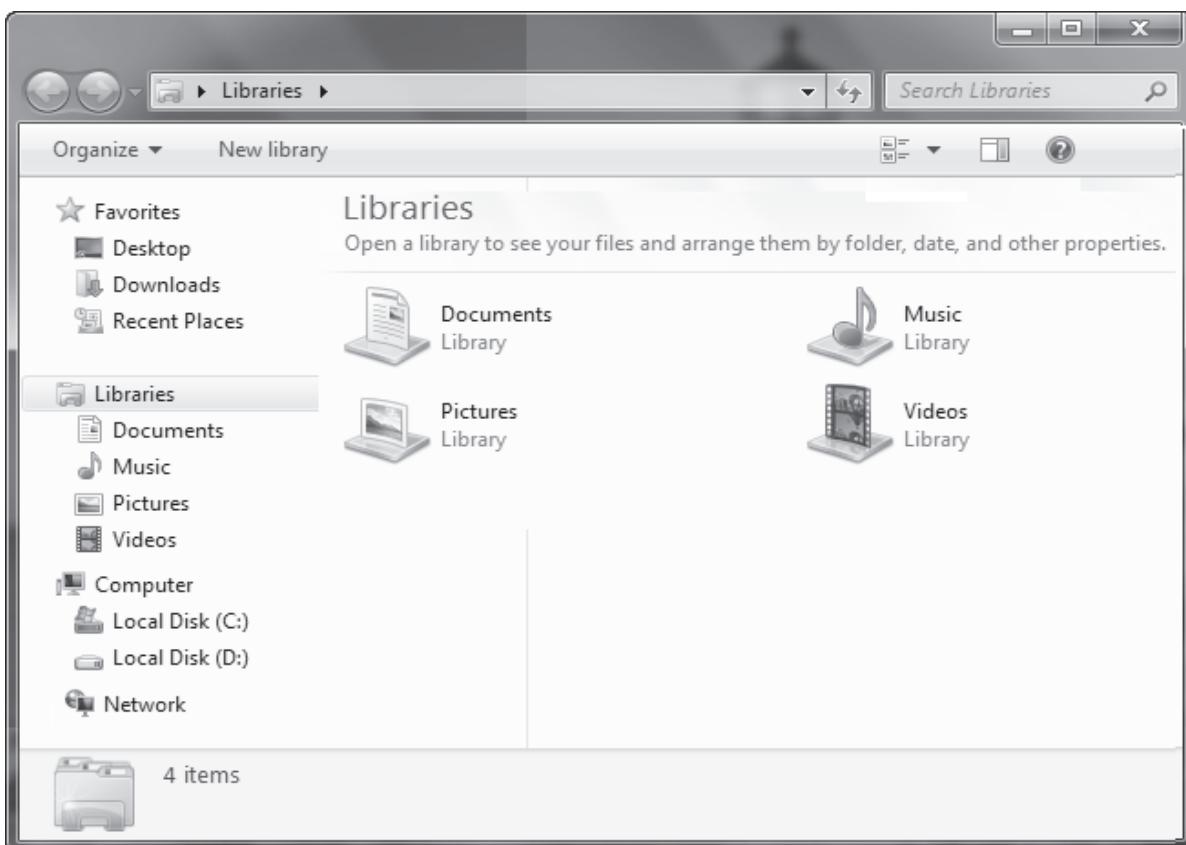
Folders enable the users to organize their files. Users can combine all the files (text file or picture file) of one category or topic, and store them in a folder. The users can create as many folders within a folder and rename them.

## Session 2

### Introducing Windows 7

To create a new folder, using **Windows Explorer**, perform the following steps:

1. Click **Start > All Programs > Accessories > Windows Explorer**. The **Windows Explorer** window is displayed in figure 2.1.



**Figure 2.1: Windows Explorer**

2. Browse to the required location.
3. Right-click the blank area to display the context menu.
4. Select **New > Folder** from the context menu.

Windows 7 creates a new folder at the specified location.

5. Type a new name for the folder.
6. Press **ENTER**.

## Session 2

### Introducing Windows 7

To rename a folder, perform the following steps:

1. Open **Windows Explorer**.
2. Right-click the required folder and select **Rename**.
3. Type a new name for the folder and press **ENTER**.

Concepts

#### 2.4.2 Copying and Moving Files and Folders

Windows enables a user to transfer files across folders and drives. It provides cut, copy, and paste options to copy or move files and folders.

Windows provides different methods to cut, copy, and paste to copy or move files. Users can use any of the following methods as listed:

➤ **Using the Cut, Copy, and Paste options in Organize in Windows Explorer**

1. Browse to the location of the file or folder to be copied or moved in **Windows Explorer** and select it.
2. Click **Organize** in **Menu bar**.

The **Edit** menu is displayed in figure 2.2.

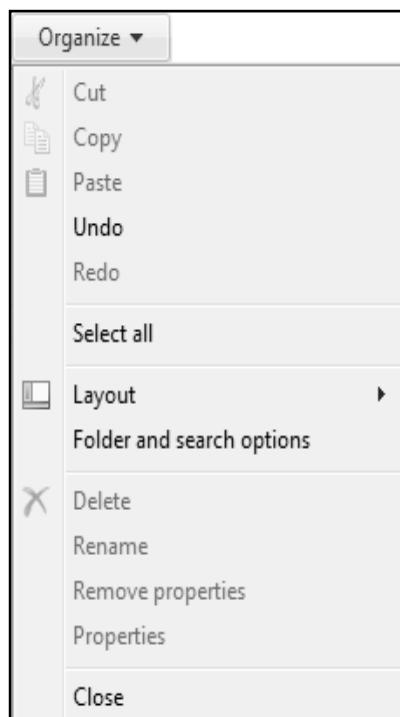


Figure 2.2: Organize in Windows Explorer

## Session 2

### Introducing Windows 7

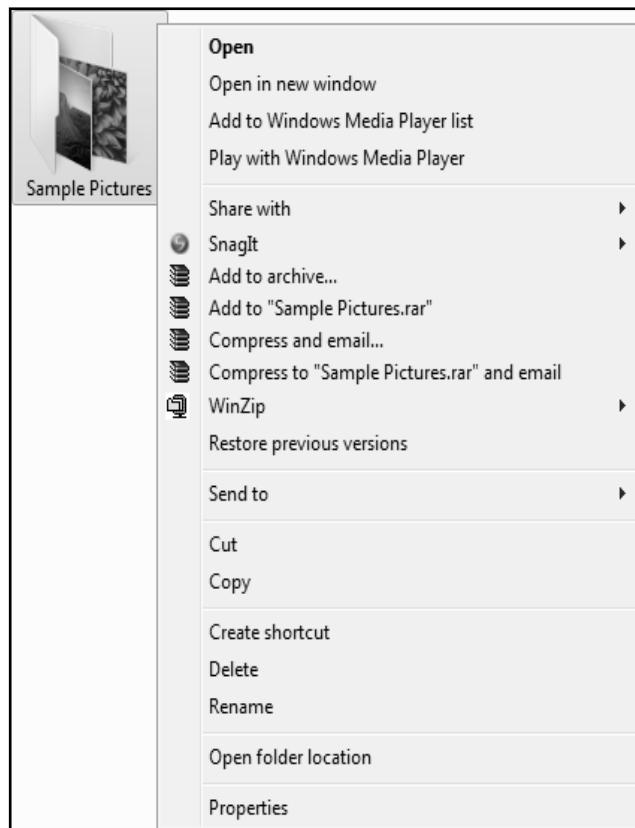
3. Select **Cut** to move or select **Copy** to make a copy of the file or folder.
4. Browse to the destination directory.
5. Click **Organize** in **Menu bar**.
6. Select **Paste**.

The file will be moved or copied, as per the option selected.

#### ➤ Using the Right-click

1. Browse to the location of the file or folder to be copied or moved.
2. Right-click the file or folder to display the context menu.

A drop-down list is displayed in figure 2.3.



**Figure 2.3: Right-click Drop-down List**

3. Select **Cut** to move, or **Copy** to make a copy of the file or folder.
4. Browse to the destination directory.
5. Right-click in the blank area to display the context menu and select **Paste**.

The file will be moved or copied, as per the option selected.

## Session 2

### Introducing Windows 7

#### ➤ Using Keyboard Shortcuts

1. Browse to the location of the file or folder to be copied or moved in **Windows Explorer** and select it.
2. Select the file or folder and press **Ctrl + X** to move or **Ctrl + C** to make a copy of the file or folder.
3. Browse to the destination directory.
4. Press **Ctrl + V**.

The file will be moved or copied, as per the option selected.

#### ➤ Using the Left-click Drag

1. Open the source directory in **Windows Explorer**.
2. Open the destination directory in another **Windows Explorer**.
3. Select the file or folder and drag from source to destination folder to move the file and release the hold.

OR

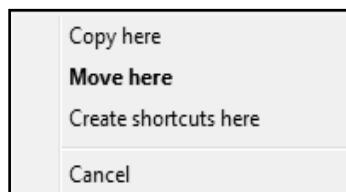
Select the file or folder and drag it while pressing **Ctrl** from source to destination folder to make a copy of the file.

The file will be moved or copied, as per the option selected.

#### ➤ Using the Right-click Dragging

1. Open the source folder in **Windows Explorer**.
2. Open the destination folder in **Windows Explorer**.
3. Select the file or folder and drag using right-click from source to destination directory and release the click.

A context menu is displayed in figure 2.4



**Figure 2.4: Right-click Dragging**

4. Select the **Move here** option to move the file or **Copy here** option to make a copy of the file.

The file will be moved or copied, as per the option selected.

**Note:** When the folders are copied or moved, all the content inside the folders are also copied or moved.

## Session 2

### Introducing Windows 7

#### 2.4.3 Deleting Files and Folders

Windows enables a user to remove unused or unwanted files and folders from the system. Removing unused or unwanted files and folders is known as deletion.

To delete a file or folder, perform the following steps:

1. Open **Windows Explorer**.
2. Browse to the required directory.
3. Select the required file or folder and press **Delete**.

OR

Right-click the file or folder to display the context menu and select **Delete**.

**Note:** When the folders are deleted, all the content inside the folders is also deleted.

#### 2.4.4 Searching Files

Windows 7 provides the option to search for files and folders from the **Start** menu. To quickly search for a program, file or folder on the computer, the user can use the **Search programs and files** box located at the bottom left corner in **Start** menu. To search using the **Start** menu, perform the following steps:

1. Click **Start** menu.

The **Start** menu is displayed in figure 2.5.



Figure 2.5: Start Menu

## Session 2

### Introducing Windows 7

The **Search programs and files** box appears in the **Start** menu. Type the keyword of the file or program such as **Paint**, **Word**, and so forth in the search box. The results start appearing as soon as users begin to type the keyword.

Users can search for files and folders even within the drives. To search, perform the following steps:

1. Double-click **Computer** present in the **Start** menu.  
The Computer window is displayed.
2. Type the name of file or folder in the **Search** box.  
The results will start appearing while the user enters the words.

Concepts

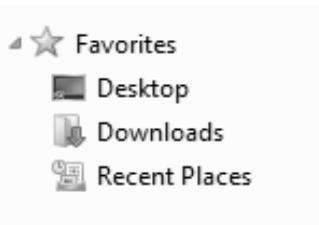
#### 2.4.5 Using Favorites

Users can customize the list of **Favorites**. By default, the links present in **Favorites** are Desktop, Downloads, and Recent Places. The users can add their own folders to customize the **Favorites** list.

To add a link of the folder to Favorites, perform the following steps:

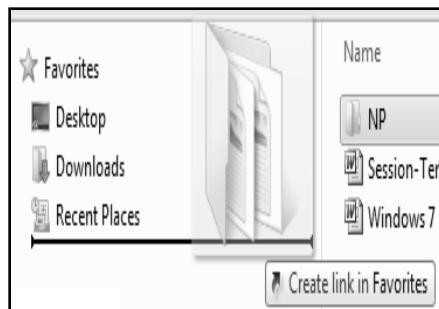
1. Open **Windows Explorer**.
2. Browse to the location where the folder is stored.
3. Drag the folder to the **Favorites** link.

Figure 2.6 displays the Favorites.



**Figure 2.6: Favorites in Windows Explorer**

4. Leave the mouse click seeing the message **Create link in Favorites**, as shown in figure 2.7.



**Figure 2.7: Creating a Link in Favorites**

## Session 2

### Introducing Windows 7

Windows creates a link under **Favorites** for the specified folder.

To delete a link from **Favorites**, perform the following steps:

1. Open **Windows Explorer**.
2. Right-click the required folder in the **Favorites** to be removed and select **Remove**.

Windows removes the link from **Favorites**.

## 2.5 Personalizing the Windows

Windows 7 Ultimate enables a user to customize their desktop. Customizing the desktop includes changing wallpapers and icons. The users can even customize the taskbar to arrange the items. They can also install useful gadgets.

### 2.5.1 Customizing the Desktop

To open the **Personalization** window, perform the following steps:

1. Click **Start > Control Panel > Personalize**.

OR

Right-click the desktop to display the context menu and select **Personalize**.

Figure 2.8 displays opening **Personalization** window.

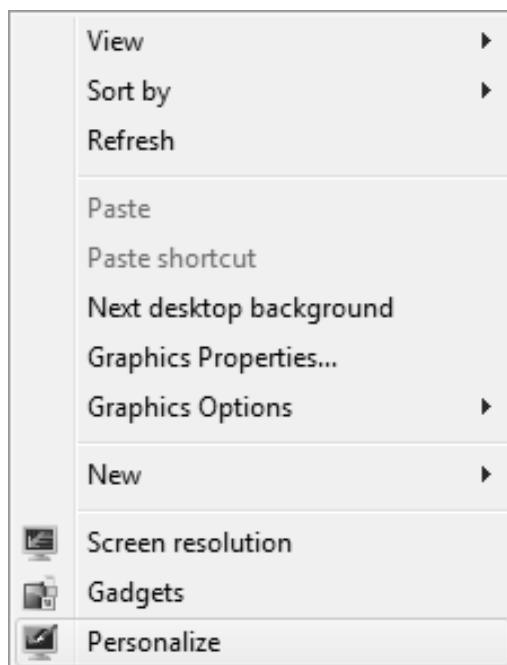
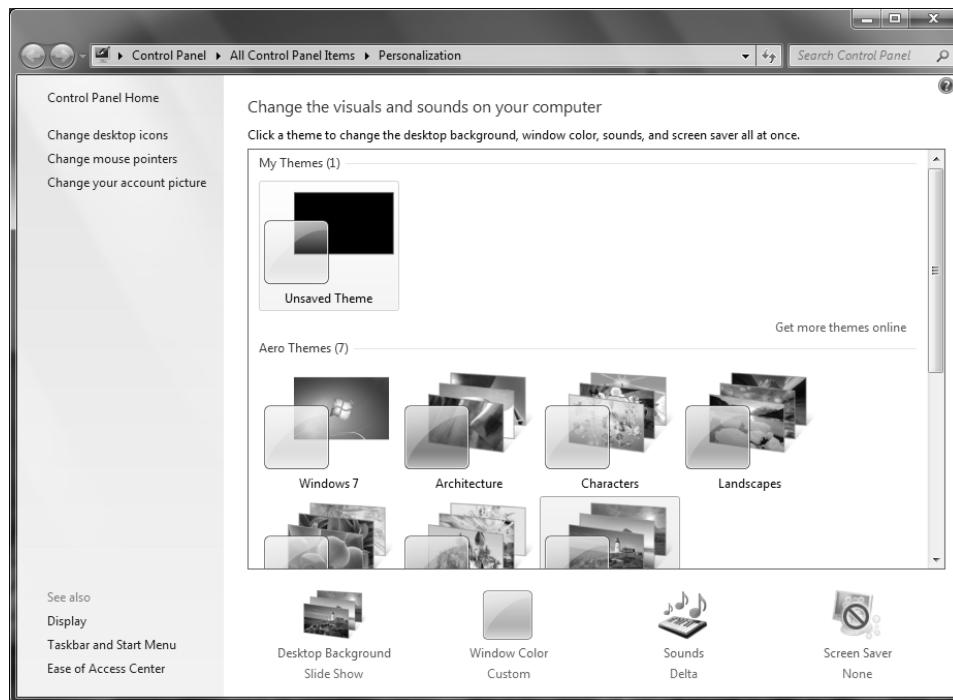


Figure 2.8: Opening Personalization Window

## Session 2

### Introducing Windows 7

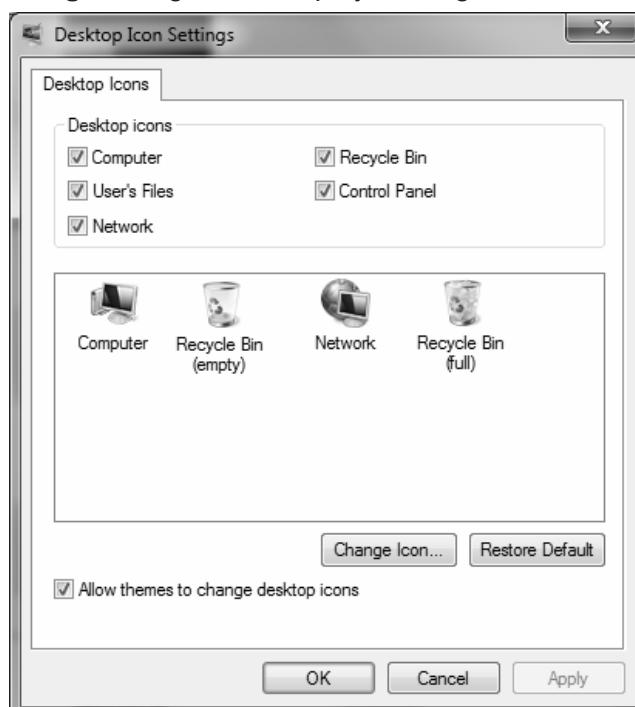
The **Personalization** window is displayed in figure 2.9.



**Figure 2.9: Personalization Window**

To change the icons, perform the following steps:

1. In the **Personalization** window, click **Change desktop icons**.  
The **Desktop Icon Settings** dialog box is displayed in figure 2.10.



**Figure 2.10: Desktop Icon Settings**

## Session 2

### Introducing Windows 7

2. Click **Change Icon** to display the **Change Icon** dialog box.
3. Select the required icons.
4. Click **OK**.

If users want to restore the previous icons, they must perform the following steps:

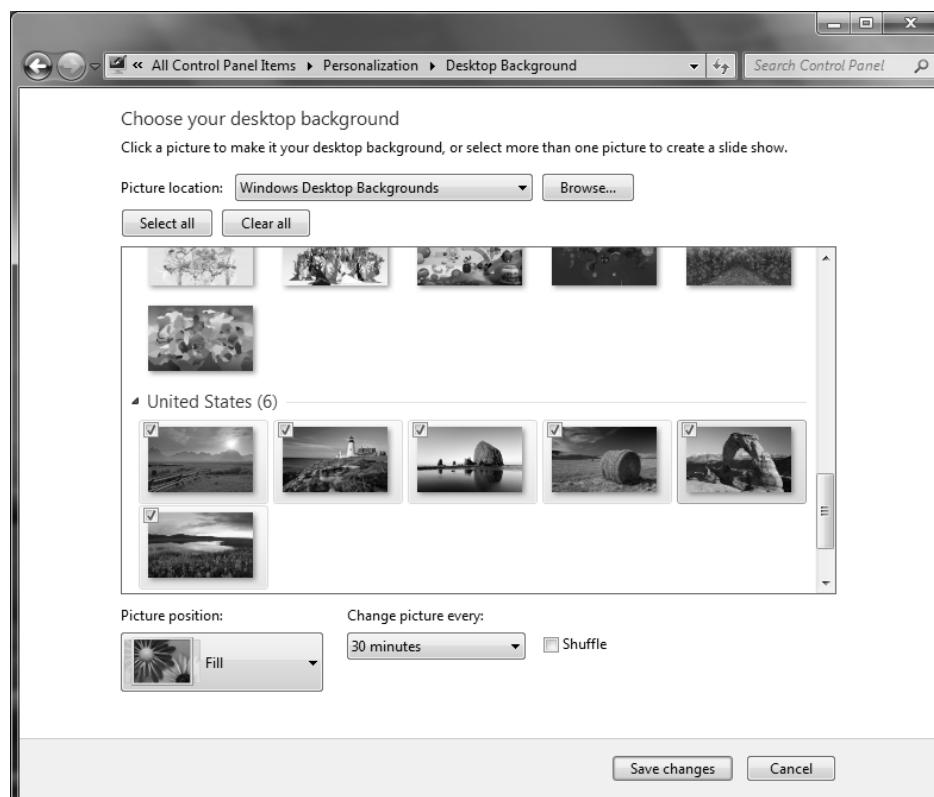
1. Click **Restore Default**.
2. Click **Apply**.
3. Click **OK**.

Users can choose between solid colors, or pictures for their Windows background.

To change the wallpaper, perform the following steps:

1. Open the **Personalization** window.
2. Click **Desktop Background**.

The **Choose your desktop background** page is displayed in figure 2.11.



**Figure 2.11: Choosing Desktop Background Page**

3. Select the required image. Users can even specify the time period for changing the picture

## Session 2

### Introducing Windows 7

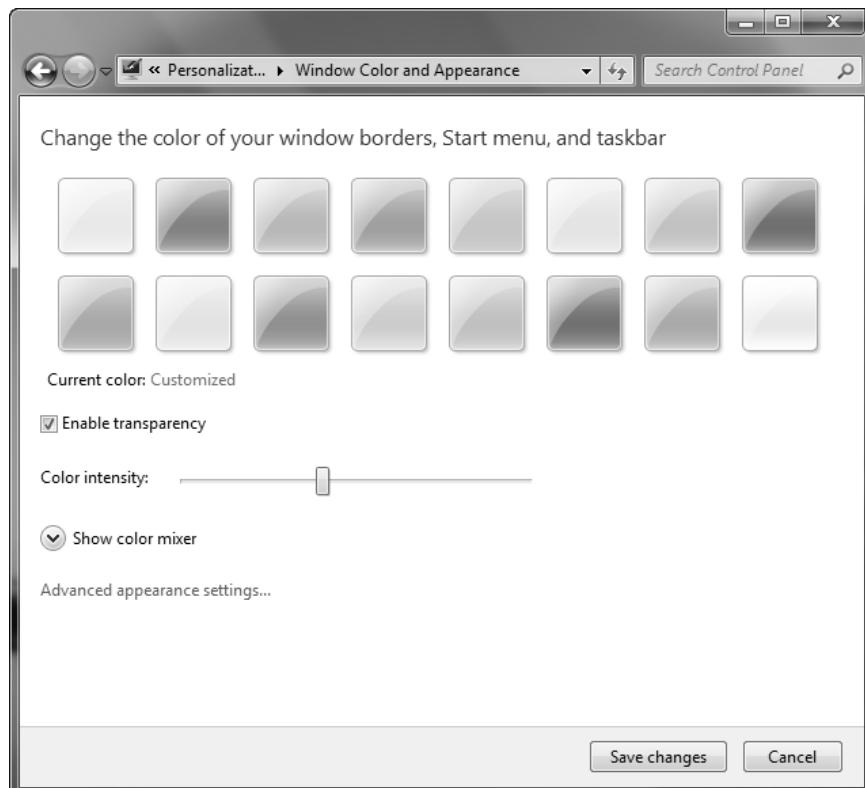
automatically.

4. Select the picture position from the **Picture position** list.
5. Click **Save changes**.

To change the color of the window pane, perform the following steps:

1. Open **Personalization** window.
2. Click **Window Color**.

The **Window Color and Appearance** page is displayed in figure 2.12.



**Figure 2.12: Window Color and Appearance Page**

3. Select the required color.
4. Change the **Color intensity** levels.
5. Click **Save changes**.

To set a screensaver, perform the following steps:

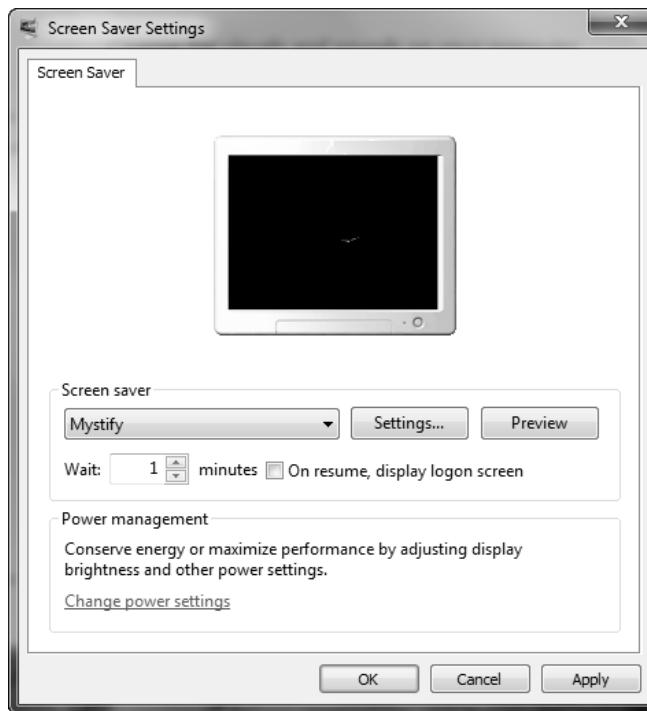
1. Open the **Personalization** window.

## Session 2

### Introducing Windows 7

2. Click **Screensaver**.

The **Screen Saver Settings** dialog box is displayed in figure 2.13.



**Figure 2.13: Screen Saver Settings Dialog Box**

3. Select the required screensaver from the **Screen saver** list.
4. Select the required time.
5. Click **Apply**.
6. Click **OK**.

To select a theme, perform the following steps:

1. Open the **Personalization** window.
2. Click the required theme.

Windows 7 will apply the specified theme.

#### 2.5.2 Customizing the Taskbar

The taskbar is the horizontal bar appearing at the bottom of the screen. The taskbar enables a user to launch and monitor different applications. The taskbar in Windows 7 is translucent. It provides many new features, such as Aero Peek, Aero Shake, and Aero Snap. The **Show desktop** icon is only a small tab on the right-end of the taskbar. Users can pin required applications on the taskbar.

## Session 2

### Introducing Windows 7

To customize the taskbar, perform the following steps:

1. Right-click the taskbar to display the context menu and select **Properties**.

The **Taskbar and Start Menu Properties** dialog box is displayed in figure 2.14.



**Figure 2.14: Taskbar and Start Menu Properties Dialog Box**

The **Taskbar and Start Menu Properties** dialog box contains the following tabs:

- **Taskbar** - It provides options to customize the taskbar. The Taskbar displays the different applications that are active, provides shortcuts to frequently used programs, and so forth.
  - **Start Menu** - It provides options to customize the **Start** menu. The **Start** menu contains the list and shortcuts to the programs that are installed on the computer. Users can customize the **Start** menu by selecting the shortcuts to be displayed and so forth.
  - **Toolbars** - It provides options to customize the toolbars on the desktop. Windows enables a user to group recently used shortcuts into a toolbar. Users can select the shortcuts to be included in the toolbar.
2. Select the required fields in **Taskbar**, **Start Menu**, and **Toolbars** tab.
  3. Click **Apply**.
  4. Click **OK**.

## Session 2

### Introducing Windows 7

#### 2.5.3 Start Menu

**Start** menu is the user interface on Windows 7 for accessing the installed applications, and files and folders in the computer. Figure 2.15 displays the **Start** menu in Windows 7.



Figure 2.15: Start Menu in Windows 7

The default **Start** menu does not contain any shortcuts to applications. However, users can create shortcuts for frequently used programs in the **Start** menu.

To add items to the **Start** menu, perform the following steps:

1. Browse to the required location in **Windows Explorer**.
2. Drag the folder to the **Start** menu.
3. Leave the folder on seeing the message **Pin to Start menu**.

The link will be pinned to **Start** menu.

To remove an item from the **Start** menu, perform the following steps:

1. Open **Start** menu.
2. Right-click the item that has been added to the **Start** menu and select **Remove from this list**.

The link will be removed.

## Session 2

### Introducing Windows 7

#### 2.5.4 Jump List

Jump List is the list of recently used files and folders. Windows 7 creates a Jump List of the program used when the users save a file of that program on the computer.

To remove a file from the Jump List, perform the following steps:

1. Open **Start** menu.
2. Click the required program.

The list of files is displayed in a submenu, in figure 2.16.

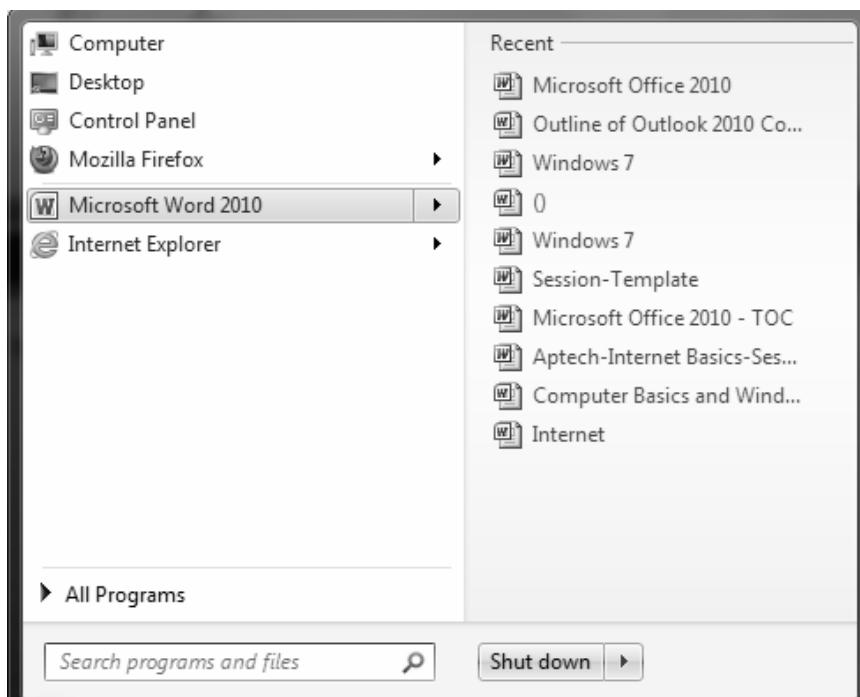


Figure 2.16: Sample Jump List

3. Right-click the file to remove and select **Remove from this list**.

The file will be removed.

#### 2.5.5 Using Gadgets

Gadgets are applications in Windows 7 that appear on the desktop. They provide any information from time, to news, temperature, and so forth. If the users need any gadget, they can download and add it to their desktop.

In addition, users can position the gadget anywhere on the desktop. They can even resize the gadget.

To add a gadget, perform the following steps:

1. Click **Start > All Programs > Desktop Gadget Gallery**.

## Session 2

### Introducing Windows 7

OR

Right-click the **Desktop** and select **Gadgets**.

A new window is displayed in figure 2.17.



**Figure 2.17: Gadgets Window**

2. Right-click the required gadget and select **Add**.

Windows 7 adds the gadget on the top-right corner of the desktop.

## 2.6 Using Accessories in Windows 7

Windows 7 has retained most of the accessories from its previous versions. It enables a user to play their favorite songs, or watch a movie using Windows Media Player 12. It also provides text editors such as **NotePad** and **WordPad**, and **Paint** as the drawing tool.

### 2.6.1 Using Windows Media Player

Windows Media Player (version 12) is available as a part of Windows 7. It supports different audio and video formats. Users can play different file formats, such as 3GP, AVCHD, WMV, MPEG-4, WMA, and AAC. It also supports most MOV, DivX, Xvid, and AVI files.

To open **Windows Media Player**, perform the following steps:

1. Click **Start > All Programs > Windows Media Player**.

## Session 2

### Introducing Windows 7

**Windows Media Player** is displayed in figure 2.18.



**Figure 2.18: Windows Media Player**

**Windows Media Player** enables a user to play songs and view movies on the computer. Users can create a playlist of their favorite songs and videos. A playlist is a list of songs or videos. Windows Media Player also enables a user to play songs from the playlist in a sequential or random order. In addition, users can also burn a CD that contains their favorite tracks using **Windows Media Player**.

#### 2.6.2 Notepad

**Notepad** is the plain text editor available in Windows 7. It enables a user to edit text files and apply basic formatting. Files created using **Notepad** contain the .txt extension.

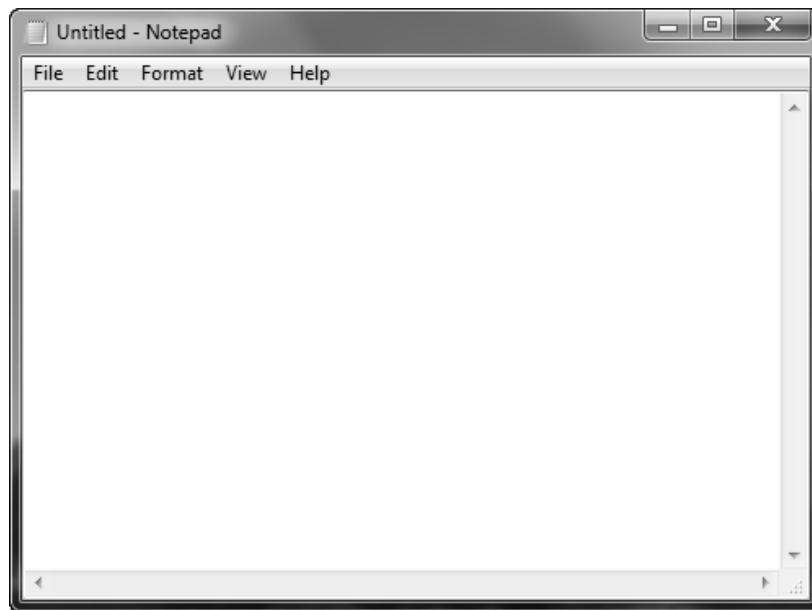
To create a new file in **Notepad**, perform the following steps:

1. Click **Start > All Programs > Accessories > Notepad**.

## Session 2

### Introducing Windows 7

The **Notepad** window is displayed in figure 2.19.



**Figure 2.19: Creating a New File in Notepad**

2. Type the data in the document window.
3. Select **File > Save as** and browse to the desired folder location.
4. Type a filename and click **Save**.

To open a .txt file, perform the following steps:

1. Open **Notepad**.
2. Select **File > Open**.

OR

Press **Ctrl+O**.

The **Open** dialog box is displayed.

3. Browse to the location of the file and select the required file.
4. Click **Open**.
5. Edit the file.
6. Select **File > Save** to preserve changes to the file.

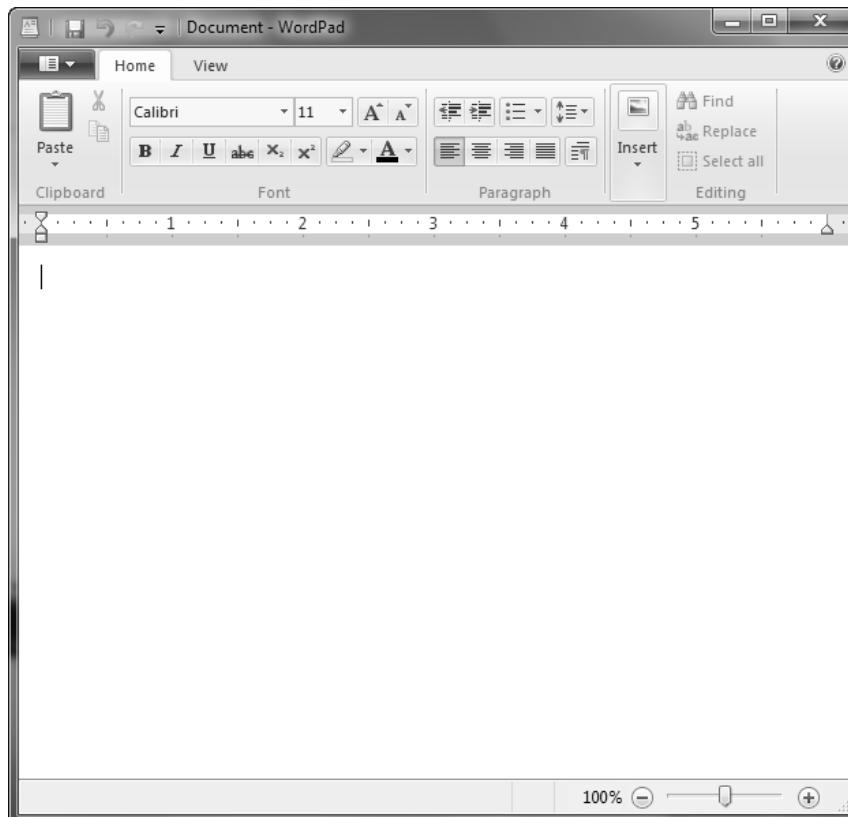
### 2.6.3 WordPad

**WordPad** is another basic word processing tool that allows a user to create a Rich Text Format (RTF) file. This tool provides more formatting options than **Notepad**. It enable the users to include illustrations but does not allow them to add links, header and footers, charts, and so forth.

To create a new RTF file, perform the following steps:

1. Click **Start > All Programs > Accessories > WordPad**.

A new **Document** window is displayed in figure 2.20.



**Figure 2.20: Creating a New File in WordPad**

2. Type the data in the document window.
3. Select **File > Save as** and browse to the desired folder location
4. Type a filename and click **Save**.

## Session 2

### Introducing Windows 7

To open a RTF file, perform the following steps:

1. Open **WordPad**.
2. Select **File > Open**.

OR

Press **Ctrl+O**.

The **Open** dialog box is displayed.

3. Browse to the location of the file and click the file.
4. Click **Open**.
5. Edit the file.
6. Select **File > Save**.

#### 2.6.4 Paint

**Paint** is a tool that allow the users to create a graphics file. **Paint** enables a user to save files in .BMP, .JPEG, .GIF, .TIFF, and .PNG file formats. Users have many options such as different types of brushes, shapes, colors, and so forth.

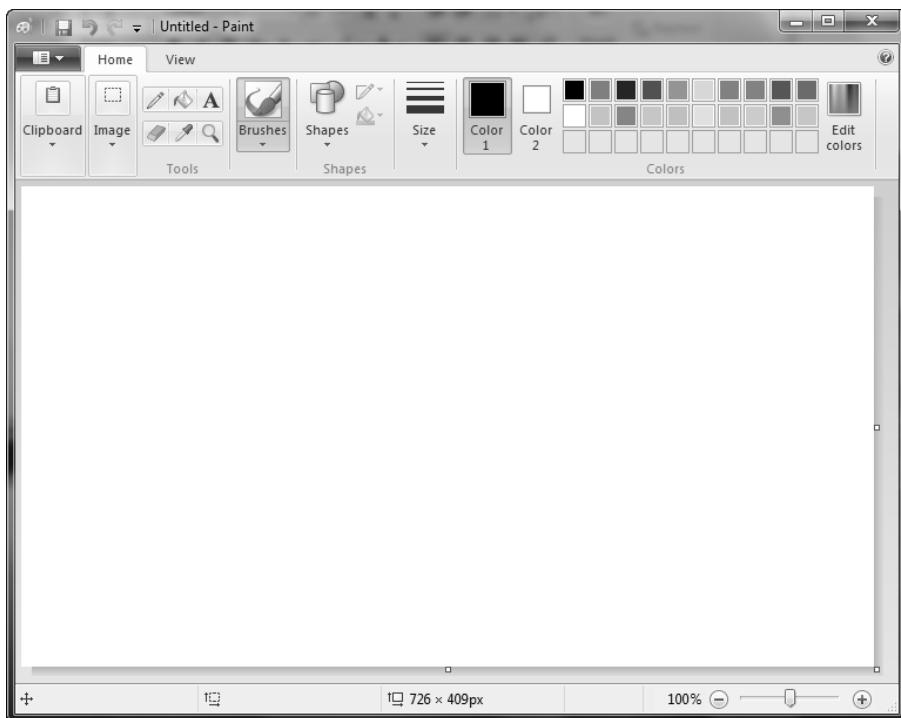
To create a file in **Paint**, perform the following steps:

1. Click **Start > All Programs > Accessories > Paint**.

## Session 2

### Introducing Windows 7

The **Paint** window is displayed in figure 2.21.



Concepts

**Figure 2.21: Creating a Drawing in Paint**

2. Draw in the document window.
3. Select **File > Save as**.
4. Type a filename.
5. Click **Save**.

To open a file supported by **Paint**, perform the following steps:

1. Open **Paint**.
2. Select **File > Open**.

OR

Press **Ctrl+O**.

The **Open** dialog box is displayed.

3. Browse to the location of the file and click the file.
4. Click **Open**.
5. Edit the file.
6. Select **File > Save**.



## SUMMARY

- There are six editions of Windows 7 namely Starter, Home Basic, Home Premium, Professional, Ultimate, and Enterprise.
- Windows Calendar, Windows Mail, Windows Movie Maker, and Windows Photo Gallery are available separately with Windows 7 Live Essentials suite.
- Aero Theme, AppLocker, and Presentation Mode are some of the new features in Windows 7.
- Personalization settings allow the users to customize their computers.
- Users can use different gadgets like Weather, Currency, Clock, and so forth, on their desktop.
- Windows Explorer is a tool that allow the users to view, create, copy, and transfer files or folders from one location to another.
- Users can add their own folders to customize the Favorites list.
- Notepad is the plain text editor available in Windows 7 that enables a user to edit text files and apply basic formatting.
- Paint is a tool that enables a user to create and save graphic files in .BMP, .JPEG, .GIF, .TIFF, and .PNG file formats.
- WordPad is a basic word processing tool that allows a user to create a Rich Text Format (RTF) files.

## Session 2

### Introducing Windows 7



### Check Your Progress

1. Windows 7 \_\_\_\_\_ is available in emerging markets only.

<b>A</b>	Home Basic	<b>C</b>	Home Premium
<b>B</b>	Ultimate	<b>D</b>	Professional

2. AppLocker feature is available in \_\_\_\_\_ edition of Windows 7.

<b>A</b>	Home Basics	<b>C</b>	Home Premium
<b>B</b>	Starter	<b>D</b>	Professional

3. \_\_\_\_\_ allow the users to clear the desktop of other screens.

<b>A</b>	Aero Peek	<b>C</b>	Aero Shake
<b>B</b>	Aero Snap	<b>D</b>	Aero Theme

4. \_\_\_\_\_ helps in moving the files and folders in Windows Explorer.

<b>A</b>	Ctrl+X	<b>C</b>	Ctrl+C
<b>B</b>	Ctrl+M	<b>D</b>	Ctrl+F

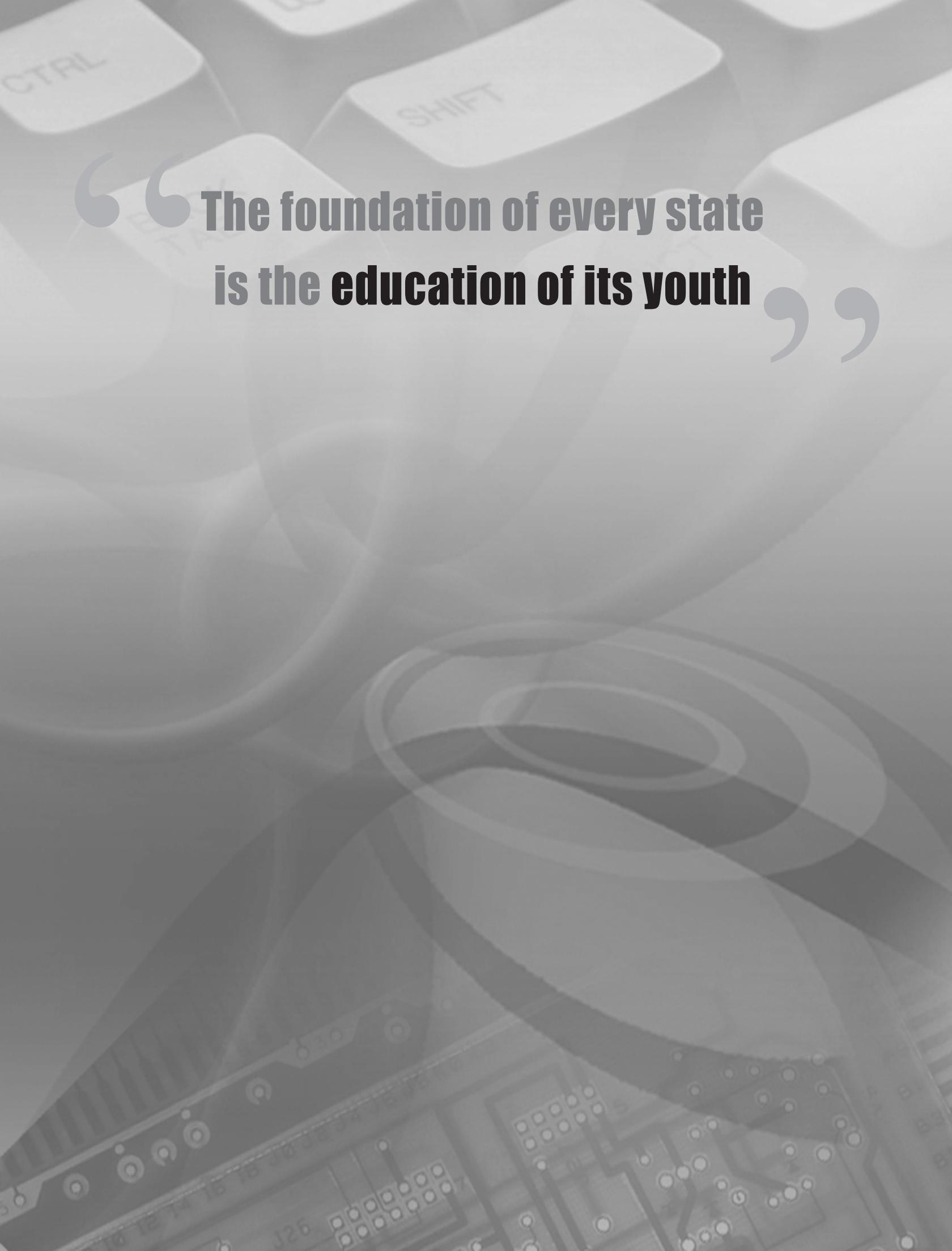
5. Favorites stores the \_\_\_\_\_ of the folder.

<b>A</b>	Part	<b>C</b>	Copy
<b>B</b>	Main copy	<b>D</b>	Link

6. \_\_\_\_\_ does not permit thorough formatting.

<b>A</b>	WordPad	<b>C</b>	Notepad
<b>B</b>	Word 2010	<b>D</b>	Paint

“ The foundation of every state  
is the education of its youth ”



# 3 Introduction to the Internet

## Objectives

**At the end of this session, the student will be able to:**

- *Describe the history of the Internet*
- *Explain the types of Internet connections*
- *Define and explain a Web browser*
- *Explain the features of Mozilla Firefox browser*
- *Describe the process of browsing the Internet*

### 3.1 Introduction

The Internet is an interconnection of several computer networks spread across the world; it is thus referred as a network of networks. Each computer in the Internet, also referred as host, is an independent entity. The users of these computers seamlessly exchange data and information with each other through the Internet. Over the past decade, the Internet has dramatically changed our lives by enabling communication and information sharing, anytime, anywhere at the click of a button.

### 3.2 History of the Internet

The history of the Internet dates back to late 1960s to a project of the US defense department for wartime digital communications. At that time, the telephone system was the only large-scale communication system in use in defense. However, a major drawback of this system was the vulnerability of the telephone switching stations to wartime attack. The problem was identified and the solution for this problem was a computer network that could break communication messages into separate units, and route them along suitable paths to their destination and reassemble them at the destination.

In April 1969, the U.S. Department of Defense in collaboration with the Defense Advanced Research Projects Agency (DARPA) contracted BBN technologies to build this network, formally called as the Advanced Research Projects Agency Network (ARPANET).

The initial ARPANET consisted of four small geographically separated computers called Interface Message Processors (IMPs) that could exchange information using a newly developed common protocol. By October 1969, the ARPANET was deployed, and the Internet came into existence. Following its deployment in 1969, the ARPANET evolved during 1970s with several innovations such as e-mail (electronic mail) and protocols, such as TELNET (protocol to connect to a remote computer) and File Transfer Protocol (FTP). Following the success of ARPANET, other similar networks, such as National Science Foundation Network (NSFNET), and New York State Education and Research Network (NYSERNET) became popular from 1970s to 1980s.

## Session 3

### Introduction to the Internet

With the gradual evolution of the Internet, the need to develop a global addressing system was felt which would enable the computers on a network to refer and communicate with other computers in another network. This gave birth to the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol suite that was formally adopted by ARPANET in 1983 and also made it mandatory for other networks to adapt.

#### 3.3 Types of Internet Connections

In order to exchange and share information over the Internet, users need to connect to the Internet. Connections to the Internet are categorized into four main categories based on the type of connections:

- **Wired** - A wired connection to the Internet makes use of a physical transmission medium to connect to the Internet. Following are the different types of wired Internet connections:
  - **Dial-up** - A dial-up connection uses a telephone line to connect to the Internet. The Internet Service Provider (ISP) provides a phone number to the user. The user dials this phone number using a PC to connect to the Internet through the ISP. A modem attached to the PC is responsible for converting the digital message sent from the PC to analog messages over the telephone network and vice versa.
  - **Integrated Services Digital Network (ISDN)** - ISDN connections use a telephone line to connect to the Internet and functions like a dial-up connection. However, it is faster than a dial up connection and hence can be readily used for sending audio and video messages. An ISDN connection is an end-to-end digital connection; thus, it does not require a modem. Broadband ISDN (B-ISDN) is a type of ISDN connection that uses a fiber-optic telephone line to connect to the Internet and is faster than ISDN.
  - **Digital Subscriber Line (DSL)** - DSL uses a 2-wire copper cable telephone line to connect to the Internet. However, unlike a dial-up connection, a DSL is always connected to the Internet, eliminating the need to dial-up to the ISP. A DSL connection uses a high speed DSL modem for analog to digital and digital to analog conversion. Different types of DSLs exist based on the data rates provided by them.
  - **Cable** - A cable connection uses a cable TV line and a cable modem to connect to the Internet. Such connections use TV channel bandwidth to transmit data. A cable TV line uses coaxial cables that have greater bandwidth than telephone cables; thus, cable connections provide high speed access as compared to dial-up connections.
- **Wireless** - A wireless connection uses radio frequency bands to connect to the Internet. To connect to the Internet wirelessly, a device needs to be equipped with a Wi-Fi adaptor. A Wi-Fi enabled device can connect to the Internet when it is present within the range of a network. A wireless Internet connection is typically costlier than a wired connection and the speed of the connection is dependent on the network coverage available.
- **Mobile** - Similar to a wireless connection, a mobile connection also uses radio frequencies to connect to the Internet. However, a mobile connection allows access to the Internet while the user is mobile. To connect to the Internet using a mobile connection, users can use a mobile device such as a PC data card or a Universal Serial Bus (USB) modem. Users can also use a mobile phone to access the Internet. However, they need to subscribe to a Mobile Broadband Internet Service Provider to avail such facility on their cell phones.

## Session 3

### Introduction to the Internet

- **Satellite** - A satellite connection allows a user to access the Internet using a geostationary satellite placed at a fixed position above the earth's surface. The satellites act as reflectors that bounce the signals received from one location on the earth to another. Due to the long distances involved in signal transmission, the rate of data transfer is slow as compared to wired connections.

Concepts

#### 3.4 Using a Web Browser

A Web browser is an application that runs on a user's computer and helps to access and retrieve information from the Internet. Information available on the Internet is written in Hypertext Markup Language (HTML) code that is not readily understandable by a user. When a user requests to access information on the Internet, the Web browser running on the user's computer converts the HTML code of the requested information into a format understandable by the user. The browser then presents the requested information to the user.

Information retrieved from the Internet is displayed in a Web page. A collection of Web pages forms a Web site. A Web page on the Internet is identified by a Uniform Resource Locator (URL); the URL is also commonly referred to as the address of the Web page. To access information from a particular Web page, the user needs to enter the URL of the Web page (or the Web site containing the Web page) on the Web browser. The Web browser locates the Web page on the Internet with the help of the URL. Once the Web page is located, the Web browser presents the content of the Web page to the user.

A Web browser helps to view all the contents available on a Web page, such as text, image, audio, and video. With the help of a Web browser, a user can navigate to as many Web pages as desired. If a Web page contains link to other Web pages, those pages can also be accessed through the Web browser. More than one Web browser can be installed on a single computer. The links on a Web page can be opened in the same browser or in different browser.

Some of the most common Web browsers are as follows:

- Windows Internet Explorer
- Mozilla Firefox
- Google Chrome
- Netscape Navigator
- Apple Safari
- Opera

##### 3.4.1 Introducing Mozilla Firefox

Mozilla Firefox is one of the most popular Web browsers used around the world. It was derived from the Mozilla Application Suite and is managed by Mozilla Corporation. Mozilla Firefox runs on various operating systems including Microsoft Windows, GNU/Linux, Mac OS X, and many others. Since its release in February 2004, Mozilla Firefox has undergone many changes to improve the user-friendliness of the browser. The latest version of Mozilla Firefox is 7.0.1.

## Session 3

### Introduction to the Internet

Some of the most common features of Mozilla Firefox are as follows:

- **Tabbed Browsing** - Viewing multiple Web pages in a single window.
- **Incremental Find** - Presenting possible matches for a text typed by a user immediately as the user types a text and refining the search matches as the user further types.
- **Download Manager** - Dedicated download manager for downloading files from the Internet.
- **Session Manager** - Regaining access to open tabs after closing the browser window.
- **Spell Checking** - Automatic marking of misspelt words.
- **Private Browsing** - Browsing the Internet without leaving any traces in the Web browser history.
- **Live Bookmarking** - Automatic availability of up-to-date information from the Internet.

#### 3.4.2 Downloading and Installing Mozilla Firefox

Mozilla Firefox is an open-source Web browser. Therefore, users can download Mozilla Firefox from the Internet and install it on their computer without having to purchase a license. The latest version of Mozilla Firefox that is available for download is 7.0.1.

To download and install Mozilla Firefox, perform the following steps:

1. Click **Start > All Programs > Internet Explorer**. The **Internet Explorer** window is displayed.
2. Type **www.mozilla.com** in the **Address bar** and press **ENTER**. The Mozilla home page is displayed in figure 3.1.

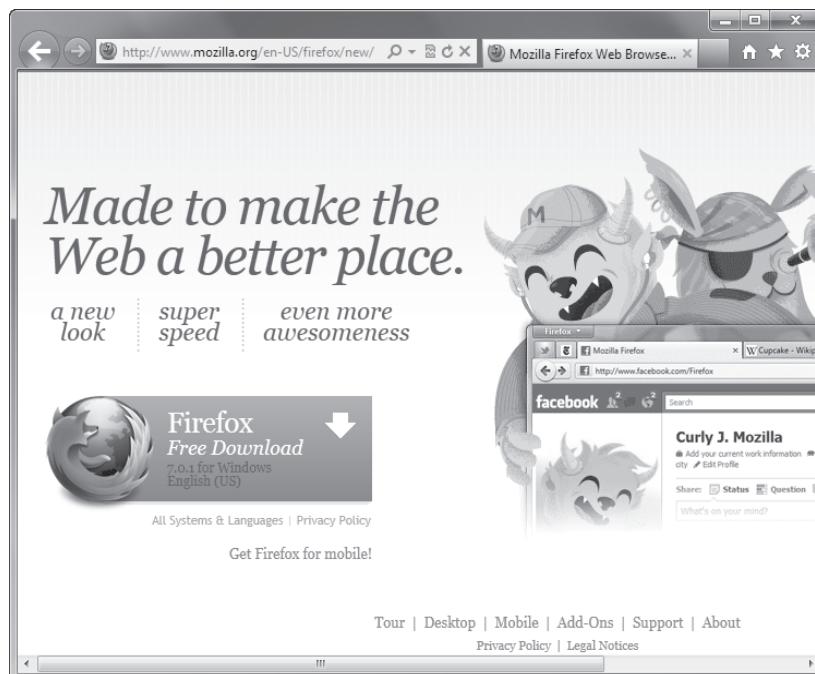


Figure 3.1: Mozilla Home Page

## Session 3

### Introduction to the Internet

- Click **Firefox Free Download**. The prompt to download **Firefox** is displayed in figure 3.2.



Figure 3.2: Firefox Free Download Screen

- Click **Save**. The download process performs a security scan, completes the download of the Mozilla Firefox installation file, and displays the options in figure 3.3.



Figure 3.3: Downloading Firefox

## Session 3

### Introduction to the Internet

- Click **Run**. The installer extracts the files required for the installation and the **Mozilla Firefox Setup** wizard is displayed in figure 3.4.



Figure 3.4: Installing Mozilla Firefox

- Click **Next**.
- Follow the onscreen instructions to complete the installation.

#### 3.4.3 Starting Mozilla Firefox

After the installation is complete, Mozilla Firefox starts for the first time. The Mozilla Firefox window is displayed in figure 3.5.



Figure 3.5: Mozilla Firefox Window

## Session 3

### Introduction to the Internet

Table 3.1 lists the elements in a Mozilla Firefox window.

Items	Description
Address Bar	Displays the default URL or the address of the Web page
Firefox Menu Button	Provides access to various commands. Click the button to see the commands available.
Search Box	Provides a search area to enter search keywords
Tabs	Displays various Web pages. Each tab displays one Web page, so the user can open multiple Web pages at a time.
Home Button	Displays the start page of Mozilla Firefox
Navigation Buttons	Allows a user to move to previous and next Web pages.

**Table 3.1: Elements in a Mozilla Firefox Window**

### 3.5 Browsing the Internet

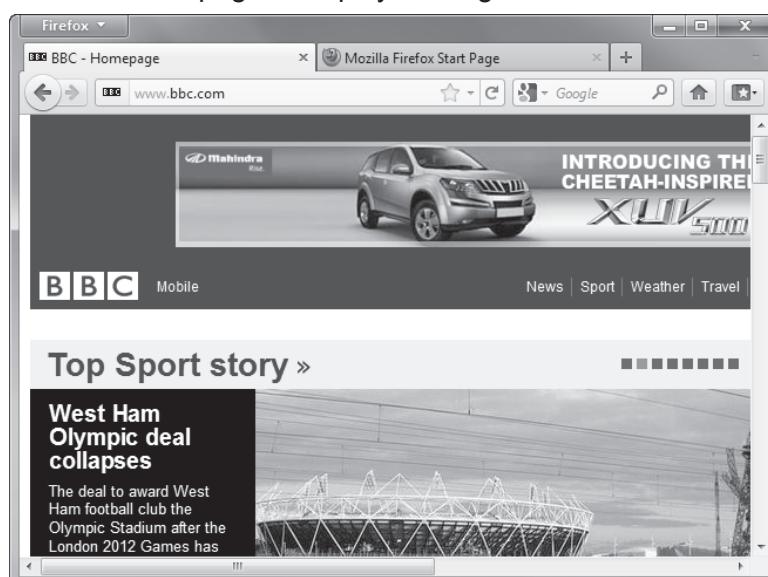
Browsing the Internet refers to the activity of searching information on the Internet. There are two methods to browse the Internet which are as follows:

- **Browsing by URL** - If the users identify the URL of the Web page that they want to access, they can directly type the URL in the address bar of the Web browser. The Web browser will direct them to the required Web site.

For example, if the users want to retrieve information about University of Cambridge they can enter the Web site address of Cambridge University, <http://www.cam.ac.uk> in the address bar of the Web browser.

To access a Web page using a URL, perform the following steps:

1. Click **Start > All Programs > Mozilla Firefox**. The Mozilla Firefox window is displayed.
2. Type <http://www.bbc.com> in the **Address bar**.
3. Press **ENTER**. The Web page is displayed in figure 3.6.



**Figure 3.6: Accessing a Web Page using a URL**

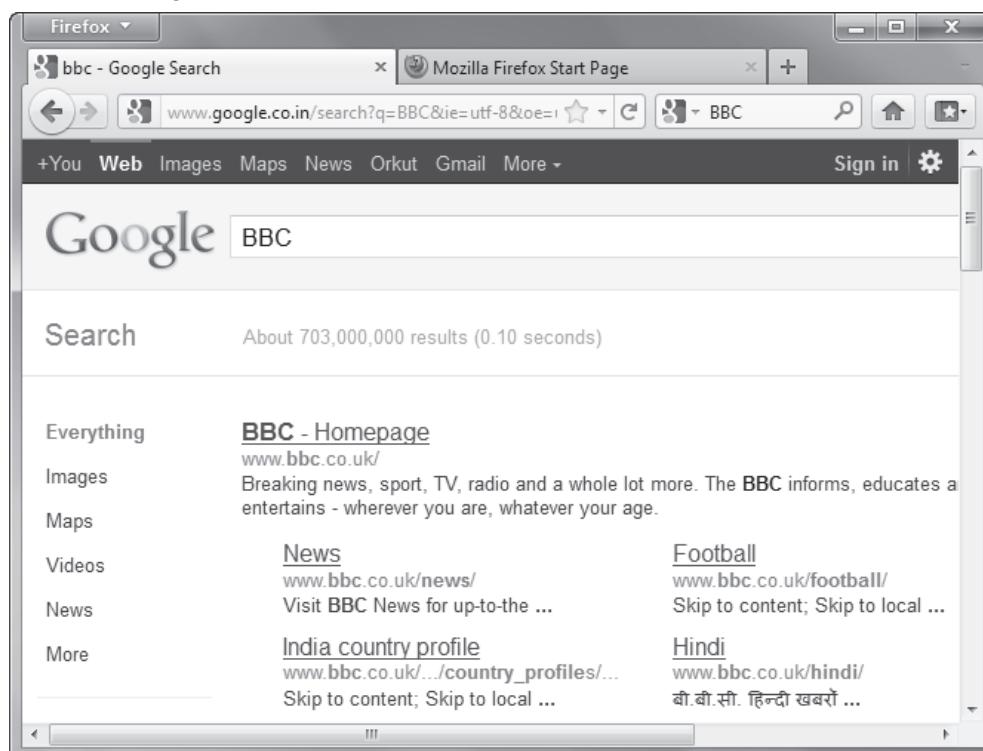
## Session 3

### Introduction to the Internet

- **Browsing by keywords** - If the users are not aware of the URL of the Web page that they want to access, they can search the required Web page by means of suitable keywords. To search the Web page by using keywords, users can use a search engine. A search engine is an application that searches for Web pages on the Internet for specified keywords and displays a list of Web pages where the keywords were found. The most popular search engine is Google. For example, if users want to retrieve information about University of Cambridge, they can search for keywords, such as Cambridge University. A list of links to the Web pages where the keywords Cambridge University are found is displayed in the browser. Users can click the required links to access the Web pages to view the required content.

To access a Web page using a keyword, perform the following steps:

1. Open **Mozilla Firefox**. The Mozilla Firefox window is displayed.
2. Type the required keywords in the **Google** search box. For example, **BBC**.
3. Click **Search**. Mozilla Firefox displays a list of links to Web pages where the keyword **BBC** was found in figure 3.7.



**Figure 3.7: Accessing a Web Page by Searching Through Keywords**

User can navigate within a Web page using the **Page Up** and **Page Down** keys on the keyboard. In addition, users can use the scroll bar to navigate within a Web page. There are two types of scroll bars. A horizontal scroll bar is located at the bottom of the Mozilla Firefox window and the vertical scroll bar is located on the right side of the Mozilla Firefox window.

**Note:** The scroll bars will not be visible if Mozilla Firefox can display the complete Web page on the screen.

## Session 3

### Introduction to the Internet

A link or hyperlink is used to associate Web pages in a Web site. A Web page can contain hyperlinks that allows a user to view other pages within a Web site. The text displayed on screen describes the content of the linked page in a few words. Figure 3.8 displays hyperlink in a Web page.

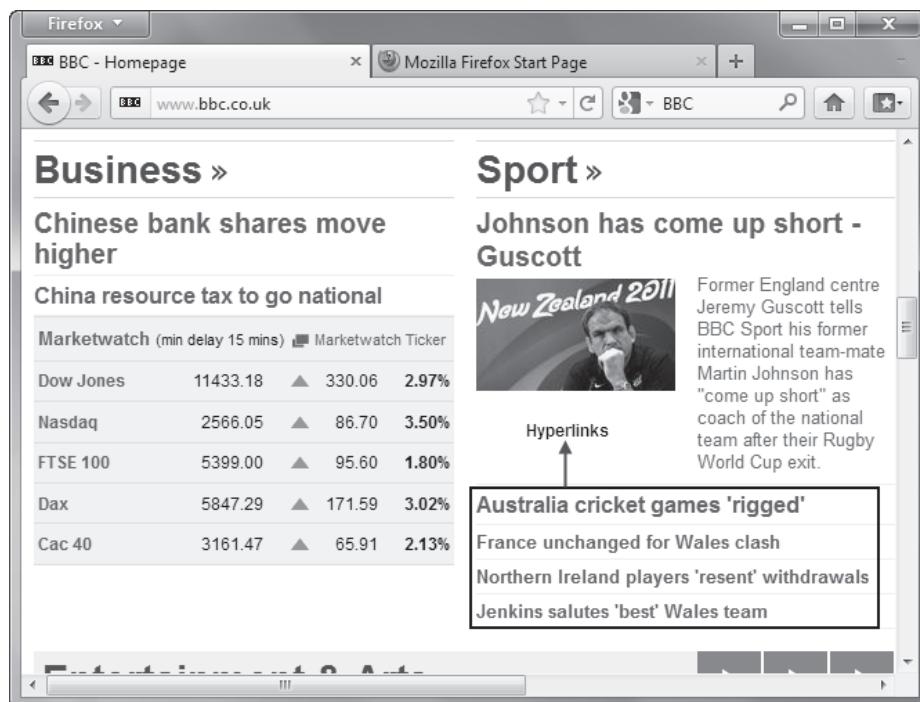


Figure 3.8: Hyperlinks in a Web Page

**Note:** On placing the cursor on the link or hyperlink, the pointer changes to  icon.

#### 3.5.1 Opening a Page in New Tab

When the users click a hyperlink on a Web page, the linked page is displayed by replacing the page that contained the hyperlink. At times, users may be required to view both the pages simultaneously. In such cases, users can open hyperlinks in a new tab.

Tabs in Mozilla Firefox enables a user to view different Web pages simultaneously in the same window. They also enable easy navigation of Web pages within a Web site.

To open a page in a new tab, perform the following steps:

1. Open a Web page in Mozilla Firefox.

## Session 3

### Introduction to the Internet

- Right-click the required hyperlink. The context menu is displayed in figure 3.9.

Concepts

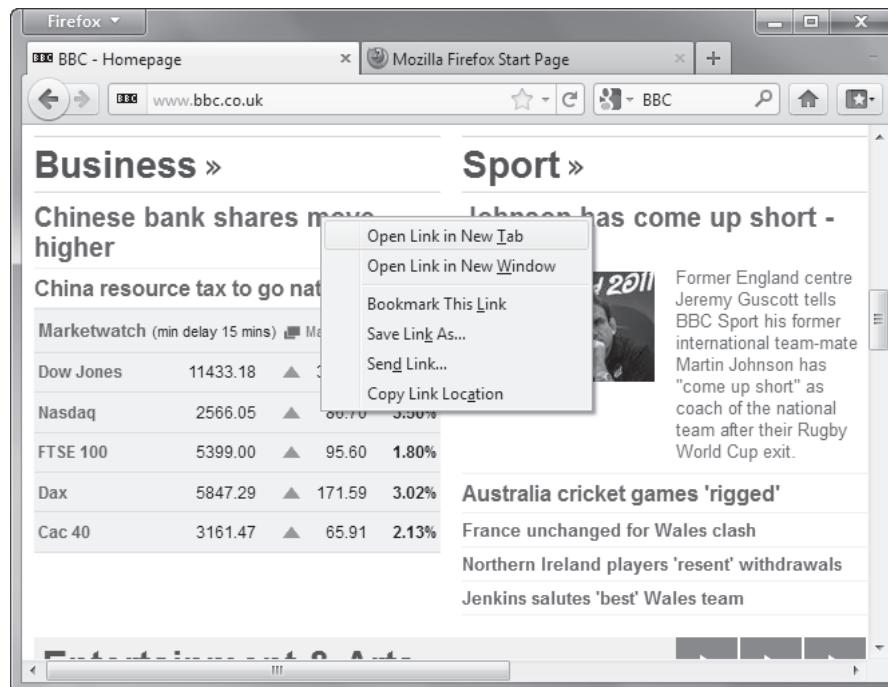


Figure 3.9: Opening a Web Page in a New Tab

- Select **Open Link in New Tab**. Mozilla Firefox opens the Web page in a new tab in figure 3.10.

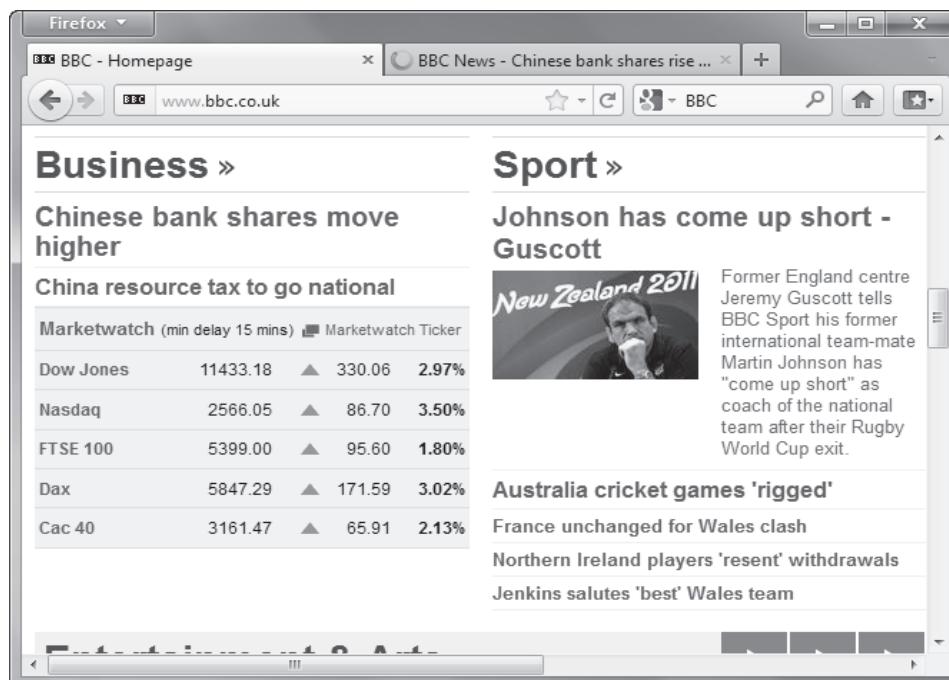


Figure 3.10: Newly Opened Web Page

## Session 3

### Introduction to the Internet

#### 3.5.2 Opening a Page in New Window

Mozilla Firefox also enables a user to view links in a new window. In addition, users can open multiple tabs within individual windows.

To open a Web page in a new window, perform the following steps:

1. Open a Web page in Mozilla Firefox.
2. Right-click the required hyperlink. The context menu is displayed in figure 3.11.

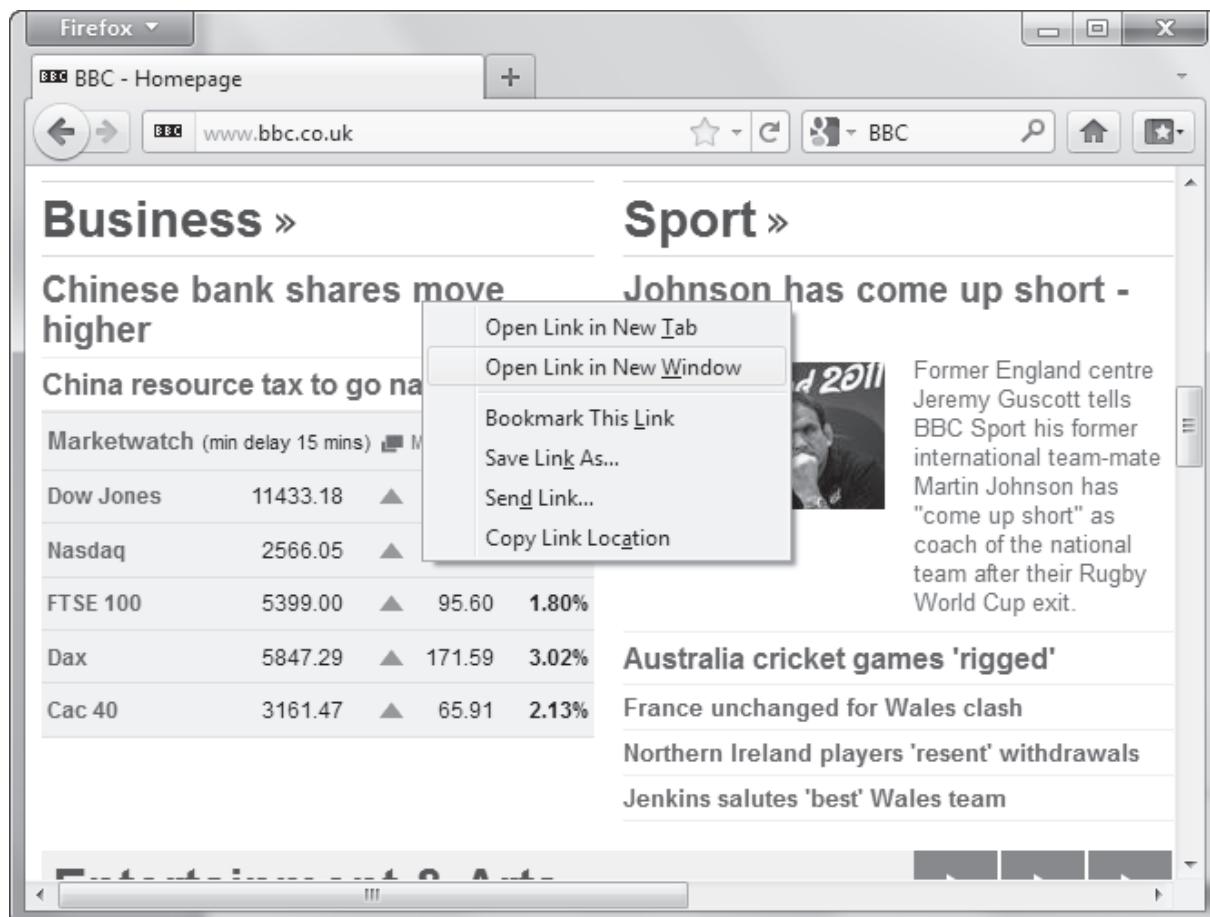


Figure 3.11: Web Page displaying Pop-up Menu

## Session 3

### Introduction to the Internet

- Select **Open Link in New Window**. Mozilla Firefox opens the link in a new window in figure 3.12.

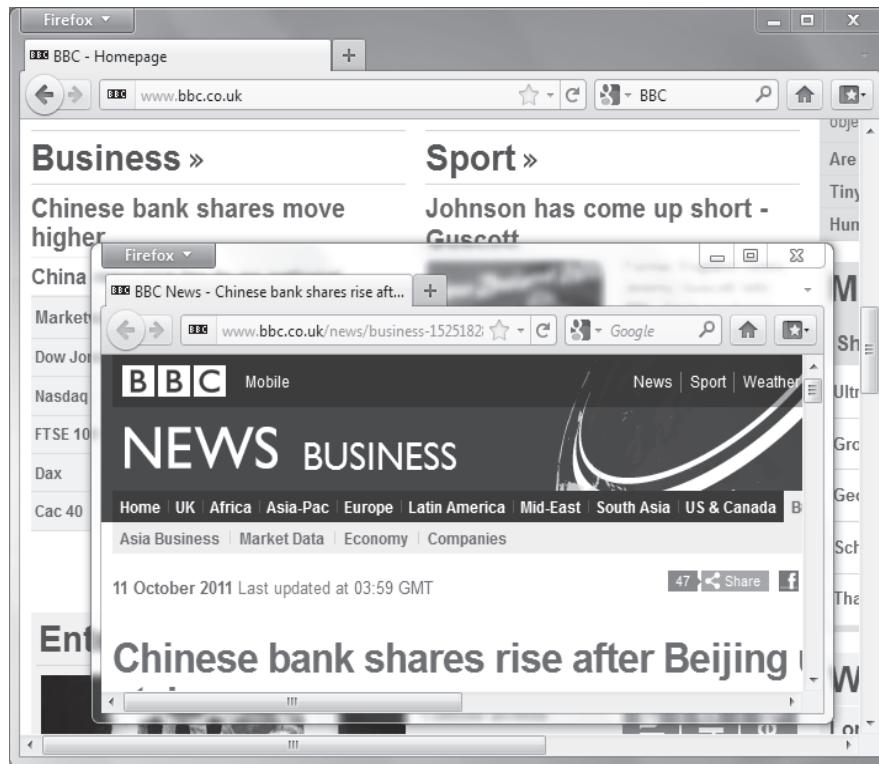


Figure 3.12: Opening a Web Page in a New Window

#### 3.5.3 Managing Search Engines

A search engine is a program that scans the Internet for Web pages that contain keywords specified by the user and returns a list of Web pages ranked in the order of relevancy. The most popular search engines are as follows:

- Google Search
- Yahoo Search
- Bing search
- MSN/Windows Live Search
- Ask.com Search
- AOL Search

While searching for information on the Internet, users can choose to search for the information with the help of a search engine of their choice.

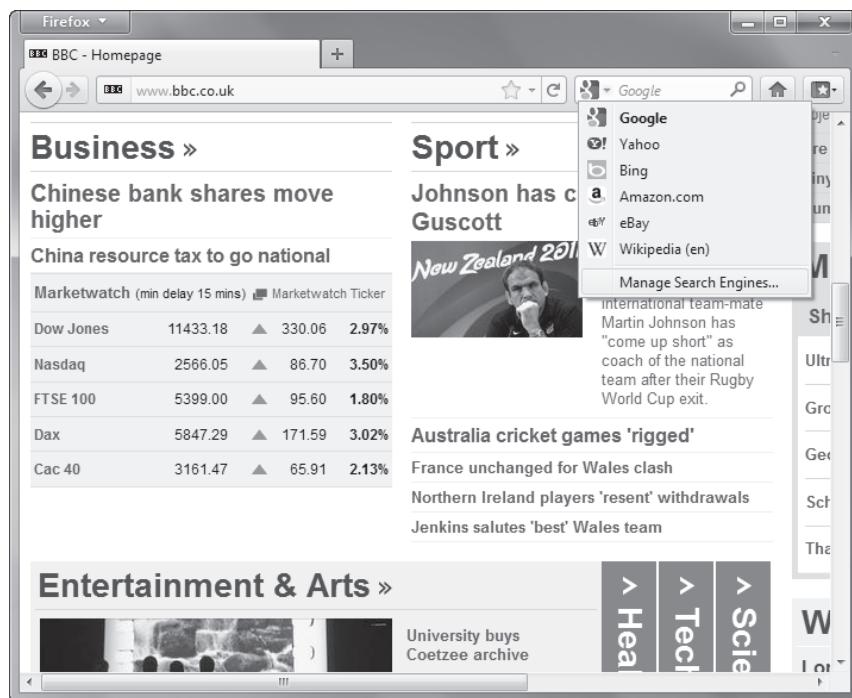
To select a search engine, perform the following steps:

1. Open **Mozilla Firefox**.

## Session 3

### Introduction to the Internet

2. Click the drop-down arrow in the search box. A drop-down menu is displayed in figure 3.13.



**Figure 3.13: Managing Search Engines**

3. Select the required Search Engine. The icon of the selected Search Engine is displayed in the search box.

Users can also manage the available search engines. They can add and remove search engines in Mozilla Firefox.

To manage search engines, perform the following steps:

1. Open **Mozilla Firefox**.
2. Click the drop-down arrow in the Search box on the toolbar. A drop-down menu is displayed.

## Session 3

### Introduction to the Internet

- Select **Manage Search Engines**. The **Manage Search Engine List** dialog box is displayed in figure 3.14.

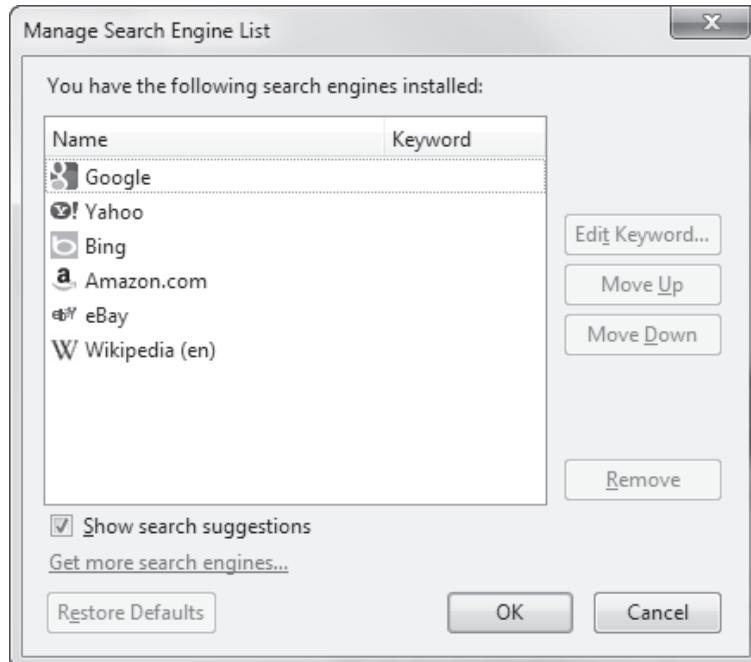


Figure 3.14: Manage Search Engine List Dialog Box

- To move a search engine up or down in the list of search engines, select the search engine and click **Move Up** or **Move Down** respectively.
- To remove a search engine, select the required search engine and click **Remove**.
- To add a new search engine from the Web, click **Get More Search Engines**. Mozilla Firefox displays a list of search tools in a new tab, in figure 3.15.

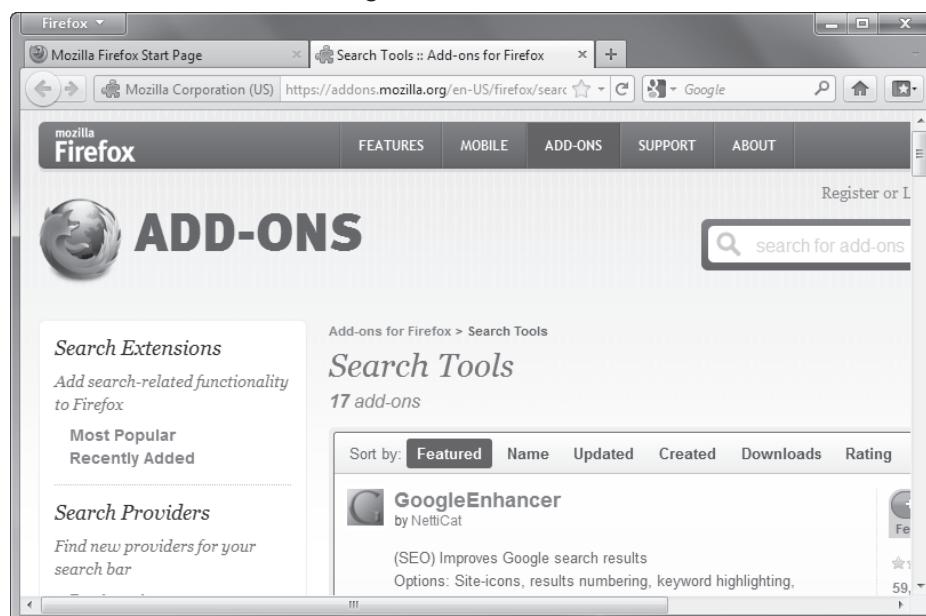
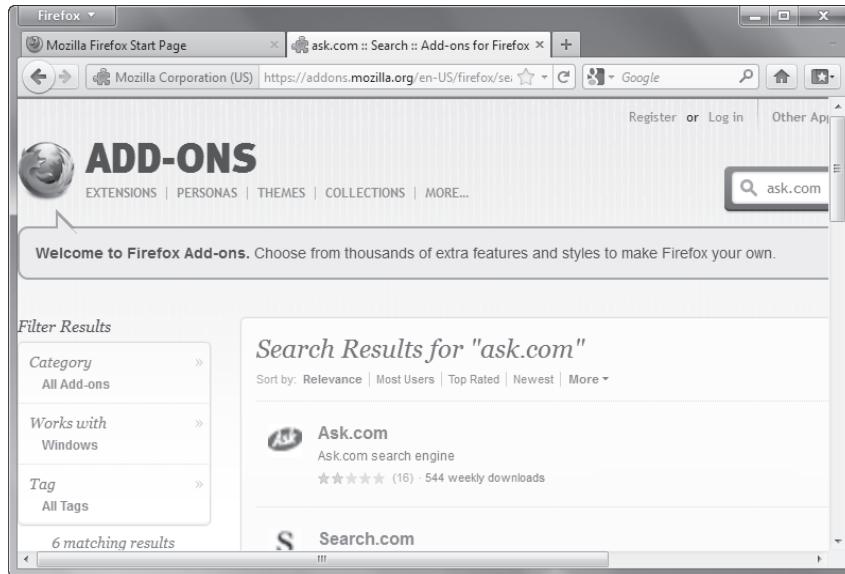


Figure 3.15: List of Search Tools in Mozilla Firefox

## Session 3

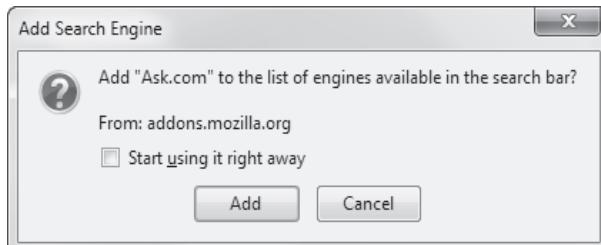
### Introduction to the Internet

7. Type the keyword in the **Search for add-ons** box, for example, **ask.com**. The search results are displayed in figure 3.16.



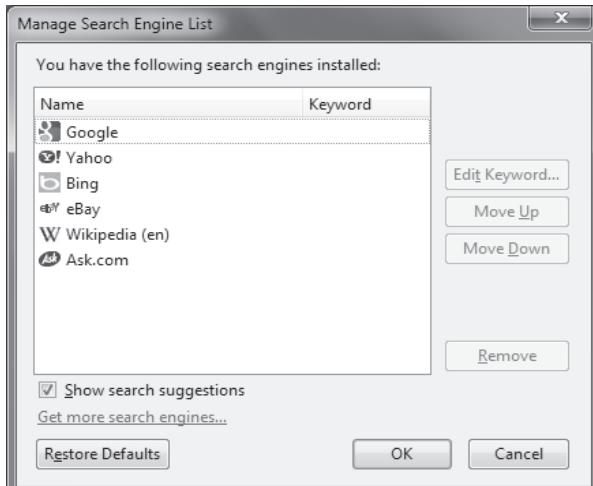
**Figure 3.16: Searching Add-ons**

8. Under the **Ask.com** search engine, click **Add to Firefox**. The **Add Search Engine** dialog box is displayed in figure 3.17.



**Figure 3.17: Add Search Engine Dialog Box**

9. Click **Add**. The search engine is displayed in the **Manage Search Engine List** dialog box in figure 3.18.



**Figure 3.18: Manage Search Engine List Dialog Box**

## Session 3

### Introduction to the Internet

#### 3.5.4 Working with Add-Ons

Add-on is a term that describes the complete suite of additional features that can be added to a browser. The benefits of using add-ons are as follows:

- Ability to handle different types of content on Web
- Enhance the functionality of the browser
- Help users to personalize the browser
- Provides improvement in accessibility

Following are the three types of add-ons available in Mozilla Firefox:

- **Extensions** - These are Mozilla Firefox add-ons that modify the existing functionality of the browser or add new functionalities to it; thus, they help to modify the behavior of the browser. They allow a user to completely customize the browser according to their requirements. Table 3.2 lists example of popular Mozilla Firefox extensions.

Extension	Description
AdblockPlus	Blocks pop-up advertisements on Web pages
Video DownloadHelper	Enables a user to download videos from the Internet
No Script	Enables a user to display Web content only from trusted Web sites
Firebug	Enables a user to edit and debug HTML and JavaScript in a Web page

**Table 3.2: Examples of Popular Mozilla Firefox Extensions**

- **Appearance** - These are Mozilla Firefox add-ons that help to change the look of the browser. There are two types of appearances, themes and personas. Themes change the visual appearance of Mozilla Firefox by modifying the background color of tool bar and the look of buttons and menus. Personas are light-weight themes that apply images to the top and bottom of a Mozilla Firefox window.
- **Plug-ins** - Mozilla Firefox plug-ins is a set of software components that helps to manage Internet content that Mozilla Firefox cannot handle natively. Such content can include formats for video, audio, online games, and presentations. For example, Java is a plug-in required for running programs based on Java. Therefore, to run Java based programs in Mozilla Firefox, users need to install the Java plug-in. Similarly, Flash is a plug-in required for playing videos in a Flash player. Therefore, to view Flash videos in Mozilla Firefox, users need to install the Flash plug-in. Plug-ins are created and distributed by third-parties and hence, it is important to keep plug-ins up-to-date by checking for updates from the Internet.

Users can browse the Internet for required add-ons and install them, check for updates for the installed add-ons, and configure Mozilla Firefox to update add-ons automatically.

## Session 3

### Introduction to the Internet

#### Searching, Installing, and Updating Add-ons:

To search and install add-ons, perform the following steps:

1. Click **Firefox** arrow present at the top left corner of the Mozilla Firefox window. The sub-menu is displayed in figure 3.19.

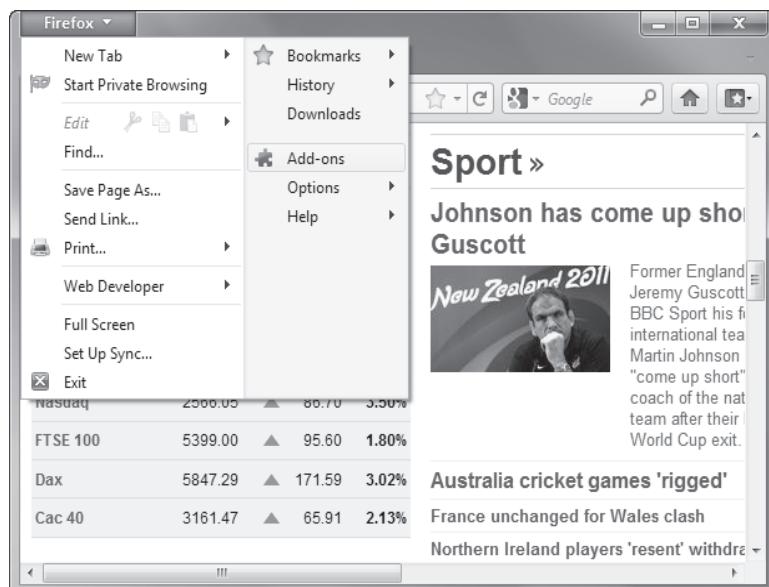


Figure 3.19: Firefox Drop-down Menu

2. Select **Add-ons**. The **Add-ons Manager** tab is displayed in figure 3.20.

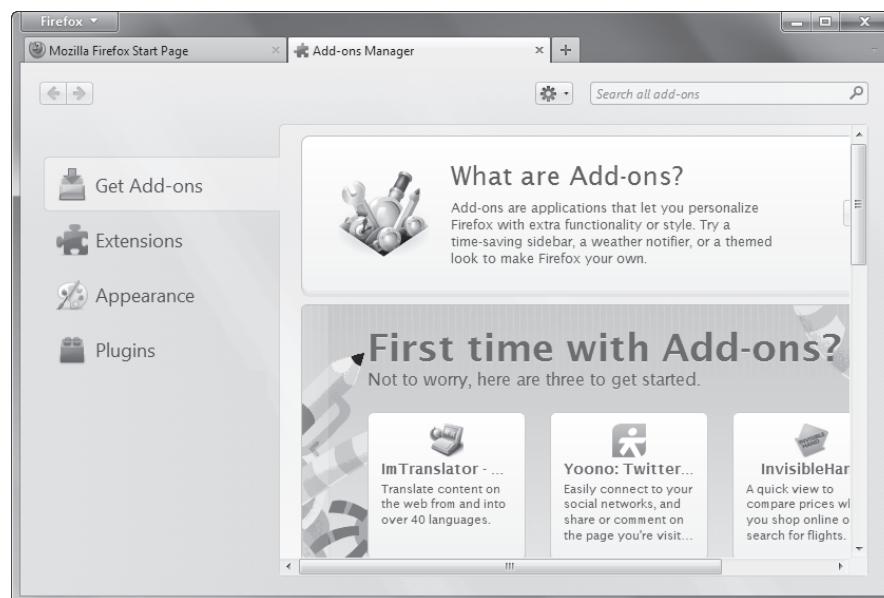


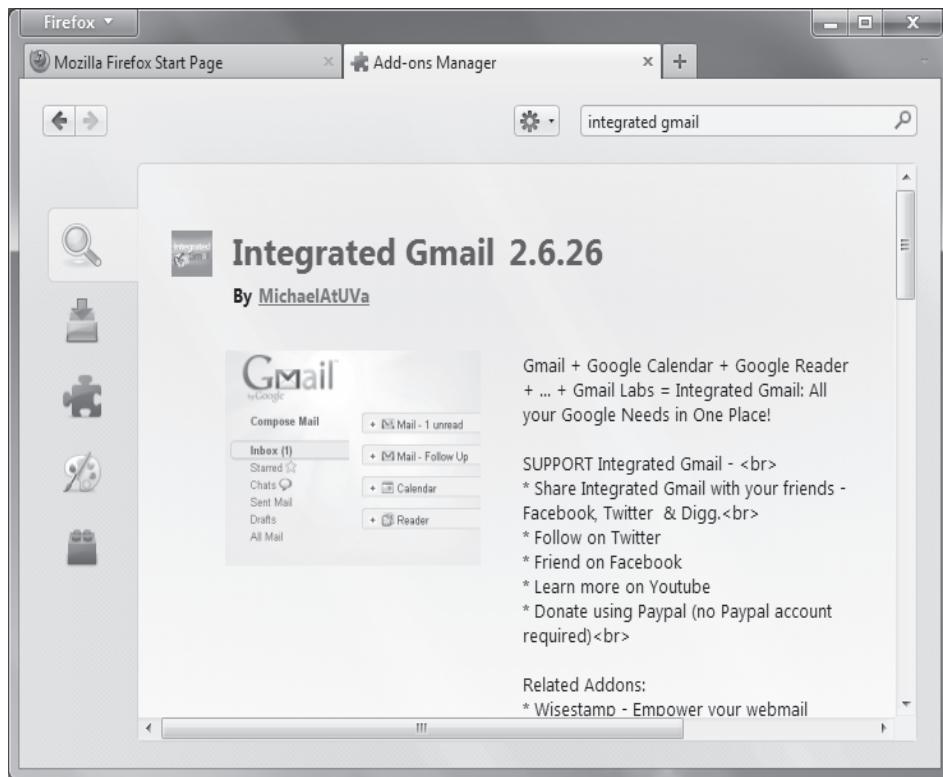
Figure 3.20: Firefox Add-ons Manager Tab

3. Type the keyword for the required add-on, for example, **integrated gmail**.
4. Click **Search** icon. Mozilla Firefox displays the list of available add-ons.

## Session 3

### Introduction to the Internet

- Under **Integrated Gmail**, click **More**. Figure 3.21 displays the information about Integrated Gmail.



**Figure 3.21: Information about Integrated Gmail**

- From the right hand bottom of the page, click **Install**. Mozilla Firefox downloads the add-on and prompts for a restart in order to enable the add-on.
- Click **Restart Now**. Mozilla Firefox restarts and enables the add-on.
- After restarting, users can view the add-on depending upon the type:

If the add-on is an extension, it will be available under the **Extensions** panel.

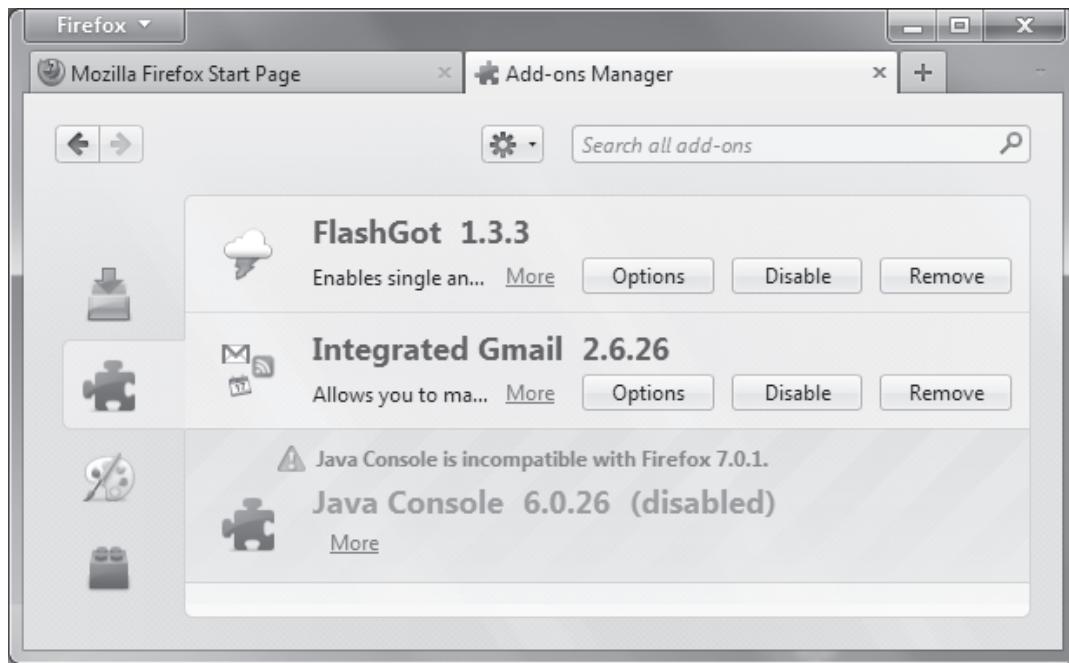
If the add-on is a theme or persona, it will be available under the **Appearance** panel.

If the add-on is a plug-in, it will be available under the **Plug-ins** panel.

## Session 3

### Introduction to the Internet

Figure 3.22 displays the **Add-on Manager** with recently downloaded add-on.



**Figure 3.22: Add-on Manager**

**Note:** Here, Integrated Gmail add-on will be listed in Extensions panel. When users access the Gmail account, they will see that the Inbox appears collapsed.

- Click **Tools** besides the Search box to check and view add-on updates and instruct Mozilla Firefox to install updates automatically.

**Note:** A featured add-on is a high-quality application for a wide range of users. These add-ons are selected every month and recommended by the Mozilla Firefox add-on developers team. These add-ons are displayed under the Featured add-ons section in the add-on Manager tab.

### Managing Extensions

If the performance of the browser deteriorates due to large number of add-ons, users can disable or remove the add-ons. For example, certain add-on theme files are very large. Hence, they can affect the speed of the browser. Users can modify the settings of an extension and also remove or disable it as and when required.

To modify the options for an extension, perform the following steps:

- Open the **Add-ons Manager** tab.

## Session 3

### Introduction to the Internet

2. Click **Extensions**. A list of installed extensions is displayed in figure 3.23.



**Figure 3.23: Extensions Tab**

3. Select the required extension.
4. Click **Options**. A dialog box corresponding to the extension is displayed. Users can modify the settings of the extension.
5. Click **OK**. The dialog box closes.
6. Right-click the required extension in the **Extension** panel. The context menu is displayed.
7. Select **Show More Information** to view additional information about the extension.
8. Click **Disable** to turn-off the extension.
9. Click **Remove** to uninstall the extension.

**Note:** If the Options button is not available for an extension, it implies that the extension does not allow a user to modify the settings.

#### Managing Plug-ins

Users can verify if the installed plug-ins are up-to-date. They can also disable plug-ins that are no longer required.

To update a plug-in, perform the following steps:

1. Open the **Add-ons Manager** tab.

## Session 3

### Introduction to the Internet

- Click **Plug-ins**. A list of installed plug-ins is displayed in figure 3.24.

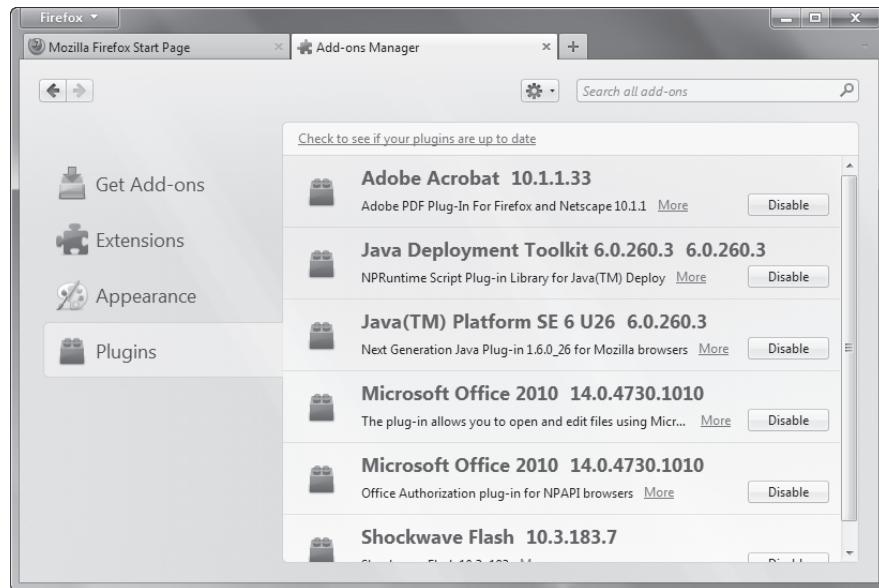


Figure 3.24: Plug-ins in Firefox

- Click **Check to see if your plug-ins are up to date** to check updates for the installed plug-in. The Mozilla Firefox Web Browser tab is displayed in figure 3.25.

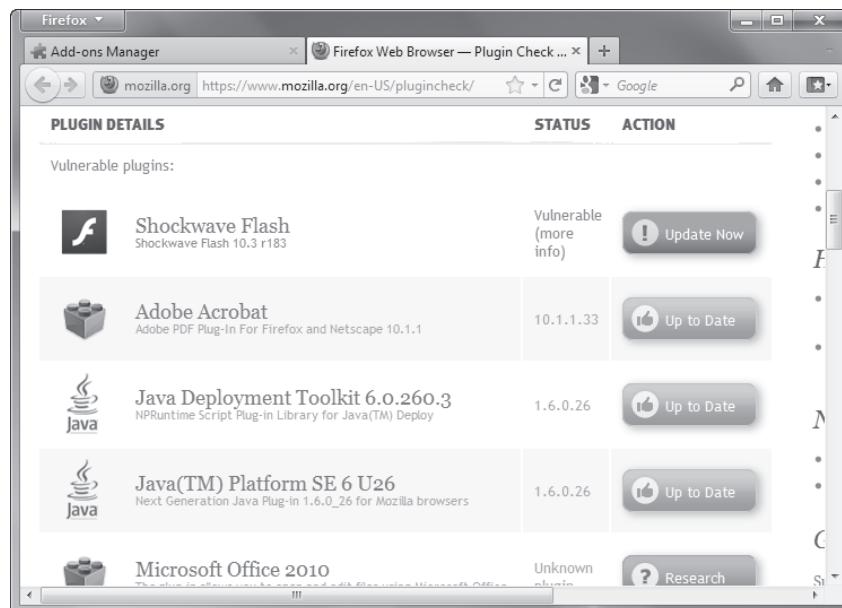


Figure 3.25: Firefox Plug-in Check Updates Tab

The page displays the version information of the plug-in. It also displays the available updates for the plug-in.

- Click **Update Now** to update a plug-in.

## Session 3

### Introduction to the Internet

#### 3.5.5 Changing Firefox Options

Users can customize the settings of the Mozilla Firefox browser. Various types of settings are available for users so that they can personalize according to their requirements.

To change Mozilla Firefox options, perform the following steps:

1. Click **Firefox** arrow present at the top left corner of the Firefox window. The sub-menu is displayed.
2. Select **Options > Options** as shown in figure 3.26.

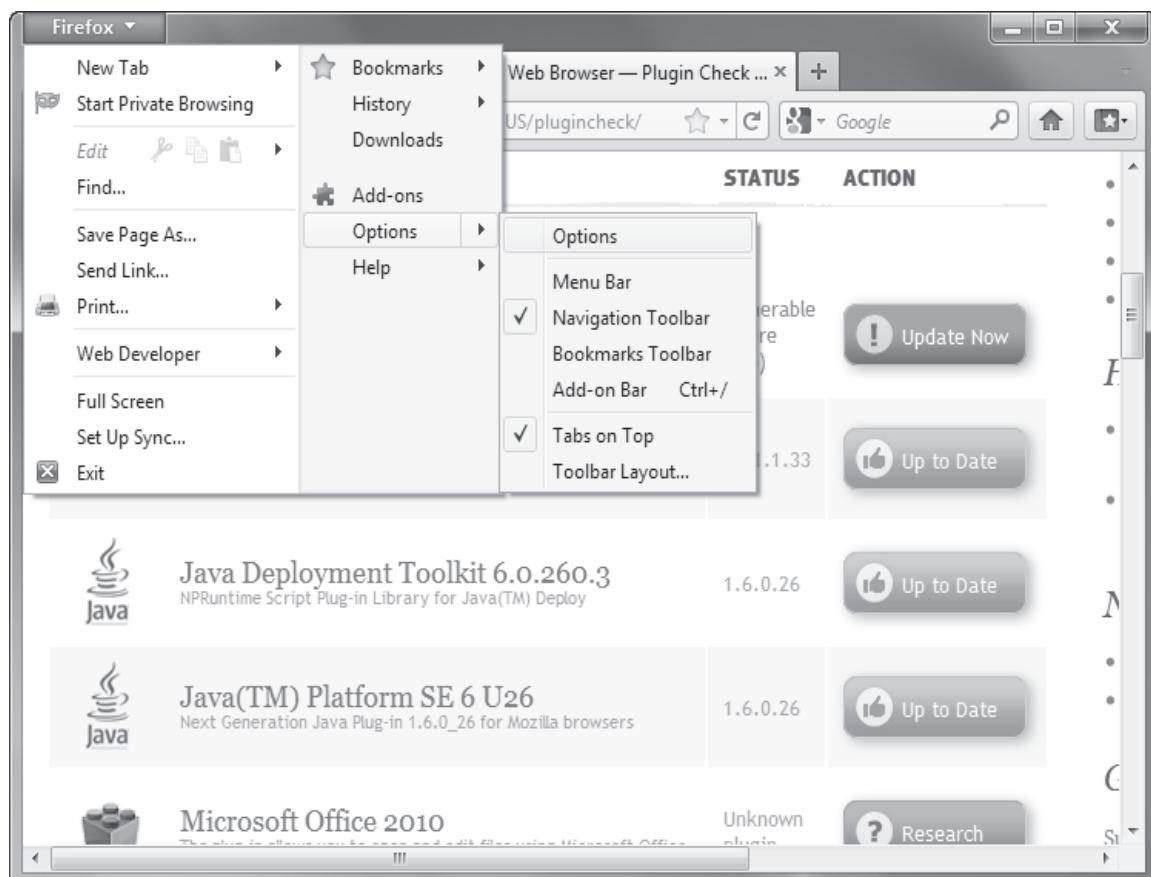
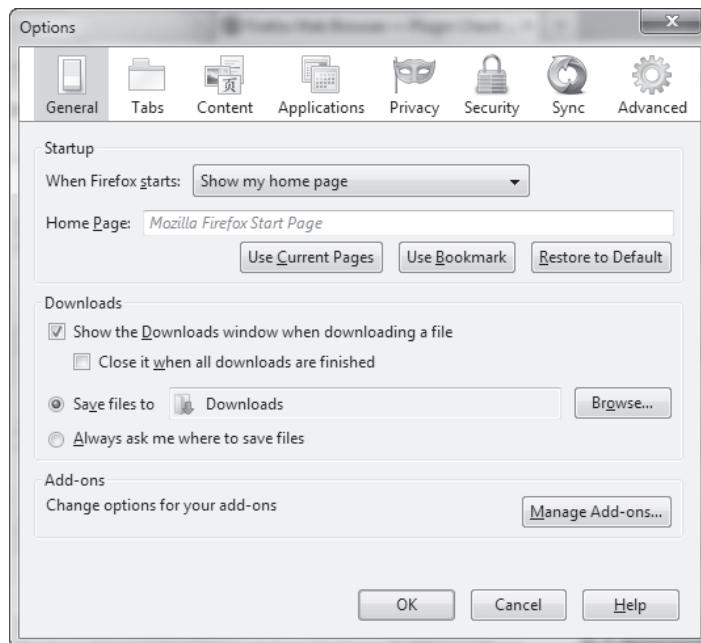


Figure 3.26: Modifying Firefox Options

## Session 3

### Introduction to the Internet

The **Options** dialog box is displayed in figure 3.27.



**Figure 3.27: Options Dialog Box**

Table 3.3 lists the different tabs available in the **Options** dialog box.

Tab	Description
General	Provides option to define settings for the Mozilla Firefox Home Page, Downloads, and Add-ons. It allow the users to specify the page which Mozilla Firefox displays when the browser is started, show the download window when a file is being downloaded, and manage the add-ons.
Tabs	Provides option to define settings for tabs, such as opening Web pages in a new tab, warnings while closing multiple tabs, displaying the tab bar, and displaying the tab previews on the Windows taskbar.
Content	Provides option related to how Web content are displayed on Mozilla Firefox, such as blocking pop-ups, automatic image loading, enabling JavaScript, setting font, color, and language while displaying Web pages.
Applications	Provides option to define actions that Mozilla Firefox must execute to handle different types of files, such as PDF documents, and MP3 audio clips. The action can include opening the file with plug-in or an application installed on the user's computer or, downloading the file to a specified folder.
Privacy	Provides options to configure Mozilla Firefox to handle history, such as Web pages visited, files downloaded, cookies, configuring settings to decide how the Address bar uses history to suggest matches for the content entered by the user.
Security	Provides options to manage security settings, such as remembering passwords for sites, warnings while installing add-ons from Web sites, and blocking reported attack sites.

**Table 3.3: Tabs Available on the Options Dialog Box**

## Session 3

### Introduction to the Internet



## SUMMARY

- The Internet is a global network of inter connected networks.
- Information on the Internet is stored as Web pages that are created using the Hypertext Markup Language (HTML). A Uniform Resource Locator (URL) identifies a Web page on the Internet. The URL is also known as the address of the Web page.
- A Web page can contain texts, images, audios, and videos.
- A Web browser is a software application that is used to locate and display Web pages available on the Internet. It converts the HTML code of the requested information into a format understandable by the user and then presents the requested information to the user.
- Mozilla Firefox is one of the most popular Web browsers used around the world. It is freely available on the Internet and runs on various operating systems including Microsoft Windows, GNU/Linux, Mac OS X, and many others.
- Browsing or surfing is an activity using which users search and access the various Web pages available on the Internet.
- The two modes of browsing include browsing by URL, and browsing by keywords.
- A search engine is a program that scans the Internet for Web pages containing keywords specified by the user and returns the Web pages ranked in order of relevancy. Google Search and Yahoo are the most popular search engines.
- Add-ons are applications that enhance the functionality of a browser and enables a user to personalize it. The three types of add-ons available in Mozilla Firefox are Extensions, Appearance, and Plug-ins.
- Mozilla Firefox allows a user to browse for add-ons, install them, check for available updates, and update the add-ons automatically.
- Users can configure and customize Firefox according to their requirement using Firefox Options.

## Session 3

### Introduction to the Internet



### Check Your Progress

1. Which of the following actions will start Mozilla Firefox?

<b>A</b>	Click Start > Firefox	<b>C</b>	Click Start > All Programs > Mozilla Firefox
<b>B</b>	Click Start > All Programs > Firefox	<b>D</b>	Click Start > Mozilla Firefox

2. Which of the following tabs enables a user to set their home page for Mozilla Firefox?

<b>A</b>	General	<b>C</b>	Content
<b>B</b>	Tabs	<b>D</b>	Privacy

3. Which of the following internet connections require a physical and dedicated telephone line?

<b>A</b>	Digital Subscriber Line (DSL)	<b>C</b>	Dial-up
<b>B</b>	Cable	<b>D</b>	Mobile

4. Which of the following tabs enables a user to block pop-up windows in Mozilla Firefox?

<b>A</b>	General	<b>C</b>	Privacy
<b>B</b>	Tabs	<b>D</b>	Content

5. Which of the following Internet connection eliminates the need to dial-up to ISP?

<b>A</b>	ISDN	<b>C</b>	Dial-up
<b>B</b>	DSL	<b>D</b>	B-ISDN

“ To avoid criticism, do nothing,  
say nothing, be nothing. ”

# 4 Using Google Products

## Objectives

**At the end of this session, the student will be able to:**

- *Explain the method to download and install Google Chrome*
- *Describe the procedure to open Web pages in Google Chrome*
- *Explain the methods to modify settings in Google Chrome*
- *Explain the use of searching Books, Maps, and News on Google*

### 4.1 Introduction

Google Incorporation is a multinational company based at the United States of America, and provides several Internet-based products and services. The search engine by Google started as a research project by PhD. students Larry Page and Sergey Brin at Stanford University in California, USA.

A search engine accepts a search query from the user and searches the World Wide Web for Web pages that match the query. The relevance of Web page to the search query is decided depending on its popularity. Traditional search engines ranked the popularity of the Websites based on how many times the search terms appeared on the Web page. Google developed an advanced method for ranking the popularity of Websites and called it the **PageRank** algorithm.

The PageRank algorithm ranks a Web page taking into consideration the importance of a Web page, and not just how many times the search query appears on it. This results in more relevant Web pages being returned as search results.

As Google Inc. started growing, it offered several Internet-based products and services.

### 4.2 Introducing Google Chrome

Google Chrome is the latest generation Web browser developed by Google Inc. It is popular mainly due to the simplicity of its interface and the speed of displaying Web pages. One of the most impressive features of Google Chrome is that it has Google search built into the Address bar. This means users need not go to Google.com to perform their search; they can search directly from the Address bar of Google Chrome.

## Session 4

### Using Google Products

Table 4.1 lists the features of Google Chrome.

Category	Feature	Description
Interface	Tabbed Browsing	Google Chrome enables a user to visit multiple Web pages simultaneously. Each page can be opened in its own tab.
	Built-in Translation	Chrome automatically detects if a Website is not in user's preferred language and offers to translate them.
	New Tab Page	When users open a new tab, their favorite Websites are displayed on the new tab page for quick access. Users need not type the address of their favorite Websites every time they visit them.
	Themes	Users can personalize the look of their Chrome browser by installing their favorite themes. Chrome provides an online gallery with a large variety of themes on the Chrome Web Store.
Security	Sandboxing	Sandboxing is a term used to describe how Chrome makes Web browsing more secure. It treats each Web page opened in a new tab as a separate process. Each process is said to be executed in a 'Sandbox'. Due to this, if one Web page gets stuck or freezes during processing, it can be closed separately without affecting Web pages in any other tabs. Also, the sandbox prevents a Web page from installing any malicious software on the user's computer. The sandbox also prevents a Website from stealing user's personal data.
	Safe Browsing	Chrome prompts the users with a warning, if they visit a Website which is suspected of malicious content.
	Auto-updates	Chrome regularly checks for security updates and installs them without any action required by the user.
Privacy	Incognito Mode	When users browse the Web in Incognito Mode, the history of their visited Website is not recorded by Chrome. This is useful in a multi-user environment when users do not want other users to see their browsing history.
	Clearing Browsing Data	Chrome provides options for deleting different types of user data recorded by the browser, including their browsing history, saved passwords, and saved form data.
Additional Functionality	Apps	Chrome allows a user to install small applications (called as 'Apps') for providing extended functionality, such as games, news feeds, and stock quotes. Chrome provides a large collection of free apps on the Chrome Web Store.
	Extensions	Extensions are used to add more features to the browser, such as currency conversion and session management. Chrome provides thousands of free extensions on the Chrome Web Store.

**Table 4.1: Features of Google Chrome**

## Session 4

### Using Google Products

#### 4.2.1 Downloading and Installing Google Chrome

Google Chrome is available for free. Users are not required to purchase a license to use Google Chrome. Therefore, users can download and install Google Chrome on their computer.

To download and install Google Chrome, perform the following steps:

1. Open **Internet Explorer**.
2. Type <http://www.google.com/chrome> in the **Address bar**.
3. Press **ENTER**. The Google Chrome download page is displayed in figure 4.1.

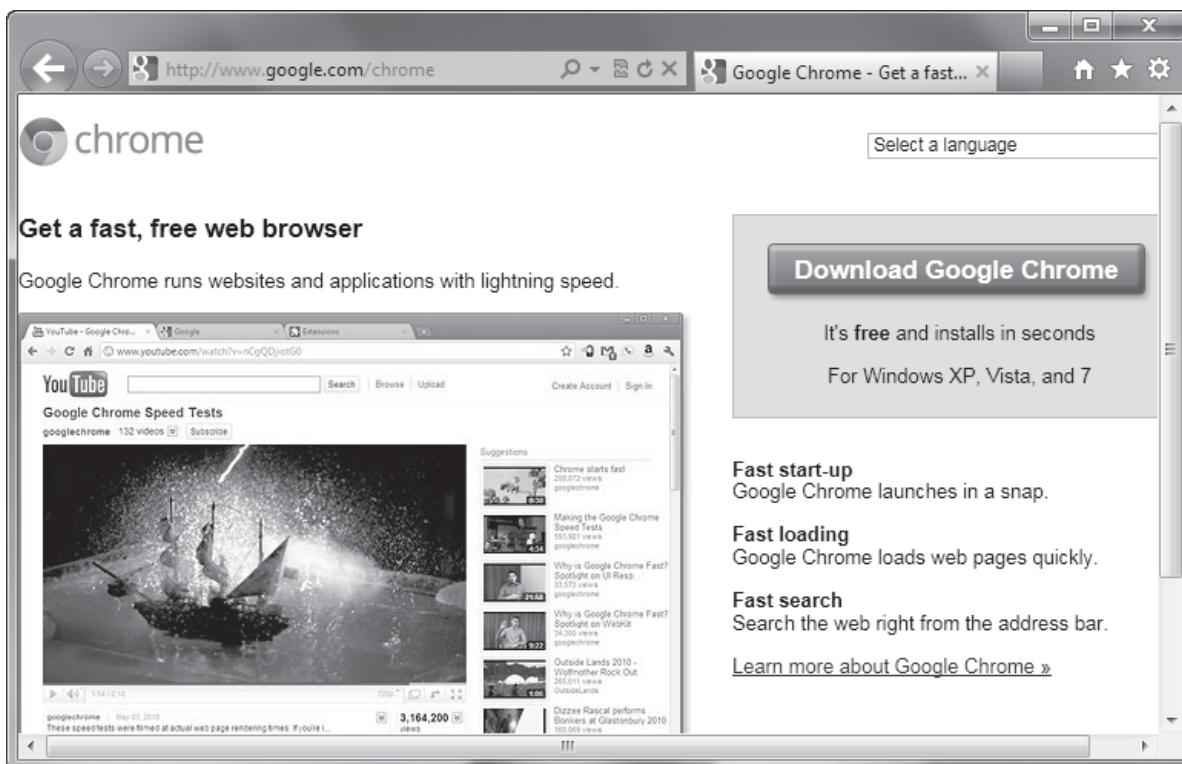


Figure 4.1: Google Chrome Download Page

4. Click **Download Google Chrome**. The **Chrome License Agreement** page is displayed.
5. Clear the **Set Google Chrome as my default browser** check box, to refrain from setting Google Chrome as the default browser.
6. Click **Accept and Install**. The **Application Run – Security Warning** dialog box is displayed.
7. Click **Run**. The **Downloading Google Installer** dialog box is displayed with a progress bar indicating that Google Chrome is downloaded and installed.

After the installation is complete, Chrome prompts to select a search engine.

## Session 4

### Using Google Products

8. Click **Choose** under the required search engine. The Google Chrome First Run window is displayed in figure 4.2.

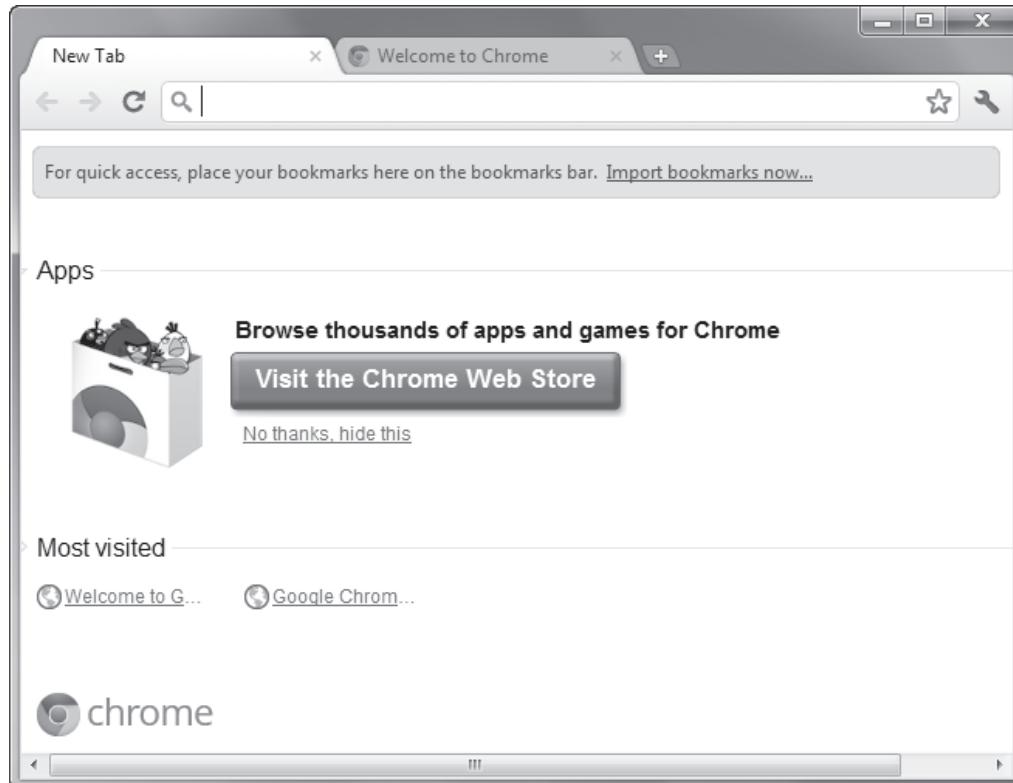


Figure 4.2: Google Chrome First Run Window

#### 4.2.2 Opening a Page in a New Tab

Google Chrome provides the tabbed browsing feature that enables a user to visit multiple Web pages simultaneously. When a link on the Web page is clicked, the linked page is displayed in the window over the page on which link was displayed. There may be situations where users might be required to view both the pages simultaneously. In such cases, users can open the linked Web page in a new tab.

Following are the two ways to open a Web page in a new tab:

- Open a new tab and access a Web page
- Open a linked page in a new tab.

To open a new tab and access a Web page, perform the following steps:

1. Click **Start > All Programs > Google Chrome > Google Chrome**.
2. To access multiple Web pages simultaneously, click the  icon on the title bar.  
OR  
Press **CTRL + T**. The new tab page is displayed
3. Type the required address of the Website in the **Address bar**.
4. Press **ENTER**. The homepage of the Website is displayed.

## Session 4

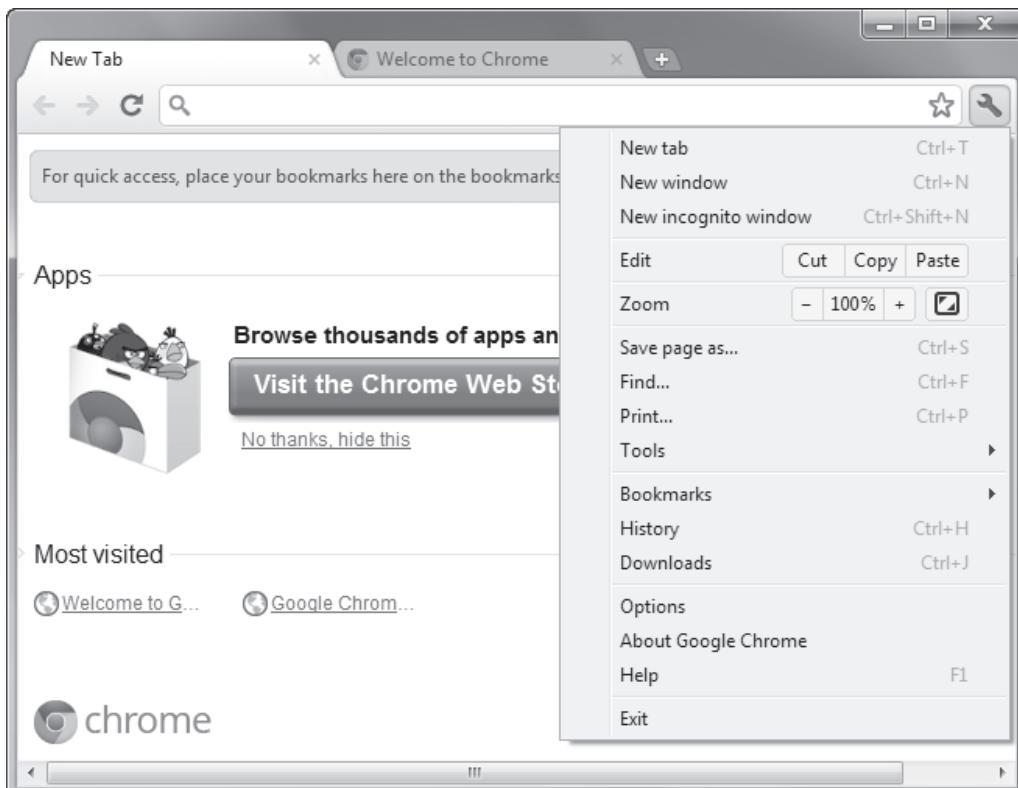
### Using Google Products

An alternate method of opening a new tab is as follows:

1. Click the  icon on the right side above the vertical scrollbar.

The Chrome Settings menu is displayed in figure 4.3.

Concepts



**Figure 4.3: Settings Menu**

2. Select **New tab**. The new tab page is displayed.

To open a link in a new tab, perform the following steps:

1. Open **Google Chrome**.
2. Type the address of a Website in the **Address bar**.
3. Press **ENTER**. The homepage of the Website is displayed.
4. Right-click the required hyperlink to open in a new tab. A context menu is displayed.
5. Select **Open link in new tab**. The linked page is opened in a new tab.

## Session 4

### Using Google Products

#### 4.2.3 Opening a Page in a New Window

Users can view a Web page in a new tab as well as in a new window. When users have opened several tabs in the current window, they may want to open an important Web page in a new window to focus only on that page.

Following are the two ways to open a Web page in a new tab:

- Open a new window and access a Web page
- Open a linked page in a new window

To open a new window and access a Web page, perform the following steps:

1. Open **Google Chrome**.
2. To access a Web page in a new window, click the  icon on right side above the vertical scrollbar. The Chrome **Settings** menu is displayed.
3. Select **New window**. A new Google Chrome window is displayed.
4. Type the required address of the Website in the **Address bar**.
5. Press **ENTER**. The homepage of the Website is displayed.

An alternate method of opening a new window is by pressing the keyboard shortcut **CTRL + N** keys.

#### 4.2.4 Changing Google Chrome Options

Google Chrome enables a user to control the security and privacy settings. For ease of use, it groups the options under the following three categories:

- Basics
- Personal Stuff
- Under the Hood

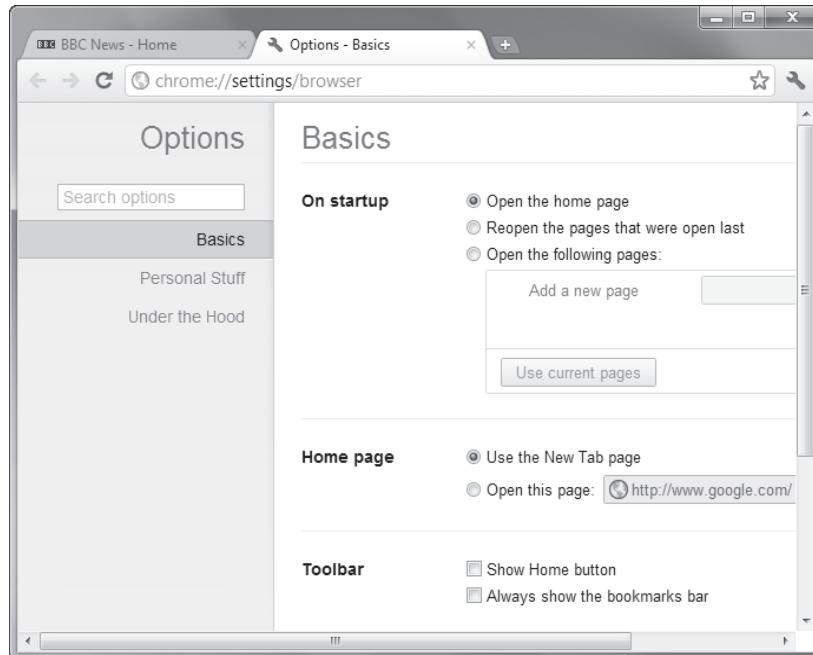
To change Google Chrome options, perform the following steps:

1. Open **Google Chrome**.
2. Click the  icon on right side above the vertical scrollbar. The Chrome **Settings** menu is displayed.

## Session 4

### Using Google Products

3. Select **Options**. The Basics pane of Chrome Options is displayed in a new tab, in figure 4.4.



Concepts

**Figure 4.4: Google Chrome Options - Basics**

In the **On startup** section, users can control which pages to display when they open Google Chrome.

In the **Home page** section, users can set the home page for the browser, which will be opened when they click the Home button.

In the **Toolbar** section, users can select the required options to display the Home button and the Bookmarks bar.

In the **Search** section, users can change the default search engine.

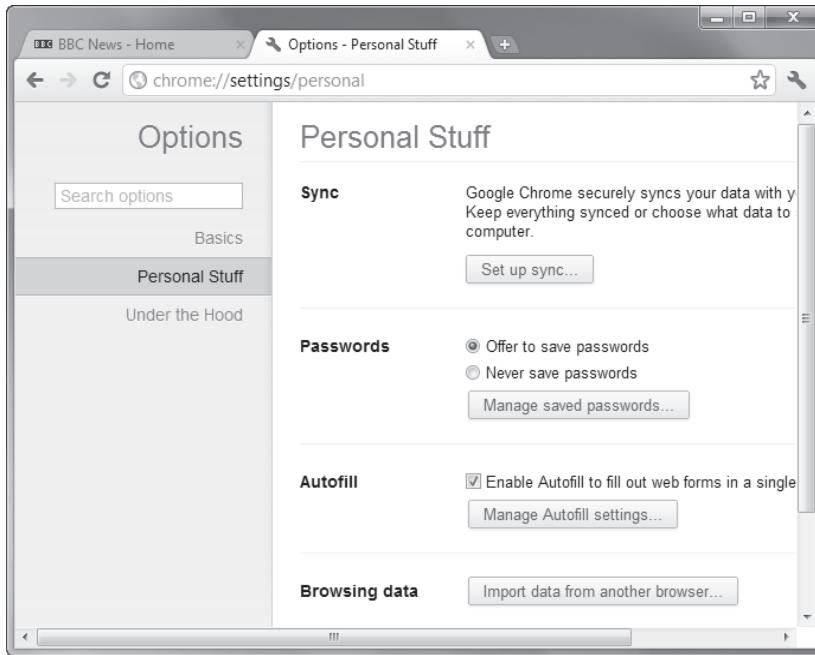
In the **Default browser** section, users can set Google Chrome as the default Web browser.

4. Select the required options.

## Session 4

### Using Google Products

5. Click **Personal Stuff** in the left pane. The **Personal Stuff** pane of Chrome Options is displayed in figure 4.5.



**Figure 4.5: Google Chrome Options – Personal Stuff**

In the **Passwords** section, users can select if they want to be prompted by Chrome to save password when they sign in to their account on a Website. Users can also manage any saved passwords from this section.

In the **Autofill** section, users can change the Autofill settings. Chrome saves the data frequently typed in forms on the Websites. If Autofill is enabled, Chrome automatically fills out the saved form data with a single click.

In the **Browsing data** section, users can import browsing data and settings maintained by other browsers. Every Web browser saves user's personal data such as saved passwords and form data to understand their preferences. If the user has been using a different Web browser other than Chrome, such as Mozilla Firefox or Internet Explorer, they can import the data saved by that browser. This is required if they want to retain personalization settings, when they switch from one browser to another.

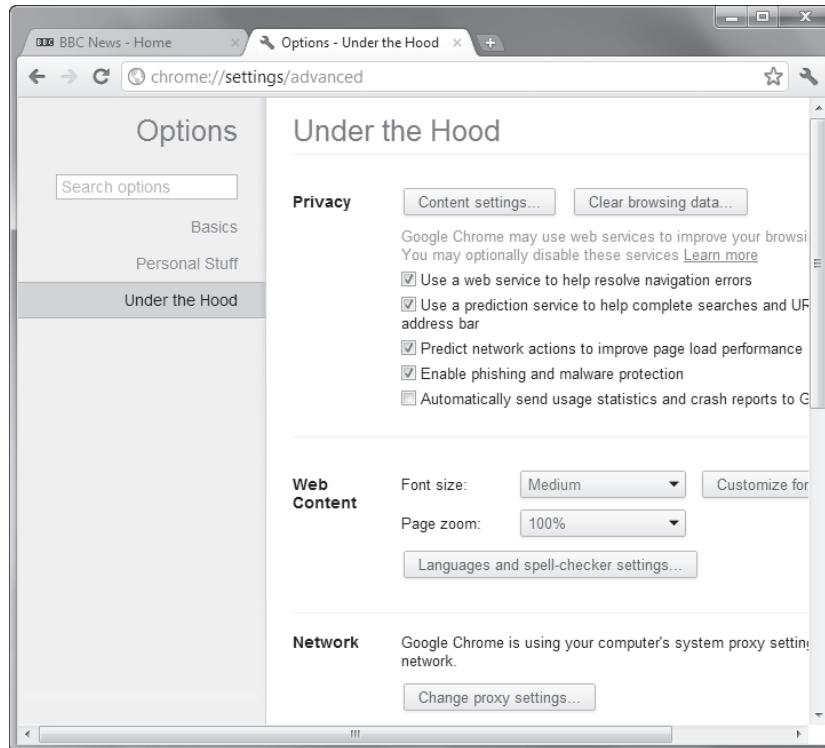
In the **Themes** section, users can download and install a theme from the **Chrome Web Store** to personalize the appearance of Chrome. Users can also reset to the default theme.

6. Select the required options.

## Session 4

### Using Google Products

7. Click **Under the Hood** in the left pane. The **Under the Hood** pane of Chrome Options is displayed in figure 4.6.



**Figure 4.6: Google Chrome Options – Under the Hood**

In the **Privacy** section, users can change how images, cookies, and pop-ups are handled under content settings. Users can also clear any browsing data saved by Chrome.

In **Translate** section, users can select if Chrome should prompt for an automatic translation, when it detects a Web page not in user's preferred language.

In the **Downloads** section, users can change the default download location and change auto-opening settings.

8. Select the required options.
9. After all the options have been configured, close the options tab.

### 4.3 Introducing Google Products

Google has developed several Internet-based products and services. These products are available over online, desktop, and mobile platforms. Table 4.2 lists most popular used Google products.

Product	Description
Blogger	A free online blogging platform, which lets users share their stories and ideas with the world.
Gmail	A Web-based e-mail service provided by Google, which makes e-mail easy and intuitive to use.
Picasa	An Internet-based desktop, which enables a user to edit and share photos from their computers.

## Session 4

### Using Google Products

Google+	A social networking site which lets users group their friends, share thoughts, links, photos, and videos with friends.
YouTube	An online video-sharing Website, which lets users watch, upload, and share videos from all over the world.
Books	An online library which provides limited previews or full-text versions of large number of books on varied topics in a format readable on the Web.
Maps	An online map service which enables a user to view maps to a great level of detail. It also provides directions to move between two places.
News	An online news service that lets users search through thousands of news stories from all around the world.

Table 4.2: Popular Google Products

#### 4.3.1 Searching Books

Google Books is an online library that allows a user to search from a collection of millions of books. It provides a limited preview of several books and also provides full text of some of the books. Registered Google users can save their favorite books in their personal library through the **My Library** feature on Google Books. It also gives direct links to buy these books on online bookstores like Amazon and Barnes and Noble. Recently, Google also introduced magazine search on Google Books.

To search for a book on Google Books, perform the following steps:

1. Open **Google Chrome**.
2. In the address bar, type <http://books.google.com>.
3. Press **ENTER**. The Google Books homepage is displayed in figure 4.7.

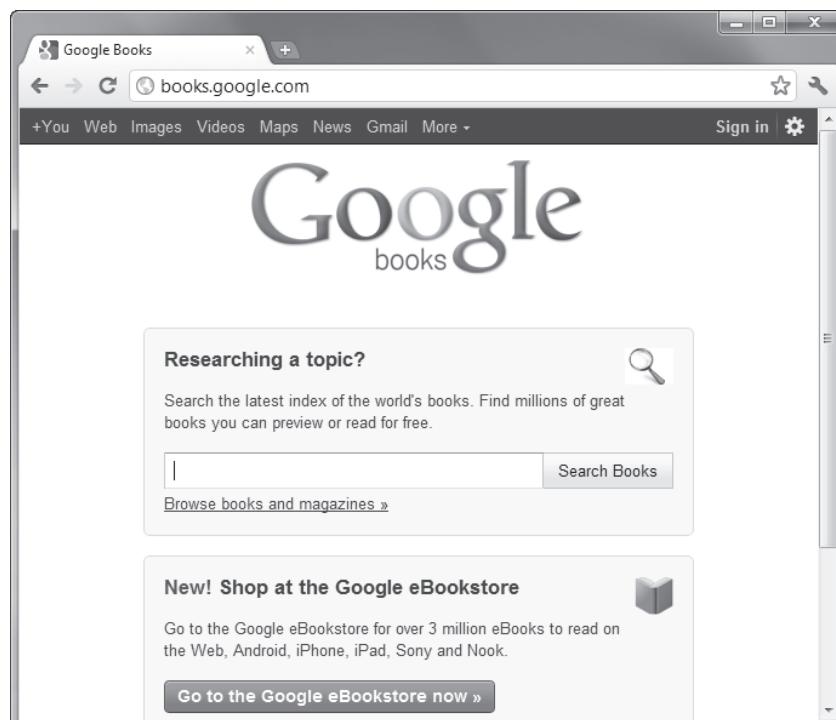
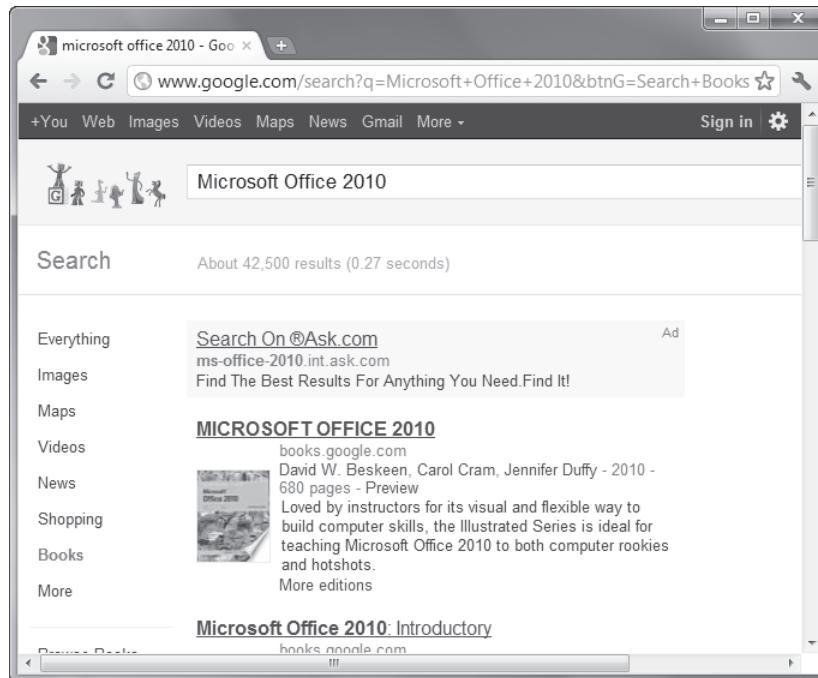


Figure 4.7: Google Books Homepage

## Session 4

### Using Google Products

4. Type the name of the topic or exact name of the book in the **Researching a topic?** search field.
5. Click **Search Books**. The books matching the search keyword will be returned in search results, as shown in figure 4.8.



Concepts

**Figure 4.8: Search Results on Google Books**

6. Click the required title of the book from the search results. A preview of the book is displayed in the right pane and its related options are displayed in the left pane, as shown in figure 4.9.



**Figure 4.9: Preview of a Book**

## Session 4

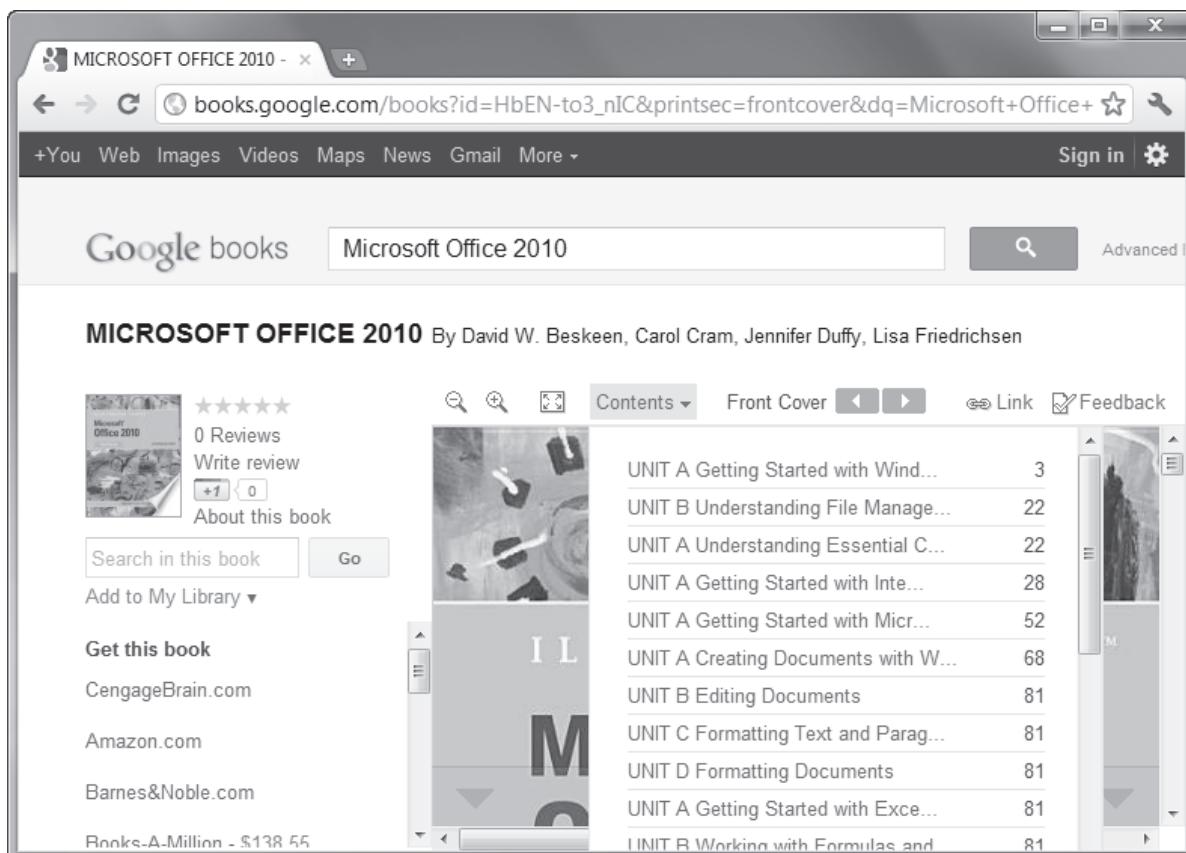
### Using Google Products

Table 4.3 lists the elements in the preview page of a book.

Element	Description
1	Zoom in and Zoom out
2	Fullscreen View
3	Index
4	Navigation Controls
5	Link and Feedback
6	Links to buy the book on online bookstores

**Table 4.3: Elements in the Book Preview Page**

- To navigate directly to a particular section or topic in the book, click **Contents**. The table of contents of the book is displayed, as shown in figure 4.10. The topics that cannot be directly navigated in the limited preview of the book are grayed out and not clickable.



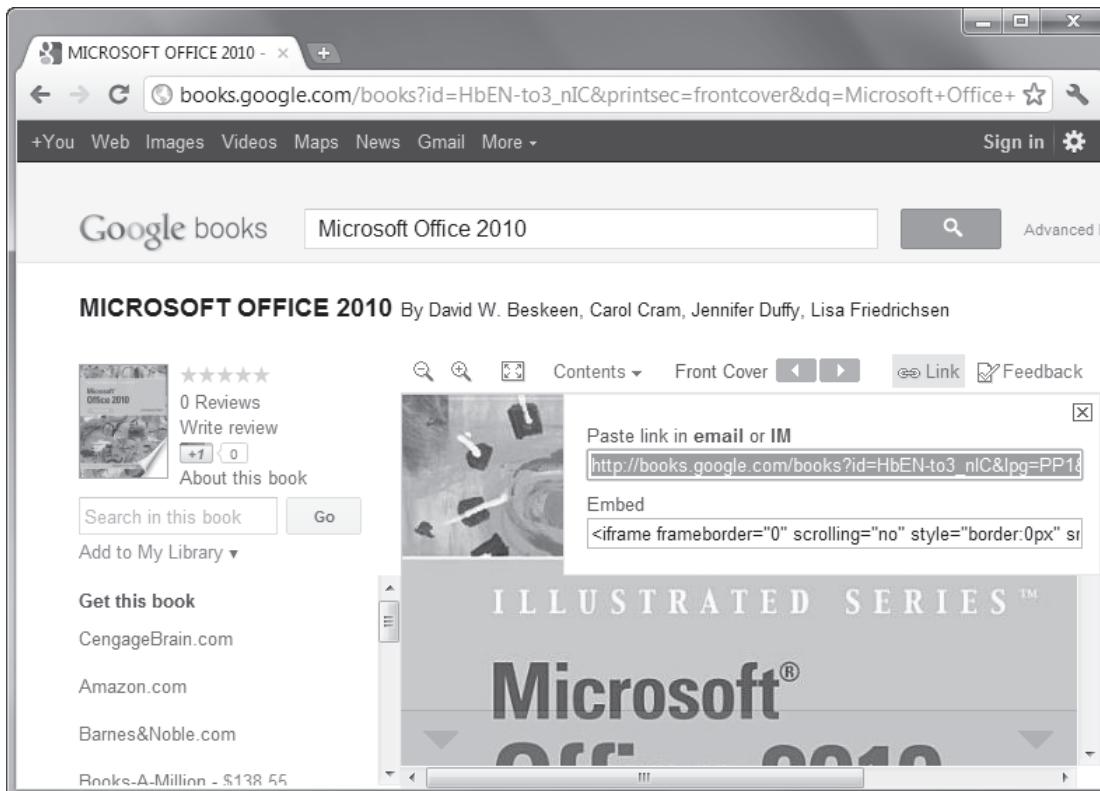
**Figure 4.10: Table of Contents of a Book**

- To share the book via a direct hyperlink, click **Link**.

## Session 4

### Using Google Products

9. A direct hyperlink of the book is displayed in a drop-down list, as shown in figure 4.11.



**Figure 4.11: Direct Hyperlink of a Book**

9. To share the link, copy and paste the link from **Paste link in email or IM** field.

#### 4.3.2 Searching Maps

Google Maps is an online map service that allows a user to view detailed maps from their Web browser. It also provides driving directions between two places. Users can also search information about local businesses on Google Maps and rate them for review. It also enable registered Google users to create their customized personal maps.

To search a location on Google Maps, perform the following steps:

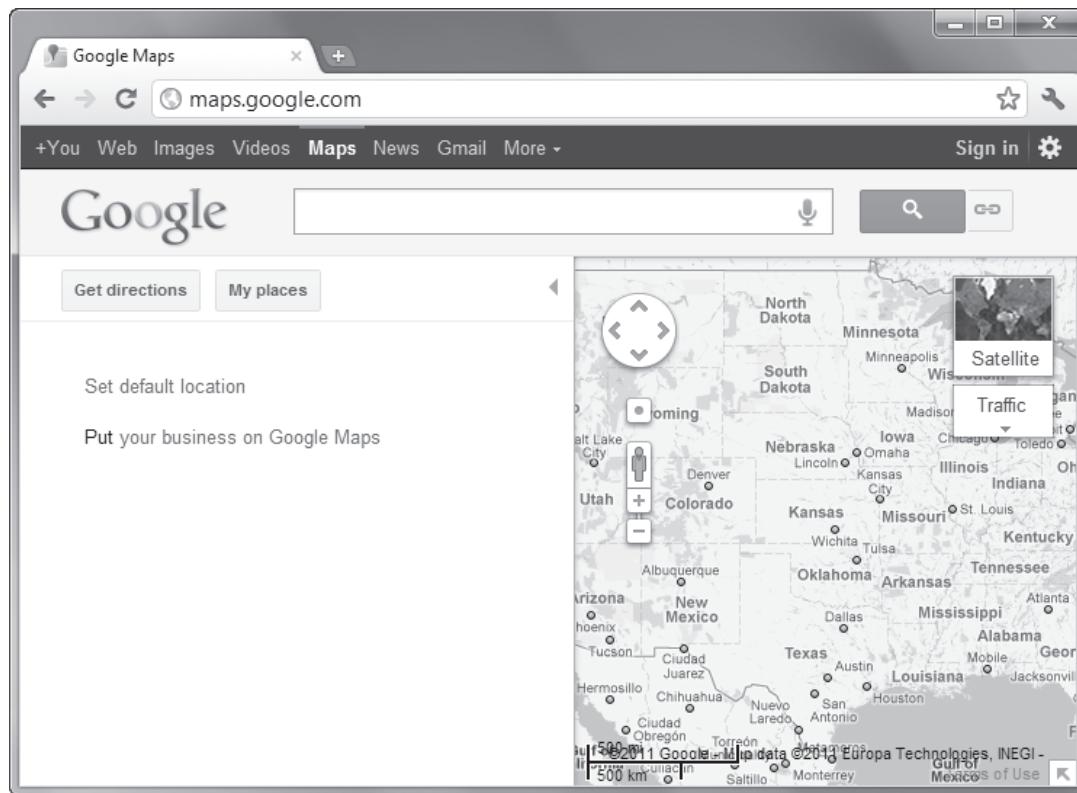
1. Open **Google Chrome**.
2. Type <http://maps.google.com> in the **Address bar**.

## Session 4

### Using Google Products

3. Press **ENTER**. The Google Maps homepage is displayed in figure 4.12.

Concepts



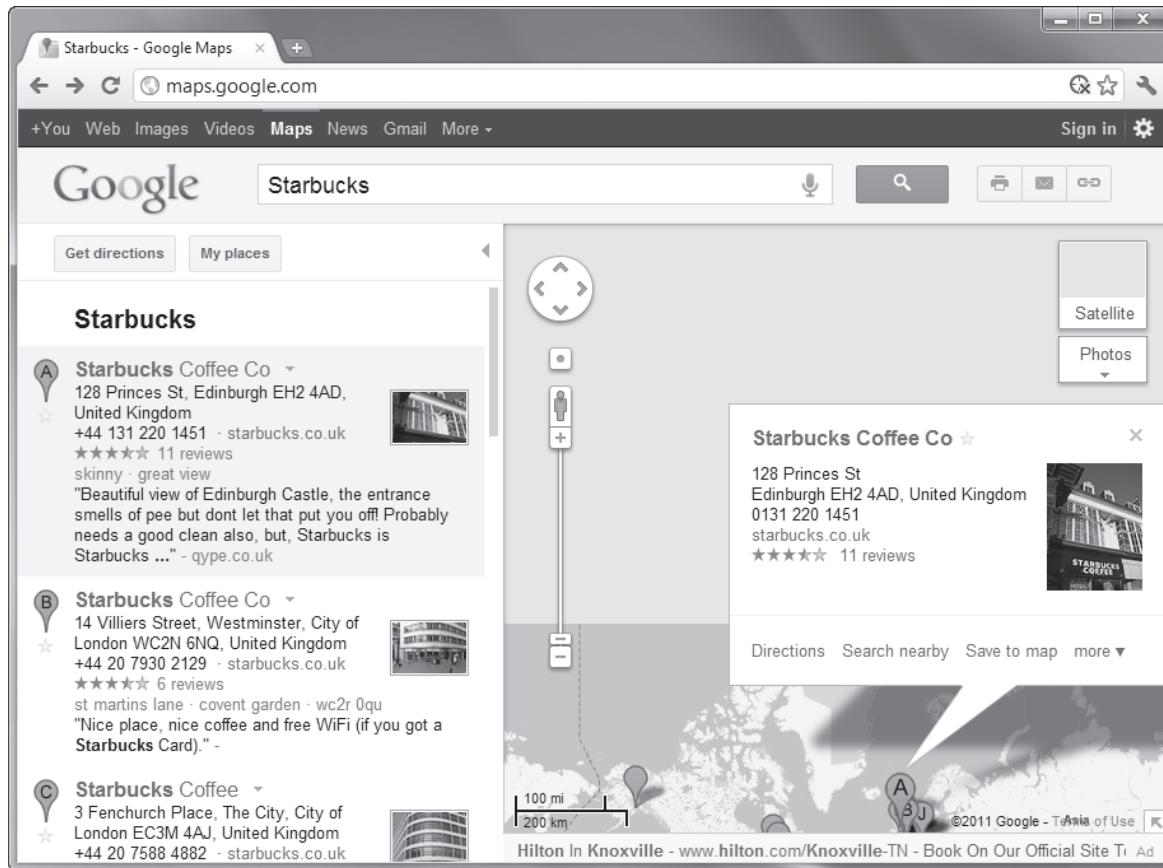
**Figure 4.12: Google Maps Homepage**

4. Type the name of place or business location to search in the search box.

## Session 4

### Using Google Products

- Press **ENTER**. The map of that area or area around the business location is displayed in the right pane and information about it is displayed in the left pane, as shown in figure 4.13. If the search term is a name of the company, Google Maps displays multiple outlets/offices in the right pane.



Concepts

**Figure 4.13: Displaying Map of an Area**

- To get a closer view of the area, click the '+' icon on the navigation bar on the map pane to zoom in.
- Click the '-' icon on the navigation bar on the map pane to zoom out.
- Use the navigation controls on navigation bar to view the map of nearby areas.

**Note:** Users can also use the arrow keys on the keyboard for navigation and +/- keys for zoom in/out.

- Click the required labeled markers to view more information about the location. If it is a business location, Google Maps also displays the communication details of the organization.

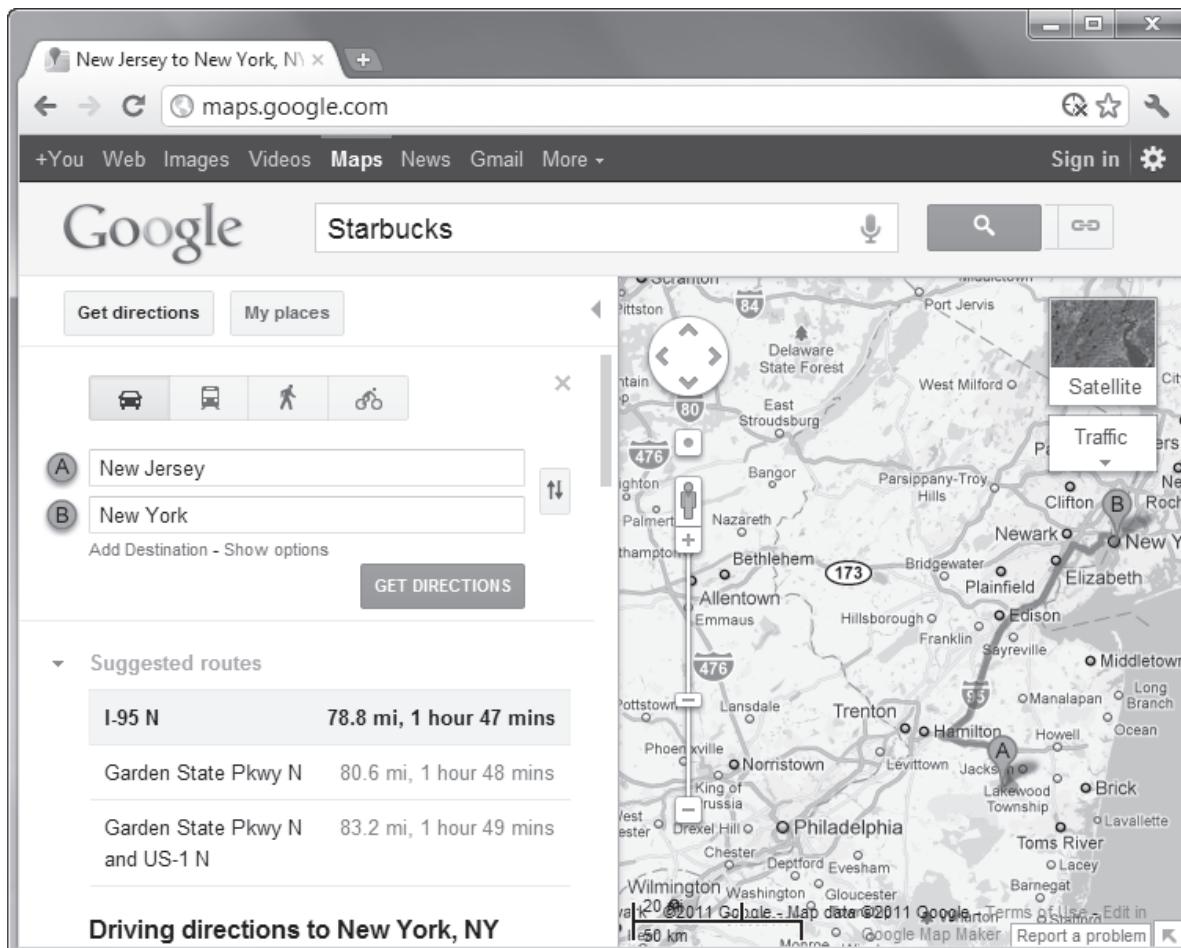
To search for directions between two places using Google maps, perform the following steps:

- Click **Get Directions** in the left pane of the Google Maps page. Two fields 'A' and 'B' are displayed for start and end locations of the journey.
- Type the start location in 'A' field.
- Type the end location in 'B' field.

## Session 4

### Using Google Products

4. Click **Get Directions**. The map pane on right side highlights the first route between the two locations, as shown in figure 4.14. The left side pane displays all the possible routes between the two locations and provides driving directions for the first route. With each route, it also provides the distance and traveling time.



**Figure 4.14: Directions on Google Maps**

5. Click a different route in the left pane to display directions for that route. The selected route is highlighted in the map.
6. To compare two routes (visually), move the mouse over a different route in the left pane. The second route is highlighted in the map pane along with the main selected route. The left pane displays the directions only for the main selected route.
7. To get reverse directions, click the  icon next to the 'A' and 'B' boxes.
8. To add another location, click **Add Destination** in the right pane. An additional location field 'C' is displayed.
9. Type the third location in 'C' field.

## Session 4

### Using Google Products

10. Click **Get Directions**. The map highlights the route from location 'A' to location 'C' via location 'B', as shown in figure 4.15. The right pane displays the direction for the same route.

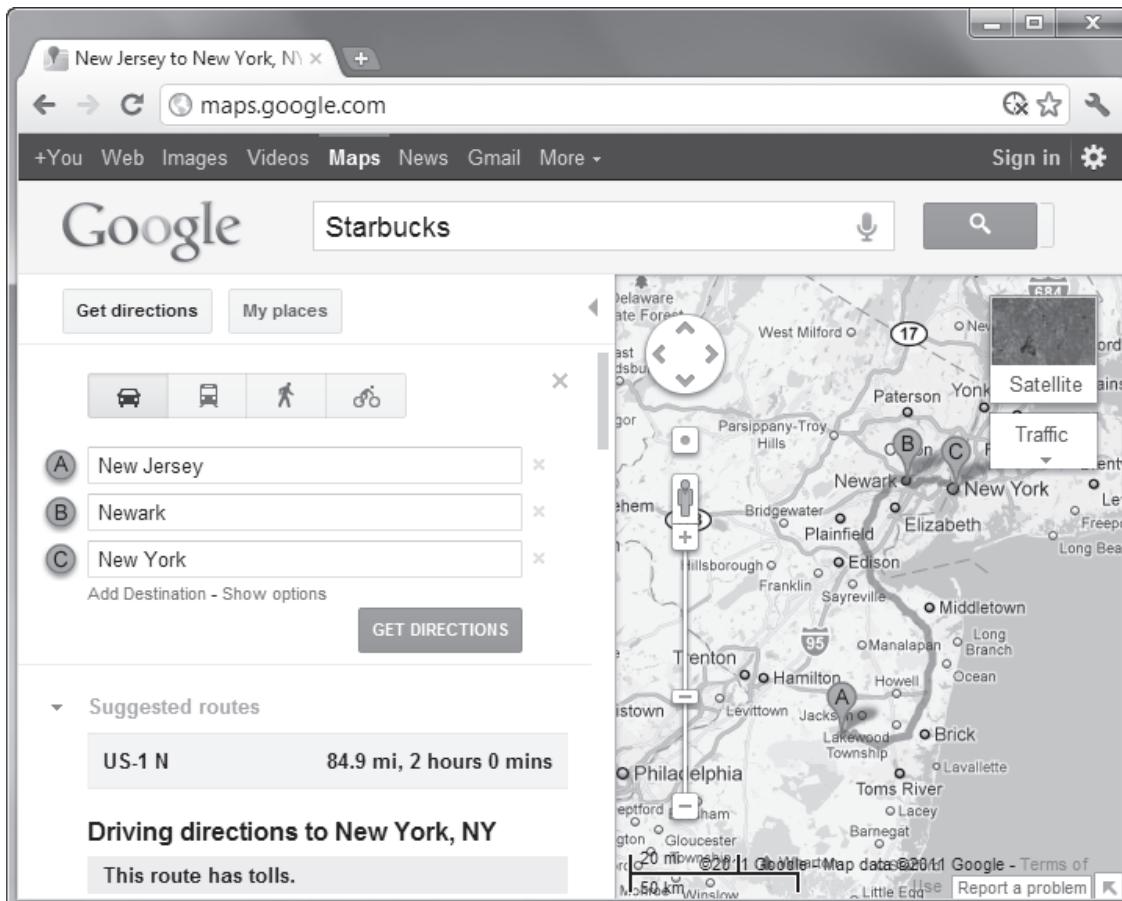


Figure 4.15: Directions Between Three Locations

#### 4.3.3 Searching News

Google News is a news aggregator which collects and presents articles from different news Websites. It also provides localized editions for more than 40 countries and in 19 different languages.

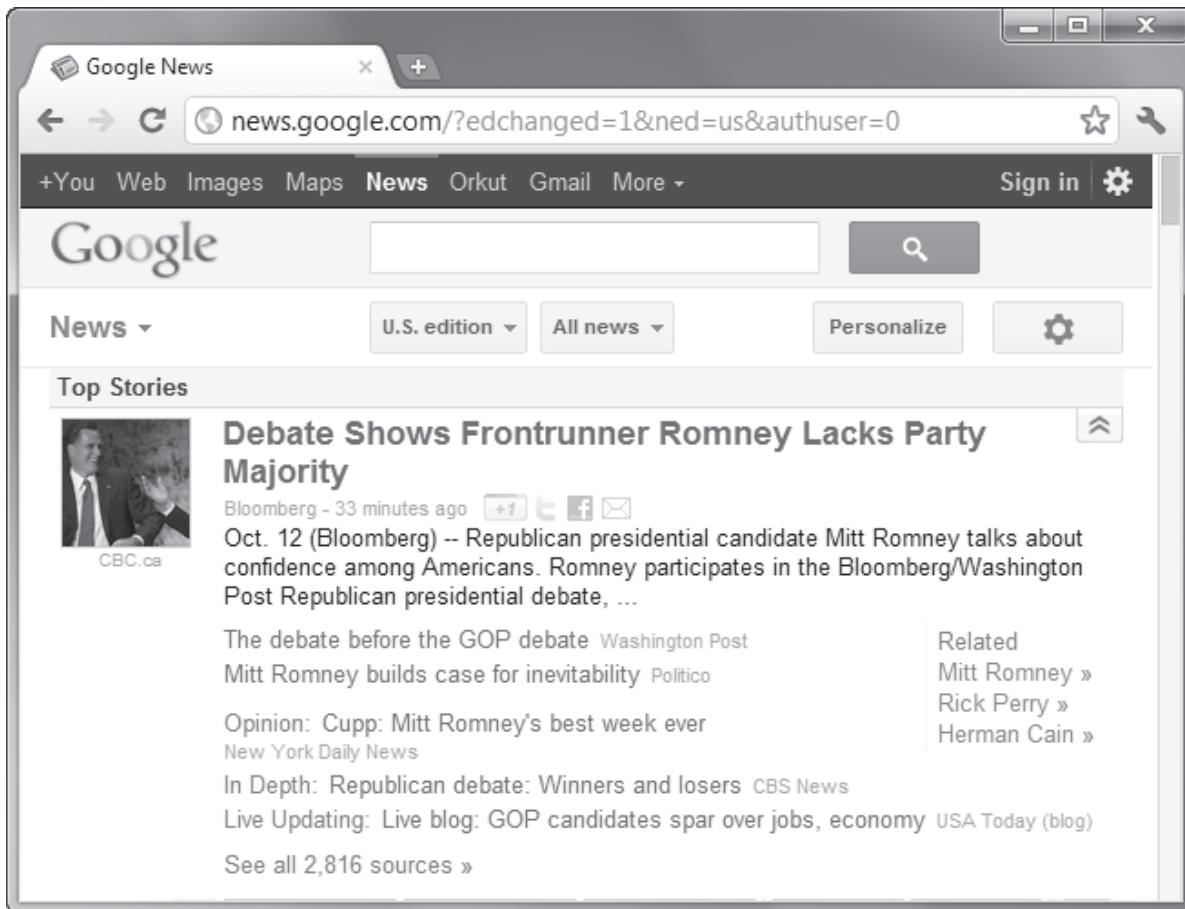
To search news on Google News, perform the following steps:

1. Open **Google Chrome**.
2. Type <http://news.google.com> in the **Address bar**.

## Session 4

### Using Google Products

- Press **ENTER**. The Google News homepage is displayed with latest news stories, as shown in figure 4.16. In the left pane, it displays a full list of stories currently making news headlines.



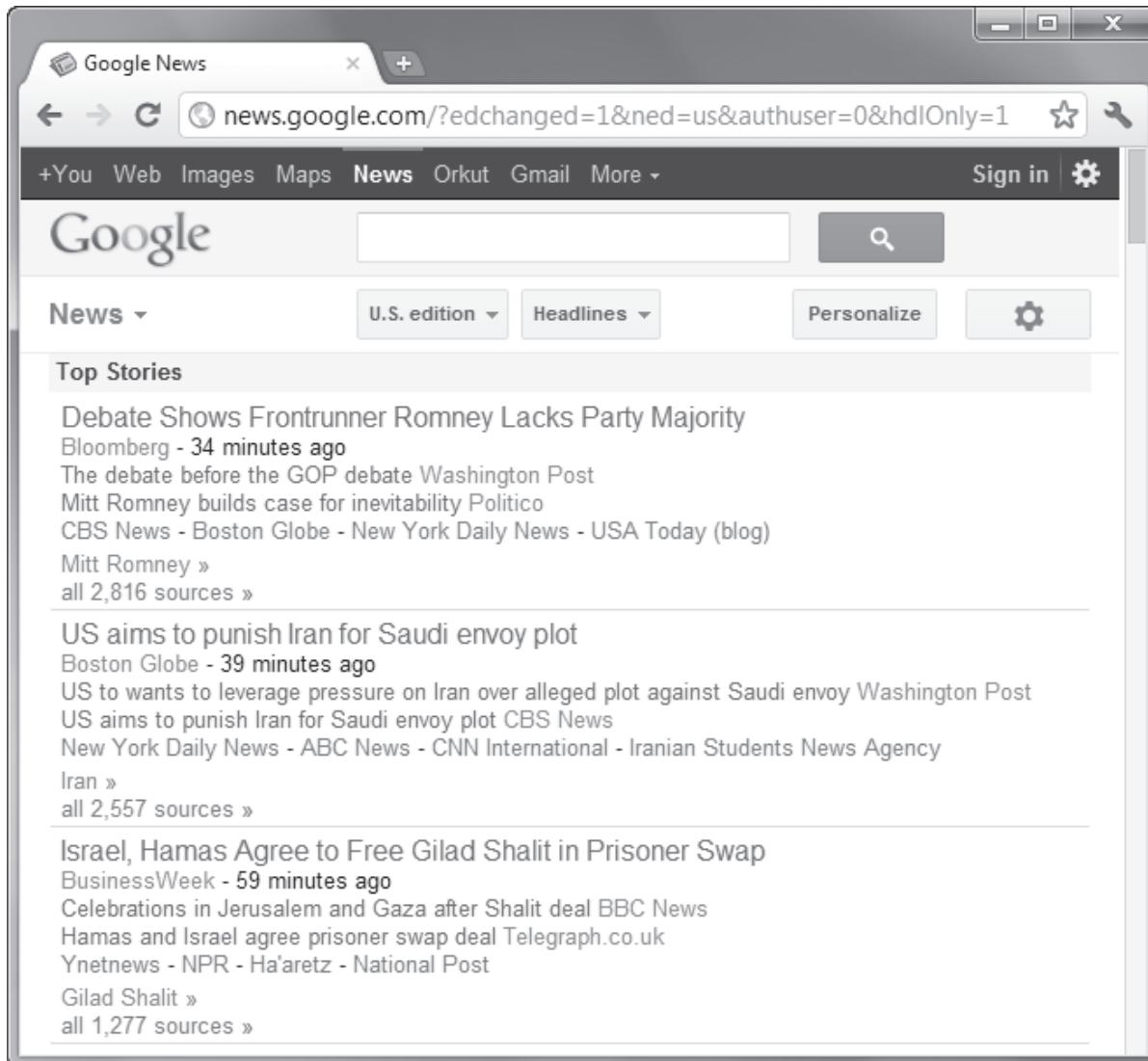
**Figure 4.16: Google New Homepage**

- To display related articles about a particular story, click the  icon.
- To hide related articles about a particular story, click the  icon.
- Click a particular topic or category in the left pane. All the latest news stories related to it are displayed in the right pane.
- To display on text headlines (without any images), click **All News**. A drop-down list is displayed.

## Session 4

### Using Google Products

8. Click **Headlines**. All the news stories are displayed in full text form (without any images), as shown in figure 4.17.



**Figure 4.17: Headlines View in Google News**

9. To display the news for a different country, click the **U.S. edition**. A drop-down list is displayed.
10. Select the required country. The news stories specific to the selected country are displayed in the local language.

**Note:** Google automatically detects the geographical location and personalizes the news stories according to the country. The name of the country is selected by default in the edition list instead of the 'U.S. edition'.



## SUMMARY

- Google Chrome is the latest generation Web browser developed by Google and is popular for its simplicity, speed, and security.
- Sandboxing is a feature of Google Chrome in which every Web page opened in a new tab is treated as a separate process.
- Sandboxing prevents Websites from installing any malicious software and also prevents them from stealing any user data.
- Users can personalize the look of their Google Chrome browser with the help of themes.
- Users can add more functionality and features to their Google Chrome browser through apps and extensions.
- Google Books is an online library which provides limited previews or full-text versions of large number of books on varied topics in a format readable on the Web.
- Google Maps is an online map service that allows a user to view detailed maps from their Web browser and also provides driving directions between two places.
- Google News is a news aggregator which collects and presents articles from different news Websites.

## Session 4

### Using Google Products



#### Check Your Progress

1. Which of the following features of Google Chrome is used to make browsing more secure?

<b>A</b>	Clearing browsing data	<b>C</b>	Themes
<b>B</b>	Sandboxing	<b>D</b>	Tabbed Browsing

2. Which of the following is not a security feature in Google Chrome?

<b>A</b>	Safe Browsing	<b>C</b>	Auto-updates
<b>B</b>	Sandboxing	<b>D</b>	Incognito Mode

3. Which of following features are not available on the Chrome Web Store?

<b>A</b>	Themes	<b>C</b>	Extensions
<b>B</b>	Apps	<b>D</b>	Auto-updates

4. Which of the following options is not a part of Google Chrome Options page?

<b>A</b>	Basics	<b>C</b>	Advanced
<b>B</b>	Personal Stuff	<b>D</b>	Under the Hood

5. Which of the following is not a Google product?

<b>A</b>	Gmail	<b>C</b>	Maps
<b>B</b>	YouTube	<b>D</b>	Facebook

“

You must do the things  
you think you cannot do

”



## Objectives

**At the end of this session, the student will be able to:**

- Explain the user interface in Word 2010
- Create, edit, save, and open a Word document
- Describe basic text operations
- Explain the use of the Navigation Pane
- Explain different document views
- Describe the use of Undo/Redo actions
- Explain the use of cut/copy/paste function

### 5.1 Introducing Microsoft Word 2010

Microsoft Word 2010 is a document and word processing application that enables a user to create, edit, and format different types of documents, such as letters, fax cover sheets, reports, and so forth. Word provides a lot of document creation tools that have been refined to be easy to use. It also enables a user to add effects to picture from within the document and allow multiple authors to collaborate efficiently on a document.

Table 5.1 lists some of the features of Microsoft Word 2010.

Feature	Description
Templates	A Template is a starter document which provides the design, formatting style, and other placeholder text.
Quick Styles	A Quick Style is a combination of formatting settings that has been applied to text.
Tables	Tables help to organize text in a grid of rows and columns.
Graphics	Word provides options to add pictures to document and create diagrams.
Mail Merge	It help users to create own customized form letter wherein each copy is customized for a particular recipient.
Document Security and Review	It enables a user to protect the document against unwanted changes.

## Session 5

### Getting Started With Microsoft Word 2010

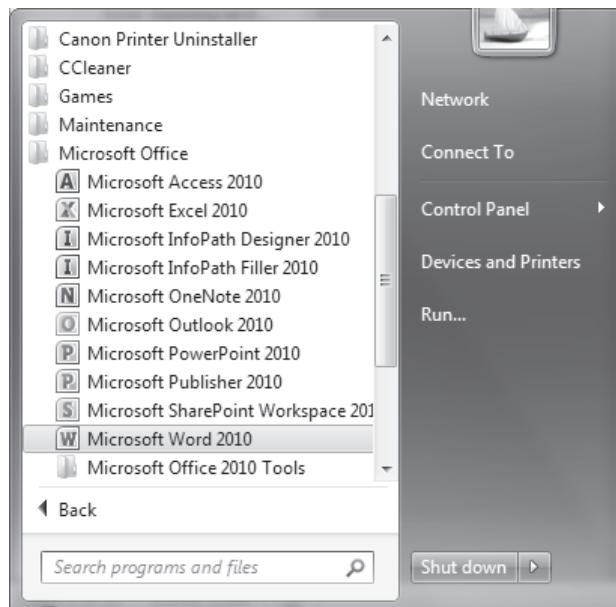
Feature	Description
Navigation Pane	Provides an outline of the document and enables a user to navigate within a document and re-organize it. The Navigation Pane is a newly added feature in Microsoft Word 2010.
SmartArt	Provides a large collection of graphic layouts to communicate complex text information visually.
Picture-editing Tools	Provides a large collection of picture effects and other picture-editing tools to format pictures from within the document. Picture-editing tools have been greatly enhanced in Microsoft Word 2010.
Direct Screen Capture	Enables a user to capture screenshots from within the document without the need of an external screen capture tool. This feature has been newly added in Microsoft Word 2010.
Customizable Tabs	Enables a user to personalize the tabs on the Ribbon interface. This feature has been newly added in Microsoft Word 2010.
Backstage View	Enables a user to efficiently manage files and associated settings. This feature has been newly added in Microsoft Word 2010.

**Table 5.1: Features of Microsoft Word 2010**

#### 5.1.1 Starting Microsoft Word 2010

To open Microsoft Word 2010, perform the following steps:

1. Click Start > All Programs > Microsoft Office > Microsoft Word 2010 as displayed in figure 5.1.



**Figure 5.1: Starting Microsoft Word 2010**

The Microsoft Word 2010 document window is displayed.

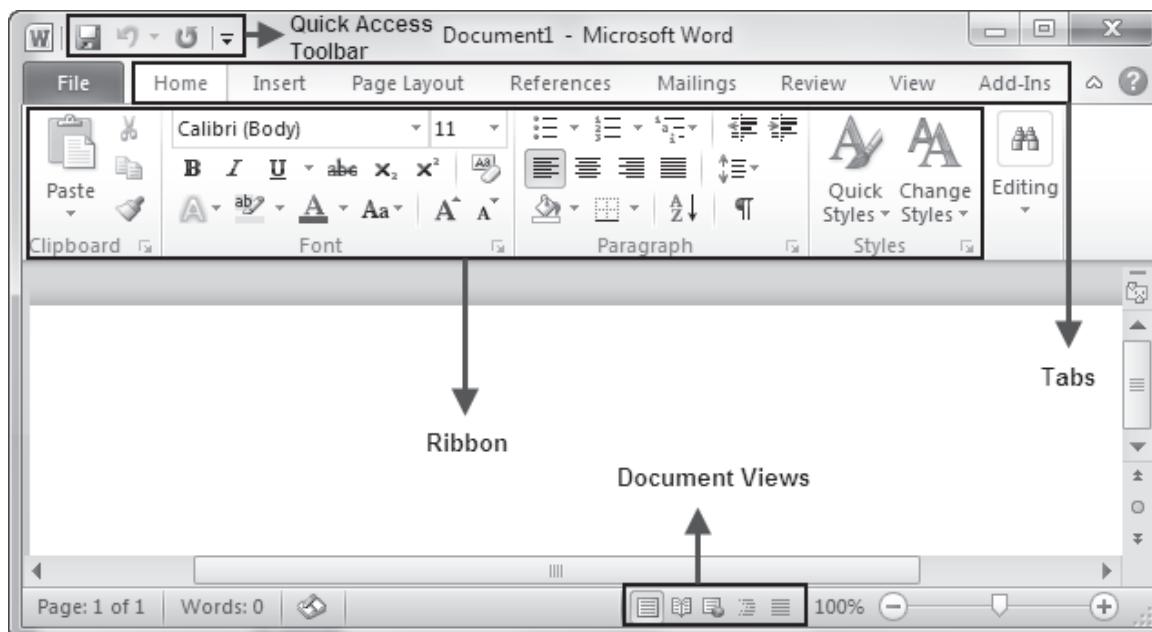
## Session 5

### Getting Started With Microsoft Word 2010

#### 5.2 Understanding the Microsoft Word 2010 Interface

Microsoft Word 2010 provides features, such as a customizable **Ribbon** and the **Backstage** view.

Figure 5.2 displays the Microsoft Word 2010 interface.



**Figure 5.2: Microsoft Word 2010 Interface**

Table 5.2 lists the elements of Microsoft Word 2010 interface.

Element	Description
Ribbon	It organizes the frequently accessed commands in groups on a set of tabs.
Contextual Tabs	Commands displayed on the contextual tabs changes depending on the task being performed by the user. Occasionally, additional contextual tabs are also displayed.
Quick Access Toolbar	It provides Quick Access buttons to perform frequently repeated commands with a single click.
Document Views	It provides different views to analyze the document in different perspectives.
File Tab	It is a non-contextual tab on the Ribbon. It does not change depending on the task being performed by the user. It provides access to the Backstage view.

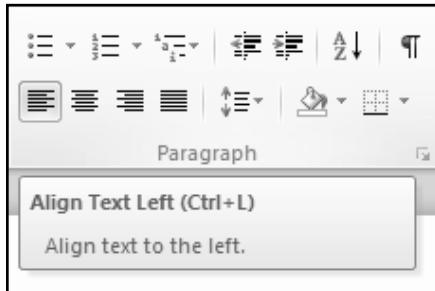
**Table 5.2: Elements of Microsoft 2010 Interface**

Several commands on the **Ribbon** do not have a label. So, the users often face problems in locating such commands. To solve this problem, Microsoft Word 2010 displays a short description of the command on positioning the mouse over a specific command. It also displays a keyboard shortcut for the command, if available.

## Session 5

### Getting Started With Microsoft Word 2010

Figure 5.3 displays the description and shortcut for a command.



**Figure 5.3: Description and Shortcut for a Command**

#### 5.2.1 Understanding the Ribbon Interface

The **Ribbon** interface is a common feature in all applications included in the Microsoft Office 2010 Suite. It is an area above the document workspace. It provides easy and quick access to all the commands by organizing them in a set of main tabs. The File tab is the only non-contextual tab which provides access to the **Backstage** view; all other tabs are main tabs.

These main tabs are divided into groups that represent different command groups and can be customized to add buttons for frequently repetitive tasks. Also, additional contextual tabs appear as the user works with different elements. For example, when the user is editing a table, the Design and Layout tabs are displayed under a new set of tabs called Table Tools.

Table 5.3 lists the main tabs in Word 2010 **Ribbon**.

Tab Name	Description
Home	Provides options for font and paragraph formatting, text styles, find/replace, and cut/copy/paste functions.
Insert	Provides options for inserting different objects into the document, such as tables, images, Clip art, SmartArt graphics, links, header/footer, symbols, and other basic text functions.
Page Layout	Provides options for applying themes to the document, changing the page borders and background, adjusting paragraph indentation, and arranging objects that have been inserted in a layered manner.
References	Provides options to insert external citations and add references within the document such as table of contents or figures.
Mailings	Provides various options for inserting envelopes and labels to efficiently format a letter for mass mailing.
Review	Provides options for proof-reading, spell-checking, and collaborative editing of the document by multiple reviewers.

## Session 5

### Getting Started With Microsoft Word 2010

Tab Name	Description
View	Provides options for changing the document views and working with multiple Word windows.
Add-Ins	Provides options for working with different macros and using external applications from within the document.

**Table 5.3: Main Tabs in Microsoft Word 2010**

The groups on some of the main tabs contain a 'dialog box launcher' icon at the lower-right of the group. Word displays a dialog box to perform functions included in that group, when users click the dialog box launcher icon. For example, the Styles group on the Home tab contains a dialog box launcher icon displayed in figure 5.4.



**Figure 5.4: Dialog Box Launcher Icon**

#### 5.2.2 Understanding the Backstage View

The **Backstage** view provide options for various actions related to the Word document, such as defining file properties, changing permissions, and managing different versions.

To display the **Backstage** view, perform the following steps:

1. Open **Microsoft Word 2010**.
2. Click **File** tab. The **Backstage** view is displayed in figure 5.5.

## Session 5

### Getting Started With Microsoft Word 2010



**Figure 5.5: Microsoft Word 2010 Backstage View**

The **Backstage** view provide options for saving/closing the active document, opening an existing document, and opening one of the recent documents. These are commands that are normally associated with the **File** menu in previous versions of Microsoft Word.

The **Info** pane in the **Backstage** view is displayed, when the users click **File** tab for the first time. It provides following options:

- **Permissions** - It allows a user to make a document as read-only, protect it with a password, restrict editing while working in collaboration with other reviewers, and add a digital signature to it.
- **Prepare for Sharing** - It provide options for preparing a file before sharing it by editing file properties and checking its compatibility with different versions of Word.
- **Versions** - It allows a user to view different versions of the file that were saved at different times. Users can then compare these versions and make changes as required.

## Session 5

### Getting Started With Microsoft Word 2010

#### 5.2.3 Understanding the Quick Access Toolbar

The **Quick Access Toolbar** in Word displays quick access buttons for most commonly used commands on the upper-left corner of Word window.

By default, it displays the **Save**, **Undo**, and **Redo** command buttons. Users can also customize the **Quick Access Toolbar** to display additional buttons for other frequently used commands.

To customize the **Quick Access Toolbar**, perform the following steps:

1. Click **File** tab. The **Backstage** view is displayed.
2. Click **Options**. The **Word Options** dialog box is displayed in figure 5.6.

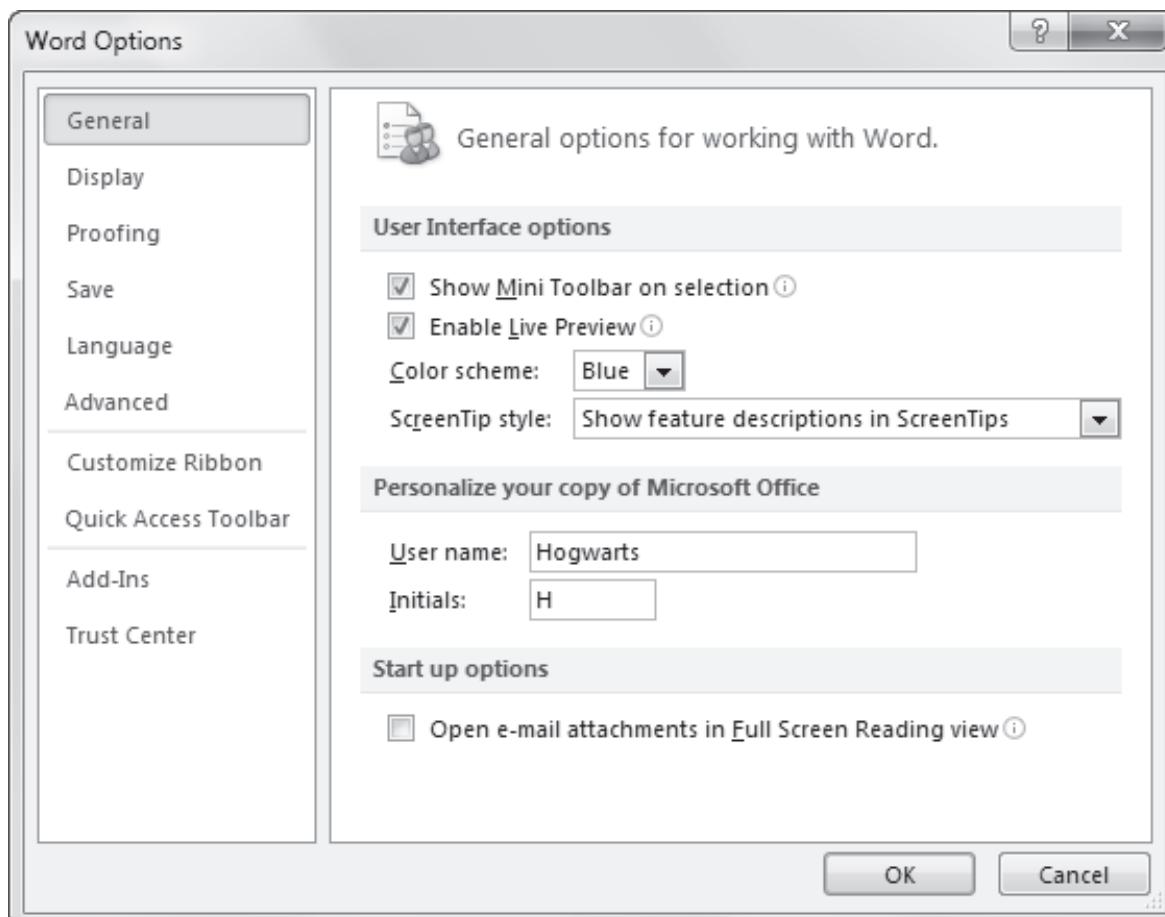
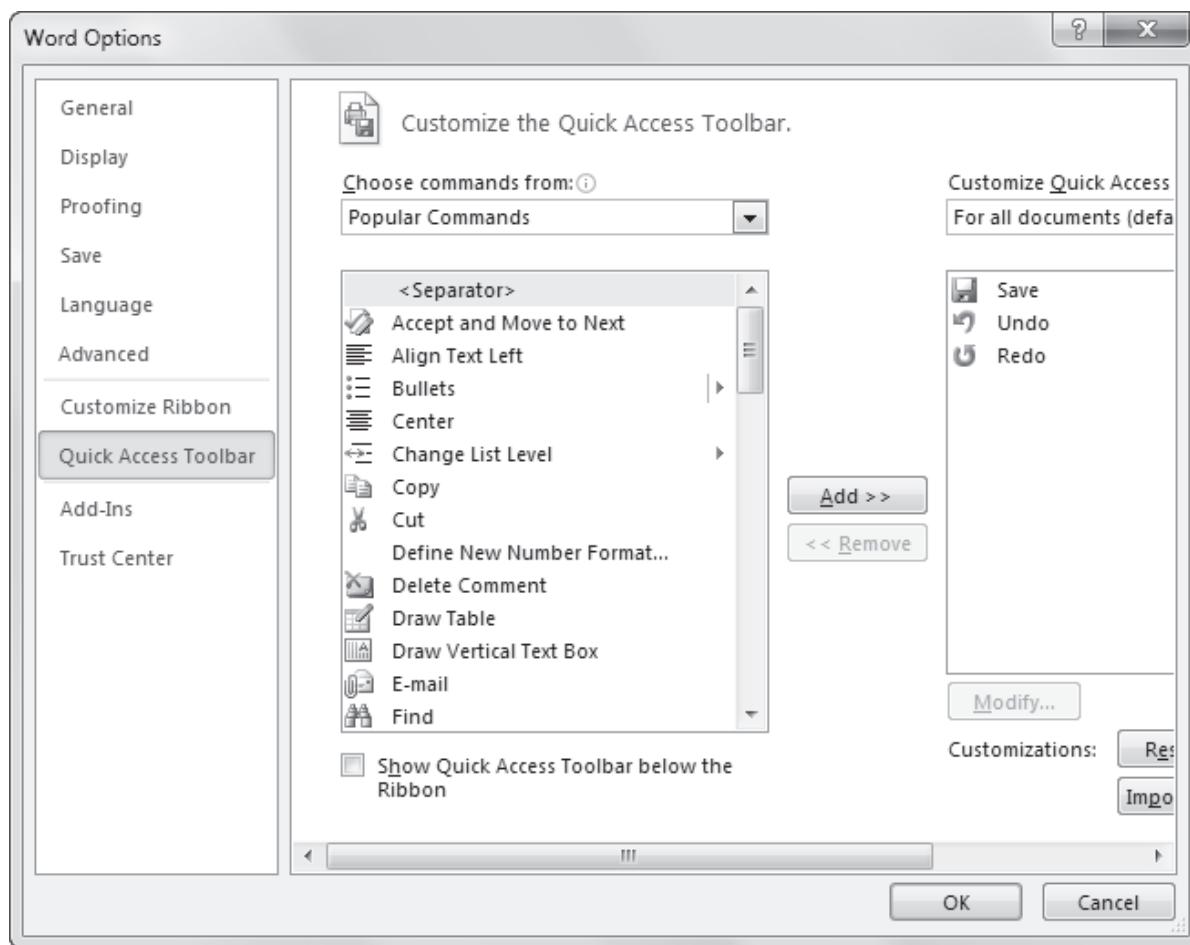


Figure 5.6: Word Options Dialog Box

3. Click **Quick Access Toolbar** from the left pane. The options for customizing the **Quick Access Toolbar** are displayed in figure 5.7.

## Session 5

### Getting Started With Microsoft Word 2010



**Figure 5.7: Options for Customizing the Quick Access Toolbar**

4. Select the required category of commands from the **Choose commands from** list.
5. Click the required command button from the list on the left.
6. Click **Add**. The newly selected button is added to the **Quick Access Toolbar**.
7. To remove a command button from the **Quick Access Toolbar**, click the command from the list on the right.
8. Click **Remove**. The newly selected command button will be removed from the **Quick Access Toolbar**.
9. Click **OK** to save the changes and exit from the **Word Options** dialog box.

### 5.3 Working with a Word Document

In addition to basic document editing and formatting features, Microsoft Word 2010 also provides advanced options, such as collaborative editing by multiple reviewers, and photo-editing tools.

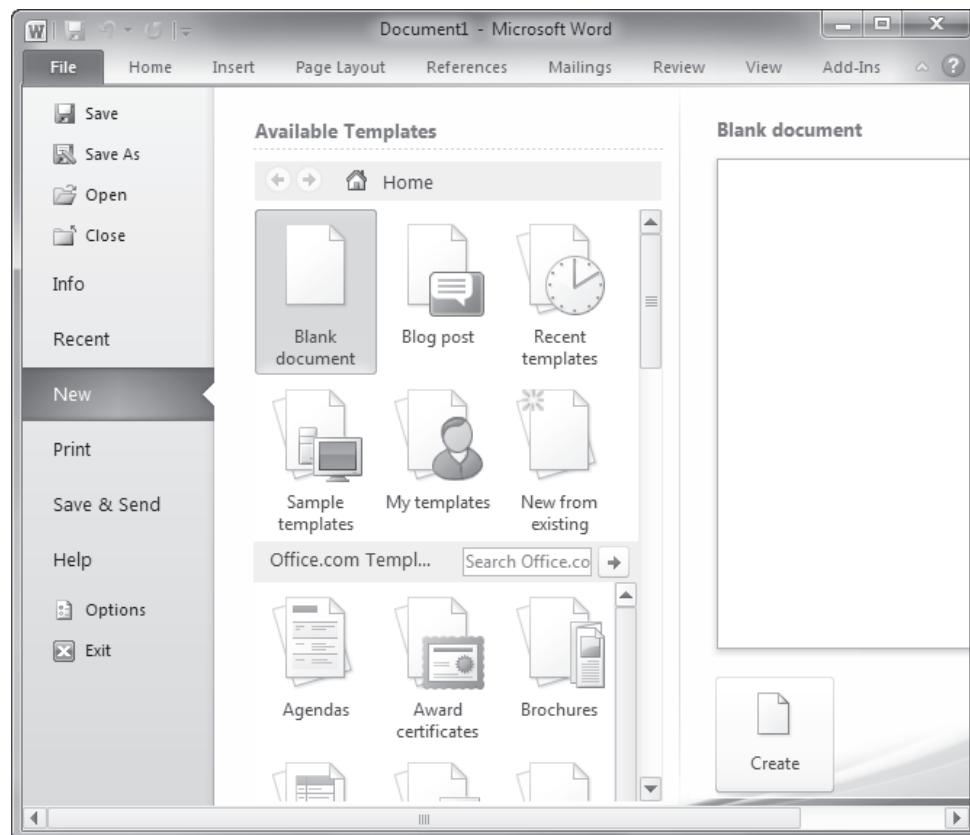
## Session 5

### Getting Started With Microsoft Word 2010

#### 5.3.1 Creating a Document

To create a new Word document, perform the following steps:

1. Open **Microsoft Word 2010**.
2. Click **File** tab. The Backstage view is displayed.
3. Click **New**. The **Available Templates** pane is displayed in figure 5.8.



**Figure 5.8: Creating a New Microsoft Word Document**

4. Click **Blank Document**.
5. Click **Create**. The new document opens in a new window. Users can now add content as required.

When a new document is created the user can type text to fill the document. While typing, the characters appear on the right of the vertical insertion point. This vertical insertion point is also called as '**cursor**'. The **BACKSPACE** and **DELETE** keys can be used to delete characters whereas the **Spacebar** key is used to enter spaces.

By default, the margins for a blank document are 1 inch on the left and right. When the user reaches the right boundary while typing, Word automatically moves the insertion point to the next line.

## Session 5

### Getting Started With Microsoft Word 2010

This feature is called word wrap. Word wrap feature maintains the text of the document within the margin boundaries.

#### 5.3.2 Saving a Document

After creating and editing a Word document, users must also save the document for future use. Word provides following two options for saving a document:

- **Save** - It saves the changes to the same copy of the document.
- **Save As** - It creates a new copy of the document and allows a user to assign a different name to it. Word closes the original file and opens the new file for editing. When users do not want to make any change to the original document, they can save the document with **Save As** option.

To save a Word document, perform the following steps:

1. Open **Microsoft Word 2010**.
2. Click **File** tab. The **Backstage view** is displayed.
3. To save the changes to the same copy of the document, click **Save**.
4. To create a new copy of the document, click **Save As**. The **Save As** dialog box is displayed in figure 5.9.

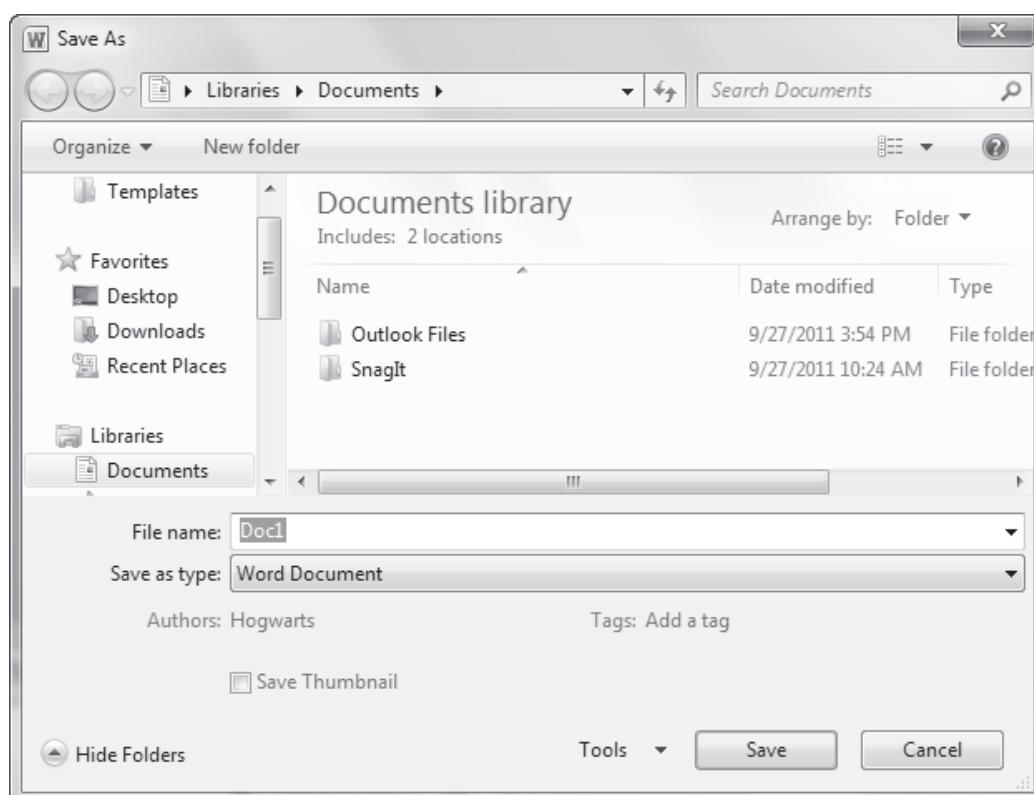


Figure 5.9: Saving a Microsoft Word Document

## Session 5

### Getting Started With Microsoft Word 2010

Concepts

**Note:** When a user clicks Save for the first time to save changes in a document, Word automatically displays Save As dialog box. Later, for all subsequent save operations in the document, Save As dialog box is not displayed, while saving the changes using Save.

5. Browse to the required folder.
6. Type the name of the file in the **File name** box.
7. Click **Save as type** list box. A drop-down list is displayed with different types of formats supported by Microsoft Word.
8. Click **Save**.

Microsoft Word 2010 allows a user to save files in the following four XML based formats:

- **.docx** – It is an ordinary document containing no macros.
- **.docm** – It is a document containing macros or is macro enabled.
- **.dotx** – It is a template that does not contain macros.
- **.dotm** – It is a template that can store macros.

**Note:** If a document is saved in a format supported by previous versions of Word, then some of the features of Microsoft Word 2010 will not be available while editing that document (even if it is edited in Microsoft Word 2010).

#### 5.3.3 Closing a Document

After adding content to the document, users can close the file to exit Word.

To close an open Word document, perform the following steps:

1. Click **File** tab. The **Backstage** view is displayed.
2. Click **Close**. In case of unsaved changes, Word prompts the user to save the changes.
3. To retain the changes, click Save.
4. To discard the changes and close the document, click Don't Save.
5. To resume editing the document, click Cancel.

#### 5.3.4 Opening an Existing Document

Word enables a user to open and edit an existing document. Users can add and remove content from an existing document.

## Session 5

### Getting Started With Microsoft Word 2010

To open an existing document, perform the following steps:

1. Open **Microsoft Word 2010**.
2. Click **File** tab. The **Backstage** view is displayed.
3. Click **Open**. The **Open** dialog box is displayed.
4. Browse to the required location.
5. Select the required file.
6. Click **Open**. Word opens the selected file in a new window.

Another method of opening an existing Word document is from the recent documents. Word maintains the list of recently accessed documents.

To open an existing document from recent documents list, perform the following steps:

1. Click **File** tab. The **Backstage** view is displayed.
2. Click **Recent**. The **Recent Documents** pane is displayed in figure 5.10.

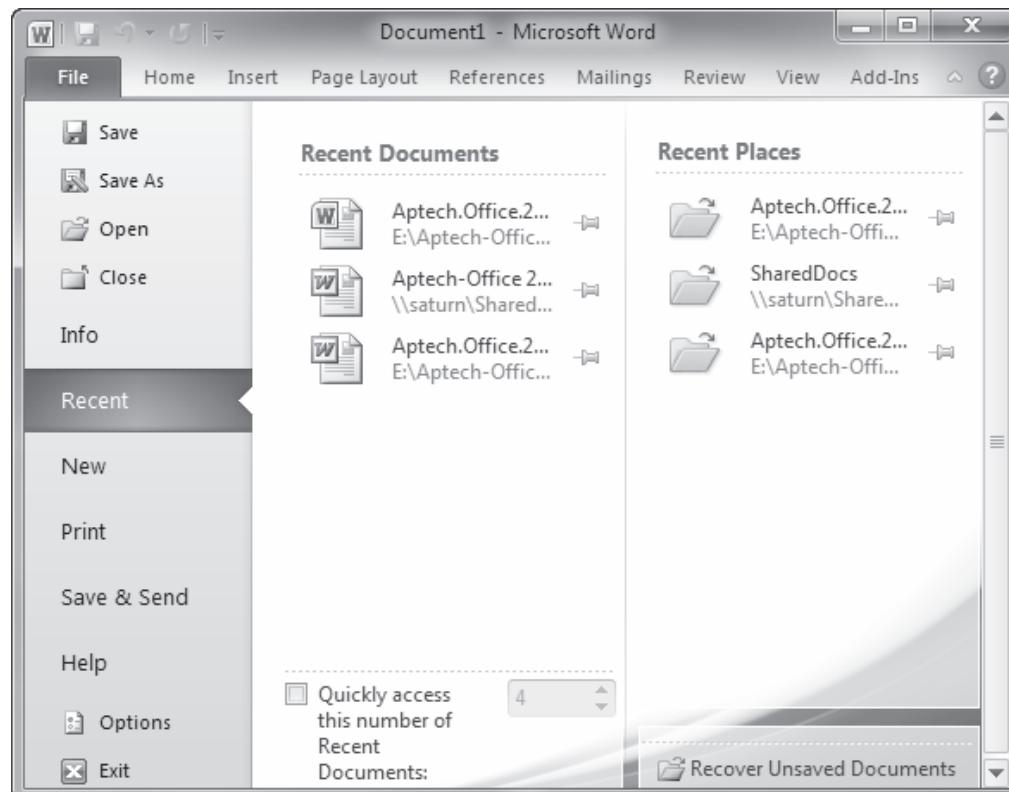


Figure 5.10: Opening Recent Documents

## Session 5

### Getting Started With Microsoft Word 2010

3. Click required file. Word opens the documents in a new window.

Concepts

#### 5.4 Performing Basic Operations in Microsoft Word 2010

Microsoft Word 2010 not only provides basic text operations, but also a Navigation Pane that enables a user to re-organize and navigate around a large document easily using its headings.

##### 5.4.1 Selecting Text

Before applying any operation, the user must select a portion of text on which the operation is to be applied. Users can select the text using keyboard or mouse.

To select text using keyboard, perform the following steps:

1. Using the arrow keys, move the insertion point at the start of the text.
2. Hold down the **SHIFT** key and using arrow keys perform the selection of the text.

There are several options available to select the text using mouse. Users can select the text by simply clicking and dragging the mouse over the text. Another option to select the text using the mouse is the **Selection Bar** which is the white space on the left of the document.

When users move the mouse pointer over the text, Word displays it as an I-beam. In addition, Word displays the cursor as an arrow, when the users position the cursor on the Selection bar.

To select text using the mouse, perform the following steps:

1. To select a word or a sentence, move the mouse over text. The mouse pointer changes to an I-beam.
2. Double-click the word to select it.
3. To select a sentence, press the **CTRL** key and click over the sentence.
4. To select one or more lines, move the mouse to the selection bar. The mouse pointer changes to an arrow.
5. To select one line, click in the selection bar next to the line.
6. To select multiple lines, click and drag the mouse pointer along multiple lines to select it.
7. To select the paragraph, double-click on the selection bar next to the paragraph.

## Session 5

### Getting Started With Microsoft Word 2010

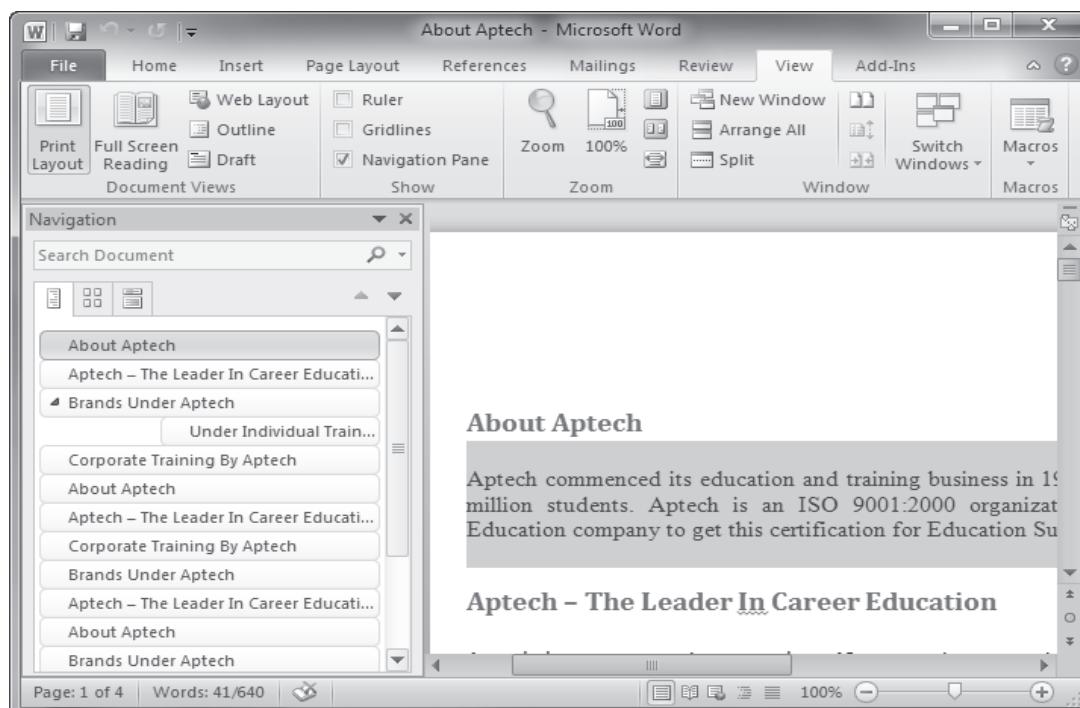
When users select a section of the text using the keyboard or the mouse, Word highlights the selection.

#### 5.4.2 Navigating a Document using the Navigation Pane

Navigation Pane in Microsoft Word 2010 enables a user to re-organize and navigate around long documents quickly by using the headings inserted in the document. Navigation Pane is useful only when the document has been created with headings.

To use the **Navigation Pane**, perform the following steps:

1. Click **View** tab. The **View** tab is displayed.
2. Select the **Navigation Pane** check box from the **Show** group of the **View** tab. The **Navigation pane** is displayed on the left of document window as displayed in figure 5.11.

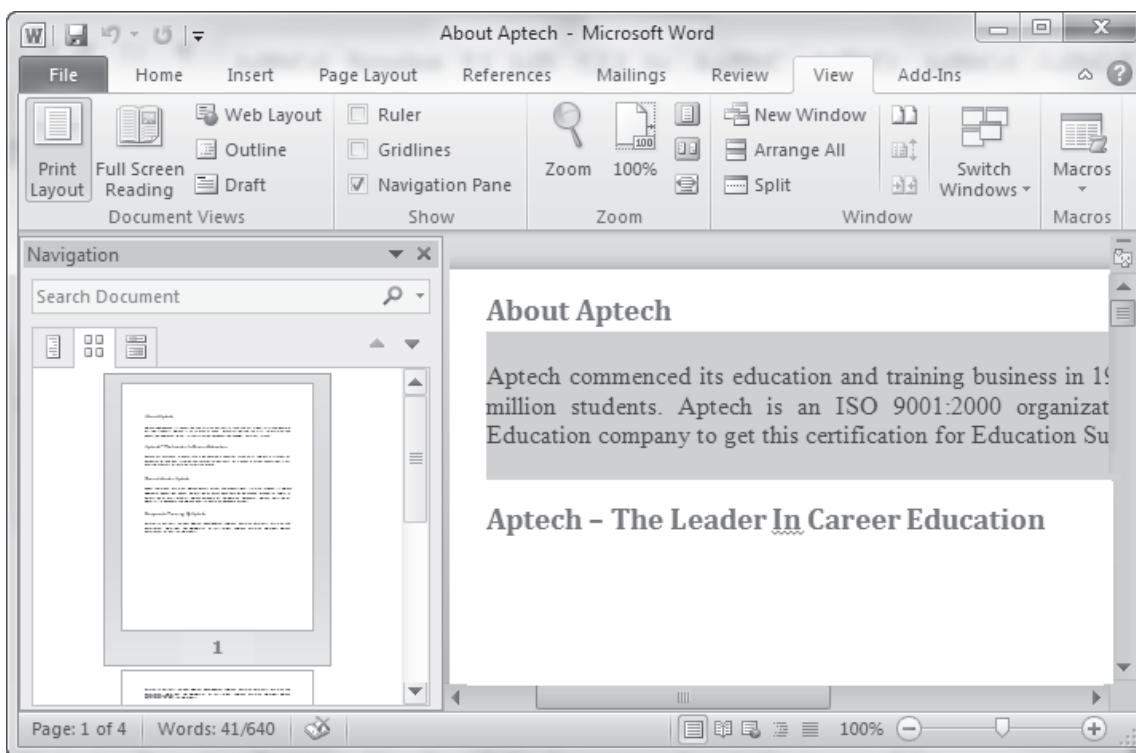


**Figure 5.11: Navigation Pane in Microsoft Word 2010**

3. Click the required heading from the Navigation pane. Word positions the cursor before the heading.
4. To re-organize the content using the headings, drag and drop the heading in **Navigation** pane, as required. Word moves the heading and content to the new location in the document.
5. To navigate to another page, click the  button on the **Navigation** pane. The pages tab in the **Navigation** pane is displayed in figure 5.12.

## Session 5

### Getting Started With Microsoft Word 2010

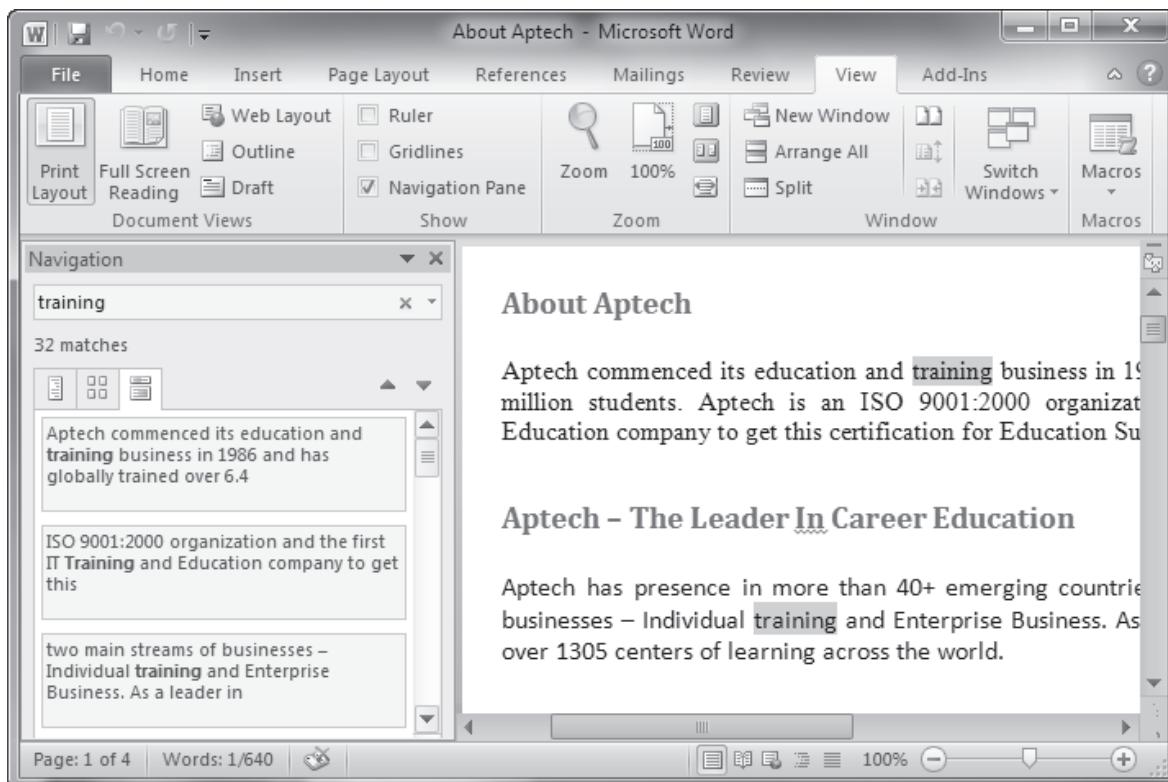


**Figure 5.12: Pages View on Navigation Pane**

6. Click the required page from the **Navigation** pane. Word moves the cursor to the first line of the required page.
7. **Navigation** pane also allows searching through the document and navigating to one of the searched locations. To search text in a document, click the  button on the **Navigation** pane. The **Search** view of the **Navigation** pane is displayed.
8. Type the required text in the **Search Document** box. In the search results, Word displays the sentence or phrase containing the search keyword, as shown in figure 5.13.

## Session 5

### Getting Started With Microsoft Word 2010



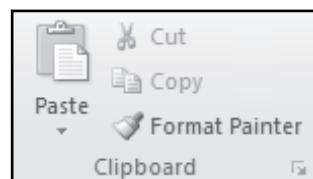
**Figure 5.13: Searching Using Navigation Pane**

- Click the required search result. The cursor is moved to that location in the document.

#### 5.4.3 Using Cut, Copy, and Paste Functions

The cut-copy-paste feature is a combination of two functions, cut-paste and copy-paste. The cut-paste function is used to remove some portion of text from one location of document and insert it at other location in the same document or to a different document. The copy-paste function performs the same operation, but the selected portion of text is retained at the original location and is not removed.

All applications in the Office 2010 Suite also include a **Paste Special** feature. It allows the user to cut/copy/paste content within a document and across documents without any formatting. This feature is used, when users want to copy only the content without any formatting. The options for cut, copy, and paste functions are located in the **Clipboard** group of the **Home** tab. Figure 5.14 displays the options for cut, copy, and paste functions.



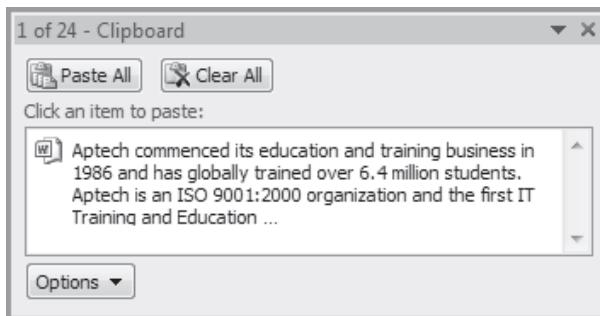
**Figure 5.14: Options for Cut, Copy, and Paste functions**

## Session 5

### Getting Started With Microsoft Word 2010

To use cut-copy-paste functions, perform the following steps:

1. Select the portion of text to cut or copy.
2. Click **Cut** from the **Clipboard** group of the **Home** tab. Microsoft Word 2010 removes the text from the location and copies it to the clipboard.
3. To copy the text, click **Copy** from the **Clipboard** group of the **Home** tab. Microsoft Word 2010 copies the text to the clipboard.
4. To view the text on the clipboard, click dialog box launcher icon from the **Clipboard** group of the **Home** tab. The Office **Clipboard** task pane is displayed in figure 5.15.

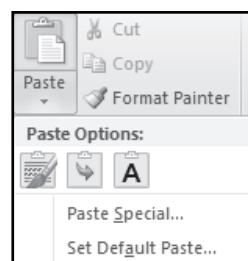


**Figure 5.15: Office Clipboard Task Pane**

5. Click **Paste** from the **Clipboard** group of the **Home** tab. Word inserts the text at the current cursor position.

To use **Paste Special** function to paste the selected text without any formatting, perform the following steps:

1. Select the required portion of text.
2. Copy the text.
3. Click **Paste** drop-down arrow from the **Clipboard** group of the **Home** tab. The **Paste Options** are displayed in figure 5.16.



**Figure 5.16: Paste Options**

## Session 5

### Getting Started With Microsoft Word 2010

- Select **Paste Special**. The **Paste Special** dialog box is displayed in figure 5.17.

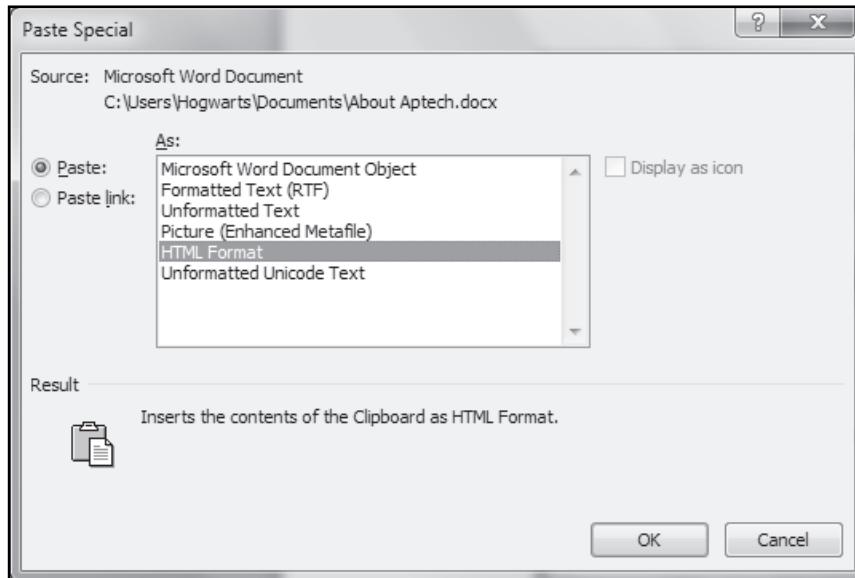


Figure 5.17: Paste Special Dialog Box

- Click **Unformatted Text**.
- Click **OK**.

#### 5.4.4 Performing Undo and Redo Functions

If the users make mistakes while editing a document, the actions can be undone with the help of **Undo** function. If the user reverses some actions by mistake, the actions can be redone with the help of **Redo** function.

The options for **Undo** and **Redo** functions are located on the **Quick Access Toolbar**. Figure 5.18 displays the options for **Undo** and **Redo** functions.

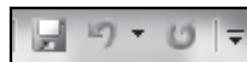


Figure 5.18: Undo and Redo options on Quick Access Toolbar

To use **Undo/Redo** functions, perform the following steps:

- Click the **Undo** icon on the **Quick Access Toolbar** to undo an action.
- Click the **Redo** icon on the **Quick Access Toolbar** to redo an action.

## Session 5

### Getting Started With Microsoft Word 2010

#### 5.4.5 Using Document Views

Microsoft Word 2010 provides different document views for users to work with a document from different viewpoints.

It provides following five views of a document:

- Print Layout
- Full Screen Reading
- Web Layout
- Outline
- Draft

The description of views of document are as follows:

- **Print Layout** - It is the default view of Microsoft Word 2010 and shows the document as it will be printed. In this view, users can view the edges of the page, headers and footers, and all the texts and images as they will be printed. Most of the time users work in this view.

To switch to Print Layout view, perform the following steps:

1. Click **Print Layout** from the **Document Views** group of the **View** tab. The **Print Layout** view is displayed in figure 5.19.

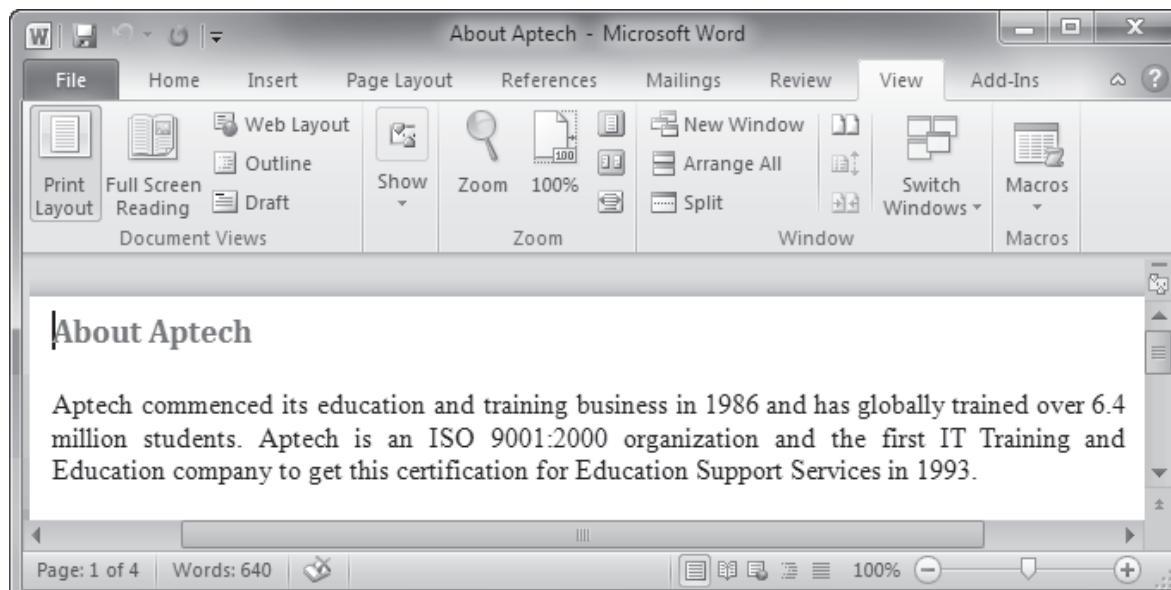


Figure 5.19: Print Layout View

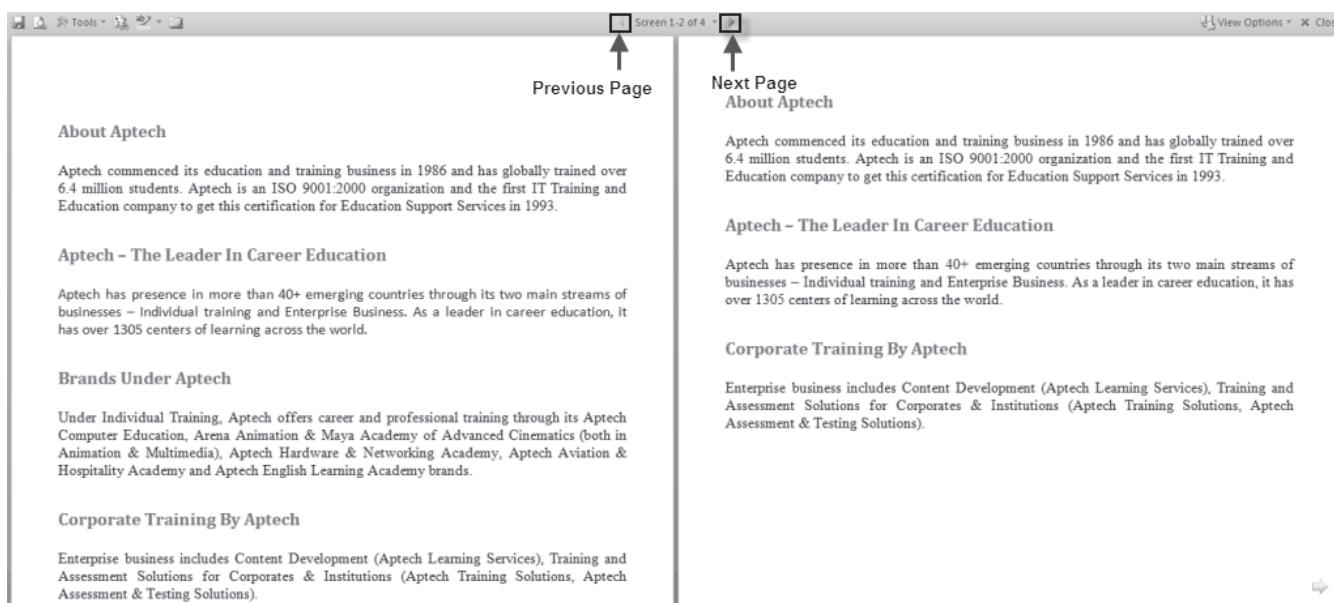
## Session 5

### Getting Started With Microsoft Word 2010

- **Full Screen Reading** - This view facilitates reading the document by displaying it in full screen. The **Ribbon** interface and any other panes are not visible in this view. This view is typically used, when a user is reviewing some other user's document. By default, the **Full Screen Reading** view does not allow editing of the document.

To switch to **Full Screen Reading** view, perform the following steps:

1. Click **Full Screen Reading** from the **Document Views** group of the **View** tab. The document is displayed in full screen view as shown in figure 5.20.



**Figure 5.20: Full Screen Reading View**

2. To move forward and backward in the document while reading, click the **Next Page** and **Previous Page** icons on the toolbar in **Full Screen Reading** view.

To display one page at a time in the **Full Screen Reading** view, perform the following steps:

1. Click **View Options** from the upper-right corner of window in **Full Screen Reading** view. The drop-down menu is displayed in figure 5.21.

## Session 5

### Getting Started With Microsoft Word 2010

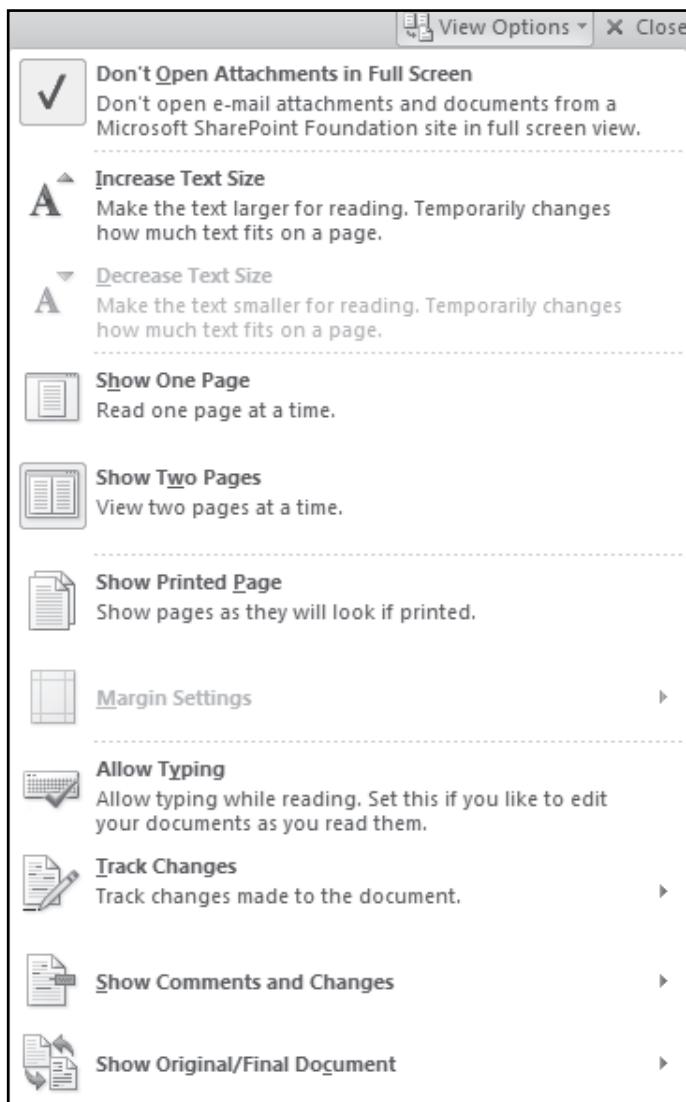


Figure 5.21: View Options in Full Screen Reading View

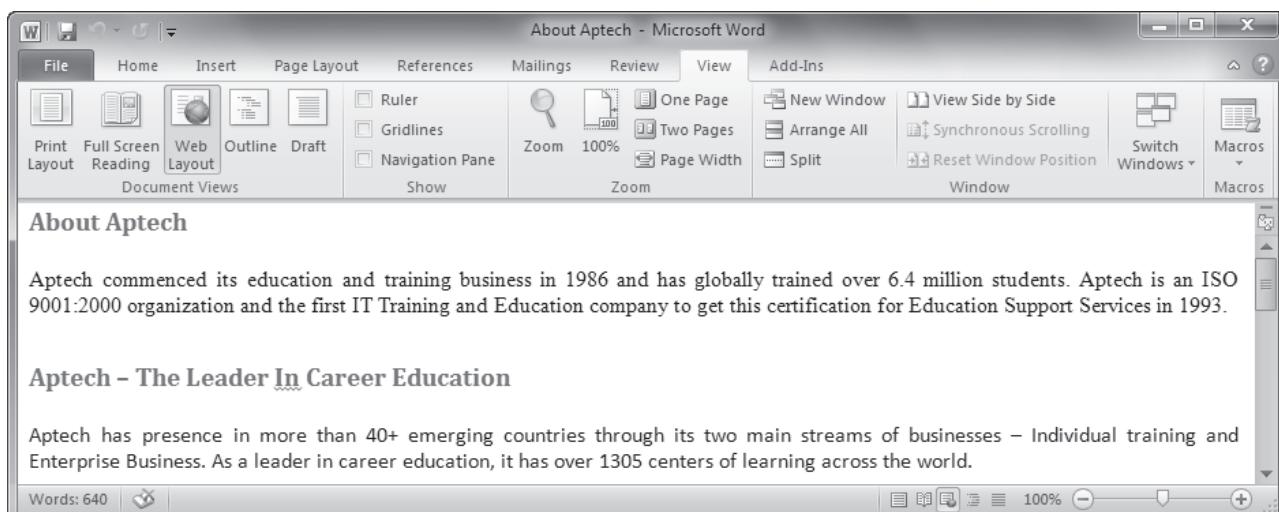
2. Click **Show One Page**.
  3. Click **Close** to exit the **Full Screen Reading** view.
- **Web Layout** - Web Layout view is useful when the document is to be used as a Web page, e-mail, or blog. In this view, the document is not divided into pages and there are no headers and footers.

To switch to Web Layout view, perform the following steps:

1. Click **Web Layout** from the **Document Views** group of the **View** tab. The **Web Layout** view is displayed in figure 5.22.

## Session 5

### Getting Started With Microsoft Word 2010

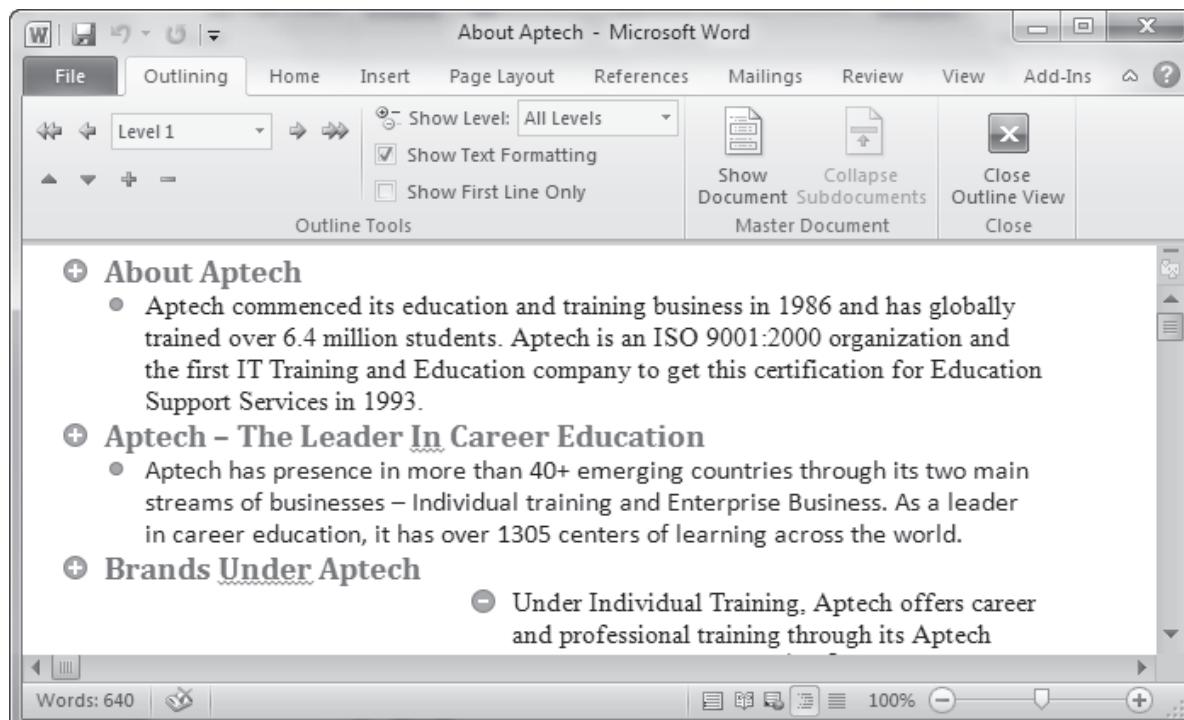


**Figure 5.22: Web Layout View**

- **Outline** - This view displays the overall structure of the document by showing headings and sub-headings in levels. It helps working with different ideas and getting them organized in a hierarchical fashion. In other words, it helps to organize the document.

To switch to **Outline** view, perform the following steps:

1. Click **Outline** from the **Document Views** group of the **View** tab. The **Outline** view is displayed in figure 5.23.



**Figure 5.23: Outline View**

## Session 5

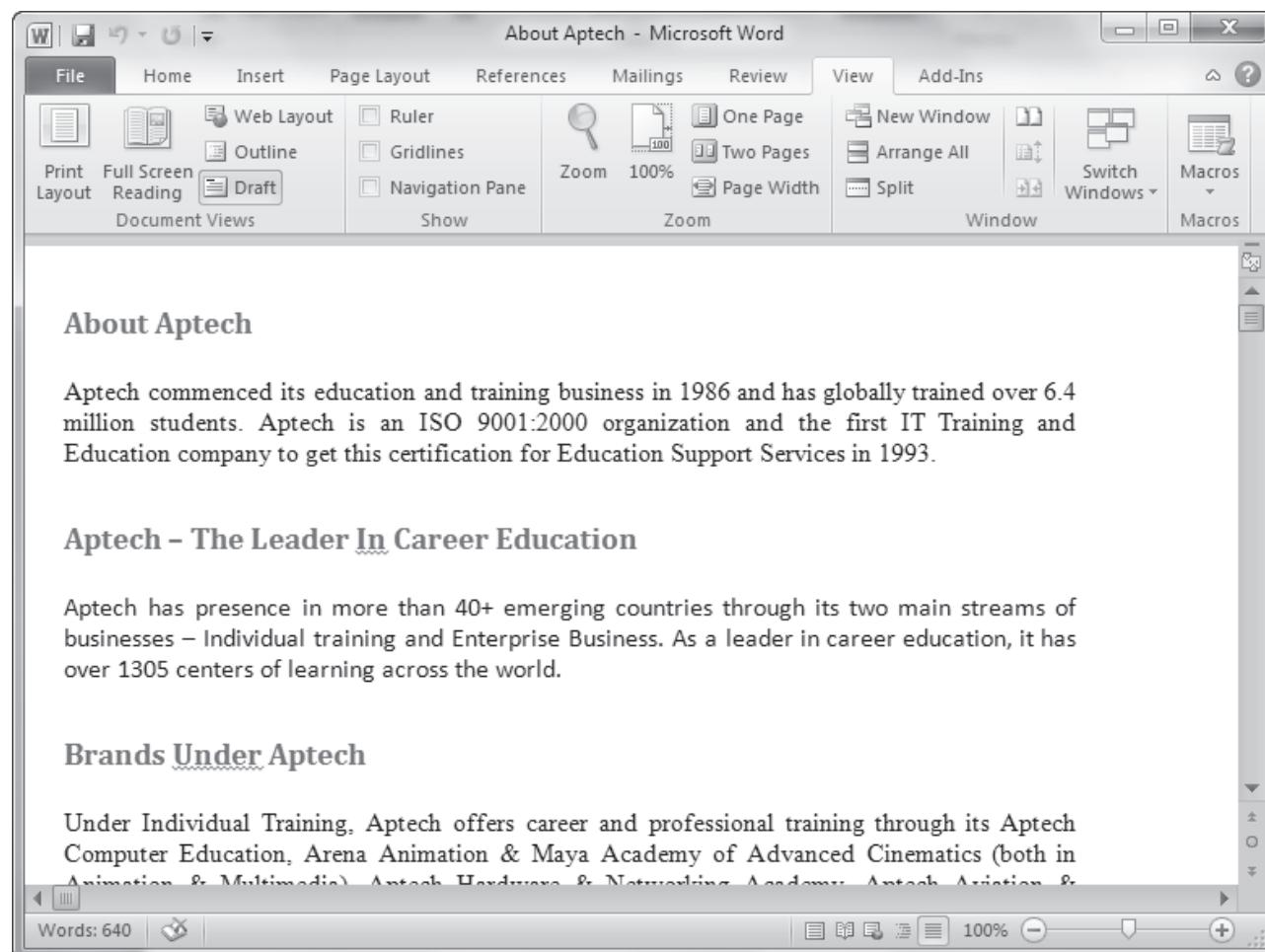
### Getting Started With Microsoft Word 2010

When users are working in **Outline** view, an additional **Outlining** contextual tab is displayed. This tab provides different options for organizing the ideas at different levels of headings.

- **Draft** - This view provides a text-only perspective of the document, so that users can concentrate on flow of text content in the document. In this view, all the images and headers/footers are excluded from the display.

To switch to the **Draft** view, perform the following steps:

1. Click **Draft** from the **Document Views** group of the **View** tab. The **Draft** view is displayed in figure 5.24.



**Figure 5.24: Draft View**



## SUMMARY

- Microsoft Word 2010 is a word processing application that allows a user to create, edit, and format different types of documents, including letters, fax cover sheets, and so forth.
- Microsoft Word 2010 provides a customizable Ribbon and the Backstage view.
- Ribbon is a common part of all applications in Microsoft Office 2010 Suite and provides easy and efficient access to all the commands by organizing them as a set of main tabs.
- Quick Access Toolbar in Microsoft Word 2010 provides quick access buttons for most commonly used commands.
- The Backstage view provide options for various actions related to the Word document file, such as setting the file properties, changing permissions, and managing its different versions.
- Microsoft Word 2010 also allows publishing and sharing of a document on to the Web in different formats.
- The Navigation Pane in Microsoft Word 2010 enables a user to re-organize and navigate through a long document based on its headings.
- The different document views available in Microsoft Word 2010 are Print, Full Screen Reading, Web Layout, Outline, and Draft.

## Session 5

### Getting Started With Microsoft Word 2010



### Check Your Progress

Concepts

1. Which of the following options correctly defines Microsoft Word 2010?

<b>A</b>	Media Player Application	<b>C</b>	Mail Processing Application
<b>B</b>	Word Processing Application	<b>D</b>	Personal Information Management Application

2. Which of the following is a non-contextual tab on the Microsoft Word 2010 Ribbon?

<b>A</b>	Page Layout	<b>C</b>	File
<b>B</b>	Review	<b>D</b>	Add-Ins

3. Which of the following features in Microsoft Word 2010 provides a large collection of graphic layouts to communicate complex text information visually?

<b>A</b>	SmartArt	<b>C</b>	Word Art
<b>B</b>	Clip Art	<b>D</b>	Customizable Tabs

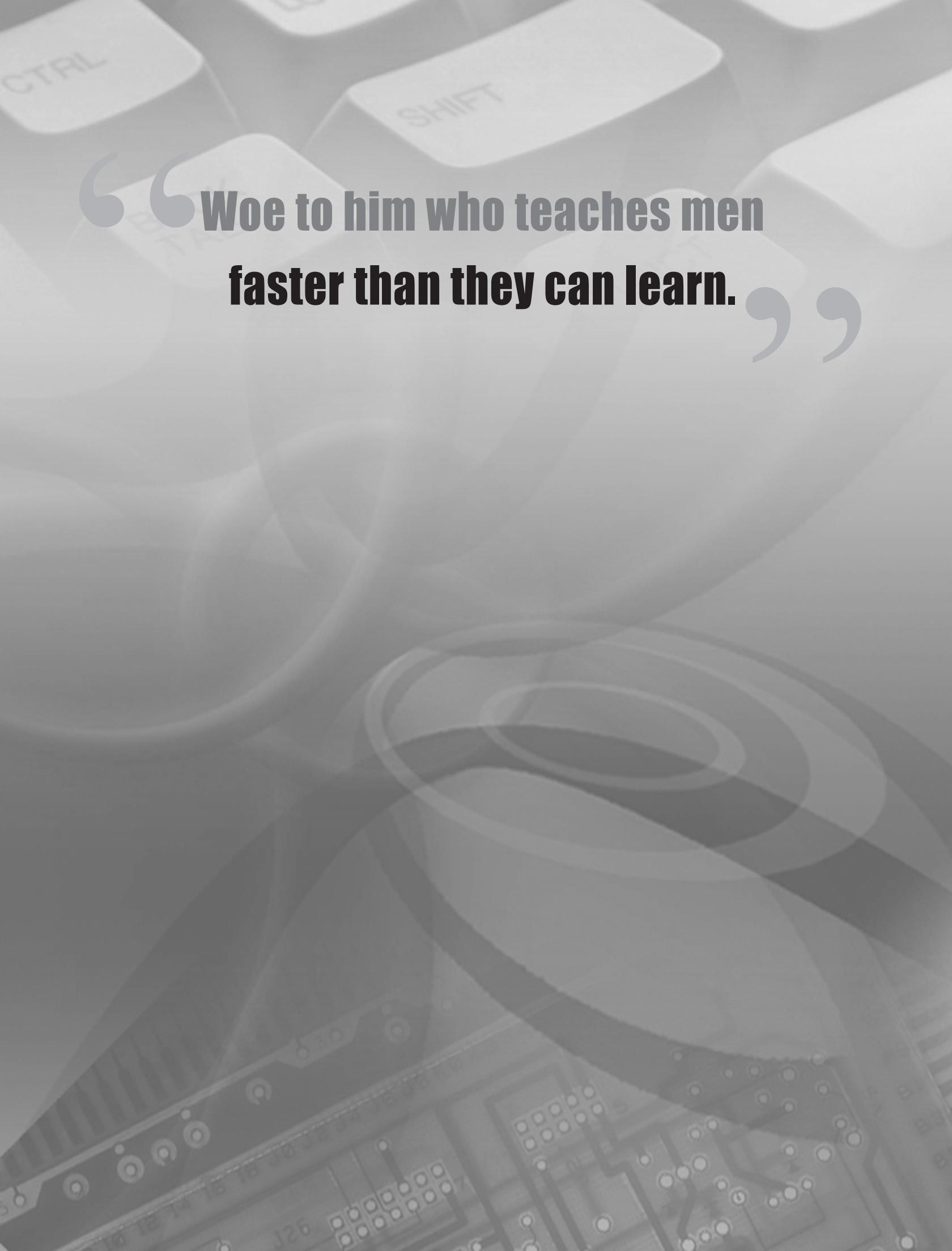
4. Which of the following options is not provided on the Info page in the Backstage view of Microsoft Word 2010?

<b>A</b>	Protect Document	<b>C</b>	Manage Versions
<b>B</b>	Check for Issues	<b>D</b>	Opening Recent Documents

5. Which of the following document views in Microsoft Word 2010 hides all the images and header/footer?

<b>A</b>	Outline	<b>C</b>	Web Layout
<b>B</b>	Print	<b>D</b>	Full Screen Reading

“ Woe to him who teaches men  
faster than they can learn. ”



## Objectives

**At the end of this session, the student will be able to:**

- *Explain formatting of text using fonts*
- *Describe the steps to apply font style, size, and color to the text*
- *Explain the use of WordArt*
- *Describe the steps to insert WordArt in a Word document*
- *Explain the Find and Replace feature of MS Word*
- *Explain the use of Format Painter in Word*
- *Explain formatting and indenting paragraphs in Word*
- *Explain managing documents using Page Layout*

### 6.1 Introduction

Microsoft Word 2010 provide several options to format text and present the content in an attractive and easy-to-read manner. Users can format elements, such as characters, paragraphs, selection, and pages in a Word document.

A character refers to a single alphabet, number, or any symbol. It is the smallest element that users can format in Word. Users can individually format a character to present the content in an attractive manner. A paragraph is a collection of sentences. Word also provides options to format a paragraph in different styles.

Users can select a section of text and apply formatting styles to it. In addition, users can customize the page by applying margins, headers/footers, and page orientation.

### 6.2 Formatting Text

Formatting helps in better communication of information and also retains the focus of the reader. Users can design the exact look and feel of the document by using formatting features in Microsoft Word 2010.

## Session 6

### Formatting in Microsoft Word 2010

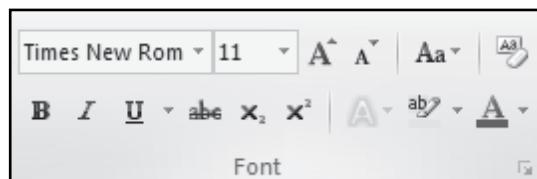
Certain type of documents, such as technical papers and letters follow a standard format and does not require much formatting. However, other types of documents, such as flyers and pamphlets, require creative formatting effects for effective presentation of the content.

In addition to the basic text formatting effects, Microsoft Word also enables a user to insert text with different effects through Word Art.

#### 6.2.1 Changing Font Style, Size, and Color

Fonts enable to control the look of the text in a Word document. There are different types of fonts supported by Word. Each font has a distinct look and provides a specific characteristic to the characters. The availability of the fonts in the Word document depends on the installed fonts on the system.

The **Font** group on the **Home** tab of the **Ribbon** provides commonly used formatting commands. These commands are **Font**, **Font Size**, **Bold**, **Italic**, **Strikethrough**, **Subscript**, **Superscript**, **Text Highlight Color**, and **Font Color**. Figure 6.1 displays these commands in the **Font** group on the **Home** tab.



**Figure 6.1: Font Group Commands**

The **Font** and **Font Size** commands are available as a list in the **Font** group. When we point to a font name or font size in these lists, the effect of the change is immediately displayed on the selected text. This feature is known as **Live Preview**. It gives an idea to the users how their content will look, if the font and its size are changed. These changes are only displayed as a preview; they do not take effect until the users click the font name or size.

Table 6.1 lists other commands in the **Font** group.

Command	Description
Text Effects	It displays a gallery of built-in text effects and also provides options to add other effects such as Glow, Shadow, and Reflection. It also provides option to change the color and style of text outline.
Grow Font	It increases the size of the font by one level to the next size in Font Size list.
Shrink Font	It is opposite to Grow Font command and decreases the font size by one level to the previous size in the Font Size list.
Change Case	It displays a drop-down list which provide options to change the case of selected text. It is useful, when a large amount of text is to be changed quickly.
Clear Formatting	It removes all the font and paragraph formatting options from the selected text. It also removes the style that is applied to the text.

**Table 6.1: Font Group Commands**

## Session 6

### Formatting in Microsoft Word 2010

Users can also change the formatting attributes of the font from the **Font** dialog box. It provides the following two tabs:

- **Font** - It provides basic font options, such as font, font style, font size, font color, underline style, and underline color. It also allows user to apply different text effects to the selected text. A preview of the selected font attributes is displayed in the **Preview** section of the dialog box.
- **Advanced** - It allows user to control the text spacing and the look of the font in a detailed manner. Table 6.2 lists the option included in the **Advanced** tab of the **Font** dialog box.

Concepts

Option	Description
Scale	It allows user to stretch or compress the text horizontally. If scale setting is greater than 100%, it stretches the text horizontally, so that it appears larger. If the scale setting is less than 100%, it compresses the text, so that it appears compressed. It does not increase or decrease the actual font size; it affects how the font is displayed.
Spacing	It controls the spacing between characters. The Expanded option stretches the space between characters and the Condensed option compresses the space between characters.
Position	All fonts are displayed on the screen with respect to a 'baseline' similar to the lines on which users write in a notebook. This option allows user to raise the selected text above the baseline or lower it below the baseline.
Kerning	Certain fonts are displayed with uneven distance between characters in a word, especially when the font size is large. This option allows user to evenly distribute the spacing between characters for fonts above a certain size.

**Table 6.2: Options on Advanced Tab of Font Dialog Box**

To change the type of font, size, color, and style from the **Font** dialog box, perform the following steps:

1. Select the required text to change the font.
2. Click the dialog box launcher icon from the bottom-right corner of the **Font** group in the **Home** tab.
3. Select the required font from the **Font** list. Word displays a preview of the font in the **Preview** section of the dialog box.
4. Select the required font style from the **Font style** list.
5. Select the required font size from the **Size** list.
6. Click **Font color**. A drop-down color palette is displayed.
7. Select the required font color.
8. Select the required underline style from the Underline style list.

## Session 6

### Formatting in Microsoft Word 2010

9. Select the required effects from the **Effects** pane of the **Font** dialog box. A composite preview of all the selected **Font** settings is displayed in the preview section of the dialog box.
10. Click **OK**. The **Font** settings are applied to the selected text.

#### 6.2.2 Using WordArt

The **WordArt** feature in Microsoft Word enables user to insert text with different graphic effects for effective presentation of the content. **WordArt** can be used in formatting titles of marketing documents such as flyers, pamphlets, and so forth.

The **WordArt** option is located in the **Text** group of the **Insert** tab.

To insert a **WordArt**, perform the following steps:

1. Open a new document in **Microsoft Word**.
2. Click **Insert** tab. The **Insert** tab is displayed in figure 6.2.

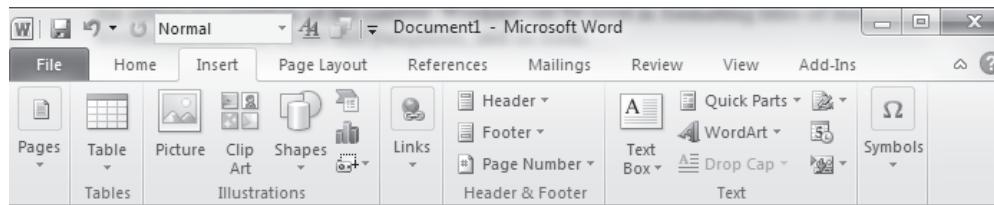


Figure 6.2: Insert Tab in Microsoft Word 2010

3. Click **WordArt** drop-down arrow from the **Text** group of the **Insert** tab. The **WordArt Styles** gallery is displayed.
4. Select the required **WordArt** style. Word inserts the **WordArt** in the document and highlights the format tab displayed in figure 6.3.

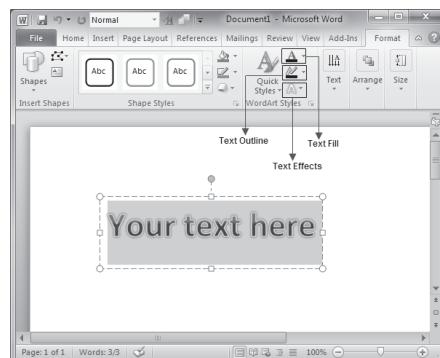
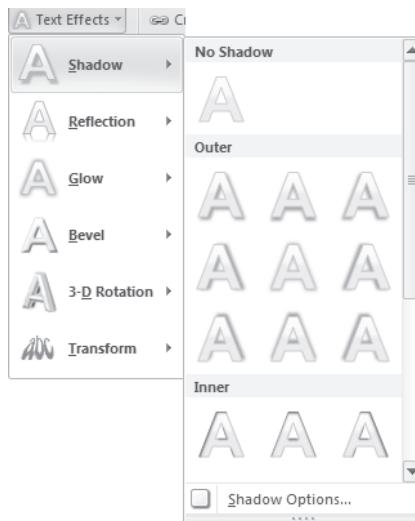


Figure 6.3: Word Art - Format Tab

## Session 6

### Formatting in Microsoft Word 2010

5. Enter the required text. To format the text, select it and Word adds a new contextual tab named **Drawing Tools** with **Format** tab under it.
6. Click **Text Fill** drop-down arrow from the **WordArt Styles** group of the **Format** tab, to change the fill color of the selected text.
7. Select the required color. The text is filled with the selected color.
8. Click **Text Outline** drop-down arrow from the **WordArt Styles** group of the **Format** tab to change the outline color of the selected text.
9. Select the required color. The text outline is changed to the selected color.
10. Click **Text Effects** from the **WordArt Styles** group of the **Format** tab to apply the visual effects to the selected text. A drop-down list of available text effects is displayed.
11. Select **Shadow**. A sub-menu of available shadow effects is displayed in figure 6.4.



**Figure 6.4: Shadow Effects in Microsoft Word 2010**

12. Select the required effects. All the selected **WordArt** effects are applied to the text.

#### 6.2.3 Finding and Replacing Text

Users might have a requirement to find all occurrences of a particular text in a long document and replace it with some other text. The **Find** and **Replace** feature of Microsoft Word 2010 is useful in such instances.

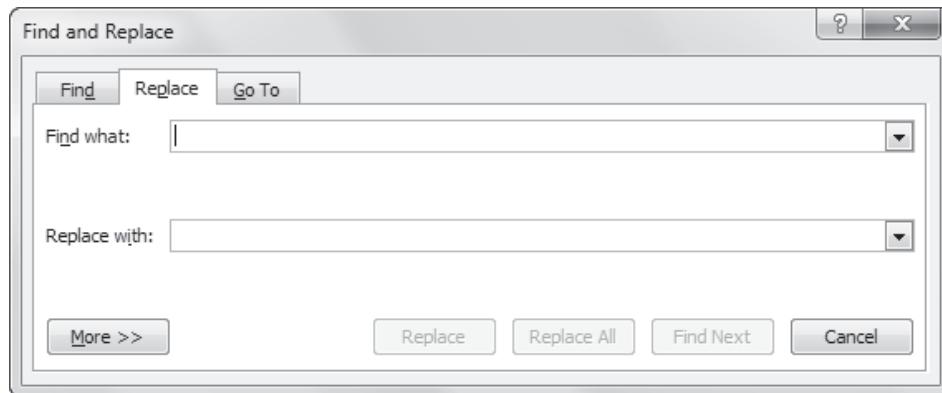
The **Find** and **Replace** options are located in the **Editing** group of the **Home** tab.

## Session 6

### Formatting in Microsoft Word 2010

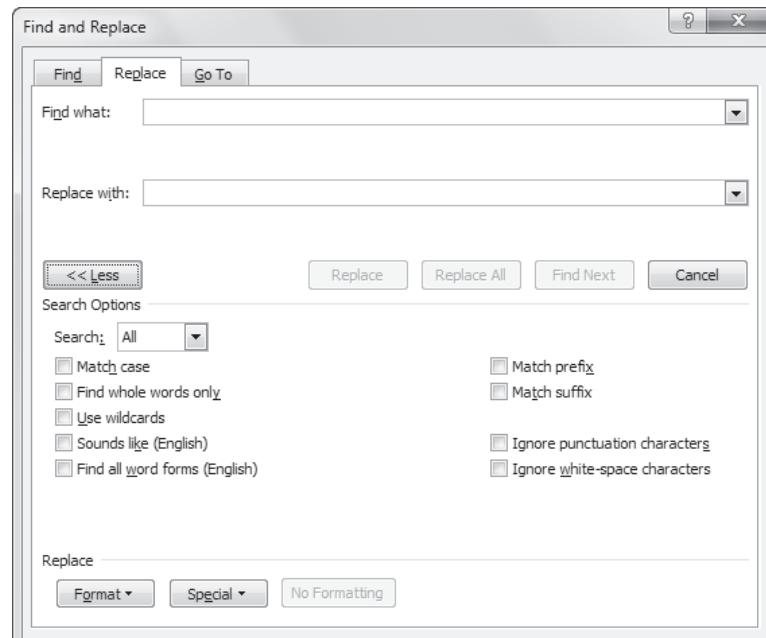
To find and replace text, perform the following steps:

1. Click **Home** tab.
2. Click **Replace** from the **Editing** group of the **Home** tab. The **Find and Replace** dialog box is displayed in figure 6.5.



**Figure 6.5: Find and Replace Dialog Box**

3. Enter the search text in the **Find what** box.
4. Enter the text with which to replace the search text, in the **Replace with** box.
5. Click **More**. The **Search Options** section is displayed in the **Find and Replace** dialog box in figure 6.6.



**Figure 6.6: Search Options in Find and Replace**

## Session 6

### Formatting in Microsoft Word 2010

6. Select the **Match Case** check box to search text with same case as of the searched text in **Find what** box.
7. Select the **Find Whole Words Only** check box, if the search text is a part of another word, but the user wants to find its whole word occurrences only.
8. Click **Find Next** to find the next occurrence of search text.
9. Click **Replace** to replace the current occurrence of the searched text in **Find what** box with the new text in **Replace with** box.
10. Click **Replace All** to replace all the occurrences of the searched text with the new text.
11. Click **No**, if the subsequent message box prompts to search in the remainder of the document.

OR

Click **OK**.

12. Click **Close** to close the **Find and Replace** dialog box.

#### 6.2.4 Changing Text Case

The **Change Case** option is located in the **Font** group of the **Home** tab. Figure 6.7 displays the **Change Case** option.

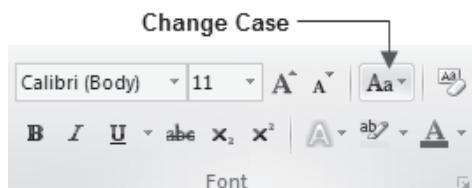


Figure 6.7: Change Case Option

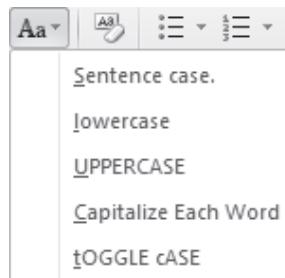
To change the text case, perform the following steps:

1. Select the required text.

## Session 6

### Formatting in Microsoft Word 2010

2. Click **Change Case** from the **Font** group of the **Home** tab. A drop-down list with different options for changing the case is displayed in figure 6.8.



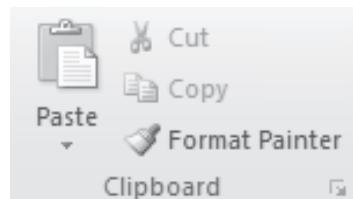
**Figure 6.8: Change Case Options in Microsoft Word 2010**

3. Select the required case. The case of the selected text is changed.

#### 6.2.5 Using Format Painter

Sometimes, users may need to apply the formatting of one paragraph to multiple paragraphs, but they don't remember the exact formatting that they applied. The **Format Painter** feature of Microsoft Word is useful in such situations. It is used to copy the formatting style of one paragraph to another.

The **Format Painter** option is located in the **Clipboard** group of the **Home** tab. Figure 6.9 displays the **Format Painter** option.



**Figure 6.9: Format Painter Option**

To use the **Format Painter** feature, perform the following steps:

1. Select the required text to copy the formatting style.
2. Click **Format Painter** from the **Clipboard** group of the **Home** tab. It copies only the formatting style of the selected word or sentence or paragraph, and not the content.

**Note:** The mouse pointer changes into a brush.

3. Drag the format painter brush on the portion of text to apply the selected formatting style. The selected formatting style is applied to the selected word, or sentence, or paragraph.

## Session 6

### Formatting in Microsoft Word 2010

**Note:** To apply the selected formatting style to multiple selections in the document, double-click the Format Painter.

#### 6.3 Formatting Paragraphs

Paragraph formatting includes a number of formatting attributes. Word considers a paragraph as a block of text that is preceded and followed by paragraph mark. Microsoft Word allows user to apply different types of formatting to different paragraphs. Each paragraph can have its own independent alignment, indentation, and tab settings.

To apply the formatting options to a single paragraph, users can place the cursor at any point within the paragraph. To apply the formatting options to multiple paragraphs, users must select those paragraphs.

Users can change the paragraph formatting options from the **Paragraph** dialog box. They can access the **Paragraph** dialog box using the dialog box launcher icon from the **Paragraph** group on the **Home** tab. The **Paragraph** dialog box contains the following two tabs:

- **Indents and Spacing** - It provides options for alignments and indentation of the paragraph.
- **Line and Page Breaks** - It provides options for Window/Orphan control and other pagination and formatting options.

##### 6.3.1 Aligning a Paragraph

A paragraph is aligned on the page in relation to the left and right margin. By default all text in a paragraph is left aligned. Left aligned text means text that is aligned only to the left margin. Thus, it may appear uneven on the right side.

Table 6.3 lists the four types of paragraph alignment options provided by Microsoft Word.

Alignment	Description
Left	Aligns the selected paragraph to the left margin of the page.
Right	Aligns the selected paragraph to the right margin of the page.
Center	Aligns the selected paragraph to the center of the page.
Justify	Adjusts the spacing between words on each line of the paragraph, so that the paragraph is aligned evenly along the left and right margins of the page.

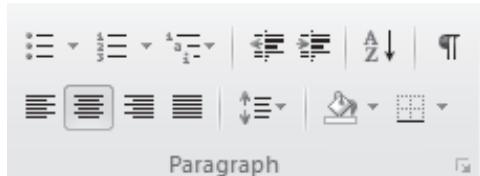
**Table 6.3: Paragraph Alignment Options**

The fastest way to align a paragraph is to use the alignment command provided by the **Ribbon**. The paragraph alignment options are located in the **Paragraph** group of the **Home** tab.

## Session 6

### Formatting in Microsoft Word 2010

Figure 6.10 displays the paragraph formatting options.



**Figure 6.10: Paragraph Formatting Options**

To apply one of these alignments to a paragraph, perform the following steps:

1. Select the required paragraph.
2. To left align the paragraph, click **Align Text Left** from the **Paragraph** group of the **Home** tab. The paragraph is aligned with the left margin of the page.
3. To center align the paragraph, click **Center** from the **Paragraph** group of the **Home** tab. The paragraph is centered between the left and right margins of the page.
4. To right align the paragraph, click **Align Text Right** from the **Paragraph** group of the **Home** tab. The paragraph is aligned with the right margin of the page.
5. To justify the paragraph, click **Justify** from the **Paragraph** group of the **Home** tab. The paragraph is aligned uniformly along the left and right margins of the page.

#### 6.3.2 Indenting a Paragraph

Indenting a paragraph means adjusting the spacing between the paragraph and margins of the page. With Microsoft Word, users can indent all lines of a paragraph simultaneously or the first line and all other lines of the paragraph separately.

By default, the indents are set at every half an inch. Users can modify the paragraph indentation using the **Increase Indent** and **Decrease Indent** commands from the **Paragraph** group in the **Home** tab. **Increase Indent** command increases the paragraph indent (moves it to the right side) by half an inch. **Decrease Indent** command decreases the paragraph indent (moves it to the left side) by half an inch.

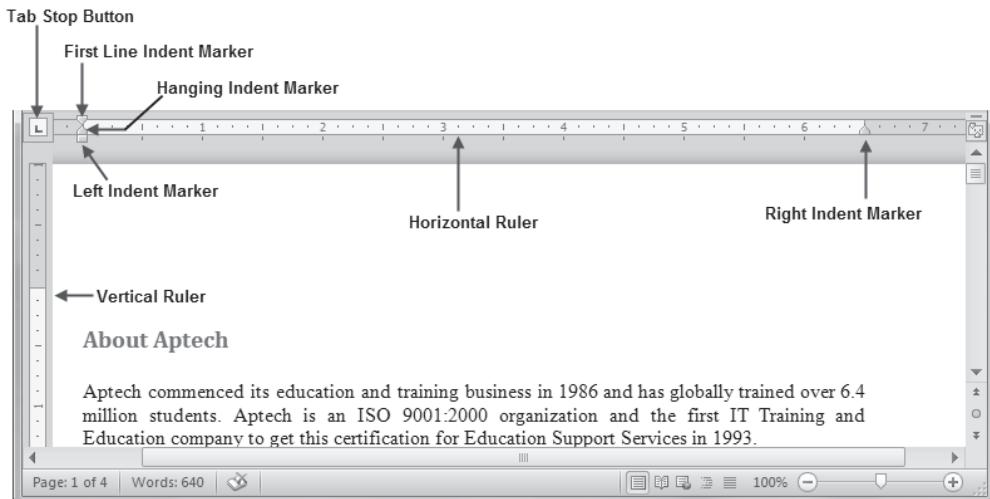
Users can also change the paragraph indentation from the ruler. A ruler is a scale that is displayed along the left and top borders of the page. It enables the user to manually change the paragraph indentation and the top/bottom page margins.

## Session 6

### Formatting in Microsoft Word 2010

To view the ruler, perform the following step:

1. Select the **Ruler** check box from the **Show** group of the **View** tab. The **Ruler** is displayed in figure 6.11.



**Figure 6.11: Ruler**

The **Ruler** (horizontal) has left indent, right indent, first line, and hanging indent markers. The left indent and hanging markers are attached to each other. The left indent marker moves along with the hanging indent marker. This means when the hanging indent marker is moved, the left indent marker is moved with it.

When the left indent marker is moved, both the hanging and first line indent markers are also moved along with it.

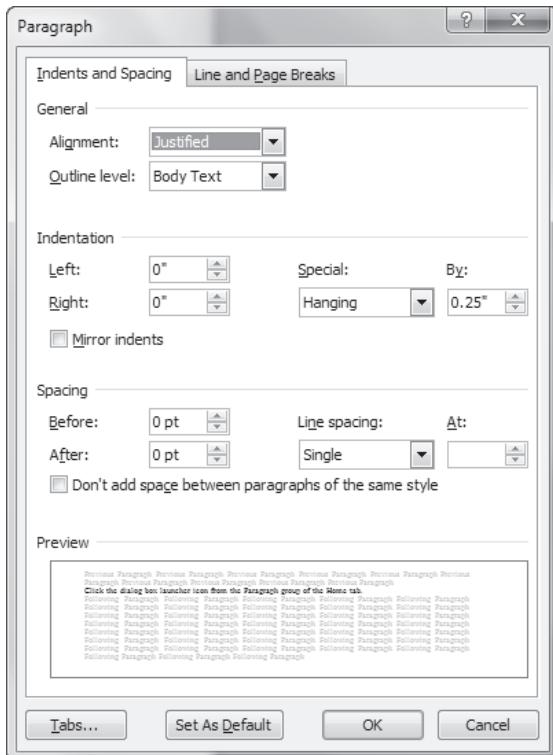
To change the indentation of a paragraph from the Paragraph dialog box, perform the following steps:

1. Select the required paragraph to change indentation.

## Session 6

### Formatting in Microsoft Word 2010

- Click the dialog box launcher icon from the **Paragraph** group of the **Home** tab. The **Paragraph** dialog box is displayed in figure 6.12.



**Figure 6.12: Paragraph Dialog Box**

- To adjust the left indentation of the paragraph, modify the value in the **Left** box of the Indentation section.
- To adjust the right indentation of the paragraph, modify the value in the **Right** box of the Indentation section.
- To indent only the first line of the paragraph, select **First Line** from the **Special** drop-down list.
- To indent all other lines except first line of the paragraph, select **Hanging** from the **Special** drop-down list.
- Click **OK**.

#### 6.3.3 Using Tab Stops

Tabs are used to offset the text in a document. By default, Word creates a tab stop at every half inch. When users press the TAB key, the cursor moves by half inch to the next tab stop. In Microsoft Word, users can create multiple tab stops on a single line. These tab stops are used to offset text/items in a line and make it look like a borderless table.

## Session 6

### Formatting in Microsoft Word 2010

Users can also define the alignment of the text between different tab stops. This is useful when tabs are used to format the content as a table. In such cases, the tab stops are set to define the boundaries of table columns. The alignment option with tab stops is used to align the text between two tab stops, which are used as table column boundaries. It works as 'alignment within the cell', when tabs are used to format the content as a table.

Microsoft Word provides following five types of alignment for the tab stop:

- **Left** - It aligns the text to the left tab stop (left alignment within the cell).
- **Right** - It aligns the text to the right tab stop (right alignment within the cell).
- **Center** - It aligns the text in center of the left and right tab stops (center alignment within the cell).
- **Decimal** - Uses the decimal point in numerical data as a reference for the alignment. It lines up numerical entries at their decimal point.
- **Bar** - It does not actually align the text; it displays a vertical bar at the tab stop, which acts as a cell boundary.

Microsoft Word also allows user to set **Leader Tab Stops**. A leader tab stop creates an underline between the current location and the next tab stop.

To set tab stops for the current line, perform the followings steps:

1. Click dialog box launcher icon from the **Paragraph** group of the **Home** tab. The **Paragraph** dialog box is displayed.
2. Click **Tabs** button on the lower-left corner of the **Paragraph** dialog box. The **Tabs** dialog box is displayed in figure 6.13.

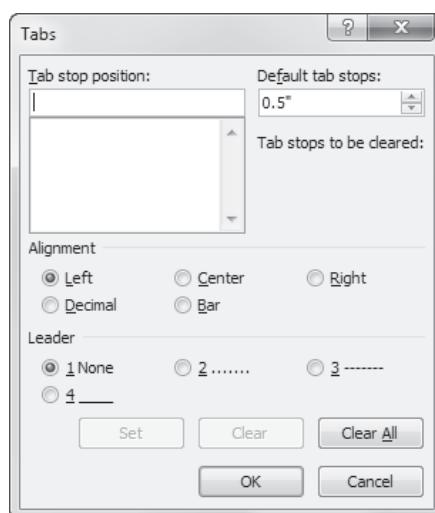


Figure 6.13: Tabs Dialog Box

## Session 6

### Formatting in Microsoft Word 2010

3. Enter the required value for the tab stop (in inches) in the **Tab stop position** box.
4. To change the default tab stop, change the value in **Default tab stops** box.
5. Select the type of alignment from the **Alignment** section.
6. To create a leader tab stop, select the required type of underline from the **Leader** section.
7. Click **Set**. The tab stop is set at the distance specified in **Tab stop position** box.
8. Click **OK**.

Another method of setting tab stops is using the **Ruler**. The type of tab that can be set is indicated by the tab symbol on the left side of the horizontal ruler.

To set a tab stop using the **Ruler**, perform the following steps:

1. Click **Tab Selector** button available on the upper-left corner of the ruler. The tab symbol changes and displays different types of tab available. Table 6.4 lists the different tab symbols with their corresponding description.

Tab Symbol	Description
	Sets a left-aligned tab stop
	Sets a center-aligned tab stop
	Sets a right-aligned tab stop
	Sets a tab stop of type 'decimal'
	Sets a tab stop of type 'bar'

Table 6.4: Types of Tab Symbols

2. Click **Tab Stop** button until tab symbol changes to the required type of tab.
3. Click a point on the **Ruler** to set the tab stop at that location. The corresponding tab symbol is visible on the **Ruler** where the tab stop is set, as shown in figure 6.14.

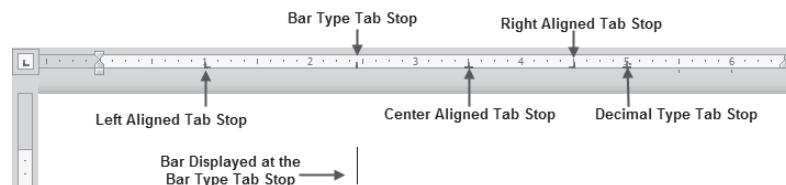


Figure 6.14: Tab Stop Set by Using Ruler

## Session 6

### Formatting in Microsoft Word 2010

4. To move the location of tab stop, drag the tab symbol to the required point on the **Ruler**.
5. To remove the tab stop, drag the tab symbol off the ruler.

Concepts

#### 6.4 Working with Page Layout

Microsoft Word provides users with different options to modify the margins, orientation, and size of a page and change page layout.

The options for changing the page layout are located in the **Page Setup** group of the **Page Layout** tab.

Word also provides the **Page Setup** dialog box, where users can change the page layout attributes in a detailed manner. Other than the options in **Page Setup** group of the **Page Layout** tab, the **Page Layout** dialog box provides options to insert a gutter or apply mirror margins to both sides of a page.

Gutter is like an invisible marker placed between the page border and content to accommodate the space required for punching holes in a spiral-bound document. Mirror margins are useful when the document is to be printed on both sides of the pages. It uses the same margin settings for both sides of the page.

To insert a gutter or apply mirror margins, perform the following steps:

1. Click dialog box launcher icon from the **Page Setup** group of the **Page Layout** tab. The **Page Setup** dialog box is displayed in figure 6.15.

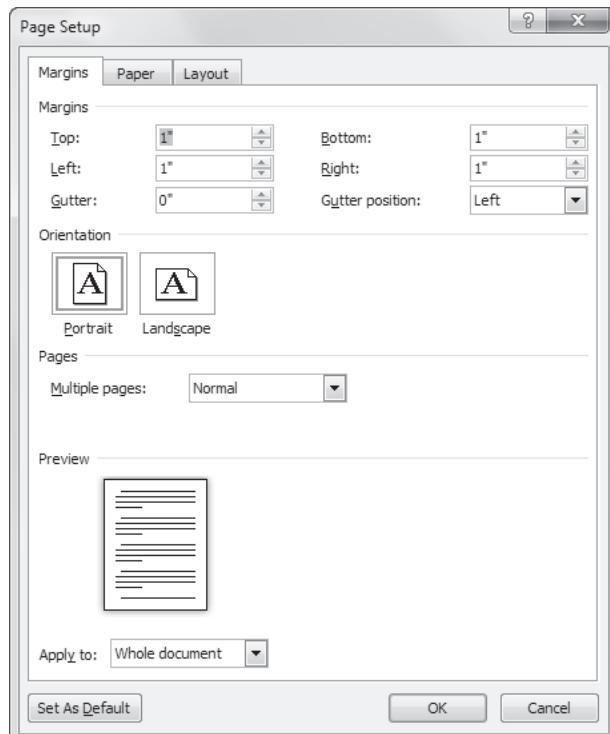


Figure 6.15: Page Setup Dialog Box

## Session 6

### Formatting in Microsoft Word 2010

2. Set the value of **Gutter** field according to the required distance of the gutter from the page border.
3. Select the required gutter position from the **Gutter position** drop-down list.
4. Select **Mirror Margins** from the **Multiple pages** drop-down list.
5. Select **Whole Document** from the **Apply** to list.
6. To apply the changes only forward from the current cursor point, select **This point forward** from the **Apply** to list.
7. Click **OK**.

#### 6.4.1 Setting Page Margins

Margin controls the amount of white space between the content and borders of the page. Microsoft Word provides different pre-defined page margin settings for users to work with. These settings specify the space to be left between left, right, top, and bottom margins of the page and the content.

To modify the current page margins by using the pre-defined Page Margins, perform the followings steps:

1. Click **Margins** from the **Page Setup** group of the **Page Layout** tab. A drop-down menu of pre-defined page margin settings is displayed in figure 6.16.

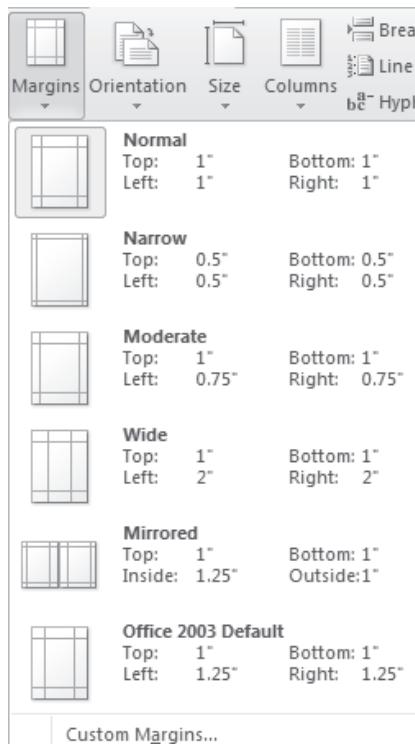


Figure 6.16: Pre-defined Page Margin Settings

## Session 6

### Formatting in Microsoft Word 2010

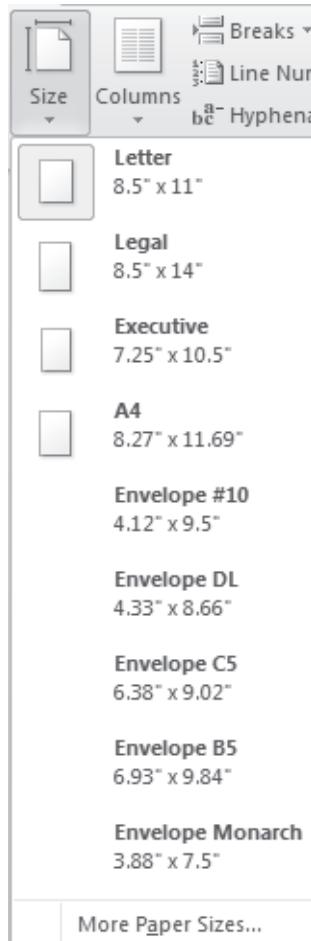
2. Select the required margin. The selected page margin settings are applied to all the pages in the document.

#### 6.4.2 Setting Page Size

Page size of a document is determined by the type of paper on which it will be printed. Microsoft Word provides different pre-defined page size settings for users to work with.

To change the page size of the document by using the pre-defined **Page Sizes**, perform the following steps:

1. Click **Size** from the **Page Setup** group of the **Page Layout** tab. A list of pre-defined page sizes is displayed in figure 6.17.



**Figure 6.17: Pre-defined Page Sizes**

2. Select the required paper size. The paper size will be applied to all the pages in the document.

## Session 6

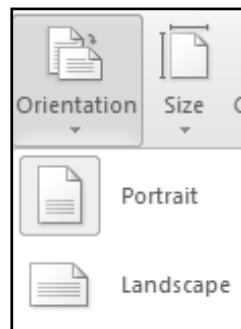
### Formatting in Microsoft Word 2010

#### 6.4.3 Setting Page Orientation

Page Orientation is related to how the user wants to display the document, when it will be printed. Page orientation is of two types, portrait and landscape. Portrait orientation is suitable for documents that are printed vertically and landscape orientation is suitable for documents that are printed horizontally.

To change the Page Orientation, perform the following steps:

1. Click **Orientation** from the **Page Setup** group of the **Page Layout** tab. A list of page orientation options is displayed in figure 6.18.



**Figure 6.18: Page Orientation Options**

2. Select the required orientation.

#### 6.4.4 Inserting Page Breaks

Word automatically inserts a new page when the current page is filled with text. Users can insert page breaks manually as well. Page breaks are required, when users require the content to start from a new page. When a page break is inserted at a location, the content after that location is pushed to the starting of a new page, but the current page size remains the same.

To insert a page break, perform the following steps:

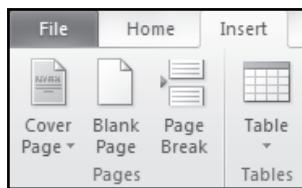
1. Click **Insert Page and Section Breaks** drop-down list from the **Page Setup** group of the **Page Layout** tab. A list of available options is displayed.
2. Select **Page**. The content will be moved to the start of a new page.

To view the Page Setup marker in the document, click the **Show/Hide** icon from the **Paragraph** group of the **Home** tab. The page setup marker is visible as a dotted line with the words **Page Break**.

#### 6.4.5 Applying Cover Pages

Cover pages are required to provide an attractive front page, which specifies the name of the document, subject, and name of the author. Microsoft Word provides a wide range of built-in cover page designs for users to work with.

The option to add a cover page is located in the **Pages** group of the **Insert** tab, displayed in figure 6.19.



**Figure 6.19: Cover Page Option**

To apply a cover page, perform the following steps:

1. Click **Cover Page** from the **Pages** group of the **Insert** tab. A list of built-in cover page designs is displayed.
2. Select the required cover page. A new page is inserted as the first page of the document and the selected design is applied to it.



## SUMMARY

- Formatting effects helps in better communication of information and also retains the focus of the reader.
- With Microsoft Word, users can not only change the basic font settings, but also apply different effects on the font.
- WordArt feature in Microsoft Word 2010 enables a user to insert text with different graphic effects.
- Format Painter feature in Microsoft Word 2010 is used to copy the formatting style of one paragraph to another.
- With Microsoft Word, the users can indent all lines of a paragraph or the first line and all other lines of the paragraph separately.
- Microsoft Word provides users with different options to modify the margins, orientation, and page layout.

## Session 6

### Formatting in Microsoft Word 2010



### Check Your Progress

Concepts

1. Which of the following is not a formatting option in Microsoft Word 2010?
 

<b>A</b>	WordArt	<b>C</b>	Page Orientation
<b>B</b>	Page Size	<b>D</b>	Hyperlinks
2. Which of the following tabs on the Ribbon interface of Microsoft Word 2010 is not used while changing the formatting of the text?
 

<b>A</b>	Mailings	<b>C</b>	Insert
<b>B</b>	Home	<b>D</b>	Page Layout
3. Under which group is the Find and Replace option found on the Home tab in Microsoft Word?
 

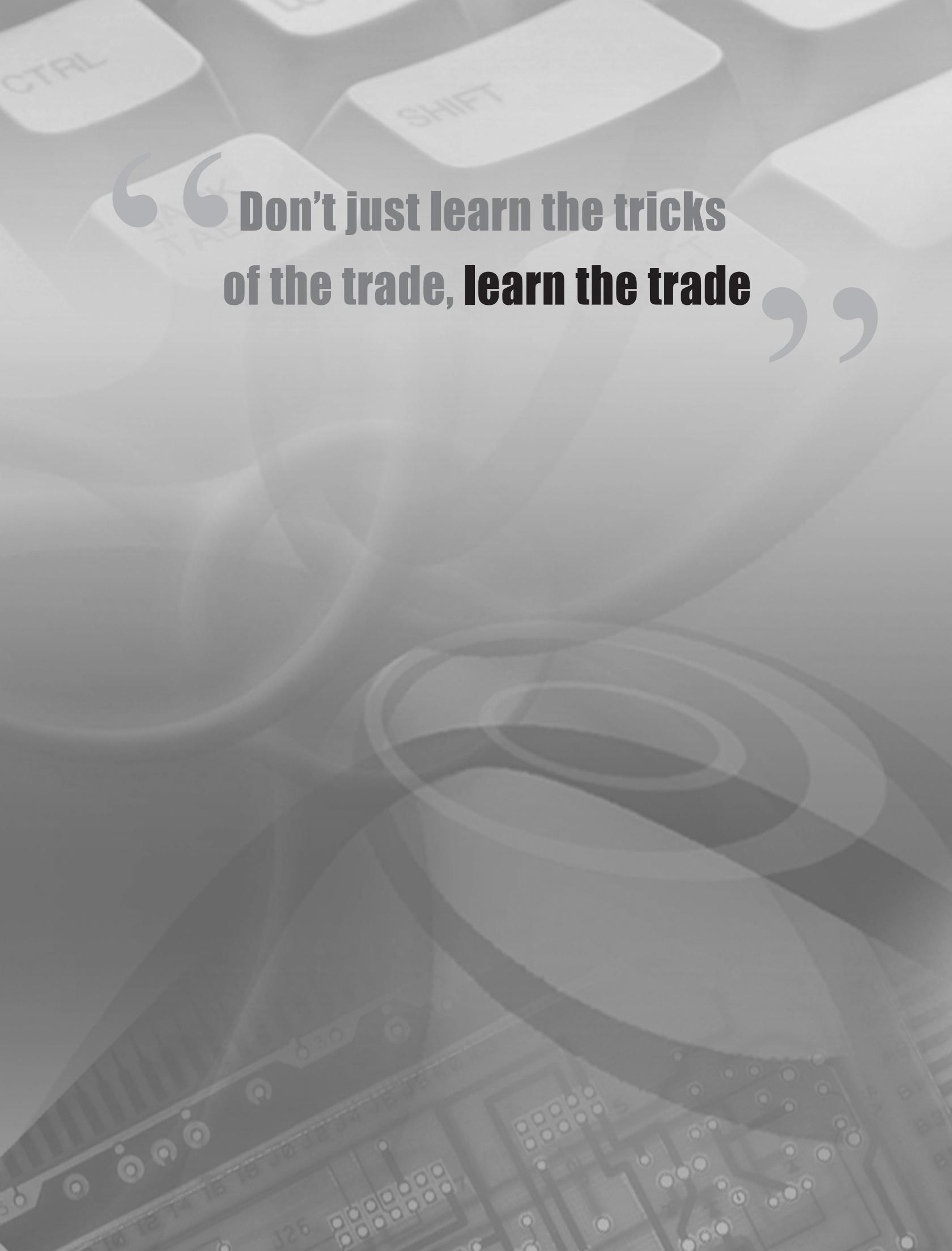
<b>A</b>	Paragraph	<b>C</b>	Editing
<b>B</b>	Styles	<b>D</b>	Find and Replace
4. Which of the following is not a paragraph alignment option in Microsoft Word?
 

<b>A</b>	Align Left	<b>C</b>	Justify
<b>B</b>	Align Right	<b>D</b>	Align Evenly

5. Which of the following is not one of the available page sizes in Microsoft Word 2010?
 

<b>A</b>	A9	<b>C</b>	Executive
<b>B</b>	Letter	<b>D</b>	A4

“ Don’t just learn the tricks  
of the trade, learn the trade ”



## Objectives

**At the end of this session, the student will be able to:**

- *Explain the use of bulleted or numbered lists*
- *Explain the use of multi-level lists*
- *Describe the procedure to create multi-level lists*
- *Explain the procedure to insert and format a table*
- *Explain the process of inserting graphics and charts*
- *Describe the process of capturing and including a screenshot*

### 7.1 Introduction

Microsoft Word provides a number of features to enhance the look of the documents. It enables a user to present different information in different types of structures. If the information is a list of items, Word provides ordered, unordered, and multilevel lists.

Microsoft Word enables the user to present numerical and textual data in an organized fashion with the help of tables. It also provides several built-in styles to format the table for presenting the data in an attractive manner.

To enhance the look of the document, Microsoft Word also allows user to insert several types of graphics into a document. Users can insert an image from file as well as clip art gallery. They can also insert diagrams with the help of built-in shapes or SmartArt graphics. It provides user a wide gallery of charts to present the numerical data in a pictorial fashion. Users can also insert screenshots from within their documents without requiring the need for the installation of an external screen capture tool.

### 7.2 Working with Lists

Numbered and bulleted lists allows the user to emphasize a list of items and make them stand out from the rest of the document. In other words, bulleted lists works best when you want to separate a list of items from other text. With Microsoft Word 2010, users can display a list of items as ordered or unordered lists. Users can also create multi-level lists with a maximum of nine levels.

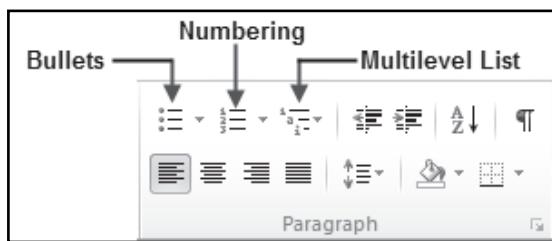
## Session 7

### Working with Lists, Tables, and Graphics

#### 7.2.1 Creating a Bulleted or Numbered Lists

Bulleted lists enables the user to display a list of items in an unordered manner. On the other hand, numbered lists allows the user to display a list of items in an ordered manner. Microsoft Word 2010 provide different styles of bullets and numbers in the bullet and numbering libraries respectively.

The options for creating bulleted and numbered lists are located in the Paragraph group of the Home tab. Each command provides the user with a drop-down list that enables the user to fine tune the formatting style. Figure 7.1 displays the bullets and numbering options.



**Figure 7.1: Bullets and Numbering Options**

To create a bulleted list, perform the following steps:

1. Select the items to be included in the list.
2. Click **Home** tab.
3. Click the arrow next to the **Bullets** in the **Paragraph** group of the **Home** tab. The **Bullet Library** is displayed.
4. Select the required bullet style. The selected bullet style is applied to selected items.

The **Bullet Library** displays the bullet characters that have been recently used. If the users want to preview and change the bullet character for a bulleted list, they can place the cursor on the list to preview the effect of the selected bullet.

If the required bullet type is not provided in the library, users can create their own customized bulleted lists.

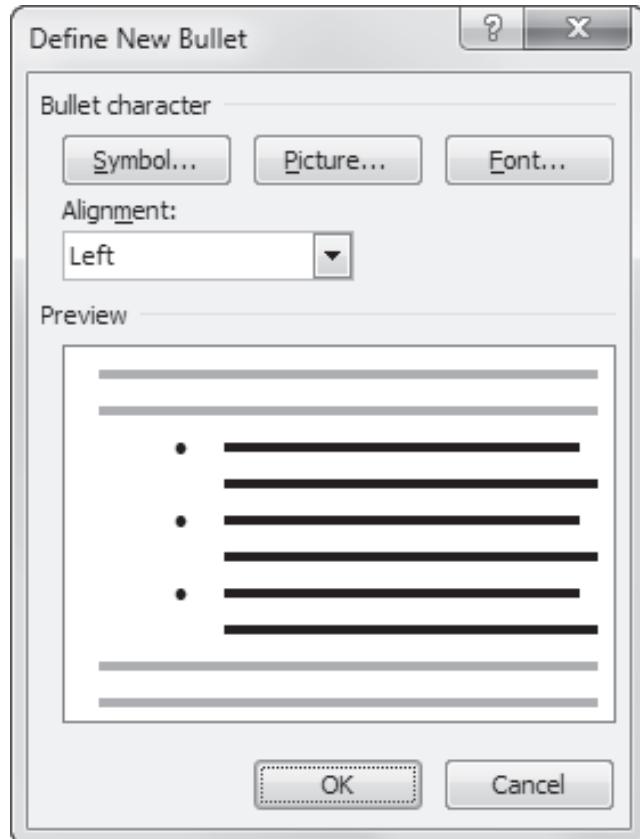
To create a custom bulleted list, perform the following steps:

1. Click the arrow next to the **Bullets** in the **Paragraph** group of the **Home** tab. The **Bullet Library** is displayed.

## Session 7

### Working with Lists, Tables, and Graphics

2. Select **Define New Bullet**. The **Define New Bullet** dialog box is displayed in figure 7.2. It allows user to select a new bullet character from the available symbols and align the bullet.



Concepts

Figure 7.2: Define New Bullet Dialog Box

3. Click **Symbol** on the **Define New Bullet** dialog box, to select a symbol as the new bullet character, The **Symbol** dialog box is displayed in figure 7.3.

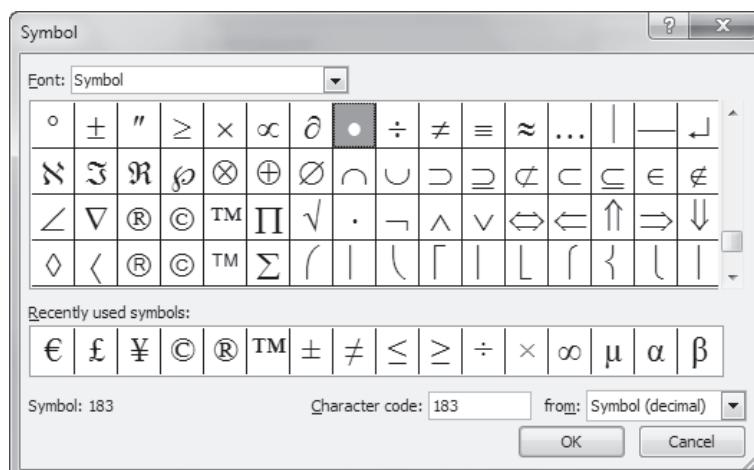


Figure 7.3: Symbol Dialog Box

## Session 7

### Working with Lists, Tables, and Graphics

4. Click the **Font** drop-down list on the **Symbol** dialog box. It lists the available character sets from which a symbol can be selected.
5. Select the required symbol.
6. Click **OK**.
7. To select a picture (or icon) as the new bullet character, click **Picture** on the **Define New Bullet** dialog box. The **Picture Bullet** dialog box is displayed.
8. Select the required picture (or icon).
9. Click **OK**.
10. To change the different font attributes of the bullet symbol, click **Font** on the **Define New Bullet** dialog box. The **Font** dialog box is displayed.
11. Change the required font attributes.

**Note:** The Font drop-down list on the Symbol dialog box allows to change on the name of the font. The Font dialog box allows to change the different font attributes and not just the font name.

12. Click **OK** on the **Font** dialog box.
13. Click **OK** on the **Define New Bullet** dialog box. The new bullet list style is applied to the document.

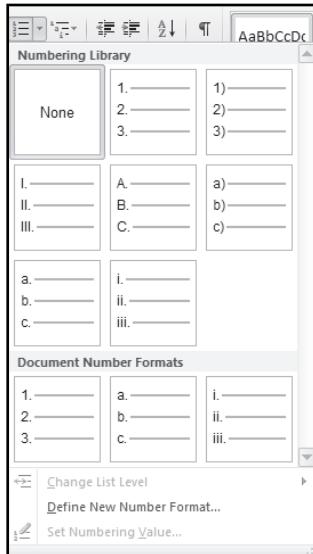
Users can also add numbered lists in a Word document. To create a numbered list, perform the following steps:

1. Select the items to be included in the list.

## Session 7

### Working with Lists, Tables, and Graphics

2. Click the arrow next to the **Numbering** icon from the **Paragraph** group of the **Home** tab. The **Numbering Library** is displayed in figure 7.4.



**Figure 7.4: Numbering Library Drop-down Menu**

3. Select the required numbering style. The selected numbering style is applied to selected items.

The different numbering formats in the **Numbering Library** enables the user to change the numbering format or the list level for an item or items.

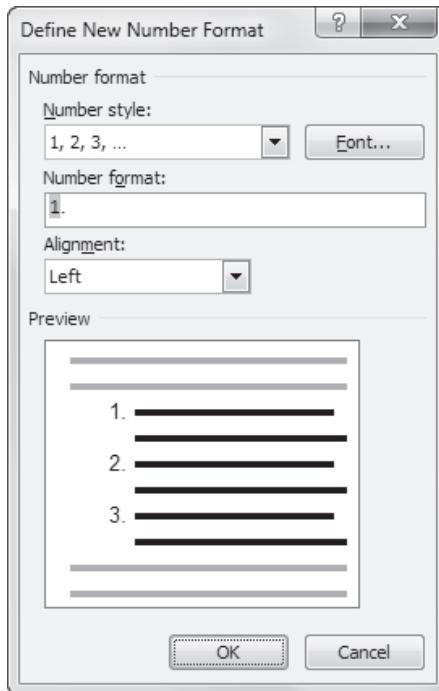
Users can also define their own number format when number formats present in the Numbering Library do not meet the requirements. To change the number format, perform the following steps:

1. Click the arrow next to the **Numbering** icon from the **Paragraph** group of the **Home** tab. The **Numbering Library** is displayed.

## Session 7

### Working with Lists, Tables, and Graphics

2. Click **Define New Number** format in the **Numbering Library** to create a new number format. The **Define New Number Format** dialog box is displayed in figure 7.5.



**Figure 7.5: Define New Number Format Dialog Box**

1. Select the required numbering style from **Number** style list.
2. Edit the appearance of the number in **Number format** box.
3. Select the alignment of the number from **Alignment** list.
4. Click **Font**, to change the font of the number, on the **Define New Number Format** dialog box. The **Font** dialog box is displayed.
5. Change the **Font** attributes of the numbering from the **Font** dialog box, if required.
6. Click **OK** to close the **Font** dialog box.
7. Click **OK** to close the **Define New Number Format** dialog box. The new numbering format is created.

To change the starting number of the list, perform the following steps:

1. Click a number in the list to change its value. The number is highlighted.

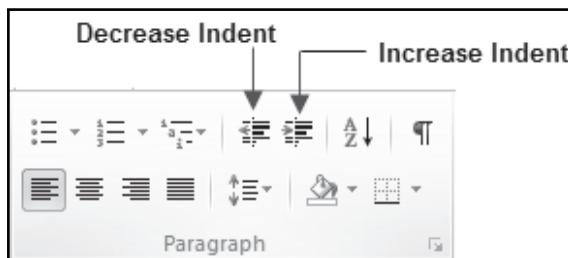
## Session 7

### Working with Lists, Tables, and Graphics

2. Click the arrow next to the **Numbering** icon from the **Paragraph** group of the **Home** tab. The **Numbering Library** is displayed.
3. Click **Set Numbering Value** from the **Numbering Library**. The **Set Numbering Value** dialog box is displayed.
4. Set the new numbering value in **Set value** to list.
5. Click **OK**. The document will start the renumbering the list from a new value.

Multilevel lists enables the user to present more detailed information at multiple levels. Multilevel lists use a combination of bullets and numbering. A multilevel list in Microsoft Word can go up to nine levels.

Options to move between different levels of a multilevel list are located in the **Paragraph** group of the **Home** tab. Figure 7.6 displays options to move between different levels of a multilevel list.



**Figure 7.6: Increase and Decrease Indent Options**

#### 7.2.2 Creating a Multilevel list

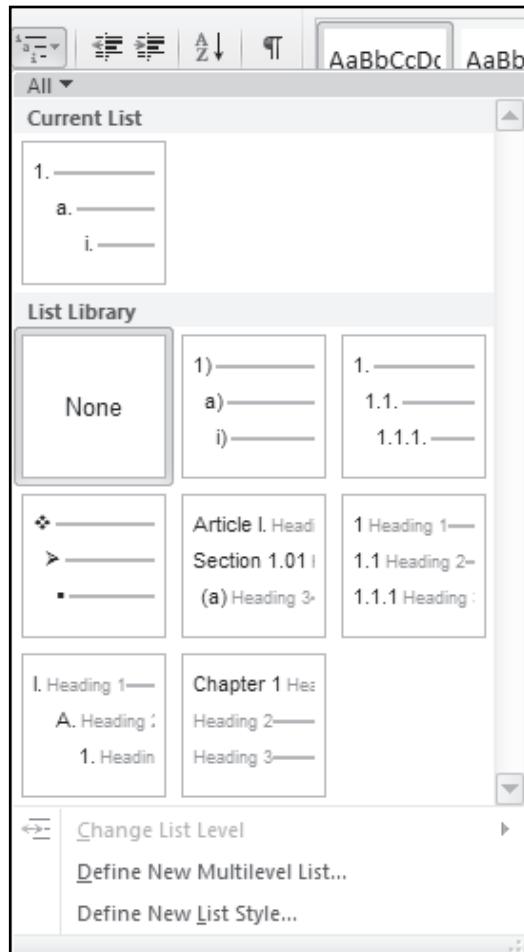
To create a multi-level list, perform the following steps:

1. Select the list of items to be included in the list.
2. Click **Home** tab.

## Session 7

### Working with Lists, Tables, and Graphics

3. Click the arrow next to the **Multilevel List** icon from the **Paragraph** group of the **Home** tab. The multilevel list menu is displayed in figure 7.7.



**Figure 7.7: Multilevel List Drop-down Menu**

4. Move the mouse over the required multilevel list style. A preview of bullet/numbering style of all levels in the multilevel list is displayed.
5. Click the required multilevel list. The bullet/number for first level of the list is displayed.
6. Click **Increase Indent** from the **Paragraph** group of the **Home** tab to move an item to the next level in the list. The item is moved to the next level of the list and its bullet/number is changed. The user can also press the **Tab** key to demote the list item to the next level.
7. Click **Decrease Indent** from the **Paragraph** group of the **Home** tab to move to the previous level in the list. The item is moved to the previous level of the list and its bullet/number is changed.

## Session 7

### Working with Lists, Tables, and Graphics

8. The user can also press **Shift + Tab** key to promote the list item to the previous level.
9. To stop the list, move to the first level of the list and click **Decrease Indent**.

Concepts

#### 7.2.3 Creating Custom List Styles

Sometimes, the list styles available in Word may not be suitable for some documents. Microsoft Word allows user to define their own named list styles to suit the needs of their documents. Unlike multilevel lists, these named list styles can be shared among multiple Word documents.

To create a custom list style, perform the following steps:

1. Click **Multilevel List** from the **Paragraph** group of the **Home** tab. The multilevel list drop-down menu is displayed.
2. Click **Define New List Style**. The **Define New List Style** dialog box is displayed in figure 7.8.

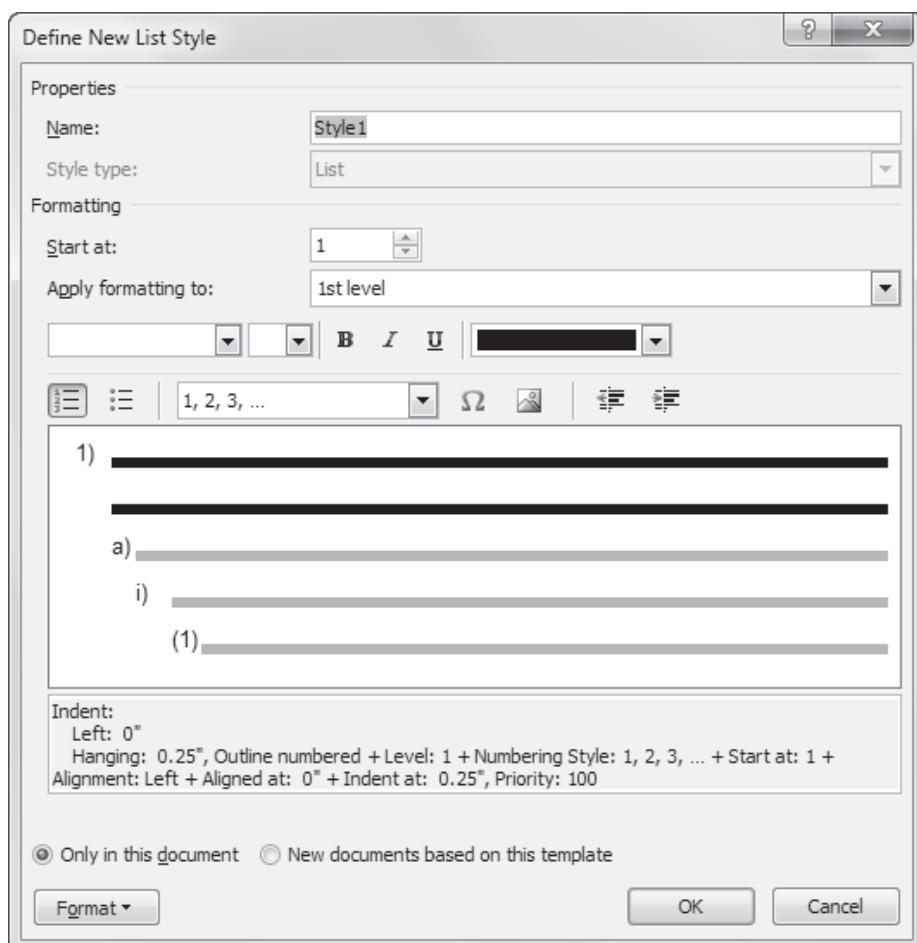


Figure 7.8: Define New List Style Dialog Box

## Session 7

### Working with Lists, Tables, and Graphics

3. Type the required name for the style in **Name** box.
4. Select the required number for the list from the **Start at** box.
5. Select the required font for the numbered list.

**Note:** Word applies the font settings only to the numbering of the list, and not to the content that is typed.

1. Click **Format**. A context menu is displayed.
2. Select **Numbering**. The **Modify Multilevel List** dialog box is displayed.
3. Click the required level to modify from the **Click level to modify** list.
4. Type the required number in the **Enter formatting for number** box.

**Note:** Users can include a dot or parenthesis symbol after the number.

1. Select the required style for the list from the **Number style for this level** list.
2. Click **OK**.
3. Click **OK**. Word creates the custom list style.

To apply a custom list style, perform the following steps:

1. Select the list of items to be included in the list.
2. Click **Multilevel List** from the **Paragraph** group of the **Home** tab. A drop-down menu is displayed.
3. Click the newly created list style from the **List Style** section of the drop-down menu. The newly created list style is applied to the selected list of items.

### 7.3 Working with Tables

Tables enable the user to present the data in a grid of rows and columns. Microsoft Word allows user to quickly add a table and format it in one of the different available styles.

## Session 7

### Working with Lists, Tables, and Graphics

#### 3.1 Inserting a Table

To insert a table, perform the following steps:

1. Click **Table** from the **Tables** group of the **Insert** tab. A drop-down menu is displayed in figure 7.9.

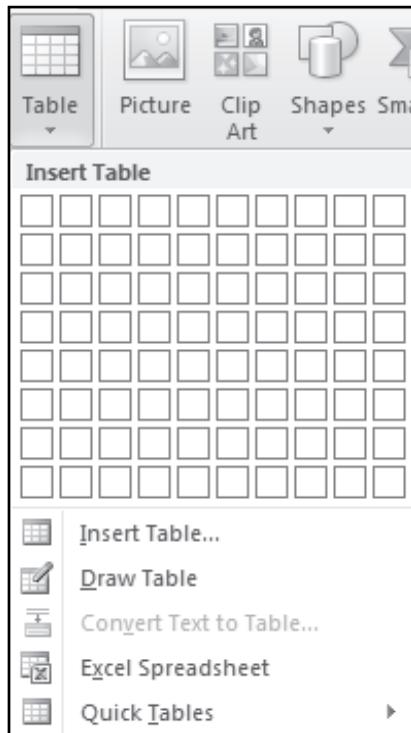


Figure 7.9: Table Menu

2. Select **Insert Table**. The **Insert Table** dialog box is displayed in figure 7.10.

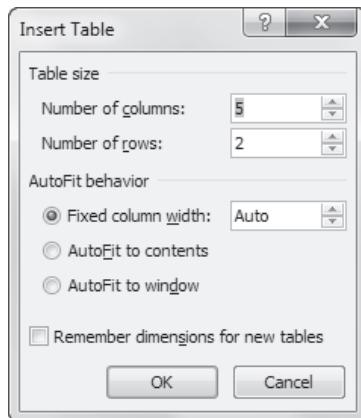


Figure 7.10: Insert Table Dialog Box

## Session 7

### Working with Lists, Tables, and Graphics

3. Type the required number of rows in **Number of rows** box.
4. Type the required number of columns in **Number of columns** box.
5. Click **OK**.

Another way to create a table is to use the table grid present in the menu of **Table** command in the **Tables** group. Users can select the required number of rows and columns by dragging the mouse through the table grid. As the mouse moves the selected table dimension changes and Word shows a preview in the document window.

Users can also insert a table using the **Draw Table** option. This option is present in the **Table** sub-menu that users can access when they click **Table** from the **Table** group of the **Insert** tab.

#### 7.3.2 Modifying the Table Structure

Users can modify the structure of the table by inserting or deleting rows and columns. Modifying the table structure is required when users have inserted the table and want to add more rows and columns to include data. Sometimes, users may have to delete an entire table.

To delete the content of the row/column or an entire table, perform the following steps:

1. Select the rows/columns or the entire table, as required
2. Press the **Delete** key from the keyboard.

This removes only the content of the selected rows/columns or the entire table. It does not change the table structure.

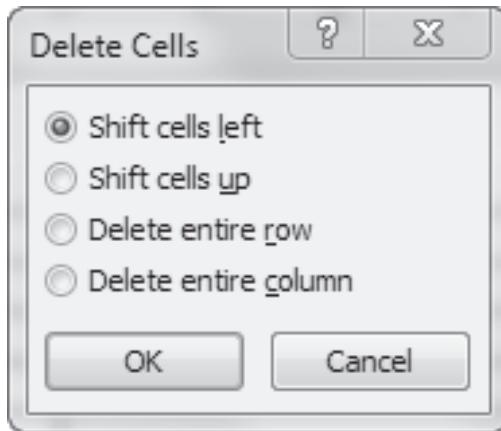
To remove a table or one of its parts (row/column/cell), perform the followings steps:

1. Click and drag the mouse over the table or one of its parts (row/column/cell) to select it.
2. Click the **Layout** tab from **Table Tools**.
3. Click **Delete** from the **Rows & Columns** group of the **Layout** tab. A drop-down list is displayed.
4. To delete the table, click **Delete Table**.
5. To delete the selected row, click **Delete Rows**.
6. To delete the selected column, click **Delete Columns**.

## Session 7

### Working with Lists, Tables, and Graphics

7. To delete a cell, click **Delete Cells**. The **Delete Cells** dialog box is displayed in figure 7.11. Word allows user to delete an entire row/column or shift cells left/up. Therefore, when the users click **Delete Cells**, Word prompts the user to select one of the options.



**Figure 7.11: Delete Cells Dialog Box**

8. Select the required option from the **Delete Cells** dialog box.
9. Click **OK**. The selected cells or rows or columns will be deleted from the document.

To insert a row or a column in the table, perform the following steps:

1. Click the required cell, where you want to insert a row or column.
2. Click the **Layout** tab from **Table Tools**.
3. To insert a blank row above the current row, click **Insert Above** from **Rows & Columns** group of the **Layout** tab.
4. To insert a blank row below the current row, click **Insert Below** from **Rows & Columns** group of the **Layout** tab.
5. To insert a blank column to the left of the current column, click **Insert Left** from **Rows & Columns** group of the **Layout** tab.
6. To insert a blank column to the right of the current column, click **Insert Right** from **Rows & Columns** group of the **Layout** tab.

Users have tables where a cell is spread horizontally across multiple columns or vertical across multiple rows. Word enables a user to merge one or more cells into a single cell, which spans across multiple columns or rows.

## Session 7

### Working with Lists, Tables, and Graphics

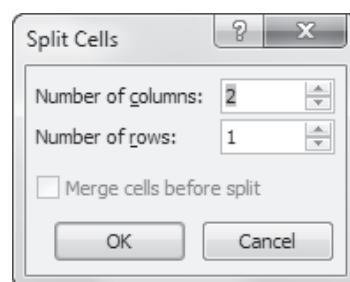
To merge one or more cells into a single cell, perform the following steps:

1. Click and drag the mouse over multiple cells to select them.
2. Click **Merge Cells** from the **Merge** group of the **Layout** tab. The multiple selected cells are merged into a single cell.

Sometimes users may want to split one cell into multiple sub cells or remove the merging of already merged cells.

To split one cell into multiple cells, perform the following steps:

1. Select the required cell.
2. Click **Split Cells** from the **Merge** group of the **Layout** tab. The **Split Cells** dialog box is displayed in figure 7.12.



**Figure 7.12: Split Cells Dialog Box**

3. Type the required number of columns in the **Number of columns** box.
4. Type the required number of rows in the **Number of rows** box.
5. Click **OK**. The selected cell is split into specified number of rows and columns.

Sometimes a table becomes so large after entering the data that it is spread across multiple pages. In such cases, a user is required to repeat the table headings on each of the page.

To repeat the row containing table headings on each page, perform the following steps:

1. Select the rows containing table headings.
2. Click **Properties** from the **Table** group of the **Layout** tab. The **Table Properties** dialog box is displayed.
3. Click **Row** tab. The **Row** tab of the **Table Properties** dialog box is displayed.

## Session 7

### Working with Lists, Tables, and Graphics

4. Select the **Repeat as header row at the top of each page** check box.
5. Click **OK**.

Users can also select the **Repeat Header Rows** from the **Data** group of the **Layout** tab to repeat the row containing table headings on each page.

Concepts

#### 7.3.3 Formatting a Table

Microsoft Word provides option to apply built-in styles to format the table. Users can also change the borders and shading of the table.

When users are working with a table, two additional contextual tabs **Design** and **Layout** are displayed. **Layout** tab determines whether or not the presentation is logical or meaningful to the reader. **Design** tab on the other hand improves the look of the table.

The **Table Styles** group in the **Design** tab provides the following table style options:

- **Header Row** - It applies special formatting style to the first row of the table to highlight the content as it represents the table headings.
- **First Column** - It applies special formatting style to the first column of the table as it represents the row headings for the table.
- **Total Row** - It applies special formatting style to the last row of the table.
- **Last Column** - It applies special formatting style to the last column of the table and differentiate it from the other columns in the table.
- **Banded Rows** - It highlights alternate rows of the table, which allows the reader to concentrate on the columns.
- **Banded Columns** - It highlights alternate columns of the table, which allows the reader to concentrate only on the columns.

Word 2010 provides different styles that can be applied to a table. These styles can be used to provide a consistent and professional look.

To format a table, perform the following steps:

1. Select the table. Word displays the **Design** and **Layout** tabs under the **Table Tools** set.
2. Click the **Design** tab.

## Session 7

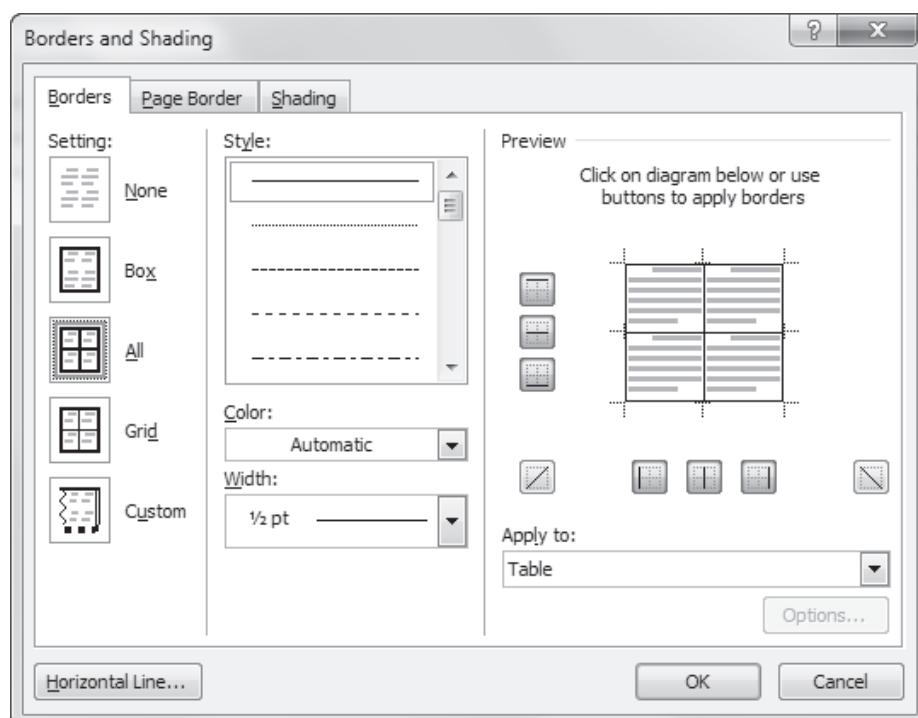
### Working with Lists, Tables, and Graphics

3. Click the arrow from the **Table Styles** group of the **Design** tab. A drop-down menu with several built-in table styles is displayed.
4. Select the required style from the table style gallery showing custom, plain, and built-in table styles. Word applies the style to the table.

To enhance the look of the text and table elements, shading is applied. Shading refers to the background color for the table which can be applied to individual cells, rows, columns, or to the entire table. Shading is applied to enhance the text or elements of a table. Borders are lines that separate a table into cells, rows, and columns.

To change borders and background shading of the table, perform the following steps:

1. Click **Borders** from the **Table Styles** group of the **Design** tab. A drop-down menu is displayed.
2. Select **Borders and Shading**. The **Borders and Shading** dialog box is displayed in figure 7.13.



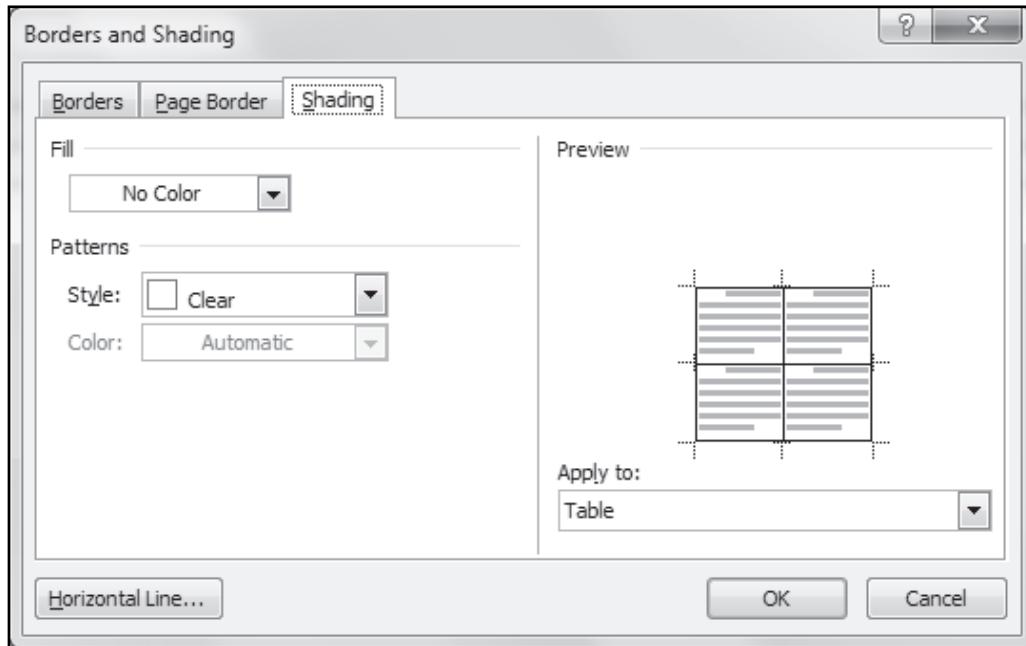
**Figure 7.13: Borders and Shading Dialog Box**

3. Select the required line style from the **Style** list.
4. Select the required border color from the **Color** list.
5. Select the required width for the border from the **Width** list.

## Session 7

### Working with Lists, Tables, and Graphics

6. Click **Shading** tab. The **Shading** tab is displayed in figure 7.14.

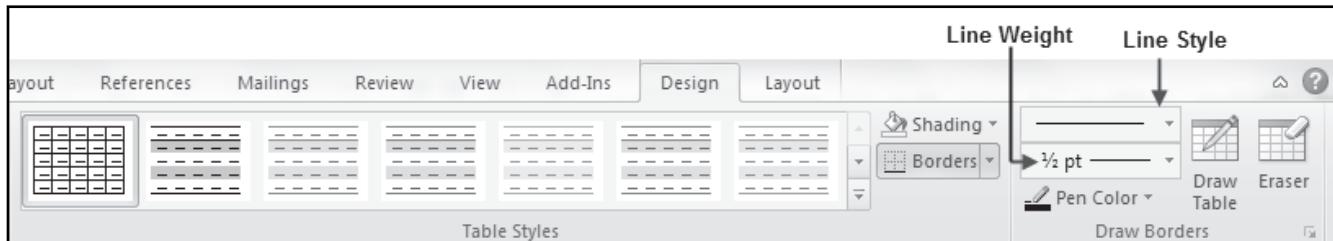


Concepts

**Figure 7.14: Shading Tab**

7. Select the required color from the Fill list.
8. Click **OK**. The selected border and background shading are applied to the table.

These options can also be changed from **Table Styles** and **Draw Borders** groups in the **Design** tab. Figure 7.15 displays these **Borders and Shading** options present in the **Table Styles** and **Draw Borders** groups.



**Figure 7.15: Borders and Shading Options on the Design Tab**

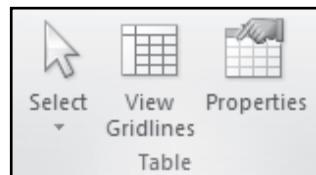
#### 7.3.4 Setting Table Size and Alignment

Users can modify the size and alignment of the table using the **Table Properties** command. It is located in the **Table** group of the **Layout** tab.

## Session 7

### Working with Lists, Tables, and Graphics

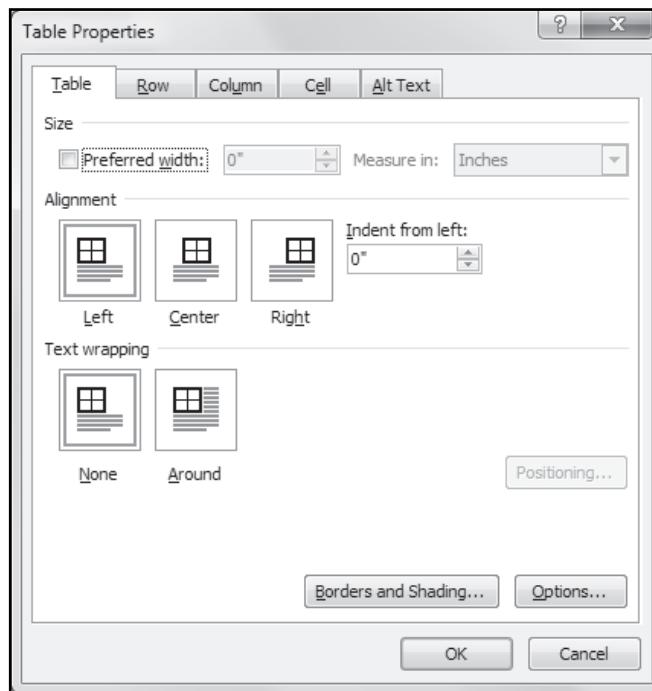
Figure 7.16 displays the **Table Properties** option.



**Figure 7.16: Table Properties Option**

To change the table size and alignment, perform the following steps:

1. Select the table. The **Design** and **Layout** tabs are displayed under the **Table Tools** set.
2. Click **Properties** from the **Table** group of the **Layout** tab. The **Table Properties** dialog box is displayed in figure 7.17.



**Figure 7.17: Table Properties Dialog Box**

3. Select the **Preferred width** check box.
4. Type the required value in the **Preferred width** box.
5. Select the **Left/Center/Right** alignment from the **Alignment** section for the table.

## Session 7

### Working with Lists, Tables, and Graphics

6. Type the indent value from left margin in the **Indent from left** box.
7. Click **OK**. The changes will be applied to the document.

Concepts

#### 7.4 Working with Graphics

Microsoft Word allows user to add different types of graphics, such as pictures, clip arts, and charts into their document.

The options to insert graphics in a document are located in the **Illustrations** group of the **Insert** tab, displayed in figure 7.18.

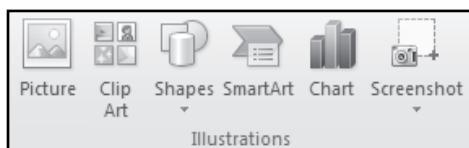


Figure 7.18: Graphics Options

##### 7.4.1 Inserting an Image from a File

The user can insert pictures to enhance the look of the document. Pictures save many paragraphs of explanation. Pictures can be inserted from a variety of different graphic format that are available such as **.tiff**, **.png**, and so on.

To insert a picture from an image file into a Word document, perform the following steps:

1. Click **Picture** from the **Illustrations** group of the **Insert** tab. The **Insert Picture** dialog box is displayed.
2. Browse to the required location.
3. Select the required image file.
4. Click the arrow on right side of the **Insert** button. It displays a drop-down list with options as listed in table 7.1.

Option	Description
Insert	It embeds the selected image into the document. Since the image is embedded, the file size is also increased. If the original image file is updated, the changes will not be reflected in the image embedded in the document.
Link to File	It inserts the image into the document as a link. The inserted image normally appears much smaller than the actual image size. Since the image file and the image in the document are both linked, any changes to the original image file will be reflected in the image present in the document. If the image file is deleted, the image will not be visible in the document.

## Session 7

### Working with Lists, Tables, and Graphics

Option	Description
Insert and Link	It embeds the image in the document and also links it to the image file. Though the file size of the document is increased, any changes to the image file are also reflected in the image present in the document.

**Table 7.1: Options for Inserting an Image from a File**

- Select the required option. Microsoft Word inserts the image at the current cursor position.

After the image is inserted, the **Format** tab is displayed under **Picture Tools**. This tab allows user to add several effects to the image. Table 7.2 lists the group of commands provided on the **Format** tab.

Group	Description
Adjust	Provides option to adjust the contrast and brightness, make corrections to the image, add artistic effects, and remove the picture background. It also allows the user to compress the pictures, so that the overall document size can be reduced. It provides a Live Preview of options before the user can apply them.
Picture Styles	Provides a gallery of picture frame formats to the user. It also allows the user to change picture border, apply effects, and change the layout.
Arrange	Provides options to change the ordering of images while working with multiple images. It also provides option to align and rotate the picture.
Size	Provides option to change the height and width of the image. Users can also crop the required portion of an image from the Size group.

**Table 7.2: Options on the Format Tab in Picture Tools**

#### 7.4.2 Using Clip Art

Clip Art refers to all types of images and graphics that can be included in a Word document. Microsoft Word provides a large collection of clip art images that can be directly inserted into a document to show illustrations.

To insert a clip art image, perform the following steps:

- Click **Clip Art** from the **Illustrations** group of the **Insert** tab. The **Clip Art** pane is displayed.
- Enter the type of image to search in the **Search for** box.
- Click **Go**. The clip art images matching the search keyword are displayed.
- Click the required image. Word inserts the image at the current cursor position into the document.

## Session 7

### Working with Lists, Tables, and Graphics

#### 7.4.3 Inserting Shapes

While drawing diagrams in Microsoft Word, users may be required to insert different types of shapes in their document. Microsoft Word provides a large collection of built-in shapes for users to work with.

To insert a shape, perform the following steps:

1. Click **Shapes** from the **Illustrations** group of the **Insert** tab. A drop-down list of various available shapes is displayed.
2. Select the required shape. The mouse pointer changes to a plus ('+') sign.
3. Click and drag the mouse pointer to draw the shape. Word includes the selected image in the document.

#### 7.4.4 Using SmartArt

SmartArt is a large collection of pre-formatted diagrams that enables a user to communicate information visually instead of text.

To insert a SmartArt graphic, perform the following steps:

1. Click **SmartArt** from the **Illustrations** group of the **Insert** tab. The **Choose a SmartArt Graphic** dialog box is displayed in figure 7.19.

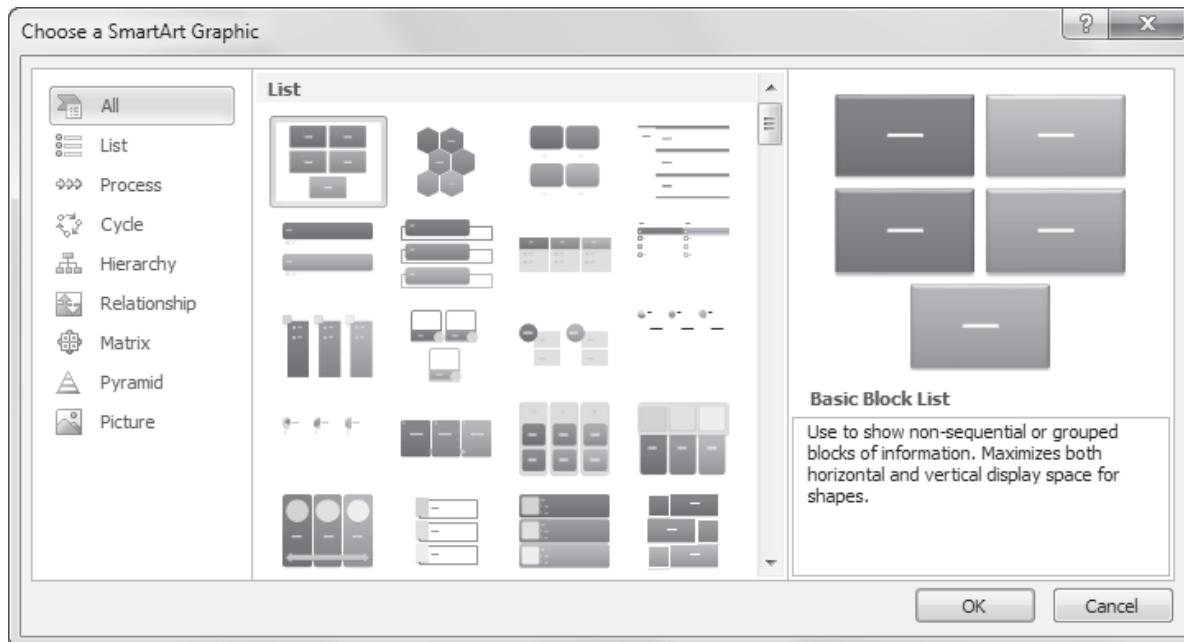


Figure 7.19: SmartArt Graphics Dialog Box

## Session 7

### Working with Lists, Tables, and Graphics

2. Select the required category from the left pane. Word displays the sub-category and the corresponding preview of the Smart Art diagrams.
3. Click the required diagram.
4. Click **OK**. The selected diagram is inserted into the document
5. Click the arrow on right side of the diagram. The task pane is displayed as a bulleted list.
6. Type the text for each bullet in the task pane. The text will be displayed in the corresponding shape in the SmartArt diagram.
7. To add another item into the list, press **ENTER** after the last item of the list. A new shape at the corresponding position is inserted in the diagram.
8. To demote an item in the list, press the **Tab** key. The change is reflected in the shapes of SmartArt diagram.
9. To promote an item in the list, press the **Shift + Tab** keys. The change is reflected in the shapes of SmartArt diagram.
10. Click **X** at the top-right corner of task pane to close the task pane.

Word allows the user to apply different SmartArt layouts and styles to the diagram. To change the SmartArt layout or apply any of the built-in SmartArt styles, perform the following steps:

1. Select the **SmartArt**.
2. Click the **Design** tab from **SmartArt Tools**.
3. Move the mouse over a layout from the **Layouts** gallery in the **Layouts** group on the **Design** tab. Word provides a '**Live Preview**' of the selected layout. It shows how the diagram will look after the layout is changed.
4. Click the required layout from the **Layouts** gallery. The selected layout is applied to the diagram and is changed according to the relationship levels in the previous diagram.
5. To apply a built-in style, move the mouse over a SmartArt style layout from the **SmartArt Styles** gallery in the **SmartArt Styles** group. Word provides a '**Live Preview**' of the selected layout. It shows how the diagram will look after the layout is changed.
6. Click the required style from the **SmartArt Styles** gallery. The selected style is applied to the shapes in the SmartArt diagram.

**Note:** SmartArt Styles change only the effects applied to shapes in the diagram; SmartArt Layouts change the entire appearance of the diagram.

## Session 7

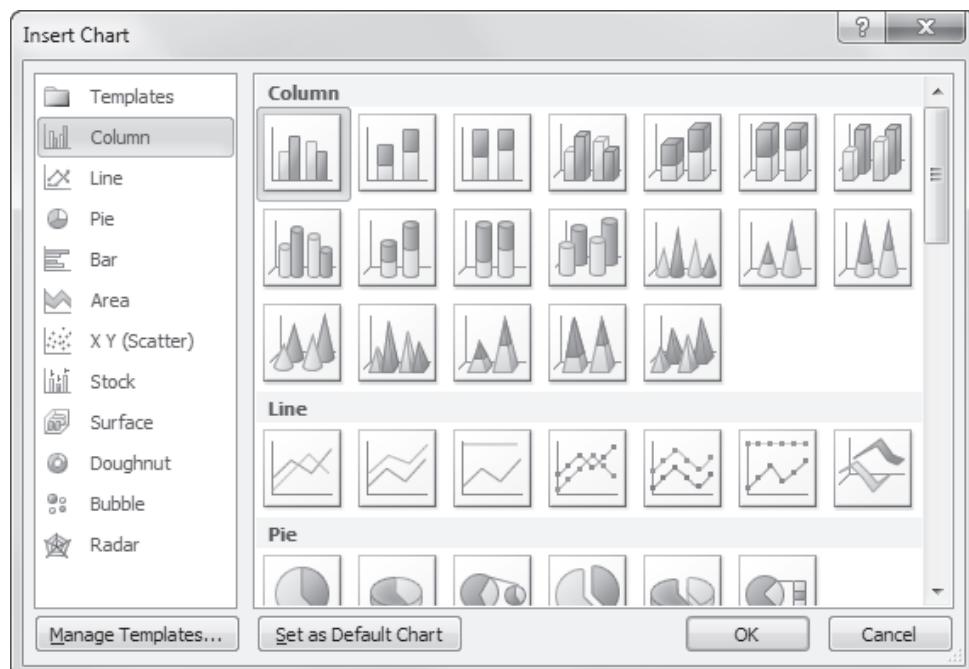
### Working with Lists, Tables, and Graphics

#### 7.4.5 Inserting Charts

Charts are used to display numerical information in a visual manner, so that it can be easily read. Word allows the user to insert different types of charts, such as bar chart, pie chart, line chart, doughnut chart, and radar charts.

To insert a chart, perform the following steps:

1. Click **Chart** from the **Illustrations** group of the **Insert** tab. The **Insert Chart** dialog box is displayed in figure 7.20.



**Figure 7.20: Insert Chart Dialog Box**

2. Select the required category of chart from the left pane. The different types of charts corresponding to that category are displayed in the right pane.
3. Select the required chart type.
4. Click **OK**. The chart is inserted in the document and a Microsoft Excel worksheet is displayed to let users work with the data of the chart.
5. Modify the required values in the Excel worksheet. The changes are reflected in the chart.
6. Close the Excel window to stop editing the data. The Excel worksheet need not be saved for changes to be reflected in the chart.

## Session 7

### Working with Lists, Tables, and Graphics

After the chart is inserted, the Ribbon displays following three additional contextual tabs under the Chart Tools set:

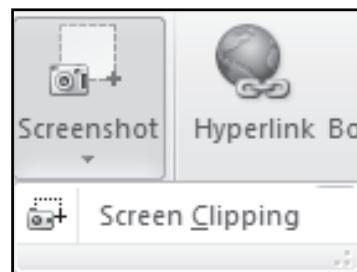
- **Design tab** - It allows a user to modify the chart layout, apply chart styles, and edit the data (in an Excel worksheet).
- **Layout tab** - It allows a user to edit different elements of the chart, such as axes, labels, background, and legend.
- **Format tab** - It allows a user to change the shape styles, apply WordArt styles to chart labels, and change the height/width of the chart.

#### 7.4.6 Inserting a Screenshot

With Microsoft Word 2010, users can directly insert a screenshot from within a document without using third-party screen capture software.

To insert a screenshot, perform the following steps:

1. Click **Screenshot** from the **Illustrations** group of the **Insert** tab. The **Screen Clipping** drop-down option is displayed in figure 7.21.



**Figure 7.21: Inserting a Screenshot**

2. Select **Screen Clipping**. The Word window is minimized and the mouse pointer changes to a plus ('+') sign.
3. Click and drag the mouse pointer in the required area to capture.
4. Release the mouse button. The selected part of the screen is inserted into the document as an image.

## Session 7

### Working with Lists, Tables, and Graphics



#### SUMMARY

- Microsoft Word 2010 allows a user to insert ordered as well as unordered lists.
- Users can insert multilevel lists in their document.
- Custom list style feature in Microsoft Word enables a user to create a list style and share it between multiple documents.
- Microsoft Word also allows a user to insert tables to display numerical data and apply attractive styles to it.
- Users can insert external images in their document either from a file or clip art.
- Users can select several built-in SmartArt graphics to communicate information visually instead of text.
- Users can draw their own diagram with the help of several built-in shapes available with Microsoft Word.
- Microsoft Word 2010 includes a very convenient feature of inserting a screenshot from within the document, without the need of an external screen capture tool.

## Session 7

### Working with Lists, Tables, and Graphics



### Check Your Progress

1. A multilevel list in Microsoft Word can go up to \_\_\_\_\_ levels.

<b>A</b>	Ten	<b>C</b>	Five
<b>B</b>	Nine	<b>D</b>	Six

2. Which of the following options is used to change the size and alignment of the table?

<b>A</b>	Table Styles	<b>C</b>	Table Dimensions
<b>B</b>	Size and Alignment Options	<b>D</b>	Table Properties

3. \_\_\_\_\_ refers to all types of images that can be freely inserted into a Word document.

<b>A</b>	SmartArt	<b>C</b>	Clip Art
<b>B</b>	Screenshot	<b>D</b>	Freebies

4. Which of the following features in Microsoft Word provides user with built-in diagrams?

<b>A</b>	SmartArt	<b>C</b>	Clip Art
<b>B</b>	Screenshot	<b>D</b>	Shapes

5. Which of the following is not a type of chart provided by Microsoft Word 2010?

<b>A</b>	Pie Chart	<b>C</b>	LineScatter Chart
<b>B</b>	Doughnut Chart	<b>D</b>	Line Chart

## Objectives

**At the end of this session, the student will be able to:**

- *Describe the editing and proofreading features*
- *Explain the procedure to apply and customize built-in themes*
- *Describe the procedure of creating and applying styles*
- *Describe the procedure of reviewing a document using Track Changes*

## 8.1 Introduction

Microsoft Word 2010 provides features for collaborative editing and reviewing. It allows reviewer to add comments and view the changes made by other reviewer working on the same document. **Spell Checker** and **AutoCorrect** features help editors to rectify as well as eliminate grammatical or spelling errors.

Word also provides user with several built-in themes for different types of documents. These themes are combinations of colors, fonts, and shape effects that are applied to an entire document. The **Quick Styles** feature in Microsoft Word provides user with predefined formatting styles for paragraphs, characters, tables, and lists.

## 8.2 Editing and Proofreading

Microsoft Word 2010 provides features for editing and proofreading a document by multiple reviewers. These features enables user to remove errors from the document. The options for editing and proofreading are located in the **Proofing** group of the **Review** tab. Figure 8.1 displays the **Review** tab.

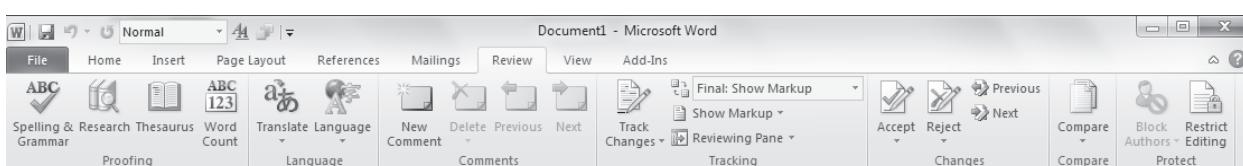


Figure 8.1: Review Tab

## Session 8

### Additional Features in Microsoft Word 2010

#### 8.2.1 Using Spelling & Grammar Checker

Microsoft Word provides the **Spelling & Grammar** check feature to correct the grammatical and spelling errors that the users make while typing the content in a document.

Microsoft Word maintains an internal dictionary that contains millions of words with their correct spelling. It also contains rules for correct grammar usage.

The **Spelling & Grammar** checker runs in the background while editing a document. Spelling errors are underlined with a red zigzag line. Grammatical errors are underlined with a green zigzag line. When editing a large document with several errors, users can use the **Spelling & Grammar** check feature to review and correct the errors without having to navigate through the entire document.

The **Spelling & Grammar** check feature is located in the **Proofing** group of the **Review** tab.

To use the **Spelling & Grammar** checker on the entire document, perform the following steps:

1. Open an existing document in Word.
2. Click **Spelling & Grammar** from the **Proofing** group of the **Review** tab. The **Spelling and Grammar** dialog box is displayed in figure 8.2.

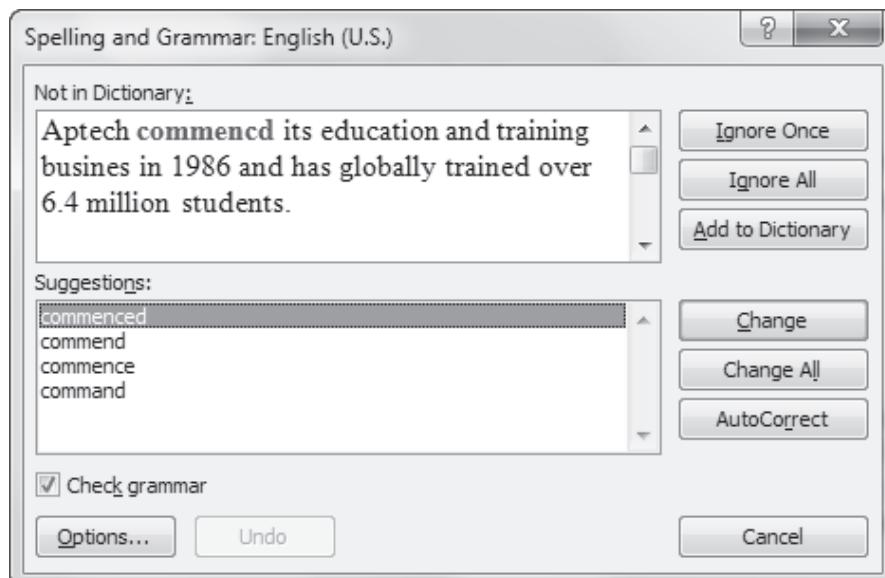


Figure 8.2: Spelling and Grammar Dialog Box

Word displays the first error highlighted in red or green color with some portion of text around it in the **Not in Dictionary** box. The same word is underlined with a red or green zigzag line in the document. The type of color used depends on whether it is a grammatical or a spelling error. It searches for errors from the current cursor position to the end of the document. In case, users check the document from the middle, Word prompts to search the remaining document on reaching the end of the document.

## Session 8

### Additional Features in Microsoft Word 2010

3. Select the required suggestion from the **Suggestions** list.
4. To check for only spelling errors and not grammatical errors, clear the **Check Grammar** check box.
5. To replace the current occurrence of erroneous word with the word selected from the **Suggestions** list, click **Change**. Word corrects the error and moves to the next error in the document.
6. To correct all occurrences of the error in the entire document, click **Change All**. Word corrects all the occurrences of the error in the entire document and moves to the next error.
7. To add the word to the dictionary so that it is recognized as a valid word, click **Add to Dictionary**. The word is added to the internal dictionary of Microsoft Word. Any further occurrence of the word in the same document or in any other document is treated as a valid word and not as an error.

**Note:** The Add to Dictionary button is disabled for grammatical errors.

8. To ignore the current occurrence of error, click **Ignore Once**. The current occurrence of the error is ignored, but the error is displayed again when the user moves to the next line.
9. To ignore all the occurrences of the error in the entire document, click **Ignore All**.
10. To stop the **Spelling & Grammar** checker, click **Cancel**.
11. When Word prompts that the spelling and grammar check is complete, click **OK**.

#### 8.2.2 Using the Thesaurus

Thesaurus is useful for finding synonyms of a word. Synonyms are similar meaning words, which can be used to avoid repetition of certain adjectives and other words.

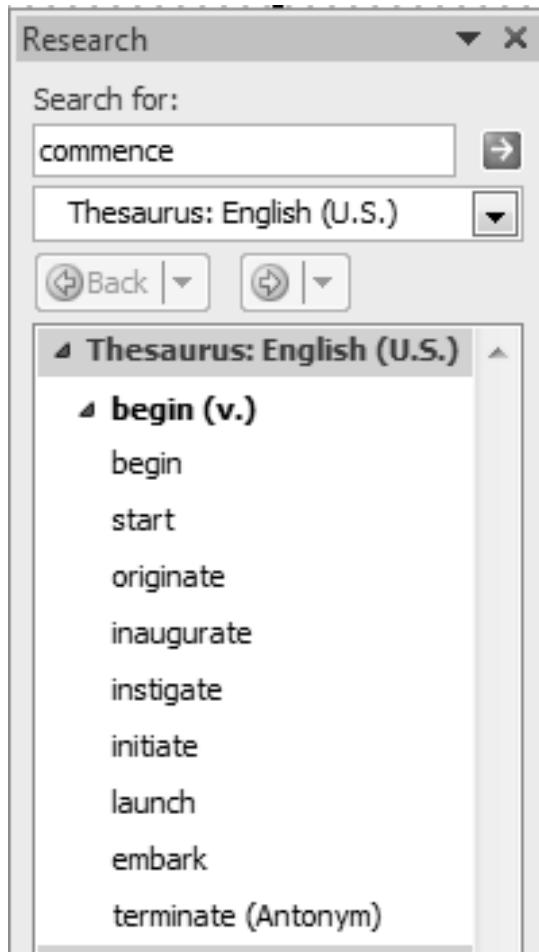
To find synonyms of a word using the Thesaurus feature in Microsoft Word, perform the following steps:

1. Select the required word to find a synonym.
2. Click **Thesaurus** from the **Proofing** group of the **Review** tab.

## Session 8

### Additional Features in Microsoft Word 2010

The word is highlighted and the **Research** task pane is displayed in figure 8.3. The synonyms of the selected word are displayed in the **Research** task pane.



**Figure 8.3: Research Pane**

3. Move the mouse over the required synonym, which you want to use in your document.
4. Click the drop-down arrow on the right side of the synonym. A context menu is displayed.
5. Click **Insert**. The selected word is replaced with the selected synonym.

To replace a word with its synonym without using the **Research** task pane, perform the following steps:

1. Right-click the required word. A context menu is displayed.
2. Select **Synonyms**. A sub menu is displayed with a list of possible synonyms.
3. Select the required synonym. Word replaces the word with the synonym.

## Session 8

### Additional Features in Microsoft Word 2010

#### 8.2.3 Using the Research Task Pane

The **Research** task pane provides researching tools to the user. The **Researching** tools provide different types of information related to a particular topic used in the document. These tools are particularly useful for editors when they want to verify facts about a particular topic written by the author. One of the researching tools provided by the **Research** task pane is **Thesaurus** for finding synonyms of a word.

The **Research** task pane also allows user to research about a topic on different research sites, such as Bing, Factiva, and HighBeam Research. It also enables user to search Web-based reference books, such as Encarta Dictionary and translation sites, such as Microsoft Translator. Users can also research about a topic on business and financial sites.

To add additional services or reference books in order to expand the research, perform the following steps:

1. Click **Research** from the **Proofing** group of the **Review** tab. The **Research** tasks pane is displayed.
2. Click **Research options** on the bottom of the **Research** task pane. The **Research Options** dialog box is displayed in figure 8.4.

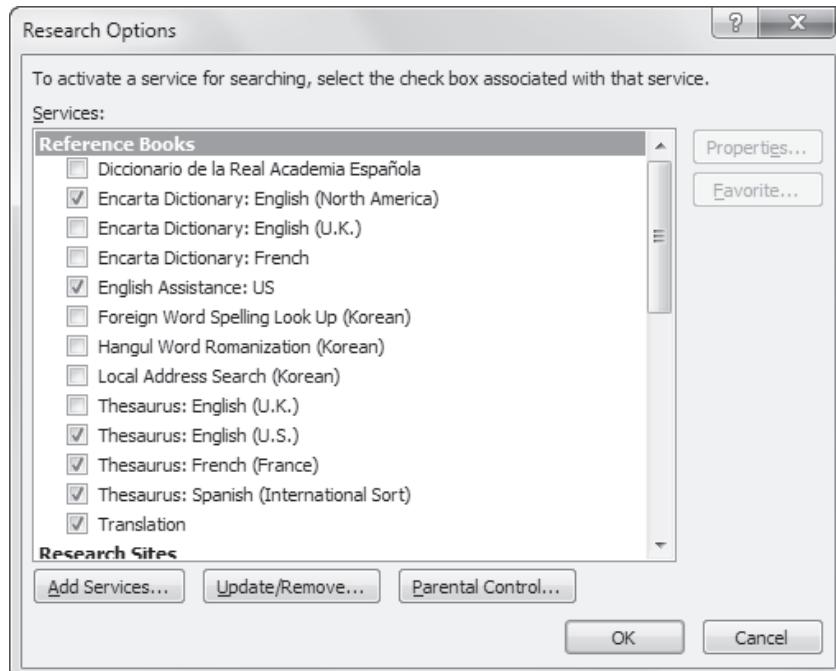
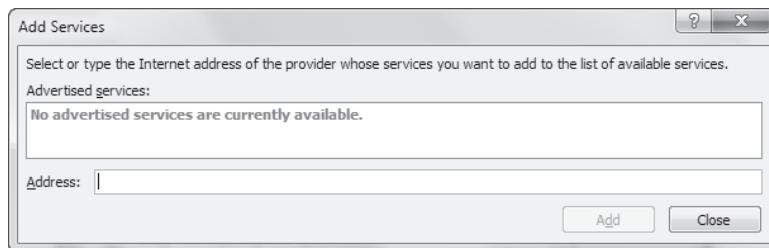


Figure 8.4: Research Options Dialog Box

## Session 8

### Additional Features in Microsoft Word 2010

3. Click **Add Services**. The **Add Services** dialog box is displayed in figure 8.5.



**Figure 8.5: Add Services Dialog Box**

4. Type the full address of the Website service provider in the **Address** box. The service provider can be a search engine or an online reference site.
5. Click **Add**. The Website is added into the list of reference books and it will be used for any subsequent search in the **Research** task pane.
6. Click **Close**.
7. Click **OK**.

#### 8.2.4 Using the AutoCorrect Feature

The **AutoCorrect** feature of Microsoft Word is useful when users want to correct frequently occurring typing errors instantly as they occur. It corrects the misspelled words and also corrects errors such as unnecessary initial caps, capitalization of the first letter of sentences, names of the days, and so on. Similar to the **Spelling & Grammar** checker, the **AutoCorrect** feature also runs in the background while editing a document. If users type an incorrect word present in the **AutoCorrect** list, it is corrected immediately after the user presses the spacebar key.

Microsoft Word maintains an **AutoCorrect** list, which is populated with default entries to replace incorrectly spelt words with their correct spelling. Users can add more entries to this list to correct frequent spelling errors.

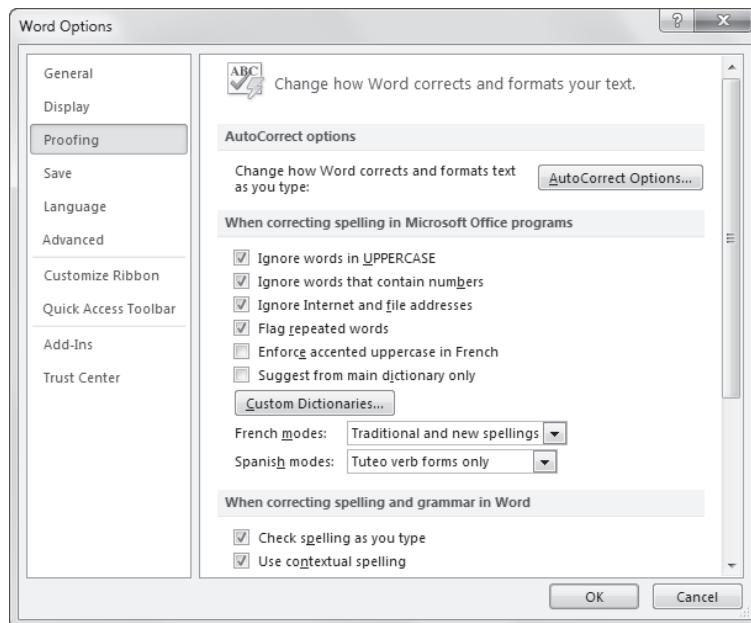
To add entries to the **AutoCorrect** list, perform the following steps:

1. Click the **File** tab. The **Backstage** view is displayed.
2. Click **Options**. The **Word Options** dialog box is displayed.

## Session 8

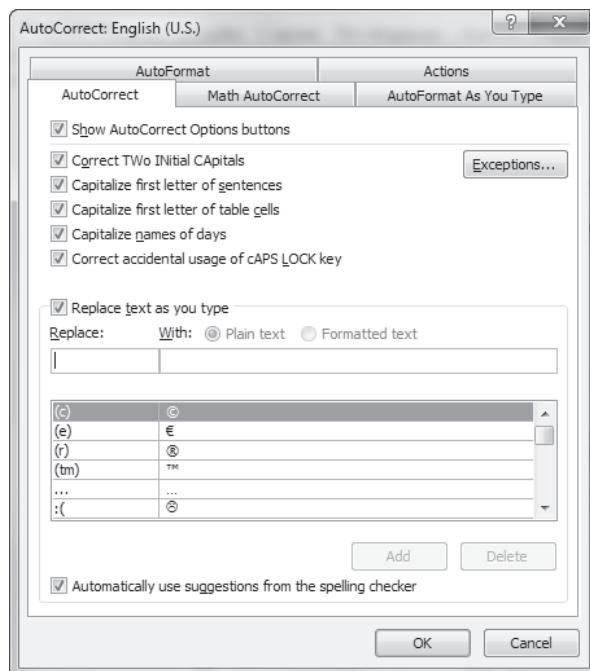
### Additional Features in Microsoft Word 2010

- Click **Proofing**. The **Proofing** options are displayed in figure 8.6.



**Figure 8.6: Proofing Options in Microsoft Word 2010**

- Click **AutoCorrect Options**. The **AutoCorrect** dialog box is displayed in figure 8.7.



**Figure 8.7: AutoCorrect Dialog Box**

- Type the frequently occurring erroneous word in the **Replace** box.

## Session 8

### Additional Features in Microsoft Word 2010

6. Type the correct usage of the word in the **With** box.
7. To stop automatically correcting the words with first two letters capital, clear the **Correct Two Initial Capitals** check box.
8. To stop automatic capitalization of the first letters of sentences, clear the **Capitalize first letter of sentences** check box.
9. To stop automatic capitalization of the first letters of table cells, clear the **Capitalize first letter of table cells** check box.
10. To stop automatic capitalization of the first letter of the names of days, clear the **Capitalize names of days** check box.
11. To stop automatic correction of the accidental usage of caps lock key, clear the **Correct accidental usage of cAPS LOCK key** check box.
12. To add the entry to the **AutoCorrect** list, click **Add**.
13. To save changes and close the **AutoCorrect** dialog box, click **OK**.

### 8.3 Using Themes

Themes are combination of colors, fonts, and shape effects that determine the overall look and feel of the document. Themes are very useful in effective presentation of the content. Microsoft Word provides a large collection of built-in themes. Themes are not part of style formatting. The user cannot assign or associate a theme with a particular style. They are applied to the entire document, apart from the styles.

A theme encompasses settings for following three elements:

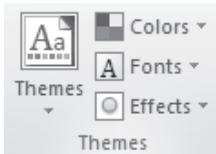
- **Theme Colors** - Controls the colors used in headers, footers, and graphic elements. The color palette displayed for the graphic objects in the document is derived from the theme colors of the document.
- **Theme Fonts** - Controls the fonts used in the headings and body of the document.
- **Theme Effects** - Controls the effects used by shapes in the document. A shape can have effects such as glows and shadows.

The options for using themes are located in the **Themes** group of the **Page Layout** tab.

## Session 8

### Additional Features in Microsoft Word 2010

Figure 8.8 displays the options for using themes.



Concepts

**Figure 8.8: Options for Using Themes**

#### 8.3.1 Applying a Theme

To apply a theme, perform the following steps:

1. Click **Themes** from the **Themes** group of the **Page Layout** tab. A drop-down list is displayed with a gallery of built-in themes.
2. Move the mouse pointer over the required theme. Word displays a live preview of the theme, that helps user see how the document will look after the theme is applied.
3. Select the required theme. The selected theme is applied to the document. Fonts and colors are modified accordingly.

#### 8.3.2 Modifying a Theme

Users can also create customized themes by using font, colors, and shape effects from different built-in themes.

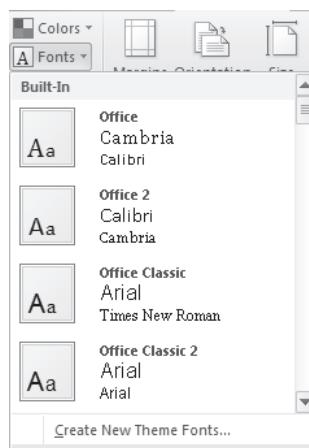
To modify a theme, perform the following steps:

1. Click **Colors** from the **Themes** group of the **Page Layout** tab. A drop-down menu with color schemes from different themes is displayed.
2. Select the required color scheme. The colors used in the document are changed as per the selected color scheme.
3. Click **Fonts** from the **Themes** group of the **Page Layout** tab.

## Session 8

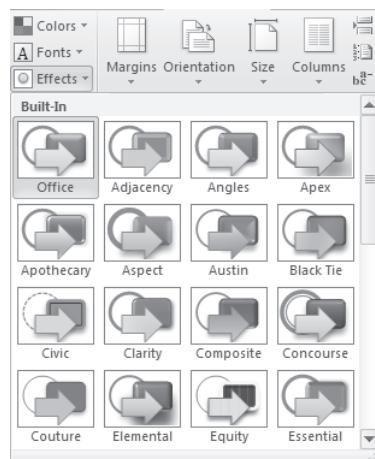
### Additional Features in Microsoft Word 2010

A drop-down menu with list of font combinations from different themes is displayed in figure 8.9.



**Figure 8.9: Fonts from Different Themes**

4. Select the required font. The fonts used in the document are changed as per the selected font combination.
5. Click **Effects** from the **Themes** group in the **Page Layout** tab. A drop-down menu with list of Built-In effects is displayed in figure 8.10.



**Figure 8.10: Built-In Effects**

6. Select the required effects. The selected effect is applied to the shapes used in the document.

#### 8.3.3 Saving a Theme

Users can save a theme after customizing the fonts, colors, and shape effects of a built-in theme.

A saved theme can be used across multiple word documents.

## Session 8

### Additional Features in Microsoft Word 2010

To save a theme, perform the following steps:

1. Click **Themes** from the **Themes** group of the **Page Layout** tab. A drop-down menu is displayed with a gallery of built-in themes.
2. Click **Save Current Theme**. The **Save Current Theme** dialog box is displayed.
3. Type the name of theme file in **File Name** box.
4. Click **Save**. The theme file is saved.

To apply a customized theme, perform the following steps:

1. Click **Themes** from the **Themes** group in the **Page Layout** tab. A drop-down menu is displayed with a gallery of built-in as well as custom themes.
2. Select the customized theme from **Custom** section of the drop-down menu. The fonts, colors, and shape effects used in the document are changed as per the selected theme.

Concepts

## 8.4 Using Quick Styles

**Quick Styles** are combination of formatting options applied to characters and paragraphs. In other words, they are pre-defined styles. The formatting options that are combined into a quick style are colors, fonts, paragraph spacing, indentation, alignment, bullets/numbering, and so forth. **Quick Styles** are similar to document themes. The main differences between quick styles and document themes are as follows:

- **Quick Styles** are applied to a paragraph, whereas themes are applied across an entire document.
- Themes can be customized and shared across multiple documents. **Quick Styles** can be customized but can be shared across documents only based on the same template.

Word 2010 provides built-in quick styles for different elements of a document, such as title, headings at different levels, captions, and so forth. In a normal screen configuration and resolution, the Quick Style gallery displays three to eight styles but for high resolution setup it can display up to 17 styles.

The options to apply **Quick Style** to a paragraph are located in the **Styles** group of the **Home** tab. Figure 8.11 displays the options to apply **Quick Styles**.

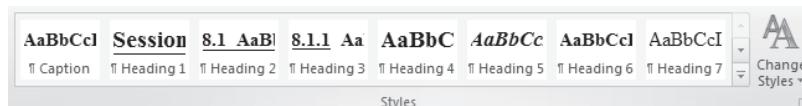


Figure 8.11: Options for Quick Styles

### 8.4.1 Applying Quick Styles

To apply a Quick Style to a paragraph, perform the following steps:

1. Select the required paragraph.

## Session 8

### Additional Features in Microsoft Word 2010

2. Click the **Home** tab.
3. Click the drop-down arrow on the list of styles from the **Styles** group in **Home** tab. The built-in **Quick Styles** gallery is displayed along with menu options.
4. Select the required style. The formatting of selected paragraph is changed according to the formatting options in the selected style.

#### 8.4.2 Modifying a Quick Style

Sometimes, the formatting in built-in style may not be suitable for a particular paragraph. Users can also modify the formatting options in **Quick Style**.

To modify a **Quick Style**, perform the following steps:

1. Click the **Home** tab.
2. Right-click the style to modify from the **Styles** group in Home tab. A context menu is displayed.
3. Select **Modify**. The **Modify Style** dialog box is displayed in figure 8.12.

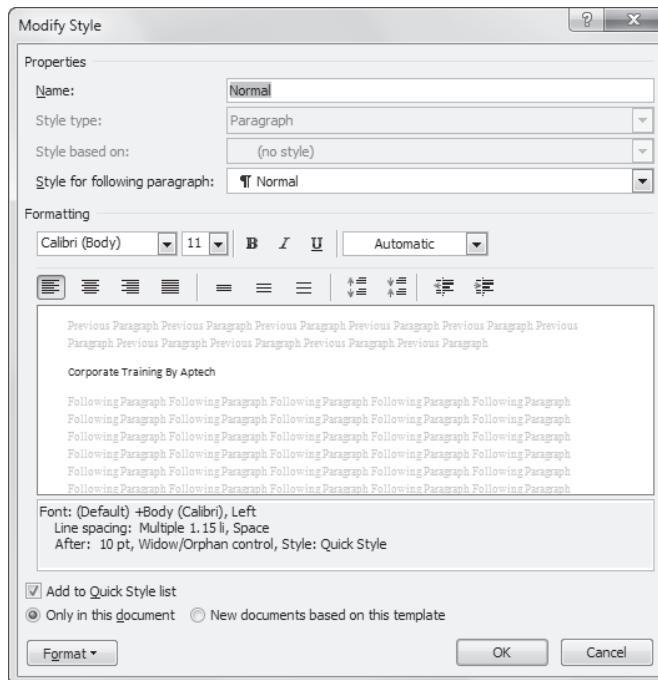


Figure 8.12: Modify Style Dialog Box

In the **Properties** section of **Modify Style** dialog box, users can change the name of the style. In the **Style type** field, users can select whether the style is applicable to only the paragraph or to characters.

## Session 8

### Additional Features in Microsoft Word 2010

In the **Formatting** section of **Modify Style** dialog box, users can select the font, style, and color. They can also change the alignment, indentation, and line spacing of the style. The preview of the selected formatting options is displayed in the preview box.

- Click **Format**. A pull-up menu is displayed. Table 8.1 lists the options in the Format pull-up menu.

Pull-up Menu Option	Description
Font	Displays the Font dialog box and allows user to change font options.
Paragraph	Displays the Paragraph dialog box and allows user to modify the indents, spacing, line breaks, and page breaks associated with the paragraph.
Tabs	Displays the Tabs dialog box and allows user to set tab stops.
Border	Displays the Borders and Shading dialog box and allows user to modify borders and shading options associated with the style.
Language	Displays the Language dialog box and allows user to change the language associated with the style.
Frame	Displays the Frame dialog box and allows user to group the content together in a frame. A frame helps user to move the associated content together in the document.
Numbering	Displays the Bullets and Numbering dialog box and allows user to change the bullets/numbering style.
Shortcut Key	Displays the Customize Keyboard dialog box and allows user to assign shortcut keys to apply the style.
Text Effects	Displays the Text Effects dialog box, which provides options to add various types of text effects to the style.

**Table 8.1: Detailed Formatting Options for Quick Styles**

- Select the required settings.
- Click **OK**. The changes are saved to the respective style. Whenever, the style is applied at the next instance, it is applied with the changes.

#### 8.4.3 Creating Custom Quick Styles

If users are unable to find the required style suitable for their document in the **Quick Styles** gallery, Microsoft Word allows them to create their own custom **Quick Styles**.

To create a custom **Quick Style**, perform the following steps:

- Click the **Home** tab.

## Session 8

### Additional Features in Microsoft Word 2010

- Click the dialog box launcher from the **Styles** group of the **Home** tab. The **Styles** pane is displayed in figure 8.13.



Figure 8.13: Styles Pane

- Click the **New Style** button from the bottom-left corner of **Styles** pane. The **Create New Style from Formatting** dialog box is displayed in figure 8.14.

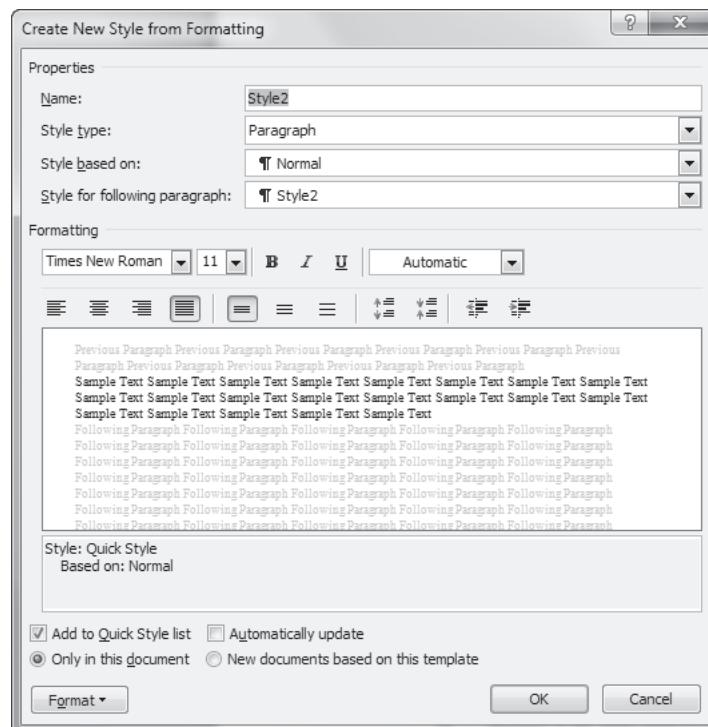


Figure 8.14: Create New Style from Formatting Dialog Box

## Session 8

### Additional Features in Microsoft Word 2010

4. Type the name for the style in the **Name** box.
5. Select the required type from the **Style type** list. Table 8.2 lists the types of styles.

Concepts

Style Type	Description
Paragraph	Applies formatting to the entire paragraph that is, the header and the content under it. When the user selects the header of a paragraph and applies a quick style of type <b>Paragraph</b> to it, affects not just the header but the content of the paragraph.
Character	Applies formatting to only the selected text, and not the entire paragraph. This style is typically used for headers. When the user selects the header of a paragraph and applies a quick style of type <b>Character</b> to it, affects only the header and not the content of the paragraph.
Linked	A linked style behaves as a paragraph as well as a character style. If the user applies a linked style to an entire paragraph, the linked style behaves as a paragraph style. If the user applies a linked style to only selected text, the linked style behaves as a character style.
Table	Provides options to create a Quick Style for a table. The Formatting section of the Create New Style from Formatting dialog box changes to display the options for formatting the table.
List	Provides options to create a Quick Style for a list. The options in the Formatting section of the Create New Style from Formatting dialog box changes to display the options for formatting a list.

**Table 8.2: Types of Quick Styles**

6. Select the required formatting options from the **Formatting** section.
7. Click **Format**. A pull-up menu is displayed. The options in this menu change according to the selected style type. It enables user to control the formatting options of the style at a detailed level.
8. Select the required formatting options from the **Format** pull-up menu. The corresponding dialog box of the option is displayed.
9. Modify the required settings.
10. To save the style, click **OK**. The style is displayed in the styles gallery in **Styles** section of the **Home** tab.

### 8.5 Reviewing a Document

The **Track Changes** feature in Microsoft Word 2010 helps two or more people to edit or review a document in a collaborative manner. It allows multiple users to view and accept/reject changes made by other users.

Users can add comments anywhere in the document to exchange notes or convey some idea about the content with other users.

## Session 8

### Additional Features in Microsoft Word 2010

#### 8.5.1 Tracking Changes

Microsoft Word allows user to track the changes made in the document by other users. When users review a document in **Track Changes** mode, every reviewer is automatically assigned a different color by Word.

Any insertion or deletion of text is displayed inline in the color assigned to user. Formatting changes and comments by users are displayed in the reviewing pane in balloons with the color automatically assigned to them by Word. Balloons are rounded rectangular boxes used by Word to display the description about the change.

If users make any formatting change in the document, a formatting balloon is displayed in the pane on the right side. The formatting balloon is connected to the text being formatted by a dotted line in the color assigned to the user by Word. The fill color of the formatting balloon is white and its border is in the color assigned to user.

If users add a comment, a comment balloon is displayed in the pane on right side. The comment balloon is connected to the part of the document by a solid line in the color assigned to the user by Word. The fill color and border color of the comment balloon are both set to the respective color assigned to the user. A comment balloon also displays the comment number along with the initials of the user. Figure 8.15 displays a formatting balloon.

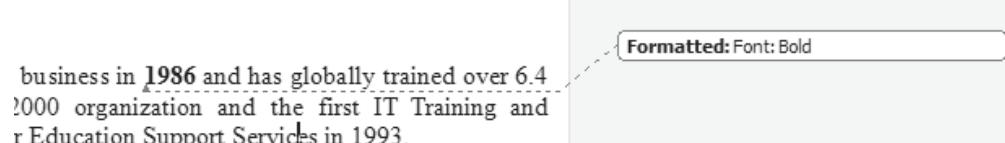


Figure 8.15: Formatting Balloon

Figure 8.16 displays a comment balloon.

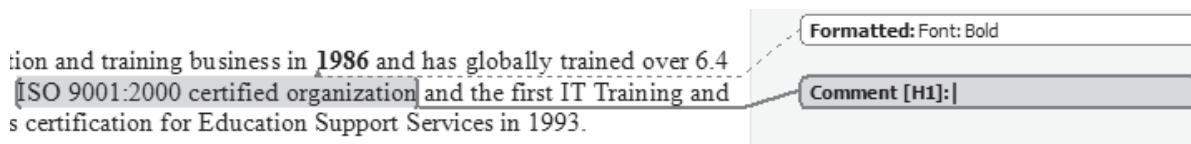


Figure 8.16: Comment Balloon

Users can view all the changes at once in the **Reviewing Pane**. To display the reviewing pane, click **Reviewing Pane** from the **Tracking** group in the **Review** tab. The **Reviewing Pane** is displayed on the left side of the document.

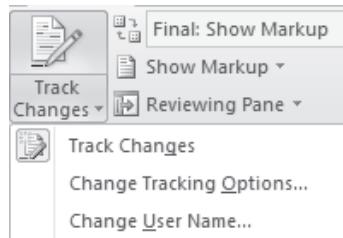
To enable track changes in the document, click **Track Changes** from the **Tracking** group in the **Review** tab.

## Session 8

### Additional Features in Microsoft Word 2010

To change the tracking options, perform the following steps:

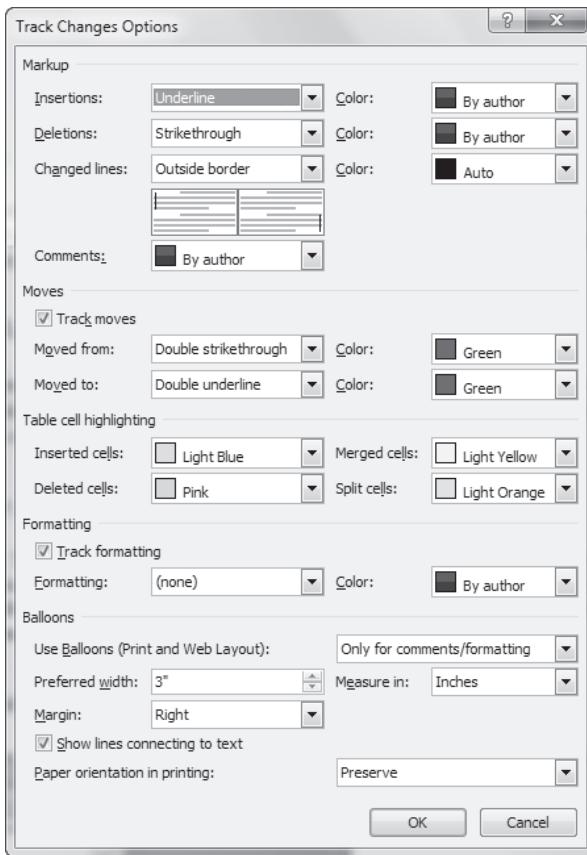
1. Click **Track Changes** from the **Tracking** group of the **Review** tab. A drop-down menu is displayed in figure 8.17.



Concepts

**Figure 8.17: Track Changes Drop-down Menu**

2. Select **Change Tracking Options**. The **Track Changes Options** dialog box is displayed in figure 8.18.



**Figure 8.18: Track Changes Options Dialog Box**

In the **Markup** section, users can change how insertions, deletions, changed lines, and comments are indicated in the document. They can configure Word to assign individual color to each user or select a single color to display changes made by all the users.

## Session 8

### Additional Features in Microsoft Word 2010

In the **Moves** section, users can change the way content is displayed when it is moved from one part of the document to another part, provided the **Track Changes** mode has been enabled.

In the **Table cell highlighting** section, users can change the color when any changes have been made to table cells.

In the **Formatting** section, users can change the color when any formatting changes have been made to the content and are tracked. In the **Balloons** section, users can change the display size of the balloons. They can also enable or disable the lines connecting the comment balloon to the text.

#### 8.5.2 Accepting or Rejecting Changes

Users can view and accept/reject changes made by other users.

To accept or reject a change made by other users, perform the following steps:

1. Select the edited text.
2. Right-click the edited text. A context menu is displayed in figure 8.19.

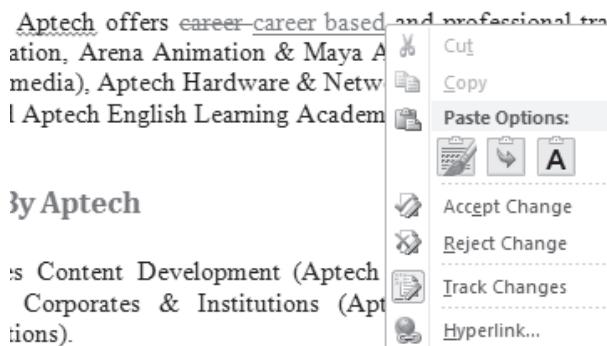


Figure 8.19: Accepting or Rejecting Changes

3. To accept the change, click **Accept Change**. The change is accepted and the text is changed back to the default color.
4. To reject the change, click **Reject Change**. The change is rejected and the text is changed back to the default color.

#### 8.5.3 Inserting and Deleting Comments

A comment in a Word document contains information entered by one user and is meant for other users, who are reviewing the document in a collaborative manner. If users have some concerns or some idea about some part of the content, they can convey the information to other users through comments. Microsoft Word enables user to focus only on the comments while reviewing a document by allowing the users to navigate directly from one comment to another comment in the document.

## Session 8

### Additional Features in Microsoft Word 2010

The options for working with comments are located on the **Comments** group in the **Review** tab.

To insert a comment, perform the following steps:

1. Select the required text.
2. Click the **Review** tab.
3. Click **New Comment** from the **Comments** group of the **Review** tab. The selected text is highlighted in the color assigned. A comment balloon is displayed connected to the highlighted text by a line in the color.
4. Type the comment in the balloon.

To delete a comment, perform the following steps:

1. Click the required comment to delete.
2. Click **Delete** from the **Comments** group in the **Review** tab.



## SUMMARY

- Users can view and accept/reject the changes made by other users, while editing a document in the Track Changes mode.
- Spell Checker and AutoCorrect features enables user to correct spelling and grammatical errors in the document.
- Themes are a collection of fonts, colors, and shape effects applicable to an entire document.
- Quick Styles are combination of different formatting settings applicable to paragraphs, characters, tables, and lists.
- Themes are shareable across all documents but Quick Styles can be shared only within the documents that are created using the same template.
- In Track Changes mode, every user is assigned a different color by Word. All the changes made by users are displayed in the color assigned to that user.
- Comments and formatting changes are displayed as balloons.
- Comment balloons display the initials of the user and a comment number.

## Session 8

### Additional Features in Microsoft Word 2010



#### Check Your Progress

Concepts

1. Which of the following options are not included in a Theme?

<b>A</b>	Colors	<b>C</b>	Fonts
<b>B</b>	Paragraph Alignment	<b>D</b>	Effects

2. Which of the following options are not included in a Quick Style?

<b>A</b>	Colors	<b>C</b>	Fonts
<b>B</b>	Paragraph Alignment	<b>D</b>	Effects

3. Which of followings options are not available while creating a new paragraph style?

<b>A</b>	Fonts	<b>C</b>	Numbering
<b>B</b>	Paragraph	<b>D</b>	Table Border

4. Which of the following proofreading features of Microsoft Word 2010 enables users to avoid repetitive usage of certain words?

<b>A</b>	Spelling & Grammar Checker	<b>C</b>	Research Task Pane
<b>B</b>	Thesaurus	<b>D</b>	AutoCorrect

5. Which of the following type of changes are displayed in balloons and not inline?

<b>A</b>	Text moved from one place to another	<b>C</b>	Deletions
<b>B</b>	Insertions	<b>D</b>	Comments

6. Which of the following statement is not true about the Track Changes feature in Microsoft Word?

<b>A</b>	Multiple reviewers are assigned different colors automatically by Word	<b>C</b>	Comment balloons are filled with the color assigned to the user
<b>B</b>	Formatting balloons are filled with the color assigned to the user	<b>D</b>	Formatting balloons are connected to the text being formatted by a solid line

“ Practice is the best of  
all instructors. ”

## Objectives

**At the end of this session, the student will be able to:**

- *Describe the basics of Microsoft Excel*
- *Explain the elements of Excel*
- *Explain the procedure for creating and using the workbook*
- *Explain formatting procedure for a worksheet*
- *Explain page and print options*

### 9.1 Introduction

Microsoft Excel is an application for creating spreadsheet that helps user to collect, systematize, and edit the data. It provides the user with tools and features which enables them to organize and analyze the data and generate results. In other words, it is an electronic spreadsheet that runs on a computer.

Excel is the most popular spreadsheet application used in educational institutes and corporate houses. Microsoft offers Excel 2010 for the Windows 7 operating system.

### 9.2 Starting Microsoft Excel 2010

In Excel, most of the work is performed in a workbook file, which is saved using .xlsx as the file extension. Each workbook contains one or more worksheets. Each of these worksheet consist of multiple rows and columns. The intersection of rows and columns is known as cells, which stores either a value, or a formula, or text. Each worksheet is accessed by clicking the tabs present at the bottom of the workbook window.

To start Microsoft Excel, perform the following steps:

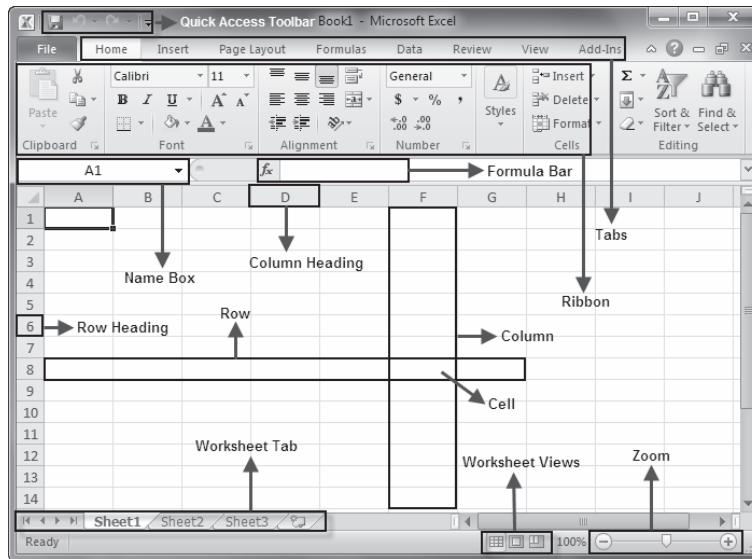
1. Click **Start > All Programs > Microsoft Office > Microsoft Excel 2010**. The new Excel spreadsheet window is displayed.

## Session 9

### Getting Started with Microsoft Excel 2010

#### 9.2.1 Understanding the Microsoft Excel 2010 Interface

Figure 9.1 displays the **Microsoft Excel 2010** interface.



**Figure 9.1: Interface of Excel 2010**

Table 9.1 lists the elements in an Excel spreadsheet.

Element	Description
QuickAccess Toolbar	Present above the File tab, contains shortcuts for frequently used tasks, such as Save, Undo, Redo, and so forth. Users can customize this toolbar according to their requirement.
Tabs	Present as menu bar on top such as Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, which allows user to format the document, insert tables and charts, change the layout, insert formulas, and so forth.
Cell	Represents the intersection of a row and column.
Ribbon	Displays the content of the tabs and is the main location for all the commands in Excel.
Name Box	Displays the active cell address and is located to the left of the formula bar.
Formula bar	Displays the content of the cell which can be information or formulas.
Column	Represented using letters and are specified across the top of the worksheet to identify the columns. They are lettered starting from A till XFD. A total of 16,384 columns are present.
Row	Represented using numbers and are specified along the left side of the worksheet to identify the rows. They are numbered starting from 1 till 1,048,576.
Cell Address	Identifies the location of a cell and is indicated using a combination of column letter and row number, such as A1, B5, and so forth.
Worksheet Views	Displays the different views, such as Normal, Page Layout, Page Break View, and so forth.

## Session 9

### Getting Started with Microsoft Excel 2010

Element	Description
Zoom	Increases or decrease magnification of the worksheet for better viewing.
Worksheet Tab	Represents different sheet for a workbook. A workbook can have any number of sheets, and each sheet has its name displayed in the sheet tab.

**Table 9.1: Elements in an Excel Spreadsheet**

#### 9.2.2 Using the Ribbon

There are different tabs present in Excel's **Ribbon** that enables user to format the data, modify the page layouts, insert charts and graphs, and so forth. The commands available in the **Ribbon** vary depending on which tab is selected. Each **Ribbon** contains a group of related commands.

The following list explains some of the tabs present in Excel's **Ribbon**:

- **Home** - It contains the basic commands, such as cut, copy, paste, formatting commands, document style commands, insertion/deletion of row and column commands, and a number of editing commands for worksheet.
- **Insert** - It enables user to include tables, illustrations, charts, links, and text in an Excel sheet.
- **Page Layout** - It contains themes and page setup options. It helps user to modify the page size to satisfy the print requirements. It also contains command that will overall change the appearance of the worksheet.
- **Formulas** - It contains the formula library. It also helps in defining names for a cell or range of cells, contains formula auditing tools, and controls calculation performed by Excel.
- **Data** - It enables user to import external data, connect an external package to the Excel sheet, and sort the data. It also provides data tools and outline.
- **Review** - It allows user to proofread the document, include comments, and secure the worksheet.
- **View** - It allows user to change the view of the workbook, show/hide gridlines, headings, and so forth. It also allows user to zoom the worksheet, arrange the windows, and add macros.
- **Add-Ins** - It displays the program that need to collaborate with Excel.

In addition to the standard tabs, Excel also includes some contextual tabs that appear whenever an object is selected. For example, when a chart is selected, contextual tab related to chart will appear such as **Design**, **Layout**, and **Format**.

## Session 9

# Getting Started with Microsoft Excel 2010

### 9.2.3 Understanding the Backstage View

Microsoft Excel 2010 has removed the **Office** button. Instead, they have introduced the **File** tab in the **Ribbon**, which displays panes with tab and preview. This is a new feature in Microsoft Excel, and allows user to manage files and customize commands in Microsoft Excel. It also provides commands, such as **Save**, **Save As**, **Open**, **Close**, **New**, **Print**, **Save & Send**, **Help**, **Options**, and **Exit**. Figure 9.2 displays the **Backstage view**.

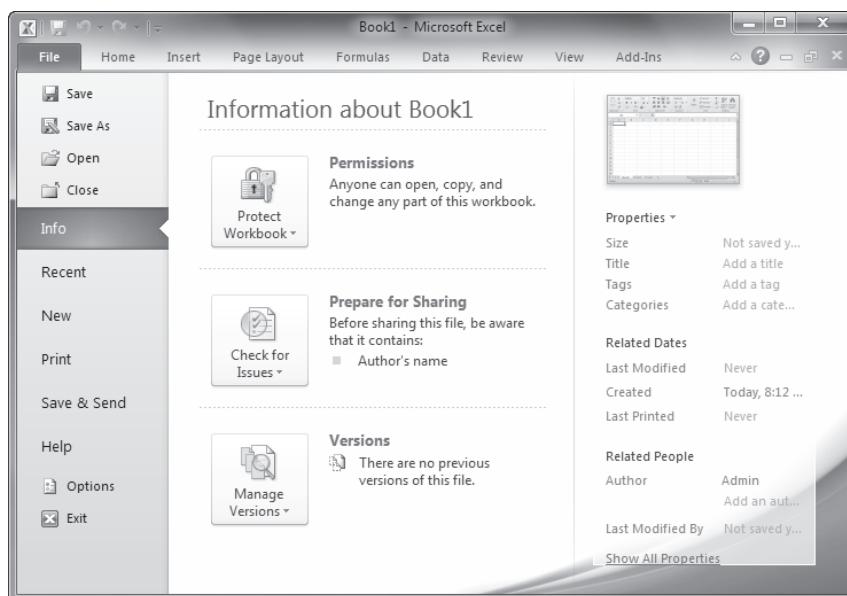


Figure 9.2: Backstage View

### 9.2.4 Using the Quick Access Toolbar

The **Quick Access Toolbar** is present on the left side of the title bar and displays the shortcuts for frequently used icons. Users can customize this toolbar to display the commonly used icons. By default, the **Quick Access Toolbar** provides the **Save**, **Undo**, and **Redo** buttons. Figure 9.3 displays the **Quick Access Toolbar**.



Figure 9.3: Quick Access Toolbar

To add or remove icons from **Quick Access Toolbar**, perform the following steps:

1. Open Microsoft Excel.

## Session 9

### Getting Started with Microsoft Excel 2010

2. Click **File > Options**. The **Excel Options** dialog box is displayed in figure 9.4.

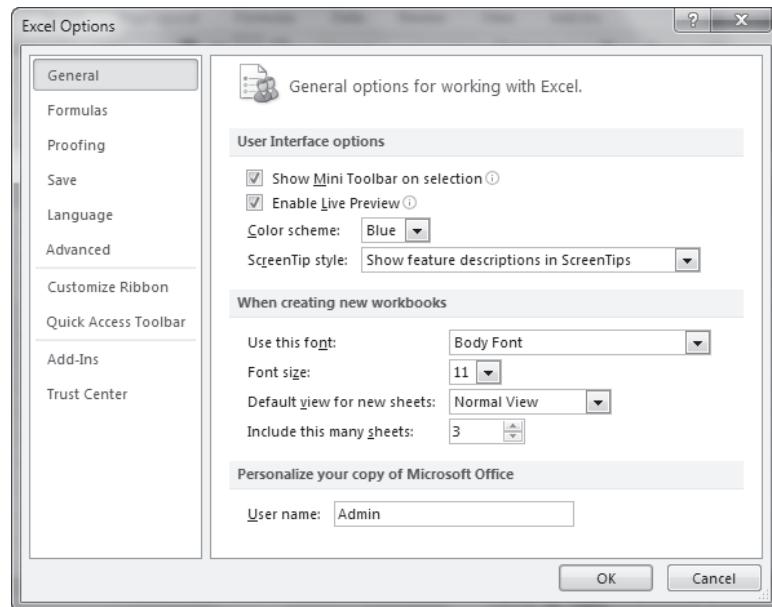


Figure 9.4: Excel Options

3. Click **Quick Access Toolbar**. The **Customize the Quick Access Toolbar** pane is displayed in figure 9.5.

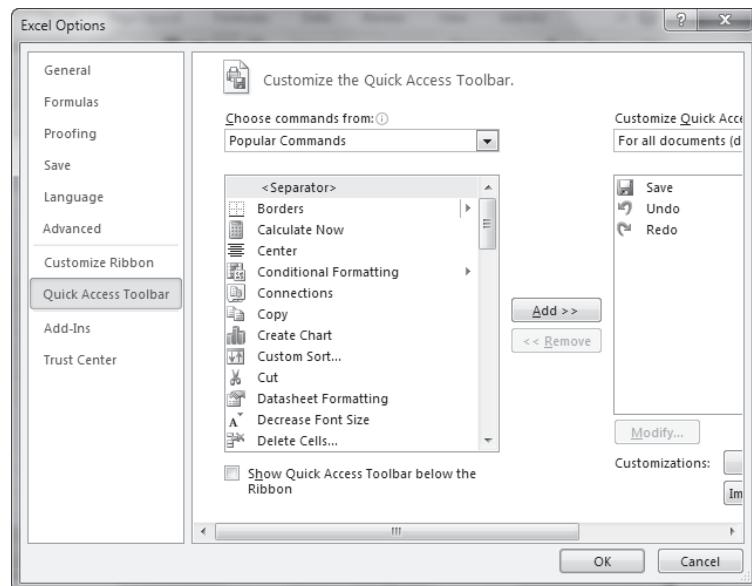


Figure 9.5: Options for Quick Access Toolbar

4. Select **All Commands** from the **Choose command from** list. By default, the **Popular Commands** is selected.
5. Click the required command from the **All Commands** list.

## Session 9

### Getting Started with Microsoft Excel 2010

6. Click Add.
7. Click **OK**. The selected icon will be added to the toolbar.

#### 9.3 Working with Workbooks

Workbook can be referred to as a container that contains the worksheet and the data that has been stored in the worksheets. Workbook is the name given to the file that users save in Excel. These workbooks are used for creating spreadsheets where users can add tables, charts, graphs, and so forth.

Workbook contains worksheets and all the data that has been entered by users.

##### 9.3.1 Creating a Workbook

When the user opens Excel, a new blank workbook is created containing three sheets. By default, the active sheet is Sheet 1. Users can enter information and format the worksheet according to the requirement. Excel also provides different templates for the different type of workbook that the user wants to create. For example, users can select from the existing template for creating workbook for budgets, calendars, expense reports, lists, and so forth, so that users do not have to spend time on building the basics for such files. Thus, they can directly use the built-in template provided by Excel. These options are available in the **Backstage** view.

To create a new blank workbook, perform the following steps:

1. Open **Microsoft Excel**. A new workbook is displayed.

In case, users want to create a new workbook while working on a file in Excel, they must perform the following steps:

1. Click **File > New**. The **Available Templates** pane is displayed.
2. Click **Blank Workbook**.
3. Click **Create**. A new workbook is displayed.

##### 9.3.2 Navigating in a Worksheet and Workbook

Navigating within a workbook means moving to a particular cell. There is one active cell in a worksheet identified by a dark border, which is known as the cell pointer. In Excel, users can navigate between cells using their keyboard or mouse.

- **Navigating with the Keyboard** - Users can use the standard arrow keys on the keyboard for navigating in a worksheet. For example, the down arrow present on the keyboard moves the cell pointer down by one cell, up arrow moves the cell pointer up by one cell, right arrow moves the cell pointer to the next cell on the right, and left arrow moves the cell pointer to the next cell on the

## Session 9

### Getting Started with Microsoft Excel 2010

left. The **Page Up** or **Page Down** key moves the cell pointer up or down by one full window.

Users can navigate to the required cell by entering the cell reference in the **Name Box** next to the formula bar using the keyboard. Figure 9.6 displays the **Name Box**.



Figure 9.6: Name Box

- **Navigating with the Mouse** - Users can even use the mouse for navigation. To select a cell using the mouse, just click the required cell. If the cell is not visible, then the user can scroll up or down the worksheet using the scroll bar. By dragging the vertical scroll bar in Excel, the user can go to any location in the worksheet. If the scroll present on the mouse is used, users can access the active cells. They can even click the arrow keys present on the scroll bar to access the active cells.
- **Navigating between Worksheets** - Users can add worksheets to keep their data organized in a workbook. To switch between the worksheets, users can use the navigation icons on the left of the horizontal Scroll Bar, displayed in figure 9.7.



Figure 9.7: Horizontal Scroll Bar

Table 9.2 lists the use of different icons present in the horizontal Scroll Bar for navigating through the worksheets.

Icon	Function
◀	Displays the first sheet
◀	Displays the previous sheet
▶	Displays the next sheet
▶	Displays the last sheet

Table 9.2: Navigating through Worksheets

#### 9.3.3 Selecting Cells

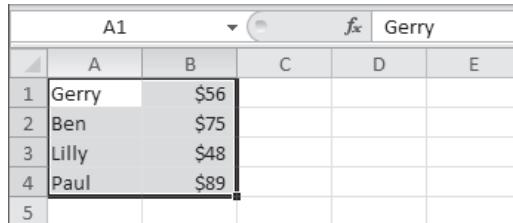
To perform any operation or calculation on a range of cells, user must first select the range. When you select a range of cells, the cells are highlighted. The only exception is that the active cell retains its original color. To select the cells, perform the following steps:

1. Open **Microsoft Excel**.

## Session 9

### Getting Started with Microsoft Excel 2010

- Select the cell and drag the mouse pointer until the required range is highlighted, as shown in figure 9.8.



	A	B	C	D	E
1	Gerry	\$56			
2	Ben	\$75			
3	Lilly	\$48			
4	Paul	\$89			
5					

**Figure 9.8: Selecting Cells**

- Release the mouse. The selected cells will be highlighted.

Other techniques that can be used to select a range of cells are as follows:

- Press the **Shift** key while you use the arrow key to select a range.
- Press **F8** and then move the cell pointer using the arrow key to select a range. Press **F8** again to release the arrow key.
- Type the cell or range address in the **Name Box** and press **ENTER**.

#### 9.3.4 Entering Data in a Workbook

Data in a workbook can be either text or numbers. Data can also be categorized into labels, values, or text.

- **Values** - Values are the raw numeric data that are entered in a spreadsheet for calculation. Users are not required to enter any comma or currency units, as formatting of the data is performed by using the number formats provided by Excel. However, users have to take care of the decimal point in the data.

After a user enters the data and presses the **ENTER** key, Excel automatically aligns the value to the right of the cell and moves the cell pointer down by one cell.

**Note:** To enter a numeric value with 0 in the beginning, enter a single quote mark (') before the numeric value to retain the zero. For example, to enter 001, type '001 in the active cell.

- **Text** - Text is the alphabetical data entered in the spreadsheet and is used to serve a descriptive purpose. Usually, such type of data is used for entering names of people, months of the year, days of the week, and so on. When users enter text data, Excel automatically aligns it to the left of the cell.
- **Labels** - Labels are pure text or alphanumeric data that support the information present in the table or paragraph. They are entered as row and/or column headings to describe what that particular range of cells represent. When users type the text data, Excel automatically aligns it to

## Session 9

### Getting Started with Microsoft Excel 2010

the left of the cell. After entering the label, users can format the data according to their requirements.

- **Formulas** - Excel enables user to enter formulas that uses the value present in the cell to calculate a result. When a formula is entered in a cell, the formula's result is displayed as the cell. Changing the values used by the formula, enables the formula to recalculate and show the result.
- **AutoComplete** - Excel provides the **AutoComplete** feature to fill in certain data automatically in the spreadsheet. It keeps a list of all the pure text or alphanumeric data that has been entered earlier in the spreadsheet. Depending on the similarities of labels in a particular column, users may have to type out many letters until it displays the label name. When the **AutoComplete** feature of Excel displays the required entry in the cell, press **ENTER**.

To enter data in worksheet, perform the following steps:

1. Open **Microsoft Excel**.
2. Create a workbook.
3. Click a cell.
4. Type the data and press **ENTER**. Figure 9.9 displays the spreadsheet with labels, texts, and values.

	C4		f <sub>x</sub>	53
	A	B	C	D
1	Customer ID	Name	Items Sold	
2	001	Alison	12	
3	002	Barney	23	
4	003	Carla	53	
5				

Figure 9.9: Worksheet with Labels, Texts, and Values

#### 9.3.5 Saving and Closing Workbook

To save a workbook, perform the following steps:

1. Open **Microsoft Excel**.
2. Click **File > Save**. The **Save As** dialog box is displayed.
3. Type a name for the workbook in the **File name** box.
4. Click **Save**.

To close a workbook, perform the following steps:

1. Click **File > Close**.

## Session 9

### Getting Started with Microsoft Excel 2010

OR

Click **Close** present on the right side of **Menu** bar. The file will be closed.

#### 9.3.6 Opening a Workbook

To open an existing workbook, perform the following steps:

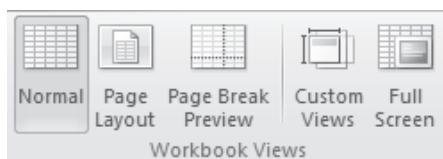
1. Open **Microsoft Excel**.
2. Click **File > Open**. The **Open** dialog box is displayed.
3. Browse to the required location.
4. Select the file.
5. Click **Open**.

#### 9.4 Working with Worksheet

Worksheets are used to separate different workbook elements logically. Users are not required to save new workbooks for different parts of the same file. They can open multiple worksheets in a workbook.

##### 9.4.1 Using Views in a Workbook

Excel provides a number of different workbook views and makes it easy for the user to zoom in and out of the current worksheet. When users open a workbook, the spreadsheet is displayed in **Normal** view without any separators or page breaks. Users can change the view according to his/her requirements. The different views available in Excel are displayed in figure 9.10.



**Figure 9.10: Views in Excel**

Table 9.3 lists the different views available in Excel.

Option	Description
Normal	It is the default view and provides the basic view of the spreadsheet, without any breaks. This view does not allow the user to view how the page will appear when printed.

## Session 9

### Getting Started with Microsoft Excel 2010

Concepts

Option	Description
Page Layout	It creates a view of separate pages in the worksheet. It displays worksheet as they would appear when they are printed. It enables the user to view the headers and footers on the page.
Page Break Preview	It also allows the user to view where the page will break when printed. The feature is similar to <b>Page Layout</b> , except that it does not display the spreadsheet in different pages, but displays dotted lines to identify the break.
Custom Views	It enables user to create a view according to their requirements. After the view is created, they can apply it using this option.
Full Screen	It displays the spreadsheet in full screen and maximizes the space available for reading. The <b>Menu</b> bar, <b>Status</b> bar, and <b>Ribbon</b> are not displayed in the <b>Full Screen</b> mode.

**Table 9.3: Different Views in Excel**

To change the view of the workbook, perform the following steps:

1. Open **Microsoft Excel**.
2. Click the **View** tab. The **View** tab is displayed in the **Ribbon**.
3. Select the required view from **Workbook Views** group.

#### 9.4.2 Inserting a Worksheet

To insert a new worksheet, perform the following steps:

1. Open **Microsoft Excel**. The worksheet tab is displayed in figure 9.11.



**Figure 9.11: Worksheet Tab**

2. To add a new worksheet to the workbook, click the  **Insert Worksheet** icon from the worksheet tab.

#### 9.4.3 Moving and Copying a Worksheet

Excel enables user to move and copy worksheets across workbooks.

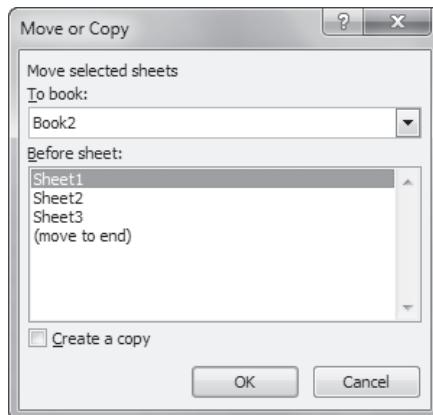
To move or copy a worksheet, perform the following steps:

1. Open **Microsoft Excel**.
2. Right-click the required worksheet tab. The context menu is displayed.

## Session 9

### Getting Started with Microsoft Excel 2010

3. Select **Move or Copy**. The **Move or Copy** dialog box is displayed in figure 9.12.



**Figure 9.12: Move or Copy Dialog Box**

4. Select the required location from the **Before sheet** list.
5. Click **OK**.

#### 9.4.4 Customizing the Worksheet Tab

Users can customize the worksheet tab by renaming it, protecting it, and changing the color of the tab. The default names that Excel provides to worksheets can be changed and names that are more meaningful can be provided to the worksheets. To rename a worksheet, perform the following steps:

1. Open **Microsoft Excel**.
2. Right-click the worksheet tab and select **Rename**. The current name will be selected such as Sheet1, Sheet2 and so on.
3. Enter a name for the worksheet and press **ENTER**. Excel renames the worksheet.

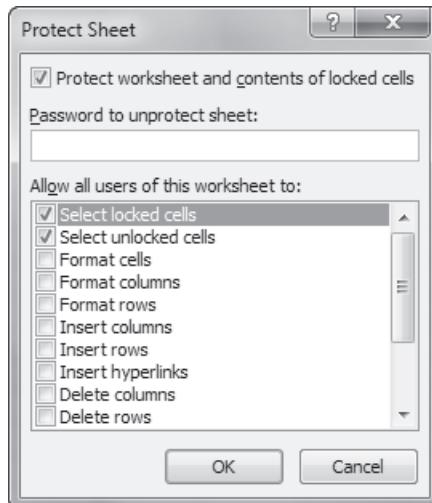
To protect the worksheet, perform the following steps:

1. Open **Microsoft Excel**.

## Session 9

### Getting Started with Microsoft Excel 2010

2. Right-click the worksheet tab and select **Protect Sheet**. The **Protect Sheet** dialog box is displayed in figure 9.13.



Concepts

**Figure 9.13: Protect Sheet Dialog Box**

3. Type a password for the worksheet.
4. Select the required options.
5. Click **OK**. The **Confirm Password** dialog box is displayed.
6. Type the same password again.
7. Click **OK**.

Excel also allows user to change the color of the worksheet tab for easy identification of the worksheet's contents. To change the color of the worksheet tab, perform the following steps:

1. Open **Microsoft Excel**.
2. Right-click the worksheet tab and select **Tab Color**. The submenu is displayed.
3. Select the required color.

#### 9.4.5 Deleting a Worksheet

The user can delete a worksheet if it does not contain any data or when the worksheet is of no use. To delete a worksheet, perform the following steps:

1. Open **Microsoft Excel**.
2. Right-click the sheet to delete. A context menu is displayed.

## Session 9

# Getting Started with Microsoft Excel 2010

3. Select **Delete**.

## 9.5 Customizing the Worksheet

Users can customize the worksheet to meet their diverse requirements.

### 9.5.1 Changing the Cell Width and Height

Row heights are modified to create an effect of double space. Row height is measured in points (pt) or pixels (px) and the default value is 15 pt or 20 px. Excel adjusts the row height to accommodate the tallest font in a row. To change the height of the row, perform the following steps:

1. Open **Microsoft Excel**.
2. Click **Format** from the **Cells** group in the **Home** tab. The drop-down menu is displayed.
3. Select **Row Height**. The **Row Height** dialog box is displayed.
4. Enter a value in the **Row height** box.
5. Click **OK**.

Users can also change the row height using any one of the following techniques:

- Drag the lower border of the row with mouse until the required height is achieved
- Double-click the bottom border of a row to automatically set the height to the tallest entry in the row

Users can modify the width of a column to include more information on a page. Column width is measured in terms of number of characters that will be included in a cell. The default width of a column is 64 pixels. If the column is filled with # character, it signifies that the column width is unable to accommodate the information in the cell. To change the width of the column, perform the following steps:

1. Open **Microsoft Excel**.
2. Click **Format** from the **Cells** group in the **Home** tab. The drop-down menu is displayed.
3. Select **Column Width**. The **Column Width** dialog box is displayed.
4. Enter a value in the **Column width** box.
5. Click **OK**.

## Session 9

### Getting Started with Microsoft Excel 2010

Users can also modify the column width using any one of the following techniques:

- Drag the right column border with the mouse to achieve the required width
- Double-click the right border of the column to automatically set the width of the column

Concepts

#### 9.5.2 Inserting and Deleting Columns and Rows

Though the number of rows and columns are fixed in a worksheet, users can still insert or delete rows and columns to include additional information. Addition of rows and columns does not increase the original number of rows and columns present in a worksheet. Inserting a row moves down the other rows to accommodate the new row. Inserting a new column shifts the column to the right.

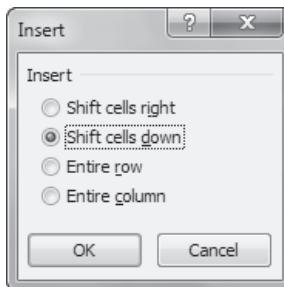
Users can use any one of the following techniques to insert a row:

- Select an entire row by clicking on the row number in the worksheet border and right-click to display the context menu. From the context menu, select **Insert**.
- Move the cell pointer to the required row and select **Home > Cells > Insert > Insert Sheet Rows**.

Inserting a column also follows the same procedure except that a user selects **Insert Sheet Columns**.

To insert cells in a worksheet, perform the following steps:

1. Open **Microsoft Excel**.
2. Click **Insert** from the **Cells** group in the **Home** tab. The submenu is displayed.
3. Select **Insert Cells**. The **Insert** dialog box is displayed in figure 9.14.



**Figure 9.14: Insert Dialog Box**

4. Select the required option.
5. Click **OK**.

Users can delete rows and columns because the sheet may contain data that is no longer required. To delete a row, users can select an entire row or multiple rows by clicking on the row number appearing in

## Session 9

### Getting Started with Microsoft Excel 2010

the worksheet border. After selection of rows, users should right-click to display the context menu and select **Delete**.

To delete the cells, perform the following steps:

1. Open **Microsoft Excel**.
2. Click **Delete** from the **Cells** group in the **Home** tab. The submenu is displayed.
3. Select **Delete Cells**. The **Delete** dialog box is displayed in figure 9.15.

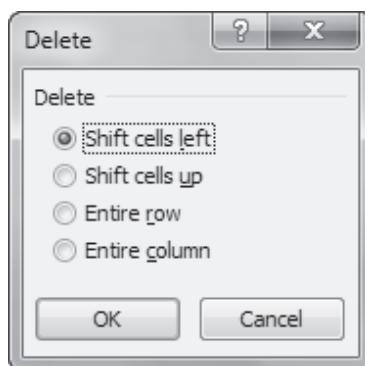


Figure 9.15: Delete Dialog Box

4. Select the required option.
5. Click **OK**. The selected cells are deleted.

#### 9.5.3 Using Merge and Center

Users can use this option to merge the content of different cells into a single cell. This option is available in **Alignment** group in the **Home** tab. The four options provided by Excel to merge cells is displayed in figure 9.16.

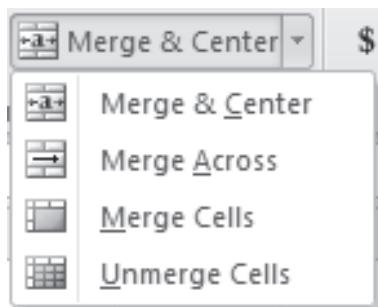


Figure 9.16: Merge & Center Options

## Session 9

### Getting Started with Microsoft Excel 2010

The description of options provided by Excel to merge cells are as follows:

- **Merge & Center** - This group merges the selected cells and places the text in the center. This option is used for assigning titles.
- **Merge Across** - This option merges the horizontally selected cells.
- **Merge Cells** - This option merges the selected cells (horizontally, vertically, or both).
- **Unmerge Cells** - This option performs an undo action on the cells merged.

Concepts

To merge the cells, perform the following steps:

1. Select the cells to be merged.
2. Click **Merge & Center** from the **Alignment** group in the **Home** tab. The drop-down menu is displayed.
3. Select the required option. The cells are merged, according to the selected option.

To unmerge the cells, perform the following steps:

1. Select the cells to be unmerged.
2. Click **Merge & Center** from the **Alignment** group in the **Home** tab. The drop-down menu is displayed.
3. Select **Unmerge Cells**. The cells are unmerged.

#### 9.5.4 Aligning Cell Contents

Users can change the alignment settings of the cell contents.

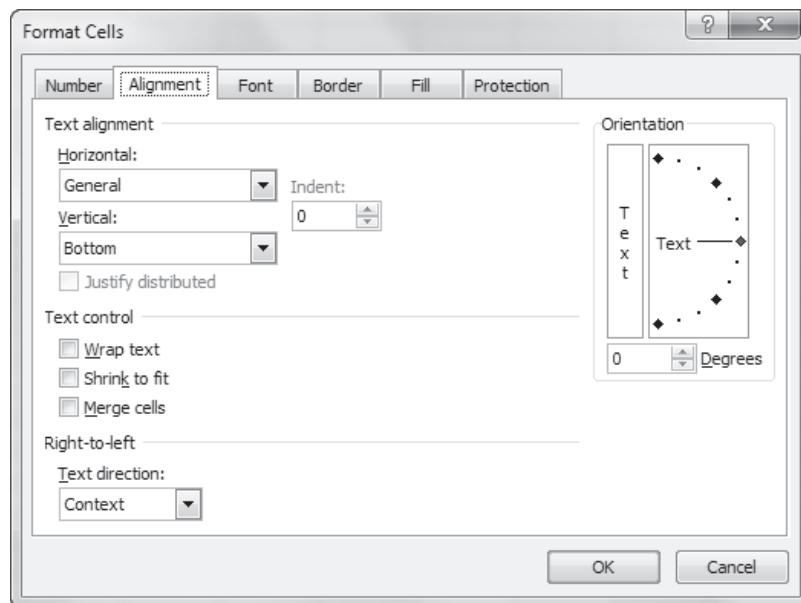
To change the alignment of the content in the cell, perform the following steps:

1. Open **Microsoft Excel**.
2. Select the cells to be aligned.

## Session 9

### Getting Started with Microsoft Excel 2010

3. Click the dialog box launcher icon  from the **Alignment** group in the **Home** tab. The **Format Cells** dialog box is displayed in figure 9.17.



**Figure 9.17: Format Cells Dialog Box**

4. Modify the required settings.
5. Click **OK**.

The alignment of the cell contents can also be changed using the icons present in the **Alignment** group of the **Home** tab.

To change the alignment of cell content, perform the following steps:

1. Open **Microsoft Excel**.
2. Select the cells to be aligned.
3. Click the **Home** tab. The tools for modifying alignment of the content, present in **Alignment** group, are displayed in figure 9.18.



**Figure 9.18: Aligning Cell Contents**

4. Select the alignment according to the requirement. The changes made will be saved.

## Session 9

### Getting Started with Microsoft Excel 2010

#### 9.5.5 Filling Data Automatically

Microsoft Excel allows user to fill data automatically and this helps to decrease the possibility of data entry errors in the worksheet. Users can fill data, such as months of a year, number series, letters of the alphabet, and so on automatically. It can also be used to copy the data rather than fill.

The **Fill** command is present in the **Editing** group of the **Home** tab and can be used to enter values series. In this, users need to provide the type of series and provide the step value for the series. The step value represents the amount by which the value will be increased in each of the subsequent cells.

The fill handle can be used to create a series for days of the week or months of the year and so on. Fill handle is a small black box present on the lower right corner of the selected cell. The mouse pointer changes to a '+' symbol when it moves to the fill handle. To fill data such as month of the year automatically, perform the following steps:

1. Open **Microsoft Excel**.
2. Type the data in the cells.
3. Select the cells.
4. Take the mouse pointer on the right corner of the selection and wait for the pointer to turn into +.
5. Drag the pointer in either vertical or horizontal direction. The data in the cells will be generated or copied. Figure 9.19 displays the **AutoFill** for month of the year.

	A	B	C	D	E
1	January				
2	February				
3	March				
4	April				
5	May				
6	June				
7	July				
8	August				
9	September				
10	October				
11	November				
12	December				
13	January				
14	February				
15					

Figure 9.19: Filling a Series Automatically

#### 9.5.6 Using Cut, Copy, and Paste

To use the **Cut**, **Copy**, and **Paste** functions, perform the following steps:

1. Open **Microsoft Excel**.

## Session 9

### Getting Started with Microsoft Excel 2010

2. Select the cells to be cut or copied.
3. Click **Cut or Copy** from the **Clipboard** group in the **Home** tab.
4. Select the space to paste the cells.
5. Click **Paste** from the **Clipboard** group in the **Home** tab.

The **Paste** gallery provides different paste options. The **Paste** option will only paste the content and the pasted content will be formatted according to the formatting style present in the new location. To keep the original formatting style, use **Keep Source Formatting** option. The **Formula** option will help to paste formulas or functions. The **Paste Value** option enables the user to paste values calculated by a formula or a function rather than pasting formula or function itself. The **Paste Link** option enables the user to link the copied data to the destination cells so that the data is updated whenever a change in the original cell takes place.

## 9.6 Formatting a Worksheet

Formatting information present in a worksheet enables to highlight the information. Users can set the numbering style, alignment of the text, font of the text, border and fill, and provide protection by formatting the worksheet.

### 9.6.1 Formatting Cells

Formatting cells makes the worksheet more visually appealing. To format the cells, perform the following steps:

1. Open Microsoft Excel.
2. Click **Format** from the **Cells** group in the **Home** tab. The drop-down list is displayed.
3. Select **Format Cells**. The **Format Cells** dialog box is displayed in figure 9.20.

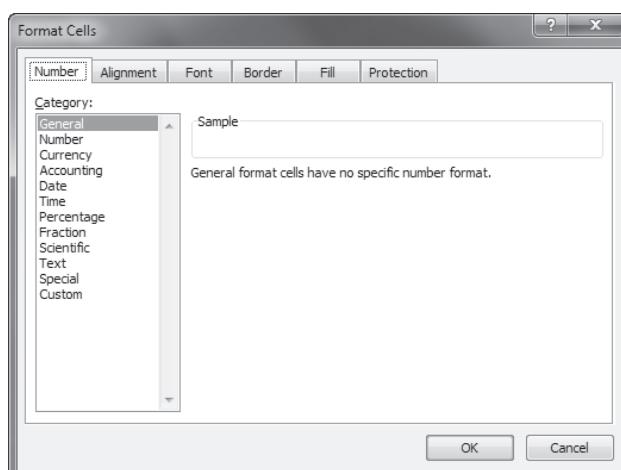


Figure 9.20: Format Cells Dialog Box

## Session 9

### Getting Started with Microsoft Excel 2010

4. Select the required options from the tabs, such as **Number**, **Alignment**, **Font**, **Border**, **Fill**, and **Protection**.

Table 9.4 lists the description of tabs from the **Format Cells** dialog box.

Concepts

Tab	Description
Number	This tab allows the user to select a specific format for the numbers entered in selected cell. The number entered can be assigned a category, depending upon the context of the number entered. The different categories are General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, Special, and Custom.
Alignment	This tab allows the user to change the vertical or horizontal alignment of the text. It also allows the user to change the orientation of the text by rotating it from -90° to +90°. Besides these actions user can also change the text indent, wrap text, shrink the text, merge cells, and many more.
Font	This tab allows the user to change the font, font style, and size of the text. Font tab allows underlining the text, changing the color of the text, using strikethrough feature through the text, superscript, and subscript, if needed. They can see the preview of the text in the dialog box, after applying the font.
Border	This tab allows the user to add a border to the selected cells. They can select the style and color of the border. There are border presets available and users can choose from them. Users can also select the areas where they wish to apply the border by clicking on the buttons in the Border section.
Fill	This tab allows the user to select the background color for the cell. They can even select a pattern color and style to be applied to the cell. Excel also provides option to include a variety of fill effects and colors.
Protection	This tab allows the user to select the locking or hiding of formulas, but it will come in to effect only when users protect the sheet.

**Table 9.4: Tabs in Format Cells Dialog Box**

5. Click **OK**. The changes made will be saved in the workbook.

#### 9.6.2 Applying Cell Styles

Excel 2010 allows user to apply cell styles, which help them to differentiate data between the cells by providing them different colors, data, themes, and so forth. Excel provides specific cell styles to denote cells that needs to be checked or results that needs to be considered bad or good. Other cell styles are provided for headings, results, and number formatting.

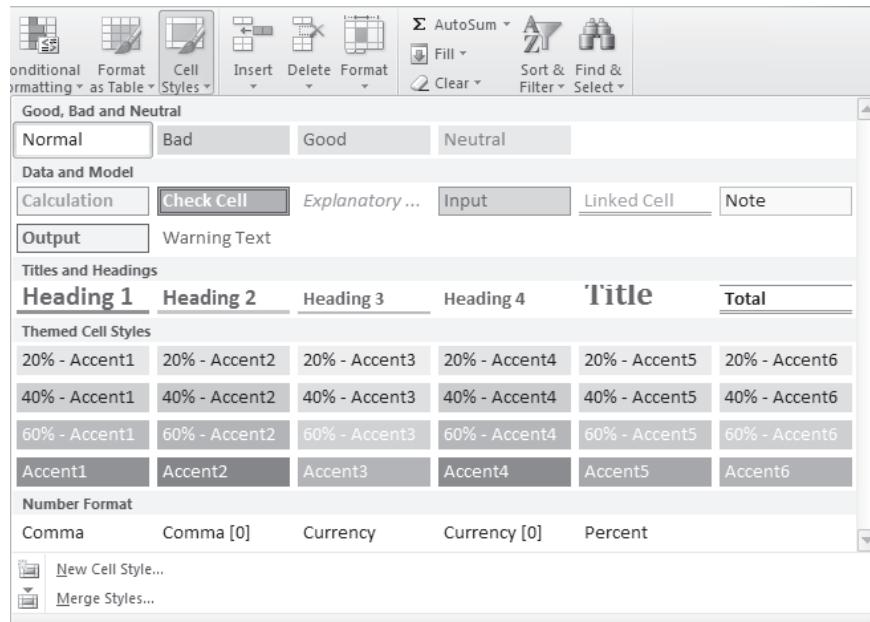
To apply a cell style, perform the following steps:

1. Open **Microsoft Excel**.
2. Select the required cells to apply the cell styles.

## Session 9

### Getting Started with Microsoft Excel 2010

- Click **Cell Styles** from the **Styles** group in the **Home** tab. The **Cell Style** gallery is displayed in figure 9.21.



**Figure 9.21: Applying Cell Styles**

There are number of cell styles in the **Cell Styles** gallery. The different categories are **Good**, **Bad**, and **Neutral**.

- Select the required style. The selected style will be applied.

### 9.6.3 Applying Table Formats

To apply the table format, perform the following steps:

- Open **Microsoft Excel**.
- Select the required cells to apply the table styles.
- Click **Format as Table** from the **Styles** group in the **Home** tab. The **Format as Table** gallery is displayed.
- Select the required style. The selected style will be applied.

### 9.6.4 Using AutoFormat

The **AutoFormat** option is available only in the **Quick Access Toolbar**. To add and use **AutoFormat**, perform the following steps:

- Open **Microsoft Excel**.

## Session 9

### Getting Started with Microsoft Excel 2010

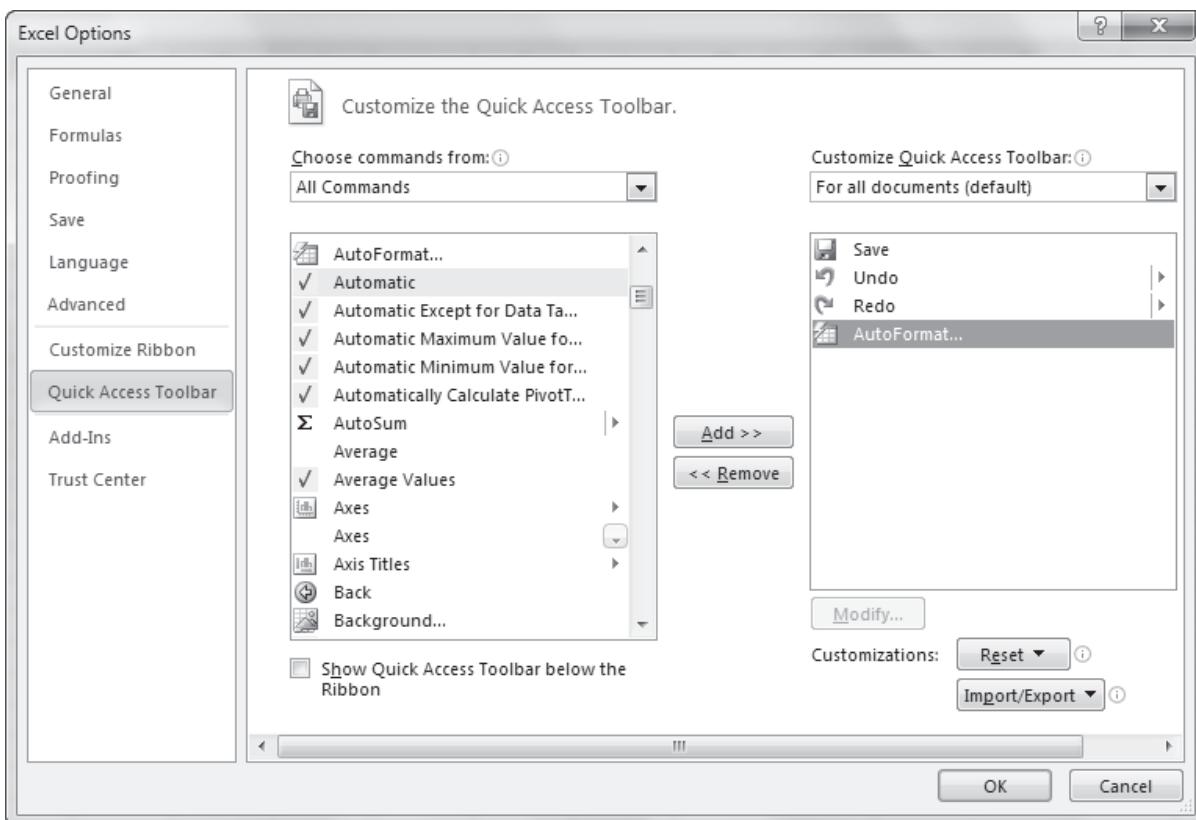
2. Click  from the **Quick Access Toolbar** and select **More Commands**.

OR

Click **File > Excel Options**.

Click **Quick Access Toolbar**.

3. Select **All Commands** from the **Choose commands from** drop-down list.
4. Click **AutoFormat**.
5. Click **Add**. The inclusion of the **AutoFormat** shortcut is displayed in figure 9.22.



**Figure 9.22: Including AutoFormat in the Quick Access Toolbar**

6. Click **OK**. The **AutoFormat** option is displayed in the **Quick Access Toolbar**.
7. Select the required cells to apply **AutoFormat**.
8. Select the **AutoFormat** option from **Quick Access Toolbar**.

## Session 9

# Getting Started with Microsoft Excel 2010

## 9.7 Setting Page and Print Options

Users can customize the page layout options, such as header and footers, page margin, page orientation, and so forth, to customize their workbooks.

### 9.7.1 Creating Headers and Footers

To create a header and footer, perform the following steps:

1. Open Microsoft Excel.
2. Click **Header & Footer** from the **Insert** tab. Excel displays the area for entering header and footer.
3. Enter the text or picture for header and footer and click anywhere in the document. The header and footer will be updated. The tab provides check boxes that enable the user to determine whether there are different headers and footers for odd and even pages. Users can specify a header for the left, right, and center section of the worksheet.

### 9.7.2 Setting Page Margin and Orientation

The **Page Layout** tab on the **Ribbon** presents several group of commands that helps to make the worksheet ready for printing. To setup the page margin, perform the following steps:

1. Open Microsoft Excel.
2. Click **Margins** from the **Page Setup** group in the **Page Layout** tab. The **Margin** gallery displays three different margin settings as shown in figure 9.23.

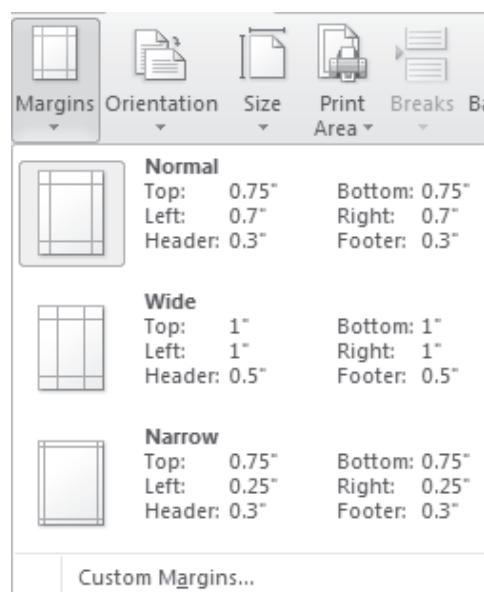
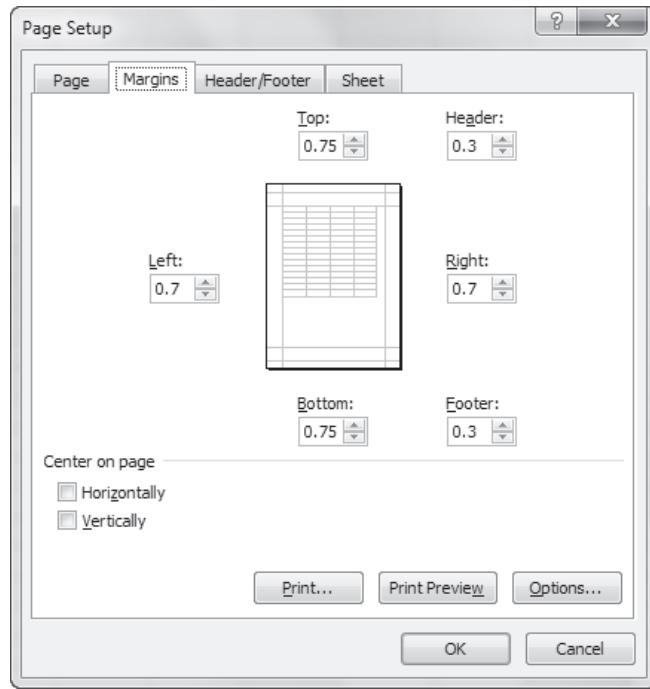


Figure 9.23: Selecting Margins

## Session 9

### Getting Started with Microsoft Excel 2010

3. Select **Custom Margins** to access the **Margin** tab of the **Page Setup** dialog box. The **Page Setup** dialog box is displayed in figure 9.24.

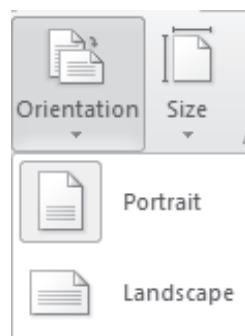


**Figure 9.24: Page Setup Dialog Box**

4. Select the required margins.
5. Click **OK**.

Orientation provides users the ability to switch from portrait to landscape view of the document. To modify the orientation, perform the following steps:

1. Open **Microsoft Excel**.
2. Click **Orientation** from the **Page Setup** group in the **Page Layout** tab. The **Orientation** gallery is displayed in figure 9.25.



**Figure 9.25: Page Orientation**

## Session 9

### Getting Started with Microsoft Excel 2010

- Select Portrait or Landscape orientation. The orientation selected is applied.

#### 9.7.3 Printing a Workbook

When the worksheet contains multiple rows and columns to be printed then print titles can be set. The Print Titles represent column or row headings that should be repeated on each page of the printout. To print a workbook, perform the following steps:

- Open Microsoft Excel.
- Click **Print Titles** from the **Page Setup** group in the **Page Layout** tab. The **Page Setup** dialog box is displayed in figure 9.26.

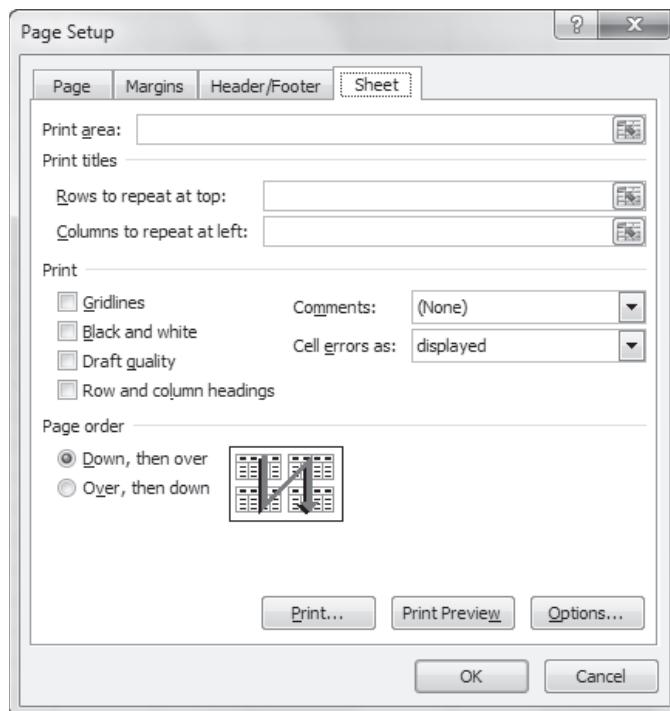


Figure 9.26: Page Setup Dialog Box

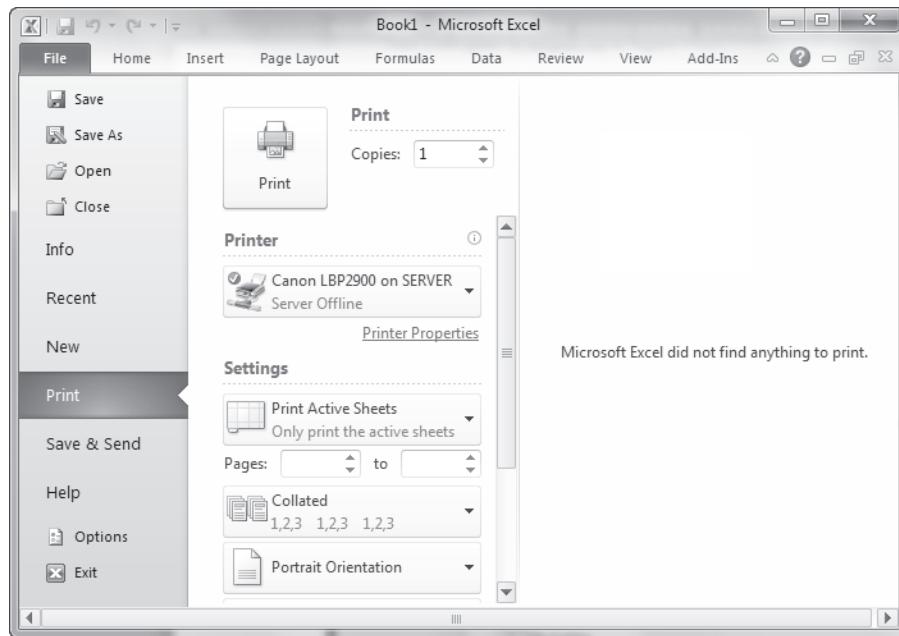
- Select the **Print area**, **Print titles**, and other options displayed in the dialog box.
- Click **Print Preview** to see how the worksheet will appear after printing.
- Click **Print**.
- Edit the worksheet, and then repeat steps 2 and 3.

## Session 9

### Getting Started with Microsoft Excel 2010

Users can access the **Backstage Print** window to finalize the print settings for the worksheet. To do this, perform the following steps:

1. Click **File > Print**. The **Print** pane is displayed in figure 9.27.



**Figure 9.27: Print Pane**

The **Print** window provides the user with a preview of the worksheet. It also allows the user to set the number of copies that will be printed. Table 9.5 lists some of the printing options.

Option	Description
Print	Prints the worksheet
Printer	Enables user to select the printer
Print Active Sheets	Enables user to select the print area
Pages	Enables user to specify the page number for printing
Collated	Enables user to select this option to collate the pages
Print Orientation	Enables user to select the page orientation, such as portrait or landscape
Letter	Enables user to specify the page size
Normal Margins	Enables user to specify the margins of the page to be printed
No Scaling	Enables user to choose the scaling as per requirement

**Table 9.5: Print Options**

2. Select the required options and click **Print**. Excel prints the page.



## SUMMARY

- Microsoft Excel is an application for creating spreadsheet that helps user to collect, systemize, and edit the data. It also allows user to create tables, ledgers, calendars, agendas, and so forth.
- Microsoft Excel have removed the Office button and introduced the File tab in the Ribbon that displays the commonly used options for the specified category.
- Tabs, such as Home, Insert, Page Layout, Formula, Data, Review, View, and Add-Ins allows user to format the document, insert tables and charts, change the layout, insert formulas, and so forth.
- The Quick Access Toolbar displays the shortcuts for frequently used icons.
- Users can navigate in Excel using keyboard or mouse.
- Workbook is the name given to the file that users save in Excel. Users can open multiple worksheets in a workbook.
- Users can set the numbering style, alignment of the text, font of the text, border and fill, and provide protection by formatting the worksheet.

## Session 9

### Getting Started with Microsoft Excel 2010



#### Check Your Progress

Concepts

1. \_\_\_\_\_ is the identifier for an intersection of row and column.

<b>A</b>	Column	<b>C</b>	Row
<b>B</b>	Heading	<b>D</b>	Cell

2. \_\_\_\_\_ tab allows user to get external data, connect an external package to the Excel sheet, and helps in sorting the data.

<b>A</b>	Page Layout	<b>C</b>	Data
<b>B</b>	Insert	<b>D</b>	Review

3. Excel 2010 saves the file in \_\_\_\_\_ format, by default.

<b>A</b>	.xls	<b>C</b>	.xlt
<b>B</b>	.xlsx	<b>D</b>	.xltx

4. Which option in View tab allows user to view the pages in a spreadsheet?

<b>A</b>	Page Break	<b>C</b>	Page Layout
<b>B</b>	Full Screen	<b>D</b>	Normal

5. Which of the following is not an option in Paste?

<b>A</b>	Keep Paste Formatting	<b>C</b>	Formula
<b>B</b>	Paste Link	<b>D</b>	Paste Values

**It is hard to fail, but it is worse  
never to have tried to succeed.**

## Objectives

**At the end of this session, the student will be able to:**

- *Define a formula*
- *Explain the procedure for including functions*
- *Explain the use of AutoSum function*
- *Explain the use of Conditional Formatting*

### 10.1 Introduction

Excel spreadsheets enables user to create tables and graphs. It also helps them to create tables with formulas and apply formatting styles to them. Excel's real power and strength lies in its ability to perform simple and complex calculations.

This session begins with an introduction to formulae in Excel and explores the methods of using functions in Excel, explains the use of **AutoSum** function, and explains the concept of conditional formatting.

### 10.2 Working with Formulas

Excel supports the use of mathematical formulas in the spreadsheet. Users can add data in the worksheet and then enter a mathematical formula for performing calculations. Formulas require the user to not only specify the cells referenced in the calculation but also requires the user to provide the operators to specify the type of calculation that should take place. Formulas are suited for simple calculations such as addition, subtraction, multiplication, and division.

A formula can consist of any of these following elements:

- Mathematical operators such as + (addition), - (subtraction), and so on
- Cell references
- Values or text
- Worksheet functions

## Session 10

### Using Formulas and Functions

#### 10.2.1 Creating Simple Formulas

Users can enter data in any number of cells, and display the results anywhere in the spreadsheet. Moreover, they can replace addition with subtraction, multiplication, or division. They can even use different mathematical signs together in a single formula.

You can enter formulas using any one of the following techniques:

- Type the entire formula including the cell address
- Type the formula operators and select the cell references

To create simple mathematical formulas, perform the following steps:

1. Open **Microsoft Excel**.
2. Click cell **A1**.
3. Type the value \$324.
4. Click cell **A2**.
5. Type the value \$234.
6. Click cell **A3** to contain the formula.
7. Type = to start the formula.
8. Type the first reference cell, A1.
9. Type the Math operator, +.
10. Type the second reference cell, A2.

Figure 10.1 displays the worksheet with the numeric values and formula.

	SUM				
	A	B	C	D	E
1	\$324				
2	\$234				
3	=A1+A2				
4					

**Figure 10.1: Addition of Numbers**

11. Press **ENTER** after the formula has been entered. This will add the data present in cells A1 and A2 and display the result in cell A3.

## Session 10

### Using Formulas and Functions

If the user double-clicks the cell where the formula is written, it will highlight the cells that have been used in the formula.

Another example displays the use of formula in a worksheet.

1. Type any numerical data from cell A1 to A4.
2. Type the following formula in cell A6:

=A1\*A2-A3/A4

3. Press **ENTER**. Excel will display the result of execution of the formula in cell A6.

**Note:** The divisor in a division must not be zero, as it will generate an error.

**Note:** The BODMAS rule is applied when mathematical operators are used. BODMAS rule states that brackets precede the operators, followed by division, multiplication, addition, and subtraction. To change the order of the precedence, enclose the data within parentheses.

#### 10.2.2 Creating Formulas with Cell Reference

Consider an example, where users have entered data in ten cells, and they want to display the sum of the first ten cells in the eleventh cell. Normally, they would be required to write =A1+A2+A3+A4+A5+A6+A8+A9+A10 in the eleventh cell. Instead, the users can use cell reference in a function. This will prevent errors and make it less likely for an incorrect cell address or range to be placed in the formula.

To enter the formula using cell reference, perform the following steps:

1. Open **Microsoft Excel**.
2. Type any numerical data from cell A1 to A10.
3. To calculate the addition of first five numbers, enter =SUM(A1:A5) in cell A11.
4. Press **ENTER**. Excel will perform addition for the data from cell A1 to A5 and display it in cell A11.

#### 10.2.3 Using Cell References

Users can provide cell references present in the same sheet or from another sheet in the functions or formulas. When users use the cell reference, they do not have to copy the data repeatedly. Instead, they can just provide a range name for reference. They can then use this range name in formulas and functions in the workbook. Range names provide a more meaningful way to specify arguments in a formula or functions.

## Session 10

### Using Formulas and Functions

The advantages of using range names are as follows:

- It is easy to remember a meaningful range name rather than a cell address
- It is less error prone when range name is used rather than when a cell address is used
- It is easy to move around in a worksheet by specifying the range name
- It is easy and simple to use range name in functions rather than cell address

The two ways to insert name to a formula are as follows:

- Type the formula and then type the first character of the name, which will display a drop-down list from which you select the name.
- Press **F3** to display the **Paste Name** dialog box, select the name from the list, and click OK.

To provide reference of cells in other worksheet, perform the following steps:

1. Open **Microsoft Excel**.
2. Type the data as shown in figure 10.2.

	C4		f <sub>x</sub>	53
1	Customer ID	Name	Items Sold	
2	001	Alison		12
3	002	Barney		23
4	003	Carla		53
5				

Figure 10.2: Entering Data in Worksheet

3. Select cells from C1 to C4.
4. Click **Define Name** drop-down arrow from the **Defined Names** group in the **Formula** tab. The sub-menu is displayed in figure 10.3.

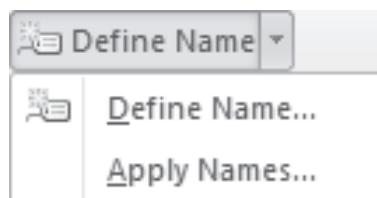


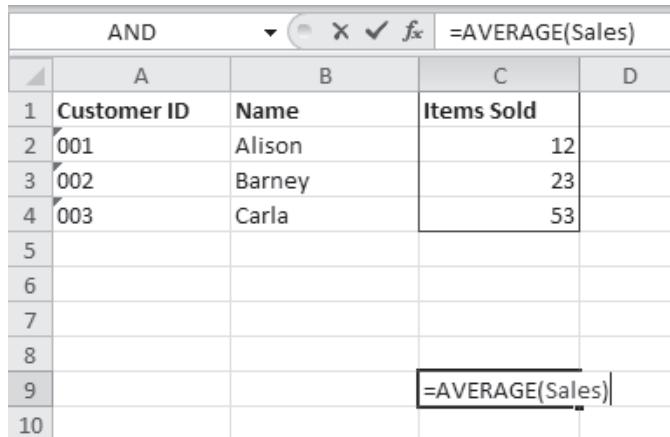
Figure 10.3: Define Name Tab

5. Select **Define Name**. The **New Name** dialog box is displayed.

## Session 10

### Using Formulas and Functions

6. Type the name as **Sales** for the selected cells in the **Name** box.
7. Click **OK**.
8. Type `=AVERAGE(Sales)` in cell C9. Figure 10.4 displays the selection and use of defined name.



	A	B	C	D
1	Customer ID	Name	Items Sold	
2	001	Alison	12	
3	002	Barney	23	
4	003	Carla	53	
5				
6				
7				
8				
9			=AVERAGE(Sales)	
10				

Figure 10.4: Using Defined Name

9. Press **ENTER**. The average of numbers is displayed in cell C8.

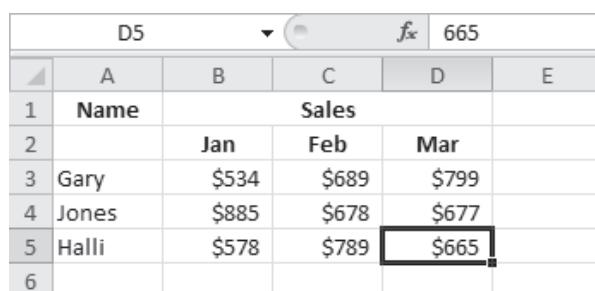
**Name Manager** helps the user to keep track of all the names that have been used in a sheet. Users can add, edit, or delete a name from the **Name Manager**.

The **Name Manager** option is available in the **Defined Names** group in the **Formula** tab.

#### 10.2.4 Creating Formulas with Point and Click Method

Users can even use cells from different columns in the spreadsheet and generate a formula. To create a formula with point and click method, perform the following steps:

1. Open **Microsoft Excel**.
2. Type the data, as shown in figure 10.5.



	A	B	C	D	E
1	Name		Sales		
2		Jan	Feb	Mar	
3	Gary	\$534	\$689	\$799	
4	Jones	\$885	\$678	\$677	
5	Halli	\$578	\$789	\$665	
6					

Figure 10.5: Entering Sales Data in Worksheet

## Session 10

3. Click cell **E7**.
4. Type **=**.
5. Click cell **B3**.
6. Type **+**.
7. Click cell **C4**.
8. Type **-**.
9. Click cell **D5**. Figure 10.6 displays the insertion of the formula and the reference cells selected.

	SUM			X ✓ f <sub>x</sub>	=B3+C4-D5	
1	A	B	C	D	E	F
2	<b>Sales</b>					
3	Gary	Jan	Feb	Mar		
4	Jones	\$534	\$689	\$799		
5	Halli	\$885	\$678	\$677		
6		\$578	\$789	\$665		
7					=B3+C4-D5	
8						

Figure 10.6: Selection of Cells using Point and Click

10. Press **ENTER**. Excel will compute the data and display the result in cell E7.

### 10.2.5 Using AutoFill to Copy Formulas

**AutoFill** is a feature in Excel that populates numbers automatically in the specified range. Users can use **AutoFill** feature and copy the formulas. When they copy the formulas using **AutoFill** feature, Excel takes the next cell in line and generates the formula. For example, if the user has entered  $=A1+B1$  in C1, and uses **AutoFill** feature from C2, then the formula for C2 will be  $=A2+B2$ .

To use the **AutoFill** feature to copy formulas, perform the following steps:

1. Open **Microsoft Excel**.
2. Type the heading as **Jan** in cell A1.
3. Type any numerical data from cell A2 to A11.
4. Type the heading as **Feb** in cell B1.

## Session 10

### Using Formulas and Functions

5. Type any numerical data from cell B2 to B11.
6. Type the heading as **Total Sales** in cell C1.
7. Click cell **C2**.
8. Type `=A2+B2` and press **ENTER**. The result is displayed in cell C2.
9. Click cell **C2** to copy the formula to the cells beneath. A fill handle appears as a small black box on the lower right corner of the selected cells border.
10. Drag the fill handle up to cell C11. Excel will copy the formulas from C2 to C11, after implementing the changes.

Concepts

Figure 10.7 displays the implementation of **AutoFill** function.

	SUM			X ✓ f <sub>x</sub>	=A2+B2
1	A	B	C	D	
2	Jan	Feb	Total Sales		
3	\$345	\$567	=A2+B2		
4	\$322	\$566	\$888		
5	\$334	\$688	\$1,022		
6	\$327	\$693	\$1,020		
7	\$344	\$622	\$966		
8	\$326	\$692	\$1,018		
9	\$375	\$637	\$1,012		
10	\$367	\$625	\$992		
11	\$368	\$682	\$1,050		
12	\$397	\$640	\$1,037		

Figure 10.7: Implementation of AutoFill Function

#### 10.2.6 Absolute, Relative, and Mixed Reference

Formulas allow user to reference to cells or range of cells. It helps users to change the data in the referenced cell, without changing the formula. For example, if the value entered in cell D4 changed later, Excel will use the revised value every time it uses the cell reference of D4. If cell reference is not used, then the data in the formula is required to be changed every time there is a change in value of D4.

There are three ways of referencing cells in a formula. They are as follows:

- **Absolute** - When users utilize absolute cell reference, the row and column references do not change. Thus, when the formula is copied the row and column refers to an actual cell address. An absolute reference prefixes a dollar sign before the row and column heading. This will fix the row and column reference. For example, when `$B$3` is used in a formula and the user uses **AutoFill** feature to copy the formula vertically, or horizontally, the value in absolute cell reference remains fixed.

## Session 10

### Using Formulas and Functions

- **Relative** - Relative cell reference does not fix either the row or the column. Excel uses this type of cell reference by default. Thus, when the formula is copied the row and column reference changes because the references are offsets from current row and column. E4, G5, and B3 are examples of relative cell reference. When users use **AutoFill** feature on this type of reference, to copy the formula vertically or horizontally, the cell reference changes.
- **Mixed** - Mixed cell reference allows the flexibility of changing either the row, or the column. Thus, when users copy the formula, either the row or the column reference is relative and the other is absolute. For example, \$B4 keeps the column fixed and changes the row value.

### 10.3 Working with Basic Functions

Excel has many built-in formulas known as functions that help users to perform common calculations. Some common uses of functions are to calculate the sum, find the maximum and minimum value, count the number of entries, and calculate the average value from a range of data. A function may consist of two parts namely, the function name and the cell address. The cell address is referred to as the function's arguments as they are used by it to derive a result.

Functions can also vary in the number of arguments they use. Depending on the function, it can use a single argument, a fixed number of arguments, an indeterminate number of arguments, or an optional argument. In certain cases, it may not require any arguments. Functions that uses more than one argument, separates the arguments with a comma.

The users can also use the **AutoSum** feature of Excel to perform quick calculation such as finding the Sum, Average, and so on.

Excel has a large library of function with more than 3000 functions, which have been grouped into different categories.

- **Financial** - **Financial** functions are used to determine the change in the dollar value of investments and loans. To access financial functions, perform the following steps:

1. Click **Financial** from the **Function Library** group in the **Formula** tab.

Table 10.1 lists some of the **Financial** functions and the procedure to use them.

Function Syntax	Description	Example
DISC (settlement, maturity, pr, redemption, [basis])	Returns the discount rate for security	<p>1. Type the following data from cell A1 to A5 in a worksheet:</p> <p>Settlement date Maturity date Price Redemption Value Type of Day Count Basis</p>

## Session 10

### Using Formulas and Functions

Concepts

Function Syntax	Description	Example
		<p>2. Type the following data from cell B1 to B5:</p> <p>1/1/2011 12/1/2011 95.00 100 1</p> <p>3. Select cell <b>B6</b>.</p> <p>4. Select <b>DISC</b>.</p> <p>5. Type B1 through B5 in each of the text boxes in the dialog box.</p> <p>6. Click <b>OK</b>. 0.054640719 is displayed on the worksheet.</p>
EFFECT (nominal_rate, nper)	Returns the effective annual interest rate based on the given nominal annual interest rate and the number of compounding periods in each year	<p>1. Type the following data in cell A1 and A2 in a worksheet:</p> <p>Nominal Interest Rate Number of Compounding Periods Per Year</p> <p>2. Type the following in cell B1 and B2:</p> <p>5.50% 5</p> <p>3. Select cell <b>B4</b>.</p> <p>4. Select <b>EFFECT</b>.</p> <p>5. Type B1 and B2 in the text boxes in the dialog box.</p> <p>6. Click <b>OK</b>. 0.056223 is displayed on the worksheet.</p>

## Session 10

### Using Formulas and Functions

Function Syntax	Description	Example
NOMINAL (effect_rate, npery)	Returns the nominal annual interest rate based on the given rate and number of compounding periods per year	<p>1. Type the following in cell A1 and A2 in a worksheet:</p> <p>Effective Interest Rate Number of Compounding Periods Per Year</p> <p>2. Type the following in cell B1 and B2:</p> <p>6.25% 4</p> <p>3. Select cell <b>B4</b>.</p> <p>4. Select <b>NOMINAL</b>.</p> <p>5. Type B1 and B2 in each of the text boxes in the dialog box.</p> <p>6. Click <b>OK</b>. 0.061086 is displayed on the worksheet.</p>

**Table 10.1: Financial Functions**

- **Logical - Logical** functions are used in Excel to introduce decision-making. To access **Logical** functions, perform the following steps:
  1. Click **Logical** from the **Function Library** group in the **Formula** tab.

Table 10.2 lists some of the **Logical** functions and the procedure to use them.

Function Syntax	Description	Example
AND(logical1, logical2)	Checks whether all the arguments are TRUE and it returns TRUE only if all the arguments are TRUE	<p>1. Select <b>AND</b>.</p> <p>2. Type <math>4*3=12</math> in the <b>Logical1</b> text box.</p> <p>3. Type <math>7*2=14</math> in the <b>Logical2</b> text box.</p> <p>4. Click <b>OK</b>. TRUE is displayed on the worksheet.</p>

## Session 10

### Using Formulas and Functions

Concepts

Function Syntax	Description	Example
IF(logical_test, value_if_true, value_if_false)	Checks whether the condition is TRUE, returns a value if the condition is true and returns another value if the condition is FALSE	<p>1. Type 100 in A1.</p> <p>2. Select cell <b>A2</b>.</p> <p>3. Select <b>IF</b>.</p> <p>4. Type the following text in each of the text boxes:</p> <p style="margin-left: 40px;">A1&lt;=50 Conveyance will be given Conveyance will not be given</p> <p>5. Click <b>OK</b>. Conveyance will not be given is displayed on the worksheet.</p>

**Table 10.2: Logical Functions**

- **Text - Text** functions present in Excel allows the user to work with and manage the text type of data present in the worksheet. It allows searching and manipulating text in the worksheet. To access text functions, perform the following steps:

1. Click **Text** from the **Function Library** group in the **Formula** tab.

Table 10.3 lists some of the **Text** functions and the procedure to use them.

Function Syntax	Description	Example
LOWER(text)	Transforms the letters in the text string to lower case	=LOWER("OFFICE 2010")  Will display office 2010 in the worksheet
DOLLAR(number, [decimal])	Changes a number to text using currency format	=DOLLAR(452, 3)  Will display \$452.000 in the worksheet
EXACT(text1,text2)	Examines whether two texts are exactly same (case-sensitive) and returns the value of TRUE or FALSE	=EXACT("Hello", "hello")  Will display FALSE in the worksheet

## Session 10

### Using Formulas and Functions

Function Syntax	Description	Example
FIXED(number, [decimal], [no_commas])	Rounds off the number to specified decimal places and displays the number with or without the commas	=FIXED(5443.295,1,TRUE) Will display 5443.3 in the worksheet
PROPER(text)	Capitalizes the first letter in the word and letter after special character, and lowers the case of all the other letters in the word	=PROPER"mY friend's book") Will display My Friend's Book in the worksheet
REPLACE (old_text,start_num, num_chars,new_text)	Replaces old text with a new text string	=REPLACE("Hello",1,2,"A") Will display Allo in the worksheet
REPEAT (text, number_times)	Prints text the number of times specified	=REPT("1#A",3) Will display 1#A1#A1#A in the worksheet
SEARCH (find_text, within_text, [start_num])	Returns the location of the character from within a string starting from left to right, considering the starting number of the text in the string	=SEARCH("A","Apache",2) Will display 3 in the worksheet
SUBSTITUTE (text, old_text, new_text, [instance_number])	Replaces the old text with the new text. You can also specify the instance position of the text in the string that is required to be replaced	=SUBSTITUTE("December 1, 2011",1,2,3) Will display December 1, 2012 in the worksheet
T(value)	Returns text if the value referred is text else returns blank if the value referred is numerical or logical	=T("Office") Will display Office in the worksheet
TRIM(text)	Removes all the extra spaces in the string but preserves the single spacing in between words	= TRIM("Microsoft Excel") Will display Microsoft Excel in the worksheet

Table 10.3: Logical Functions

- **Date & Time** - The **Date & Time** functions allows user to perform various calculations based on date and time. They allow extracting weekday, year, month, hours, and seconds from the current date and time. Based on these extracted values, one can perform various mathematical computations on date and time values.

## Session 10

### Using Formulas and Functions

To access **Date & Time** functions, perform the following steps:

1. Click **Date & Time** from the **Function Library** group in the **Formula** tab.

Table 10.4 lists some of the **Date & Time** functions and the procedure to use them.

Function Syntax	Description	Example
DATEVALUE (date_text)	Transforms the date in into serial number that represents date in Microsoft Excel date-time code	=DATEVALUE("12/12/2012")  Will display 41255 in the worksheet
DAYS360 (start_date, end_date,[method])	Returns the numbers of days between two dates based on a 360-days year	=DAYS360("1/1/2011","5/1/2011")  Will display 120 in the worksheet
WEEKNUM (serial_number, [return_type])	Returns the week number of the year	=WEEKNUM("7/1/2011",1)  Will display 27 in the worksheet

**Table 10.4: Date & Time Functions**

- **Lookup & Reference** - This group of functions is used to simplify searching of specific entries in the data table. To access **Lookup & Reference** functions, perform the following steps:

1. Click **Lookup & Reference** from the **Function Library** group in the **Home** tab.

Table 10.5 lists some of the **Lookup & Reference** functions and the procedure to use them.

Function Syntax	Description	Example
Hyperlink (http_location, [friendly_name])	Creates a shortcut or jump that opens a document stored on a network server, an intranet, or the Internet	<ol style="list-style-type: none"> <li>1. Select <b>HYPERLINK</b>.</li> <li>2. Type <code>http://google.com</code> in <b>Link _ location</b> box.</li> <li>3. Type <code>Google</code> in the <b>Friendly _ name</b> text box.</li> <li>4. Click <b>OK</b>. <code>Google</code> is displayed in the worksheet.</li> </ol>
LOOKUP()	Looks up value from one-row or one-column range, or from an array	<ol style="list-style-type: none"> <li>1. Type the following data in cells from A1 to A5 in a worksheet:  Alison Martha Peter Ricky Ted</li> </ol>

## Session 10

### Using Formulas and Functions

Function Syntax	Description	Example
		<p>2. Type the following data in cells from B1 to B5:</p> <p>\$ 56 \$ 68 \$ 80 \$ 93 \$ 86</p> <p>3. Select cell <b>A7</b>.</p> <p>4. Select <b>LOOKUP</b>.</p> <p>5. Select <b>OK</b>.</p> <p>6. Type the following in the text boxes of the dialog box:</p> <p>A3 A1 : A5 B1 : B5</p> <p>7. Click <b>OK</b>. 80 is displayed in the worksheet.</p>

**Table 10.5: Lookup & Reference Functions**

- **Math & Trig** - The **Math & Trig** functions allows user to perform various mathematical and trigonometric calculations. The Math functions help in computing values such as absolute values, roman numbers, and so on. The Trig functions help in computing trigonometric values such as arccosine, hyperbolic, sine, and so on. To access **Math & Trig** functions, perform the following steps:

1. Click **Math & Trig** from the **Function Library** group in the **Formula** tab.

Table 10.6 displays a few functions in **Math & Trig** and the procedure to use them.

Function Syntax	Description	Example
COMBIN(number, number_chosen)	Returns the number of combinations for a given number of items	=COMBIN(6,2)  Will display 15 in the worksheet
GCD(number1, number2,...)	Returns the greatest common divisor of more than one	=GCD(3,17)  Will display 1 in the worksheet

## Session 10

### Using Formulas and Functions

Concepts

Function Syntax	Description	Example
LCM(number1, number2,...)	Returns the least common multiple	=LCM(6,9) Will display 18 in the worksheet
LOG(number, base value)	Returns the log of the number depending upon the base value specified	=LOG(9,2) Will display 3.169925001 in the worksheet
PI()	Returns the PI value	=PI() Will display 3.141592654 in the worksheet
ROMAN(number, [form])	Returns the Roman value of the Arabic numerical	=ROMAN(56,1) Will display LVI in the worksheet
FACT(number)	Returns the factorial of a number	=FACT(5) Will display 120 in the worksheet
ATAN(number)	Returns the arctangent value of the specified number	=ATAN(9) Will display 1.460139106 in the worksheet
COSH(number)	Returns the hyperbolic cosine	=COSH(5) Will display 74.20994852 in the worksheet
SIN(number)	Returns the sine value of the given angle	=SIN(10) Will display -0.544021111 in the worksheet

**Table 10.6: Math & Trig Functions**

- **Statistical - Statistical** functions are used to analyze the data in a spreadsheet. To access **Statistical** functions, perform the following steps:
  1. Click **Statistical** from the **Function Library** group in the **Formula** tab.

Table 10.7 displays a few **Statistical** functions and the procedure to use them.

Function Syntax	Description	Example
CONFIDENCE(alpha, standard_dev, size)	Returns a confidence interval for a population mean	1. Type 0.05 in A1. 2. Type 3.5 in A2. 3. Type 100 in A3.

## Session 10

### Using Formulas and Functions

Concepts

Function Syntax	Description	Example
		<p>4. Select <b>CONFIDENCE</b>.</p> <p>5. Type the following the text boxes of the dialog box:</p> <p style="margin-left: 40px;">A1 A2 A3</p> <p>6. Click <b>OK</b>. 0.685987395 is displayed in the worksheet.</p>
FISHER(x)	Returns the Fisher transformation	<p>1. Type -0.5 in A1.</p> <p>2. Click cell <b>A2</b>.</p> <p>3. Select <b>FISHER</b>.</p> <p>4. Type <b>A1</b> in the X box.</p> <p>5. Click <b>OK</b>. -0.549306144 is displayed in the worksheet.</p>
PEARSON(array1, array2)	Returns the Pearson product moment correlation co-efficient (r)	<p>1. Type the following from cell A1 to A5:</p> <p style="margin-left: 40px;">3 4 1 2 5</p> <p>2. Type the following from cell B1 to B5:</p> <p style="margin-left: 40px;">2 5 4 3 1</p> <p>3. Select <b>PEARSON</b>.</p>

## Session 10

### Using Formulas and Functions

Concepts

Function Syntax	Description	Example
		<p>4. Type the following in the text boxes of the dialog box:</p> <p>A1 : A5 B1 : B5</p> <p>5. Click <b>OK</b>. -0.4 is displayed on the worksheet.</p>

**Table 10.7: Statistical Functions**

- **Engineering - Engineering** functions are used to convert measurement data from one set of units to another. To access **Engineering** functions, perform the following steps:

1. Click **Engineering** from the **Function Library** group of the **Formula** tab.

Table 10.8 lists a few functions in **Engineering** and the procedure to use them.

Function Syntax	Description	Example
BIN2DEC(number)	Converts the binary number to a decimal number	<p>1. Type 110010 in A1.</p> <p>2. Click cell <b>A2</b>.</p> <p>3. Select <b>BIN2DEC</b>.</p> <p>4. Type A1 in the Number text box.</p> <p>5. Click <b>OK</b>. 50 is displayed in the worksheet.</p>
DELTA(number1, number2)	Tests whether two numbers are equal	<p>1. Select <b>DELTA</b>.</p> <p>2. Type 5678754335 in the <b>Number1</b> box.</p> <p>3. Type 5678745335 in the <b>Number2</b> box.</p> <p>4. Click <b>OK</b>. 0 is displayed in the worksheet.</p>
IMREAL(inumber)	Returns the real co-efficient of a complex number	<p>1. Select <b>IMREAL</b>.</p> <p>2. Type 6+i7 in the text box of the dialog box.</p> <p>3. Click <b>OK</b>. 6 is displayed in the worksheet.</p>

**Table 10.8: Engineering Functions**

## Session 10

### Using Formulas and Functions

- **Cube** - The **Cube** functions help users to retrieve data from the **Analysis Service** cubes. These functions are used for generating values from the data from SQL Server Analysis Services.

To access **Cube** functions, perform the following steps:

1. Click **Cube** from the **Function Library** group of the **Formula** tab.

- **Information** - To access **Information** function, perform the following steps:

1. Click **Information** from the **Function Library** group of the **Formula** tab.

Table 10.9 lists some of the functions in **Information** and the procedure to use them.

Function Syntax	Description	Example
INFO(type_text)	Returns the information about the current operating environment	<ol style="list-style-type: none"> <li>1. Select <b>INFO</b>.</li> <li>2. Type system in the <b>Type _ text</b> text box.</li> <li>3. Click <b>OK</b>. <code>pcdos</code> is displayed on the worksheet.</li> </ol>
ISTEXT(value)	Checks whether the value is text and returns TRUE or FALSE	<ol style="list-style-type: none"> <li>1. Type <code>Excel</code> in A1.</li> <li>2. Select <b>ISTEXT</b>.</li> <li>3. Type <code>A1</code> in the <b>Value</b> text box.</li> <li>4. Click <b>OK</b>. <code>True</code> is displayed in the worksheet.</li> </ol>

**Table 10.9: Information Functions**

#### 10.3.1 Creating a Basic Function

To use the average function, perform the following steps:

1. Open **Microsoft Excel**.
2. Type the heading **Jan** in cell A1.
3. Type any numerical data from cell A2 to A11.
4. Type the heading **Feb** in cell B1.
5. Type any numerical data from B2 to B11.
6. Type the heading **Total Sales** in cell C1.

## Session 10

### Using Formulas and Functions

7. Type  $=A2+B2$  in cell C2.
8. Similarly, enter  $=A3+B3$  in cell C3 and copy the function for all the cells till cell C11.
9. Click cell **C12**.
10. Type  $=AVERAGE(C2:C11)$ .
11. Press **ENTER**. Excel calculates the average of sales on the data present in the cells from C1 to C11 and the result is displayed in cell C12.

Concepts

#### 10.3.2 Using the AutoSum Function

The **SUM()** function is the most commonly used function in Excel. To insert the **SUM()** function in the worksheet, the user can also use the **AutoSum** command present in the Home tab of the ribbon. **AutoSum** feature provides options for performing functions like addition, average, finding minimum and maximum value from a range, and counting the number of items in a range.

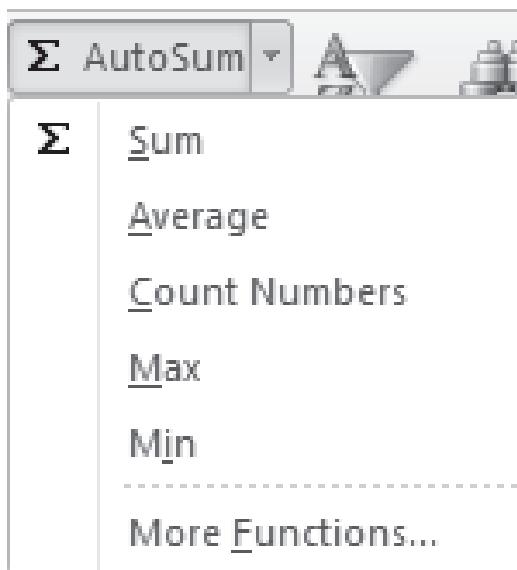
To use the **AutoSum** function, perform the following steps:

1. Open **Microsoft Excel**.
2. Type the heading **Jan** in A1.
3. Type any numerical data from cell A2 to A12.
4. Type the heading **Feb** in B1.
5. Type any numerical data from B2 to B12.
6. Type the heading **Total Sales** in C1.
7. Type  $=A2+B2$  in cell C2.
8. Similarly, enter  $=A3+B3$  in C3, and copy the function for all the cells until cell C12.
9. Click cell **C13**.
10. Click **AutoSum** from the **Editing** group of the **Home** tab.

## Session 10

### Using Formulas and Functions

A function list is displayed in figure 10.8



**Figure 10.8: AutoSum**

11. Select **Max**.
12. Press **ENTER**. Excel evaluates the data from cells C2 to C12 and displays the result or maximum value in cell C13.

#### 10.3.3 Inserting a Function from the Function Library

A function can be inserted from the **Function Library** group, which will display the **Function Arguments** dialog box. The **Function Argument** dialog box enables the user to specify the arguments to be used by the function.

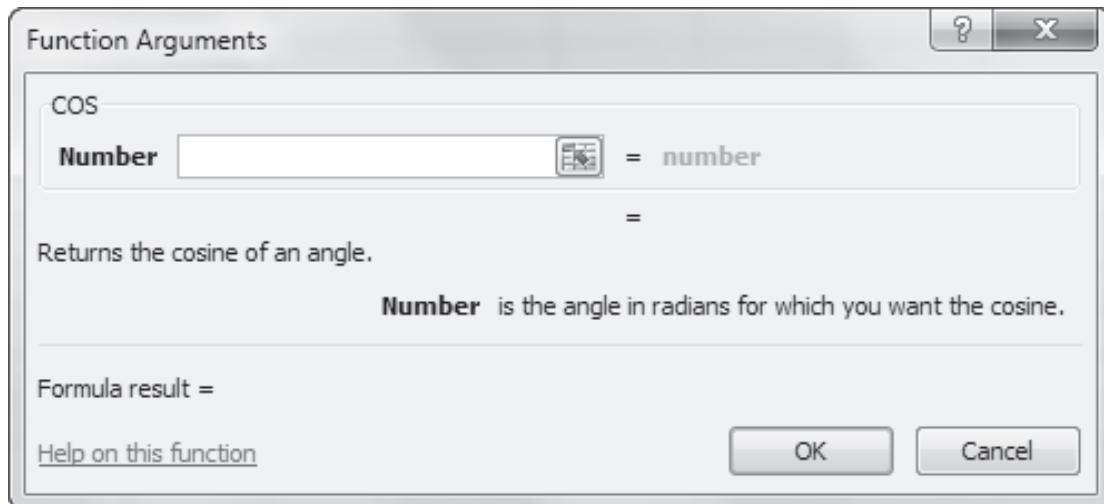
To insert a function from the **Function Library**, perform the following steps:

1. Open **Microsoft Excel**.
2. Type any numerical data in cell A1.
3. Click cell **D5**.
4. Click **Math & Trig** from **Function Library** group in the **Formulas** tab. A list of functions is displayed.
5. Select **COS** from the list.

## Session 10

### Using Formulas and Functions

The **Function Arguments** dialog box is displayed in figure 10.9.



Concepts

**Figure 10.9: Function Arguments Dialog Box**

6. Type A1 in the **Number** box or select the cell A1 by clicking on that cell and click **OK**. The cosine of the data in cell A1 will be displayed in cell D5.

#### 10.3.4 Using the Insert Function Command

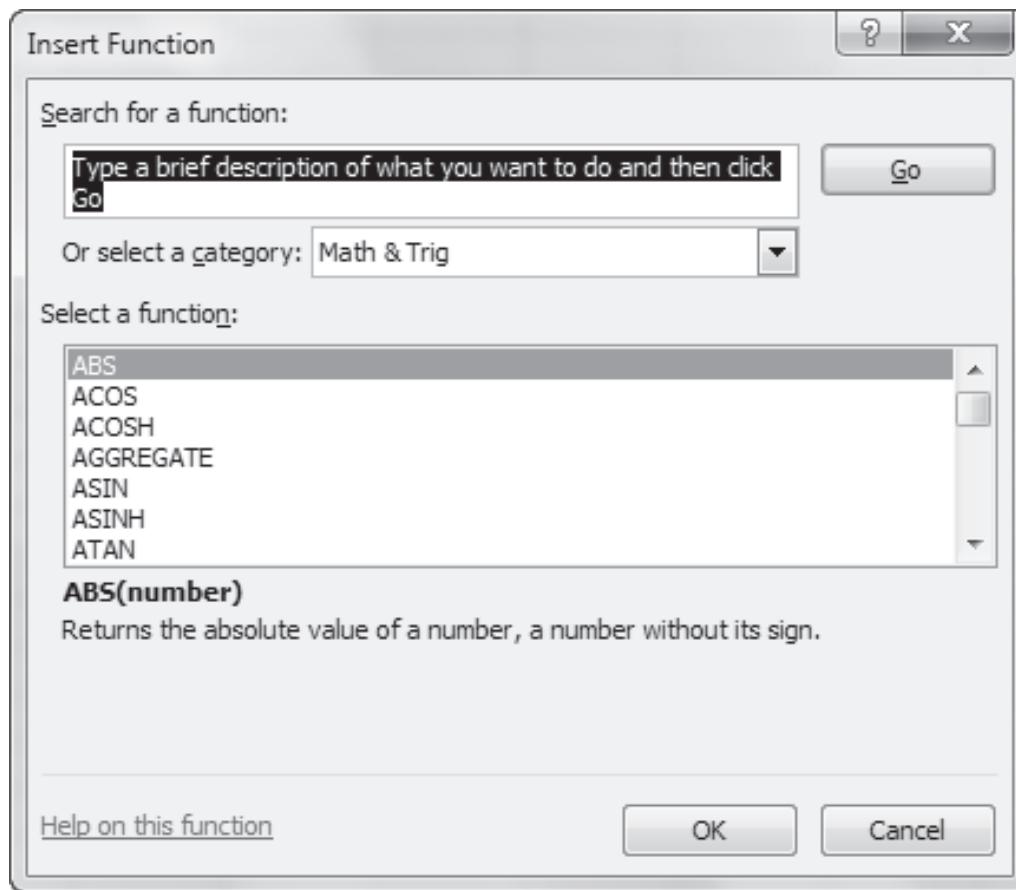
Functions can also be inserted using the **Insert Function** dialog box. The **Insert Function** dialog box displays a list of function categories. To insert a function from the **Insert Function** command, perform the following steps:

1. Open **Microsoft Excel**.
2. Type any numerical data in cell A1.
3. Click cell **D5**.
4. Click **Insert Function** from **Function Library** group in the **Formulas** tab.

## Session 10

### Using Formulas and Functions

The Insert Function dialog box is displayed in figure 10.10.



**Figure 10.10: Insert Function Dialog Box**

5. Select **Math & Trig** from **Or select a category** list.
6. Select **COS** from the list. The **Function Arguments** dialog box is displayed.
7. Type A1 in the text field in the dialog box and click **OK**. The cosine of data in cell A1 is displayed in cell D5.

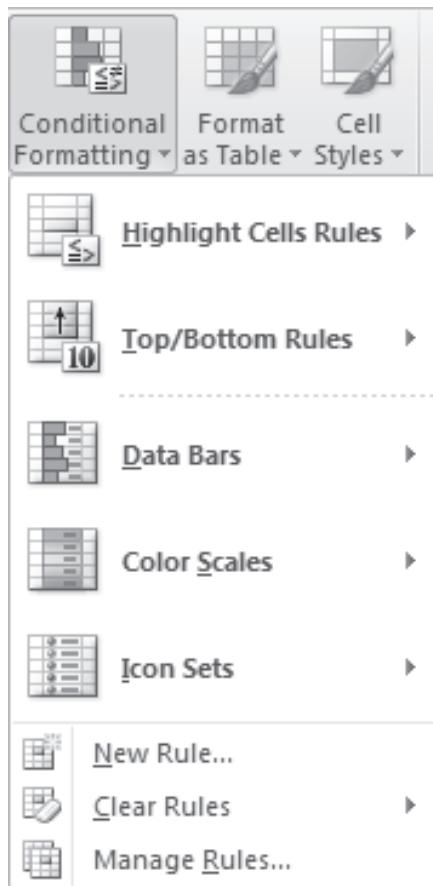
#### 10.4 Using Conditional Formatting

Conditional Formatting is a method by which the users can highlight certain data entries by applying rules. In other words, conditional formatting helps to format certain cells in a worksheet that meets certain criteria.

## Session 10

### Using Formulas and Functions

Conditional Formatting, present in the **Styles** group of **Home** tab, is displayed in figure 10.11.



Concepts

Figure 10.11: Conditional Formatting in Excel

#### 10.4.1 Specifying Conditional Formatting

There are five sections in Conditional Formatting gallery. They are as follows:

- **Highlight Cells Rules** - This section highlights the selected cells by rules such as Greater Than, Equal To, Duplicate Values, and so forth.
- **Top/Bottom Rules** - This section highlights the selected cells by rules such as Top 10 Items, Bottom 10%, Above Average, and so forth. In this the user is not restricted to selection of top or bottom 10 values. The dialog box contains spinner boxes that enable the user to specify the number of items that will be used by the rule.
- **Data Bars** - This section provides a bar graph on the opposite side of the numbers. The bar graph displayed is based on the data range of the selected cells. This enables the user to view how the various values in the range are comparable to each other.
- **Color Scales** - This section applies colors to the selected cells based on the data range. It is used for comparison of values in the cell range.

## Session 10

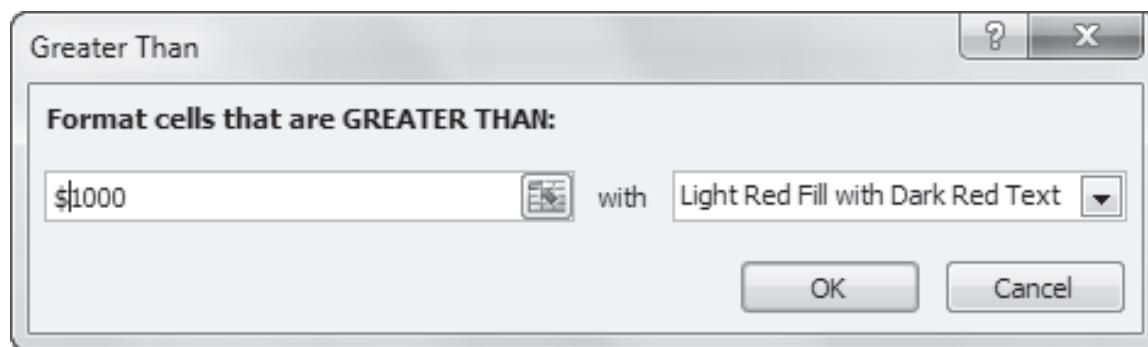
### Using Formulas and Functions

- **Icon Sets** - This section applies set of icons such as arrows, traffics lights, flags, ratings, and so forth to the data range of the selected cells.

#### 10.4.2 Applying Conditional Formatting

To apply conditional formatting, perform the following steps:

1. Open Microsoft Excel.
2. Type any numerical data from cell A2 to A11.
3. Type any numerical data from B2 to B11.
4. Type =A2+B2 in cell C2.
5. Similarly, enter =A3+B3 in C3, and copy the formula for all the cells till cell C11.
6. Select cells C1 to C12.
7. Click **Conditional Formatting** from the **Styles** group of the **Home** tab. A sub-menu is displayed.
8. Select **Highlight Cells Rules > Greater Than**. The **Greater Than** dialog box is displayed in figure 10.12.



**Figure 10.12: Greater Than Dialog Box**

9. Specify the number or the cell reference and specify the condition.
10. Click **OK**. The conditions specified are applied to the selection.



## SUMMARY

- Excel allows user to enter formulas for calculations.
- Users can add, subtract, multiply, or divide any values present in any cells, and display the result anywhere in the spreadsheet.
- AutoFill can be used to generate series like months of the year, days of the week, and so on.
- The users can apply functions, such as count, average, sum, and so forth by using cell reference.
- Users can even insert different mathematical signs in a single cell.
- AutoSum feature directly provides access to functions like addition, average, and so forth.
- Conditional Formatting allows user to format the cells based on rules specified.

## Session 10

### Using Formulas and Functions



### Check Your Progress

1. \_\_\_\_\_ should not be zero in a formula else, it will produce error in the results.

<b>A</b>	Divisor	<b>C</b>	Multiplicand
<b>B</b>	Dividend	<b>D</b>	Product

2. The data in A1=1, A2=2, A3=5, A4=6, A5=8, B2=A1+A3. If AutoFill is performed from cell B2 to B3, what will be the result in B3?

<b>A</b>	14	<b>C</b>	7
<b>B</b>	6	<b>D</b>	8

3. Which of the following function finds out the total of all the values present in a range of cell?

<b>A</b>	Max	<b>C</b>	Sum
<b>B</b>	Min	<b>D</b>	Average

4. \$A\$4 is an example of \_\_\_\_\_ reference.

<b>A</b>	Relative	<b>C</b>	Absolute
<b>B</b>	Mixed	<b>D</b>	Basic

5. Which of the following formula checks whether all the arguments are true and they return TRUE only if all the arguments are TRUE?

<b>A</b>	AND	<b>C</b>	IF
<b>B</b>	OR	<b>D</b>	NOT

6. Which of the following rules allow the user to format the data and add graph in the cells based on the data range of the selected cells?

<b>A</b>	Top/Bottom Rules	<b>C</b>	Icon Scales
<b>B</b>	Data Bars	<b>D</b>	Color Sets

# 11 Data Analysis and Security

## Objectives

**At the end of this session, the student will be able to:**

- *Describe sorting and filtering of data*
- *Explain the methods to present the data graphically using charts*
- *Explain the steps to create and format the charts*
- *Explain the methods of securing and protecting a Workbook*

### 11.1 Introduction

Excel allows a user to organize data entries by sorting and filtering. This feature is extremely useful, when users want to sort the data numerically or alphabetically. For example, users can arrange the names in a table in an alphabetical order or sort the sales data numerically. Sorting reorganizes rows in the table based on the contents of a particular column. Sorting help the users to understand and find the required data in an efficient manner.

The filtering of data in Excel means viewing only certain items from the list. When users apply filter to a column, they can decide what they want to see in a spreadsheet and what they do not want to see.

In addition, the users can use charts to display the graphical representation of the data. Users must also learn how to secure their workbooks when the data is highly confidential.

### 11.2 Sorting Data

Sorting data means arranging data entries based on the specified conditions. Users can sort data using pre-defined sorting methods, or select the range of cells and apply the rules using Custom Sort.

#### 11.2.1 Basic Sorting

Using basic sorting, users can sort the data in the following ways:

- **Sort A to Z or Sort Smallest to Largest** - This type of sorting will arrange the data entries either alphabetically i.e. from A to Z or numerically from smallest to largest number.
- **Sort Z to A or Sort Largest to Smallest** - This type of sorting will arrange the data entries in an alphabetic way i.e. from Z either to A or numerically from largest to smallest number.

## Session 11

### Data Analysis and Security

- **Put Selected Cell Color On Top** - All the cells that have the same fill color, as the active cell, will be on the top of the list.
- **Put Selected Font Color On Top** - All the cells that have the same font color, as the active cell will be on the top of the list.
- **Put Selected Cell Icon On Top** - All the cells that have the same cell icon, as the cell that is right-clicked, will be on the top of the list.

To apply basic sorting, perform the following steps:

1. Open Microsoft Excel.
2. Assign the heading as **Name** in cell D5.
3. Type names of people from cell D6 to D10.
4. Assign the heading as **Age** in cell E5.
5. Type age in cells from E6 to E10.
6. Select the cells from D5 to E10.
7. Right-click the highlighted cells, and select **Sort** from the context menu. Figure 11.1 displays the sort sub-menu menu.

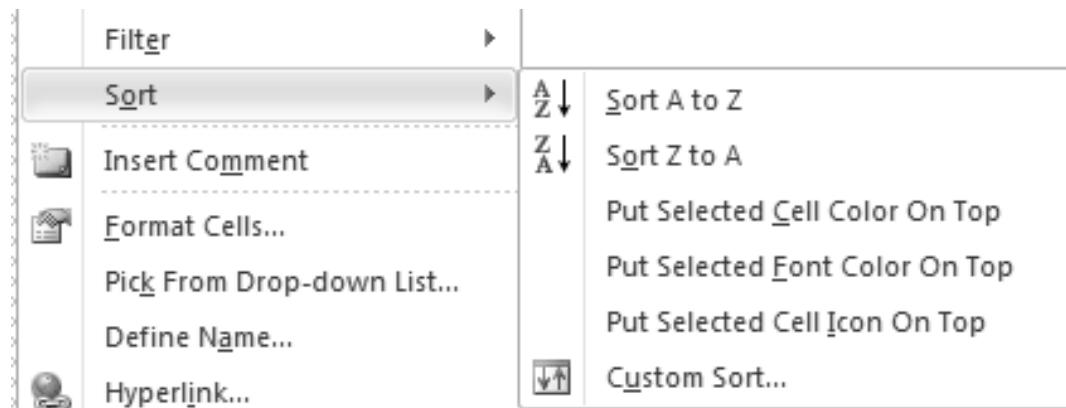


Figure 11.1: Sort Sub-menu

8. Select **Sort > Sort A to Z** from the **Sort** sub-menu. Excel rearranges data entries in the column D along with the corresponding data in the column E in ascending order.

#### 11.2.2 Custom Sorting

Custom sorting enables a user to sort data as per their requirements. It also allows a user to add multiple columns for arrangement. Users can decide which column needs to be sorted first and in what order.

To apply custom sorting, perform the following steps:

1. Open **Microsoft Excel**.
2. Assign the heading as **Name** in cell D5.
3. Type names of people from cell D6 to D10.
4. Assign the heading as **Age** in cell E5.
5. Type age in cells from E6 to E10.
6. Select the cells from D5 to E10.
7. Right-click highlighted cells, and select **Sort > Custom Sort**. The **Sort** dialog box is displayed.
8. Select **Name** in the first row from **Sort by** drop-down list.
9. Click **Add Level** to add another level for sorting.
10. Select **Age** in the second row from **Sort by** drop-down list. Figure 11.2 displays the Sort dialog box, after selecting the columns.



Figure 11.2: Sort Dialog Box After Selection of Rows

11. Click **OK**. Excel first sorts the entire range of data alphabetically based on the Name column and then further sorts the data on the numerical column, Age. In other words, all the data entries in the Age column are sorted, if identical data groups are present in the Name column.

### 11.3 Filtering Data

Filtering data means displaying only those row that meet the specific criteria and hiding non-specific rows in the table. Excel allows a user to filter data entries manually or by applying rules.

#### 11.3.1 Basic Filtering

Basic filtering involves displaying of data entries manually. The users can decide what data they want to display in the spreadsheet. Users can filter data in the following ways:

- Filter by Selected Cell's Value
- Filter by Selected Cell's Color
- Filter by Selected Cell's Font Color
- Filter by Selected Cell's Icon

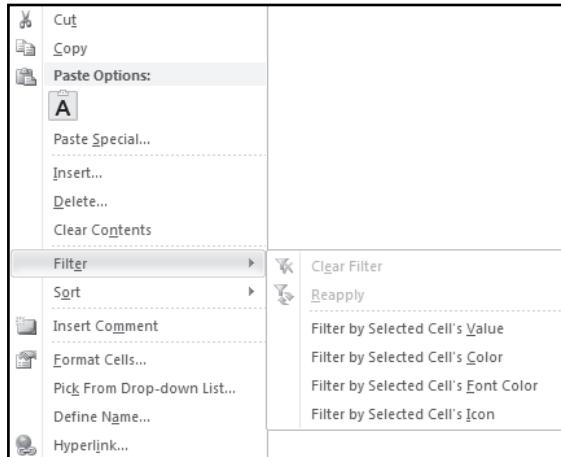
To apply basic filtering, perform the following steps:

1. Open **Microsoft Excel**.
2. Assign the heading as **Name** in cell D5.
3. Type names of people from cell D6 to D10.
4. Assign the heading as **Age** in cell E5.
5. Type age in cells from E6 to E10.
6. Select the cells from D5 to E10.

## Session 11

### Data Analysis and Security

7. Right-click the highlighted cells, select **Filter** from the context menu. The **Filter** sub-menu is displayed in figure 11.3.



Concepts

Figure 11.3: Filter Sub-menu

8. Select **Filter > Filter by Selected Cell's Value**. All the values are hidden and the headings are retained.

**Note:** Excel will display  on the first column heading and  on the remaining column headings.

9. To view the contents of each column, click on the small arrow next to column headings and select the data entries to be displayed on the spreadsheet. The data entries selected are displayed on the spreadsheet.

#### 11.3.2 Filtering Using Search

Filtering using search is another option that users can utilize to search data after applying a filter. When the users have inserted numerous data entries, they can search for a specific data entry.

To use filtering by search, perform the following steps:

1. Open **Microsoft Excel**.
2. Assign the heading as **Name** in cell D5.
3. Type names of people from cell D6 to D10.
4. Assign the heading as **Age** in cell E5.
5. Type age in cells from E6 to E10.

## Session 11

### Data Analysis and Security

6. Select the cells from D5 to E10.
7. Right-click highlighted cells, and select **Filter > Filter by Selected Cell's Value**. The filter is applied.
8. Click  in **Name** heading. A drop-down list is displayed.
9. Type the data you want to search in the **Search** box.
10. Click **OK**. If the data entered is present, then Excel will display it.

#### 11.3.3 Using Date Filters

Excel allows the users to decide what entries should be or should not be displayed, based on the date of the entries.

To apply advanced date filter, perform the following steps:

1. Open **Microsoft Excel**.
2. Assign the heading as **Date** in cell C5.
3. Type dates from cell C6 to C10.
4. Assign the heading as **Name** in cell D5.
5. Type names of people from cell D6 to D10.
6. Assign the heading as **Age** in cell E5.
7. Type age in cells from E6 to E10.
8. Select the cells from C5 to E10.
9. Right-click highlighted cells, and select **Filter > Filter by Selected Cell's Value**. The filter is applied.
10. Click  from the **Date** heading. A drop-down list is displayed.
11. Select **Date Filters > Custom Filter**. The **Custom AutoFilter** dialog box for date is displayed.
12. Set the criteria you want to apply.

## Session 11

### Data Analysis and Security

13. Click **OK**. The data is displayed as per the criteria given.

Concepts

#### 11.3.4 Using Text Filters

To apply advanced text filter, perform the following steps:

1. Open **Microsoft Excel**.
2. Assign the heading as **Date** in cell C5.
3. Type dates from cell C6 to C10.
4. Assign the heading as **Name** in cell D5.
5. Type names of people from cell D6 to D10.
6. Assign the heading as **Age** in cell E5.
7. Type age in cells from E6 to E10.
8. Select the cells from C5 to E10.
9. Right-click highlighted cells. The context menu is displayed.
10. Select **Filter > Filter by Selected Cell's Value**. The filter is applied.
11. Click  in **Name** heading. A drop-down list is displayed.
12. Select **Text Filters > Custom Filter**. The **Custom AutoFilter** dialog box for text is displayed.
13. Select the required rules.
14. Click **OK**. The rules selected in the **Custom AutoFilter** dialog box are applied.

#### 11.3.5 Using Number Filters

To apply advanced number filter, perform the following steps:

1. Open **Microsoft Excel**.
2. Assign the heading as **Date** in cell C5.
3. Type dates from cell C6 to C10.
4. Assign the heading as **Name** in cell D5.

## Session 11

### Data Analysis and Security

5. Type names of people from cell D6 to D10.
6. Assign the heading as **Age** in cell E5.
7. Type age in cells from E6 to E10.
8. Select the cells from C5 to E10.
9. Right-click highlighted cells. The context menu is displayed.
10. Select **Filter > Filter by Selected Cell's Value**. The filter is applied.
11. Click  in **Age** heading. A drop-down list is displayed.
12. Select **Number Filters > Custom Filter**. The **Custom AutoFilter** dialog box for number is displayed.
13. Select the required rules.
14. Click **OK**. The rules selected in the **Custom AutoFilter** dialog box are applied.

#### 11.4 Working with Charts

Charts provide the visual aids to the data present in tables. They make the data entries more comprehensible and clear. For example, distribution of a certain item amongst individuals can be explained with the help of a pie chart, or marks of students in various subjects can be displayed using a column chart.

The different types of charts offered by Excel are listed in table 11.1.

Chart Type	Description
Column	Compares the values across categories.
Line	Displays the graph over a period.
Pie	Displays the contribution of each value to the total. Pie charts are used only when there is one data series and all the values are positive.
Bar	Compares multiple values.
Area	Highlights the differences between numerous sets of data over a period.
Scatter	Compares pair of values. These charts are also known as XY charts.
Stock	Displays trends of the stock market.
Surface	Shows trends in values across two dimensions in a continuous curve.
Doughnut	Displays contribution of each value to a series like Pie chart but it displays multiple series.
Bubble	Resembles a scatter chart but it compares sets of three values instead of two.
Radar	Displays values relative to a centre point.

**Table 11.1: Chart Types in Microsoft Excel 2010**

#### 11.4.1 Creating a Chart

To create a chart in Excel, perform the following steps:

1. Open **Microsoft Excel**.
2. Assign the heading as **Name** in cell D5.
3. Type names of people from cell D6 to D10.
4. Assign the heading as **Math** in cell E5.
5. Type two-digit numbers in cells from E6 to E10.
6. Assign the heading as **Art** in cell F5.
7. Type two-digit numbers in cells from F6 to F10.
8. Select the cells from D5 to F10.
9. Click **Column** from the **Charts** group in the **Insert** tab. The **Column** list is displayed in figure 11.4.

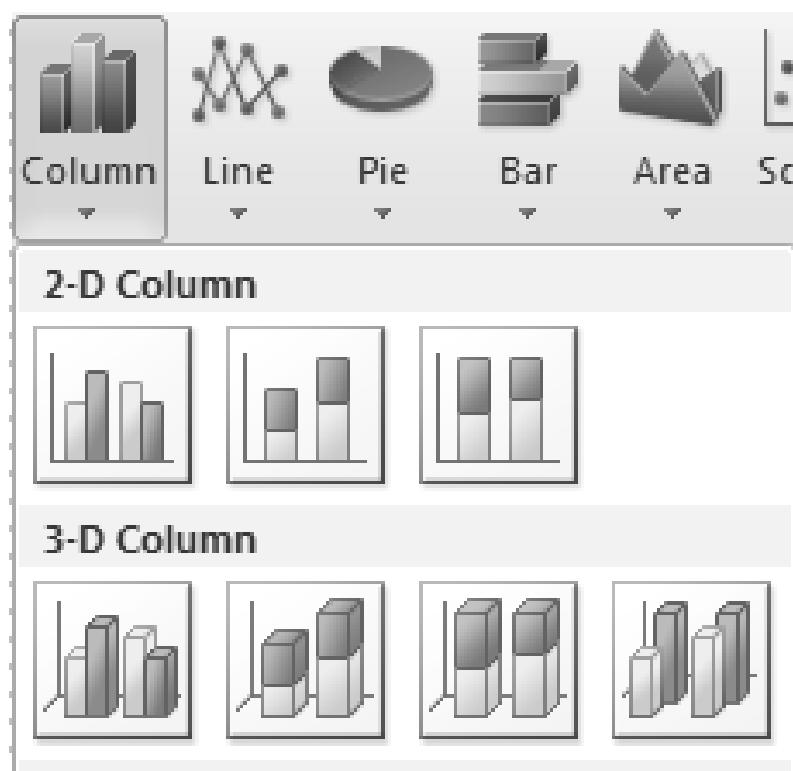


Figure 11.4: Column Sub-Menu

## Session 11

### Data Analysis and Security

- Select the first chart from the **2-D Column**. The chart is generated and displayed on the spreadsheet in figure 11.5.

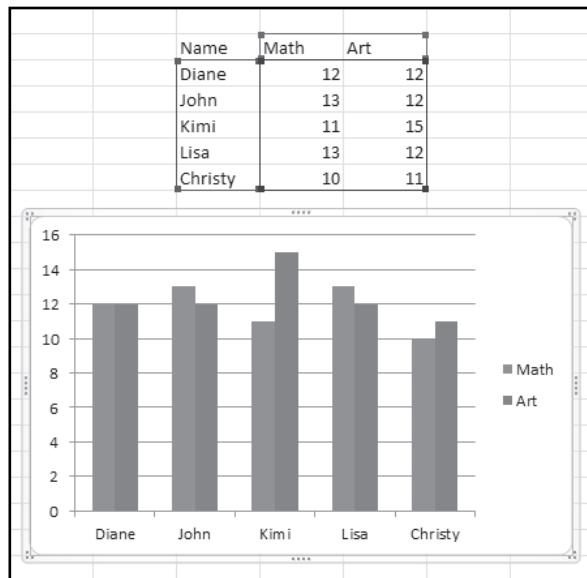


Figure 11.5: Chart in Excel

#### 11.4.2 Modifying the Chart Layout and Chart Style

The modification of the chart layout means to change the way the chart appears. When the chart is selected, there are three new tabs namely **Design**, **Layout**, and **Format** that appears in **Chart Tools** group on the ribbon. These tabs let the users to change the overall chart arrangement and modify the appearance. For example, in the previous section, the chart type was a 2-D Column. The chart type can be changed to 3-D Column, Cylinder, Cone, or a Pyramid.

After changing the chart type, users can even change the layout and style of the chart.

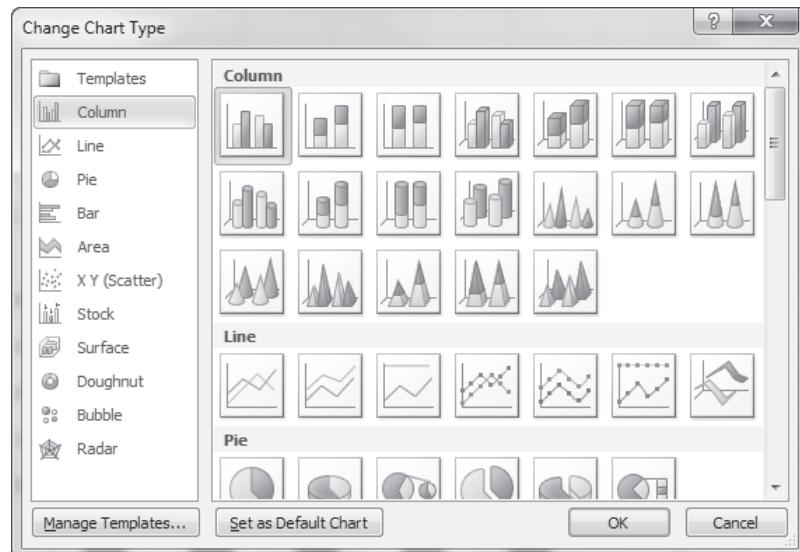
To change the chart type, layouts, and style, perform the following steps:

- Select the chart.

## Session 11

### Data Analysis and Security

2. Click **Change Chart Type** from **Type** group of the **Design** tab. The **Change Chart Type** dialog box is displayed in figure 11.6.



**Figure 11.6: Changing the Chart Type**

3. Select the required chart type.
4. Click **OK**. The chart type is changed.
5. Select the chart.
6. Click the **Design** tab.
7. Click  from the **Charts Layouts** group. The **Charts Layout** gallery is displayed in figure 11.7.



**Figure 11.7: Charts Layout Gallery**

8. Select the required layout. The selected layout is applied to the chart.

## Session 11

### Data Analysis and Security

9. Select the chart.
10. Click the **Design** tab.
11. Click  from the **Chart Styles** group. The **Chart Styles** gallery is displayed in figure 11.8.

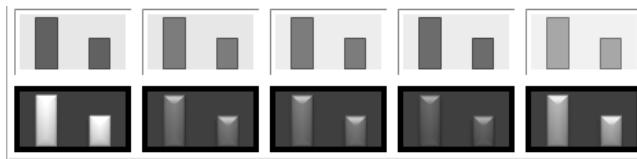


Figure 11.8: Chart Styles Gallery

12. Select the required style to apply. The selected layout is applied to the chart.

#### 11.4.3 Specifying Chart Labels

The chart labels help the user to convey the details of horizontal and vertical axis, assign a title to the chart, display data labels, and so forth. Figure 11.9 displays the **Chart Labels**.

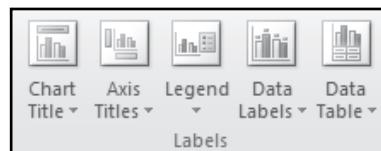


Figure 11.9: Chart Labels

Table 11.2 explains the purpose of each of the labels present in Excel, and how to use them.

Label	Description
Chart Title	Specifies a title to the chart generated and enables to select its position.
Axis Titles	Provides name to horizontal and vertical axis of the chart and enables to select its position.
Legend	States what each of the data series stands for. The placing of the legend need to be chosen from the Legend option in Chart Labels.
Data Labels	Displays details of each of the data series on the chart and enables to select the position of the values.
Data Table	Provide details of each of the data series below the chart.

Table 11.2: Chart Labels

To specify chart labels, perform the following steps:

1. Select the chart.
2. Click **Chart Title** from the **Labels** group of the **Layout** tab. A drop-down menu is displayed.
3. Select the option to display the chart title. The **Chart Title** is displayed in the chart.
4. Double-click the **Chart Title** name and assign a new name.
5. Similarly, change the **Axis Titles**, **Legend**, **Data Labels**, and **Data Table** from the **Labels** group.

#### 11.4.4 Formatting a Chart

The formatting on the chart involves changing the outline, fill color, and shape effects to the chart. Figure 11.10 displays the **Shape Styles** section.



Figure 11.10: Shape Styles Section

Excel also allows the user to change the text fill, text outline, and text effects.

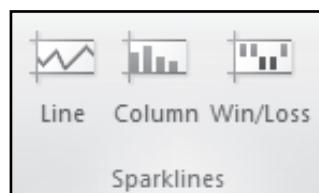
To format a chart, perform the following steps:

1. Select the chart.
2. Click **Shape Fill** from the **Shape Styles** group of the **Format** tab. A sub-menu is displayed.
3. Select the required fill color.
4. Similarly, select the options from **Shape Outline**, and **Shape Effects** from the **Shape Styles** group. The options selected are applied to the chart.
5. Click **Text Fill** from the **WordArt Styles** group of the **Format** tab and select the required text fill color.
6. Similarly, select the options from **Text Outline**, and **Text Effects** from the **WordArt Styles** group. The options selected are applied to the text in the chart.

#### 11.4.5 Working with Sparklines

**Sparklines** are charts that are displayed in a single cell based on the range of numeric data selected to show the trend of value. **Sparklines** usually compare the data entries from different column and display the graph in the cell.

Figure 11.11 displays the **Sparklines** group.



**Figure 11.11: Sparklines Group**

To use the **Sparklines**, perform the following steps:

1. Open **Microsoft Excel**.
2. Assign the heading as **Name** in cell A1.
3. Type names of people from cell A2 to A8.
4. Assign the heading as **Math** in cell B1.
5. Type numbers from cell B2 to B8.
6. Assign the heading as **Language** in cell C1.
7. Type numbers from cell C2 to C8
8. Assign the heading as **Art** in cell D1.
9. Type numbers from cell D2 to D8.
10. Select the cells from B2 to D8.
11. Click **Line** from the **Sparklines** group of the **Insert** tab. The **Create Sparklines** dialog box is displayed.
12. Type **E2:E8** in the **Location Range** box to place the **Sparklines** in the Excel sheet.

## Session 11

### Data Analysis and Security

13. Click **OK**. Excel adds the **Sparklines** chart to the specified **Location Range**.

Figure 11.12 displays an example of **Sparklines** in Excel. Here, each cell in column E displays the graph of the student's marks in three subjects. For example, in cell E2, the graph stays constant because the first two subjects' marks are the same. The graph then goes higher because the mark for the third subject is higher.

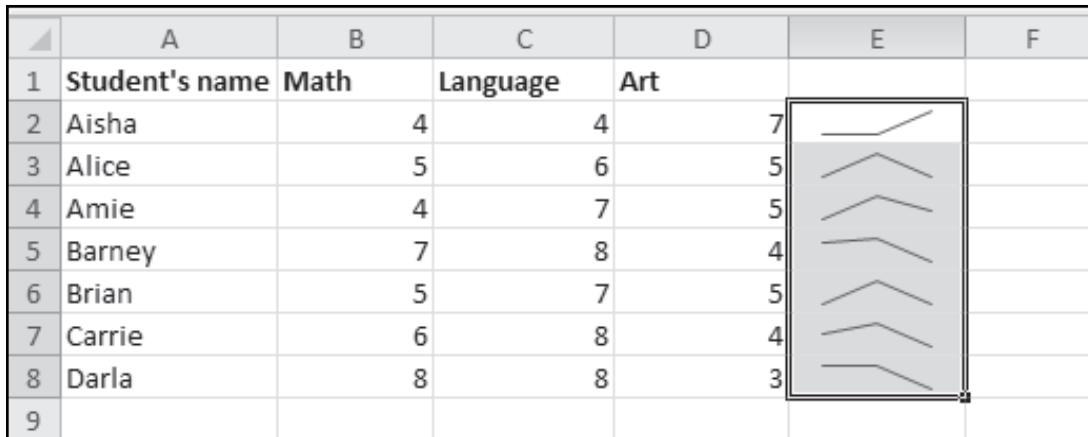


Figure 11.12: Example of Sparklines in Excel

Concepts

## 11.5 Securing and Protecting a Workbook

Users can protect the workbook by assigning a password to the workbook or a worksheet. This feature helps them to keep the contents safe. When a file in Excel is secured with a password, users cannot view the contents or edit the file until they provide the password.

Users can also protect a workbook from modification by assigning a password. When the user protects the workbook, users cannot insert or delete sheets, without entering the password.

Excel allows a user to remove a password from a password-protected file. However, if the user forgets the password after protecting it, Excel cannot recover the contents of the file or provide the details of the password.

### 11.5.1 Encrypting a Workbook

Encrypting a workbook means protecting the workbook by providing the password. Once the file is encrypted, and the users exit Excel, they need to enter the password to open the file. The worksheets will not open even in reading mode without the password, when the file is encrypted.

To encrypt a file, perform the following steps:

1. Open **Microsoft Excel**.

## Session 11

### Data Analysis and Security

2. Click the **File** tab. The **Backstage** view is displayed.
3. Click **Info**. The **Information** pane is displayed.
4. Click **Protect Workbook**. The sub-menu is displayed in figure 11.13.

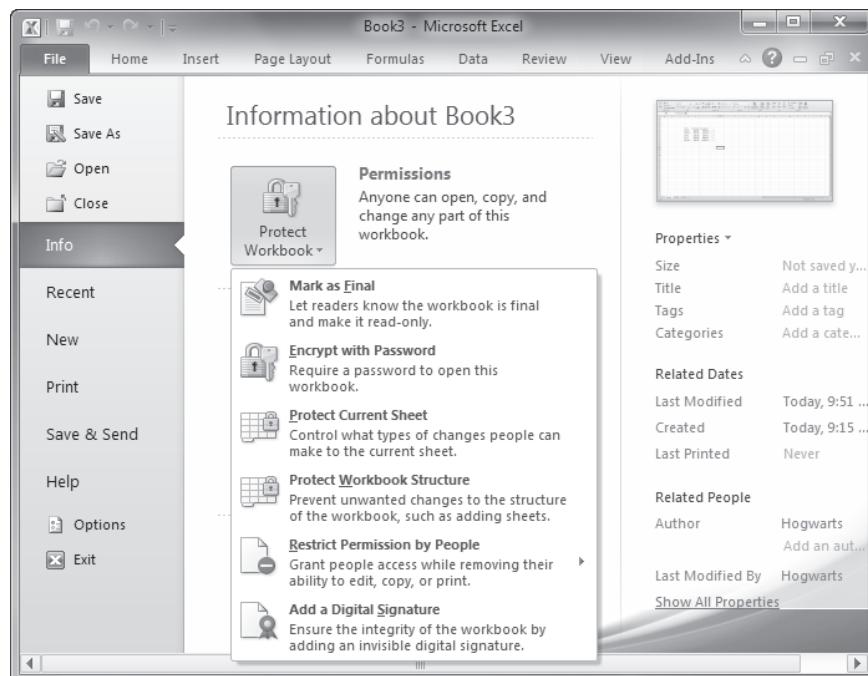


Figure 11.13: Protect Workbook Sub-Menu

5. Select **Encrypt with Password**. The **Encrypt Document** dialog box is displayed in figure 11.14.

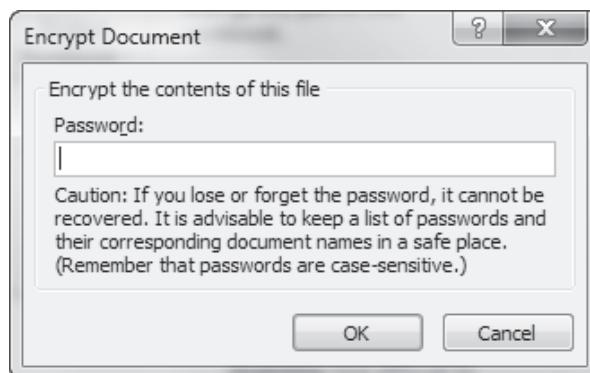


Figure 11.14: Encrypt Document Dialog Box

6. Type the password in the **Password** box.
7. Click **OK**. The workbook is protected.

## Session 11

### Data Analysis and Security

To decrypt the document, perform the following steps:

1. Open an encrypted document in **Microsoft Excel**. The **Password** dialog box is displayed.
2. Enter the password. Excel opens the encrypted document.
3. Click the **File** tab. The **Backstage** view is displayed.
4. Click **Info**. The **Information** pane is displayed.
5. Click **Protect Workbook**. The sub-menu is displayed.
6. Select **Encrypt with Password**. The **Encrypt Document** dialog box is displayed.
7. Clear the password from the **Password** box.
8. Click **OK**.

#### 11.5.2 Protecting a Workbook

To protect the workbook structure or windows, perform the following steps:

1. Open a file in **Microsoft Excel**.
2. Click **Protect Workbook** from the **Changes** group of the **Review** tab. The **Protect Structure and Windows** dialog box is displayed in figure 11.15.

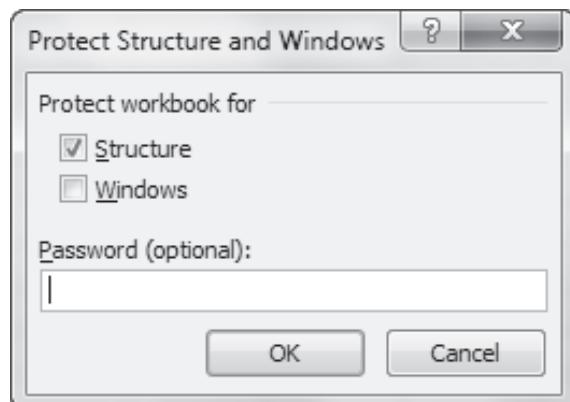


Figure 11.15: Protect Workbook Dialog Box

3. Type the password in the **Password (optional)** box.

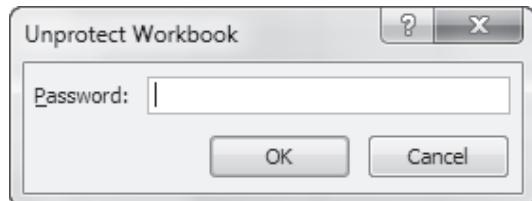
## Session 11

### Data Analysis and Security

4. Click **OK**. The **Confirm Password** dialog box is displayed.
5. Re-enter the password in the **Reenter password to proceed** box.
6. Click **OK**. This will prevent the users from adding deleting, or displaying hidden worksheets in the workbook.

To unprotect the workbook, perform the following steps:

1. Open the protected workbook in **Microsoft Excel**.
2. Click **Protect Workbook** from the **Changes** group of the **Review** tab. The **Unprotect Workbook** dialog box is displayed in figure 11.16.



**Figure 11.16: Unprotect Workbook Dialog Box**

3. Type the password that was used to protect the sheet and click **OK**. Excel will remove the protection for the workbook.

#### 11.5.3 Protecting a Worksheet

Users have to set a password to protect the sheet. After the sheet is protected, password has to be entered to make any changes to the current sheet. The sheet will open in reading mode, but to make changes in the file, the user will have to enter the password.

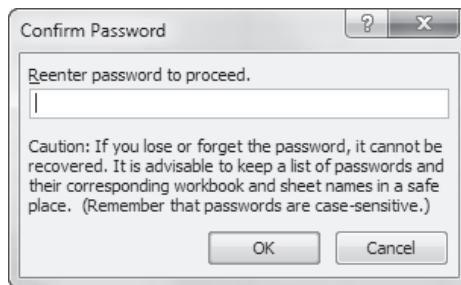
To protect the worksheet, perform the following steps:

1. Open **Microsoft Excel**.
2. Save the file.
3. Click **Protect Sheet** from the **Changes** group of the **Review** tab. The **Protect Sheet** dialog box is displayed.
4. Type the password in the **Password to unprotect sheet** box.

## Session 11

### Data Analysis and Security

5. Click **OK**. The **Confirm Password** dialog box is displayed in figure 11.17.



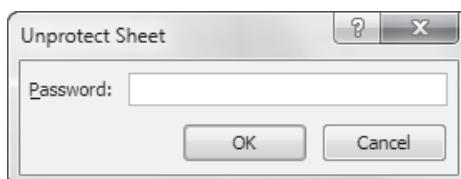
Concepts

**Figure 11.17: Confirm Password Dialog Box**

6. Re-enter the password in the **Reenter password to proceed** box.
7. Click **OK**. This will prevent the user from inserting, editing, deleting, or hiding the cells from the protected worksheet.

To unprotect the workbook, perform the following steps:

1. Open the protected worksheet in **Microsoft Excel**.
2. Click **Unprotect Sheet** from the **Changes** group of the **Review** tab. The **Unprotect Sheet** dialog box is displayed in figure 11.26.



**Figure 11.26: Unprotect Sheet Dialog Box**

3. Type the password that was used to protect the sheet and click **OK**. The sheet will be unprotected.



## SUMMARY

- Sorting arranges data in ascending or descending order.
- Filtering data means displaying only those rows that meet the specific criteria and hiding non-specific rows in the table.
- Excel allows a user to filter data entries manually or by applying rules.
- Charts provide the visual aids to the data present in tables and make the data entries more comprehensible and clear.
- Sparklines usually compare the data entries from different columns and display the graph in the cell.
- Protecting the workbook helps users to keep the content safe because after securing the file with a password, unless the password is entered, Excel will not reveal the content.
- When the sheet is protected, the workbook will open in reading mode, but to make changes in the file, the user must enter the password.

## Session 11

### Data Analysis and Security



### Check Your Progress

1. If the users want to sort two different columns, then they must use \_\_\_\_\_.

<b>A</b>	Basic Sorting	<b>C</b>	Custom Sort
<b>B</b>	Sort A to Z	<b>D</b>	Filtering

2. \_\_\_\_\_ is used to decide what entries must appear on the spreadsheet.

<b>A</b>	Chart	<b>C</b>	Heading
<b>B</b>	Filtering	<b>D</b>	Custom Sort

3. \_\_\_\_\_ provides graphical representation of the data entries.

<b>A</b>	Custom Sort	<b>C</b>	Heading
<b>B</b>	Filtering	<b>D</b>	Chart

4. Which of the following option displays the details of the data series on the chart?

<b>A</b>	Axis Title	<b>C</b>	Data Label
<b>B</b>	Legend	<b>D</b>	Chart Title

5. Which of the following permissions does not allow to open the workbook in read mode?

<b>A</b>	File protection	<b>C</b>	File encryption
<b>B</b>	Cell protection	<b>D</b>	Cell encryption

“ Action may not always bring  
happiness, but there is  
**no happiness without action.** ”

## Objectives

**At the end of this session, the student will be able to:**

- *Describe PivotTable*
- *Explain the steps to create and format PivotTable*
- *Describe PivotChart*
- *Explain the steps to create a PivotChart*
- *Explain the steps to change the design and layout of the PivotChart*

### 12.1 Introduction

One of the biggest challenges faced by Excel users is to create reports summarizing data from large volume of information stored in tables. These summary reports are created by rearranging data, writing complex formulas on them, and finally organizing the results in the new tables. This approach is tedious, time consuming, and fulfills only a particular type of requirement. For example, a summary report created by the user for comparing the quarterly sales in different regions. If the report has to reflect the quarterly sales based on different products, then all the steps must be repeated to build a new report.

To simplify the task of summarizing data based on different queries and rearranging it dynamically, Excel provides a tool, PivotTable. PivotTable is a reporting tool that summarizes large volume of information. It generates report that can be further analyzed and present the data in an effective way.

This session begins with an explanation of the PivotTable, describes how to create, add fields, and format them. The session also introduces PivotChart and describes the steps to add fields and format a PivotChart.

### 12.2 Using PivotTable

The PivotTable feature of Excel enables a user to summarize the data in an interactive manner without scripting a single formula or copying a single cell. However, the most remarkable feature of PivotTable is that the users can arrange them dynamically for analysis. The uses of a PivotTable are as follows:

- Enables to query large volume of data using interactive approach
- Enables to perform different aggregate functions such as sum, count, or average on numeric data present in the report

## Session 12

### Working with Reports in Microsoft Excel 2010

- Enables to rearrange the data based on categories and sub-categories
- Enables to perform user-defined calculations and formulas on the summarized data
- Enables to expand and collapse different levels to focus on details of data presented in the summary report
- Enables transformation of rows to columns or vice-versa to present different views of the summarized data
- Enables to perform sorting, filtering, and formatting of the data presented in the summary report
- Enables to generate comprehensive, clear, and neat reports

#### 12.2.1 Creating a PivotTable

To create a PivotTable, perform the following steps:

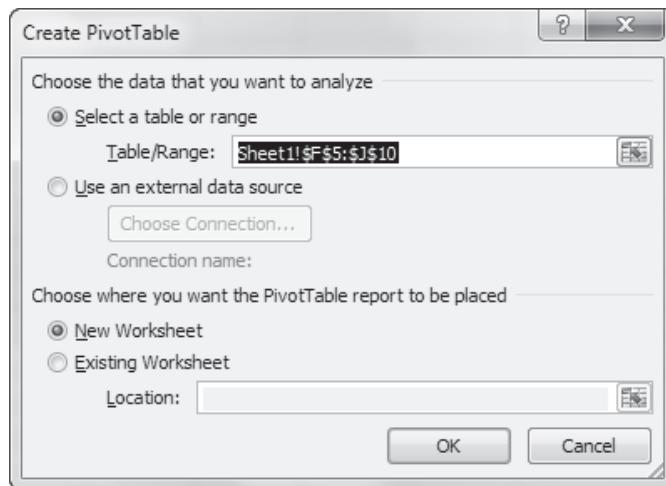
1. Open **Microsoft Excel**.
2. Type **ID number** in cell F5.
3. Type three-digit numbers from cell F6 to F10.
4. Type **Name** in cell G5.
5. Enter names of people from cell G6 to G10.
6. Type **Country** in cell H5.
7. Type names of countries from cell H6 to H10.
8. Type **Monthly Salary** in cell I5.
9. Enter three-digit numbers from cell I6 to I10.
10. Type **Annual Salary** in cell J5.
11. Type the formula for calculating the yearly salary (monthly salary \* 12) and enter it from cell J6 to J10.

For example, for I6, formula in J6 will be =I6\*12.

## Session 12

### Working with Reports in Microsoft Excel 2010

12. Select cells from F5 to J10.
13. Click the **Insert** tab.
14. Click **PivotTable** drop-down arrow in the **PivotTable** group.
15. Select **PivotTable**. The **Create PivotTable** dialog box is displayed in figure 12.1.



**Figure 12.1: Create PivotTable Dialog Box**

16. Under **Select a table or range** option, the **Table/Range** box displays the range of selected cells.

**Note:** Alternatively, user can click the Collapse Dialog icon  next to the Table/Range box to temporary hide the Create PivotTable dialog box and select the range of cells on the worksheet. Once the range of cells is selected, the user can click the Expand Dialog  to view the Create PivotTable dialog box again.

17. Select **Existing Worksheet** under **Choose where you want the PivotTable report to be placed** option.
18. Select a cell either on the existing worksheet or select the new worksheet and then select a cell in it to place the report.
19. Click **OK**. An empty **PivotTable** is displayed.

#### 12.2.2 Adding Fields to the PivotTable Using Field List

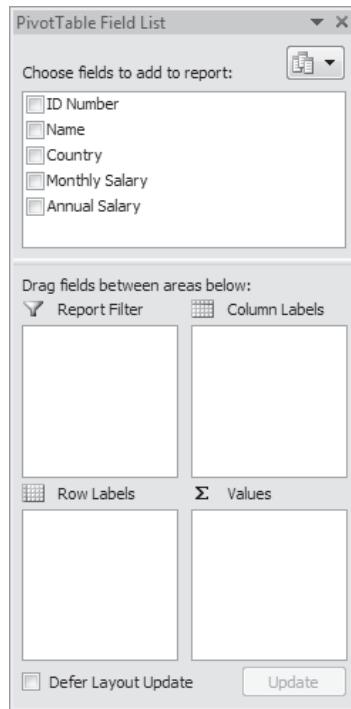
After the blank PivotTable is generated, users are required to select the fields that are displayed in the PivotTable report.

## Session 12

### Working with Reports in Microsoft Excel 2010

To add the fields to a PivotTable, perform the following steps:

1. Select the PivotTable. The **PivotTable Field List** pane is displayed in figure 12.2.



**Figure 12.2: PivotTable Field List Pane**

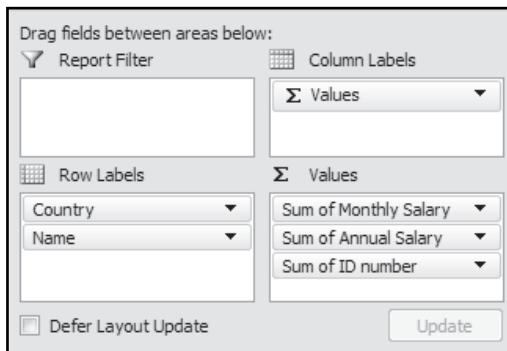
The **Field List** is used to rearrange and remove the fields from the PivotTable report. It consists of two parts which are as follows:

- The field section at the top (**Choose fields to add to report**) containing field names.
  - The layout section at the bottom (**Drag fields between areas below**) containing four areas namely, **Report Filter**, **Column Labels**, **Row Labels**, and **Values**.
2. Select all the check boxes next to the field names in the field section. This will place in the fields in the layout section. By default, all the character fields will be placed under **Row Labels** and numeric fields under **Values** of the layout section.

## Session 12

### Working with Reports in Microsoft Excel 2010

The PivotTable Field List pane with selected fields is displayed in figure 12.3.



Concepts

**Figure 12.3: PivotTable Field List Pane with Selected Fields**

Figure 12.4 displays the PivotTable with the data. The resulting report by default, contains the grand totals for the rows and columns.

Row Labels	Sum of ID number	Sum of Monthly Salary	Sum of Annual Salary
Bella	135	3465	41580
USA	135	3465	41580
Kevin	136	7842	94104
Australia	136	7842	94104
Liam	138	6754	81048
Canada	138	6754	81048
Marsha	137	6432	77184
Spain	137	6432	77184
Victor	139	6776	81312
Ukraine	139	6776	81312
<b>Grand Total</b>	<b>685</b>	<b>31269</b>	<b>375228</b>

**Figure 12.4: Sample PivotTable**

#### Rearrange Fields in the PivotTable

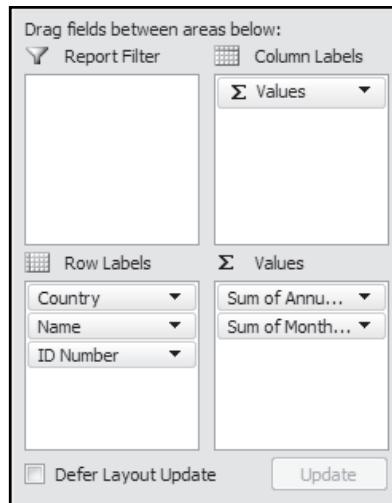
To rearrange the fields, perform the following steps:

1. Drag the **Sum of ID Number** tab from the **Values** group to the **Row Labels** group.
2. Click **Country** from the **Row Labels** group. The drop-down list is displayed.

## Session 12

### Working with Reports in Microsoft Excel 2010

3. Select **Move to Beginning** from the context menu. The **Drag fields between areas below** box in **PivotTable Field List** pane is displayed after the rearrangement in figure 12.5.



**Figure 12.5: Rearranging Fields in a PivotTable**

#### Formatting the PivotTable

To format a PivotTable, perform the following steps:

1. Right-click the grand total of **Sum of Monthly Salary** column in the PivotTable to display the context menu.
2. Select **Currency** from **Number Format** and click **OK**.
3. Right-click the grand total of **Sum of Annual Salary** column in the PivotTable to display the context menu.
4. Select **Currency** from **Number Format** and click **OK**.

To change the style of a PivotTable, perform the following steps:

1. Click the PivotChart.

## Session 12

### Working with Reports in Microsoft Excel 2010

2. Click the **Design** tab and select the required style from the **PivotTable Styles** group. The sample **PivotTable** is displayed in figure 12.6.



The PivotTable displays the following data:

	Sum of Monthly Salary	Sum of Annual Salary
<b>Row Labels</b>		
<b>Australia</b>	\$7,842.00	\$94,104.00
<b>Kevin</b>	\$7,842.00	\$94,104.00
136	\$7,842.00	\$94,104.00
<b>Canada</b>	\$6,754.00	\$81,048.00
<b>Liam</b>	\$6,754.00	\$81,048.00
138	\$6,754.00	\$81,048.00
<b>Spain</b>	\$6,432.00	\$77,184.00
<b>Marsha</b>	\$6,432.00	\$77,184.00
137	\$6,432.00	\$77,184.00
<b>Ukraine</b>	\$6,776.00	\$81,312.00
<b>Victor</b>	\$6,776.00	\$81,312.00
139	\$6,776.00	\$81,312.00
<b>USA</b>	\$3,465.00	\$41,580.00
<b>Bella</b>	\$3,465.00	\$41,580.00
135	\$3,465.00	\$41,580.00
<b>Grand Total</b>	\$31,269.00	\$375,228.00

Figure 12.6: Final Sample PivotTable

#### 12.2.3 Updating PivotTable

Users must update the PivotTable, if they edit the data entries. The PivotTable is updated with the new data entries added in the table.

To update the PivotTable, perform the following steps:

1. Right-click the PivotTable to display the context menu.
2. Select **Refresh**. Excel updates the new data in the PivotTable report.

In addition, Excel updates the file when users exit and open the file again.

#### 12.3 Using PivotChart

A PivotChart report assists the user to visualize the summary data in a **PivotTable** report. PivotChart is the graphical representation based on the data summarized in the PivotTable report. It displays the categories, data series, axes, and so forth. Users can change the chart type by including legends, data labels, title, and so forth.

When users edit the source of data, and refresh the PivotTable, Excel automatically updates the PivotChart.

## Session 12

### Working with Reports in Microsoft Excel 2010

#### 12.3.1 Creating a PivotChart

To create a PivotChart, perform the following steps:

1. Open **Microsoft Excel**.
2. Type **ID number** in cell F5.
3. Enter three-digit numbers from cell F6 to F10.
4. Type **Name** in cell G5.
5. Enter names of people from cell G6 to G10.
6. Type **Country** in cell H5.
7. Enter names of countries from cell H6 to H10.
8. Type **Monthly Salary** in cell I5.
9. Enter three-digit numbers from cell I6 to I10.
10. Type **Annual Salary** in cell J5.
11. Enter the formula for calculating the yearly salary (monthly salary \* 12) and enter it from cell J6 to J10.

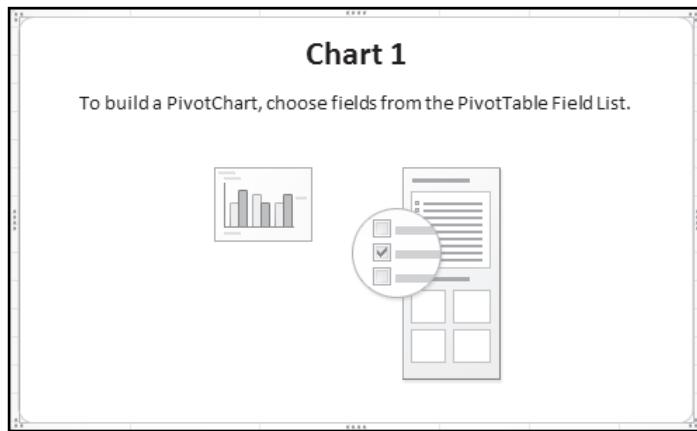
For example, for I6, formula in J6 will be =I6\*12.

12. Select the cells from F5 to J10.
13. Click **PivotTable drop-down arrow** from the **PivotTable** group of the **Insert** tab.
14. Select **PivotChart**. The **Create PivotTable with PivotChart** dialog box is displayed. Under **Select a table or range** option, the **Table/Range** box displays the range of selected cells.
15. Select **Existing Worksheet** under **Choose where you want the PivotTable and PivotChart to be placed** section.
16. Select a cell either in the existing sheet or in the new work sheet to place the PivotTable and PivotChart in the worksheet.

## Session 12

### Working with Reports in Microsoft Excel 2010

17. Click **OK**. The chart is displayed in figure 12.7.



Concepts

Figure 12.7: Blank PivotChart

#### 12.3.2 Adding Fields to a PivotChart

When users place a PivotTable with chart, Excel presents the blank pivot report with blank PivotChart. The **Field List** pane displays the options related to chart such as Field axes, Legend axes, and so forth.

When the fields are dragged in the respective labels, it creates the report and the corresponding chart.

##### Adding Fields to a PivotChart

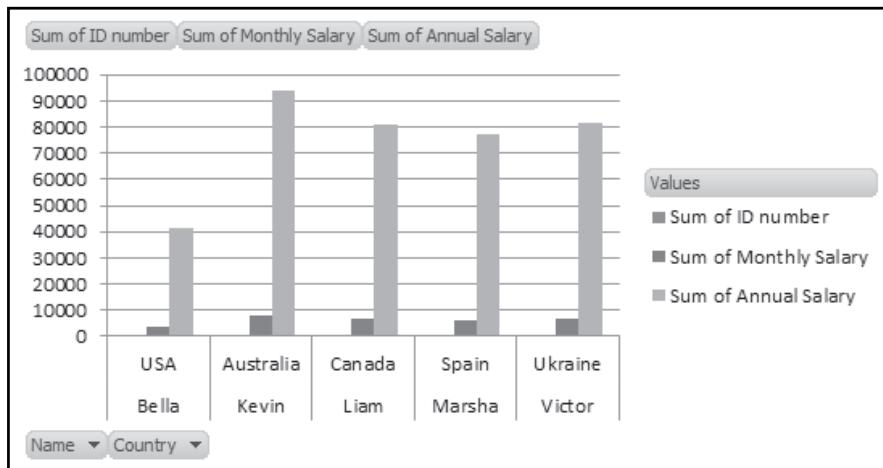
Users need to select fields from the **PivotTable Field List** that is required to be displayed in the PivotTable report and PivotChart. To add the fields, perform the following steps:

1. Select the PivotTable or the PivotTable chart.
2. Select all the check boxes next to the field names in **Choose fields to add to report** section. The fields are added to appropriate labels in the layout section (**Drag fields between areas below**).

## Session 12

### Working with Reports in Microsoft Excel 2010

Figure 12.8 displays the PivotChart after the selecting all the fields in the **Field List**.



**Figure 12.8: Sample PivotChart**

#### Formatting the PivotChart

Users can edit chart titles, legends, number formats, and so forth to customize the chart. When the PivotChart is selected, Excel displays new contextual tabs in **PivotChart Tools** group. These tabs are as follows:

- **Design Tab** - This tab allows a user to transform the chart type, chart layout, and chart styles.
- **Layout Tab** - This tab allows a user to customize chart labels and axes of the chart.
- **Format Tab** - This tab allows a user to make changes in the fill style, outline style, size, and so forth. It also allows insertion of WordArt in the worksheet.

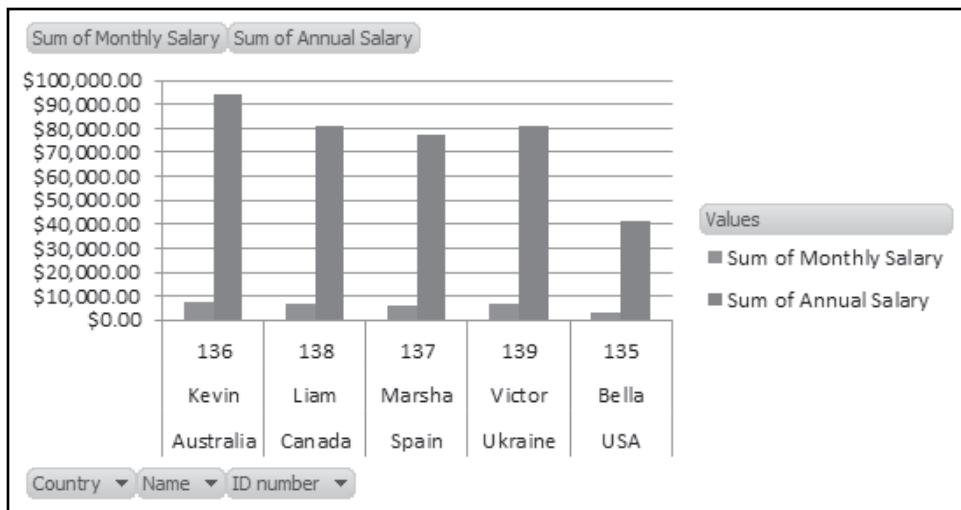
To format a PivotChart, perform the following steps:

1. Drag the **Sum of ID Number** tab from **Values** to the **Axis Fields (Categories)**.
2. Click **Country** tab in the **Axis Fields (Categories)** to display the context menu.
3. Select **Move to Beginning**.
4. In the PivotTable, right-click the grand total of **Sum of Monthly Salary** column.
5. Select **Currency** from **Number Format** and click **OK**.
6. Right-click the grand total of **Sum of Annual Salary** column.

## Session 12

### Working with Reports in Microsoft Excel 2010

7. Select **Currency** from **Number Format** and click **OK**. Figure 12.9 displays the final sample PivotChart.



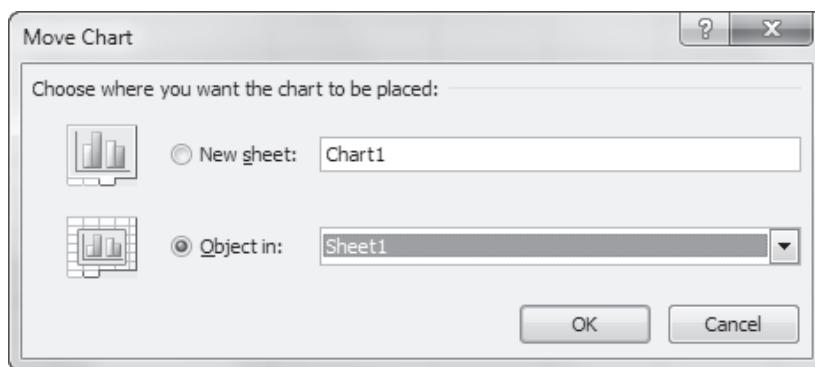
Concepts

**Figure 12.9: Final Sample PivotChart**

Updating the PivotTable will update the PivotChart automatically.

To move the PivotChart, perform the following steps:

1. Select the PivotChart.
2. Click **Move Chart** from the **Location** group of the **Design** tab displayed under **PivotChart Tools**. The **Move Chart** dialog box is displayed in figure 12.10.



**Figure 12.10: Move Chart Dialog Box**

3. Type the name of the sheet in the **New sheet** box, if the chart has to be copied onto the new sheet in the workbook. To copy to the existing sheet, select the sheet name from the **Object in** drop-down list.
4. Click **OK**.



## SUMMARY

- To simplify the task of summarizing the data based on different queries and rearranging it dynamically, Excel provides a tool, known as PivotTable.
- Users can use a PivotTable report to sum up, evaluate, determine, and present an outline data.
- The most remarkable feature of PivotTable is that the users can arrange them dynamically for analysis.
- Excel updates the PivotTable in the file when the user exits and opens the file again.
- PivotChart is the graphical representation of the PivotTable.
- When users make changes in the source and refresh the PivotTable, Excel automatically updates the PivotChart.

## Session 12

### Working with Reports in Microsoft Excel 2010



### Check Your Progress

Concepts

1. Which of the following is a reporting tool that summarizes large volume of information?
 

<b>A</b>	PivotTable	<b>C</b>	Filters
<b>B</b>	Charts	<b>D</b>	Sort
2. \_\_\_\_\_ is the graphical representation based on the data summarized in the PivotTable report.
 

<b>A</b>	Field List	<b>C</b>	PivotChart
<b>B</b>	Formula	<b>D</b>	Smart Art
3. Which of the following tab allows users to customize chart labels and axes of the chart?
 

<b>A</b>	Design	<b>C</b>	Format
<b>B</b>	Formula	<b>D</b>	Layout
4. Which of the following option updates PivotTable with the new data entered in the table?
 

<b>A</b>	Update	<b>C</b>	Change
<b>B</b>	Refresh	<b>D</b>	Modify
5. Which of the following is included by default in the generated PivotTable report?
 

<b>A</b>	Column filters	<b>C</b>	Page options
<b>B</b>	Banded rows and columns	<b>D</b>	Grand totals for rows and columns

6. Which of the following steps will move the chart from one location to another?

<b>A</b>	Design tab > Location group > Move Chart	<b>C</b>	Format tab > Chart type > New Chart Location
<b>B</b>	Design tab > Location group > Select Chart	<b>D</b>	Format tab > chart type > Select Chart Location

“

**Real generosity towards the  
future lies in giving  
all to the present.**

”

## Objectives

At the end of this session, the student will be able to:

- Explain the procedure to create, save, and close a presentation
- Describe the method to open and view a presentation
- Explain the procedure to work with slides
- Describe the methods to format slide layout and content

### 13.1 Introducing Microsoft PowerPoint 2010

Microsoft PowerPoint 2010 is an application that allows a user to create and share presentations for business, education, and informal purposes. A presentation comprises slides that contain texts, images, audios, video clips, animated transitions, charts, and tables to present the information in a visually appealing manner.

#### 13.1.1 Starting Microsoft PowerPoint 2010

To start Microsoft PowerPoint, perform the following step:

1. Click **Start > All Programs > Microsoft Office > Microsoft PowerPoint 2010** displayed in figure 13.1.

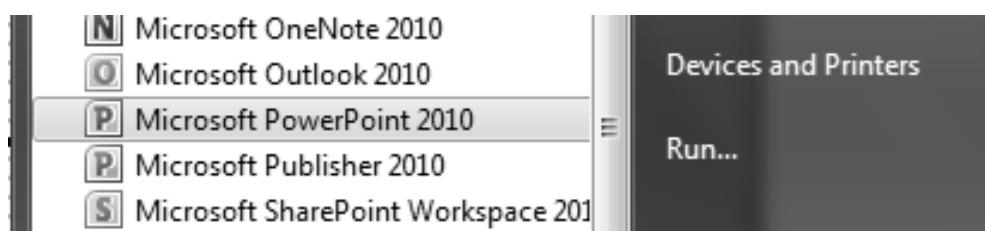


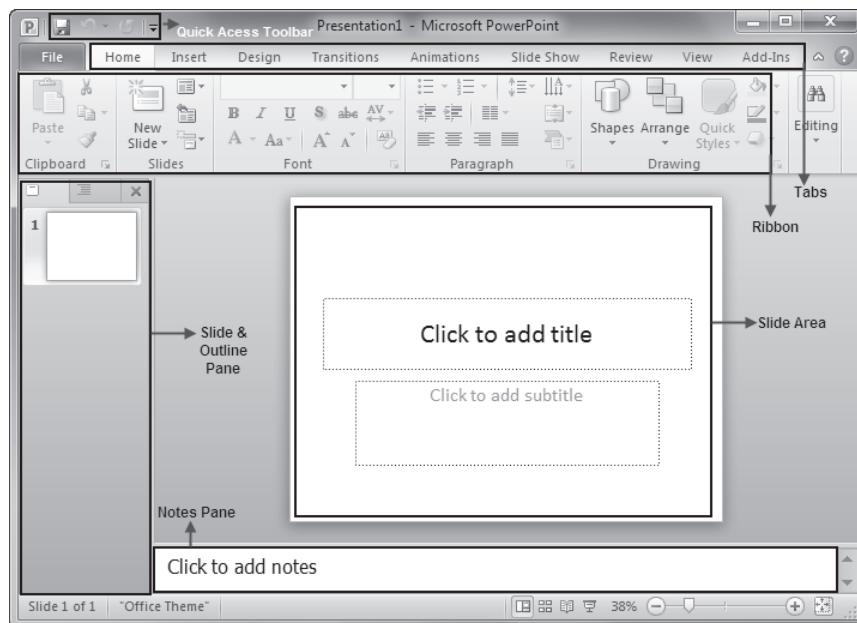
Figure 13.1: Starting PowerPoint 2010

## Session 13

### Getting Started with Microsoft PowerPoint 2010

#### 13.1.2 Understanding the Interface

Figure 13.2 displays the Microsoft PowerPoint 2010 interface.



**Figure 13.2: PowerPoint 2010 Presentation Interface**

The Microsoft PowerPoint 2010 interface is divided into the following sections:

- **Quick Access Toolbar** - The Quick Access Toolbar provides single-click buttons for quickly accessing the most frequently used commands. It is located in the upper-left corner of the PowerPoint window. By default, it displays **Save**, **Undo**, and **Redo** commands. Users can customize the toolbar to add more commands depending on their requirement.
- **Ribbon** - The Ribbon consist of commands organized into groups in a set of tabs based on their functionality. It displays various tabs, such as **File**, **Home**, **Insert**, **View**, and **Design**.
- **Tabs** - Tab contains set of commands that helps a user to create, design, and edit presentations. Each tab displays commands grouped according to the task they perform.
- **Slide Area** - The Slide Area displays the current slide. This is the area where the user can work individually on each slide in the presentation.
- **Slides and Outline Pane** - The pane on the left of PowerPoint window is divided into two tabs which are Slides and Outline. The Slides tab displays a thumbnail-sized images of the slides included in a presentation. The Outline tab displays the slide text in an outline form.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

- **Notes Pane** - The Notes pane located below the Slide area allows a user to include notes related to the current slide.

Concepts

#### 13.1.3 The Ribbon

Table 13.1 lists the tabs displayed on the Ribbon.

Tab	Description
Home	The Home tab provide commands to perform basic actions, such as Cut, Copy, and Paste. In addition, it provides commands to insert new slides, edit, and format the slide content.
Insert	The Insert tab provides command to insert tables, images, header and footer, and information graphics, such as WordArt and SmartArt. In addition, it provides command to insert symbols and multimedia elements.
Design	The Design tab provides command to set up presentation for printing, applying themes to a presentation, and changing the background color of the slides.
Transitions	The Transitions tab provides various transitions that can be applied to a slide. In addition, it provides command to apply transitions to the slides and set the timings of the transitions.
Animations	The Animations tab provides various animations that can be applied to a slide. In addition, it provides commands to set the animation timings and apply advanced animations.
Slide Show	The Slide Show tab provides command to set up and run the slide show.
Review	The Review tab provides command to review a presentation, set a language, and perform a spell check on the presentation.
View	The View tab provides various master and presentation views. In addition, it provides commands to show or hide rulers and margins, work on multiple presentations simultaneously, and record macros.
Add-Ins	The Add-ins tab displays various add-ins available in PowerPoint.

Table 13.1: Tabs on the Ribbon

#### 13.1.4 The Backstage View

The **Backstage** view in Microsoft PowerPoint 2010 displays basic commands to create, save, open, print, and protect a presentation. It provide options, such as **Save**, **Save As**, **Open**, **Close**, **Info**, **Recent**, **New**, **Print**, **Save & Send**, and **Help**.

To access the **Backstage** view, perform the following step:

1. Click the **File** tab. The **Backstage View** is displayed.

## Session 13

# Getting Started with Microsoft PowerPoint 2010

## 13.2 Working with Presentations in Microsoft PowerPoint 2010

In Microsoft PowerPoint, the users can create a blank presentation, save a presentation, and view a presentation using various presentation views. PowerPoint allows a user to create a presentation from scratch or based on a template.

### 13.2.1 Creating a Presentation

To create a presentation, perform the following steps:

1. Open **Microsoft PowerPoint 2010**.
2. Click the **File** tab. The **Backstage View** is displayed.
3. Click **New**. The **Available Templates and Themes** pane is displayed in figure 13.3.

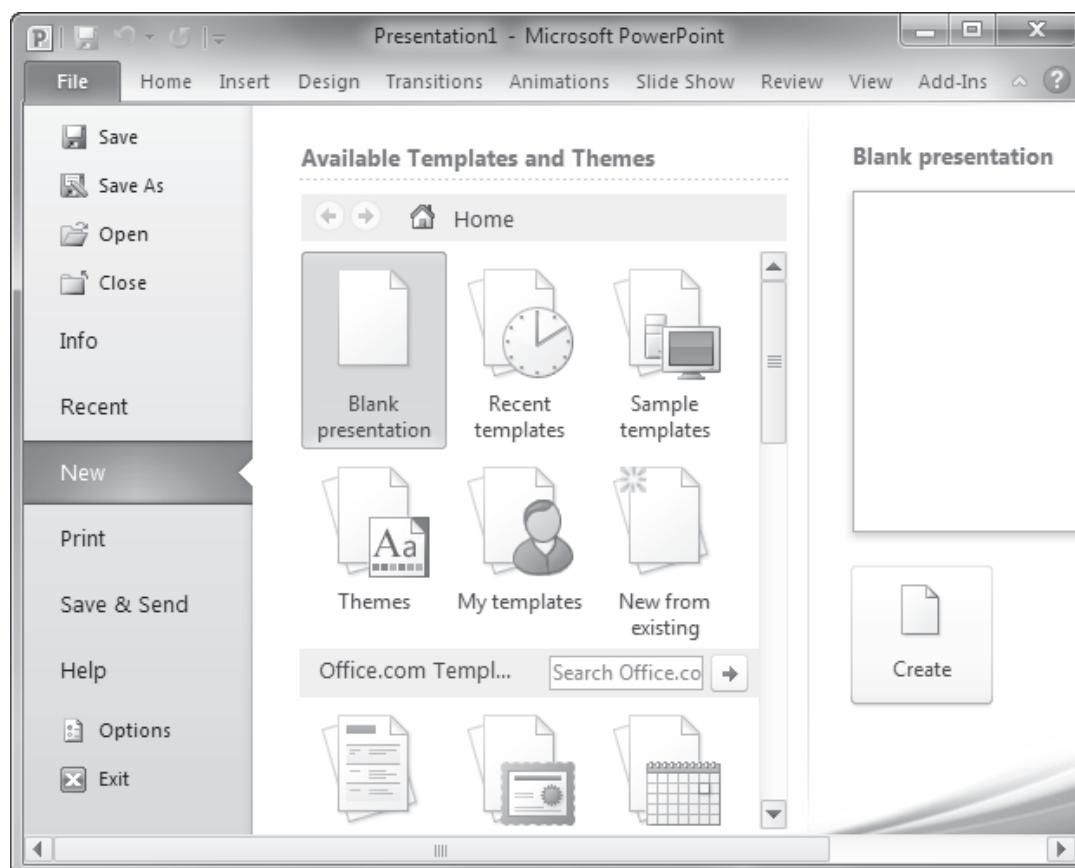


Figure 13.3: Available Templates and Themes

**Note:** The Blank Presentation option is selected by default.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

4. Click **Blank presentation**.
5. Click **Create**. A new presentation is displayed.

Concepts

#### 13.2.2 Saving and Closing a Presentation

To save a presentation, perform the following steps:

1. Click the **File** tab. The **Backstage View** is displayed.
2. Click **Save**. The **Save As** dialog box is displayed.
3. Browse to the required location.
4. Type a name for the file in the **File name** box.
5. Click **Save**. The presentation is saved in the specified location.

After the user has saved a presentation, it can be resaved with the same save settings by using any one of the following techniques:

- By choosing **File > Save**
- By pressing the **Ctrl+S** keys
- By clicking the **Save** button on the **Quick Access Toolbar**

The **Save As** dialog box allows the file to be saved in different formats. Table 13.2 lists some of the file formats.

File Formats	Description
.pptx	This is the default file format.
.pptm	This supports the storage of VBA or macro.
.ppt	This format is a backward compatible format for sharing files with the users using earlier versions of PowerPoint.
.pdf	This helps to save the presentation in Adobe PDF format.
.ppsx	This saves the file as a regular file except that it opens in Slide Show view by default.

Table 13.2: File Formats

## Session 13

### Getting Started with Microsoft PowerPoint 2010

To close the presentation, perform the following steps:

1. Click the **File** tab. The **Backstage View** is displayed.
2. Click **Close**.

#### 13.2.3 Opening a Presentation

To open an existing presentation, perform the following steps:

1. Open **Microsoft PowerPoint 2010**.
2. Click the **File** tab. The **Backstage View** is displayed.
3. Click **Open**. The **Open** dialog box is displayed.
4. Browse to the required location.
5. Select the required presentation.
6. Click **Open**.

#### 13.2.4 Viewing a Presentation

A view is a way in which the presentation is displayed on screen. Microsoft PowerPoint 2010 provides different ways to view a presentation depending on the task the user wants to perform. The options for different presentation views are located in the **Presentation Views** group in the **View** tab, as displayed in figure 13.4.

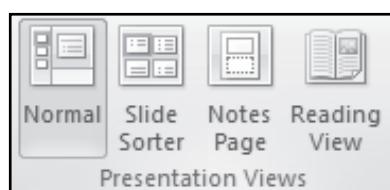


Figure 13.4: Presentation Views

The different presentation views are as follows:

- **Normal View** - This view is used to create, edit, and design the presentation. It is the default view of a PowerPoint. It contains four working areas: outline and Slides tabs on the left of the PowerPoint window, Slide pane on the upper-right of the PowerPoint window, and Notes pane on the lower-right of the PowerPoint window.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

- **Slide Sorter View** - This view is used to sort, duplicate, or change the sequence of slides in the presentation. It displays slides in a thumbnail view of all the slides present in a presentation. Users can use this view to edit slides. Changes made in slide sorter view is applied to all the slides present in the presentation.
- **Notes Page View** - This view enables a user to view the current slide along with the notes page. Every slide in a presentation is associated with a Notes pane located below the Slide pane. Users can enter notes related to the current slide in the Notes pane. They can also print the notes to use as a reference while delivering the presentation.
- **Reading View** - This view is used to view the presentation in full screen with title and status bar.

To switch to the Slide Sorter view, perform the following steps:

1. Open **Microsoft PowerPoint 2010**.
2. Click **Slide Sorter** from the **Presentation Views** group of the **View** tab. The **Slide Sorter** view is displayed in figure 13.5.

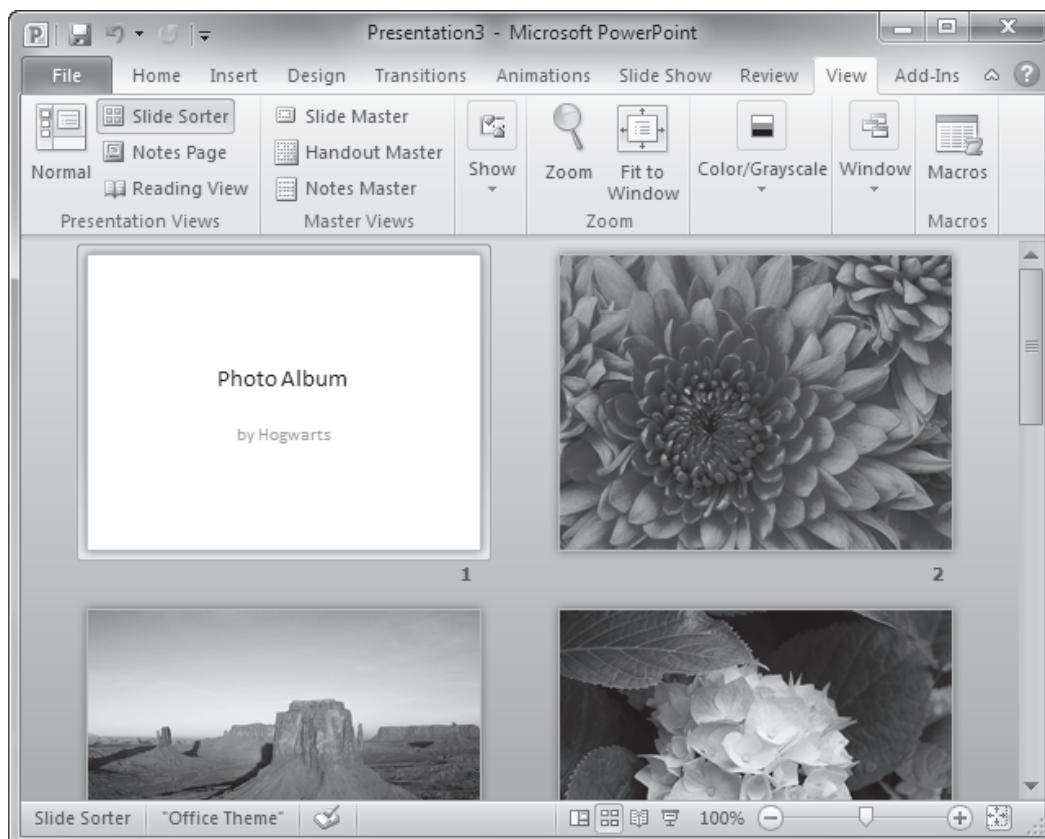


Figure 13.5: Slide Sorter View

## Session 13

# Getting Started with Microsoft PowerPoint 2010

### 13.3 Working with Slides

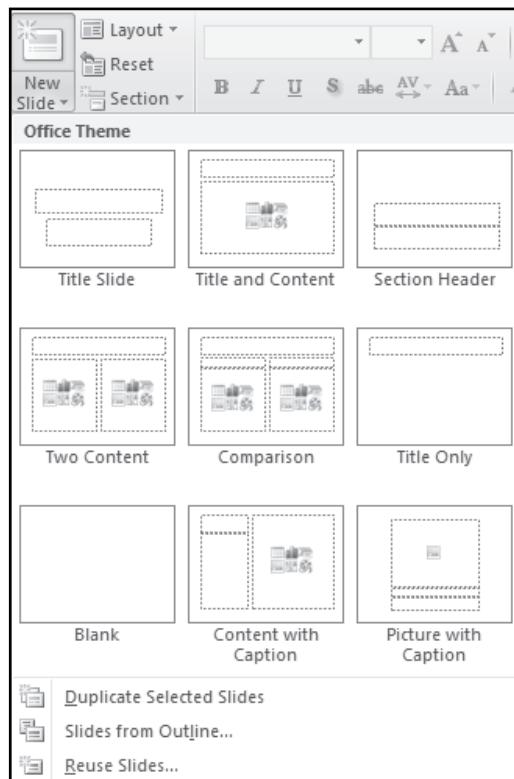
A Microsoft PowerPoint presentation consists of slides. A slide is a single page where the user can insert texts, graphics, and multimedia objects. By default, when the user starts Microsoft PowerPoint, a blank Title slide is displayed. Users can insert more slides in the presentation depending on the requirement.

#### 13.3.1 Inserting a Slide

Microsoft PowerPoint 2010 provides various slide layouts, such as Title and Content, Comparison, Two Content, and Title only. Users can select any slide layout depending on the requirement when inserting a new slide.

To insert a slide, perform the following steps:

1. Open Microsoft PowerPoint 2010.
2. Click the **New Slide** drop-down arrow from the **Slides** group of the **Home** tab. The different slide layouts are displayed in figure 13.6.



**Figure 13.6: Slide Layouts**

3. Select the required slide layout. A new slide with the selected slide layout will be inserted.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

#### 13.3.2 Editing the Master Slide

The font, font color and style, background image for all the slides, and header and footer to be included in the slide are defined in the Master slide. It acts as a template that helps the user to make global changes, such as changing the font style of the presentation.

By default, the slide master contains different slide layouts. Users can select the required slide layout and modify it depending on the requirement.

To view the master slide, perform the following steps:

1. Open **Microsoft PowerPoint 2010**.
2. Click **Slide Master** from the **Master Views** group of the **View** tab. The different slide master layouts are displayed in figure 13.7.

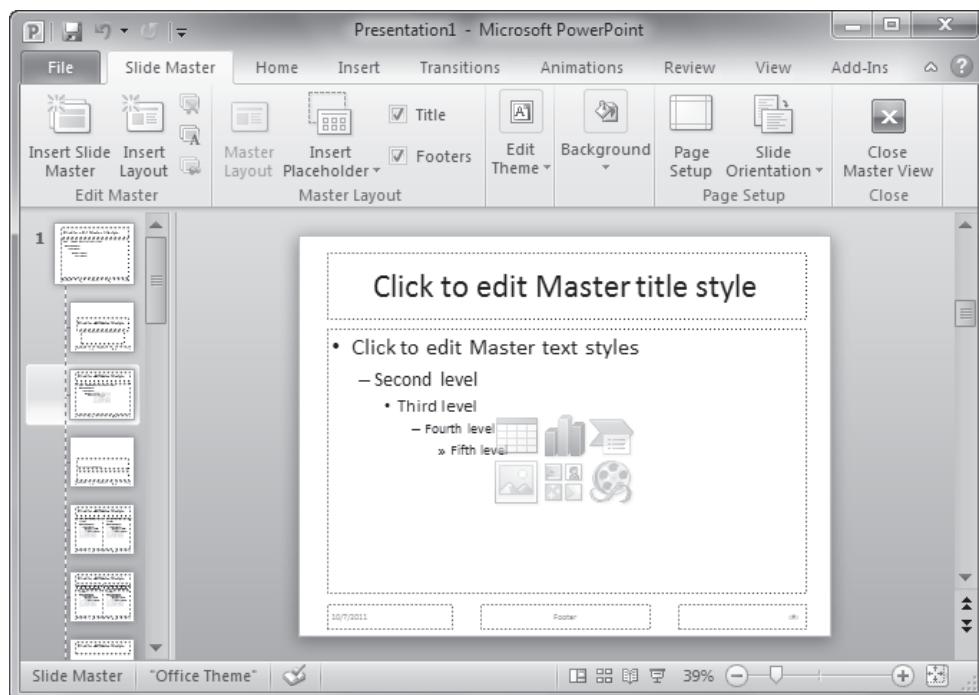


Figure 13.7: Slide Master Layouts

3. Select the required slide layout.
4. Edit the required changes.
5. Click **Close Master View** from the **Close** group of the **Slide Master** tab.

## Session 13

# Getting Started with Microsoft PowerPoint 2010

### 13.4 Formatting Slides

Microsoft PowerPoint 2010 provides various templates and themes to format slides depending on the content included in the presentation.

A PowerPoint template consists of pre-defined slide layouts with certain color schemes, background image, and type and size of bullets and fonts. Users can either use the default templates provided by PowerPoint or create custom templates, and save the file with .potx extension. The templates can be reused in other presentations.

A PowerPoint theme helps the user to create professional presentations with various colors, graphics, and fonts. Users can use the default themes provided by PowerPoint and also modify themes depending on the requirement.

#### 13.4.1 Applying Existing Templates

To apply an existing template, perform the following steps:

1. Open **Microsoft PowerPoint 2010**.
2. Click the **File** tab. The **Backstage View** is displayed.
3. Click **New**. The **Available Templates and Themes** pane is displayed.
4. Select **Sample templates**. The **Sample templates** are displayed.
5. Select the required template.
6. Click **Create**.

OR

Select the required template from the **Office.com** pane.

Click **Download**. The selected template is applied to the presentation.

**Note:** If the users choose to select templates from the Office.com Website, they must ensure that they are connected to the Internet.

#### 13.4.2 Modifying & Saving a Template

To modify an existing template, perform the following steps:

1. Open **Microsoft PowerPoint 2010**.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

2. Open the required presentation.
3. Select the required slide content. A new contextual tab named **Format** tab in **Drawing Tools** group is visible on the ribbon.
4. Click the **Format** tab.
5. Make the required changes in the formatting of the slides and their content.
6. Click the **File** tab. The **Backstage** view is displayed.
7. Click **Save As**. The **Save As** dialog box is displayed.
8. Click the **Save as** type list. A drop-down list with different file formats is displayed.
9. Select the **PowerPoint Template (\*.potx)** option.
10. Click **Save**. The presentation is saved as a template at the default location.

Concepts

**Note:** Users should save the PowerPoint templates at the .default location only. This default location is [user account folder]\AppData\Roaming\Microsoft\Templates. PowerPoint searches for user-created themes in this folder by default. If the location is changed while saving the presentation as a template, PowerPoint will be unable to detect it.

#### 13.4.3 Applying Existing Themes

To apply existing themes, perform the following steps:

1. Open **Microsoft PowerPoint 2010**.
2. Open the required presentation.
3. Click the **Design** tab.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

- Click the drop-down arrow in the **Themes** group of the **Design** tab. A gallery of pre-defined themes is displayed in figure 13.8.

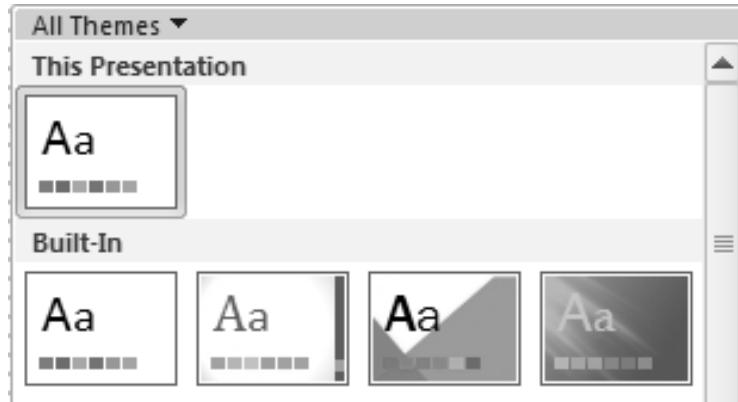


Figure 13.8: Themes Gallery in PowerPoint 2010

- Select the required theme to be applied to the current presentation.

#### 13.4.4 Modifying Existing Themes

Themes control the fonts, colors, and effects used on the slides in the presentation. These can be adjusted by using the commands present in the **Themes** group. To modify an existing theme, perform the following steps:

- Open the required presentation with the applied theme.
- Click **Colors** from the **Themes** group in the **Design** tab. A list of built-in theme colors is displayed in figure 13.9.

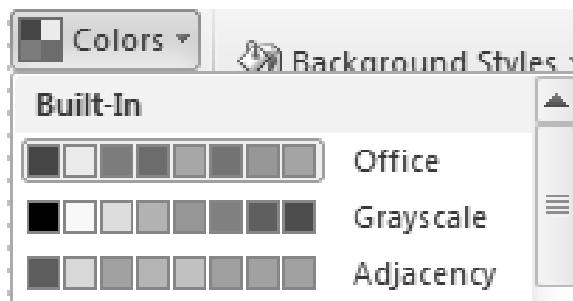


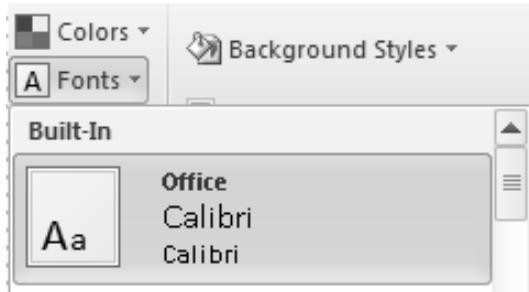
Figure 13.9: Built-in Theme Colors

- Select the required color set. The selected color theme will change the color of texts in the slide, background color of the slide, accent, and hyperlink for the selected theme.

## Session 13

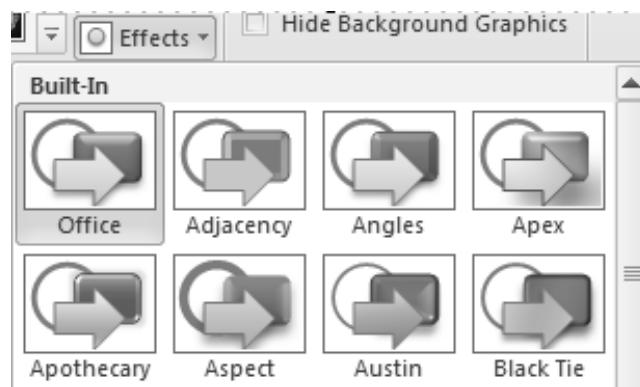
### Getting Started with Microsoft PowerPoint 2010

- Click **Fonts** from the **Themes** group in the **Design** tab. A list of built-in theme fonts is displayed in figure 13.10.



**Figure 13.10: Built-in Theme Fonts**

- Select the required font. The selected font will change the font of the heading and body text for the selected theme.
- Click **Effects** from the **Themes** group in the **Design** tab. A list of built-in theme effects is displayed in figure 13.11.



**Figure 13.11: Built-in Theme Effects**

- Select the required effect. The selected effect will change the line and fill effects of the selected theme.

#### 13.5 Formatting Slide Content

Users can format the slide content depending on the requirement. They can change the selected font style and color, align text, and insert information graphics, such as WordArt and SmartArt to represent the text.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

#### 13.5.1 Formatting Text

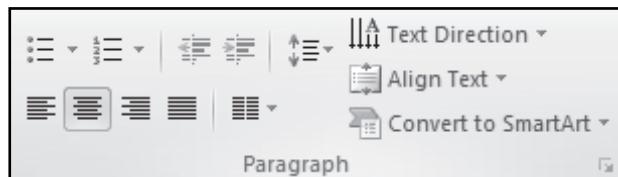
PowerPoint enables a user to format the text included in the slide by changing different font attributes. The options to format the font are available in the **Font** group of the **Home** tab.

To change the font style and color, perform the following steps:

1. Open **Microsoft PowerPoint 2010**.
2. Open the required presentation.
3. Select the contents to format in the required slide.
4. Select the required font, font style, and font color from the **Font** group of the **Home** tab.

PowerPoint also provides options to align the text in different styles. These options are available in the **Paragraph** group of the **Home** tab.

Figure 13.12 displays the options to format the text in a presentation.



**Figure 13.12: Text Alignment Options**

To align the text in a presentation, perform the following steps:

1. Open a new/existing presentation in **Microsoft PowerPoint 2010**.
2. Select the required slide and content.
3. Click the **Home** tab.
4. Select the required direction and alignment for the selected text from the **Paragraph** group. PowerPoint aligns the text and changes the direction according to the selection.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

#### 13.5.2 Working with Shapes, WordArt, and SmartArt

Apart from performing simple formatting on the text, the users can use various information graphic tools, such as WordArt, SmartArt, and Shapes to format the slide content.

##### Shapes

Users can insert various shapes, such as rectangles, squares, lines, callouts, and arrows. These shapes are available in the **Illustrations** group located in the **Insert** tab. Shapes are useful in expressing the content visually instead of text. Users should avoid adding too many shapes in a single slide because it does not enhance the look of the presentation.

To insert a shape, perform the following steps:

1. Open a new/existing presentation in **Microsoft PowerPoint 2010**.
2. Click **Shapes** drop-down arrow from the **Illustrations** group of the **Insert** tab. The drop-down list is displayed in figure 13.13.

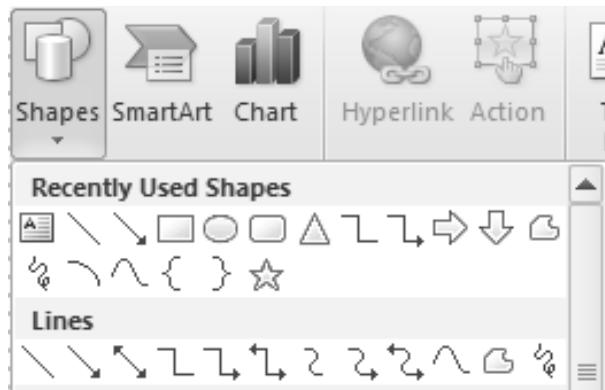


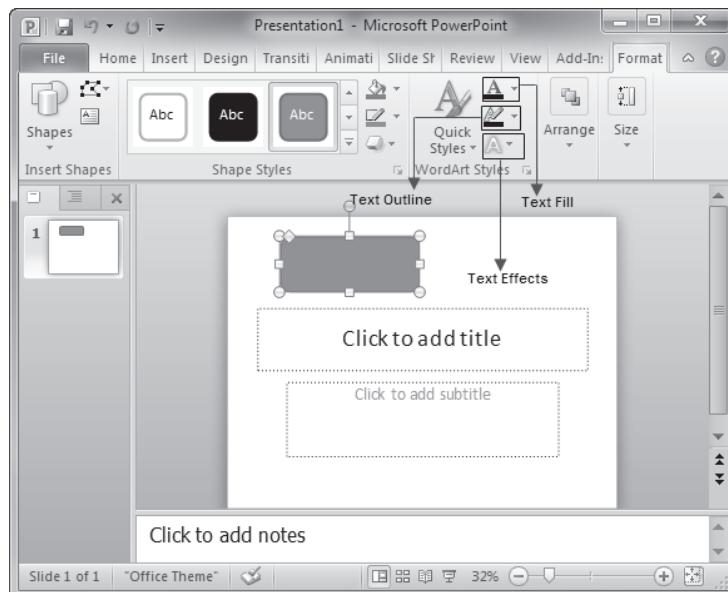
Figure 13.13: Shapes Gallery in PowerPoint

3. Select the required shape. The mouse pointer changes to the '+' symbol.
4. Click and drag the mouse pointer on the slide until the required shape is drawn. After the shape is drawn and selected, the contextual tab named **Format** is displayed under **Drawing Tools** group.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

- Click the **Format** tab. The **Format** tab is displayed in figure 13.14.



**Figure 13.14: Format Tab**

In the **Shape Styles** group, the users can apply various graphic styles and change the fill color, outline, and apply different effects to shapes.

- To add some text in the shape, click **Text Box** from the **Insert Shapes** group of the **Format** tab.
- Click at the required location inside the image, where you want to insert the text box. The mouse pointer changes to a '+' sign.
- Click and drag the mouse pointer to draw the text box of required size. In the **WordArt Styles** group of the **Insert** tab, the users can apply WordArt effects to the text in the text box. They can also change the fill color and outline of the shape and apply different effects such as Shadow, Reflection, and Glow.

#### WordArt

Microsoft PowerPoint 2010 provides the WordArt feature to create text with effects, such as outline, shadows, and textures.

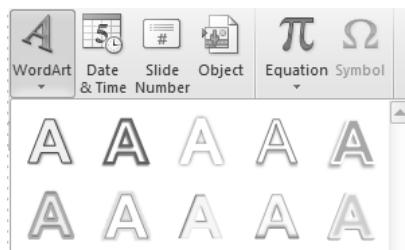
To insert a WordArt, perform the following steps:

- Open a new presentation in **Microsoft PowerPoint 2010**.
- Click **WordArt** drop-down arrow from the **Text** group of the **Insert** tab.

## Session 13

### Getting Started with Microsoft PowerPoint 2010

The list of available WordArt styles is displayed in figure 13.15.



**Figure 13.15: WordArt Styles**

3. Select the required WordArt style. PowerPoint inserts the selected WordArt in the current slide of the presentation.
4. Type the required text.

#### SmartArt

Microsoft PowerPoint 2010 provides the SmartArt feature to communicate information visually rather than simply using text.

A SmartArt graphic is a diagram that combines shapes, lines, and text boxes. It is used to show the association between text items in an illustrative manner. To insert text into a shape in a SmartArt diagram, the users can click the shape or use the text pane displayed on the left side of SmartArt diagram. The text pane is similar to an 'outline view' of the SmartArt diagram. It shows associations in the SmartArt diagram in the form of bulleted lists.

Microsoft PowerPoint provides the SmartArt feature to communicate information visually rather than simply using text. Table 13.3 lists the types of SmartArt diagrams provided by PowerPoint.

SmartArt Type	Description
List	Displays information in a non-sequential manner, when the progression between items is not important.
Process	Displays text items in a process or timeline with connectors to show the flow from one item to another.
Cycle	Displays text items as a recursive process, which has no fixed beginning or end.
Hierarchy	Displays relationships between items in a tree-based structure.
Relationship	Displays association between items in different types of structures, other than a tree. It is used to show how different parts are associated with each other to make up a single unit.
Pyramid	Displays items in a triangle showing relationship between them based on their number or proportion.
Matrix	Shows items as a part of a unit without any relationship between them.

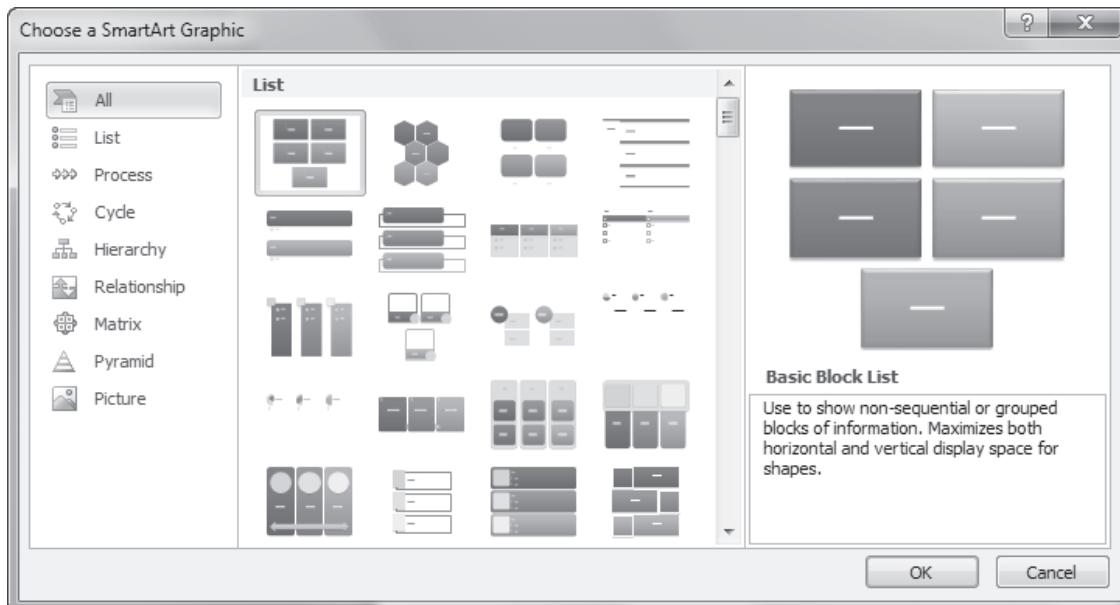
**Table 13.3: Types of SmartArt Diagrams**

## Session 13

### Getting Started with Microsoft PowerPoint 2010

To insert SmartArt, perform the following steps:

1. Open a new/existing presentation in **Microsoft PowerPoint 2010**.
2. Click **SmartArt** from the **Illustrations** group of the **Insert** tab. The **Choose a SmartArt Graphic** dialog box is displayed in figure 13.16.



**Figure 13.16: Choose a SmartArt Graphic**

3. Select the required category and SmartArt shape.
4. Enter the required text.
5. Click **OK**.

## Session 13

### Getting Started with Microsoft PowerPoint 2010



## SUMMARY

Concepts

- Microsoft PowerPoint 2010 is used to create, design, and edit presentations.
- A presentation is made of one or more slides, each of which may include different types of content.
- Microsoft PowerPoint provides different views of a presentation which are defined according to the task that the user wants to perform.
- Microsoft PowerPoint provides the Master slide to make global changes to all the slides in a presentation.
- Users can use existing templates and also modify them according to their own requirements
- Themes are combination of fonts, colors, and effects. Themes are used to provide artistic look to the presentation.
- Microsoft PowerPoint 2010 provides various information graphics, such as WordArt and SmartArt to replace text and present it in a visually appealing manner.

## Session 13

### Getting Started with Microsoft PowerPoint 2010



#### Check Your Progress

1. \_\_\_\_\_ displays the frequently used commands.

<b>A</b>	Ribbon	<b>C</b>	Quick Access Toolbar
<b>B</b>	Tab	<b>D</b>	Slide Area

2. \_\_\_\_\_ tab allows a user to set the rulers and margins of a presentation.

<b>A</b>	Home	<b>C</b>	View
<b>B</b>	Design	<b>D</b>	Review

3. \_\_\_\_\_ view is used to specify content related to the slide.

<b>A</b>	Master View	<b>C</b>	Slide Sorter View
<b>B</b>	Notes View	<b>D</b>	Reading View

4. \_\_\_\_\_ option is not included in a theme.

<b>A</b>	Animations	<b>C</b>	Colors
<b>B</b>	Fonts	<b>D</b>	Effects

5. \_\_\_\_\_ tab on the Ribbon provides command to set up a slide show and start a slide show.

<b>A</b>	Insert	<b>C</b>	Transitions
<b>B</b>	Design	<b>D</b>	Slide Show

## Objectives

**At the end of this session, the student will be able to:**

- Explain the methods to insert pictures, tables, charts, and screenshots
- Explain the procedure of applying animations to slides
- Explain the procedure of applying transitions to slides
- Describe the methods to customize animations and transitions

### 14.1 Introduction

Microsoft PowerPoint provides many features that helps a user to make the presentations more dynamic and descriptive. For example, to depict the demographic census of a country in a presentation slide, users can insert tables to display textual census data and a pie chart to display the numeric census data. They can also insert an audio file into the presentation slide narrating the census details or a video file to show a movie related to their presentation.

This session begins with learning how to insert objects, continues with applying animation to slides, and ends with working of transitions.

### 14.2 Working with Objects

Microsoft PowerPoint help the users to insert various types of objects, such as pictures, tables, charts, shapes, audio and video files, and animated transitions into the presentation slides.

#### 14.2.1 Inserting Pictures, Clip Art, Screenshot, and Photo Album

PowerPoint allows insertion of pictures into presentation slides to add graphical descriptiveness, to emphasize certain information on the slides pictorially, or to make slides attractive.

To insert a picture into a slide, perform the following steps:

1. Open a new presentation in **Microsoft PowerPoint 2010**.
2. Click **Picture** from the **Images** group of the **Insert** tab. The **Insert Picture** dialog box is displayed.
3. Browse to the required location.
4. Select the picture and click **Insert**. The selected picture is inserted in the slide.

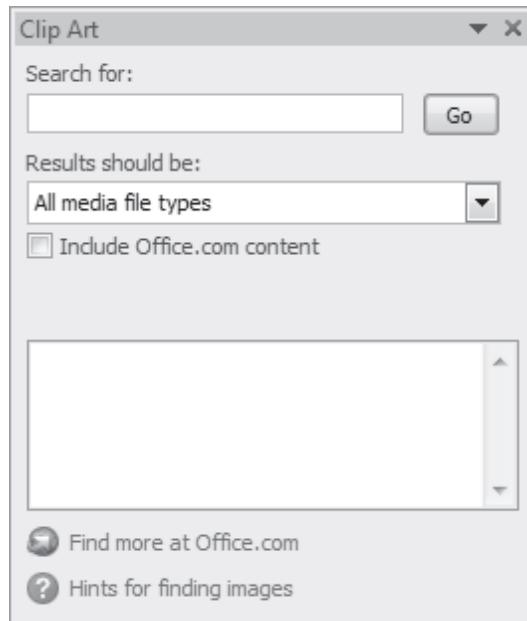
## Session 14

### Additional Features in Microsoft PowerPoint 2010

Users can insert Clip Art in a presentation to add graphical illustrations for text. Clip Art is a large collection of different types of readymade bitmap images that can be included in a slide.

To insert Clip Art in a slide, perform the following steps:

1. Open a blank presentation.
2. Click **Clip Art** from the **Images** group of the **Insert** tab. The **Clip Art** pane is displayed in figure 14.1.



**Figure 14.1: Clip Art Pane**

3. Enter the search keyword in the **Search for** box.
4. Click **Go**. The clip art images matching the search keyword will be displayed.
5. Click the required image. PowerPoint inserts the image in the slide.

PowerPoint also allows a user to capture screenshots of portions of the screen and insert them in a slide.

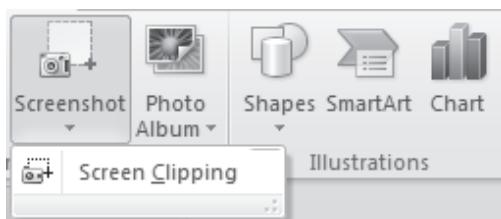
To insert screenshots in a slide, perform the following steps:

1. Open a blank presentation.
2. Click **Screenshot** from the **Images** group of the **Insert** tab.

## Session 14

### Additional Features in Microsoft PowerPoint 2010

The **Screenshot** sub-menu is displayed in figure 14.2.



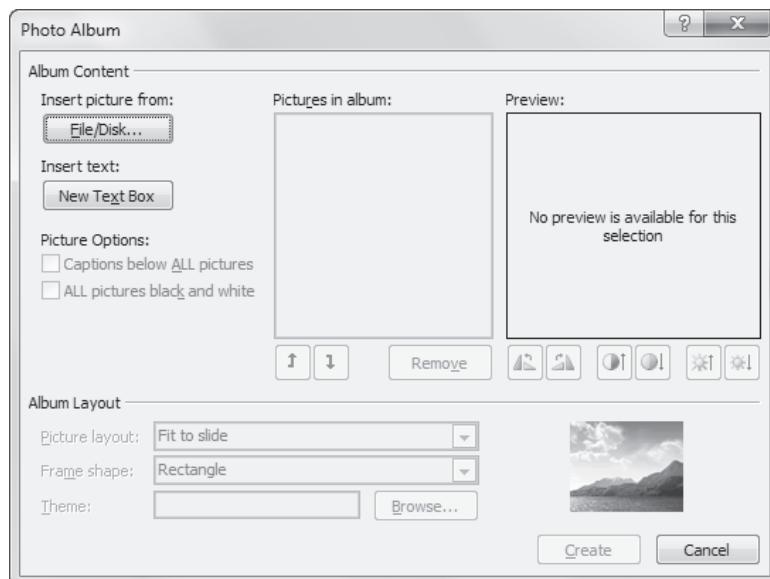
**Figure 14.2: Screenshot Sub-menu**

3. Click **Screen Clipping**. The PowerPoint window is minimized and the mouse pointer is replaced with a '+' sign.
4. Hold and drag the mouse pointer over the portion of the screen to capture.
5. Release the mouse pointer. The captured screenshot is inserted into the slide.

Users can create and insert photo albums in a presentation. A photo album is a collection of selected images that is organized into an album.

To insert a photo album in a slide, perform the following steps:

1. Open a blank presentation.
2. Click the arrow in **Photo Album** from the **Images** group of the **Insert** tab. The sub-menu is displayed.
3. Select **New Photo Album**. The **Photo Album** dialog box is displayed in figure 14.3.



**Figure 14.3: Photo Album Dialog Box**

## Session 14

### Additional Features in Microsoft PowerPoint 2010

4. Click **File/Disk**. The **Insert New Pictures** dialog box is displayed.
5. Browse to the required location.
6. Select the required picture.

**Note:** To select multiple pictures, press and hold the Ctrl key while simultaneously selecting the pictures.

7. Click **Insert**. The **Insert New Pictures** dialog box closes.
8. Click **Create** in the **Photo Album** dialog box. PowerPoint creates a separate presentation for the photo album, as shown in figure 14.4.



**Figure 14.4: Photo Album in a Presentation**

9. Save the presentation.

#### 14.2.2 Inserting Tables

PowerPoint enables a user to insert tables in a presentation to display text in a structured or tabular format.

To insert a table into a slide, perform the following steps:

1. Open a blank presentation.
2. Click **Table** from the **Tables** group of the **Insert** tab. The **Table** drop-down menu is displayed.
3. Select **Insert Table**. The **Insert Table** dialog box is displayed.

## Session 14

### Additional Features in Microsoft PowerPoint 2010

4. Type the number of columns for the table in the **Number of columns** box.
5. Type the number of rows for the table in the **Number of rows** box.
6. Click **OK**. A table with specified number of rows and columns is inserted in the slide.
7. To enter text in a table cell, click a cell in the table and enter text.

Concepts

#### 14.2.3 Inserting Shapes, SmartArt, and Charts

Users can even insert shapes to create a diagram. Charts help the users to display comparison of data. The SmartArt feature help the users to explain difficult processes, and Venn diagrams, which display the logical connection of finite set of items. In addition, users can insert organization charts, which help them understand the structure of the firm or business association.

To insert shapes, perform the following steps:

1. Open a blank presentation.
2. Click **Shapes** from the **Illustrations** group of the **Insert** tab. The sub-menu is displayed.
3. Select the required shape from the sub-menu. PowerPoint appends the selected shape in the slide.

To insert a SmartArt, perform the following steps:

1. Open a blank presentation.
2. Click **SmartArt** from the **Illustrations** group of the **Insert** tab. The **Choose a SmartArt Graphic** dialog box is displayed.
3. Select the required SmartArt from the list.
4. Click **OK**. PowerPoint inserts the SmartArt in the slide.

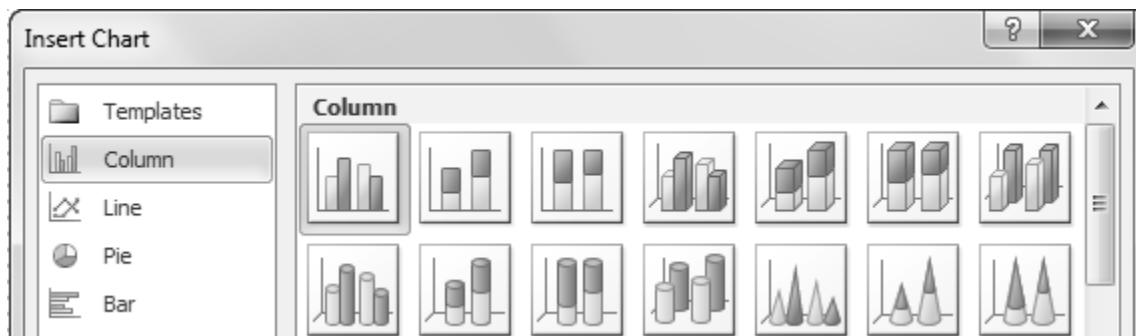
To insert a chart, perform the following steps:

1. Open a blank presentation.
2. Click **Chart** from the **Illustrations** group of the **Insert** tab.

## Session 14

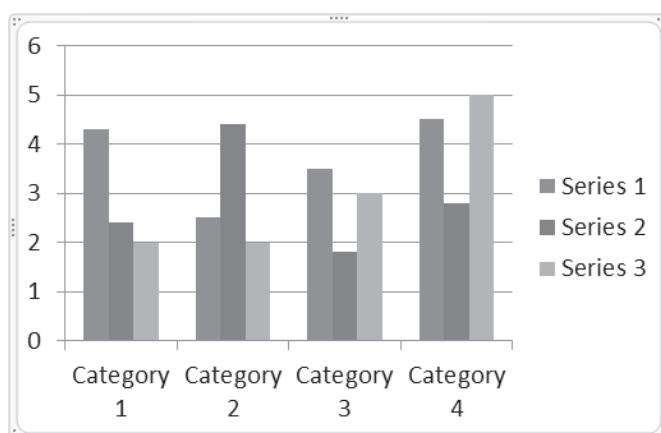
### Additional Features in Microsoft PowerPoint 2010

The **Insert Chart** dialog box is displayed in figure 14.5.



**Figure 14.5: Insert Chart Dialog Box**

3. Click **Column > Column**.
4. Click **OK**. A new **Excel** window is displayed with default data.
5. Close **Microsoft Excel**. PowerPoint adds the table to the slide as a chart in figure 14.6.



**Figure 14.6: A Sample Chart**

6. Edit and format the chart as required.

#### 14.2.4 Inserting an Object

An object in PowerPoint can be a document, an image, a chart, an Excel sheet, or a PowerPoint presentation. The file that users want to insert must be compatible with the programs listed in the dialog box.

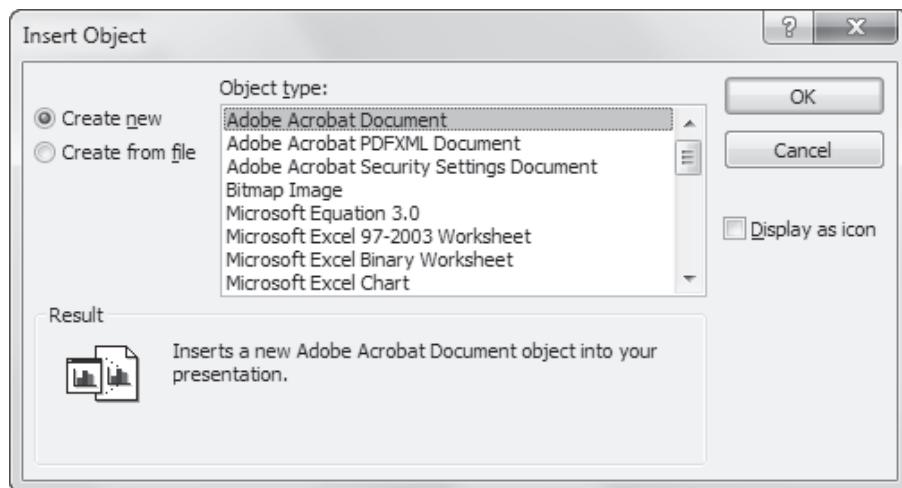
To insert an object in PowerPoint, perform the following steps:

1. Open a blank presentation.
2. Click **Insert Object** from the **Text** group of the **Insert** tab.

## Session 14

### Additional Features in Microsoft PowerPoint 2010

The **Insert Object** dialog box is displayed in figure 14.7.



**Figure 14.7: Insert Object Dialog Box**

3. Select the required type of object from the **Object type** list.
4. Click **OK**. The **Open** dialog box is displayed.

**Note:** When the option from the Object type list is chosen, PowerPoint either displays the Open dialog box or displays the application window.

5. Browse to the required location of the object.
6. Select the object and click **Open**. PowerPoint inserts the object in the file.

#### 14.2.5 Adding Audio Files

Audio files can aid the presentation, by using any clip, or song. An audio file can also be a narration of the data that is displayed. PowerPoint 2010 supports the following audio formats:

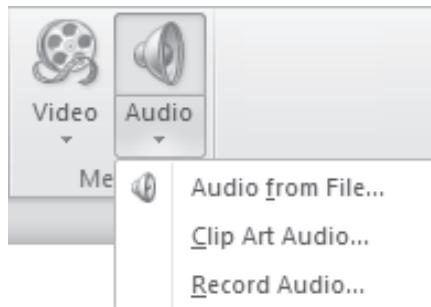
- .aac
- .au
- .mp3
- .mid or .midi
- .wav
- .wma

## Session 14

### Additional Features in Microsoft PowerPoint 2010

To add an audio file, perform the following steps:

1. Open a blank presentation.
2. Click the arrow in **Audio** from the **Media** group of the **Insert** tab. The **Audio** sub-menu is displayed in figure 14.8.



**Figure 14.8: Audio Sub-menu**

3. Select **Audio from File**. The **Insert Audio** dialog box is displayed.
4. Browse to the required location.
5. Select the audio file and click **OK**. PowerPoint inserts the audio file in the slide.

#### 14.2.6 Adding Video Files

Video files help users to make the presentation more interesting .Users can insert a video file relevant to their presentation to support the presentation. PowerPoint 2010 supports the following video formats:

- .swf
- .ASF
- .avi
- .mpg or .mpeg
- .wmv

To add a video file, perform the following steps:

1. Open a blank presentation.
2. Click the arrow in **Video** from the **Media** group of the **Insert** tab.

## Session 14

### Additional Features in Microsoft PowerPoint 2010

The **Video** sub-menu is displayed in figure 14.9.

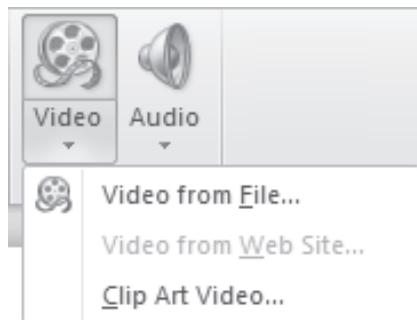


Figure 14.9: Video Sub-menu

3. Select **Video from File**. The **Insert Video** dialog box is displayed.
4. Browse to the location of the video file.
5. Select the video file and click **OK**. PowerPoint adds the video to the slide.

### 14.3 Working with Animations

Animations are effects that users can apply to a text or an image to enhance the presentation. There are different categories of animation available in PowerPoint that users can utilize. They can change the duration, start time, and stop time.

#### 14.3.1 Applying an Animation

To apply an animation, perform the following steps:

1. Open a blank presentation.
2. Insert a text box and select it.
3. Click the **Animations** tab. Figure 14.10 displays the **Animation** gallery.

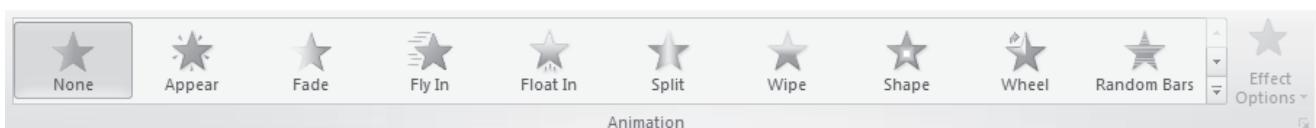


Figure 14.10: Animation Gallery

4. Click  to view all the animations available in the **Animation** gallery.
5. Select the required animation. PowerPoint applies the selected animation.

## Session 14

### Additional Features in Microsoft PowerPoint 2010

#### 14.3.2 Customizing an Animation

Customizing the animation means adding effects and modifying the timing of the start and stop of the animation.

To add effect and edit timings of the animation, perform the following steps:

1. Select the text that contains the animation effect.
2. Click the **Animation** tab.
3. Click **Effect Options**. A sample sub-menu is displayed in figure 14.11.

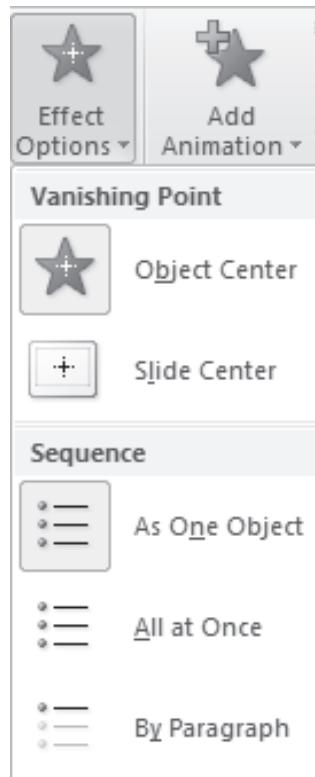


Figure 14.11: Effect Options in Animation Tab

14. From the **Timing** group, select the options for **Start**, **Duration**, and **Delay**. All the changes made to timing are applied. Figure 14.12 displays the **Timing** group.

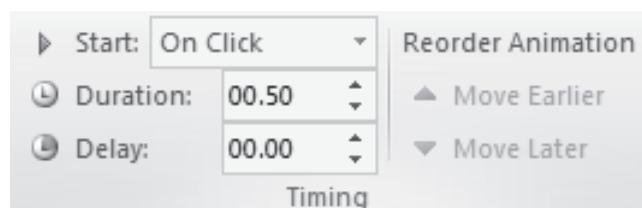


Figure 14.12: Timing Group in Animation Tab

## Session 14

### Additional Features in Microsoft PowerPoint 2010

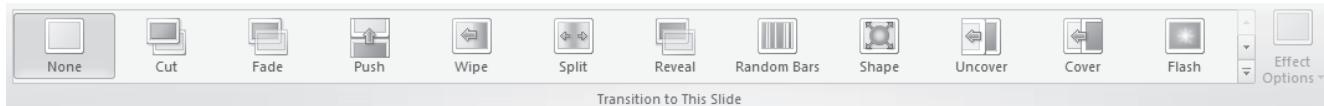
#### 14.4 Working with Transitions

PowerPoint 2010 provides a new tab for Transition. It has added many interesting options for the users to utilize. Transition adds an effect to the slide. It also offers a list of sounds that can be used, if required. It will help the users to keep their presentation appealing.

##### 14.4.1 Applying a Transition

To apply a transition, perform the following steps:

1. Select the slide to apply the transition.
2. Click the **Transitions** tab. The **Transition** gallery is displayed in figure 14.13.



**Figure 14.13: Transitions Gallery**

3. Click  to view the options available in the **Transition to This Slide** gallery.
4. Select the required transition. The selected transition is applied.

##### 14.4.2 Customizing a Transition

Similar to an animation, users can also customize the transition by adding effects and modifying the transition start and stop time.

To add an effect and edit the transition timings, perform the following steps:

1. Open an existing presentation.
2. Select the slide that contains a transition.
3. Click the **Transition** tab.
4. Click **Effect Options** from the **Transitions** tab.

## Session 14

### Additional Features in Microsoft PowerPoint 2010

A sample sub-menu is displayed in figure 14.14.

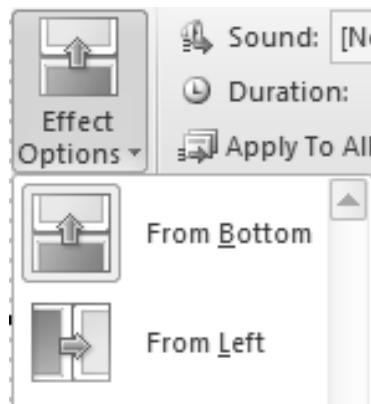


Figure 14.14: Effect Options in the Transitions Tab

5. Select the required **Sound** and **Duration** options from the **Timing** group of the **Transitions** tab. Figure 14.15 displays the **Timing** group of the **Transition** tab.

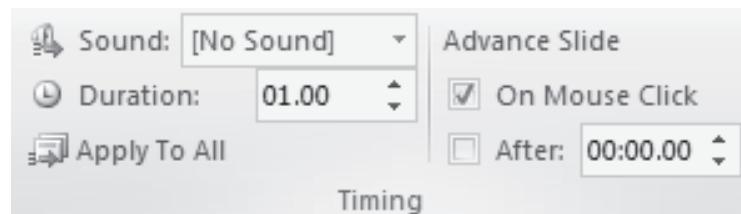


Figure 14.15: Timing Group in Transitions Tab



## SUMMARY

- Microsoft PowerPoint provides features to help users make the presentations more dynamic and descriptive.
- PowerPoint allows a user to insert graphics in order to add graphical descriptiveness, emphasize certain information on the slides, or to make the slides attractive.
- PowerPoint enables a user to insert tables in the slides to display text in a structured or tabular format.
- An object in PowerPoint can be a document, an image, a chart, an Excel spreadsheet, or a PowerPoint presentation.
- Users can insert an audio clip or a video file to support the presentation.
- Animations are effects that are applied to a text or image to enhance the presentation.
- Transition adds effect to the slide and offers a list of sounds that can be used, if required.

## Session 14

### Additional Features in Microsoft PowerPoint 2010



### Check Your Progress

1. \_\_\_\_\_ is a large collection of different types of readymade bitmap images that can be included in a slide.

<b>A</b>	Shapes	<b>C</b>	Pictures
<b>B</b>	Gallery	<b>D</b>	Clip Art

2. Which of the following audio files does PowerPoint support?

<b>A</b>	.wma	<b>C</b>	.mpc
<b>B</b>	.awb	<b>D</b>	.vox

3. Which of the following video files is not supported by PowerPoint?

<b>A</b>	.asf	<b>C</b>	.mpeg
<b>B</b>	.wmv	<b>D</b>	.mkv

4. \_\_\_\_\_ are effects that users can apply to a text or an image to enhance the presentation.

<b>A</b>	Transition	<b>C</b>	Objects
<b>B</b>	Animation	<b>D</b>	Video

5. \_\_\_\_\_ allows a user to add sound with visual effects in a presentation.

<b>A</b>	Sound	<b>C</b>	Transition
<b>B</b>	Effect	<b>D</b>	Audio

6. Which of the following groups from the Insert tab provides options to add a table to a slide?

<b>A</b>	Illustrations	<b>C</b>	Tables
<b>B</b>	Text	<b>D</b>	Links

## Objectives

**At the end of this session, the student will be able to:**

- *Identify the different types of accounts supported by Outlook*
- *Explain the process of configuring an e-mail account*
- *Describe the user interface in Outlook 2010*
- *Discuss the procedure to compose, send, forward, reply to, and search an e-mail*
- *Discuss the process for creating and managing contacts and contact groups*

### 15.1 Introduction

Microsoft Outlook 2010 is a personal information management application that allows users to manage their mails, appointments, tasks, notes, and contacts efficiently. Outlook can serve as a multipurpose management tool and can work with different types of information. It is available as a separate application as well as a part of the Microsoft Office 2010 Suite.

Outlook 2010 provides the following features:

- **Quick Steps** - It enables user to automate frequent or repetitive tasks or actions with a single click.
- **Customized Tabs** - It enables user to personalize the tabs on the **Ribbon** interface.
- **Backstage View** - It enables user to manage their accounts and calendars efficiently.
- **Conversation View** - It enables user to track all messages with the same subject and manage them as conversations.
- **Improved Search** - It enables user to create filters and narrow down search results.

#### 15.1.1 Starting Microsoft Outlook 2010

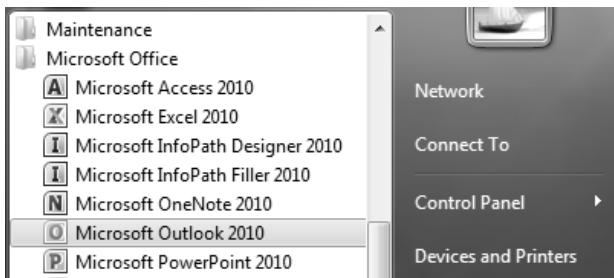
After installing Outlook 2010, users can configure an e-mail account.

## Session 15

### Introducing Microsoft Outlook 2010

To start Outlook 2010, perform the following steps:

1. Click **Start > All Programs > Microsoft Office > Microsoft Outlook 2010** as displayed in figure 15.1.



**Figure 15.1: Starting Outlook 2010**

When Outlook runs for the first time after installation, it starts up the **New Account Setup** wizard to let the users configure their e-mail account before using Outlook.

### 15.2 Working with E-mail

Outlook 2010 does not create a new e-mail account; it enables user to access any existing e-mail account, which may be provided by different providers. This means that the user must first create an e-mail account with a preferred provider and then setup Outlook to access that account. In other words, you can configure Outlook to manage multiple e-mail accounts at the same time.

Before sending or receiving any mails from Outlook, the user must provide the account details. E-mail accounts in Outlook are contained in profiles, which store the details of the e-mail account, data files, and settings. These e-mail profiles provide information about the location where the mails are saved.

When the user runs Outlook for the first time, a default profile is created. The user may choose to create more profiles as required.

#### 15.2.1 Identifying Types of E-mail Accounts Supported by Outlook

Outlook supports the three types of e-mail accounts, which are listed in table 15.1.

Account Type	Description
Exchange Server with MAPI	Exchange Server is the server-side of a client-server based collaborative application. If a corporate network provides e-mail services through an Exchange Server, the network administrator configures the Outlook account for users of the network. The Outlook profile is also established. For interfacing Outlook with Exchange Server, the name of Exchange Server and the username of the users on the network are required. Exchange Server provides several advanced features that are not available with regular (POP3/IMAP) e-mail accounts such as re-directing replies, setting message expiration dates, and granting privileges for managing mails, calendar, contacts, and tasks to another user.

## Session 15

### Introducing Microsoft Outlook 2010

Concepts

Account Type	Description
	Messaging Application Program Interface (MAPI) provides a programming interface for client-side applications to use e-mail services running on certain messaging servers.
IMAP/SMTP	<p>When an Internet Service Provider (ISP) provides users with an e-mail account, it also provides access to two servers namely, Simple Message Transfer Protocol (SMTP) along with Internet Message Access Protocol (IMAP) or Post Office Protocol (POP).</p> <p>SMTP handles end-to-end e-mail transfer. When the e-mail is delivered at its destination by SMTP, it is stored in a <b>user mailbox</b> maintained by an IMAP or POP3 server.</p> <p>IMAP is an Internet standard protocol used by most e-mail providers to grant e-mail access to users. IMAP server maintains a user mailbox to store all incoming mails and allows user to download them, as required. With IMAP, the users need not download all mails to their computers. The mails are stored on the mail server and users can check the sender and subject of the mail before downloading it.</p>
POP3/SMTP	POP3 stands for Post Office Protocol version 3. It maintains a mailbox for users. All incoming mails are dropped into the user's mailbox on the POP server. When user uses Outlook to access mails, all the mails are downloaded to user's computer and deleted from the POP server. This acts as an advantage for ISPs, because their POP servers need not store the mails all the time. The mails are deleted from the server, as soon as they are downloaded to user's computer. For e-mail delivery SMTP is used along with POP.

**Table 15.1: E-mail Accounts Supported by Outlook 2010**

#### 15.2.2 Setting Up an E-mail Account

Before setting up an e-mail account, users need to complete following two tasks:

- Obtain important settings from the e-mail provider for configuring e-mail account on Outlook
- Enable POP/IMAP access in their e-mail account settings

For configuration settings, users must obtain the following details from the e-mail provider:

- Full e-mail address, user name, and password
- Type of e-mail access supported – POP3 or IMAP
- Incoming POP3 or IMAP server address and port number
- Outgoing SMTP server address and port number

## Session 15

### Introducing Microsoft Outlook 2010

- Does an incoming e-mail server require encryption?
- Does the outgoing server require encryption?
- Does the outgoing server require Secure Password Authentication (SPA)? If yes, then what is the associated username and password for using SPA?

#### Enable POP/IMAP access in their e-mail account settings

For using POP/IMAP, users must enable POP/IMAP access in the e-mail account settings.

Consider an example, where the user wants to configure a **Gmail** account in Outlook 2010. Before configuring the e-mail account in Outlook, the user must enable the POP/IMAP forwarding option in **Gmail**.

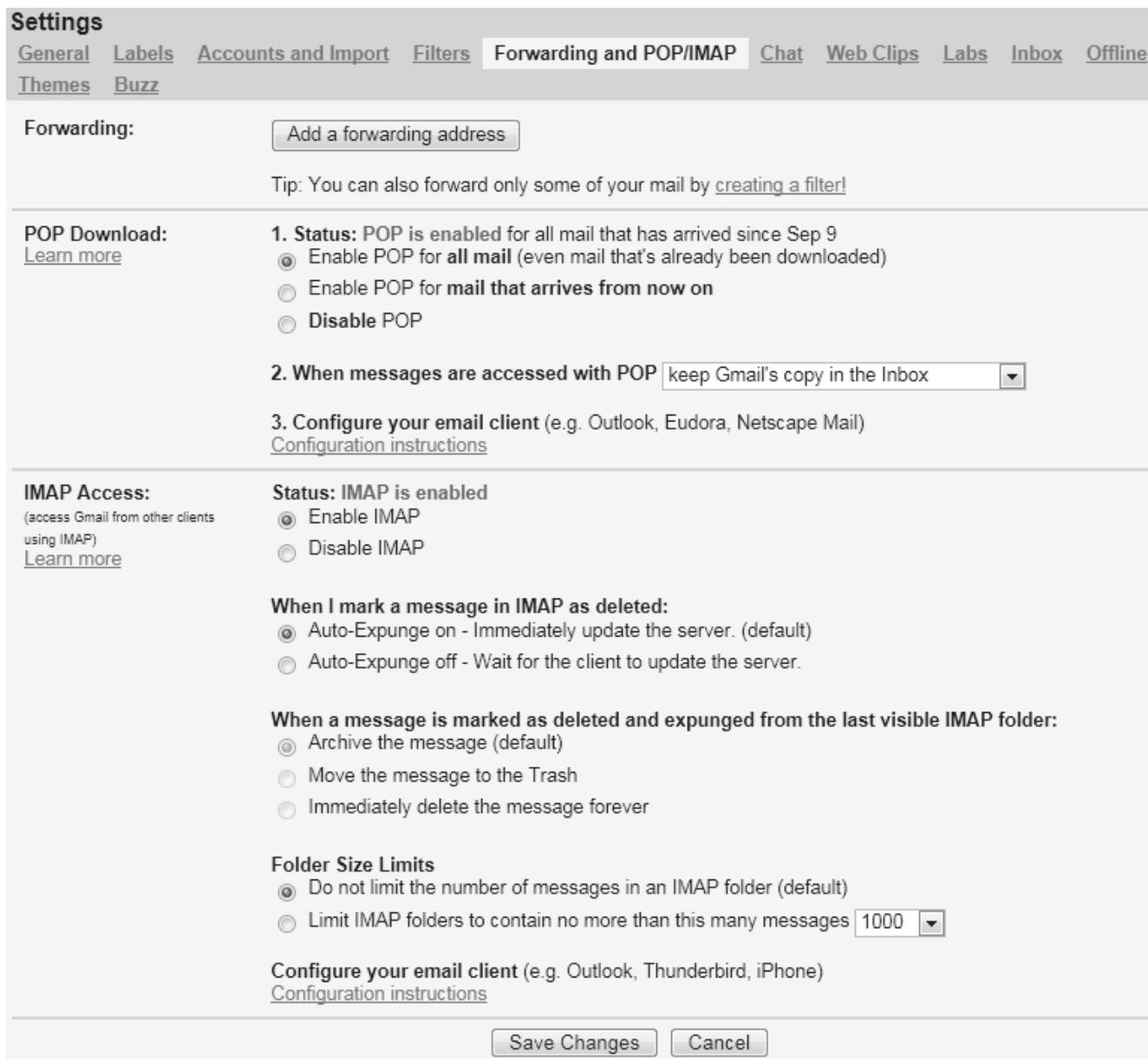
To enable POP in **Gmail**, perform the following steps:

1. Log in to **Gmail** account.
2. To access the **Settings** page, click the settings icon  located on the top right corner of the page. A drop-down menu is displayed.
3. Click **Mail Settings**. The **Settings** page is displayed.
4. Click the **Forwarding and POP/IMAP** tab.

## Session 15

### Introducing Microsoft Outlook 2010

The options in the **Forwarding and POP/IMAP** settings tab are displayed in figure 15.2.



The screenshot shows the 'Forwarding and POP/IMAP' tab selected in the 'Settings' ribbon. The tab includes sections for Forwarding, POP Download, IMAP Access, and Folder Size Limits, each with configuration options and links to configuration instructions.

- Forwarding:** Includes a button to 'Add a forwarding address' and a tip about creating a filter.
- POP Download:**
  - Status:** POP is enabled for all mail that has arrived since Sep 9.
  - Options:**
 Enable POP for all mail (even mail that's already been downloaded)  
 Enable POP for mail that arrives from now on  
 Disable POP
  - When messages are accessed with POP:** A dropdown menu set to 'keep Gmail's copy in the Inbox'.
  - Configure your email client:** Links to configuration instructions for various clients.
- IMAP Access:**
  - Status:** IMAP is enabled.
  - Options:**
 Enable IMAP  
 Disable IMAP
  - When I mark a message in IMAP as deleted:**
    - Options:**
 Auto-Expunge on - Immediately update the server. (default)  
 Auto-Expunge off - Wait for the client to update the server.
  - When a message is marked as deleted and expunged from the last visible IMAP folder:**
    - Options:**
 Archive the message (default)  
 Move the message to the Trash  
 Immediately delete the message forever
  - Folder Size Limits:**
    - Options:**
 Do not limit the number of messages in an IMAP folder (default)  
 Limit IMAP folders to contain no more than this many messages:
  - Configure your email client:** Links to configuration instructions.

At the bottom are 'Save Changes' and 'Cancel' buttons.

**Figure 15.2: Forwarding and POP/IMAP Settings Tab**

5. Select **Enable POP for all mail** option.
6. Click **Save Changes**.

After completion of these tasks, start Outlook 2010 and perform the following steps to setup an e-mail account:

1. Click **Start > All Programs > Microsoft Office > Microsoft Outlook 2010**.

## Session 15

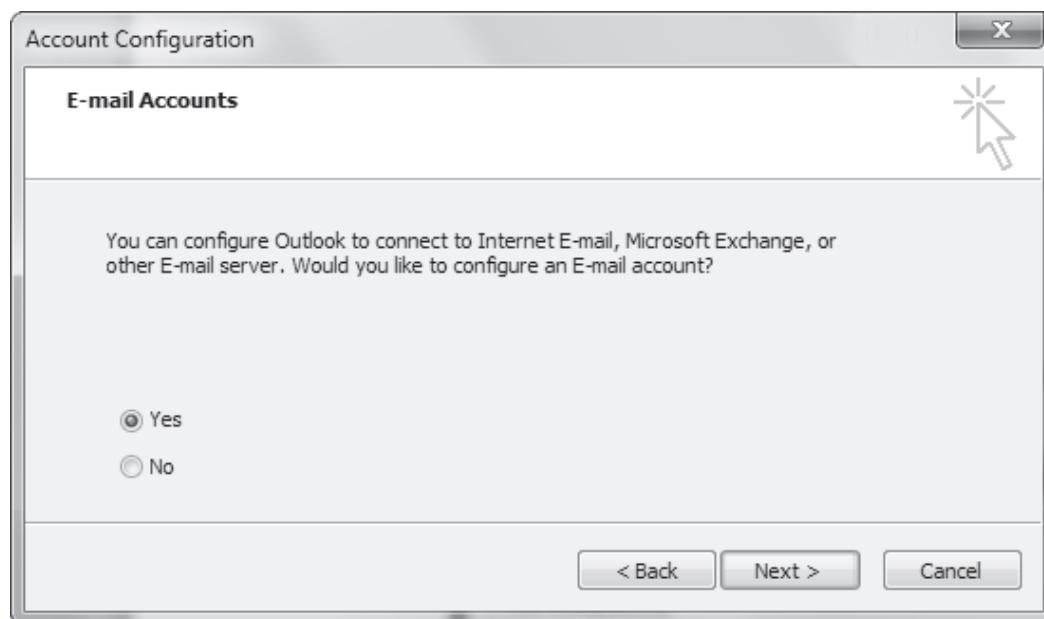
### Introducing Microsoft Outlook 2010

The Microsoft Outlook 2010 Startup dialog box is displayed in figure 15.3.



**Figure 15.3: Microsoft Outlook 2010 Startup Dialog Box**

- Click **Next**. The **Account Configuration** dialog box is displayed in figure 15.4.



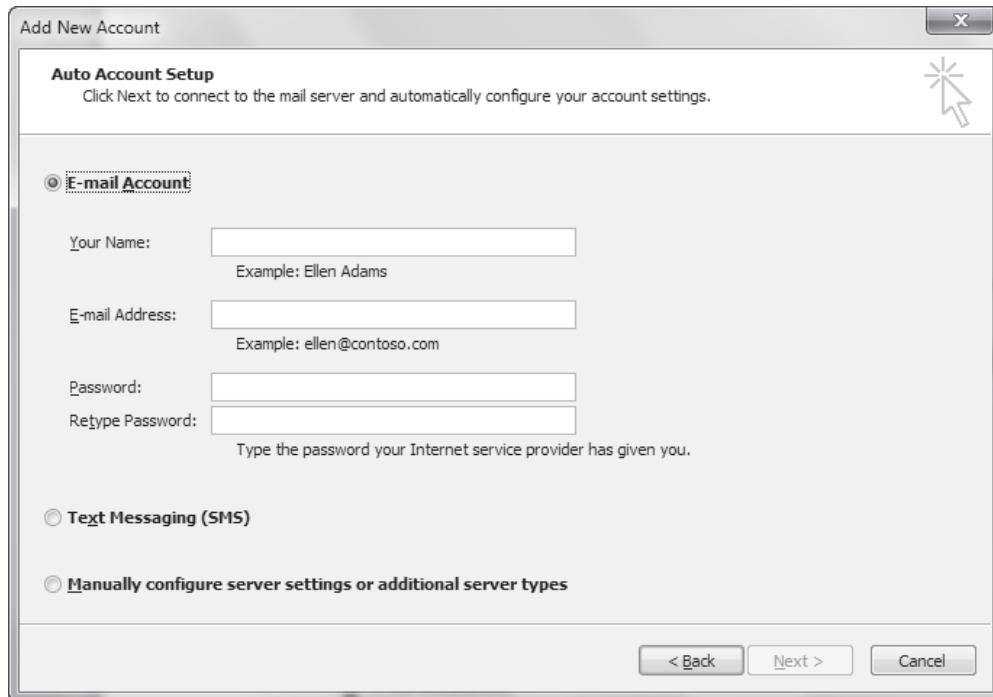
**Figure 15.4: Account Configuration Dialog Box**

- Select **Yes** to configure Outlook to connect to Internet E-mail.

## Session 15

### Introducing Microsoft Outlook 2010

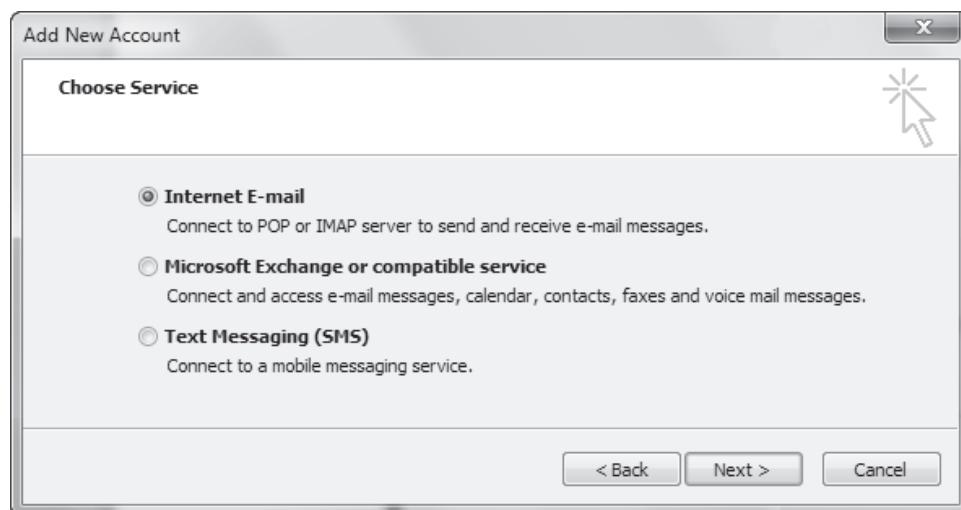
- Click **Next**. The **Auto Account Setup** pane of **Add New Account** dialog box is displayed in figure 15.5.



Concepts

**Figure 15.5: Adding a New E-mail Account**

- Select the **Manually configure server settings or additional server types** option.
- Click **Next**. The **Choose Service** pane of **Add New Account** dialog box is displayed in figure 15.6.



**Figure 15.6: Choose Service Dialog Box**

- Click **Internet E-mail**.

## Session 15

### Introducing Microsoft Outlook 2010

8. Click **Next**. The **Internet E-mail Settings** pane of **Add New Account** dialog box is displayed.
9. Enter the account details that is, your name, e-mail address, username, and password provided by the e-mail service provider or the ISP, as displayed in figure 15.7. The name of IMAP and SMTP server should be provided in appropriate box.

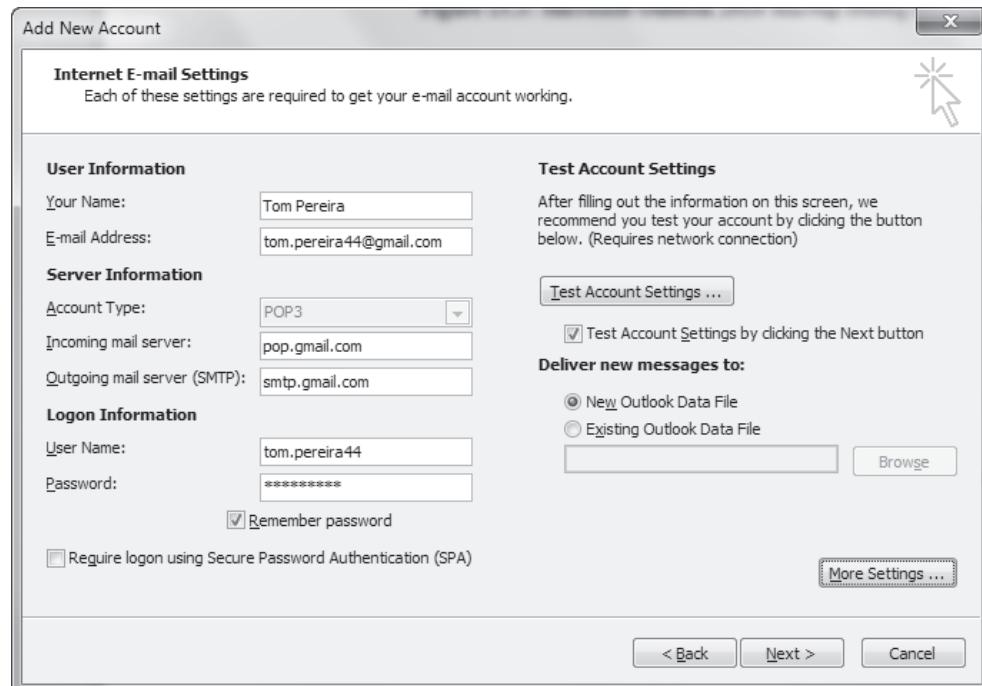


Figure 15.7: Adding a New Account

10. Click **More Settings**. The **Internet E-mail Settings** dialog box is displayed in figure 15.8.

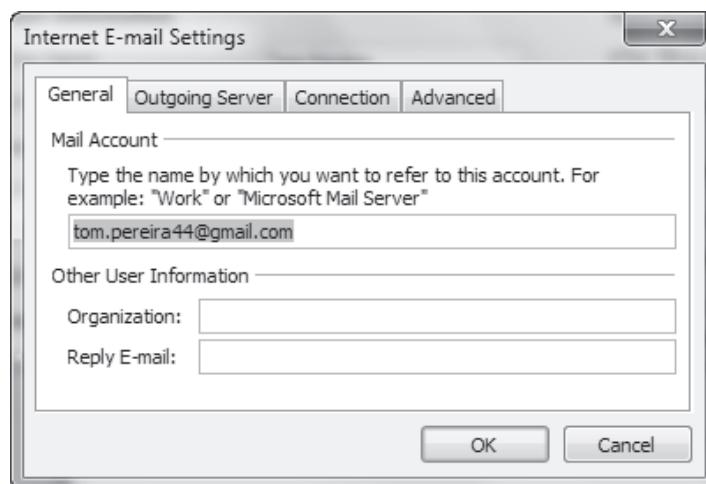


Figure 15.8: Internet E-mail Settings Dialog Box

11. Click the **Outgoing Server** tab to display the **Outgoing Server** settings.

## Session 15

### Introducing Microsoft Outlook 2010

12. Select the **My outgoing server (SMTP) requires authentication** check box.
13. Select the **Use the same settings as incoming mail server** option. Figure 15.9 displays the **Outgoing Server** tab settings.

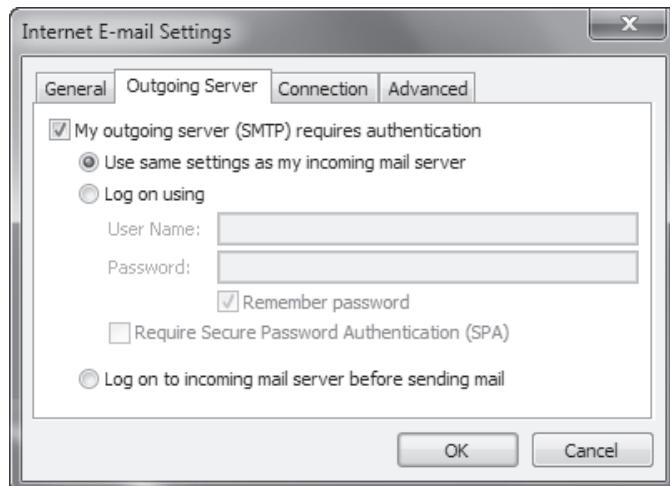


Figure 15.9: Outgoing Server Tab

14. Click the **Advanced** tab to display the **Advanced** tab setting.
15. Enter 995 in the **Incoming server (POP3)** box.
16. Enter 587 in the **Outgoing server (SMTP)** box.
17. Select the **This server requires an encrypted connection (SSL)** check box.
18. Select **TLS** from the **Use the following type of encrypted connection** drop-down list. Figure 15.10 displays the **Advanced** tab settings.

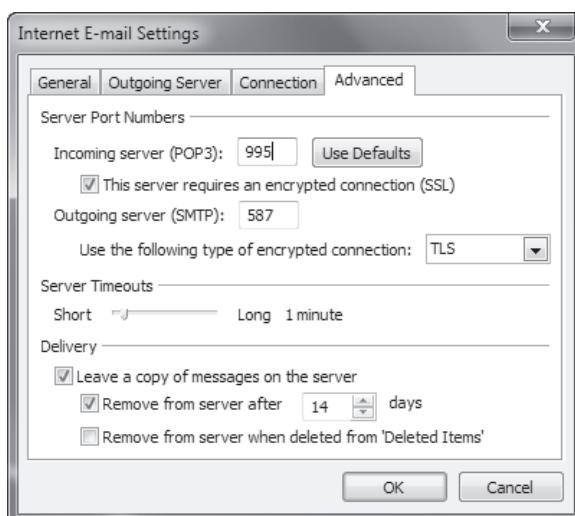


Figure 15.10: Advanced Tab

## Session 15

### Introducing Microsoft Outlook 2010

19. Click **OK**.
20. Click **Next**. Outlook performs a test connection and sends a test message. The **Test Account Settings** dialog box is displayed in figure 15.11.

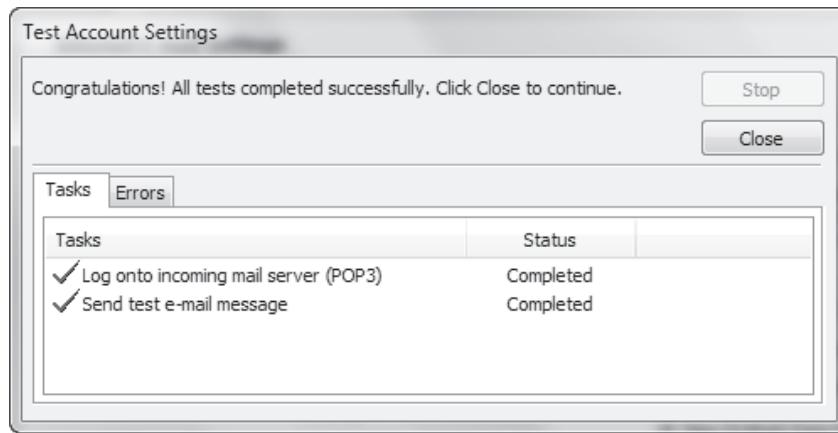


Figure 15.11: Testing E-mail Account Settings

21. Click **Close**. Outlook completes the configuration process and the **Add New Account** dialog box is displayed.
22. Click **Finish**.

#### 15.2.3 Understanding the Interface

Outlook 2010 advances from Outlook 2007 and introduces several new features including an improved **Ribbon** interface and the ability to perform frequently repeated multiple tasks with a single-click. The user interface of Outlook 2010 is displayed in figure 15.12.

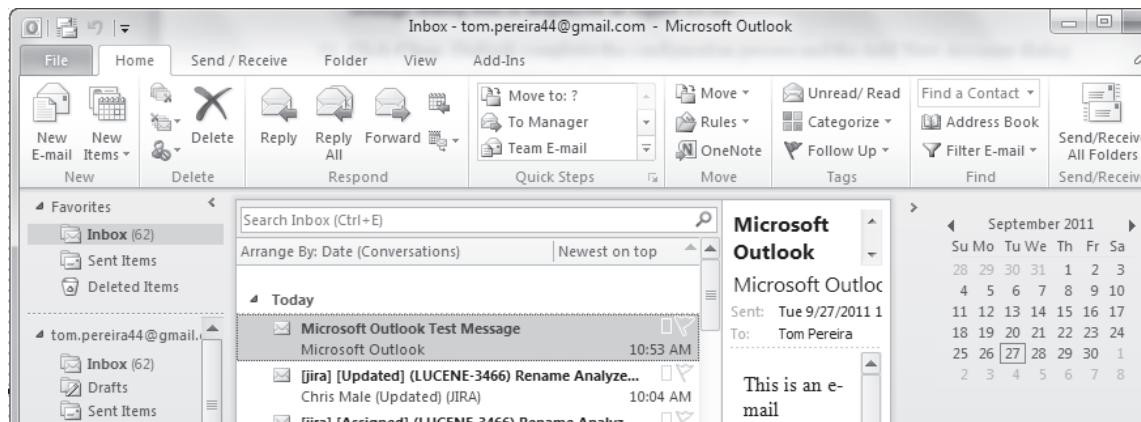


Figure 15.12: Outlook 2010 User Interface

The **Ribbon** interface is common in all applications in Microsoft Office 2010 Suite. It provides easy and efficient access to all the commands by organizing them as a set of contextual tabs. The commands on these contextual tabs change as the user works with different Outlook items.

## Session 15

### Introducing Microsoft Outlook 2010

Table 15.2 provides a brief description of the tabs in Outlook 2010.

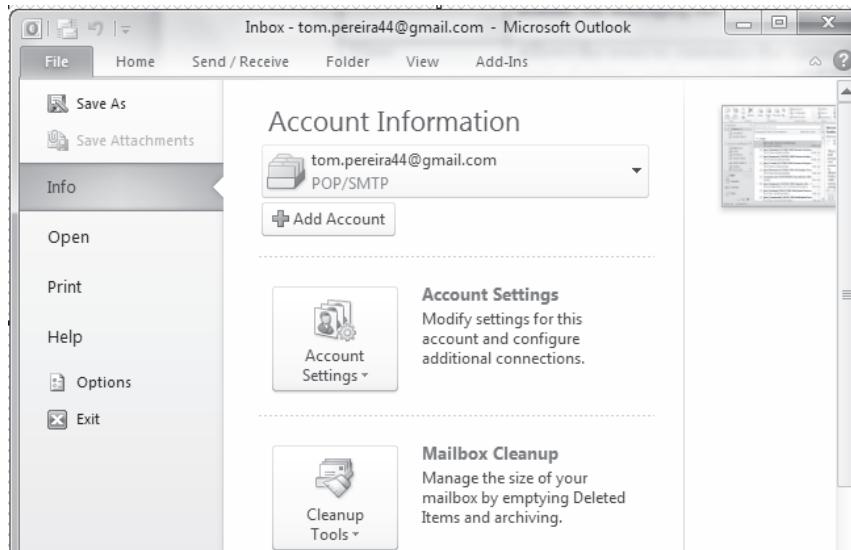
Concepts

Tab Name	Description
Home	Provides general commands for composing new mails, replying to received mails, and organizing mails by moving them to different folders and tagging them.
Send/Receive	Provides options for sending and receiving mails, tracking the attachment downloads, and other operations to mails and dial-up connection preferences.
Folder	Provides option to create folders, organize them in favorites, and other actions for managing the folders.
View	Allows user to customize views while working with different Outlook items, such as Calendars and Contacts.
File	It is a non-contextual tab used to access Backstage view.

**Table 15.2: Tabs in Outlook 2010**

To access the **Backstage** view in Outlook 2010, perform the following steps:

1. Open **Microsoft Outlook 2010**.
2. Click the **File** tab. The **Backstage** view is displayed in figure 15.13.



**Figure 15.13: Backstage View in Outlook 2010**

The **Backstage** view contains options related to e-mail account management, opening different Outlook data files and calendars, Outlook Help, printing, and other options related to Outlook.

#### 15.2.4 Editing E-mail Account Settings

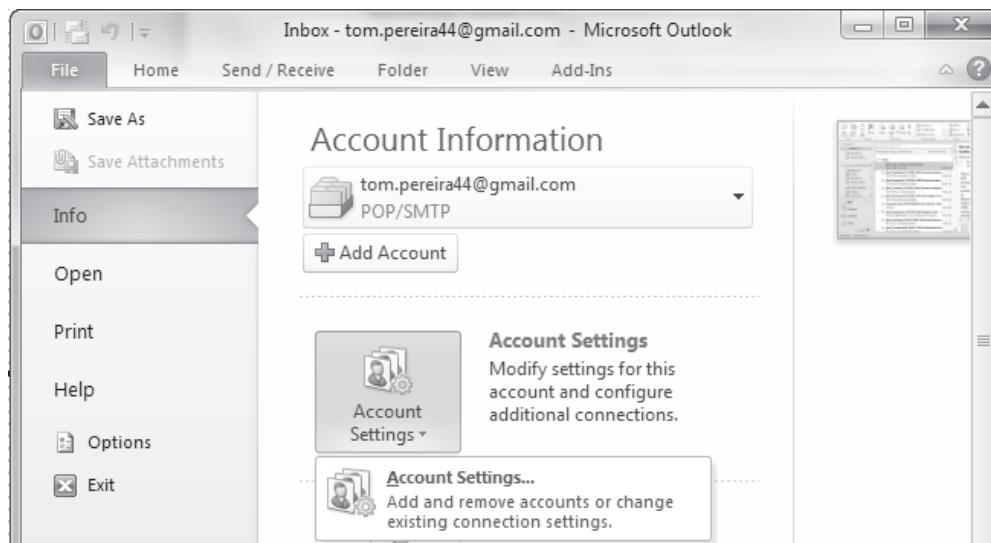
Outlook enables user to modify the settings for existing e-mail accounts.

## Session 15

### Introducing Microsoft Outlook 2010

To edit the settings for an existing e-mail account, perform the following steps:

1. Open **Outlook**.
2. Click the **File** tab. The **Backstage** view is displayed.
3. Click **Info**.
4. Click **Account Settings**. The sub-menu for **Account Settings** is displayed in figure 15.14.



**Figure 15.14: Account Settings**

5. Click **Account Settings**. The E-mail tab of **Account Settings** dialog box is displayed.
6. Click the required e-mail account.
7. Click **Change**. The **Change Account** dialog box is displayed. This dialog box enables the user to view and change the settings for this account.
8. Edit the required settings.
9. Click **Next**. Outlook verifies the new settings and the **Test Account Settings** dialog box is displayed.
10. Click **Close**.
11. Click **Finish**.

#### 15.2.5 Removing an E-mail Account

Outlook also enables user to remove e-mail account settings that are no longer required. Users can remove these e-mail accounts to free up disk space on the computer.

## Session 15

### Introducing Microsoft Outlook 2010

To remove an e-mail account, perform the following steps:

1. Click the **File** tab. The **Backstage** view is displayed.
2. Click **Info**.
3. Click **Account Settings**. The **Account Settings** sub-menu is displayed.
4. Select **Account Settings**. The **Account Settings** dialog box is displayed.
5. Select the account to remove.
6. Click **Remove**. Outlook prompts for a confirmation to remove the e-mail account.
7. Click **Yes**.

The other actions that can be worked with **Account Settings** dialog box are as follows:

- **Repair** - In this option, Outlook tries to connect to the e-mail provider of the specified account and refreshes the account settings. This should be performed when the e-mail account has stopped working.
- **Set as Default** - In this option, Outlook makes the selected account as the default. This is true when there are two or more e-mail accounts.

### 15.3 Working with Mails

Outlook's e-mail feature allows user to compose, send, and read messages. Along with default send/receive options for e-mail, Outlook 2010 also provide advanced search options and enables user to set reminders for mails.

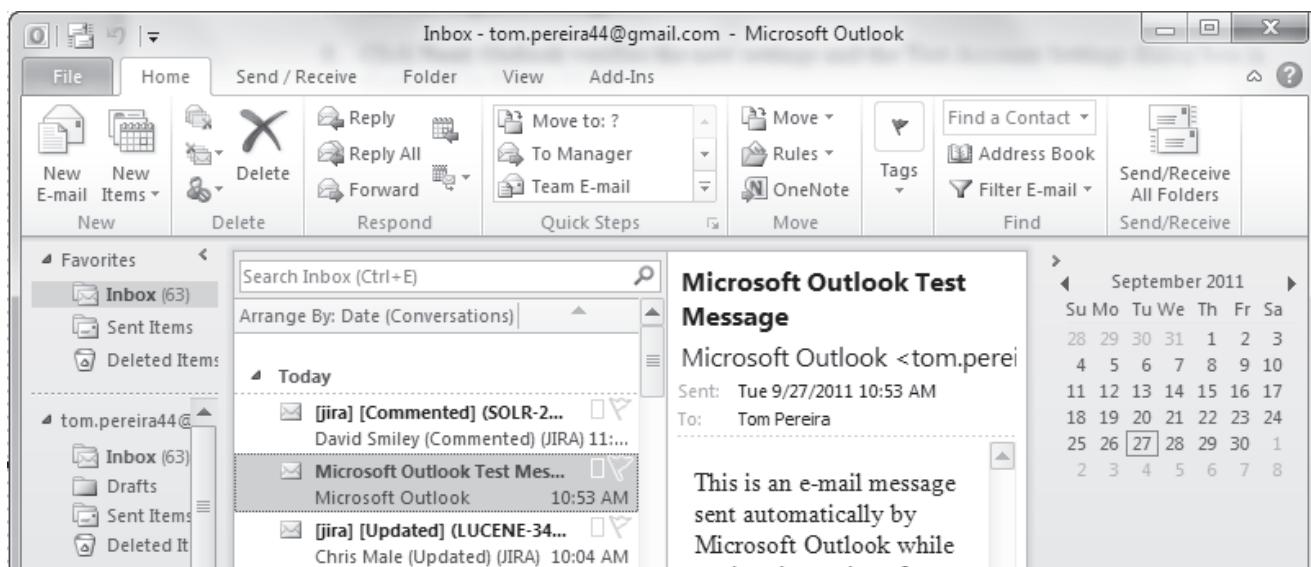
#### 15.3.1 Reading an E-mail

During startup, Outlook connects to the e-mail server and downloads new e-mail messages. The new e-mail messages are downloaded to the **Inbox** folder in Outlook. By default, the messages are sorted by date and time.

## Session 15

### Introducing Microsoft Outlook 2010

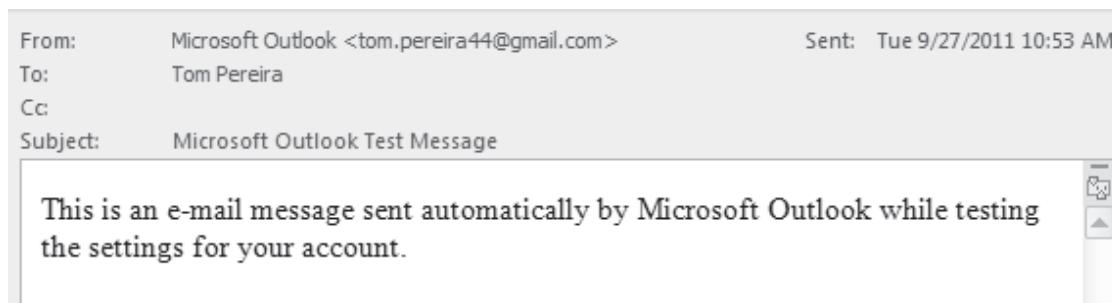
Figure 15.15 displays the **Inbox** folder in Outlook.



**Figure 15.15: Inbox Folder in Outlook 2010**

When the user selects the **Inbox** folder, the **Details** pane lists the mails in the **Inbox** folder. The user can read an e-mail by clicking on the required e-mail message. Outlook will display the content of the e-mail message in the reading pane at the right.

Alternatively, if users cannot read the e-mail in the reading pane, they can double-click the required e-mail message. The e-mail message is displayed in a new window, as shown in figure 15.16.



**Figure 15.16: Reading an E-mail in a New Window**

At the top of the Navigation pane, the **Favorites** list is displayed which provides shortcuts to **Inbox**, **Sent Items**, and **Deleted Items** folder. Folders can be added to Favorites list.

Outlook provides following default folders for an e-mail account:

- **Inbox** - All the mails received are placed in this folder. When users click this folder, the details pane displays the list of mails sorted by their date of arrival.
- **Draft** - This folder contains mails that were composed but were not sent. When user closes an

## Session 15

### Introducing Microsoft Outlook 2010

e-mail while composing it. Outlook prompts to save the e-mail as a **Draft**.

- **Sent Items** - This folder stores all the mails that users send from their e-mail account. The details pane displays the list of sent items sorted by their date of arrival.
- **Deleted Items** - When users delete an e-mail, the e-mail is not actually deleted; it is placed in this folder. Users can choose to delete them permanently before closing Outlook.
- **Junk E-mail** - This folder stores the mails marked as junk by Outlook.
- **Outbox** - This folder stores the mails before Outlook connects to the mail server and transmits the e-mail to it. Once the e-mail has been sent to the mail server, it is moved from **Outbox** to **Sent Items** folder.
- **RSS Feeds** - RSS stands for Really Simple Syndication. It is a way for servers to publish frequently updated content to users. Servers publish their content as **RSS Feeds**. Users subscribe to RSS feeds of their choice to read the frequently updated content. Outlook enables user to view the content of their subscribed RSS feeds, in the same way as they read mails.
- **Search Folders** - This folder includes subfolders that allows user to categorize their mails in different groups, such as unread mails, flagged mails, and mails with attachments. It makes searching through mails, quick and easy. The mails in search folders are organized in the order of their date of arrival.

#### 15.3.2 Composing a New E-mail

Users can send mail to anyone who has an e-mail address. You can also send an e-mail to a group of people. To compose a new e-mail, perform the following steps:

1. Click **New E-mail** from the **New** group in the **Home** tab. The window for composing a new e-mail is displayed in figure 15.17.



**Figure 15.17: New Message Window**

2. Enter the e-mail address of the recipient in the **To** box. Multiple e-mail addresses can be entered by separating each e-mail address with a semicolon.
3. Type the required subject in the **Subject** box.
4. Type the required message in message area.
5. Click **Send**.

## Session 15

### Introducing Microsoft Outlook 2010

Depending on the Outlook's Send and Receive settings, the message will be sent immediately or placed in the Outbox folder.

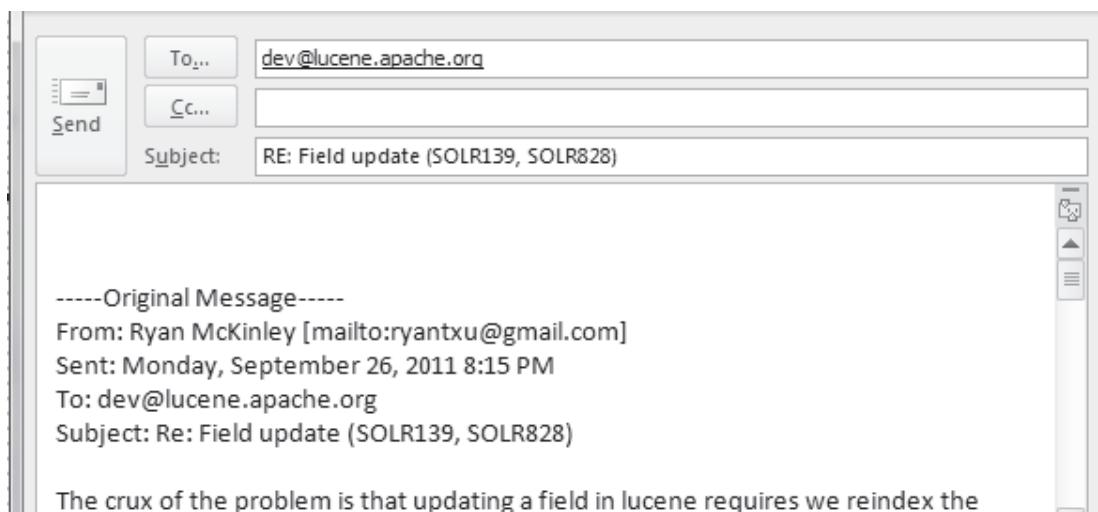
The different command sets present on the **Ribbon** tab of message are as follows:

- **File** - It provides access to **Backstage** view which enables user to configure overall settings for Outlook.
- **Message** - It provides access to Clipboard, text formatting commands, and Address Book.
- **Insert** - It allows user to add attachments and also includes commands for inserting links, images, and so on in the message body.
- **Option** - It enables user to attach a theme to the message.
- **Format Text** - It enables user to format the message.
- **Review** - It enables user to perform Spelling and Grammar check, Translations and so on.

#### 15.3.3 Replying To an E-mail

To reply to an e-mail, perform the following steps:

1. Click the required message to reply.
2. Click **Reply** from the **Respond** group in the **Home** tab. The new message window is displayed in figure 15.23.



**Figure 15.18: Replying to an E-mail**

Outlook automatically inserts the address of the recipient and also appends the original message to the reply. Also, subject of the new mail is prefixed with the string **RE:** followed by subject of the mail to which it is being replied to.

## Session 15

### Introducing Microsoft Outlook 2010

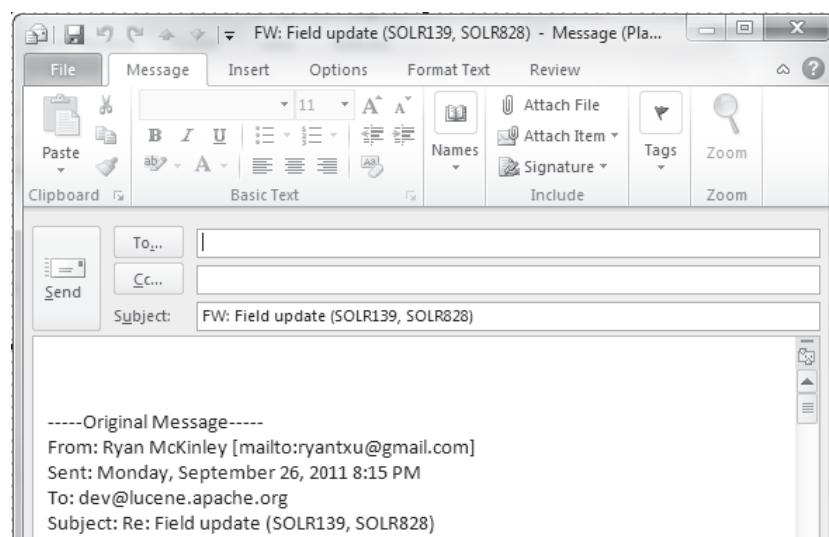
3. Type the reply in the message area.
4. Click **Send**.

#### 15.3.4 Forwarding an E-mail

Forward option creates a new and unaddressed message. The forwarded message will contain the entire original message including the attachments that were sent with the original message.

To forward an e-mail, perform the following steps:

1. Click the required message to forward.
2. Click **Forward** from the **Respond** group in the **Home** tab. The new message window is displayed in figure 15.19.



**Figure 15.19: Forwarding an E-mail**

Outlook appends the string **FW:** to the subject of the e-mail message.

3. Edit the subject of the mail, if required.
4. Edit the message contents, if required.
5. Click **Send**.

#### 15.3.5 Printing an E-mail

Outlook enables user to print the e-mail messages. Outlook provides the following styles for printing an e-mail message:

- **Memo style** - prints the entire e-mail message

## Session 15

### Introducing Microsoft Outlook 2010

- **Table style** - prints a list of all the e-mail messages from the folder

To print an e-mail, perform the following steps:

1. Click the required e-mail message.
2. Click the **File** tab. The **Backstage** view is displayed.
3. Click **Print**. The printing options are displayed in figure 15.20.

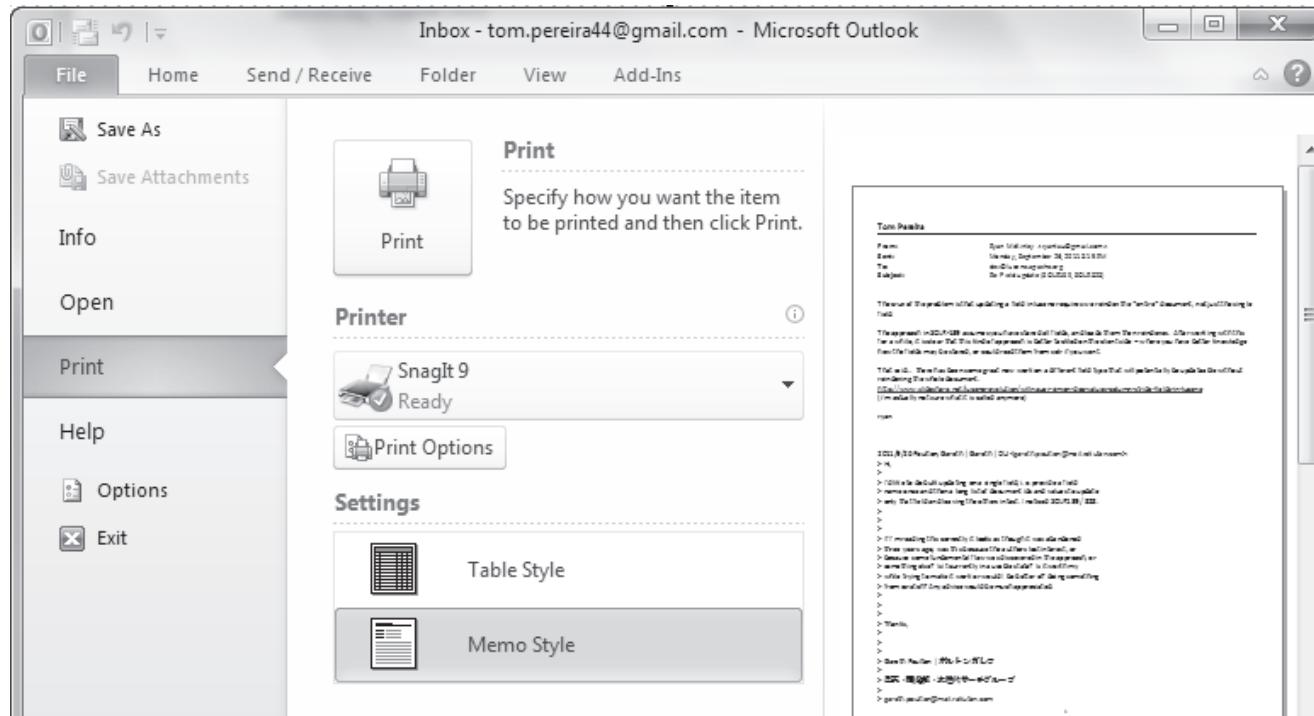


Figure 15.20: Printing options in Outlook 2010

4. Select the required printer from the Printer drop-down list.
5. Click **Print**.

#### 15.3.6 Setting Up Reminders for an E-mail

Outlook allows user to set up reminders for mails, which are important for review after some time.

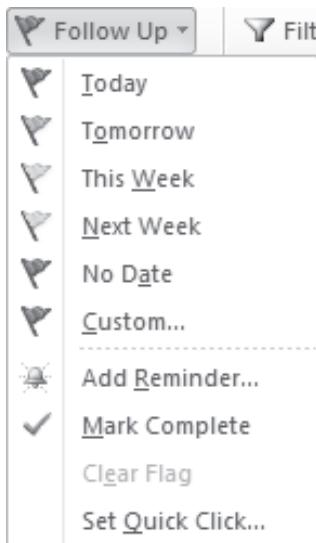
To set up a reminder for an e-mail, perform the following steps:

1. Click **Follow Up** from the **Tags** group in the **Home** tab.

## Session 15

### Introducing Microsoft Outlook 2010

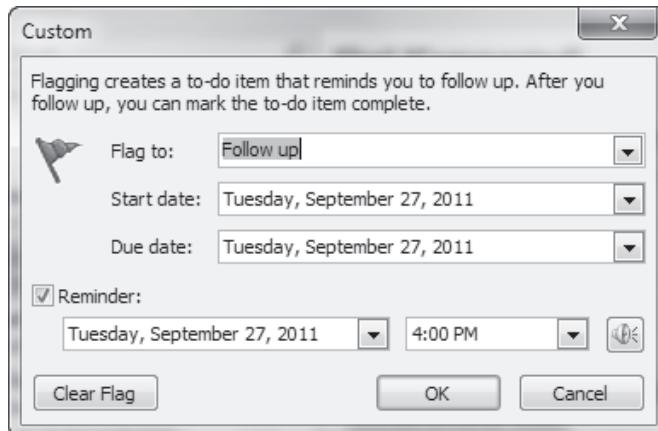
The drop-down menu is displayed in figure 15.21.



Concepts

**Figure 15.21: Adding a Reminder**

2. Click **Add Reminder**. The **Custom** dialog box is displayed in figure 15.22.



**Figure 15.22: Custom Dialog Box**

3. Select the **Reminder** checkbox.
4. Select the required date and time for the reminder.
5. Click **OK**.

#### 15.3.7 Searching Mails

The **Search Contextual** tab and **Search Suggestions List** features provided by Outlook 2010 make searching through mails very efficient.

## Session 15

### Introducing Microsoft Outlook 2010

To search for mails, perform the following steps:

1. Click the **Search** box above the list of mails. The **Search** contextual tab is displayed.
2. Enter the required keyword. The results are displayed in figure 15.23.

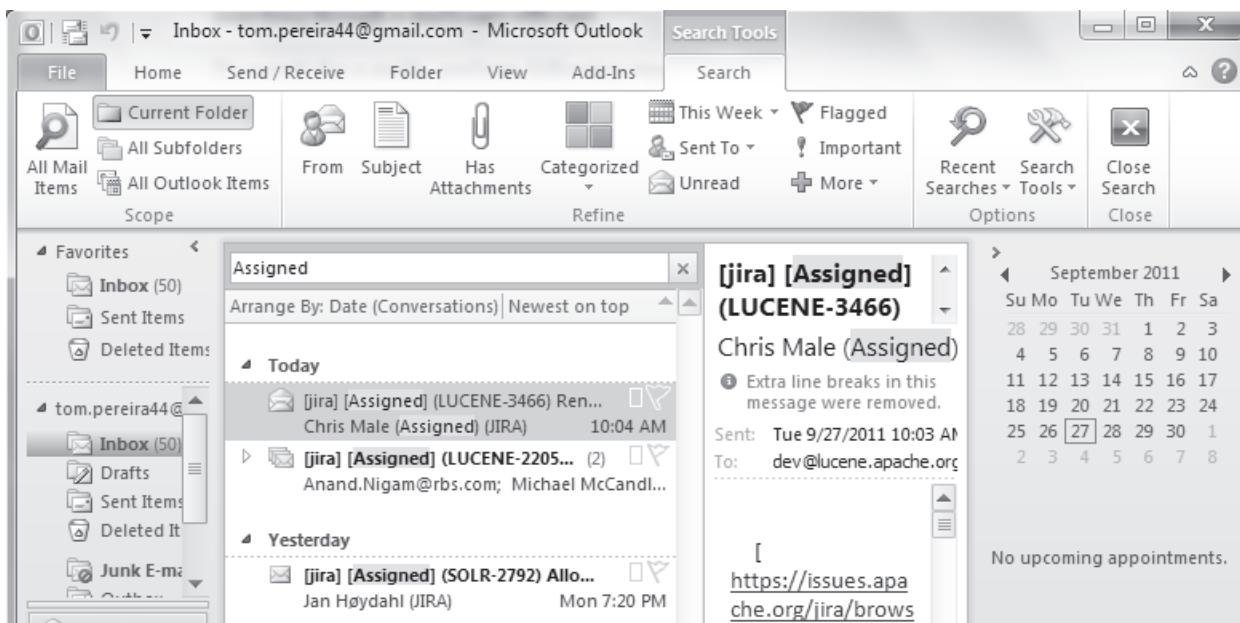


Figure 15.23: Searching mails in Outlook 2010

The **Search** tab provides the options listed in table 15.3.

Option	Description
Scope	Enables user to search mails within and across folders
Refine	Enables user to search mails with specific parameters, such as subject, from address, and attachments
Options	Enables user to use search tools and search mails using previous search results

Table 15.3: Search Options in Outlook 2010

3. Click **Close Search** to stop searching.

### 15.4 Working with E-mail Attachments

While composing an e-mail in Outlook, users can share files by attaching them to the e-mail message. Outlook 2010 allows user to not only attach files, but also other Outlook items, such as tasks, calendars, and even mails. When a file is attached it appears as an icon in the **Attachment** box present below the **Subject** box. User can attach multiple files.

#### 15.4.1 Attaching a File to an E-mail

To attach a file to an e-mail message, perform the following steps:

1. Click the **Home** tab.
2. Click **New E-mail**. The **New E-mail** window is displayed.
3. Click **Attach File** from the **Include** group in the **Message** tab. The **Insert File** dialog box is displayed.
4. Browse to the required folder.
5. Select the required file.
6. Click **Insert**. The file is displayed in the attachments box, in figure 15.24.



Figure 15.24: Attaching a File to an E-mail

#### 15.4.2 Attaching an Outlook Item to an E-mail

While composing a new e-mail in the **New Message** window, perform the following steps to attach an Outlook item to the e-mail:

1. Click the **Home** tab.
2. Click **New E-mail**. The **New E-mail** window is displayed.
3. Click **Attach Item** from the **Include** group in the **Message** tab. The drop-down menu is displayed in figure 15.25.

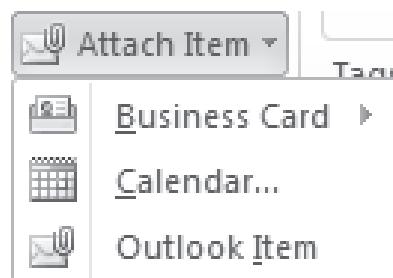


Figure 15.25: Attaching an Outlook Item to an E-mail

## Session 15

### Introducing Microsoft Outlook 2010

- Click **Outlook Item**. The **Insert Item** dialog box is displayed in figure 15.26.

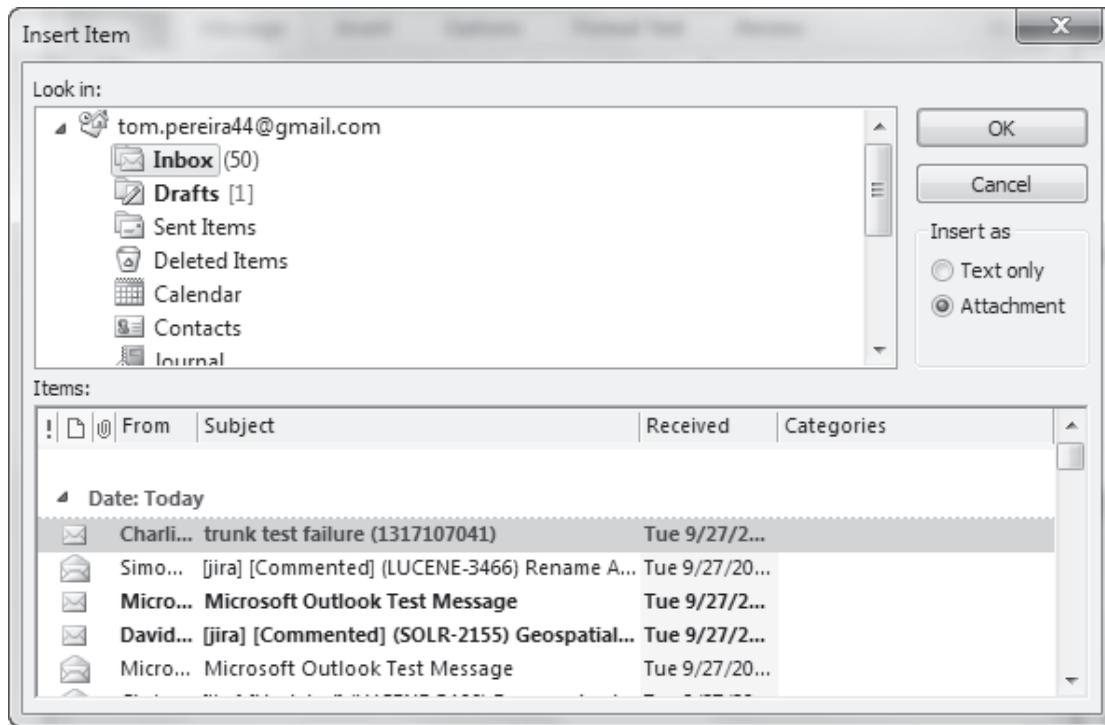


Figure 15.26: Insert Item Dialog Box

- Browse to the required folder.
- Select the required item.
- Click **OK**.

#### 15.4.3 Viewing and Saving E-mail Attachments

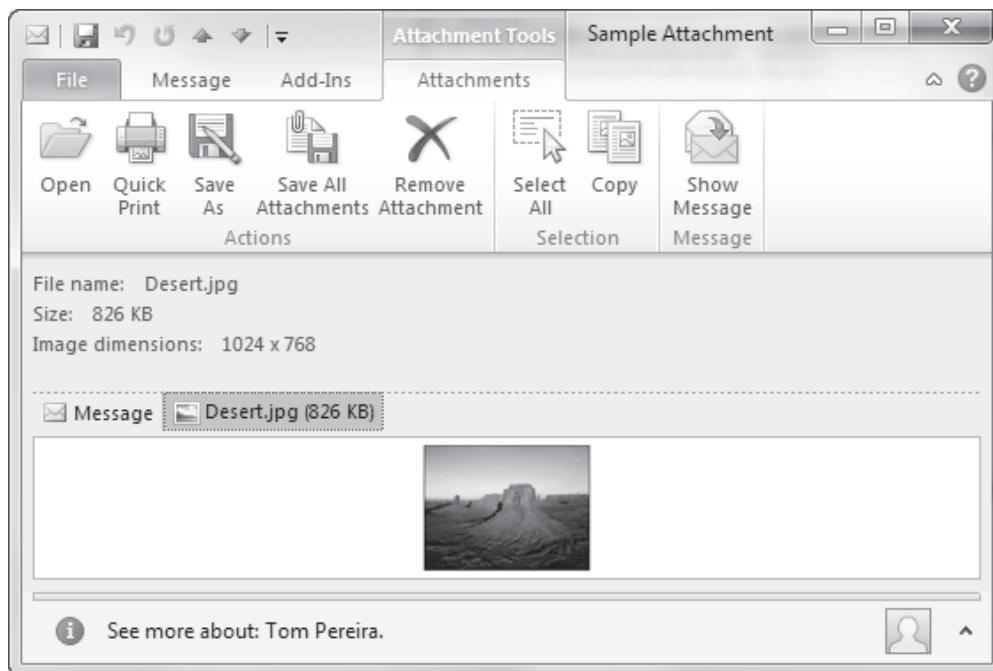
Outlook allows user to save the attachments to disk and view the attachments without opening them in native application. To open an attachment or to save it on the computer, perform the following steps:

- Double-click the required e-mail. The e-mail is displayed in a new window.
- Click the required attachment.

## Session 15

### Introducing Microsoft Outlook 2010

The **Attachments** tab is displayed in figure 15.27.



**Figure 15.27: Attachments Tab**

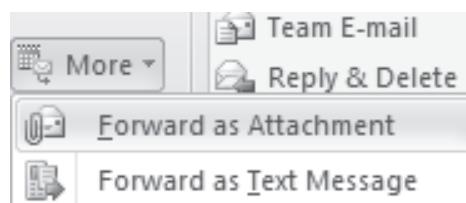
3. To save the selected attachment, click **Save As**. The **Save Attachment** dialog box is displayed.
4. Browse to the required location or folder.
5. Click **Save**.

#### 15.4.4 Forwarding E-mail as an Attachment

Outlook 2010 allows user to send an e-mail as an attachment to another e-mail.

To send an e-mail as an attachment, perform the following steps:

1. Select the required message.
2. Click **More** from the **Respond** group in the **Home** tab. The drop-down menu is displayed in figure 15.28.

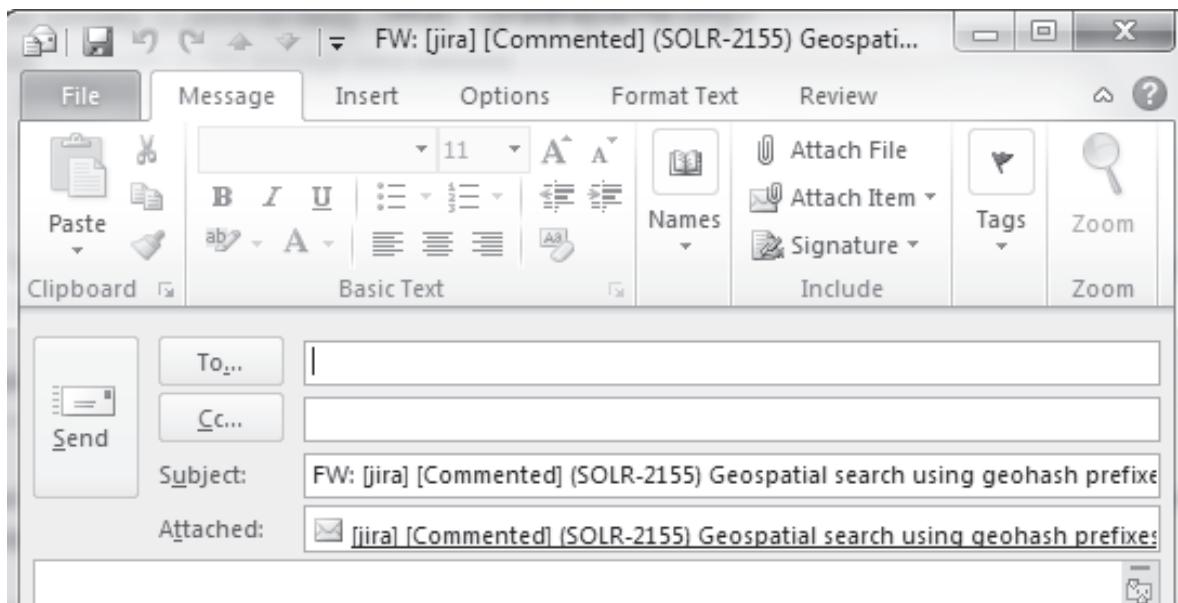


**Figure 15.28: Forwarding an E-mail as an Attachment**

## Session 15

### Introducing Microsoft Outlook 2010

- Select **Forward as Attachment**. The e-mail is included as an attachment in figure 15.29.



**Figure 15.29: Forwarding an E-mail as an Attachment**

- Type the required details.
- Click **Send**.

### 15.5 Working with Contacts

Contacts in Outlook enables user to maintain different types of information about people they communicate with. An Outlook contact can include professional as well as personal details about the individual.

Outlook contacts are used to perform the following functions:

- Create electronic business cards for sending information
- Store individual's phone number, e-mail addresses
- Perform mail merge
- Dial a phone number automatically
- Store a photograph of your contact as part of information
- View a map of the location of the address

#### 15.5.1 Adding a Contact

To add a contact, perform the following steps:

1. Click **Contacts** in the **Navigation** pane. The **Contacts** view is displayed in figure 15.30.

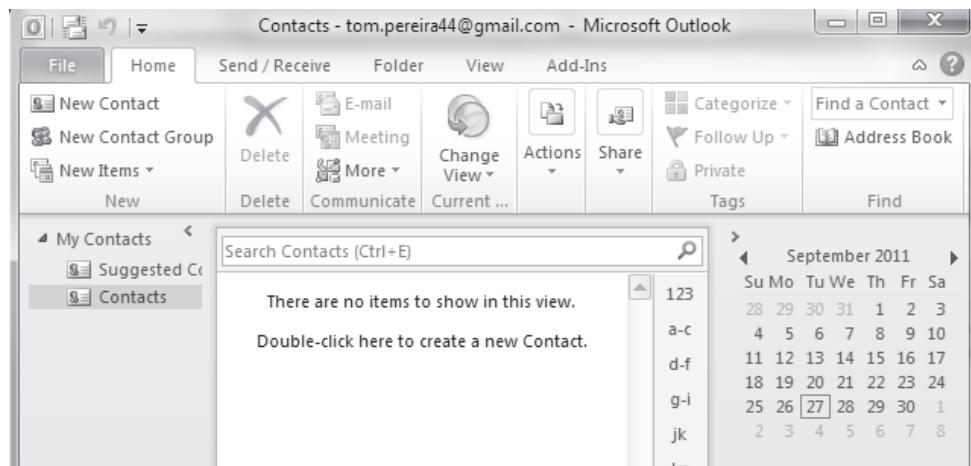


Figure 15.30: Contacts View in Outlook 2010

2. Click **New Contact** from the **New** group in the **Home** tab. The **Contact** dialog box is displayed.
3. Enter the required details.
4. Click **Save & Close**.

The user can navigate between the fields by pressing the **Tab** or the **Shift+Tab** key to move to the previous field. The **Notes** box allows user to enter any type of information that they want to save with the contact.

#### 15.5.2 Editing Existing Contacts

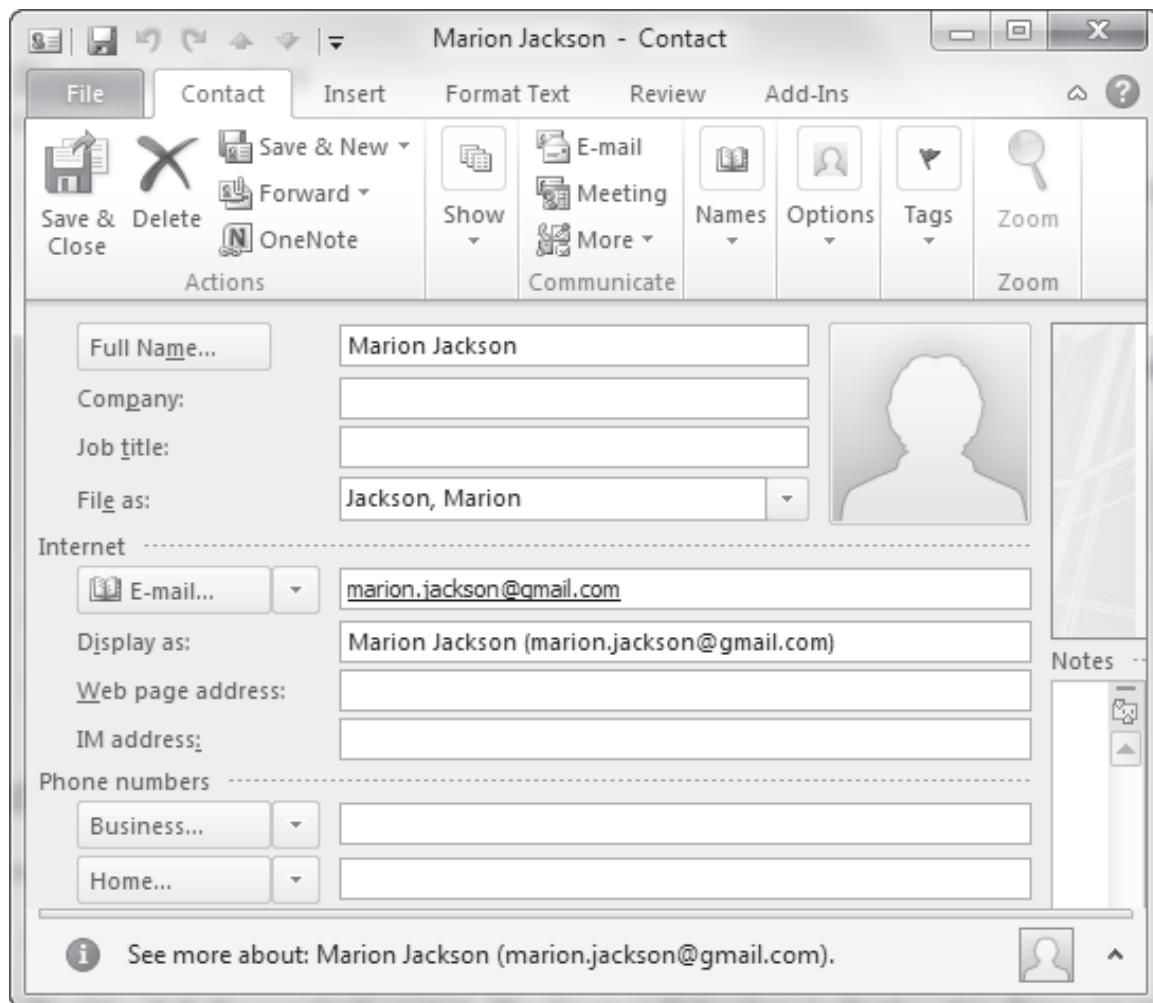
The user can edit the contact details or add more information about a particular contact. To edit an existing contact, perform the following steps:

1. Open the **Contacts** view. The **Contacts** view is displayed.
2. Double-click the required contact.

## Session 15

### Introducing Microsoft Outlook 2010

The **Contact** dialog box containing the information about the particular person is displayed in figure 15.31.



**Figure 15.31: Editing an Existing Contact**

3. Modify the required details.
4. Click **Save & Close**.

#### 15.5.3 Removing a Contact

To remove a contact, perform the following steps:

1. Open the **Contacts** view. The **Contacts** view is displayed.
2. Select the required contact.
3. From the **Home** tab, in the **Delete** group, click **Delete**.

#### 15.5.4 Printing a contact

To print a contact, perform the following steps:

1. Open the **Contacts** view. The **Contacts** view is displayed.
2. Select the required contact.
3. Click the **File** tab. The **Backstage** view is displayed.
4. Click **Print**. The **Print** page is displayed in figure 15.32.

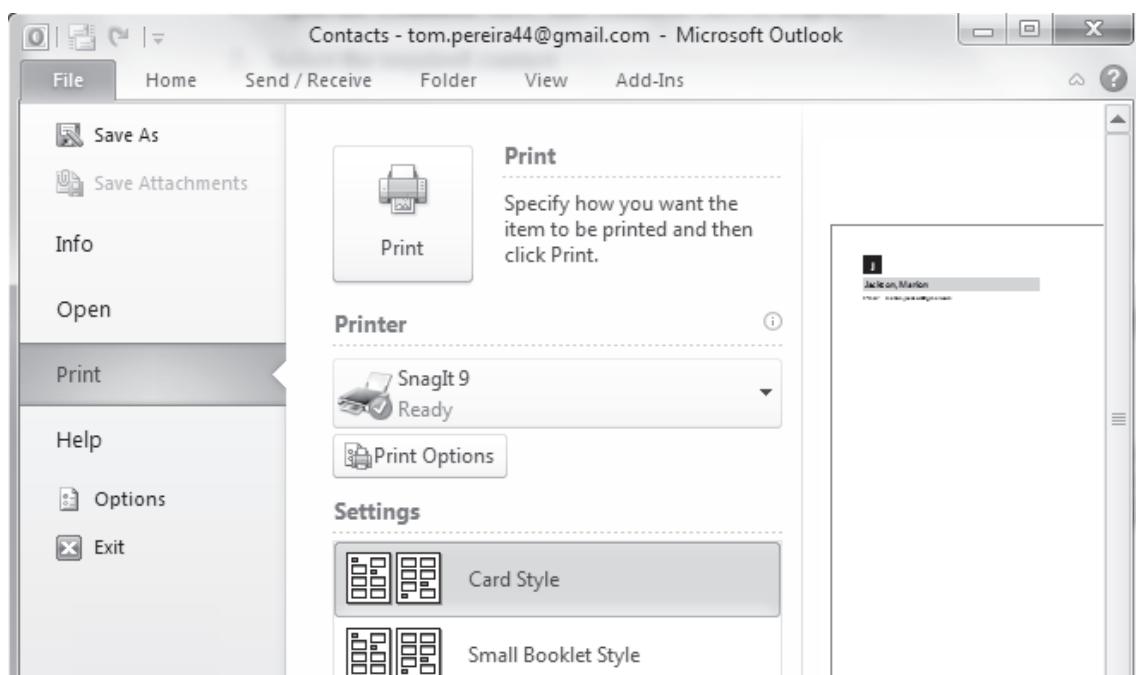


Figure 15.32: Printing a Contact

5. Select the required settings.
6. Click **Print**.

#### 15.6 Working with Groups

Outlook allows grouping of several related contacts under a contact group. These groups are useful when the user frequently sends the same e-mail to multiple contacts. Instead of adding the individual e-mail addresses separately, the user can group the contacts and use the group name while sending the e-mail. Using contact group will enable the user to provide functional division between the types of contacts.

## Session 15

### Introducing Microsoft Outlook 2010

#### 15.6.1 Creating a Group

To create a contact group, perform the following steps:

1. Open the **Contacts** view. The **Contacts** view is displayed.
2. Click **New Contact Group** from the **New** group in the **Home** tab. The **Contact Group** window is displayed in figure 15.33.

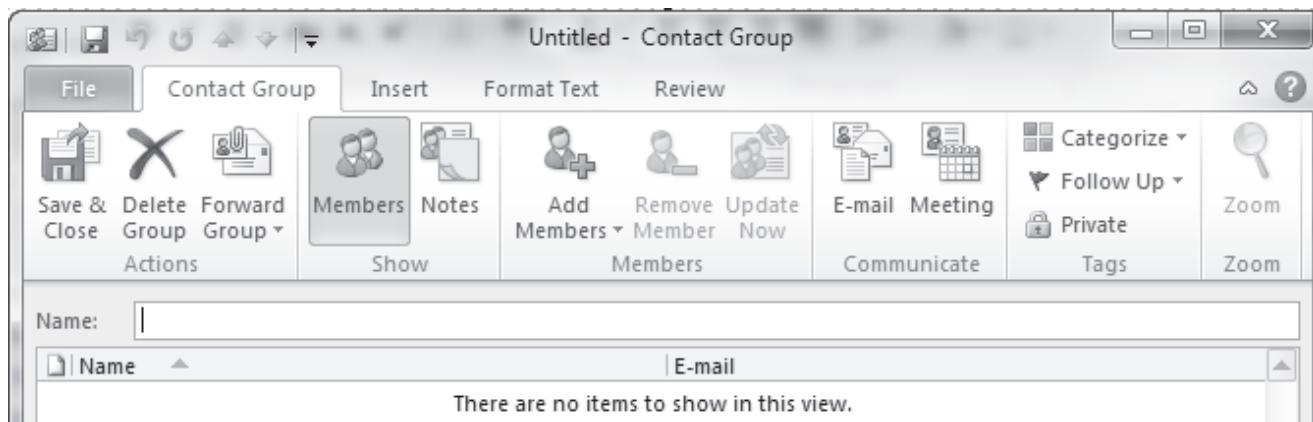


Figure 15.33: Contact Group Window

3. Enter a name for the group in the **Name** box.
4. Click **Save & Close**.

#### 15.6.2 Adding Members

To add members to an existing contact group, perform the following steps:

1. Open the **Contacts** view. The **Contacts** view is displayed.
2. Double-click the required contact group. The **Contact Group** window is displayed.
3. Click **Add Members** from the **Members** group in the **Contact Group** tab. The drop-down menu is displayed in figure 15.34.

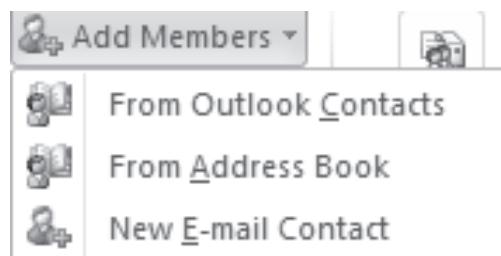
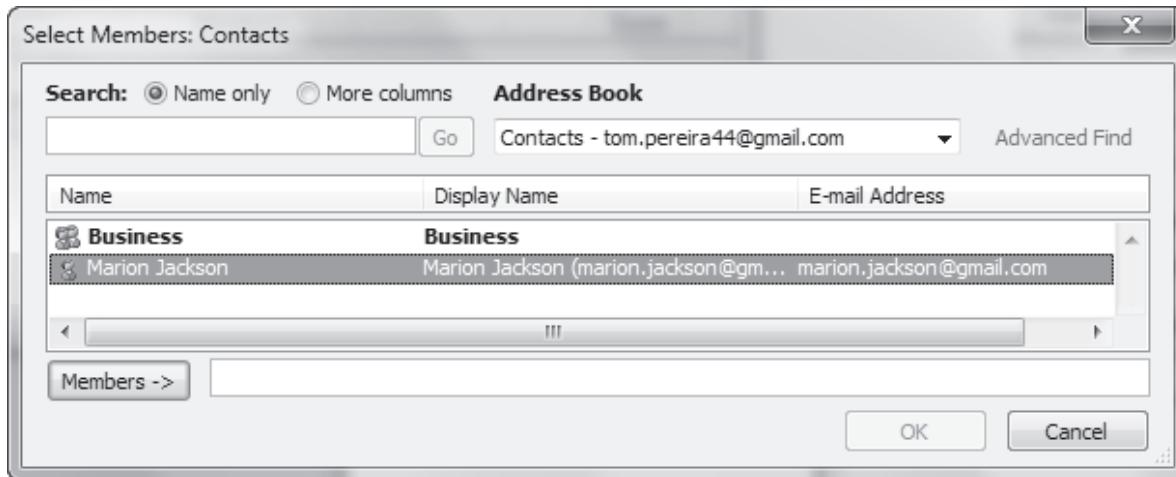


Figure 15.34: Adding a Member to a Contact Group

## Session 15

### Introducing Microsoft Outlook 2010

4. Click **From Outlook Contacts**. The **Select Members: Contacts** dialog box is displayed in figure 15.35.



**Figure 15.35: Select Members: Contacts Dialog Box**

5. Select the required contact.
6. Click **Members**. The contact is added to the **Members** box.
7. Click **OK**. The contact is added to the **Contact Group**.
8. Click **Save & Close**.

#### 15.6.3 Removing Members

To remove members from a contact group, perform the following steps:

1. Open the **Contact Group** window.
2. Select the required member.
3. From the **Contact Group** tab, in the **Members** section, click **Remove Member**.
4. Click **Save & Close**.

#### 15.6.4 Deleting a Group

To delete a contact group, perform the following steps:

1. Open the **Contacts** view. The **Contacts** view is displayed.
2. Select the required contact group.
3. Click **Delete** from the **Delete** group in the **Home** tab.



## SUMMARY

- Microsoft Outlook 2010 is a personal information management application that enables user to manage their mails, appointments, tasks, notes, and contacts efficiently.
- Outlook 2010 has many advanced features as compared to Outlook 2007, including Quick Steps, Customized Tabs, and Conversation View.
- Outlook supports following three types of e-mail accounts, namely, Exchange Server with MAPI, POP/SMTP, and IMAP/SMTP.
- Before setting up an e-mail account in Outlook, the user must obtain certain important settings from the e-mail service provider and enable POP/IMAP settings in the e-mail account.
- Outlook 2010 enables user to attach files and different Outlook items as an attachment to an e-mail. It also allows user to attach an e-mail.
- Outlook allows user to group related contacts in contact groups.

## Session 15

### Introducing Microsoft Outlook 2010



### Check Your Progress

Concepts

- Outlook 2010 is a \_\_\_\_\_ application.
- |          |                 |          |                                 |
|----------|-----------------|----------|---------------------------------|
| <b>A</b> | Media Player    | <b>C</b> | Mail Processing                 |
| <b>B</b> | Word Processing | <b>D</b> | Personal Information Management |
- Which of the following feature in Outlook enables user to automate frequent or repetitive tasks/actions with a click?

<b>A</b>	Quick Steps	<b>C</b>	Backstage
<b>B</b>	Conversation View	<b>D</b>	Customized Tabs

- Which of the following types of e-mail account is not supported by Outlook?

<b>A</b>	Exchange Server with MAPI	<b>C</b>	POP with SMTP
<b>B</b>	POP with IMAP	<b>D</b>	SMTP with IMAP

- Which of the following options is not available on the Search contextual tab?

<b>A</b>	Current Folder	<b>C</b>	All Subfolders
<b>B</b>	All Mail Items	<b>D</b>	Search a specific folder

- Which of the following fields is not available with an Outlook contact?

<b>A</b>	Full Name	<b>C</b>	Company
<b>B</b>	Nickname	<b>D</b>	Job Title

# **LAB SESSIONS**

## Objectives

**At the end of this session, the student will be able to:**

- *Personalize the Desktop*
- *Use accessories in Windows 7*
- *Use Windows Explorer in Windows 7*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Personalizing the Windows 7 Interface

#### Problem

**Philip Jones** studies at **East High School**. It was his twelfth birthday recently. His grandfather has gifted him a laptop that is pre-loaded with Windows 7. **Philip** wants to customize his new computer.

#### Analysis

**Philip** can customize the Windows 7 interface by changing the themes, desktop icons, and desktop background. He can further customize the color of the window pane, and add a screensaver. He can also add gadgets according to his requirements.

## Session 1

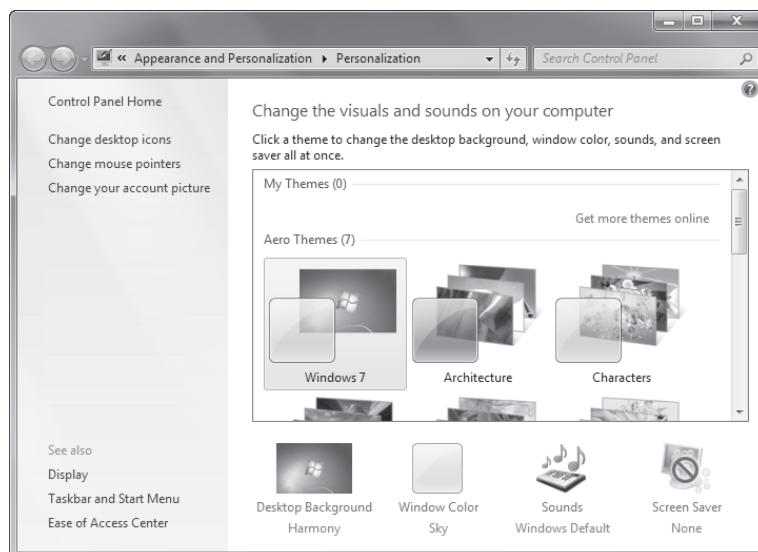
### Introduction to Windows 7 (Lab)

#### Solution

##### Customize the Desktop

To customize the desktop, perform the following step:

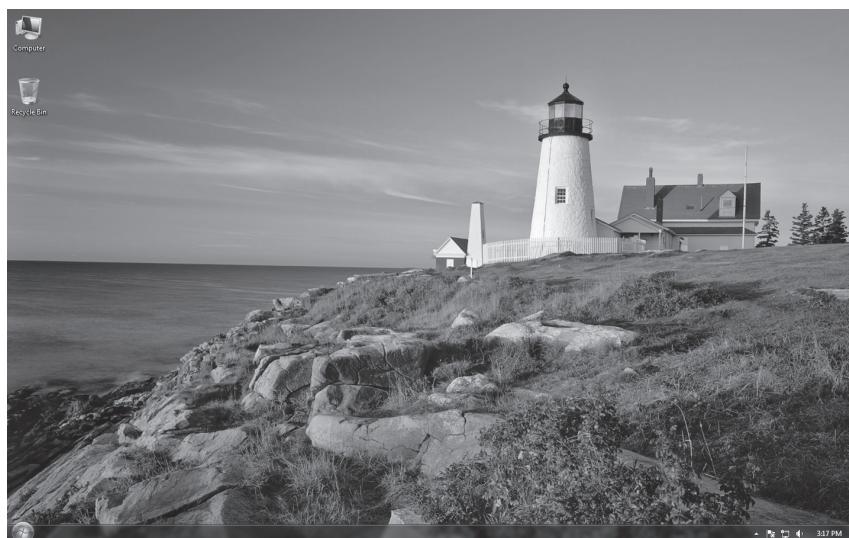
1. Click Start > Control Panel > Personalize. The Personalization window is displayed in figure 1.1.



**Figure 1.1: Personalization Window**

To select a theme, perform the following step:

1. Click the United States theme. Windows applies the theme. Figure 1.2 displays the applied theme.



**Figure 1.2: United States Theme**

## Session 1

### Introduction to Windows 7 (Lab)

To change the desktop icons, perform the following steps:

1. Click Change desktop icons in the Personalization window. The Desktop Icon Settings dialog box is displayed.
2. Click Computer.
3. Click Change Icon. The Change Icon dialog box is displayed in figure 1.3.

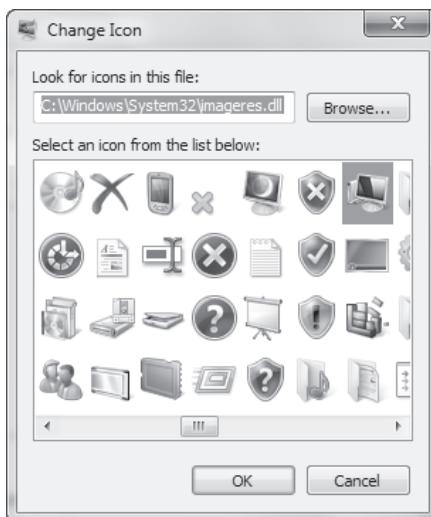


Figure 1.3: Change Icon Dialog Box

2. Select the  icon.
3. Click OK. Figure 1.4 displays the desktop with the new Computer icon.



Figure 1.4: Changing Computer Icon

## Session 1

### Introduction to Windows 7 (Lab)

To restore the previous icons, perform the following steps:

1. Access the Desktop Icon Settings dialog box.
2. Select the Computer icon.
3. Click Restore Default.
4. Click Apply.
5. Click OK. Windows restores the default icon for the shortcut.

To change the desktop background, perform the following steps:

1. Open the Personalization window. The Personalization window is displayed.
2. Click Desktop Background. The Choose your desktop background window is displayed in figure 1.5.

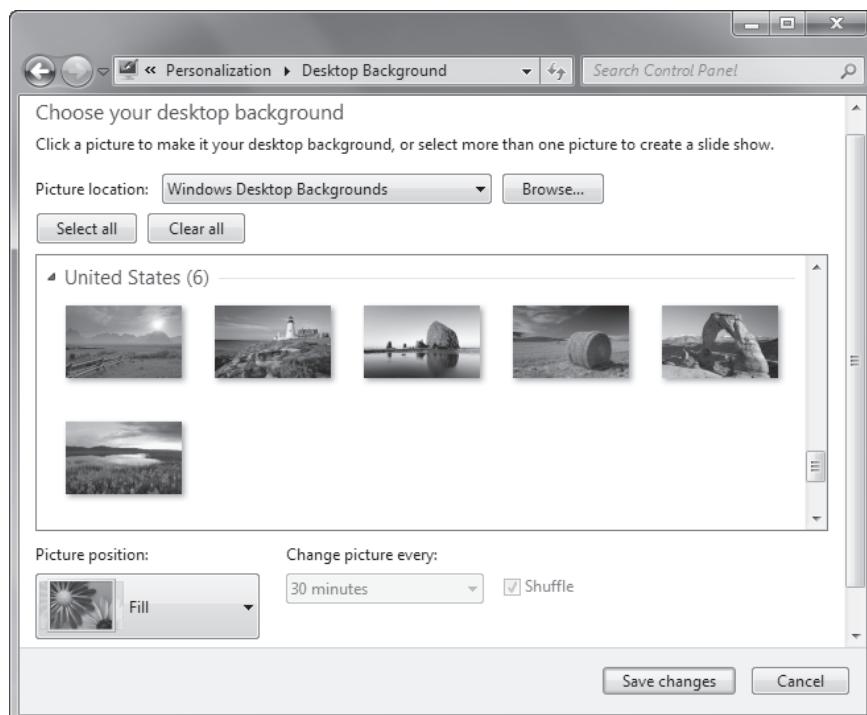


Figure 1.5: Changing the Desktop Background

1. Select all the pictures from United States theme.
2. Select 30 minutes from the Change picture every list.
3. Select Fill from the Picture position list.
4. Click Save changes. Windows applies the background images to the desktop.

## Session 1

### Introduction to Windows 7 (Lab)

To change the color of the window pane, perform the following steps:

1. Open the Personalization window.
2. Click Window Color. The Change the color of your windows borders, Start menu, and taskbar window is displayed.
3. Select Sky as the color.
4. Select the Enable transparency check box.
5. Change Color intensity to 40%. The Change the color of your windows borders, Start menu, and taskbar window is displayed.
6. Click Save changes. Windows applies the color settings.

To set a screensaver, perform the following steps:

1. Open the Personalization window.
2. Click Screensaver. The Screen Saver Settings dialog box is displayed.
3. Select Mystify from the Screen saver list.
4. Select 1 from the Wait box. Figure 1.6 displays the Screen Saver Settings dialog box with the selection.

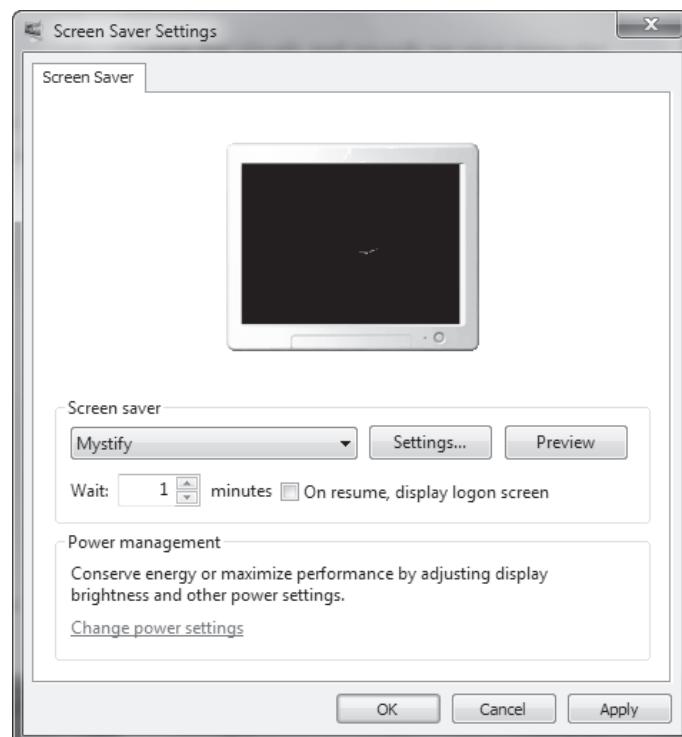


Figure 1.6: Screen Saver Settings Dialog Box

## Session 1

### Introduction to Windows 7 (Lab)

5. Click Apply.
6. Click OK.

#### Exercise 2: Customizing the Taskbar and the Start Menu

##### Problem

**Mr. Barnes** works as an office assistant in a stationary shop. His daily work requires him to work with the folders present in the different drives of **Computer**. Every time opening **Computer** requires him to go through a number of steps. He would like to customize the **Start** menu so that the **Computer** icon should appear directly on the **Start** menu. **Mr. Barnes** would also like to hide the taskbar and display time on his desktop.

##### Analysis

Windows 7 enables a user to customize the taskbar. **Mr. Barnes** can change the method in which the applications are displayed on the taskbar. He can specify the location of the taskbar on the screen. He can also configure Windows to hide the taskbar when not required. In addition, he can use the Aero Peek feature – available on the taskbar – to display a preview of the applications that are running on the desktop. He can also pin frequently used applications and shortcuts to the **Start** menu. The **Start** menu is the user interface on Windows 7 for accessing the files and folders in the computer. **Mr. Barnes** can display a clock on the desktop by installing the available gadgets.

##### Solution

To customize the taskbar, perform the following steps:

1. Right-click the taskbar. The context menu is displayed.
2. Select Properties. The Taskbar and Start Menu Properties dialog box is displayed.
3. Select the Auto-hide the taskbar check box, as shown in figure 1.7.

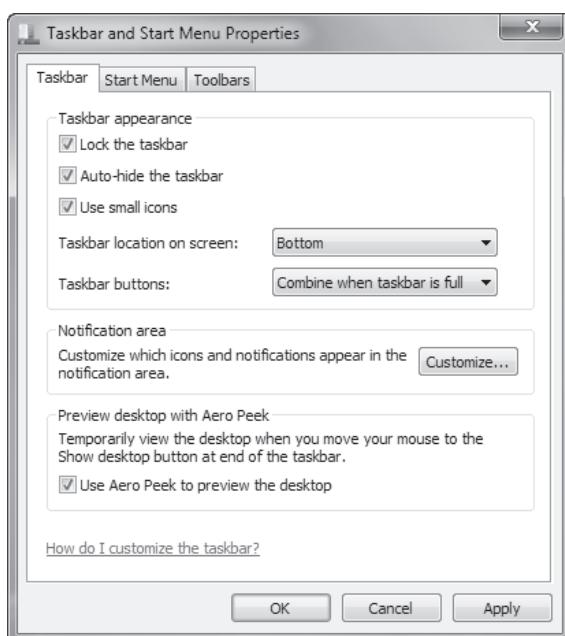


Figure 1.7: Taskbar and Start Menu Properties Dialog Box

## Session 1

### Introduction to Windows 7 (Lab)

4. Click Apply.
5. Click OK.

To add items to the **Start** menu, perform the following steps:

1. Access the Desktop.
2. Drag the Computer icon from the desktop to the Start button. Windows displays the Pin to Start Menu message when the icon hovers over the Start button. Figure 1.8 displays the message.

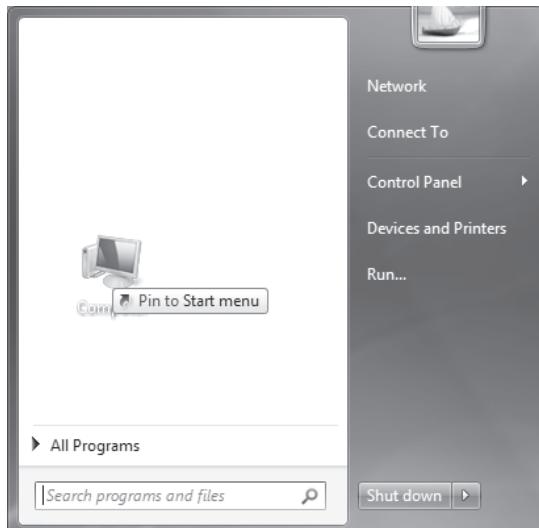


Figure 1.8: Adding Items to the Start Menu

3. Release the mouse click. Windows creates a link in the Start menu.

To remove an item from the **Start** menu, perform the following steps:

1. Open Start menu.
2. Right-click the Computer icon. The context menu is displayed in figure 1.9.

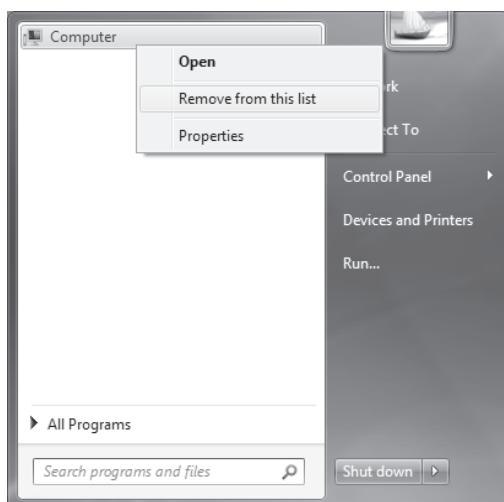


Figure 1.9: Context Menu

## Session 1

### Introduction to Windows 7 (Lab)

3. Select Remove from this list. Windows removes the link.

To add a gadget, perform the following steps:

1. Click Start > All Programs > Desktop Gadget Gallery.

OR

Right-click on the Desktop and select Gadgets. The Gadgets window is displayed in figure 1.10.



**Figure 1.10: Gadgets Window**

2. Right-click the Clock. The context menu is displayed.
3. Select Add. Windows adds the gadget on the top-right corner of the desktop, as shown in figure 1.11.



**Figure 1.11: Displaying the Gadget on Desktop**

## Session 1

### Introduction to Windows 7 (Lab)

#### Exercise 3: Using Accessories in Windows 7

##### Problem

**Shelly Jones** wants to play songs and movies on her desktop. She also wants to learn to create a file in Notepad, WordPad, and Paint. Help her with these tools.

##### Analysis

**Shelly** can use **Windows Media Player** to play songs and watch movies. **Windows Media Player (Version 12)** is present in Windows 7. It supports many audio and video formats. **Notepad** is the text editor that will help **Shelly** to create files in different formats. By default, all files created in **Notepad** are saved in **.txt** format. **Shelly** can also use **WordPad** to create text documents with basic formatting style applied to the text. In addition, she can create illustrations using **Paint**.

##### Solution

###### Using Windows Media Player

To open and play a file in Windows Media Player, perform the following steps:

1. Click Start > All Programs > Windows Media Player. The Windows Media Player window is displayed in figure 1.12.



Figure 1.12: Windows Media Player

## Session 1

### Introduction to Windows 7 (Lab)

2. Click the Play tab. The Play tab is displayed.
3. Select Bob Acri. Windows Media Player plays the file.

#### Using Notepad

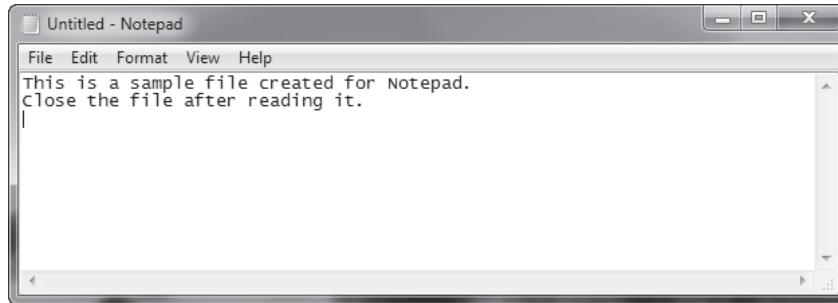
To create a new text file in Notepad, perform the following steps:

1. Click Start > All Programs > Accessories > Notepad. The Notepad window is displayed.
2. Type the following data in the document window:

This is a sample file created for Notepad.

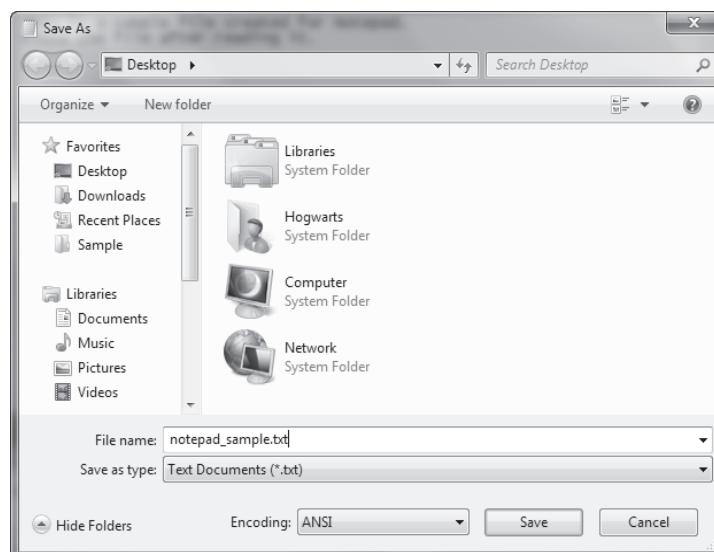
Close the file after reading it.

**Figure 1.13 displays the Notepad window containing the text.**



**Figure 1.13: Notepad Window after Adding Content**

3. Press Ctrl + S. The Save As dialog box is displayed.
4. Click Desktop under Favorites to save the file on the desktop.
5. Type `notepad_sample.txt` in the File name box, as shown in figure 1.14.



**Figure 1.14: Save As Dialog Box**

## Session 1

### Introduction to Windows 7 (Lab)

#### 6. Click Save.

To open an existing file in Notepad, perform the following steps:

1. Open Notepad.
2. Press Ctrl + O. The Open dialog box is displayed.
3. Click Desktop under Favorites.
4. Select the `notepad_sample.txt` file, as shown in figure 1.15.

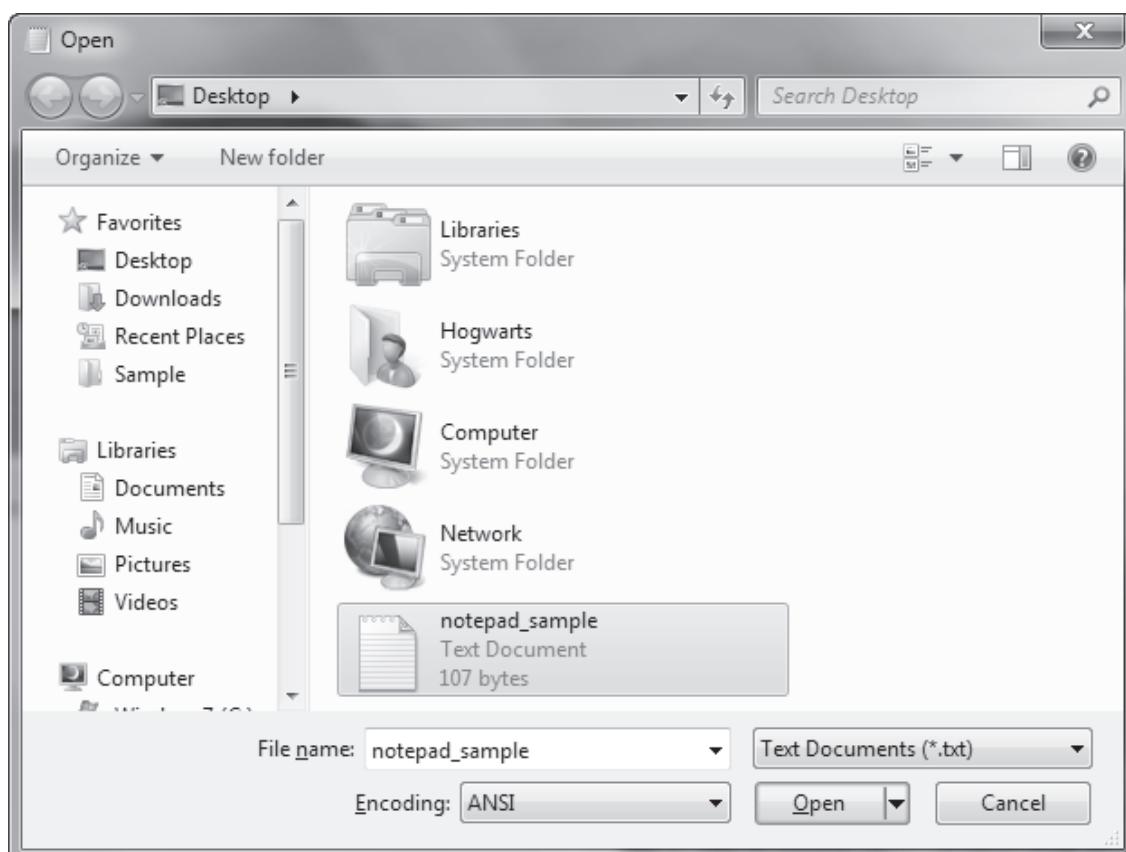


Figure 1.15: Open Dialog Box

5. Click Open. Windows opens the selected file in Notepad.
6. Add the following content:

I am learning Office 2010.

## Session 1

### Introduction to Windows 7 (Lab)

Figure 1.16 displays the file after addition of the content.

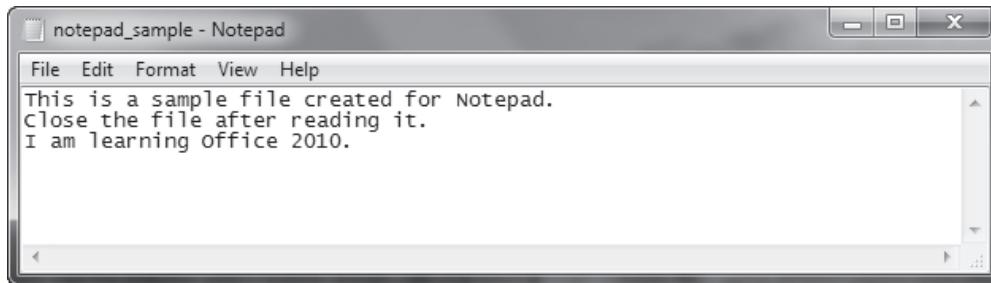


Figure 1.16: Notepad File after Editing

7. Press **Ctrl + S**. Notepad appends the changes and saves the file.

### Using WordPad

To create a new file in **WordPad**, perform the following steps:

1. Click Start > All Programs > Accessories > WordPad. The WordPad window is displayed.
2. Type the following text in the document window:

This is a sample file created for WordPad.  
Close the file after reading it.

Figure 1.17 displays the file after adding the content.

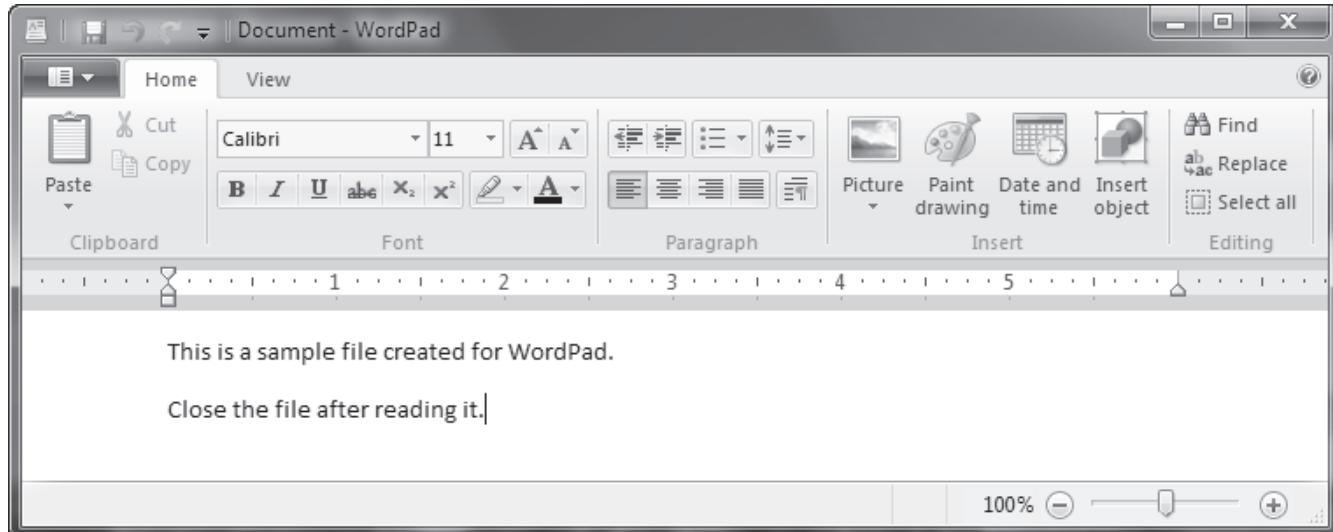


Figure 1.17: WordPad Window

## Session 1

### Introduction to Windows 7 (Lab)

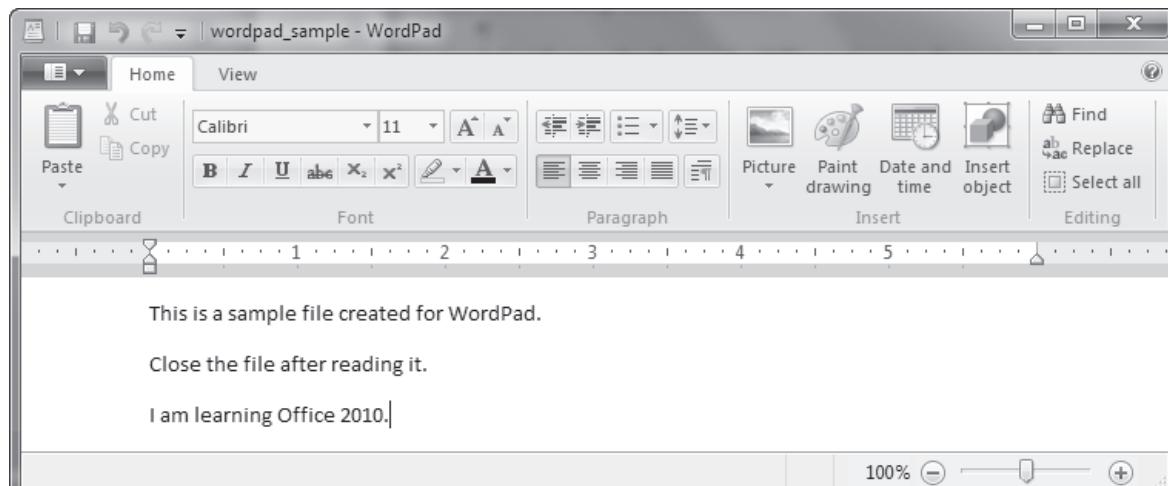
3. Press **Ctrl + S**. The Save As dialog box is displayed.
4. Click Desktop under Favorites.
5. Type **wordpad\_sample.rtf** in the File name box.
6. Click Save.

To open an existing file in **WordPad**, perform the following steps:

1. Open WordPad.
2. Press **Ctrl + O**. The Open dialog box is displayed.
3. Click Desktop under Favorites.
4. Select the **wordpad\_sample.rtf** file.
5. Click Open.
6. Add the following content:

I am learning Office 2010.

**Figure 1.18 displays the file after addition of the content.**



**Figure 1.18: WordPad after Editing**

7. Press **Ctrl + S**. The content is saved to the file.
8. Exit WordPad.

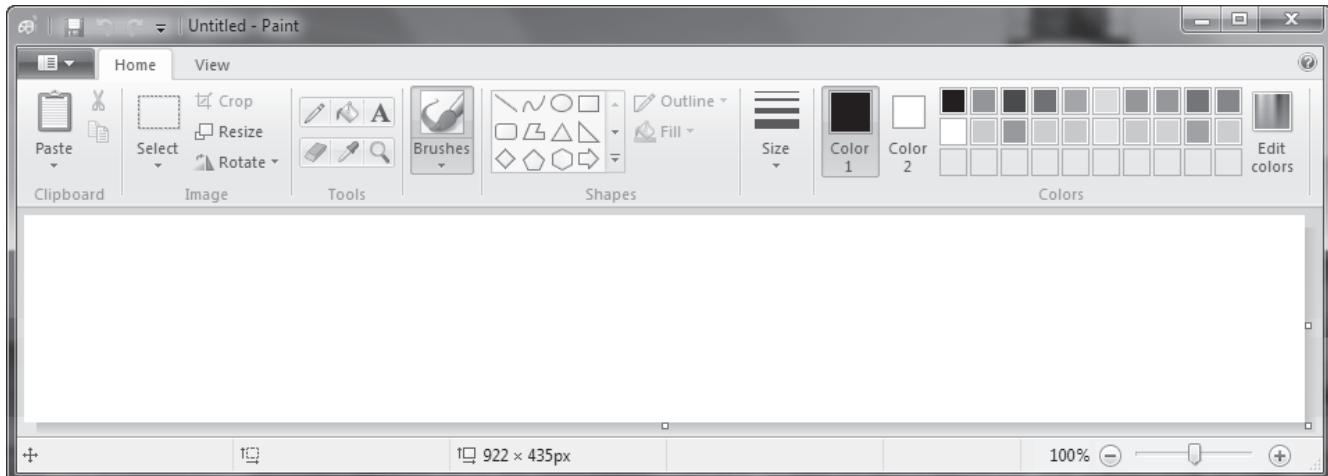
## Session 1

### Introduction to Windows 7 (Lab)

#### Using Paint

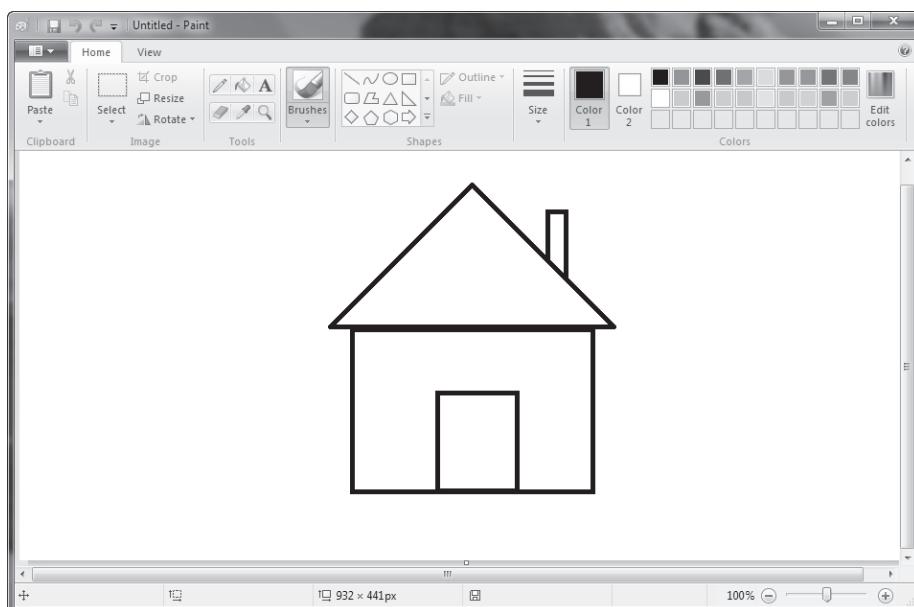
To create a drawing in **Paint** and save it as a file, perform the following steps:

1. Click Start > All Programs > Accessories > Paint. The Paint window is displayed in figure 1.19.



**Figure 1.19: Paint Window**

2. Select the triangle shape from the Shapes group of the Home tab.
3. Place the mouse pointer in the drawing canvas.
4. Click and drag the pointer until you get the required size of the shape.
5. Select the required shapes and complete the diagram as shown in figure 1.20.



**Figure 1.20: Drawing an Image in Paint**

## Session 1

### Introduction to Windows 7 (Lab)

6. Click the Save icon on the top left corner of the Paint window. The Save As dialog box is displayed.
7. Click Desktop under Favorites to save the file on the desktop.
8. Type `paint_sample.jpg` in the File name box.
9. Click Save.

To open an existing file in **Paint**, perform the following steps:

1. Open Paint.
2. Press Ctrl + O. The Open dialog box is displayed.
3. Click Desktop under Favorites.
4. Select the `paint_sample.jpg` file.
5. Click Open. The selected file is opened in Paint.

#### Exercise 4: Using Windows Explorer

##### Problem

**Vanessa** wants to create a folder and move the files on her desktop. Help her to move the files to the newly created folder.

##### Analysis

**Vanessa** uses **Windows Explorer** to view, create, copy, and transfer files or folders from one location to another. In addition, **Windows Explorer** provides the **Favorites**, which can help **Vanessa** to create a shortcut of the frequently used folder in Windows Explorer.

## Session 1

### Introduction to Windows 7 (Lab)

#### Solution

To create a folder, perform the following steps:

1. Click Start > All Programs > Accessories > Windows Explorer. The Windows Explorer window is displayed in figure 1.21.

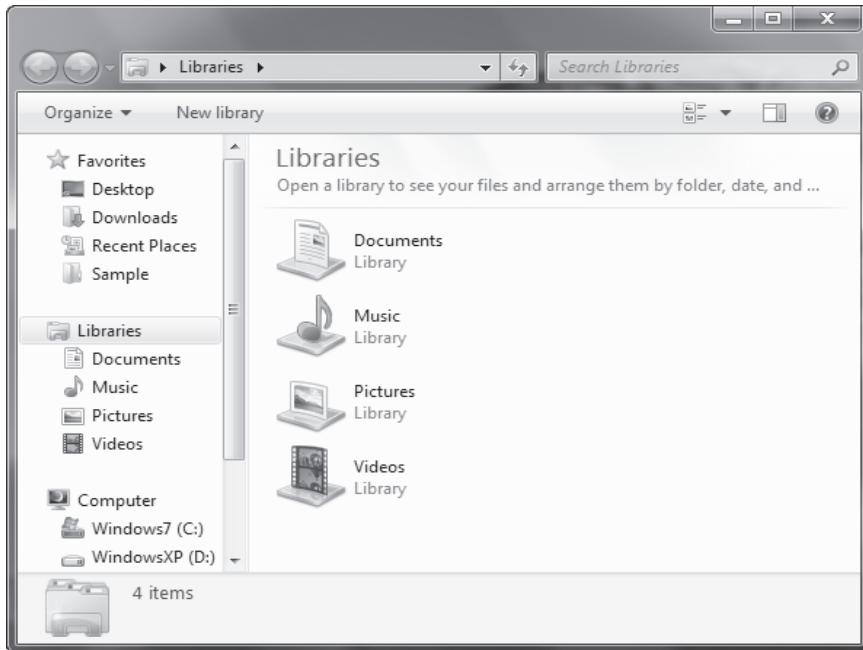


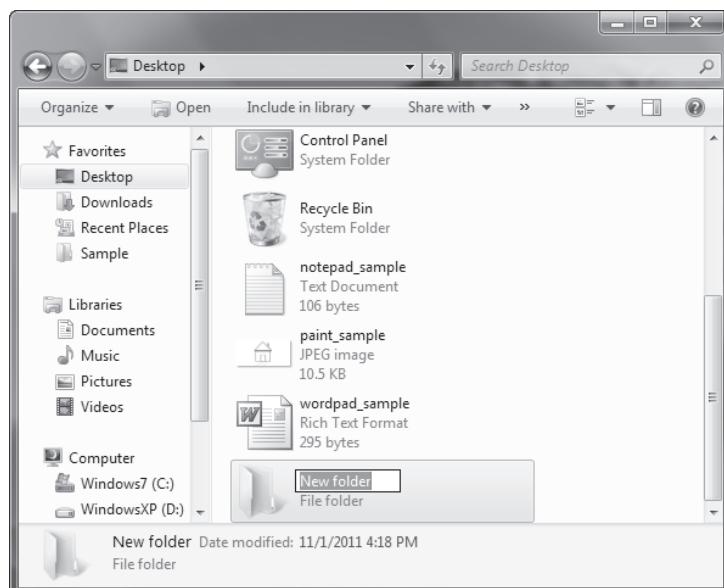
Figure 1.21: Windows Explorer

2. Click Desktop under Favorites. The Desktop window is displayed.
3. Right-click on the blank area. The context menu is displayed.

## Session 1

### Introduction to Windows 7 (Lab)

4. Select New > Folder. Windows creates a new folder and enables the user to edit the name of the folder as shown in figure 1.22.



Lab Guide

Figure 1.22: Creating a New Folder

5. Type Sample as the folder name.  
 6. Press ENTER. Windows creates the folder as shown in figure 1.23.

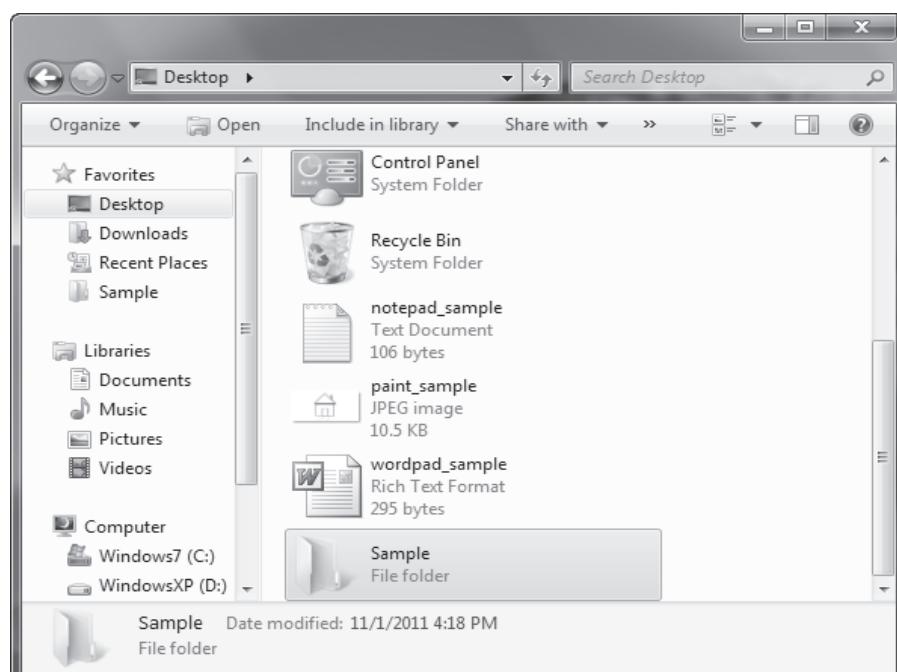


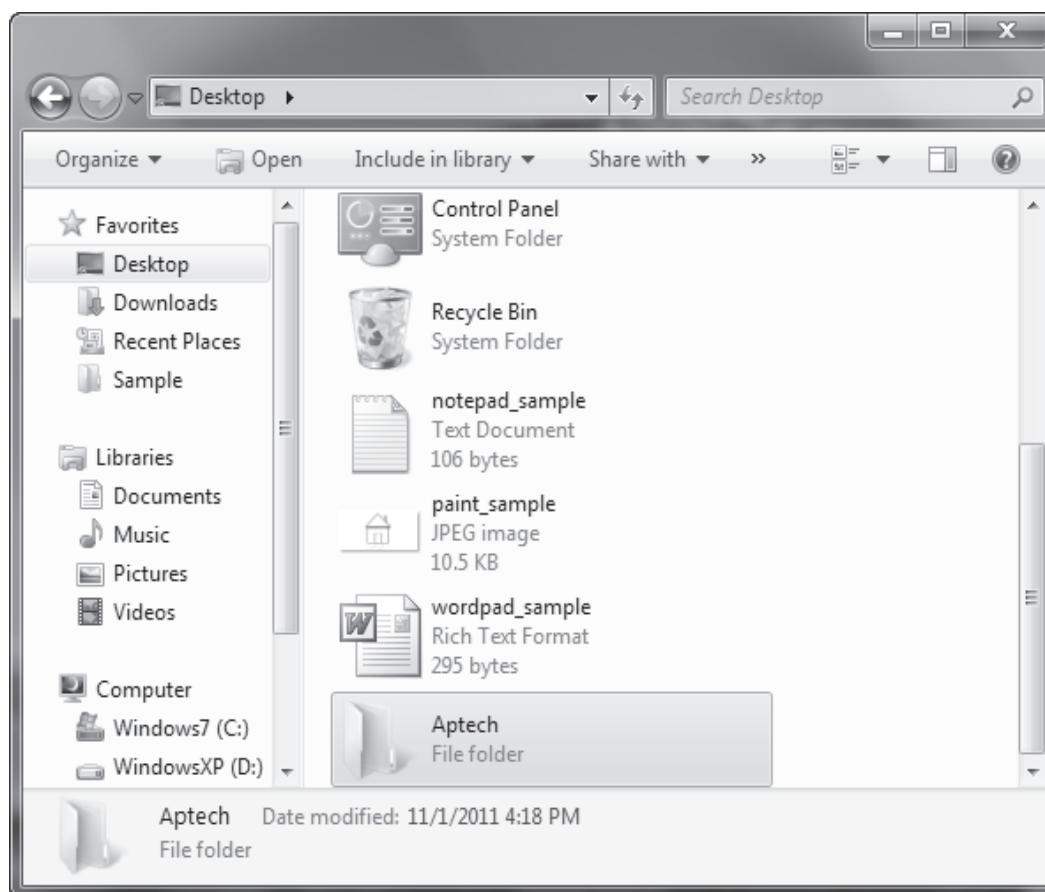
Figure 1.23: Editing the Name of the New Folder

## Session 1

### Introduction to Windows 7 (Lab)

To rename a folder, perform the following steps:

1. **Browse to the Desktop folder using Windows Explorer.**
2. **Select the Sample folder.**
3. **Right-click the Sample folder. The context menu is displayed.**
4. **Select Rename.**
5. **Type Aptech and press ENTER. Windows assigns the new name to the folder, as shown in figure 1.24.**



**Figure 1.24: Renaming a Folder**

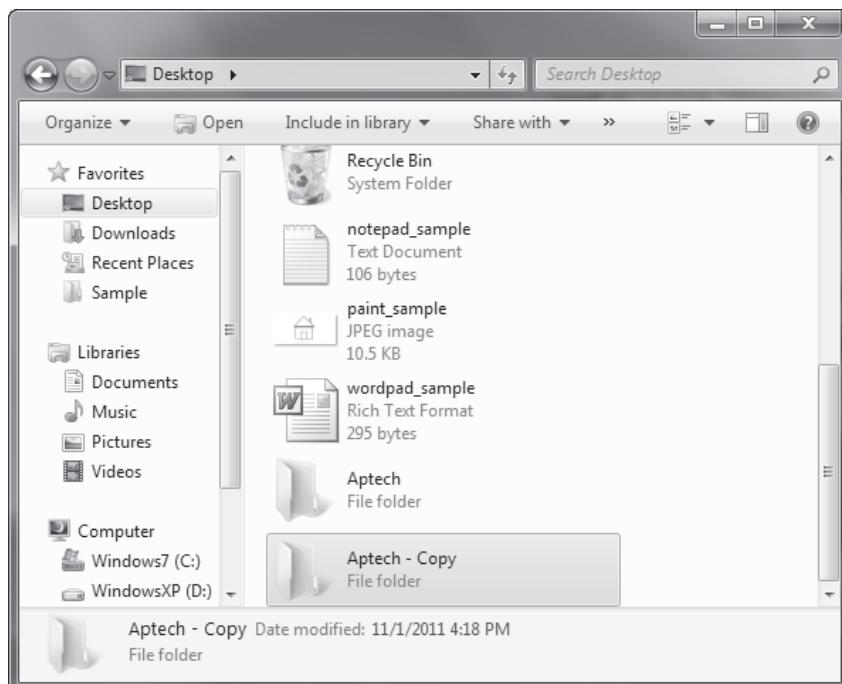
To copy a folder, perform the following steps:

1. **Open Windows Explorer and browse to the Desktop folder.**
2. **Right-click the Aptech folder. The context menu is displayed.**
3. **Select Copy to create a copy of the folder.**
4. **Right-click in the blank area in the desktop. The context menu is displayed.**

## Session 1

### Introduction to Windows 7 (Lab)

5. Select Paste. Windows creates a copy of the folder as shown in figure 1.25.



Lab Guide

Figure 1.25: Copying a Folder

#### Dragging Folders

To use the right-click dragging, perform the following steps:

1. Open the source folder in Windows Explorer.
2. Open the destination folder in Windows Explorer.
3. Select and drag the file by pressing the right mouse button from the source to the destination folder to move or copy the file and release the mouse. The context menu is displayed in figure 1.26.

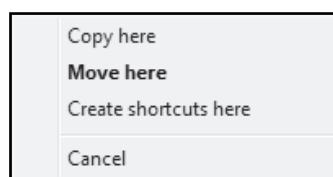


Figure 1.26: Drop Down List for Right-click Dragging

4. Select Move Here to move the file or Copy Here to make a copy of the file. Windows copies the file from the source folder to the destination folder.

## Session 1

### Introduction to Windows 7 (Lab)

To delete a folder, perform the following steps:

1. Open Windows Explorer.
2. Click Desktop under Favorites.
3. Select the Aptech folder.
4. Press Delete. The folder will be deleted.

To search using the **Start** menu, perform the following steps:

1. Click Start. The Start menu is displayed in figure 1.27.

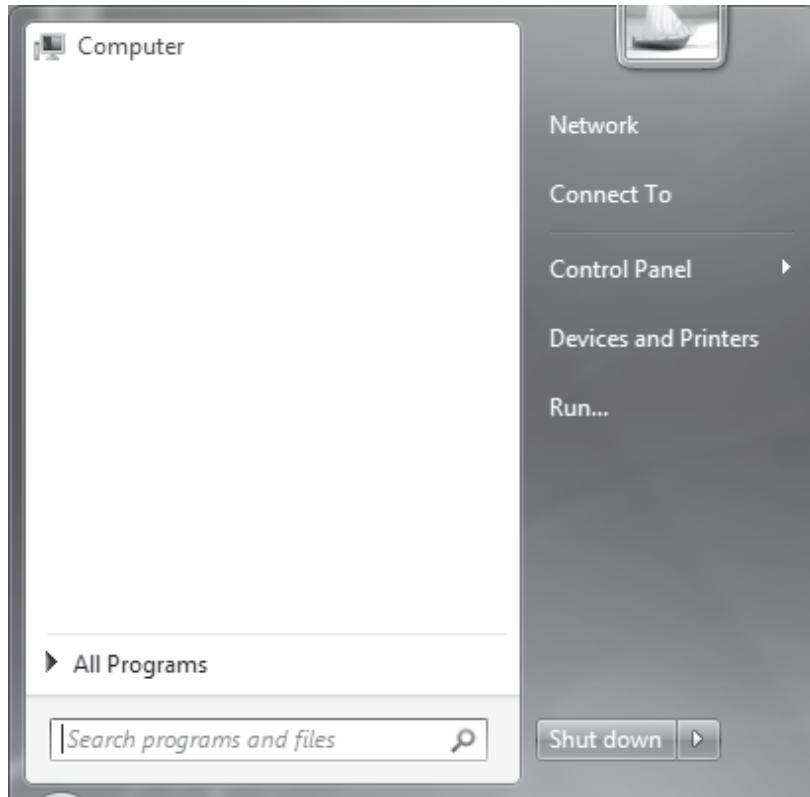
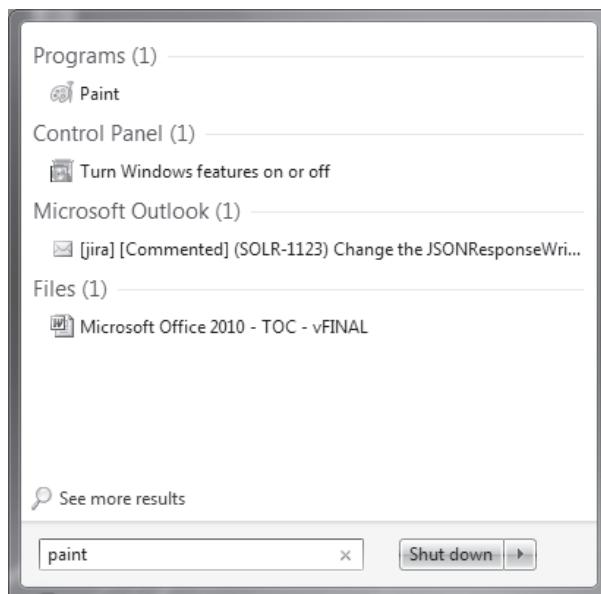


Figure 1.27: Start Menu

## Session 1

### Introduction to Windows 7 (Lab)

2. Type Paint in the Search programs and files box. The results start appearing in the Start menu as soon as the search text is typed. Figure 1.28 displays the results of the search.

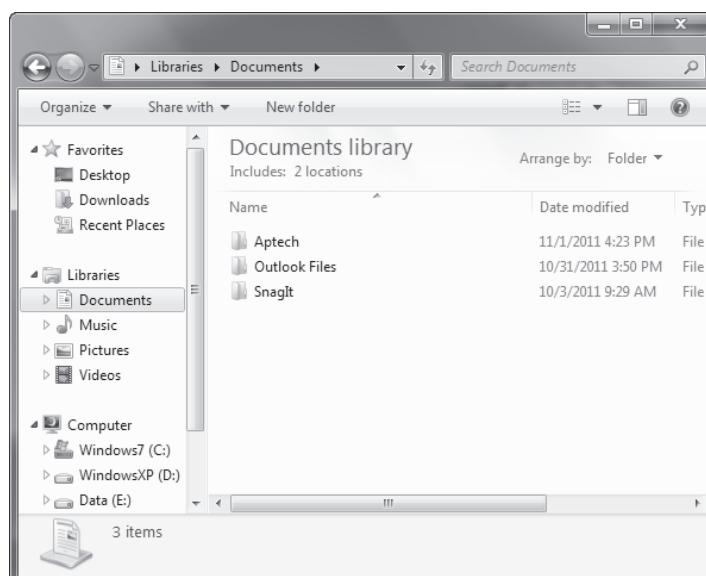


Lab Guide

**Figure 1.28: Searching from the Start Menu**

To add a link of the frequently used folder in Favorites, perform the following steps:

1. Open Windows Explorer.
2. Click Documents. The Documents Library is displayed in figure 1.29.



**Figure 1.29: Documents Library in Windows Explorer**

## Session 1

### Introduction to Windows 7 (Lab)

3. Create a new folder named Sample.
4. Drag the folder to the Favorites section. When users drag the folder to Favorites, the Create link in Favorites message is displayed in figure 1.30.

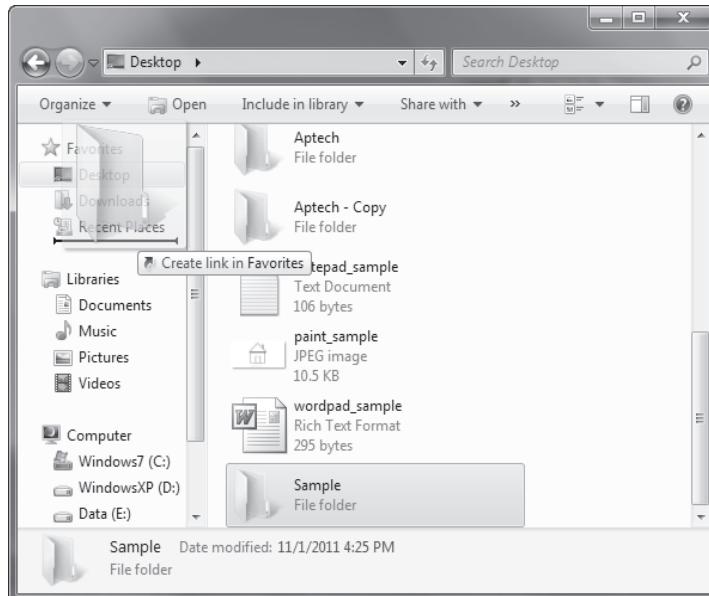


Figure 1.30: Creating a Link in Favorites

5. Release the mouse. Windows creates a link to the Sample folder under Favorites.
6. Click Favorites. The newly created Sample folder link is displayed in figure 1.31.

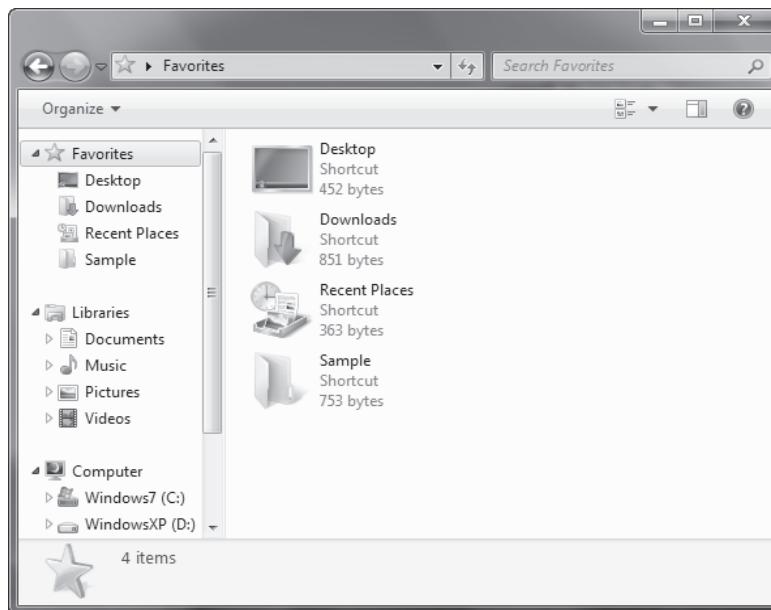


Figure 1.31: Link Created in Favorites

## Session 1

### Introduction to Windows 7 (Lab)

To delete a link from **Favorites**, perform the following steps:

1. Open Windows Explorer.
2. Under Favorites, right-click the Sample folder link. The context menu is displayed.
3. Select Remove. Windows deletes the link to the Sample folder from Favorites.

## Session 1

### Introduction to Windows 7 (Lab)

#### Part II

1. **Mr. Cooper** wants to monitor the temperature of his city from his desktop. Help him to display the temperature on the desktop.

**Hint:** Add the Weather Gadget

#### Do It Yourself

1. **Alice Cooper** studies **Geography** at the **Colorado University**. She needs to take notes in the lecture and submit a report based on the lectures for her term paper. She has to format the report according to the University guidelines. It must also include illustrations. Since **Alice** has lectures every week, she will need to update her files frequently. To access her files quickly during the lecture she needs to link the files to the **Favorites** folder.

## Objectives

At the end of this session, the student will be able to:

- *Install Mozilla Firefox*
- *Delete search engines in Firefox*
- *Modify Firefox options*
- *Install add-ons in Firefox*
- *View Web pages in a new tab and a new window*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Downloading and Installing Mozilla Firefox

#### Problem

**Mr. Johnson** used **Mozilla Firefox** on his friend's computer. He liked its built-in session manager and download manager features. He currently uses **Internet Explorer** on his computer but wants to switch to **Mozilla Firefox**. He also wants to retain the personalization settings from **Internet Explorer**. Help **Mr. Johnson** to install **Mozilla Firefox** on his computer and import his personalization settings from **Internet Explorer**.

#### Analysis

**Mr. Johnson** wants to download and install **Mozilla Firefox** on his computer. Since he wants to retain his personalization settings from **Internet Explorer**, these settings have to be imported from **Internet Explorer**. The personalization settings can be imported during the first run of **Mozilla Firefox**. After the installation is complete, when **Mozilla Firefox** starts for the first time, it prompts the user to import settings from **Internet Explorer**.

#### Solution

Download and Install **Mozilla Firefox**.

## Session 2

### Introduction to the Internet (Lab)

To download and install **Mozilla Firefox**, perform the following steps:

1. Open Internet Explorer.
2. Type [www.mozilla.com](http://www.mozilla.com) in the Address Bar.
3. Press ENTER. The Mozilla Firefox download page is displayed in figure 2.1.



**Figure 2.1: Mozilla Firefox Download Page**

4. Click Firefox Free Download. The prompt to download Firefox is displayed in figure 2.2.



**Figure 2.2: Downloading Mozilla Firefox**

## Session 2

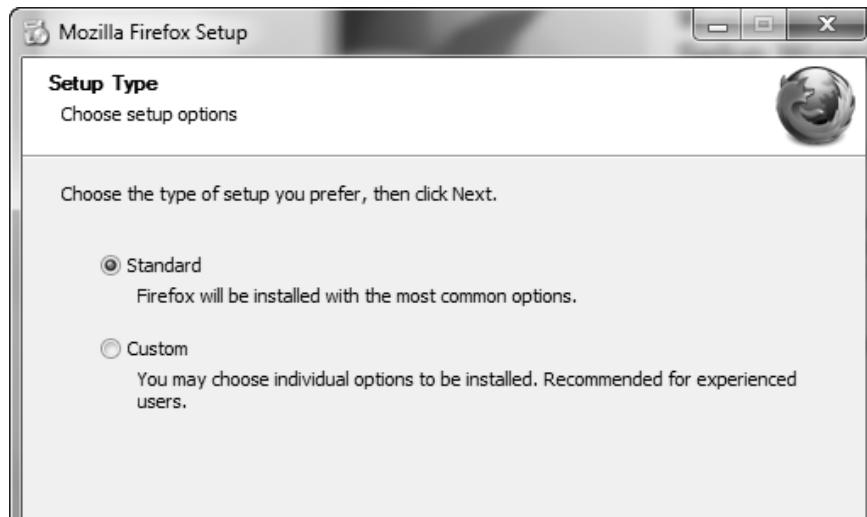
### Introduction to the Internet (Lab)

5. Click Save. The downloading of Firefox begins. When it is completed, the download process performs a security scan and displays a prompt with the options.
6. Click Run. The installer extract the files required for the installation and the Mozilla Firefox Setup wizard is displayed in figure 2.3.



**Figure 2.3: Mozilla Firefox Setup Wizard**

7. Click Next. The Setup Type pane of Mozilla Firefox Setup wizard is displayed in figure 2.4.



**Figure 2.4: Selecting Firefox Setup Type**

## Session 2

### Introduction to the Internet (Lab)

8. Select Custom.
9. Click Next. The Choose Install Location pane of Mozilla Firefox Setup wizard is displayed.
10. Click Browse to change the default installation location. The Browse For Folder dialog box is displayed.
11. Browse to the required folder.
12. Click OK. The Browse For Folder dialog box closes.
13. Click Next. The Set Up Shortcuts pane of Mozilla Firefox Setup wizard is displayed in figure 2.5.

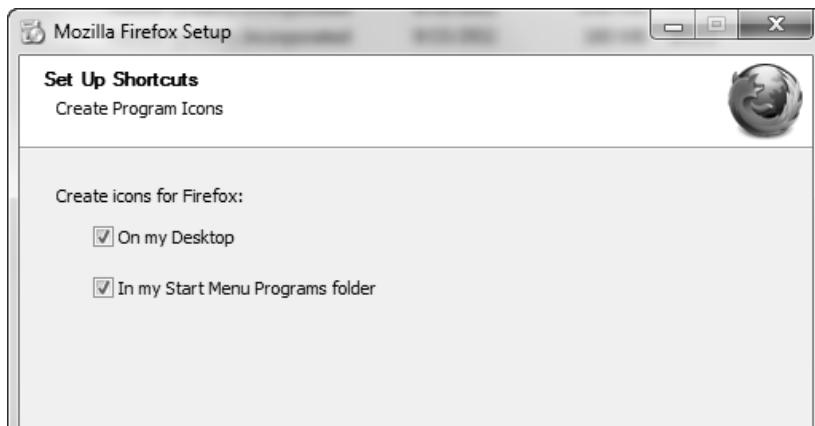


Figure 2.5: Set Up Shortcuts pane

14. Click Next. The Summary pane of Mozilla Firefox Setup wizard is displayed in figure 2.6.

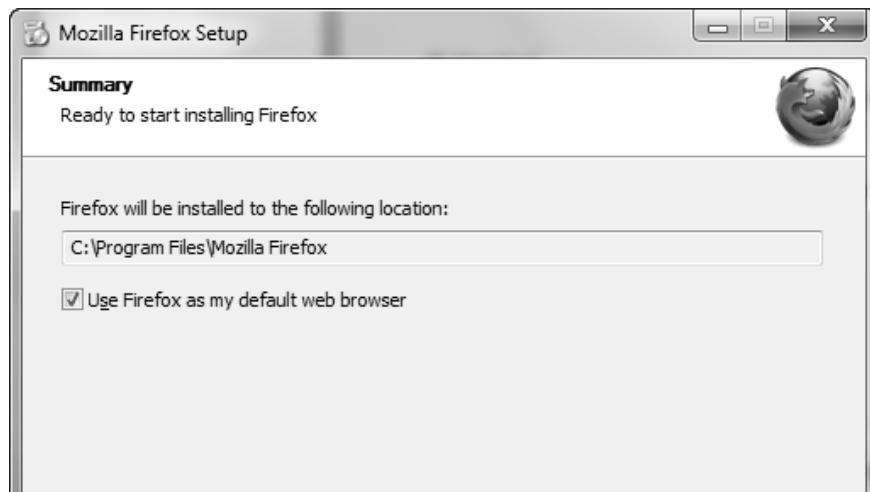


Figure 2.6: Mozilla Firefox Installation Summary

## Session 2

### Introduction to the Internet (Lab)

15. Click Install. The installation process begins. When it is completed, the completion screen of Mozilla Firefox Setup Wizard is displayed.
16. Click Finish. The installation process ends. After installation, Firefox prompts the user to import the settings and other data from their previous browser and the Import Wizard dialog box is displayed in figure 2.7.

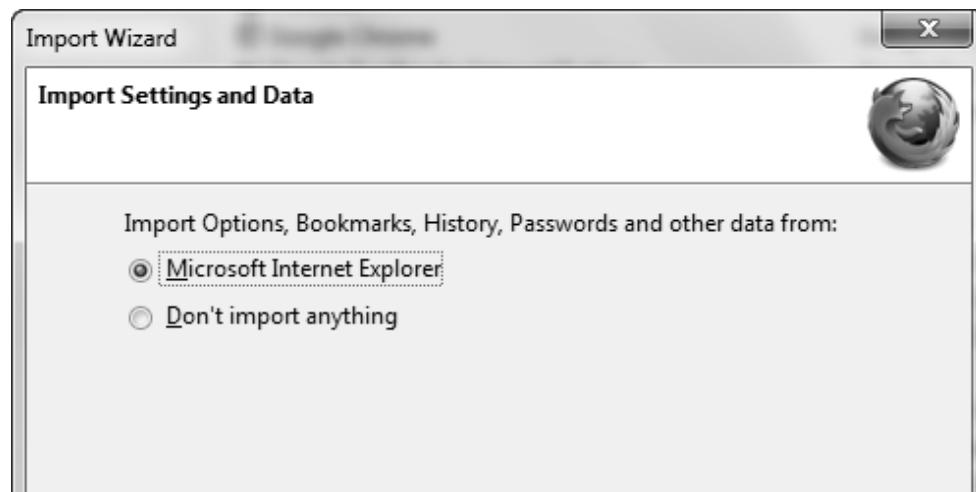


Figure 2.7: Import Wizard Dialog Box

17. Click Next. The Home Page Selection pane of the Import Wizard dialog box is displayed in figure 2.8.

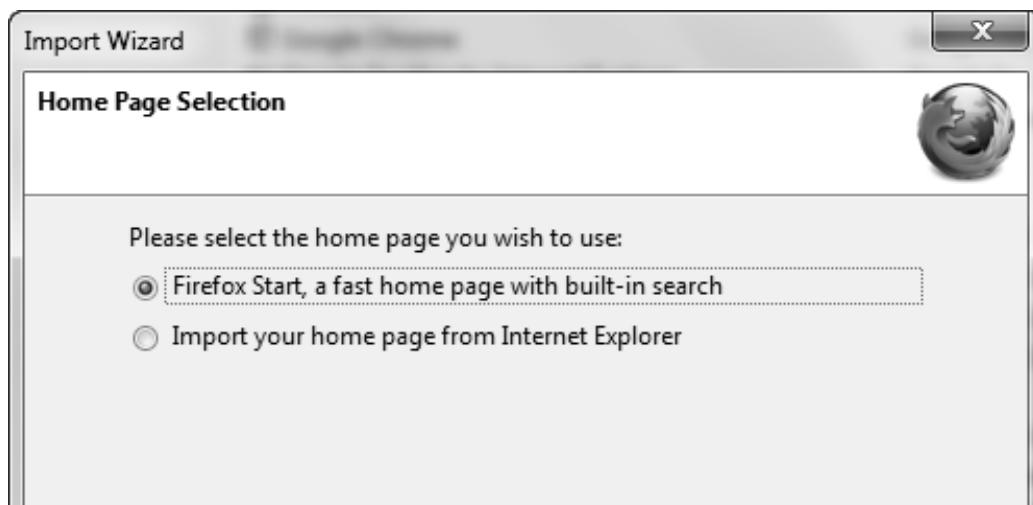


Figure 2.8: Home Page Selection Pane

## Session 2

### Introduction to the Internet (Lab)

18. Select Import your home page from Internet Explorer.
19. Click Next. Firefox imports personalization settings and data from Internet Explorer. The Import Complete pane is displayed, when the importing process ends.
20. Click Finish. A new Firefox window is displayed with two tabs. The first tab displays the Firefox Welcome page and the second tab displays your home page imported from Internet Explorer, as shown in figure 2.9.



Figure 2.9: Mozilla Firefox First Run Window

#### Exercise 2: Removing a Search Engine

##### Problem

The e-commerce Web site **eBay** has reported a major hacking attack that has taken place on their network. Personal data of thousands of registered users was compromised. There was also a threat that people making any further purchases from the Web site might be targeted for hacking as well. **Mr. Johnson** has deleted his **eBay** account after this threat and has decided not to buy anything from **eBay**. Therefore, he wants to remove **eBay** from the list of search engines in **Mozilla Firefox**. Help him to manage his search engines.

##### Analysis

**Mr. Johnson** wants to remove **eBay** from the list of search engines. Therefore, the task to be performed for this exercise is customizing the search engines in **Mozilla Firefox**.

##### Solution

###### Customization of Search Engines in Mozilla Firefox

To customize the search engines in **Mozilla Firefox**, perform the following steps:

1. Click Start > All Programs > Mozilla Firefox. A new Mozilla Firefox window is displayed.

## Session 2

### Introduction to the Internet (Lab)

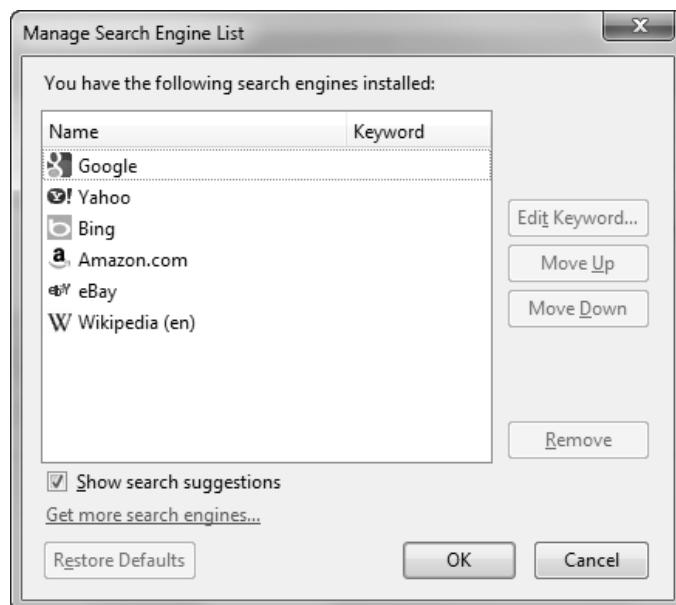
2. Click the drop-down arrow in the search box. A drop-down menu is displayed in figure 2.10



Lab Guide

**Figure 2.10: Managing Search Engines**

3. Select Manage Search Engines. The Manage Search Engine List dialog box is displayed in figure 2.11.



**Figure 2.11: Manage Search Engine List Dialog Box**

## Session 2

### Introduction to the Internet (Lab)

4. Select eBay The Remove button will be enabled.
5. Click Remove.
6. Click OK. eBay has been removed from the search engines list.

#### Exercise 3: Changing Mozilla Firefox Options

##### Problem

**Mr. Johnson** wants to customize his **Mozilla Firefox** settings to suit his requirements. He wants to make the following changes to his **Mozilla Firefox** browser:

- Change his home page to `http://www.cnn.com`
- Change the default download location to `D:\Downloads\Johnson`
- Change the default font to **Verdana** with size set to **14**
- Disable browsing history of **Mozilla Firefox**
- Disable saving of passwords for all Web sites by **Mozilla Firefox**

##### Analysis

**Mr. Johnson** has started using **Mozilla Firefox** and wants to make some changes to suit his personal preferences. The first two tasks for this exercise, changing the home page and the default download folder are located on the **General** tab of **Firefox** options dialog box. Font settings are related to the content of a Web page. Therefore, the options for changing the font attributes are located in the **Content** tab of **Firefox** options dialog box. Disabling browsing history helps to protect the privacy of the user. Therefore, the options for disabling the browsing history are located under the **Privacy** tab of **Firefox** options dialog box. If the passwords for logging into user accounts on different Web sites are stored on the computer, they can be stolen when the computer is hacked. Thus to disable this, users can increase the security by preventing **Firefox** from storing passwords that they enter in Web pages.

##### Solution

###### **Change Mozilla Firefox Home Page and Default Download Location**

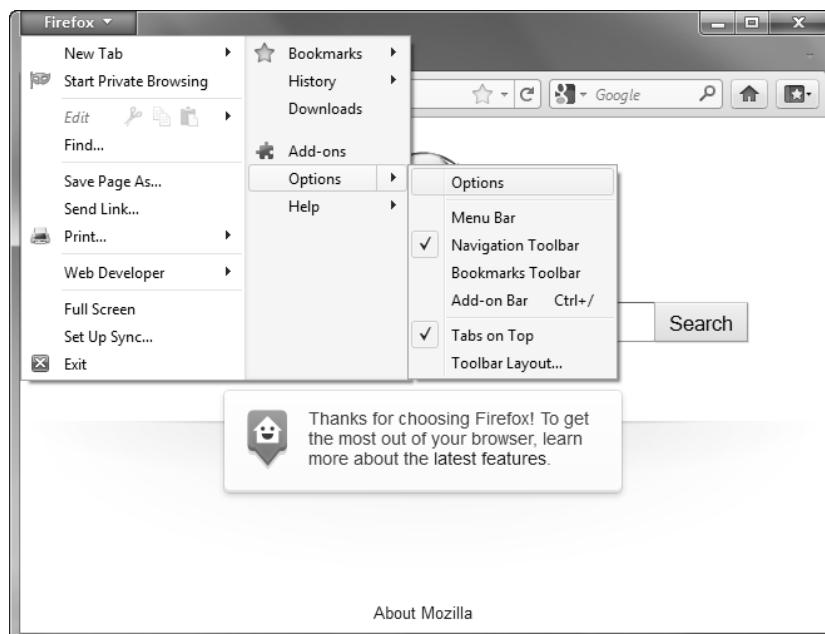
To change **Mozilla Firefox** home page and default download folder, perform the following steps:

1. Open Mozilla Firefox.

## Session 2

### Introduction to the Internet (Lab)

2. Click the Firefox menu button. The Firefox menu is displayed in figure 2.12.



Lab Guide

Figure 2.12: Firefox Menu Button

3. Select Options > Options. The Options dialog box is displayed in figure 2.13.

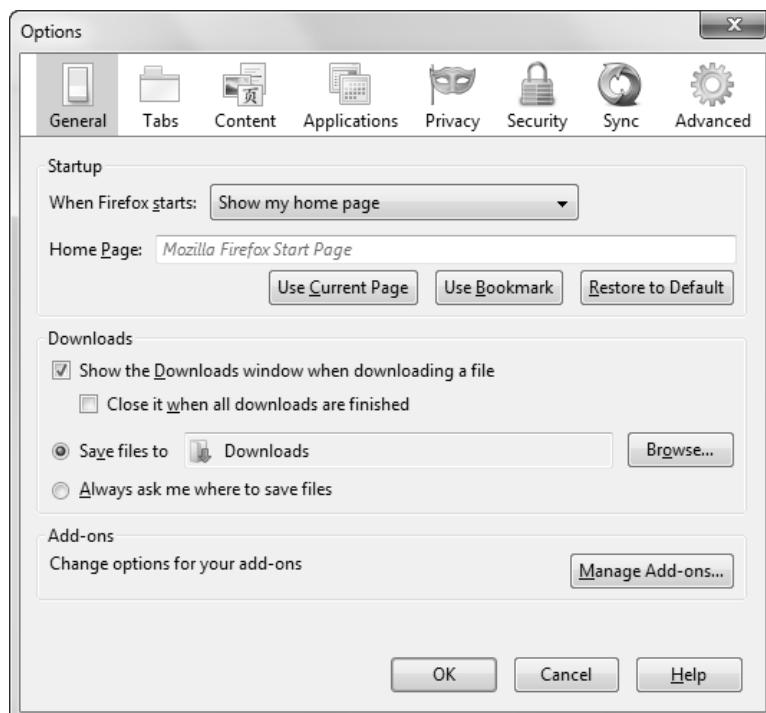


Figure 2.13: Options Dialog Box

## Session 2

### Introduction to the Internet (Lab)

4. Type `http://www.cnn.com` in the Home Page box.
5. Click Browse from the Downloads section. The Browse For Folder dialog box is displayed.
6. Browse to the folder `D:\Downloads\Johnson`.
7. Click OK.

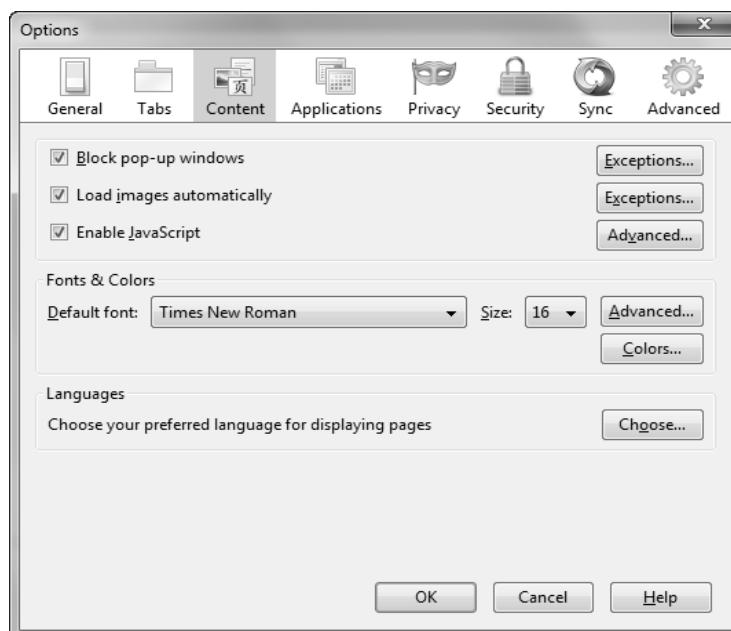
**The home page and default download location has been changed.**

**Note:** Homepage of a Web site is different from home page of a Web browser. Homepage of the Web site is the first Web page displayed when the user accesses the Web site. Home page of a Web browser is the Web page displayed when the user clicks the Home button on the browser. The home page for a Web browser can be changed according to the user's requirement.

#### Change Display Font

To change the display of the font on the Web pages, perform the following steps:

1. Open Mozilla Firefox.
2. Click the Firefox menu button. The Firefox menu is displayed.
3. Click Options. The Options dialog box is displayed.
4. Click the Content tab. The Content tab is displayed in figure 2.14.



**Figure 2.14: Content Tab**

## Session 2

### Introduction to the Internet (Lab)

5. Select Verdana from the Default font list.
6. Select 14 from the Size list.
7. Click OK. The default display font of the Web pages has been changed.

#### Disable Mozilla Firefox Browsing History

To disable history in **Mozilla Firefox**, perform the following steps:

1. Open Mozilla Firefox.
2. Click the Firefox menu button. The Firefox menu is displayed.
3. Select Options. The Options dialog box is displayed.
4. Click the Privacy tab. The Privacy tab is displayed.
5. Click Firefox will list from the History section. A drop-down list of options is displayed in figure 2.15.



Figure 2.15: Privacy Tab

## Session 2

### Introduction to the Internet (Lab)

6. Select Never remember history.
7. Click OK. Firefox will not remember any browsing history of subsequent sessions.

#### Disable Saving Passwords in Mozilla Firefox

To disable saving passwords in **Mozilla Firefox**, perform the following steps:

1. Open Mozilla Firefox.
2. Click the Firefox menu button. The Firefox menu is displayed.
3. Select Options. The Options dialog box is displayed.
4. Click the Security tab. The Security tab is displayed in figure 2.16.

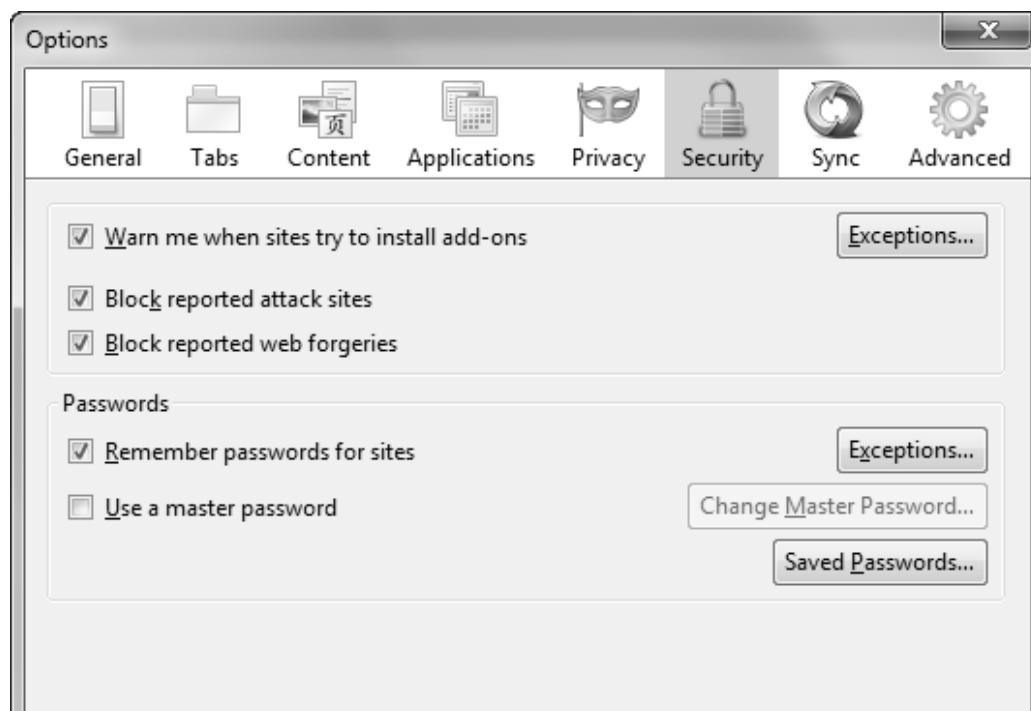


Figure 2.16: Security Tab

5. Clear the Remember passwords for sites check box from the Passwords section.
6. Click OK. Firefox will not store the passwords that users enter in Web pages.

## Session 2

### Introduction to the Internet (Lab)

#### Part II

1. **Mr. Johnson** accesses several financial Web sites, which displays data in foreign currencies. He wants to view the data in the US Dollars. Help **Mr. Johnson** to add currency conversion functionality to his **Mozilla Firefox** browser.

**Hint:** Download and install a currency conversion add-on into **Mozilla Firefox**.

2. **Mr. Johnson** wants to customize the look of his **Firefox** browser to his favorite baseball team, **New York Yankees**. Help him to customize the look of **Firefox** browser.

**Hint:** Search for **New York Yankees** theme and install it into **Mozilla Firefox**.

#### Do It Yourself

1. **Mr. Hoffman** has forwarded the agenda of next board meeting to **Mr. Johnson** as a **Google Doc** attached to an e-mail. **Mr. Johnson** does not have an account on **Google Docs** and thus wants to view his files on **Google Docs** from within his **Firefox** browser. Help him to add the required functionality to his **Firefox** browser.
2. **Mr. Johnson** is currently working on a research-based project. He wants to read news articles on the **CNN** Web site, [www.cnn.com](http://www.cnn.com). He wants all the articles to be displayed separately from all the Web pages he is currently viewing. Also, he wants to read several stories simultaneously on the **CNN** Web site. Help him to read articles on the **CNN** Web site according to his requirements.

“ Whether you think you can or  
think you can't you are right ”

# Using Google Products (Lab)

## Objectives

At the end of this session, the student will be able to:

- *Install Google Chrome*
- *Change Google Chrome options*
- *Open a Web page in new tab and new window*
- *Compare routes using Google Maps.*
- *Research some topic on Google Books*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Downloading and Installing Google Chrome

#### Problem

Aaron went to his project partner **Ryder's** home to do research on their project. They used **Google Chrome** to conduct the research for their project. **Aaron** really liked the simplicity of the **Chrome** interface and its speed of displaying Web pages. While doing their research, there was a sudden power cut at **Ryder's** home. So, they decided to continue the research at **Aaron's** home. **Aaron** currently uses **Internet Explorer** on his computer. Both **Ryder** and **Aaron** want to continue their research on **Google Chrome**. They used **Google** as the default search engine at **Ryder's** home. They want to use **Google** as the default search engine on **Aaron's Chrome** browser as well. Help **Aaron** to install **Google Chrome** on his computer.

#### Analysis

**Aaron** wants to install **Google Chrome** on his computer, so that he and his project partner **Ryder** can continue their project research. Also, they want to set **Google** as their default search engine. Therefore, after **Google Chrome** is installed, it prompts users to select their default search engine. For the given problem, **Google** is to be chosen as the default search engine.

## Session 3

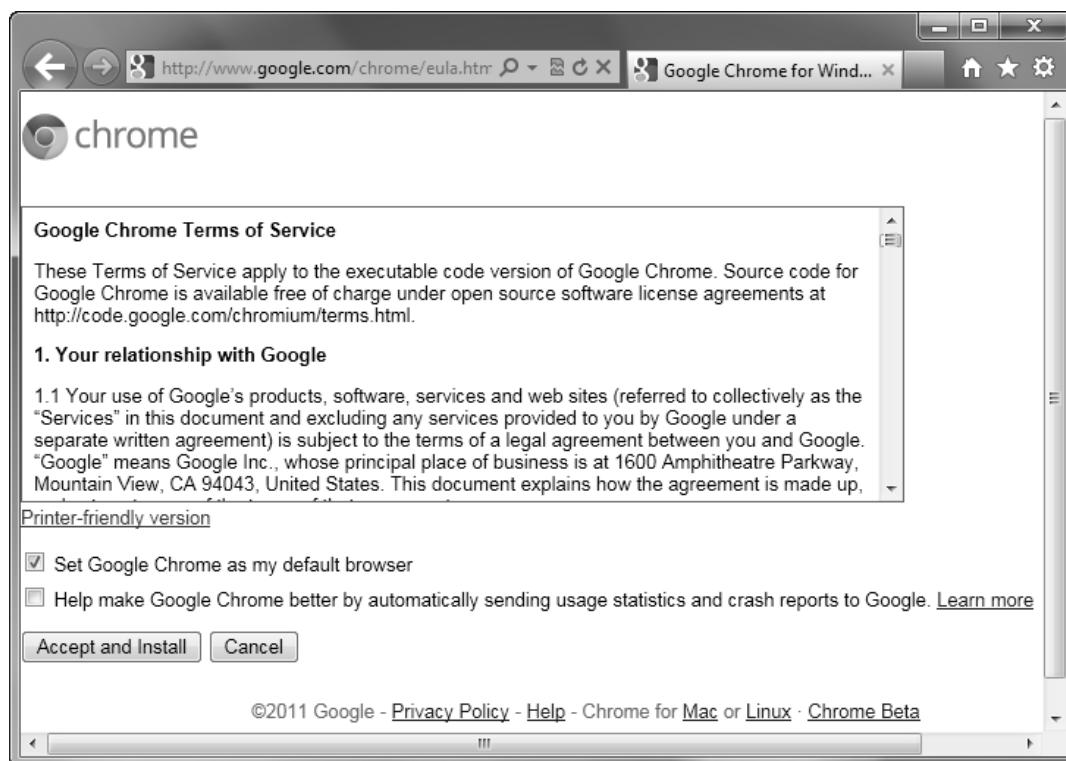
### Using Google Products (Lab)

#### Solution

##### Downloading and Installing Google Chrome

To download and install **Google Chrome**, perform the following steps:

1. Open Internet Explorer.
2. Type <http://www.google.com/chrome> in the Address bar.
3. Press ENTER. The Google Chrome download page is displayed.
4. Click Download Google Chrome. The Chrome License Agreement page is displayed in figure 3.1.



**Figure 3.1: Chrome License Agreement**

5. Clear the Set Google Chrome as my default browser check box, to refrain from setting Google Chrome as the default browser.
6. Click Accept and Install. A dialog box will be displayed with a progress bar indicating that Google Chrome is being installed. After the installation is complete, Google Chrome prompts users to select a search engine.

## Session 3

### Using Google Products (Lab)

7. Click Choose under Google search engine. The Google Chrome First Run window is displayed indicating that Google Chrome has now been successfully installed.

#### Exercise 2: Changing Google Chrome Options

##### Problem

Aaron has started using **Google Chrome** for his personal Internet browsing as well, but he wants to customize its settings to suit his own requirements. He wants to apply following settings on **Google Chrome**:

- Import browsing data (except search engines) from **Internet Explorer** to maintain his personalization in **Google Chrome**
- Change the homepage to <http://www.yahoo.com>
- Access the homepage with a single-click
- Access all the bookmarked links directly from the **Chrome** window
- Change the default download location to **E:\Aaron\Downloads**
- Allow pop-up ads

Help him apply these settings in **Google Chrome**.

##### Analysis

All the changes to **Google Chrome** settings are done from the **Chrome Options** page. The **Chrome Options** page groups the settings under three panes: namely **Basics**, **Personal Stuff**, and **Under the Hood**. Home page of the browser can be changed from the Home page section of the **Basics** tab. The options to show **Home** button and **Bookmarks** bar are located in the **Toolbar** section of the **Basics** tab. The option to import browsing data is located in the **Browsing** section of the **Personal Stuff** pane. While importing browsing data, the option to import search engines must be cleared, because **Aaron** does not want to import search engines. Default download folder can be changed from the **Downloads** section of **Under the Hood** pane. Pop-ups can be enabled from the **Content Settings** pane. The **Content Settings** pane can be accessed from the **Privacy** section of **Under the Hood** pane.

##### Solution

###### Access Google Chrome Options Page

To access the **Google Chrome Options** page, perform the following steps:

1. Click Start>All Programs>Google Chrome>Google Chrome. A new Google Chrome window is displayed.

## Session 3

### Using Google Products (Lab)

2. Click the  icon on right side above the vertical scrollbar. The Chrome Settings menu is displayed.
3. Select Options. The Basics pane of Chrome Options Page is displayed in a new tab, as shown in figure 3.2.

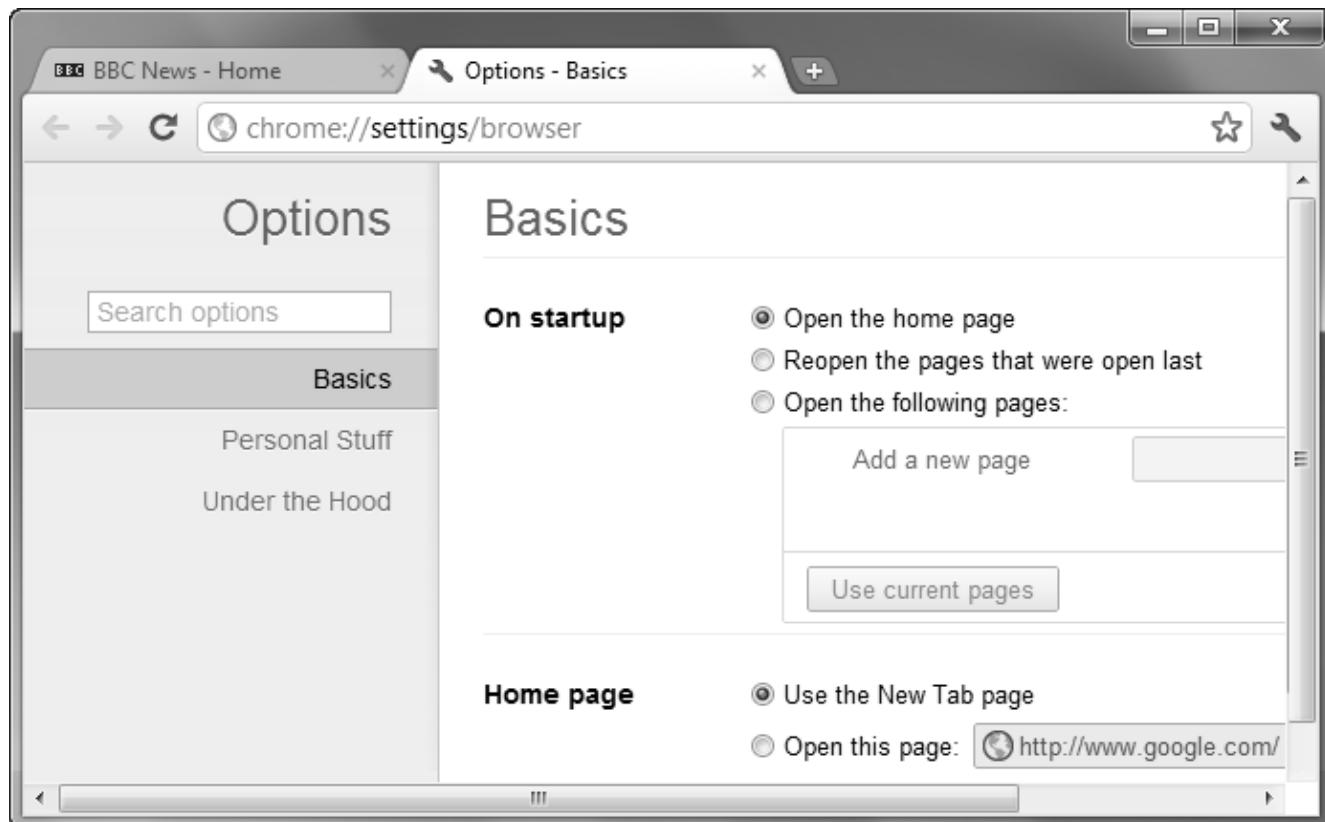


Figure 3.2: Google Chrome Options Page

#### Import Browsing Data from Internet Explorer

To import browsing data from **Internet Explorer**, perform the following steps:

1. Open Google Chrome Options Page.
2. Click Personal Stuff. The Personal Stuff pane is displayed in figure 3.3.

## Session 3

### Using Google Products (Lab)



Figure 3.3: Google Chrome Options – Personal Stuff Pane

3. Click Import data from another browser. The Import Bookmarks and Settings dialog box is displayed.
4. Clear the Search engines option to refrain from importing search engines from Internet Explorer. Figure 3.4 displays the Import Bookmarks and Settings dialog box with the required settings.

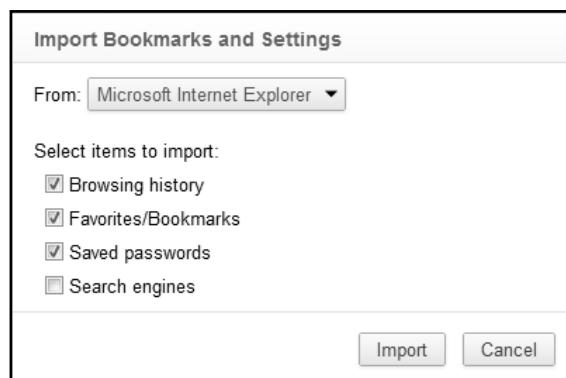


Figure 3.4: Import Bookmarks and Settings Dialog Box

## Session 3

### Using Google Products (Lab)

5. Click Import. The importing process starts. When the importing process is completed, Chrome displays a success message in a dialog box.
6. Click OK. All the bookmarks and other settings have been imported from Internet Explorer.

#### Change the Home Page

To change the home page, perform the following steps:

1. Open the Chrome Options Page. The Basics pane of Chrome Options page is displayed.
2. Select Open this page option from the Home page section. The adjacent text field is highlighted.
3. Type `http://www.yahoo.com` in the adjacent text field.
4. Close the Chrome Options page. The changes are saved.

#### Displaying the Home Button and the Bookmarks Bar

To display the home button and bookmarks bar, perform the following steps:

1. Open the Google Chrome Options Page. The Basics pane of Chrome Options page is displayed.
2. Select the Show Home button check box from the Toolbar section.
3. Select the Always show the bookmarks bar check box from the Toolbar section.

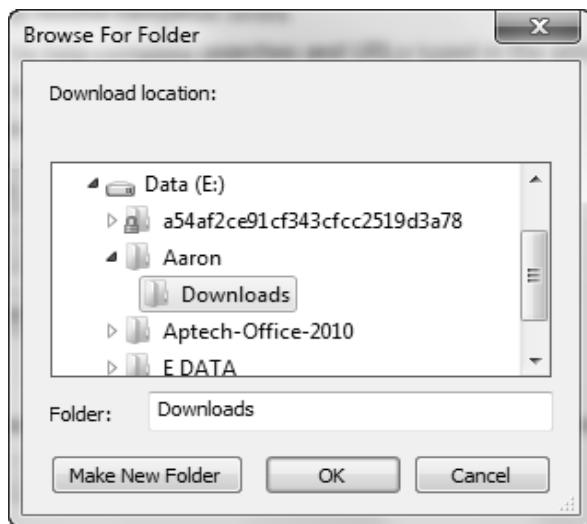
#### Change the Default Download Folder

To edit the default download folder, perform the following steps:

1. Open the Google Chrome Options Page. The Basics pane of Chrome Options page is displayed.
2. Click Under the Hood. The Under the Hood pane of Chrome Options page is displayed.
3. Click Change from the Downloads section. The Browse For Folder dialog box is displayed.
4. Browse to the folder `E:\Aaron\Downloads`, as shown in figure 3.5.

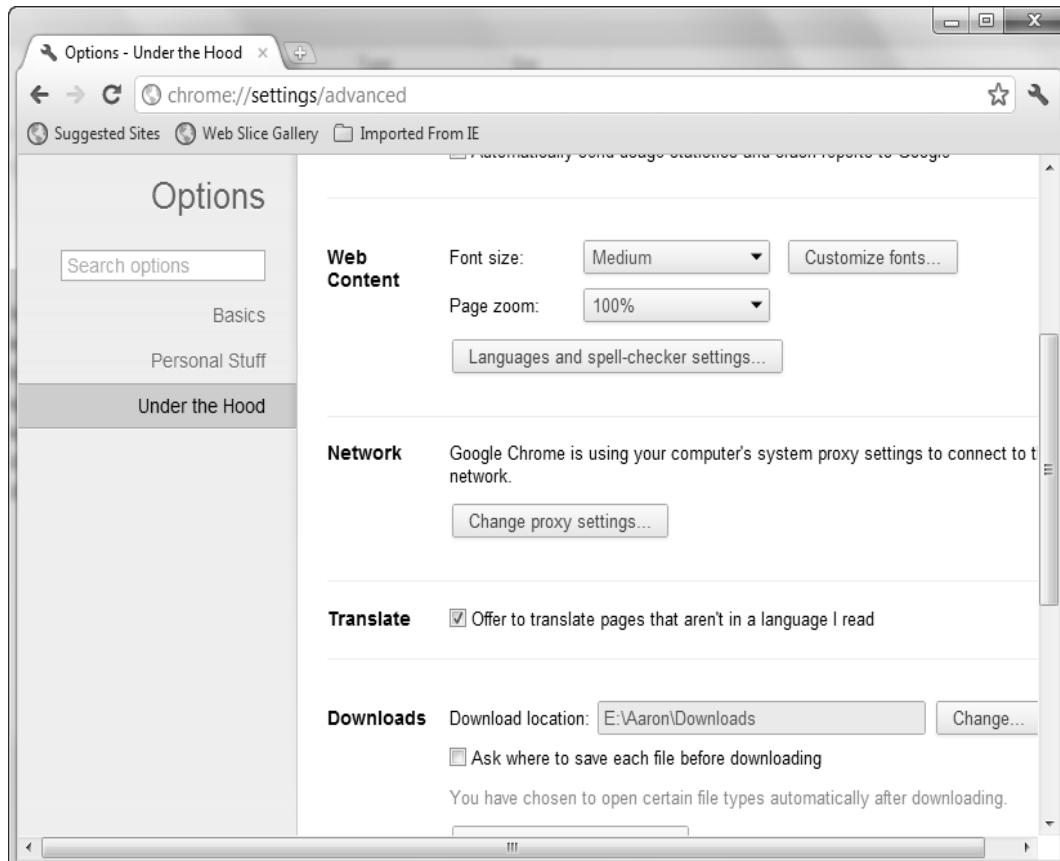
## Session 3

### Using Google Products (Lab)



**Figure 3.5: Browse For Folder Dialog Box**

5. Click OK. The changed location is displayed in the Download location field, as shown in figure 3.6.



**Figure 3.6: Changed Download Location**

## Session 3

### Using Google Products (Lab)

#### Enable Pop-ups

To enable pop-ups, perform the following steps:

1. Open the Google Chrome Options Page. The Basics pane of Chrome Options page is displayed.
2. Click Under the Hood. The Under the Hood pane of Chrome Options page is displayed.
3. Click Content settings from the Privacy section. The Content Settings pane is displayed.
4. Select Allow all sites to show pop-ups from the Pop-ups section, as shown in figure 3.7.

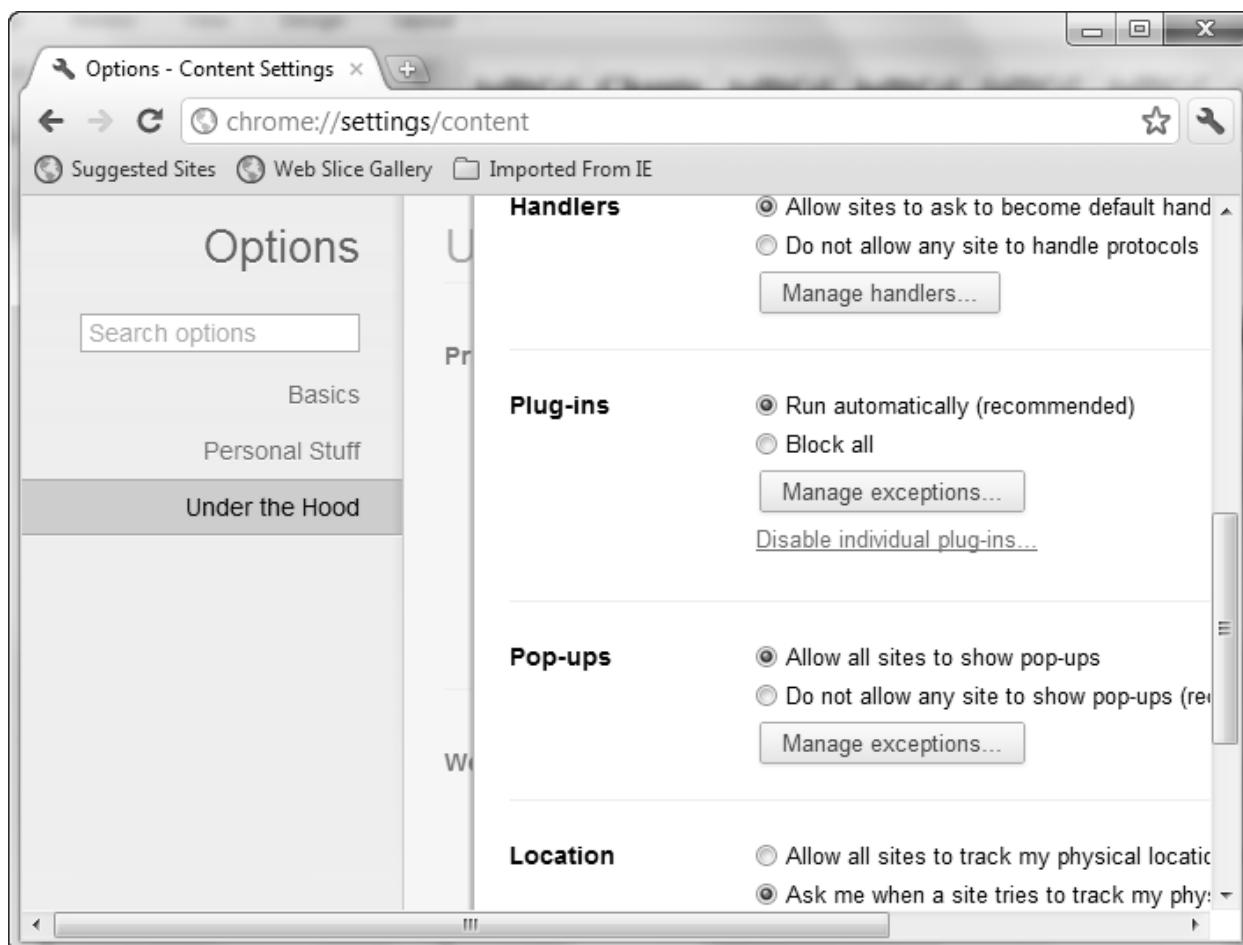


Figure 3.7: Content Settings Pane

5. Close the Content Settings pane and the Chrome Options page. The changes are saved.

## Session 3

### Using Google Products (Lab)

#### Exercise 3: Compare Routes Using Google Maps

##### Problem

**Aaron** and his family lives in **San Francisco**. His family is travelling to his aunt's home to **Sacramento**. Both cities are located in **California, United States**. **Aaron's** father has asked him to compare different routes and find out which route requires minimum time to travel. **Aaron** has never travelled from **San Francisco** to **Sacramento**. Therefore, he does not know how to find and compare routes between the two cities. Help **Aaron** in finding the different routes between **San Francisco** and **Sacramento** and selecting the one which requires minimum time to travel.

##### Analysis

While searching on **Google Maps**, users are given suggestions (in a drop-down list) about the location they want to search. Users can click from the suggestions list, if it is available in the list. This procedure will be used for searching **San Francisco** and **Sacramento** on **Google Maps**.

The different routes between the two cities are displayed in the left pane along with directions for the first route. By default, the first route is selected. Therefore, **Google Maps** provides directions for the first route between the two cities, by default. Along with the directions, it also provides travel details such as distance and the time required to travel on that route.

##### Solution

###### Searching Directions on Google Maps

To search directions on **Google Maps**, perform the following steps:

1. Open Google Chrome.
2. Type <http://maps.google.com> in the address bar.
3. Press ENTER. The Google Maps homepage is displayed.
4. Click Get directions from the left pane of the Google Maps page. Two fields 'A' and 'B' are displayed for start and end locations of the journey as shown in figure 3.8.

## Session 3

### Using Google Products (Lab)

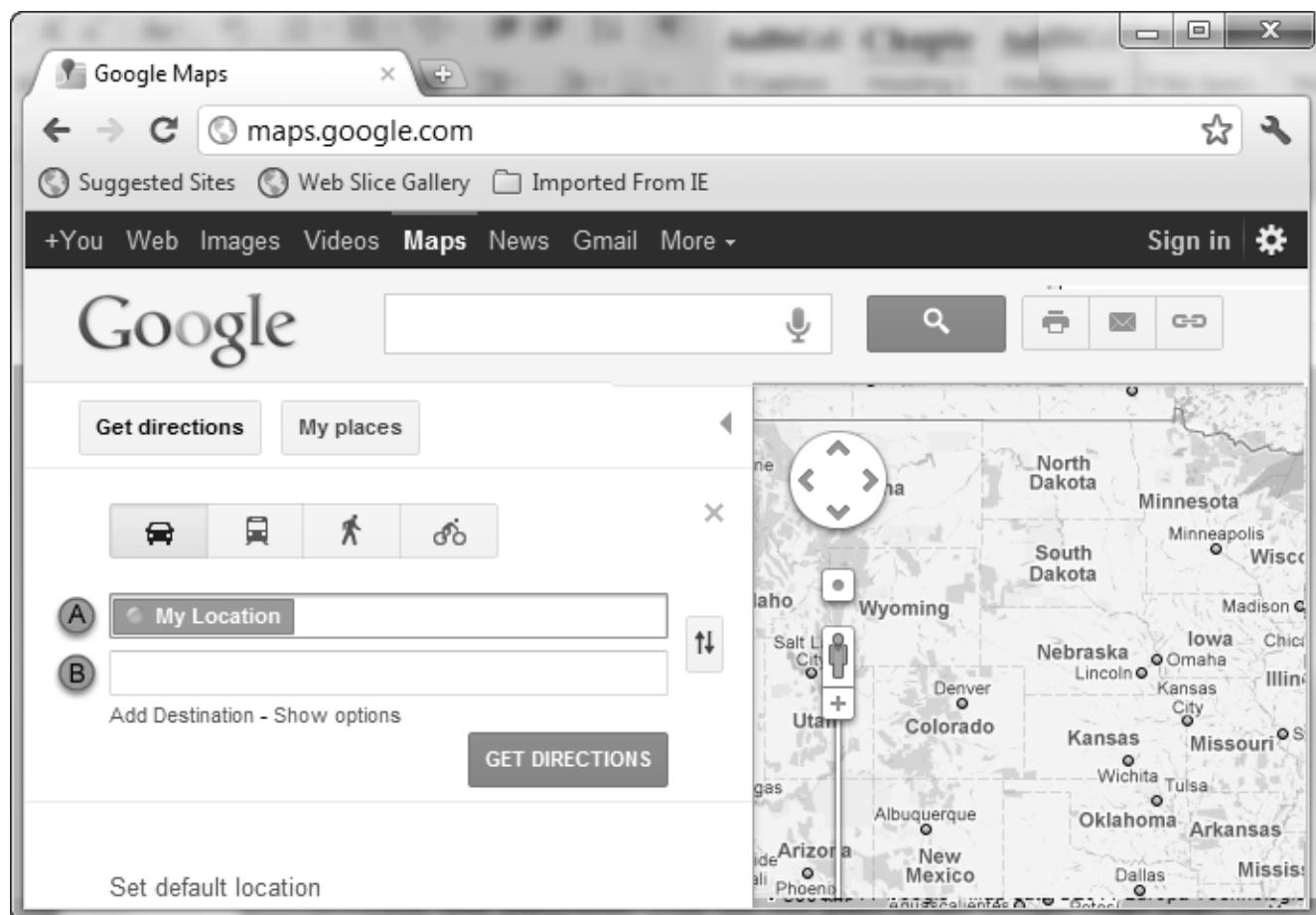


Figure 3.8: Getting Directions on Google Maps

4. Type San Francisco as start location in “A” field. A list of suggestions is displayed in figure 3.9.

## Session 3

### Using Google Products (Lab)

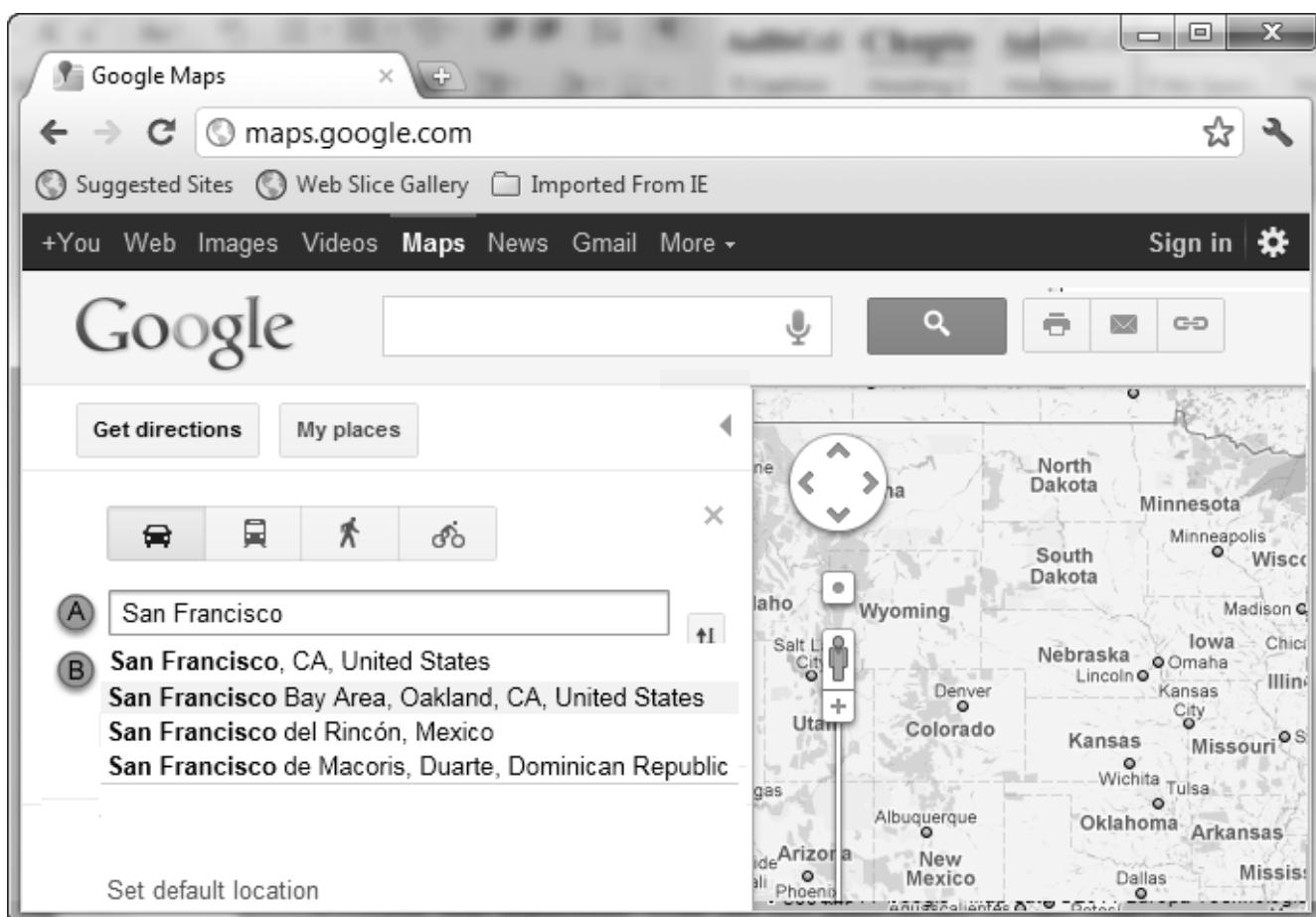


Figure 3.9: Suggestions for San Francisco on Google Maps

6. Select San Francisco, CA, United States from the suggestions list.
7. Type Sacramento as start location in 'A' field. A list of suggestions is displayed.
8. Select Sacramento, CA, United States from the suggestions list. The map pane on right side highlights the first route between the two locations, as shown in figure 3.10. The left side pane displays all the possible routes between the two locations and provides driving directions for the first route. With each route, it also provides the distance and travelling time.

## Session 3

### Using Google Products (Lab)

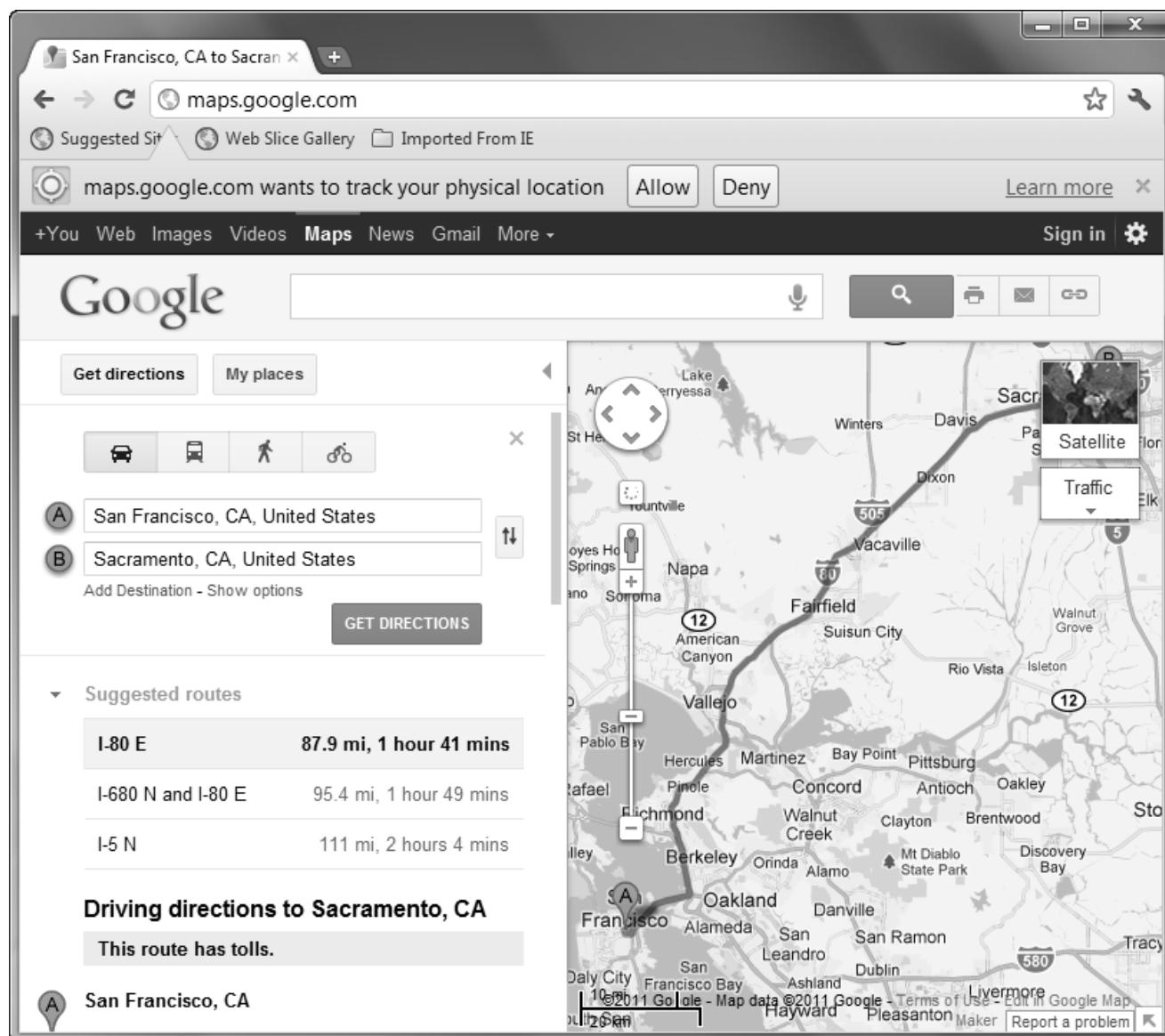


Figure 3.10: San Francisco to Sacramento Route on Google Maps

9. After comparing the information for all the three routes displayed on Google Maps, the first route I-80 E is found to be the one with minimum travelling time.

## Session 3

### Using Google Products (Lab)

#### Part II

1. **Mr. Patterson** is doing a research on '**The Overlap between Psychology and Neurology**'. He is not able to search any good reference books. Help **Mr. Patterson** find some good reference books online.

**Hint:** Search for books on '**The Overlap between Psychology and Neurology**' on **Google Books**.

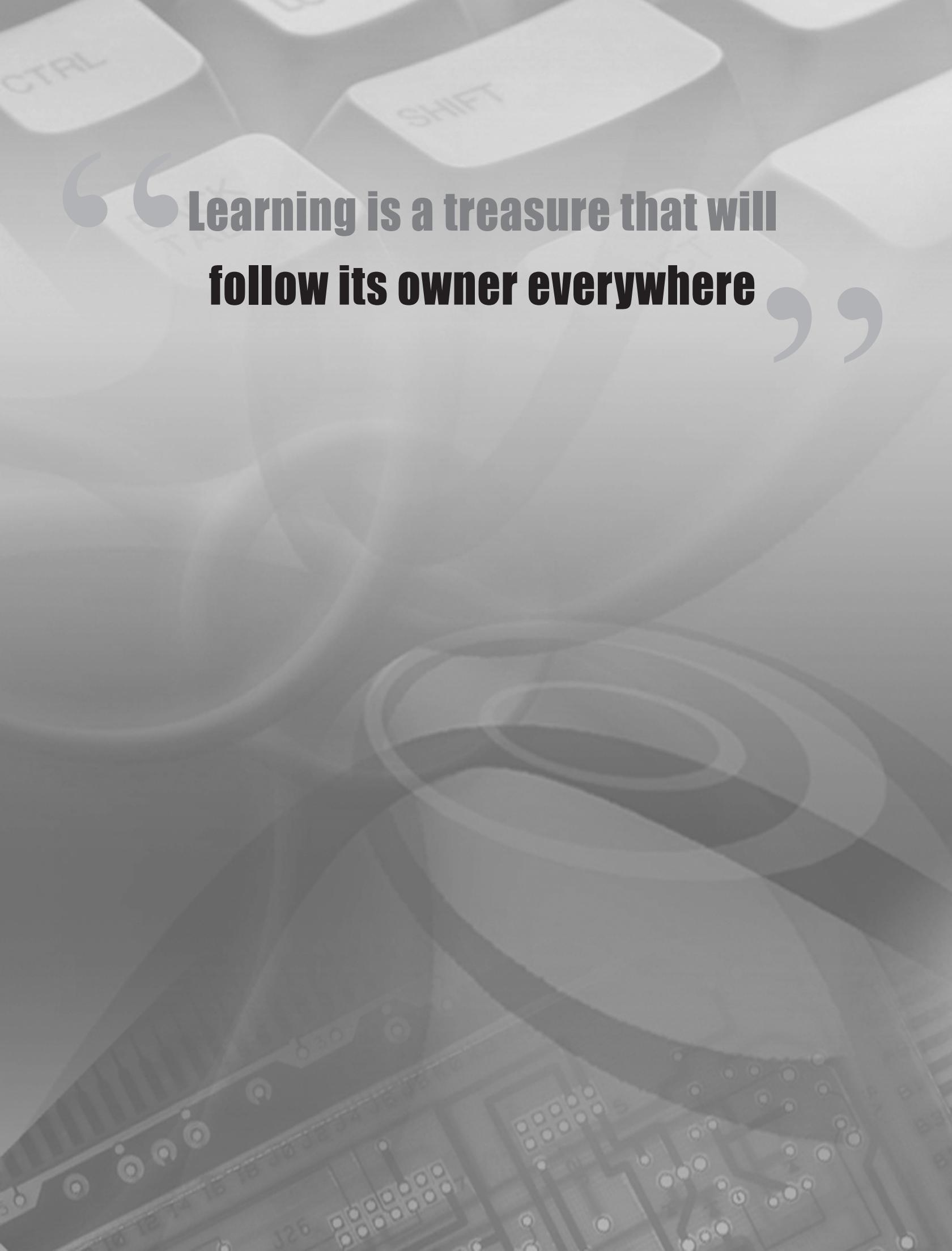
2. **Aaron** has found four useful books on '**The Overlap between Psychology and Neurology**'. He wants to compare the contents of all four books simultaneously. Help him perform this task in **Google Chrome**.

**Hint:** Open each book from the search results in a new tab in **Google Chrome**.

#### Do It Yourself

1. **Aaron** recently heard the news about the death of **Apple CEO Steve Jobs**. His **Philosophy** professor **Mr. Nixon** held a few lectures about the inspirational ideas about **Steve Jobs**. **Mr. Nixon** has now asked his **Philosophy** class an essay on **Steve Jobs** and his inspirational ideas. Since **Aaron** was not present in **Mr. Nixon's** lectures, he is finding it difficult to collect the content for the essay. **Aaron's** friend **Taylor** recommended a recent news article that contains a good description about **Steve Job's** inspirational ideas. He wants to search for the articles related to '**Steve Jobs**'. Help him find the related articles.

“ Learning is a treasure that will  
follow its owner everywhere ”



# 4 Getting Started with Microsoft Word 2010 (Lab)

## Objectives

**At the end of this session, the student will be able to:**

- *Create and save a Microsoft Word 2010 document*
- *Customize the Quick Access Toolbar*
- *Use Navigation Pane to re-organize and navigate around a long document*
- *Use different document views*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Creating and Saving a Document

#### Problem

Jason is required to write an article on **Psychology**. The document is required to be created in Microsoft Word 2010. **Jason** has never used Microsoft Word 2010 before. He wants to access the document from the desktop. Thus, help him to get started with Microsoft Word 2010.

#### Analysis

**Jason** can use Microsoft Word 2010 to create the document. Word enables user to create a new document and save it in different formats. The interface of Word 2010 organizes the related commands into a group known as tabs. Commands on these tabs are grouped according to the task they perform. In addition, Word also displays additional tabs on the **Ribbon** when users work with different objects, such as tables and pictures. These additional tabs that appear according to the selected object are known as contextual tabs. These tabs are also customizable. It implies that users can add additional contextual tabs according to their requirement.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

#### Solution

##### Create a Microsoft Word 2010 Document

To create a document in Microsoft Word 2010, perform the following steps:

1. Click Start > All Programs > Microsoft Office > Microsoft Word 2010.

**Note:** All the content for the Psychology Paper and all about Psychology documents has been referred from the Psychology page on Wikipedia. Link: <http://en.wikipedia.org/wiki/Psychology>

2. Type the required content. Figure 4.1 displays the final document with typed content.

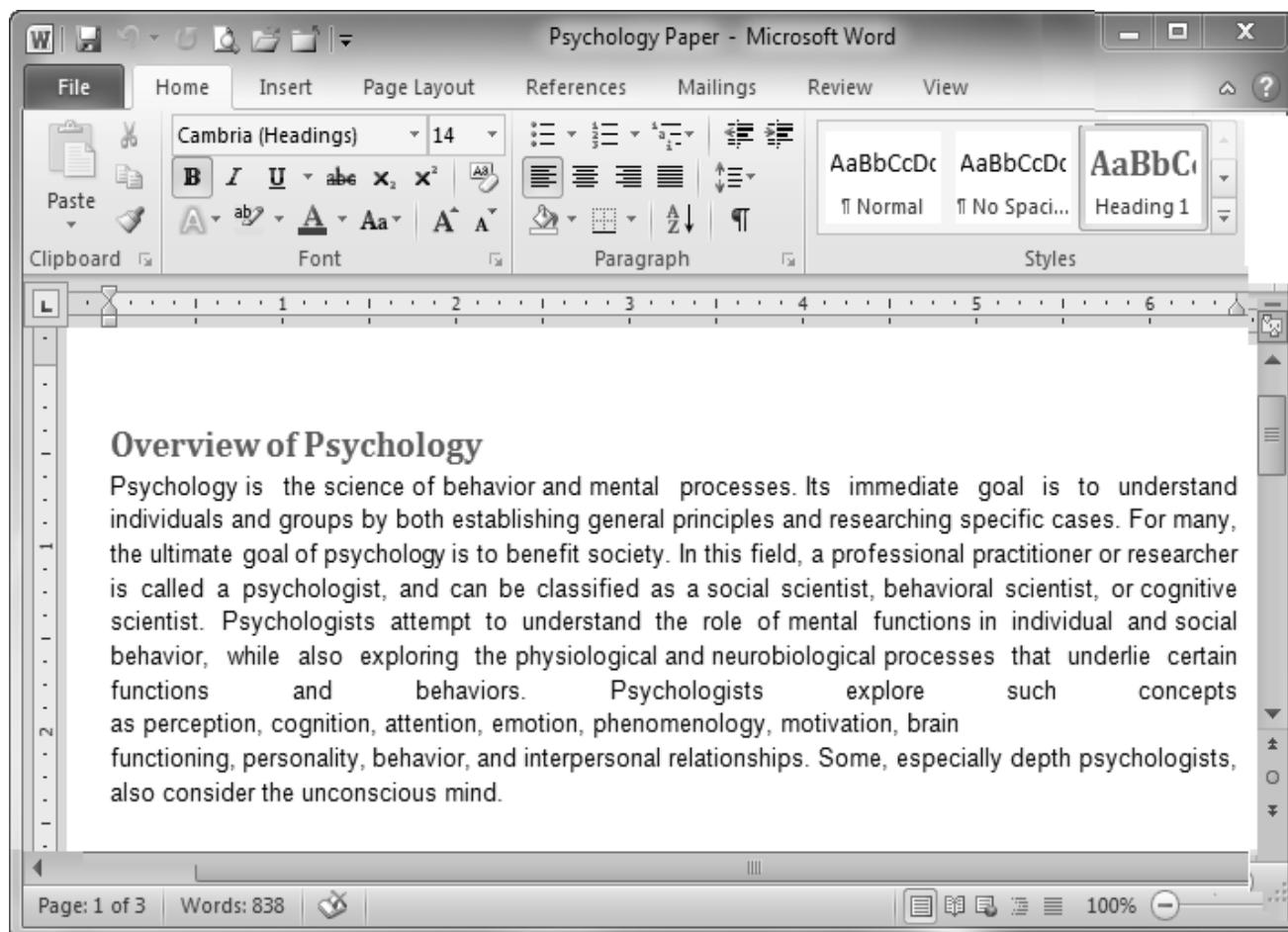


Figure 4.1: Content in a Microsoft Word 2010 Document

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

#### Saving a Microsoft Word 2010 Document

To save a Microsoft Word 2010 Document, perform the following steps:

1. Click the File tab. The Backstage View is displayed in figure 4.2.

**Note:** If there are no recently accessed documents, the Info pane is displayed in the Backstage View. If there are recent documents, the Recent pane is displayed in the Backstage View.

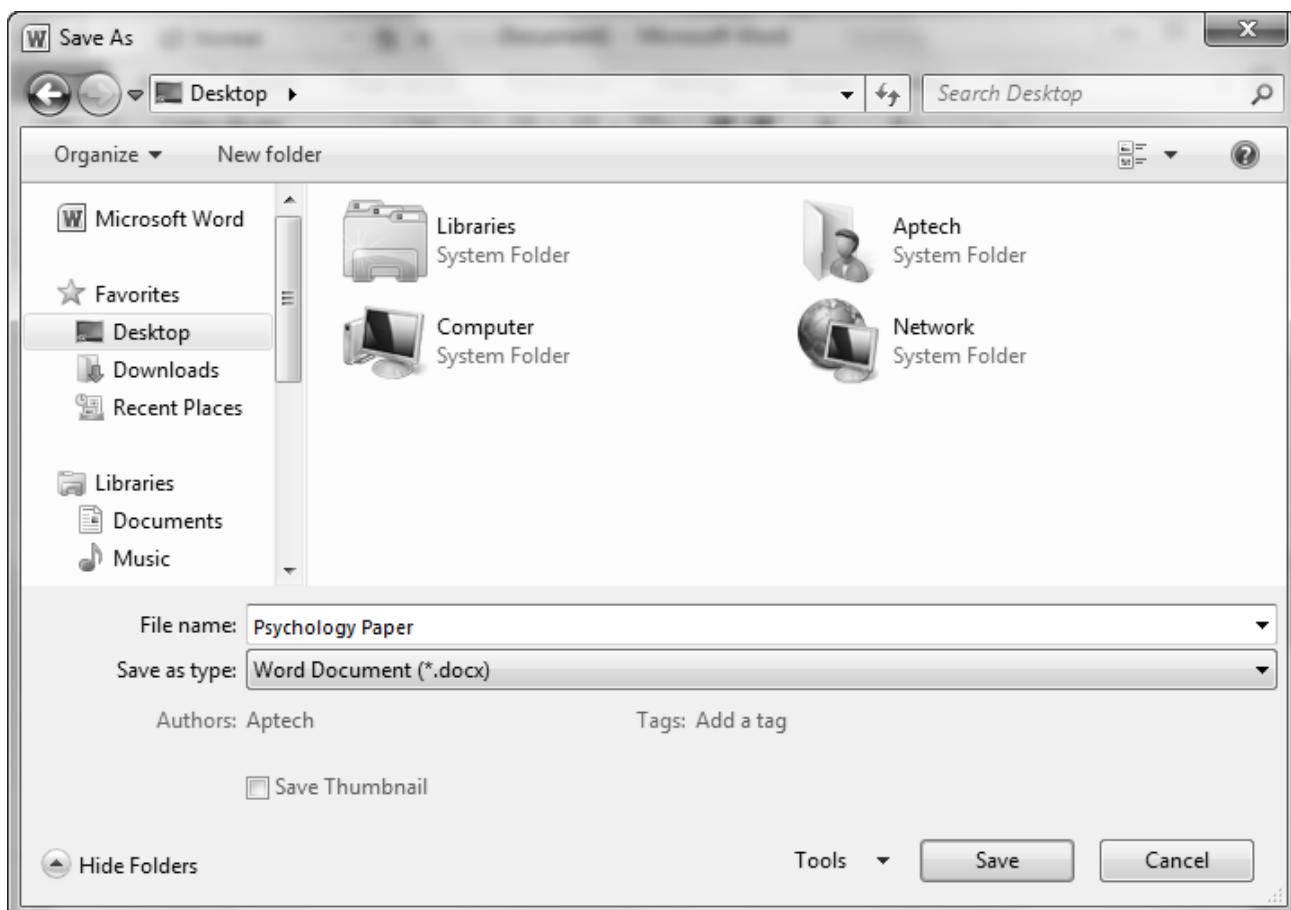


Figure 4.2: Backstage View in Microsoft Word 2010

2. Click Save. The Save As dialog box is displayed.
3. Browse to the Desktop present on the left pane of the Save As dialog box.
4. Type Psychology Paper in the File name box. Figure 4.3 shows the Save As dialog box with the name of the file.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)



**Figure 4.3: Save As Dialog Box**

5. Click Save. Word saves the file on the Desktop.

#### Exercise 2: Customizing the Quick Access Toolbar

##### Problem

**Jason** has started work on his article on **Psychology**. He wants to apply the necessary formatting style that will enhance the look of the document and make it professional. Therefore, he constantly needs to have a preview of the document. Also, he has downloaded several Word documents for his reference from the Internet. He regularly opens and closes these reference documents. He wants to do these tasks easily with a single-click. Help him to display the quick access buttons on his Word application window.

##### Analysis

**Jason** wants to access the frequently used tasks with a single-click. Word provides the **Quick Access Toolbar** to display quick access buttons for executing frequently repeating tasks with a single-click.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

The **Quick Access Toolbar** displays buttons for **Save**, **Undo**, and **Redo** functions by default. It can be customized to add more buttons according to the requirement of the user.

For Jason, the frequently repeating tasks consist of viewing the print preview of the document and opening and closing the document. Therefore, the Quick Access Toolbar should have buttons for **Print Preview and Print**, **Open**, and **Close**. Out of these, the **Close** command is not located under the list of **Popular Commands**. Therefore, it is required to be accessed from the list of **All Commands** in **Customize Quick Access Toolbar** dialog box.

#### Solution

##### Customize the Quick Access Toolbar

To customize the Quick Access Toolbar, perform the following steps:

1. Click the down arrow on the Quick Access Toolbar. The Customize Quick Access Toolbar list is displayed in figure 4.4.

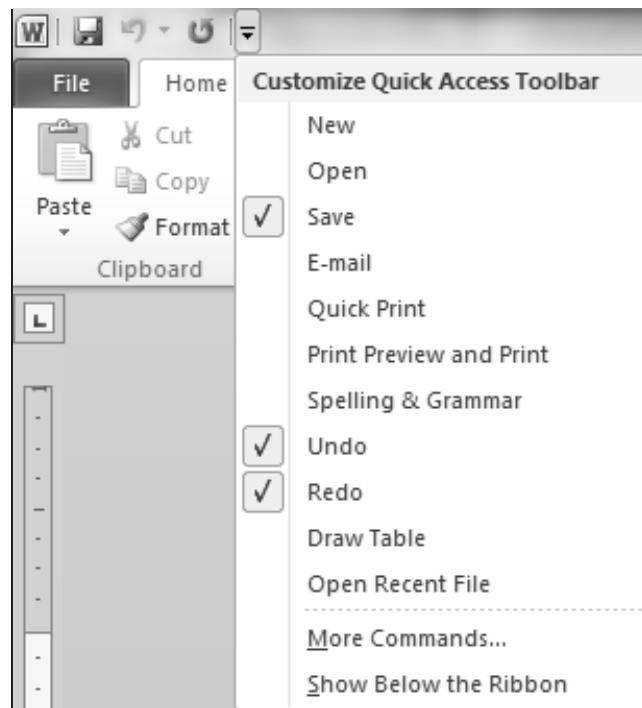


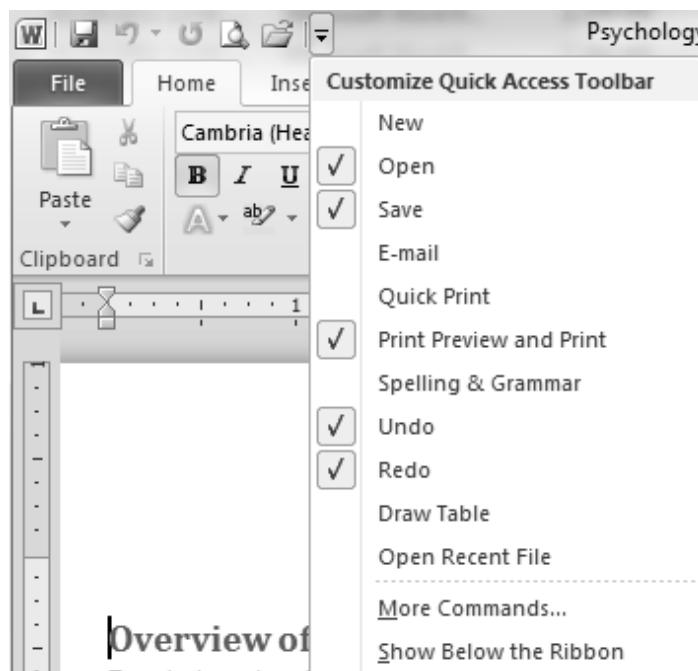
Figure 4.4: Displaying Customize Quick Access Toolbar List

2. Select Print Preview and Print. The option for Print Preview and Print command is selected in the Customize Quick Access Toolbar drop-down menu.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

3. Click the down arrow from the Quick Access Toolbar.
4. Select Open. The option for Open command is selected in the Customize Quick Access Toolbar drop-down menu.
5. Click the down arrow on the Quick Access Toolbar. The Customize Quick Access Toolbar drop-down list is displayed with newly selected options, as shown in figure 4.5.



**Figure 4.5: Newly Selected Options in the Customize Quick Access Toolbar**

6. Select More Commands. The Customize the Quick Access Toolbar pane of Word Options dialog box is displayed.
7. Click the Choose commands from list. A drop-down list is displayed in figure 4.6.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

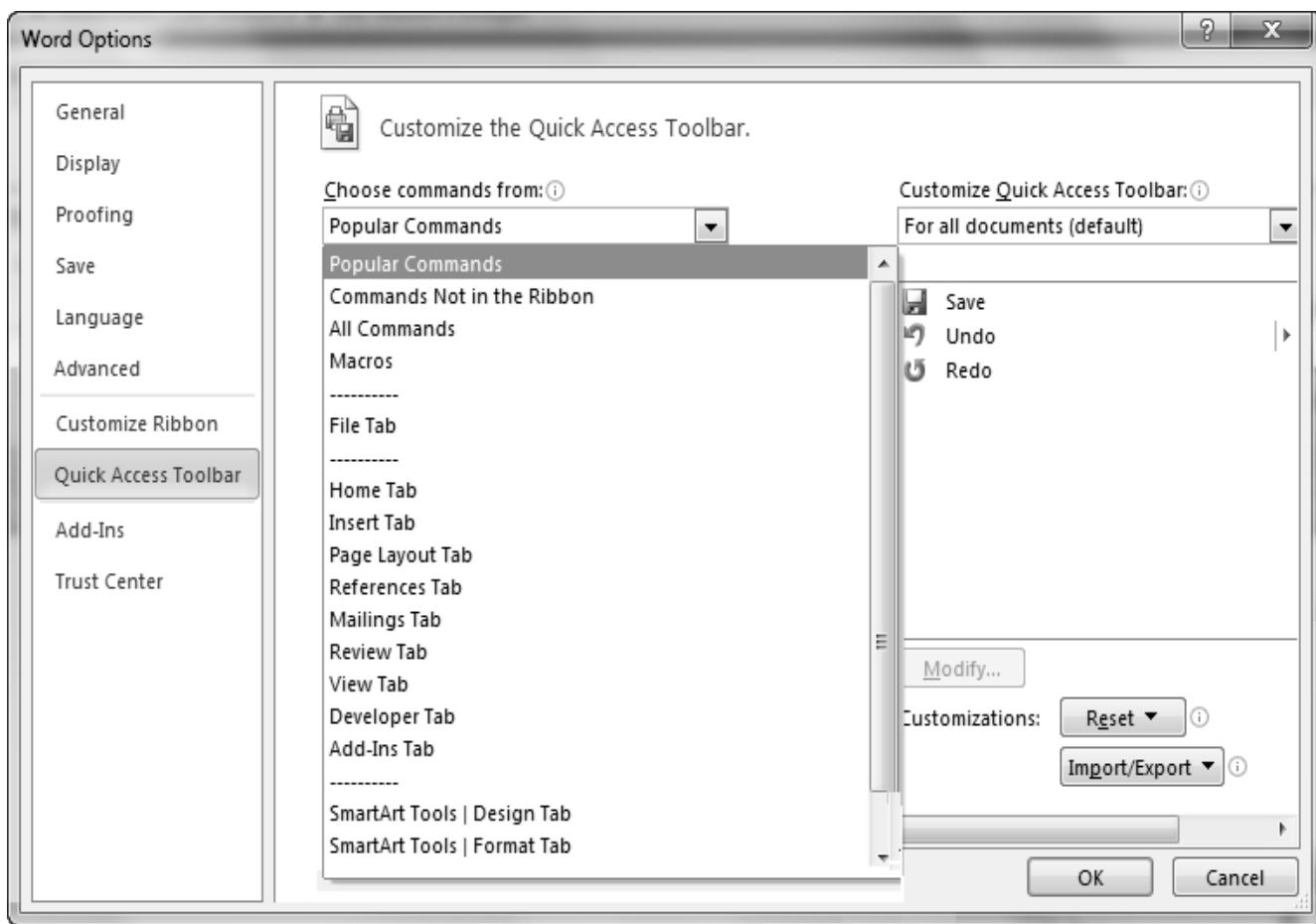
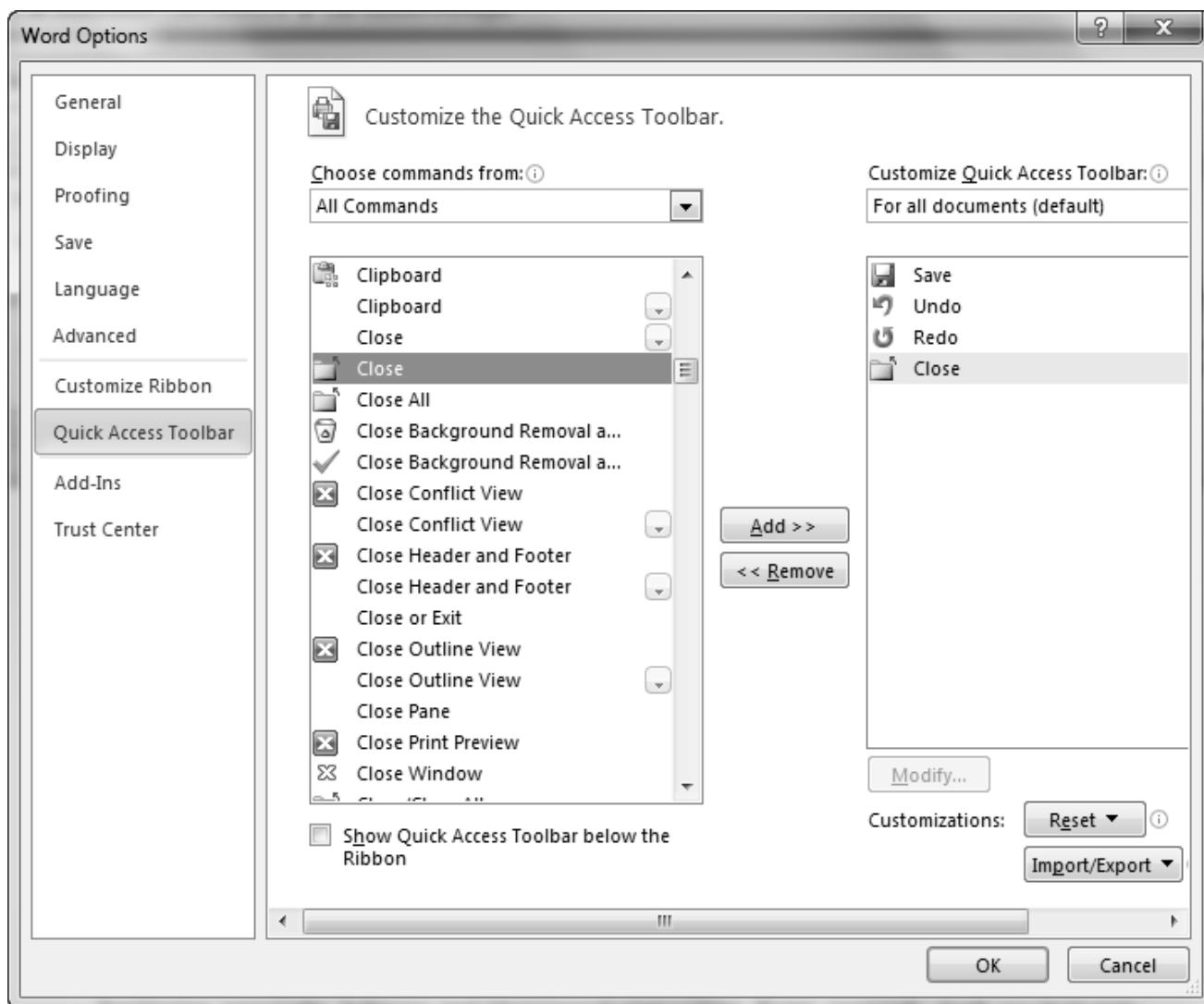


Figure 4.6: Choose Commands From List

8. **Select All Commands.** All the commands are displayed alphabetically in the list.
9. **Select the Close command.**
10. **Click Add>>.** The Close command is added to the list on the right side. Figure 4.7 displays the Word Options dialog box with selected commands.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)



**Figure 4.7: Selected Quick Access Toolbar Commands**

11. Click OK. The customized Quick Access Toolbar is displayed.

#### Exercise 3: Using Navigation Pane for Re-organizing and Navigation

##### Problem

Jason's article on **Psychology** is complete, but he still wants to make some final changes before submitting it to his guide. He wants to re-organize and place the heading, **Overview of Psychology** (along with its content), above the heading **History**. He is also using a reference document named **All About Psychology**, which is located on the desktop. Jason wants to copy two paragraphs present under the headings, **Developmental** and **Educational** in the reference document to his own paper. He wants to copy-paste the paragraph without applying any formatting style into his own paper. Help Jason to perform these tasks efficiently.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

#### Analysis

Jason wants to re-organize the headings and the content under them. Microsoft Word 2010 enables user to perform this task quickly with the help of the Navigation Pane. Microsoft Word allows user to work on multiple documents simultaneously by opening other documents along with the current document. Users can also select text from one document, copy and paste it in a different document. Since **Jason** wants to paste the selected paragraph into his paper without any formatting style, the **Paste Special** feature available in Microsoft Word can be used.

#### Opening an Existing Document

To open an existing document, perform the following steps:

1. Click File > Open. The Open dialog box is displayed.
2. Click Desktop from Favorites. Figure 4.8 displays the Open dialog box with files and icons on the desktop.



Figure 4.8: Open Dialog Box

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

4. Select All About Psychology Word document.
5. Click Open. Word opens All About Psychology document in a new window, as shown in figure 4.9.

Lab Guide

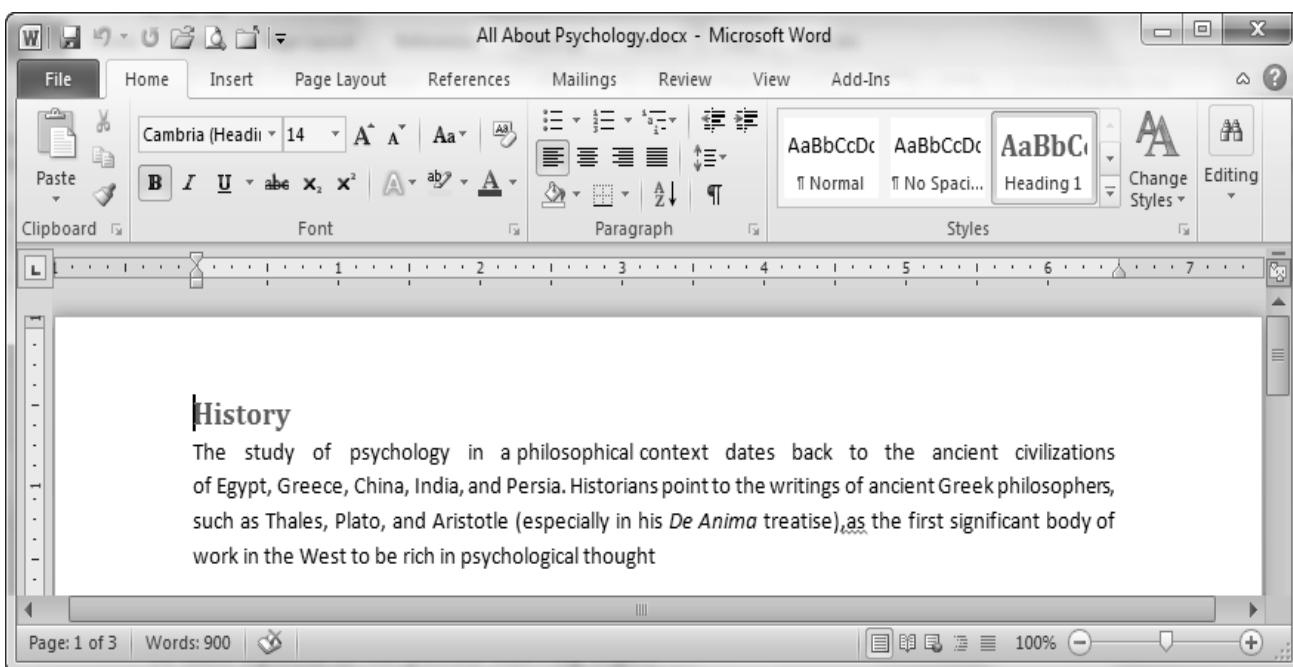


Figure 4.9: Existing Document Opens in a New Window

#### Working with the Navigation Pane

To use the **Navigation Pane**, perform the following steps:

1. Open the Psychology Paper document.
2. Click the View tab. The View tab is displayed in figure 4.10.

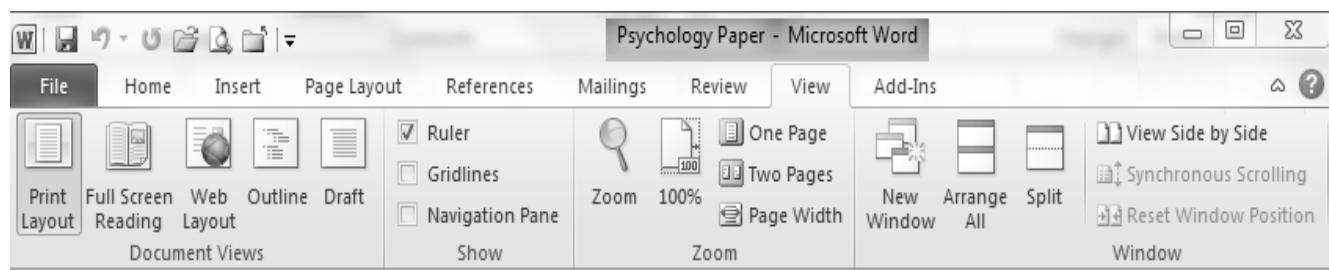


Figure 4.10: View Tab

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

3. Select the Navigation Pane check box from the Show group. The Navigation Pane is displayed on the left side of Word window as shown in figure 4.11.

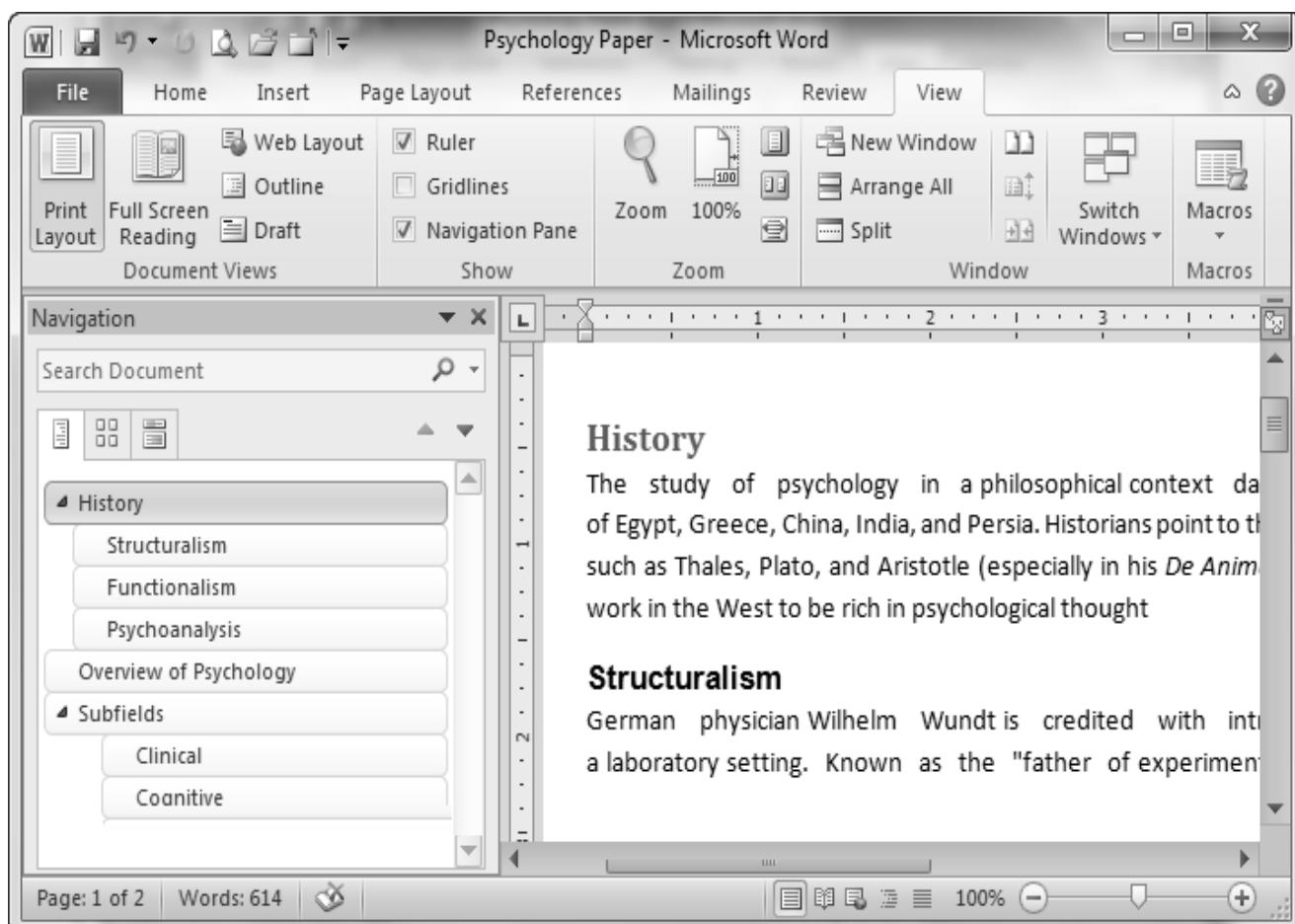


Figure 4.11: Navigation Pane in Microsoft Word 2010

4. Click and drag Overview of Psychology before the heading, History in the Navigation Pane. Microsoft Word re-organizes the headings and the content under them as shown in figure 4.12.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

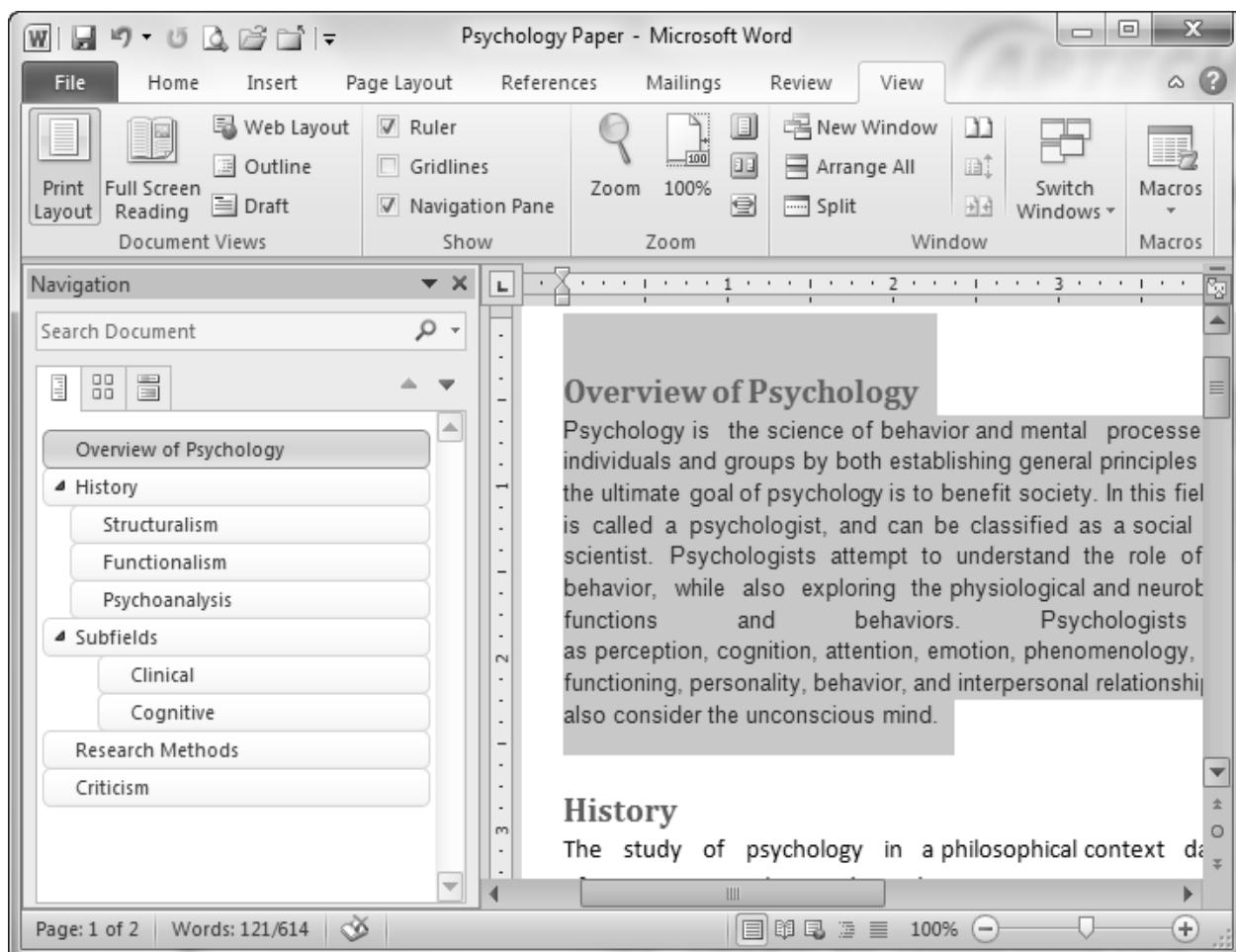


Figure 4.12: Re-organizing the Content Using the Navigation Pane

#### Selecting the Text

To select a portion of text, perform the following steps:

1. Switch to All About Psychology document.
2. Click and place the cursor before the heading, Developmental.
3. Drag the mouse pointer to the end of the paragraph under the heading, Educational. The selected text is highlighted.

#### Copying the Text

To copy the selected text, perform the following steps:

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)

- Click the  icon from the Clipboard group of the Home tab. The text is copied on to clipboard.

#### Using the Paste Special Feature

To use Paste Special feature, perform the following steps:

- Open the Psychology Paper document.
- Move the cursor to the end of content under Cognitive heading
- Press ENTER two times to leave space of one line.
- Click the down arrow of Paste button from the Clipboard group of the Home tab.
- Click Paste Special in the Paste Options gallery. The Paste Special dialog box is displayed.
- Select Unformatted Text. Figure 4.13 shows the Paste Special dialog box with the required option selected.

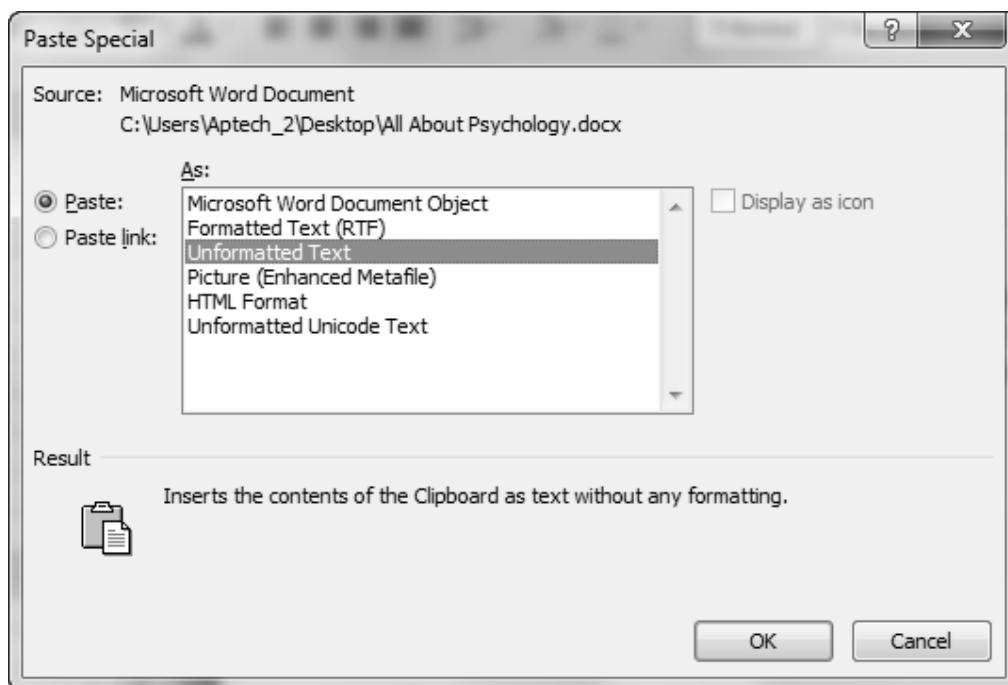
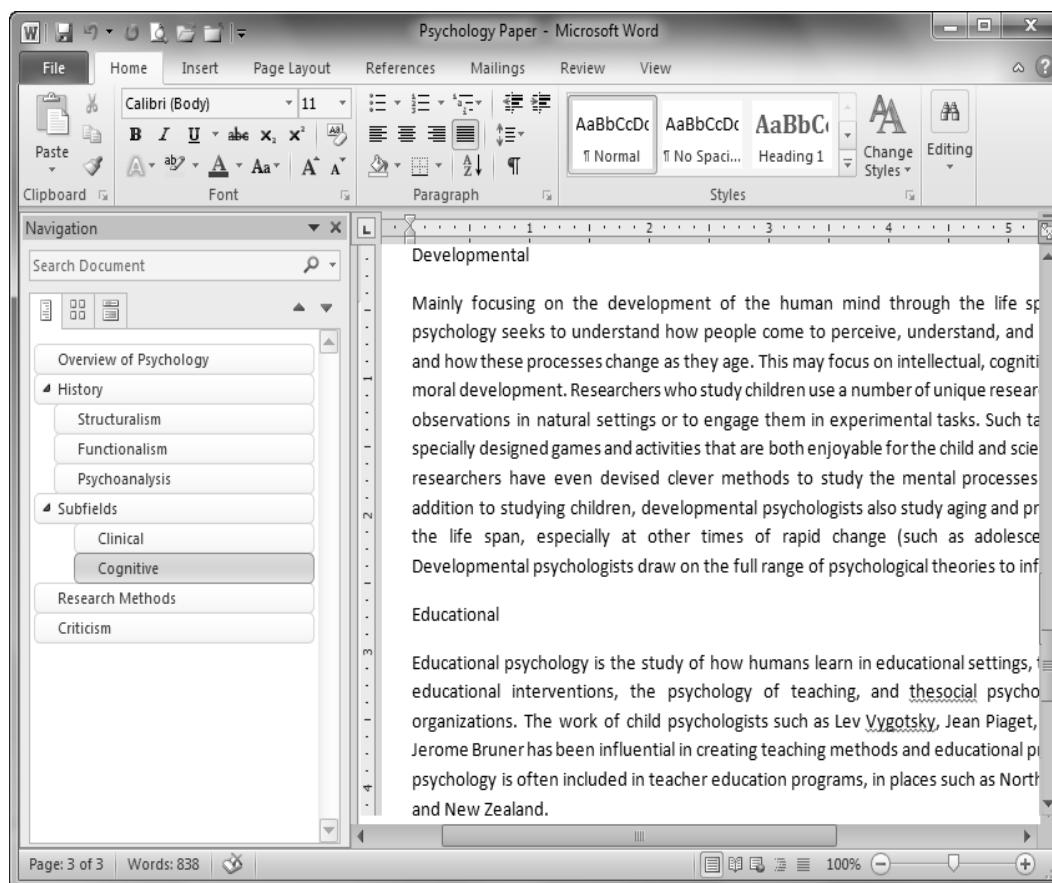


Figure 4.13: Paste Special Dialog Box

- Click OK. The selected text is pasted without any formatting, as shown in figure 4.14.

## Session 4

### Getting Started with Microsoft Word 2010 (Lab)



**Figure 4.14: Using the Paste Special Feature**

### Part II

- Since, **Jason** has copy-pasted the text from many documents into his paper, he is afraid that he might have violated some copyrights. Therefore, he wants to edit the text in his document. While editing the text, he does not want to see any images. Help him to decide and switch to an appropriate view.

**Hint:** Switch to Draft view.

### Do It Yourself

Jeremy has submitted his own article on Psychiatry to Jason for review. Jason wants to read the document in full screen and make appropriate changes. Help Jason to decide and switch to an appropriate view.

## Objectives

At the end of this session, the student will be able to:

- Use the Format Painter in Microsoft Word 2010 to change font
- Modify the page layout of a document
- Modify the indentation and alignment of a paragraph
- Use Find and Replace function
- Use tab stops
- Apply cover pages to a document

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Changing Page Layout and Paragraph Formatting

#### Problem

Tracy has started to work on her specialization paper on **Neurology**. She is required to change the font and page setup settings of the document and follow the standard and format specified by the college. Table 5.1 lists the format and page setup settings specified as standards for technical papers by her college department.

Font	Arial, 12pt, Regular
Page Margins	Left and Right: 0.75", Top and Bottom: 1"
Page Size	8.27" x 11.69"
Paragraph Formatting	Indentation: 0.5" (Both Left and Right), 0" (First Line), 0.15" (Hanging), Alignment: Justify

Table 5.1: Format and Page Setup Settings

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

The college is very strict about the standards specified by the department. If the **Page** setup settings are not followed, the college can reject the document. **Tracy** was not aware of this; she did not follow the standards specified by her college department. She is now required to change the formatting and page set up settings of the document to make it suitable for submission. Help her to make these changes in the document.

#### Analysis

To solve **Tracy's** problem, Microsoft Word enables a user to change the font in the document using the **Font** dialog box. Users can define the page margins by using the **Margins** option in the **Page Setup** group of the **Page Layout** tab. In addition, users can align paragraphs using the **Paragraph** dialog box.

**Note:** All the content for the Neurology Paper.docx has been adapted from the following Web page:  
<http://www.ucl.ac.uk/~regfjxe/representations.htm>

#### Solution

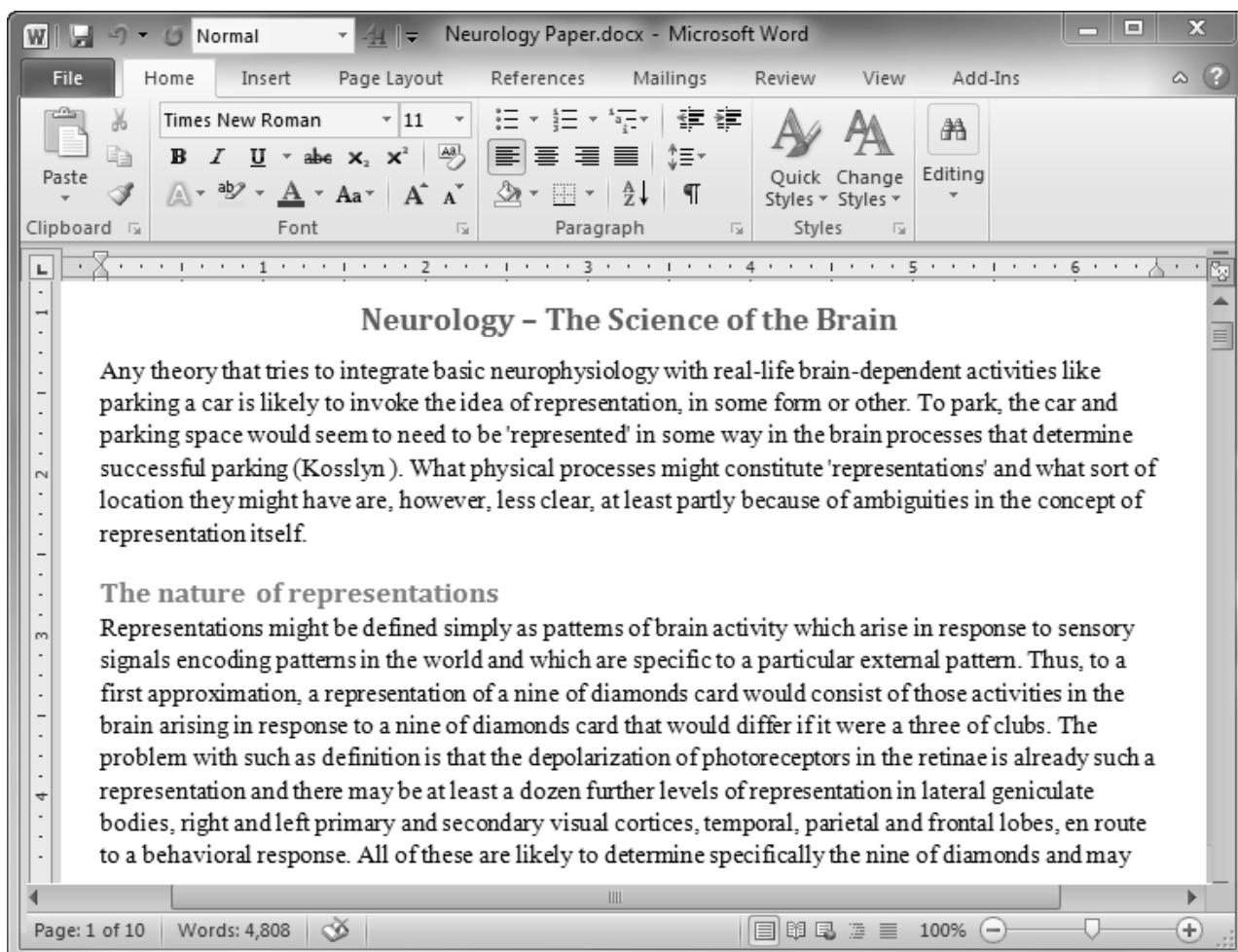
##### Change Font Style, Size, and Color

To change the **Font Style, Size, and Color** in Microsoft Word 2010, perform the following steps:

1. Open the Neurology Paper.docx document in Microsoft Word. The document is displayed in figure 5.1.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

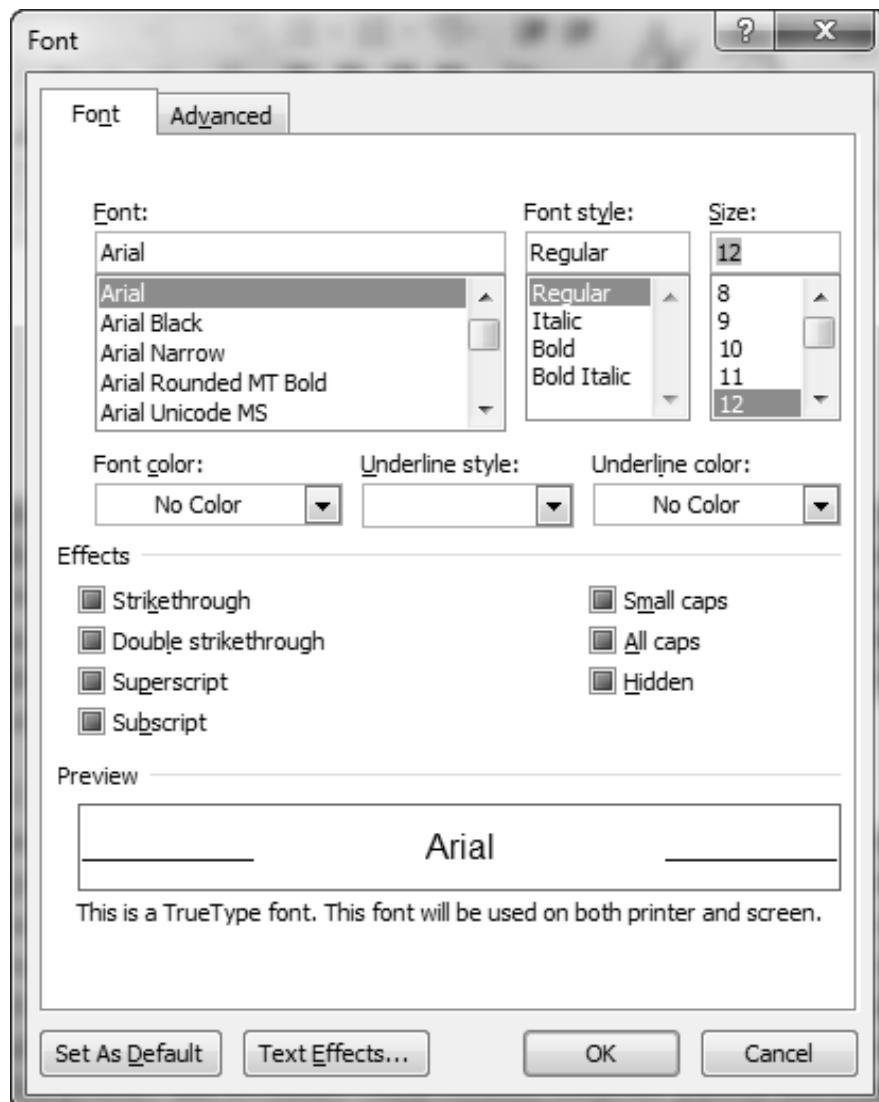


**Figure 5.1: Neurology Paper in Microsoft Word**

2. Select the content of the document to change the font.
3. Click the Dialog box launcher  icon from the Font group of the Home tab. The Font dialog box is displayed.
4. Select Arial from the Font list.
5. Select Regular from the Font style list.
6. Select 12 from the Size list. Figure 5.2 displays the Font dialog box with the required Font settings.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

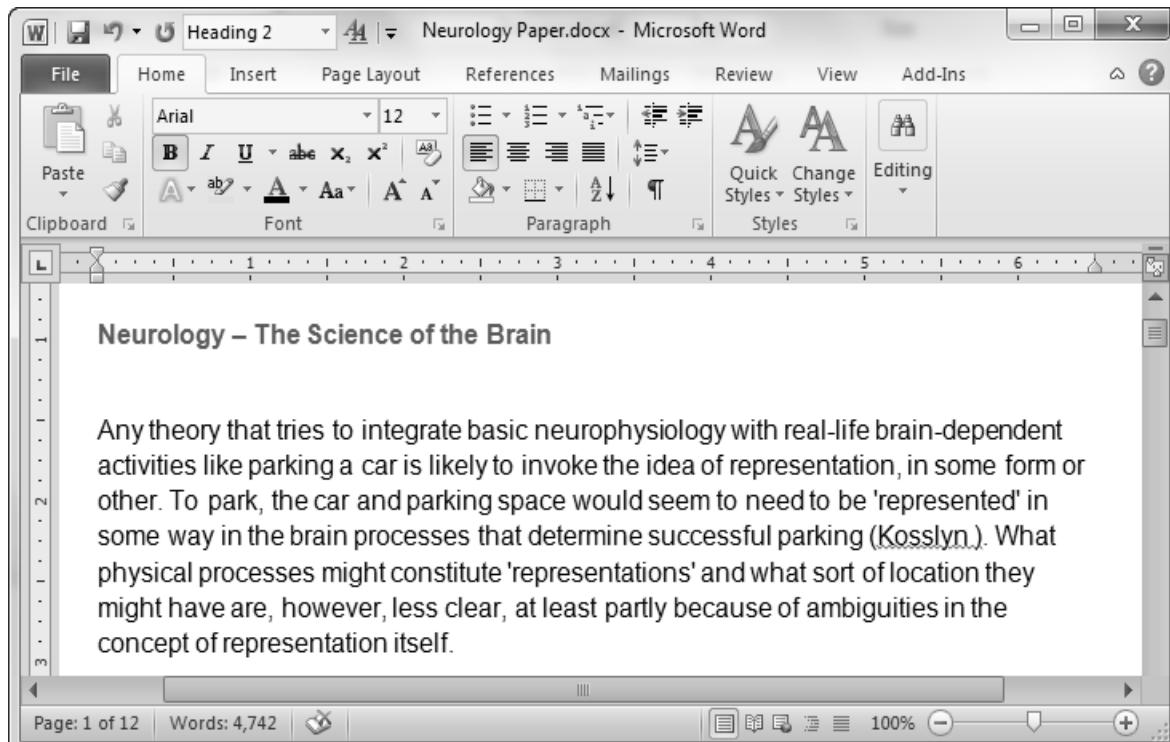


**Figure 5.2: Font Dialog Box with Required Settings**

7. Click OK. The selected Font settings are applied to the text present in the document, as shown in figure 5.3.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)



**Figure 5.3: Modifying the Font**

The document containing the changes must be saved.

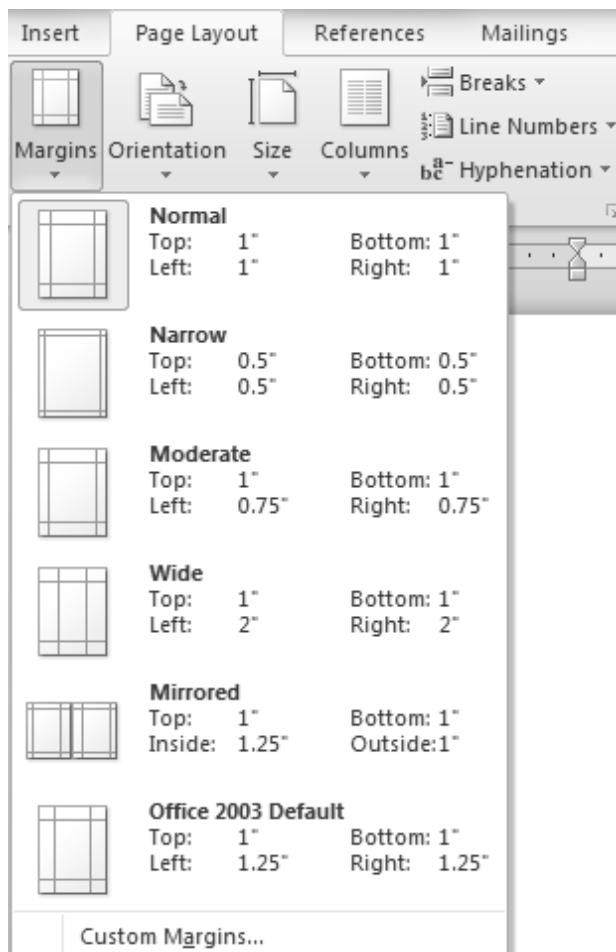
#### Setting Page Margins

To set the page margins in Microsoft Word 2010, perform the following steps:

1. Click **Margins** from the **Page Setup** group of the **Page Layout** tab. A drop-down list of pre-defined page margin settings are displayed in figure 5.4.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)



**Figure 5.4: Pre-defined Page Margin Settings**

- 2. Select Moderate. Microsoft Word applies the selected settings to the document.**

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

#### Setting Page Size

To set the page size of the document, perform the following steps:

1. Click Size from the Page Setup group of the Page Layout tab. A drop-down list of pre-defined page sizes are displayed in figure 5.5.

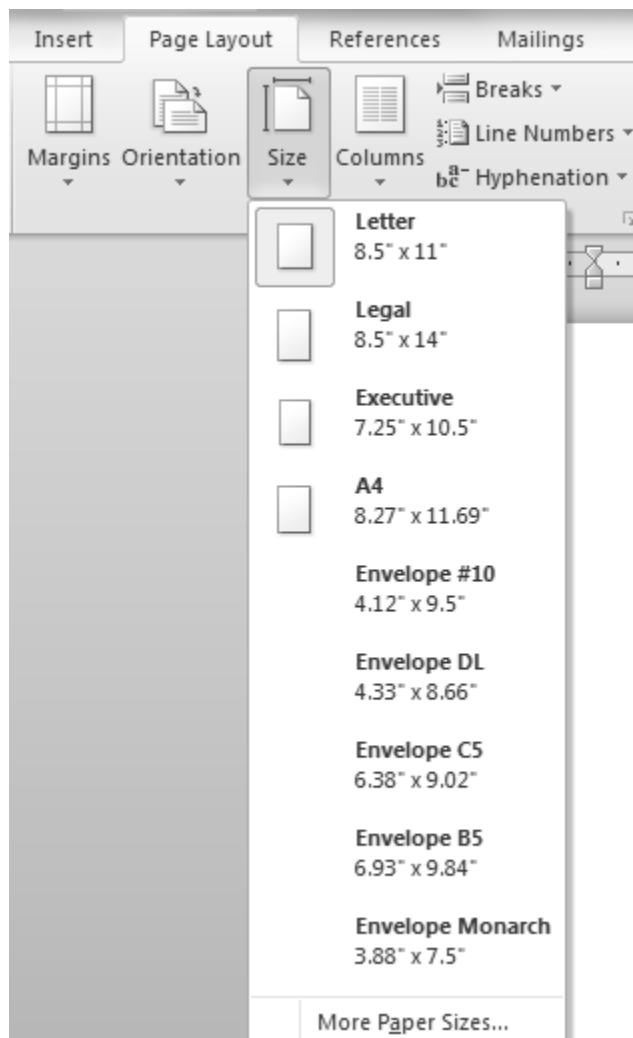


Figure 5.5: Pre-defined Page Sizes

2. Select A4. Microsoft Word modifies the page size of the document to A4.

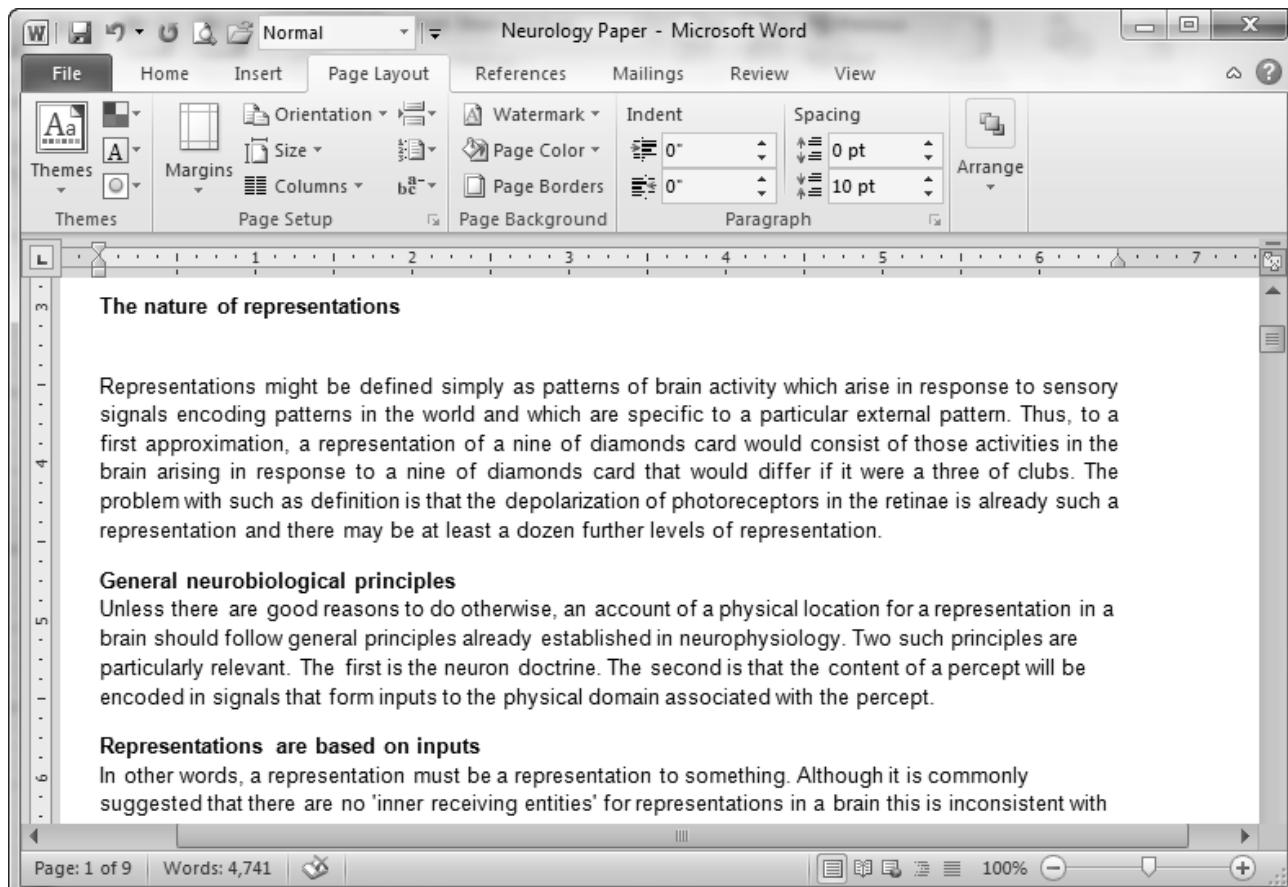
## Session 5

### Formatting in Microsoft Word 2010 (Lab)

#### Aligning the Paragraph

To align a paragraph, perform the followings steps:

1. Select the paragraph.
2. Click Justify from the Paragraph group of the Home tab. The paragraph is aligned uniformly along the left and right margins of the page, as shown in figure 5.6.



**Figure 5.6: Justified Paragraph**

#### Indenting a Paragraph

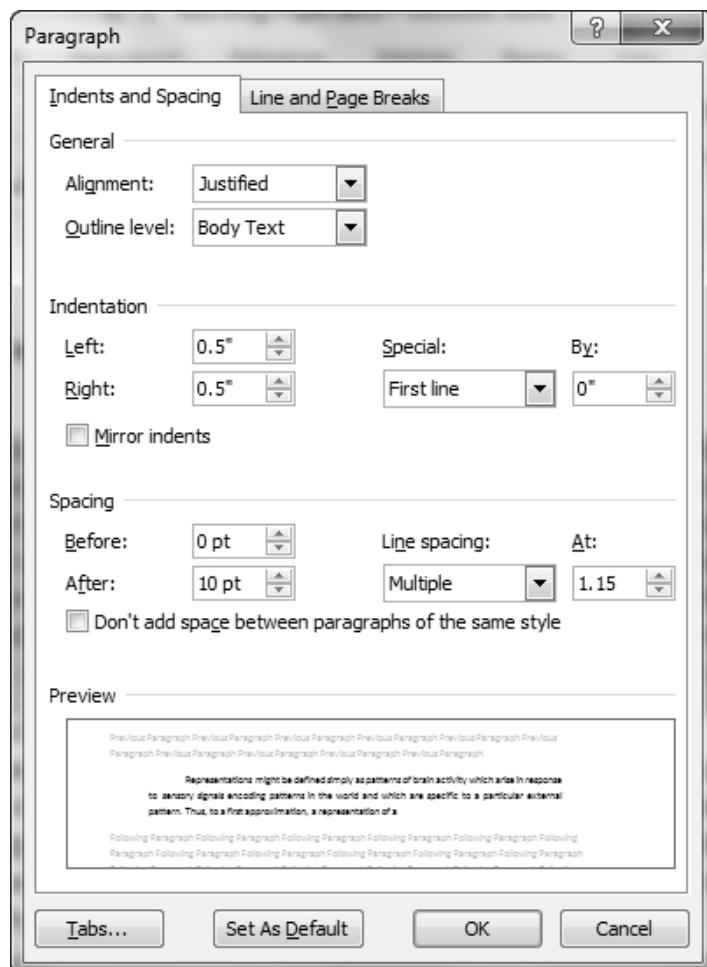
To indent a paragraph, perform the following steps:

1. Select the required paragraph.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

2. Click the  icon from the Paragraph group of the Home tab. The Paragraph dialog box is displayed.
3. Select 0.5" from the Left box.
4. Select 0.5" from the Right box.
5. Select First line from the Special list.
6. Select 0" from the By box. Figure 5.7 displays the Paragraph dialog box with the required settings.

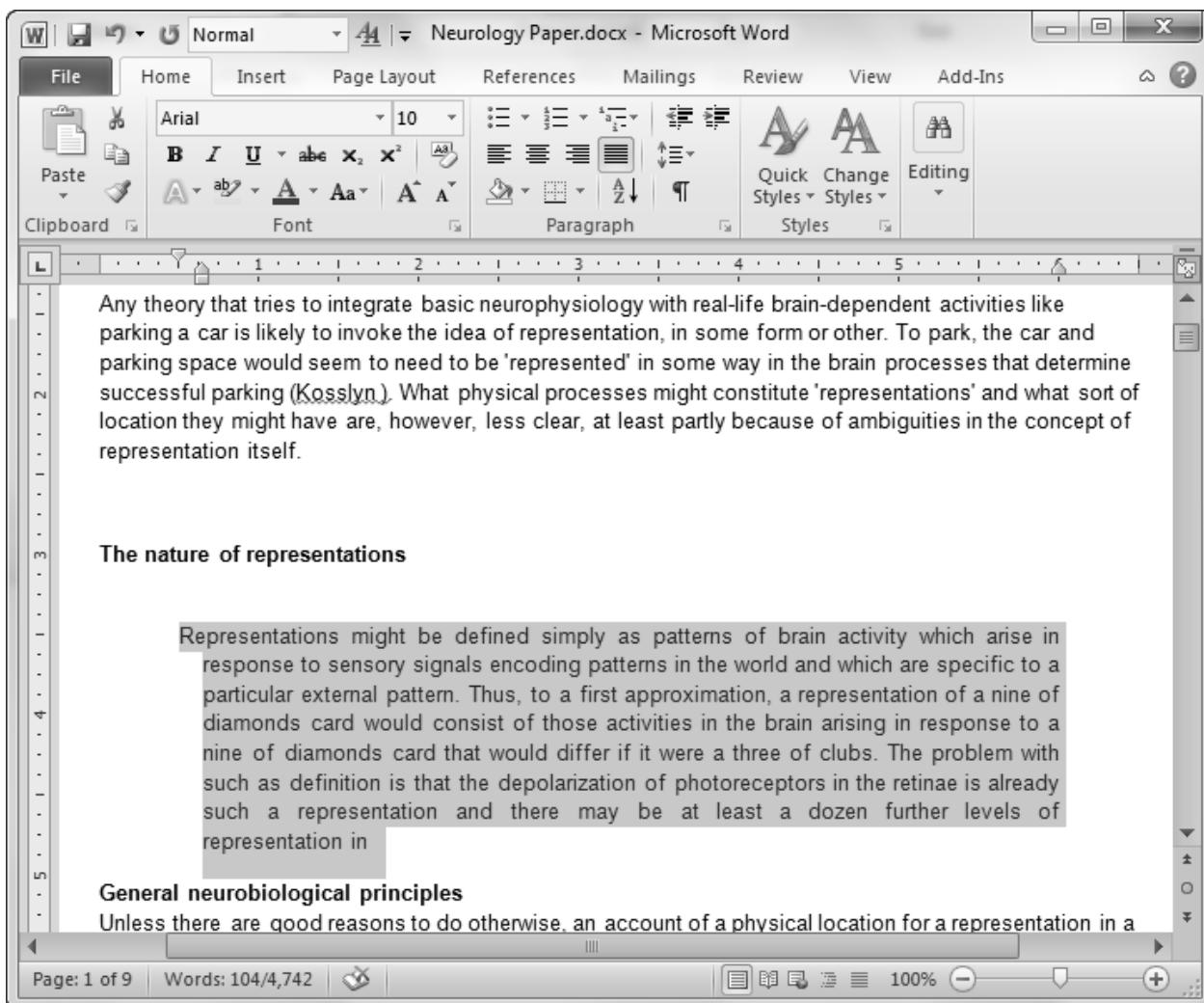


**Figure 5.7: Paragraph Dialog Box**

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

7. Select Hanging from the Special list to modify the hanging indent of the paragraph.
8. Select 0.15" from the By box.
9. Click OK. The changes are applied to the selected paragraphs as shown in figure 5.8.



**Figure 5.8: Indenting a Paragraph**

Similarly, select the remaining paragraphs in the document and apply the same changes to them.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

#### Exercise 2: Using Find and Replace Function

##### Problem

Tracy has typed the word **separate** as **seperate**. This error is present throughout the document. Help her to correct the error.

##### Analysis

To solve **Tracy's** problem, Microsoft Word provides the **Find and Replace** feature. Users can use the find and replace option to search for a specific word in a document and replace it with another word in the document. It can also be used to search for specific phrases and styles.

##### Solution

###### Use the Find and Replace feature

To find and replace text, perform the following steps:

1. Click Replace from the Editing group of the Home tab. The Find and Replace dialog box is displayed.
2. Type **seperate** in the Find what box.
3. Type **separate** in the Replace box. Figure 5.9 displays the Find and Replace dialog box with the incorrect and correct spelling.

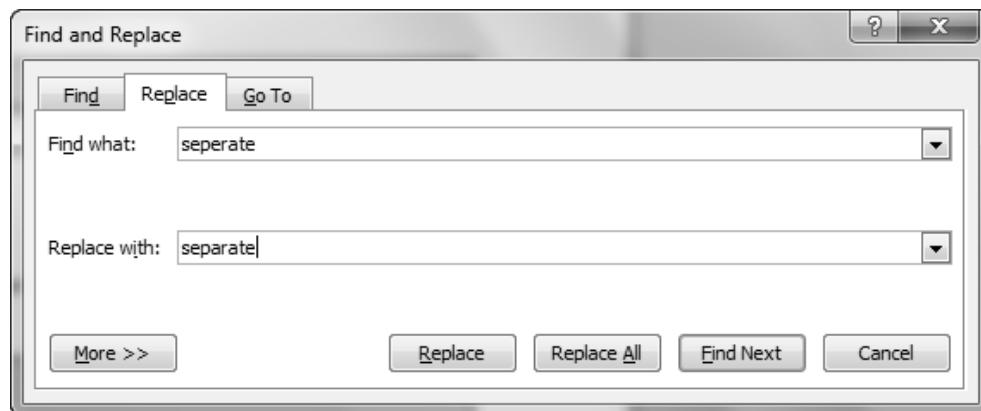


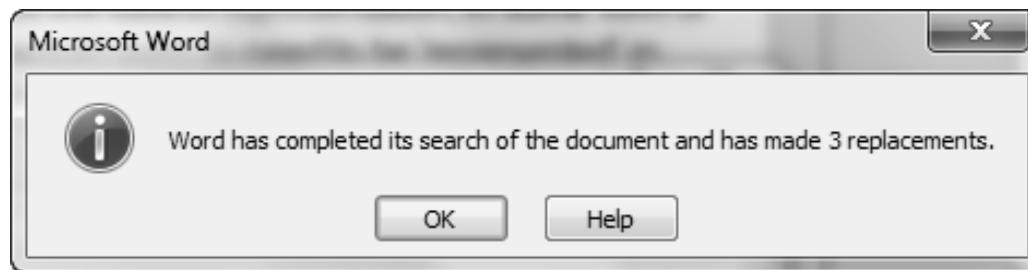
Figure 5.9: Find and Replace Dialog Box

4. Click Replace All to replace the misspelled word with the correct word in the entire document.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

5. Click Yes, if Word prompts to search the remainder of the document. After the search is complete, Word displays the number of replacements made in the document, as displayed in figure 5.10.



**Figure 5.10: Using Find and Replace**

6. Click OK.
7. Click Cancel to close the Find and Replace dialog box.

#### Exercise 3: Using the Format Painter

##### Problem

**Tracy** changed the formatting of one of the headings in her document. She wants to apply the same formatting style to all the headings in her document, but she forgot the exact formatting options that she had used earlier. Help her to copy the formatting style of one of the heading to all the other headings in her document.

##### Analysis

To solve **Tracy's** problem, Microsoft Word provides the **Format Painter**. This feature enables the user to copy the formatting style. By default, Microsoft Word copies the source formatting when users copy/paste the data from one location to another in the document. When users want to apply the same formatting style of the target document to the copied/pasted text, they can use the **Format Painter**; it is used to copy/paste only the formatting style of the text to other sections of the document.

##### Solution

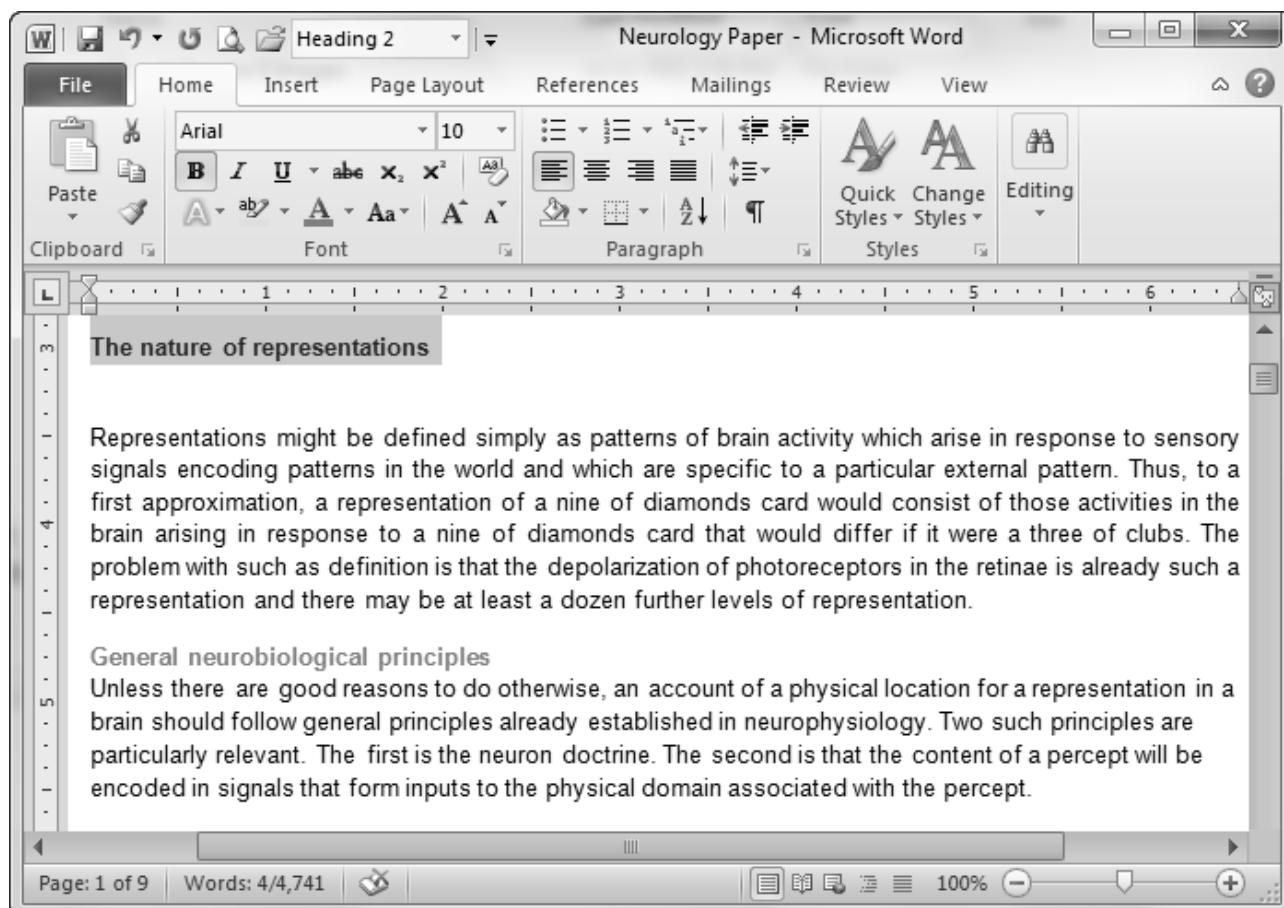
###### **Use the Format Painter**

To use the **Format Painter** feature, perform the following steps:

1. Select the heading whose formatting style is required to be copied, as shown in figure 5.11.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)



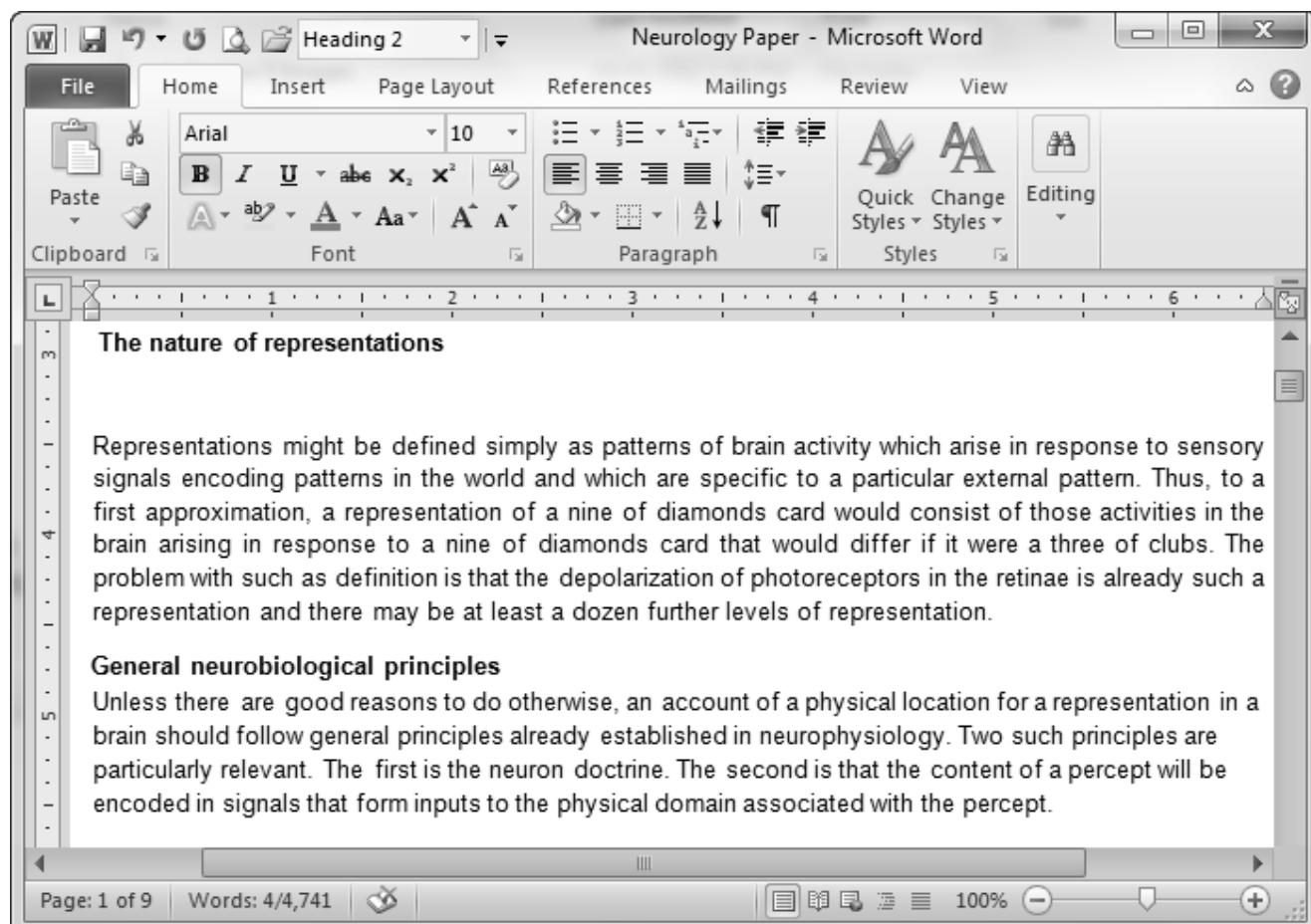
**Figure 5.11: Copying the Format to use with Format Painter**

2. Click Format Painter from the Clipboard group of the Home tab. Word copies the formatting style of the selected text, and not the content. The mouse pointer changes to a brush.

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

3. Select the portion of text to apply the selected formatting. Word applies the selected formatting to the paragraph, as shown in figure 5.12.



**Figure 5.12: Applying the Format Using Format Painter**

## Session 5

### Formatting in Microsoft Word 2010 (Lab)

#### Part II

1. **Tracy** has decided to draw all the diagrams in a separate document, separate from her main document. All the diagrams are very broad and wide. Therefore, they need to be printed horizontally. Help her to change the page orientation of the document containing these diagrams.

**Hint:** Use the Landscape Orientation

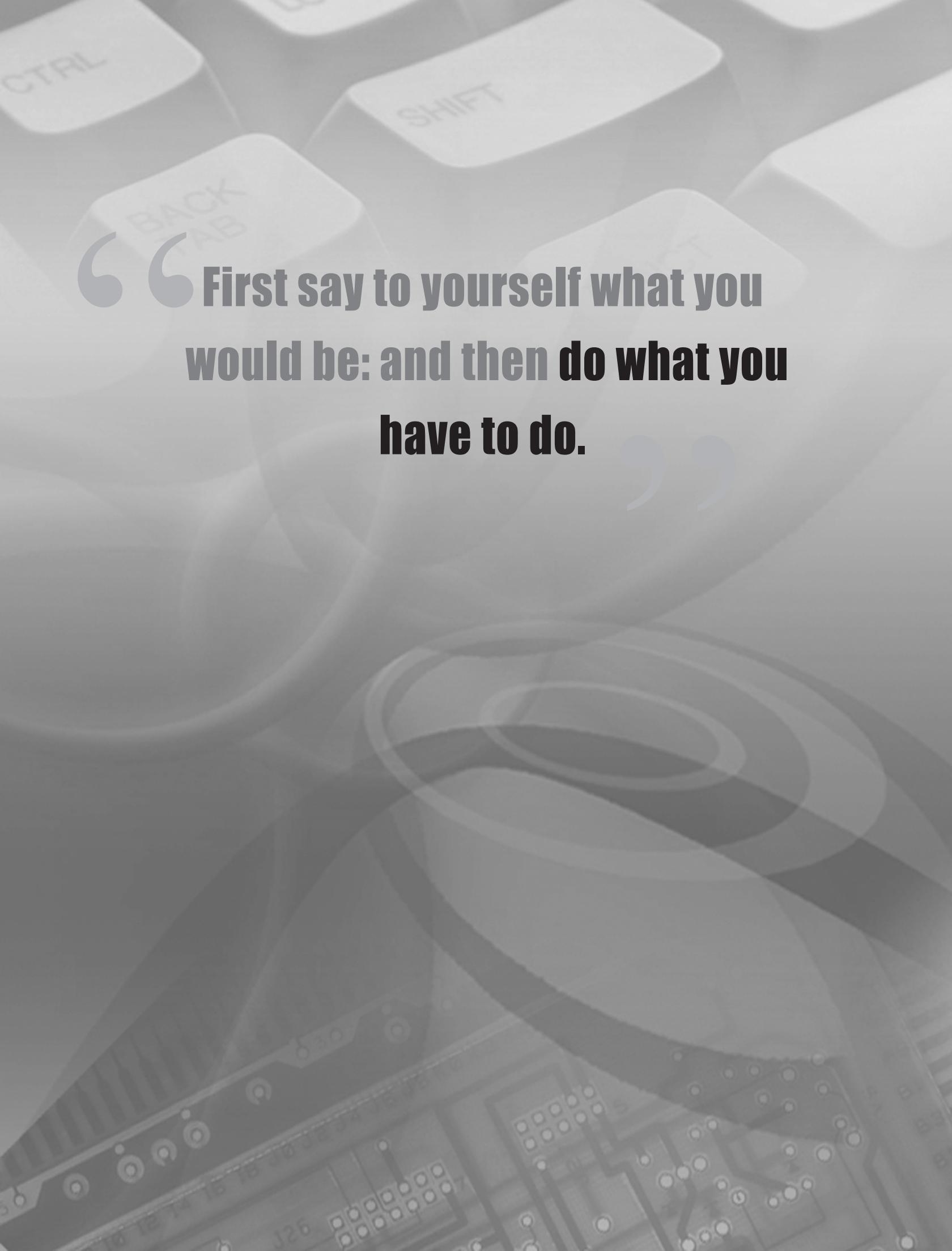
#### Do It Yourself

1. **Tracy** wants to add an attractive cover page to her specialization paper on **Neurology**. Help her to apply a suitable cover page to her document.
2. **Tracy** wants to type some statistical data in her **Neurology** paper. Table 5.2 lists the required statistical data.

Type of Employees	Total Number	Women
Professors	7	3
Technical Staff	5	4
Other Staff	4	2
Doctoral Students	8	3

**Table 5.2: Statistical Data**

She wants to insert this data in a tabbed format in the document. Help her to set the tab stops for this task.



“ First say to yourself what you  
would be: and then do what you  
have to do.

## Objectives

At the end of this session, the student will be able to:

- Create a single-level bulleted or numbered list
- Create multi-level lists
- Insert and format a table
- Use images from file and clip art gallery
- Use shapes and SmartArt graphics
- Use charts
- Modify the document by capturing and inserting a screenshot from within the document

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Inserting Simple and Multilevel Lists

#### Problem

**Jeremy** is writing a paper on **Instructional Design Theory** for his college project. He wants to list down all the modules for his project as a simple list. In addition, one of the modules includes sub-topics because it is complex. **Jason** wants to display the subtopics with the help of a multilevel list. Help him to insert a multilevel list in his project paper to explain the organization of all the modules.

#### Analysis

To solve, **Jeremy's** problem, Microsoft Word provides the concept of lists. The lists can either be numbered, bulleted, and/or multilevel lists. Lists in Microsoft Word enables user to organize contents in a specific order. Users can even create their own list and define the different levels for the list.

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

#### Solution

##### Insert a Single-level Bulleted List

To insert a single-level bulleted list, perform the following steps:

1. Open the Instructional Design Theory document, as shown in figure 6.1.

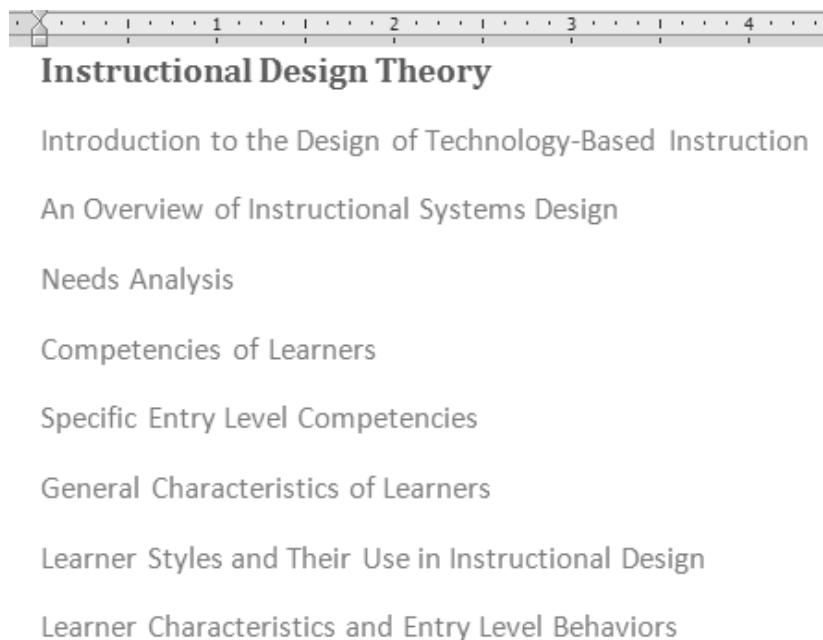


Figure 6.1: Microsoft Word Document

2. Select the items to be included in a list.
3. Click Bullets from the Paragraph group of the Home tab. The Bullet Library drop-down menu is displayed.
4. Select the required bullet style. Microsoft Word applies the selected bullet style to the items, as shown in figure 6.2.

## Session 6

### Working with Lists, Tables, and Graphics (Lab)



#### Instructional Design Theory

- Introduction to the Design of Technology-Based Instruction
- An Overview of Instructional Systems Design
- Needs Analysis
- Competencies of Learners
- Specific Entry Level Competencies
- General Characteristics of Learners
- Learner Styles and Their Use in Instructional Design
- Learner Characteristics and Entry Level Behaviors

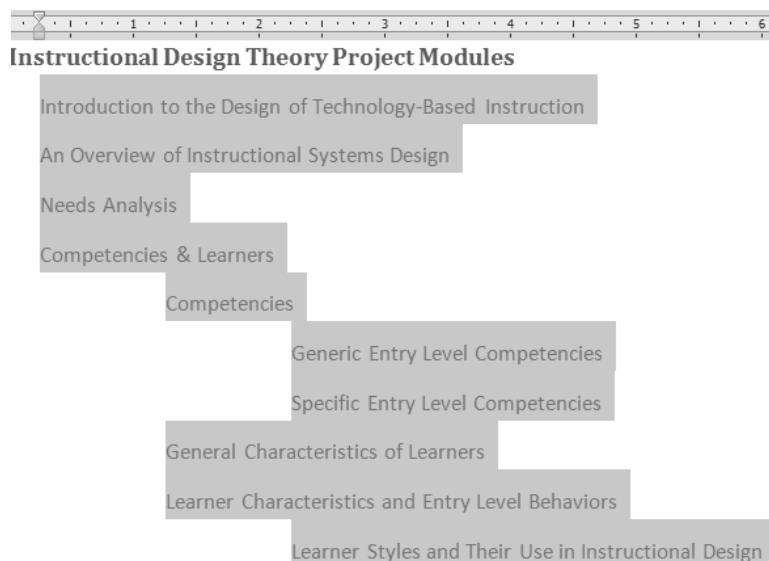
Lab Guide

**Figure 6.2: Applied Bullet Style**

#### Inserting a Multilevel List

To insert a multilevel list, perform the following steps:

**1. Select the list of items to be included in the list, as shown in figure 6.3.**

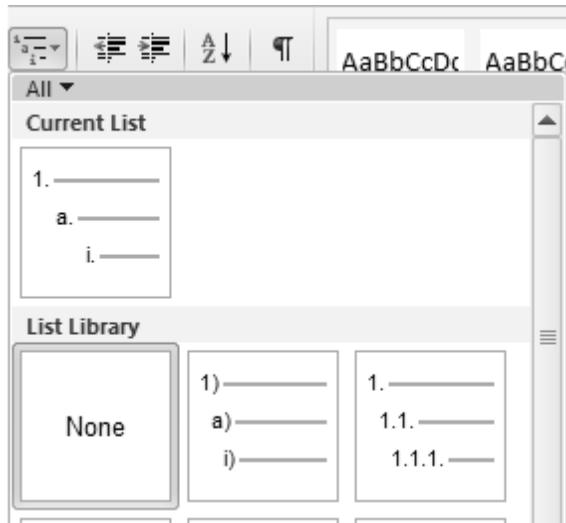


**Figure 6.3: Selecting Items for Multilevel List**

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

2. Click Multilevel List from the Paragraph group of the Home tab. The Multilevel List drop-down menu is displayed in figure 6.4.



**Figure 6.4: Multilevel List Drop-down Menu**

3. Point to the multilevel list style appropriate for your document. A preview of bullet/numbering style of all levels in the multilevel list is displayed.
4. Select the required multilevel list. The selected multilevel list is applied as shown in figure 6.5.

Instructional Design Theory Project Modules

- Introduction to the Design of Technology-Based Instruction
- An Overview of Instructional Systems Design
- Needs Analysis
- Competencies & Learners
  - Competencies
    - ◆ Generic Entry Level Competencies
    - ◆ Specific Entry Level Competencies
  - General Characteristics of Learners
  - Learner Characteristics and Entry Level Behaviors
    - ◆ Learner Styles and Their Use in Instructional Design

**Figure 6.5: Applied Multilevel List**

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

5. Click Increase Indent from the Paragraph group of the Home tab to move an item to the next level.
6. Click Decrease Indent from the Paragraph group of the Home tab to move to the previous level.
7. Click Decrease Indent multiple times until the first level of the list is achieved.
8. Press the Backspace key to discontinue the list. Figure 6.6 displays the indented multilevel list.



#### Instructional Design Theory Project Modules

- Introduction to the Design of Technology-Based Instruction
- An Overview of Instructional Systems Design
- Needs Analysis
- Competencies & Learners
  - Competencies
    - ◆ Generic Entry Level Competencies
    - ◆ Specific Entry Level Competencies
  - General Characteristics of Learners
    - Learner Characteristics and Entry Level Behaviors
  - Learner Styles and Their Use in Instructional Design

**Figure 6.6: Indented Multilevel List**

#### Exercise 2: Inserting a Table and Setting its Size and Alignment

**Note:** The tabular data for this problem has been referred from following two PDF documents on the Internet:

**Link 1:** [http://mdavidmerrill.com/Papers/TxBased\\_KO.PDF](http://mdavidmerrill.com/Papers/TxBased_KO.PDF)

**Link 2:** <http://www.ascilite.org.au/ajet/ajet25/ouimette.pdf>

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

#### Problem

Jeremy's project includes analysis of a large amount of numerical data, which he wants to display in a center-aligned table. Table 6.1 lists the data that Jeremy wants to insert in the table.

Element	Resource	Number of Raters	Number of BNooks
Label	Text	25	5
Portrayal	Resource Configuration	20	7
Part 1	Pointer to Object	18	6
Portrayal Visible	True/False	21	10
Property 1	Pointer to Property	15	12

**Table 6.1: Statistical Data on Instructional Design Theory**

The width of the table must be set to four inches. Help him to insert the table in his document according to his requirements.

#### Analysis

Jeremy is required to insert a table in his Word document. According to the given data, the table should have six rows and four columns. Also, the table must be center-aligned and four inches wide. The options for table alignment and size are located in the **Table Properties** dialog box.

#### Solution

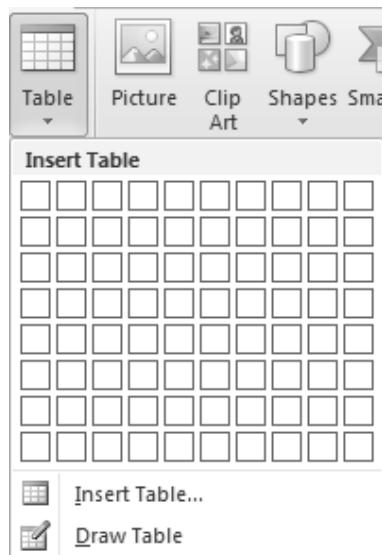
##### Insert a Table

To insert a table, perform the following steps:

1. Open the Instructional Design Theory document.
2. Click Table from the Tables group of the Insert tab. A drop-down menu is displayed in figure 6.7.

## Session 6

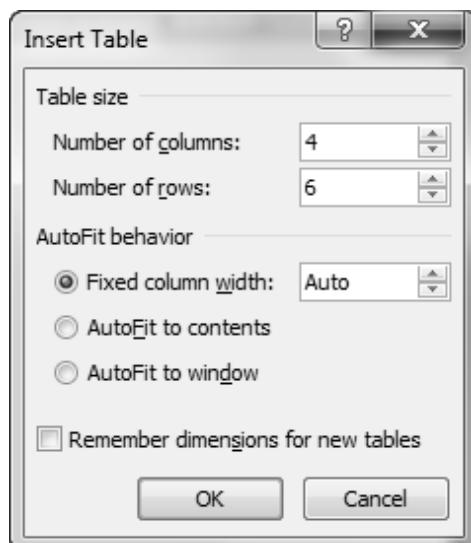
### Working with Lists, Tables, and Graphics (Lab)



Lab Guide

**Figure 6.7: Table Menu**

3. Select Insert Table. The Insert Table dialog box is displayed.
4. Type 4 in the Number of columns box.
5. Type 6 in the Number of rows box. Figure 6.8 displays the Insert Table dialog box with the required number of rows and columns.

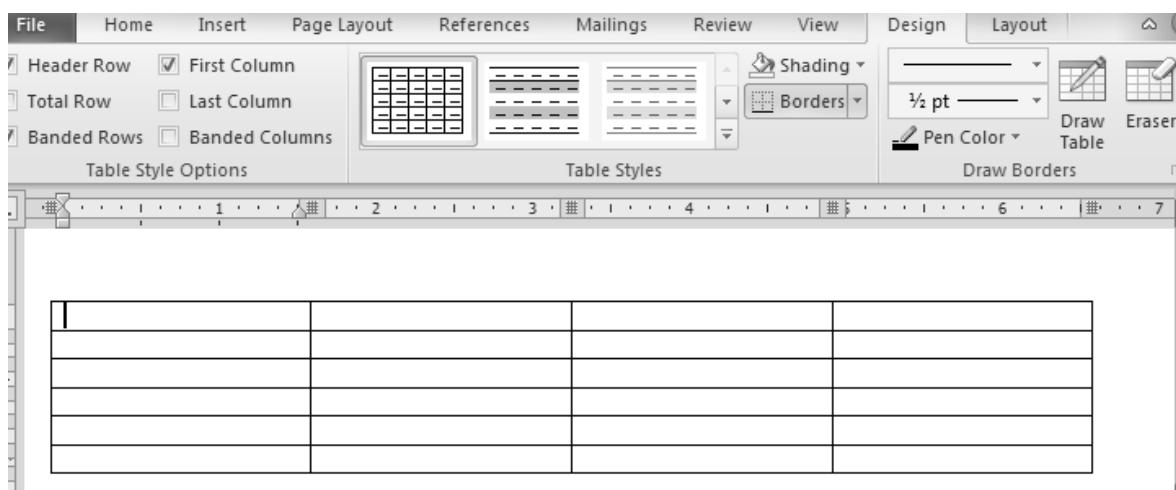


**Figure 6.8: Insert Table Dialog Box**

6. Click OK. Word inserts the table into the document, as shown in figure 6.9.

## Session 6

### Working with Lists, Tables, and Graphics (Lab)



**Figure 6.9: Inserting a Table in a Word Document**

7. Type the data in the table as specified in the problem.

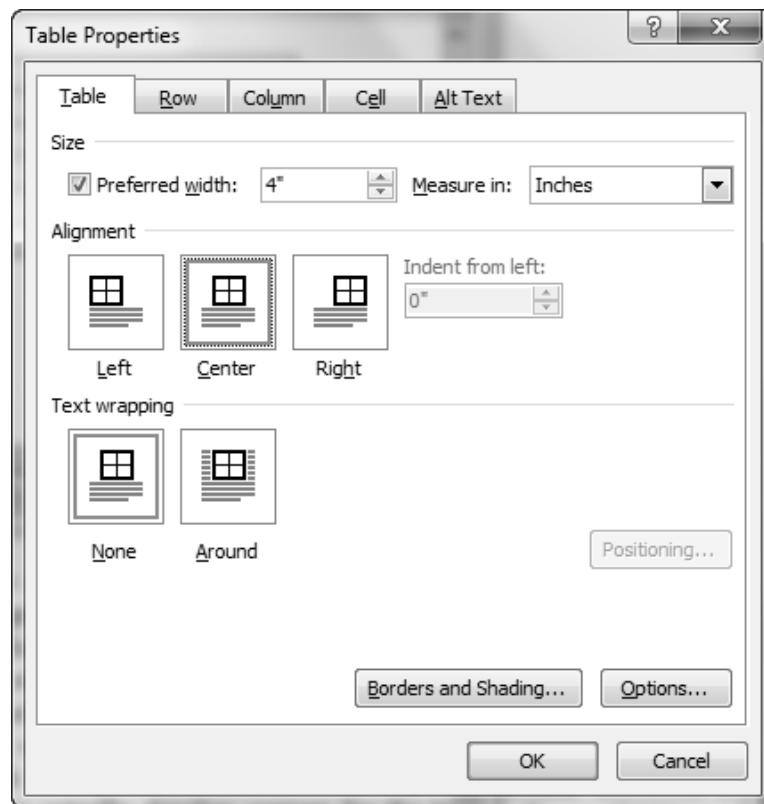
#### Setting the Size and Alignment of a Table

To set the size and alignment of a table, perform the following steps:

1. Click anywhere inside the table. The Design and Layout tabs are displayed under the Table Tools set in the Ribbon.
2. Click Properties from the Table group of the Layout tab. The Table Properties dialog box is displayed.
3. Select the Preferred Width check box.
4. Type 4" in the Preferred Width box.
5. Click Center from the Alignment group. Figure 6.10 displays the Table Properties dialog box with the required width and alignment settings.

## Session 6

### Working with Lists, Tables, and Graphics (Lab)



Lab Guide

Figure 6.10: Table Properties Dialog Box

6. Click OK. Word applies the settings, as shown in figure 6.11.

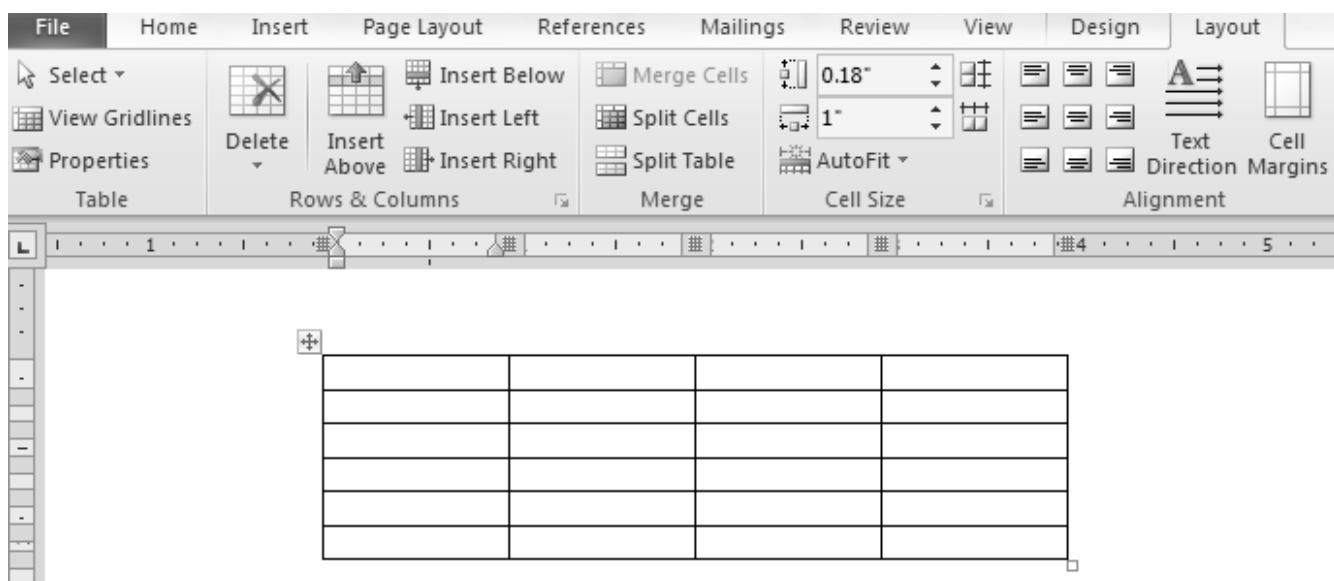


Figure 6.11: Table with Applied Properties

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

#### Exercise 3: Inserting Shapes, SmartArt, and Screenshot

##### Problem

Jeremy wants to draw the diagram shown in figure 6.12 on **Instructional Design Theory** process in his project paper.

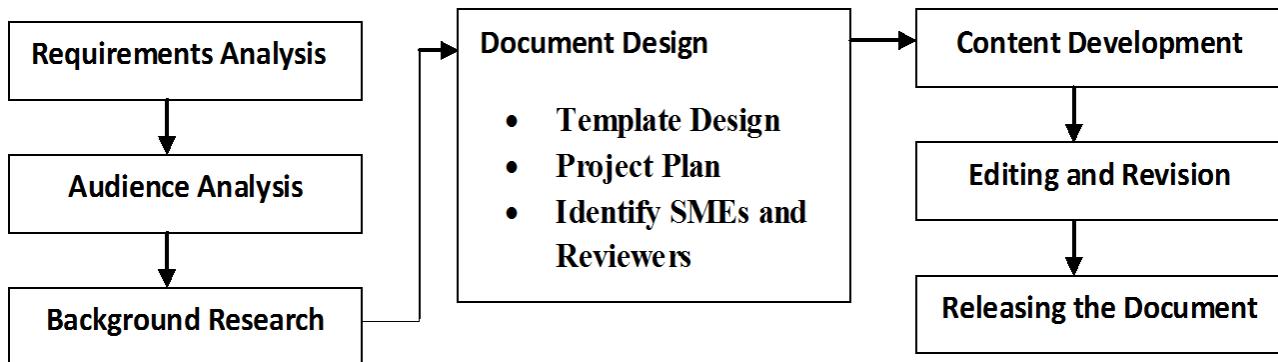


Figure 6.12: Instructional Design Theory Process Diagram

He also wants to insert the diagram showing the different phases of Instructional Design as shown in figure 6.13.

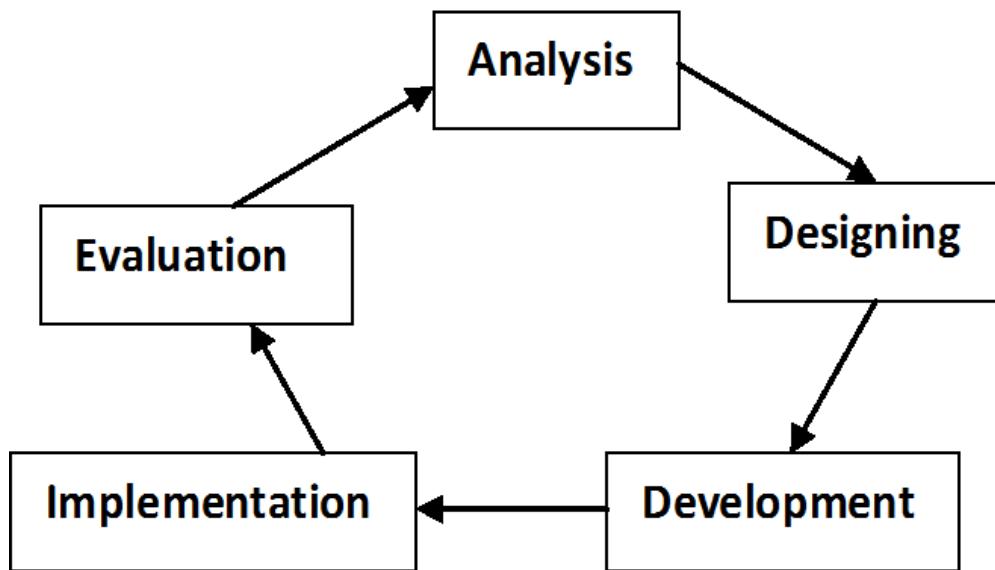


Figure 6.13: Phases of Instructional Design

He does not want to draw this diagram; instead he wants to use the pre-formatted diagrams available in Word to create the diagram. He also wants to display the elements in his project user interface through a screenshot. Help Jeremy to include all these elements in his project paper.

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

#### Analysis

The first diagram that **Jeremy** wants to insert makes use of text boxes, arrows, and lines. Therefore, the different shapes are to be inserted. For the second diagram, Jeremy wants to use the pre-formatted diagrams provided by Word. Since, the second diagram is cyclic; the **Text Cycle** diagram from the **Cycle** category of **SmartArt** diagrams is to be inserted.

#### Solution

##### Inserting Shapes

To insert a shape, perform the following steps:

1. Open the Instructional Design Theory document in Microsoft Word.
2. Before drawing any shape, insert blank lines to create space for the image in the document. Figure 6.14 displays the document with blank lines inserted where the image is to be drawn.

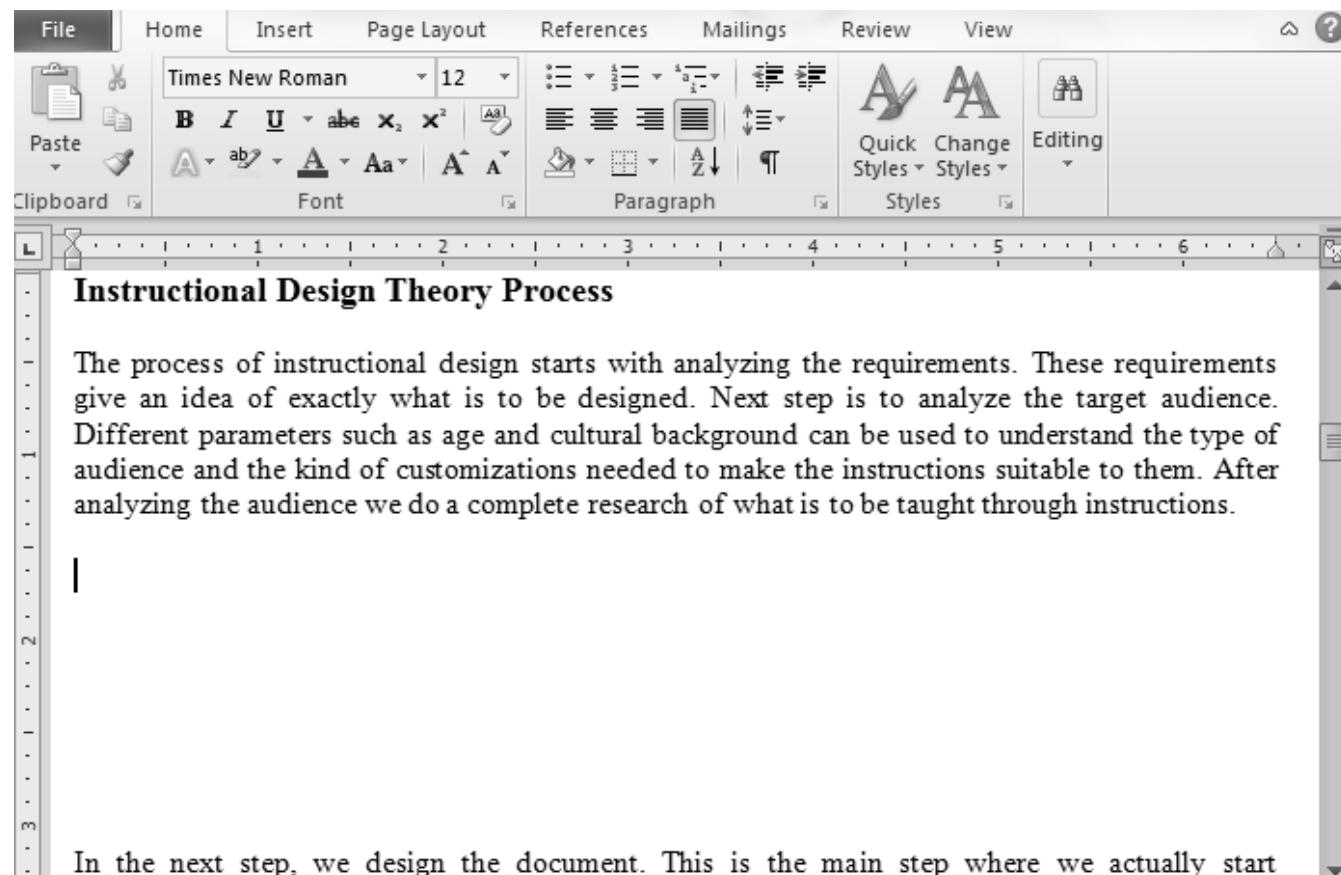


Figure 6.14: Inserting a Shape in the Document

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

3. Click Shapes from the Illustrations group of the Insert tab. A drop-down list of various available shapes are displayed in figure 6.15.

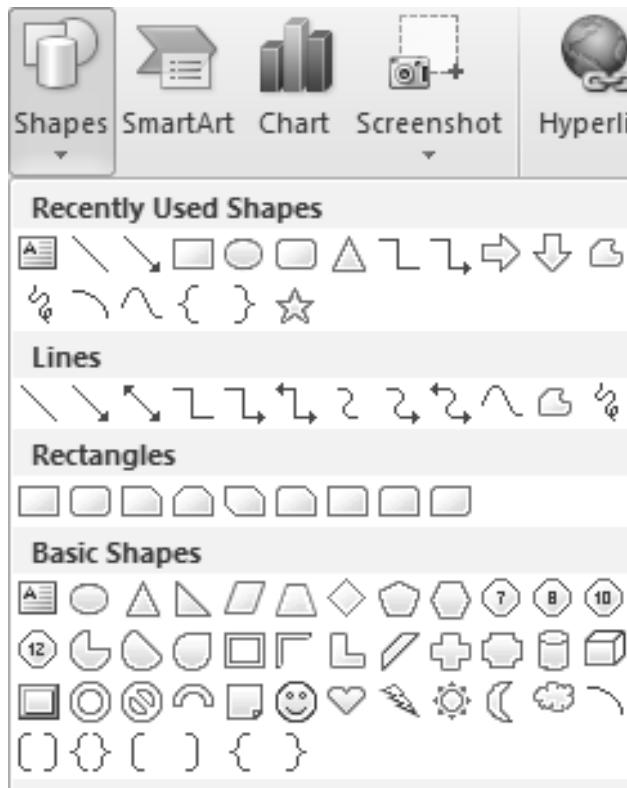


Figure 6.15: Shapes Gallery in Microsoft Word

4. Select Text Box. The mouse pointer changes to a plus ("+" sign).
5. Click and drag the mouse pointer to draw the text box. The text box is drawn on the page in the document.
6. Type Requirement Analysis in the text box.
7. Similarly, draw other text boxes according to the diagram and type the corresponding text in them.
8. Draw arrows and lines to connect the text boxes. Figure 6.16 displays the diagram.

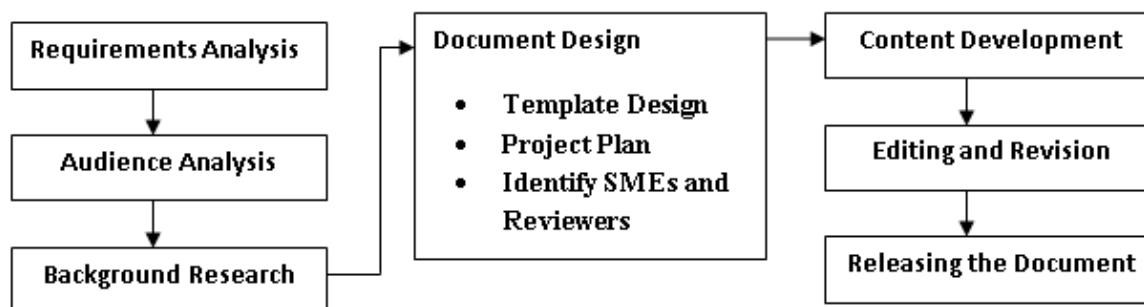
## Session 6

### Working with Lists, Tables, and Graphics (Lab)



#### Instructional Design Theory Process

The process of instructional design starts with analyzing the requirements. These requirements give an idea of exactly what is to be designed. Next step is to analyze the target audience. Different parameters such as age and cultural background can be used to understand the type of audience and the kind of customizations needed to make the instructions suitable to them. After analyzing the audience we do a complete research of what is to be taught through instructions.



In the next step, we design the document. This is the main step where we actually start

**Figure 6.16: Diagram Drawn Using Shapes in Word**

#### Inserting SmartArt Graphics

To insert a SmartArt graphic, perform the following steps:

1. Open the Instructional Design Theory document in Microsoft Word.
2. Click SmartArt from the Illustrations group of the Insert tab. The Choose a SmartArt Graphic dialog box appears.
3. Click the Cycle category from the left pane. Graphics of Cycle type are displayed in the adjacent pane.
4. Click the Text Cycle diagram. Figure 6.17 displays the Choose a SmartArt Graphic dialog box with the selected diagram.

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

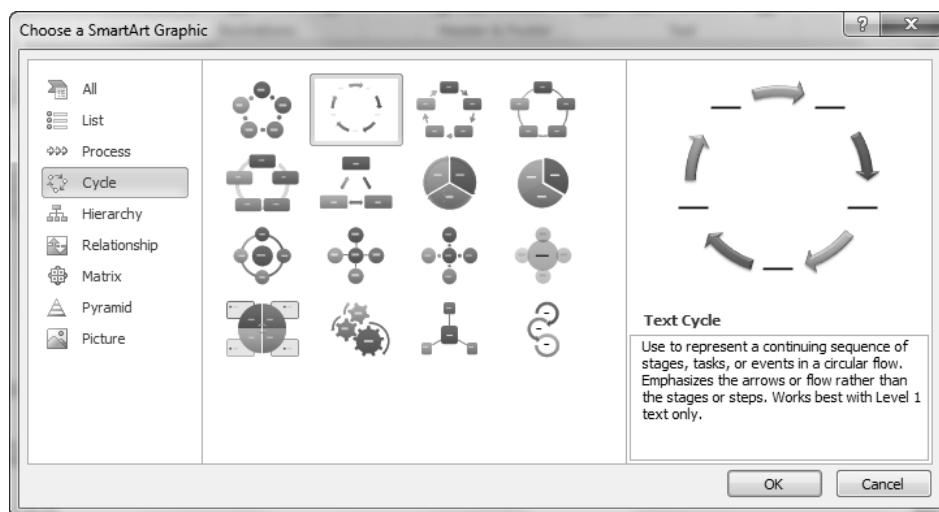


Figure 6.17: Choose a SmartArt Graphics Dialog Box

5. Click OK. Word inserts the Basic Cycle diagram in the document, as shown in figure 6.18.

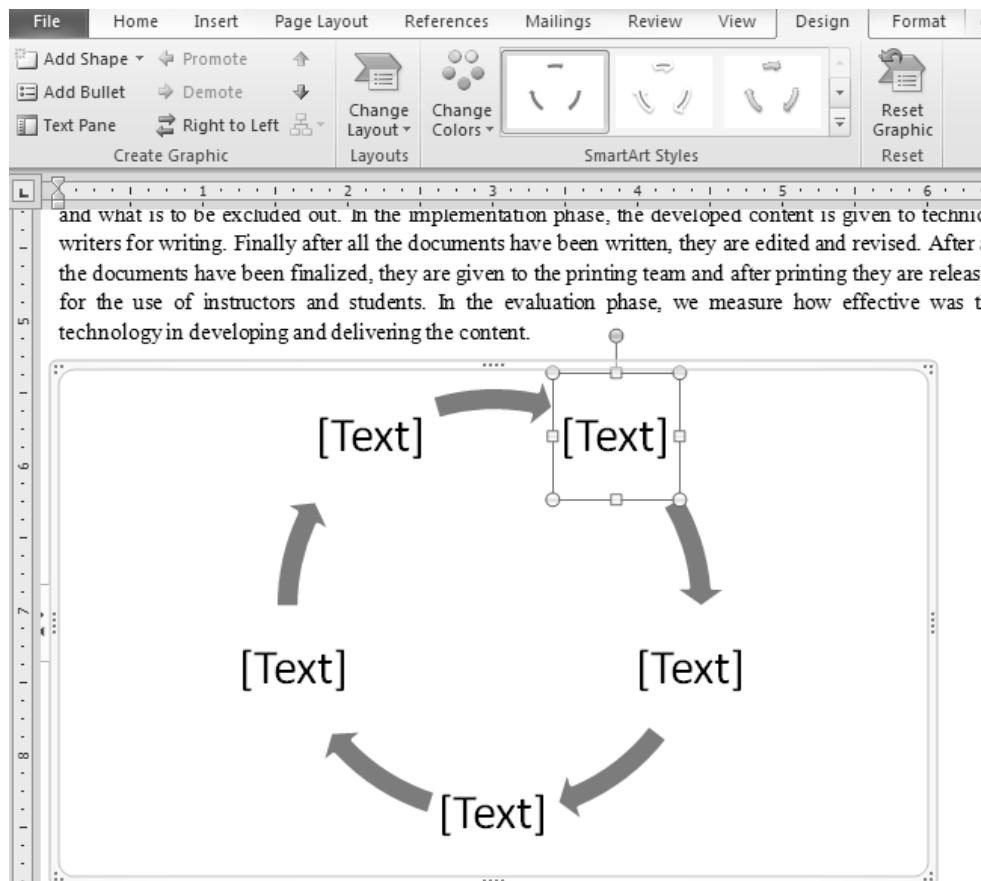
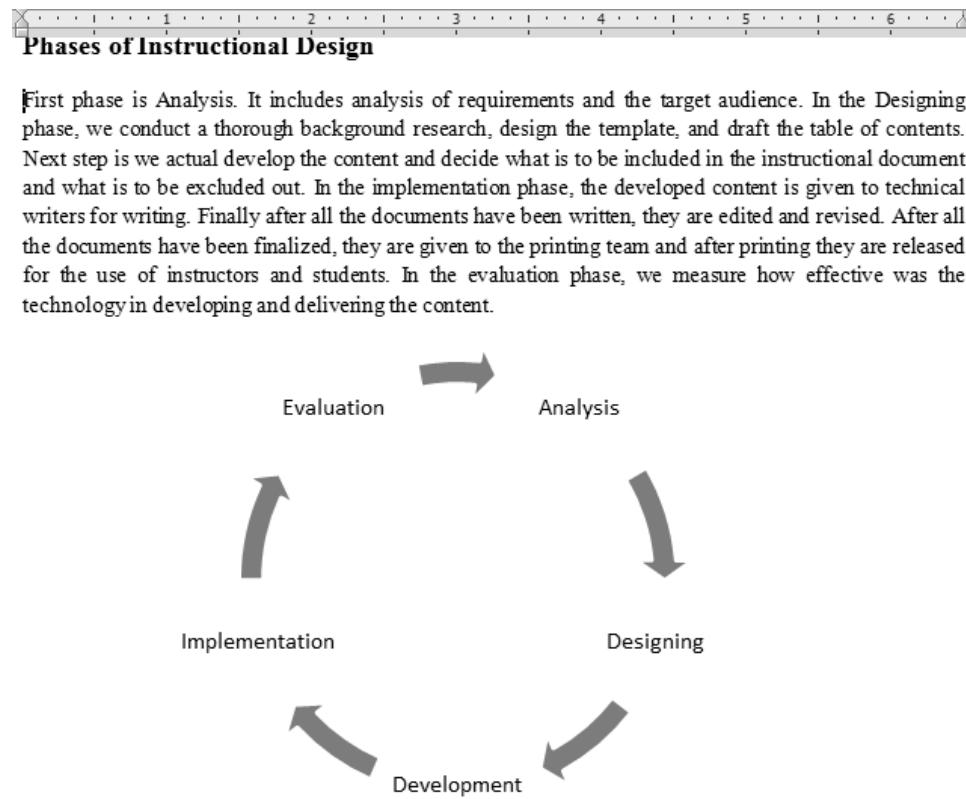


Figure 6.18: Basic Cycle Diagram Inserted in a Document

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

6. Click inside the first shape and type Analysis.
7. Similarly, type the text in the remaining images. Figure 6.19 displays the SmartArt diagram after inserting text in all the shapes.



**Figure 6.19: SmartArt Diagram**

#### Inserting a Screenshot

To insert a screenshot, perform the following steps:

1. Open the Instructional Design Theory document in Microsoft Word.
2. Click Screenshot from the Illustrations group of the Insert tab. The Screen Clipping drop-down menu is displayed.
3. Select Screen Clipping. The Word window is minimized and the mouse pointer changes to a plus ("+" sign).
4. Click and drag the part of the screen to capture.

## Session 6

### Working with Lists, Tables, and Graphics (Lab)

5. Release the mouse button. Word inserts the selected section of the screen as an image, as shown in figure 6.20.



Figure 6.20: Inserting a Screenshot

#### Part II

1. **Jeremy** is helping his friends with their project papers. All the papers include several simple lists. He wants to use a single consistent list style in all the papers. He knows how to share a list style between multiple documents, but does not know how to create a custom list style. Help him to create a custom list style.

**Hint:** Create a custom list style.

#### Do It Yourself

1. After completing the implementation of his project, **Jeremy** evaluated it against existing industry standards. After evaluation, he has collected the basic evaluation statistics for his project. He wants to insert these details in his project paper document as a table. In addition, he wants to apply an attractive style to the table to make it easy to read. Help **Jeremy** to apply a table style to his table.
2. **Jeremy** has captured an image in a file, which is required to be added to his project paper. He also wants to include a free image of a spacecraft in his paper. He wants to insert a 3-D Line chart in his project paper, which will show the evaluation of his project under various parameters. Help him to achieve these.

## Objectives

At the end of this session, the student will be able to:

- Use Spelling and AutoCorrect features to correct errors
- Use themes to provide an enhanced look to the document
- Use Quick Styles for built-in formatting options
- Create custom Quick Styles
- Use the Track Changes mode to edit a document with the help of multiple reviewers
- Use comments to collaboratively edit a document

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Using the Spelling and Grammar Feature

#### Problem

**Troy**, a post-graduate student of **Washington University in US** is working on his thesis paper in Microsoft Word 2010. His topic of research is **World War II**. He has to submit the paper within a week to his guide for review. He has delayed the submission of paper because of not getting the required data from the Internet. Moreover, his typing speed is not very fast and he makes a lot of typographical errors and grammatical mistakes. He wants to correct all the mistakes in the document quickly so that he can submit an error free document to his guide.

#### Analysis

To solve these typographical and grammatical errors, **Troy** can use the **Spelling and Grammar** feature available in Microsoft Word. Microsoft Word identifies the spelling errors with a red underline and the grammatical errors with a green underline. Microsoft Word also provides suggestion for the correct spelling, which will help **Troy** to select the correct spelling from the built-in dictionary.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

**Note:** All the content for World War II document has been adapted from the World War II page on Wikipedia,

**Link 1:** [http://en.wikipedia.org/wiki/World\\_War\\_II](http://en.wikipedia.org/wiki/World_War_II)

#### Solution

Use the Spelling and Grammar Feature

To use the **Spelling and Grammar** feature on the entire document, perform the following steps:

1. Open the World War II document in Microsoft Word, as shown in figure 7.1.



#### Introduction

World War II was a global conflict lasting from 1939 to 1945, involving most of the world's nations—including all of the great powers—eventually forming two opposing military alliances: the Allies and the Axis. It was widespread war in history, with more than 100 million military personnel mobilised. In a state of "total war", the major participants placed their entire economic, industrial, and scientific capabilities at the service of the war effort, erasing the distinction between civilian and military resources. Marked by significant events involving the mass death of civilians, including the Holocaust and the only use of nuclear weapons in warfare, it was the deadliest conflict in human history, resulting in 50 million to over 70 million fatalities.

**Figure 7.1: Microsoft Word Document**

2. Click Spelling and Grammar from the Proofing group of the Review tab. The Spelling and Grammar dialog box is displayed in figure 7.2. It displays the first error highlighted in red or green color with some portion of text around it.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

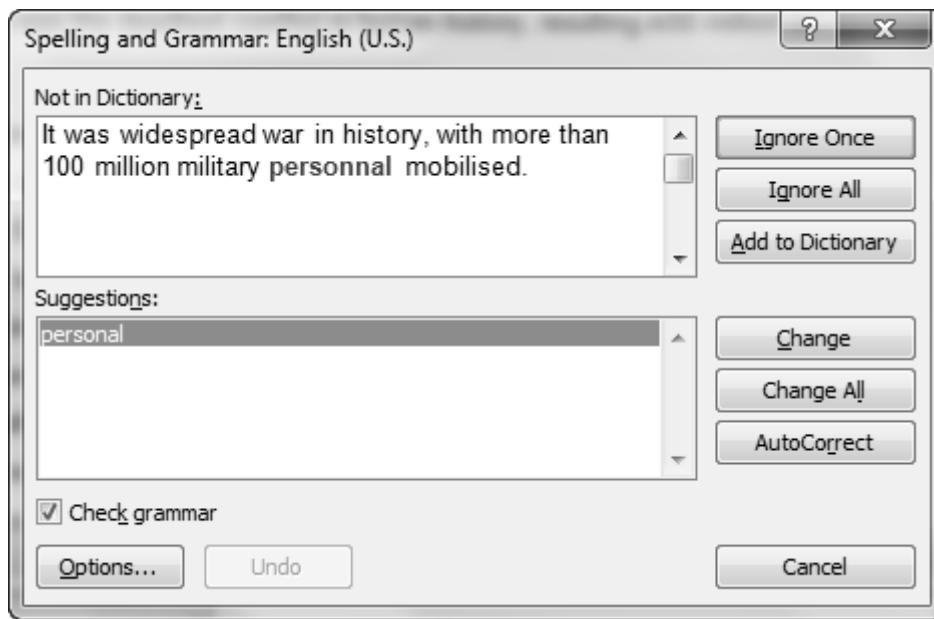


Figure 7.2: Spelling and Grammar Dialog Box

3. Click Ignore Once to ignore the current occurrence of the error.
4. Click Ignore All to ignore all the occurrences of the error in the entire document. Microsoft Word ignores all the occurrence of the error and moves to the next error, as shown in figure 7.3.

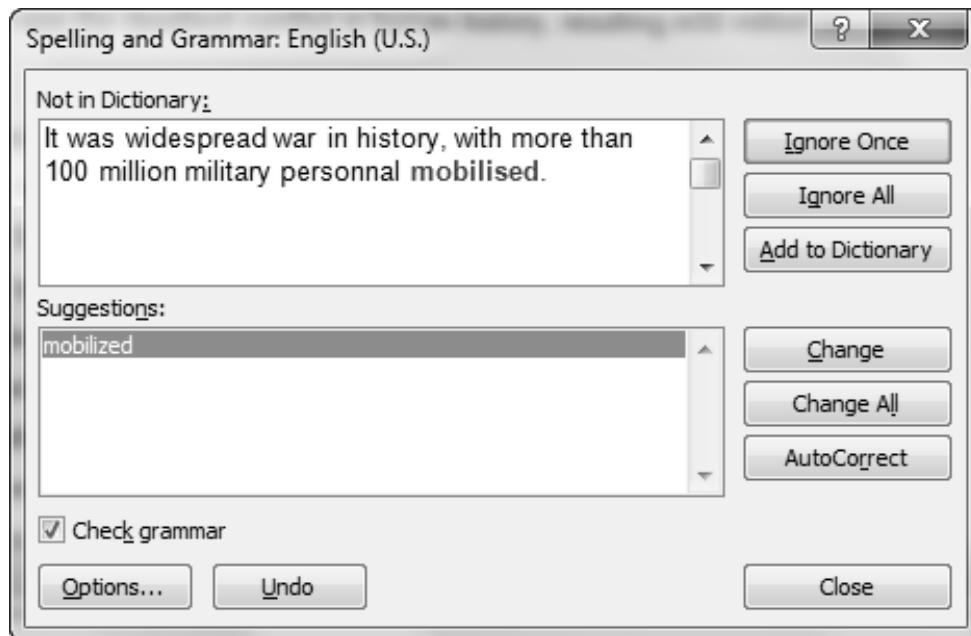


Figure 7.3: Spelling and Grammar Dialog Box

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

5. Select the required suggestion from the Suggestions list.
6. Click Change to replace the current occurrence of erroneous word with the word selected from the Suggestions list. Word corrects the error and moves to the next error in the document.
7. Click Change All to correct all occurrences of the error in the entire document. Word corrects all the instances of the error in the entire document.
8. Clear the Check Grammar check box to check for only spelling errors and ignore grammatical errors.
9. Click Add to Dictionary to add the word to the dictionary so that it is recognized as a valid word. The word is added to the internal dictionary of Microsoft Word. Any further occurrence of the word in the same document or in any other document is treated as a valid word and not as an error.
10. Click OK when Word prompts that spelling check is complete.

#### Exercise 2: Modifying, Saving, and Applying a Theme

##### Problem

Troy's thesis paper is on **World War II**. He wants the document to have look and feel of a pre-historic era. He has selected the **Composite** theme from Microsoft Word for the document, but the theme does not satisfy the requirements completely. He wants to change the color set to the color set used in **Apex** theme. He wants to use the **Office Classic 2** font combination. For the shapes in the document, **Troy** wants to apply the **Civic** effect. He also wants to use the modified theme across multiple documents as **Main Theme**. Thus, help him to make changes to the theme, so that it can be used in the current document and other multiple documents.

##### Analysis

To solve this problem, Microsoft Word provides a gallery of themes that **Troy** can apply to the documents. **Troy** can also modify the theme according to his requirements. In addition, **Troy** can save the theme so as to apply the theme later across multiple documents.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

#### Solution

##### Applying a Theme

To apply a theme, perform the following steps:

1. Open the World War II document.
2. Click Themes from the Themes group of the Page Layout tab. A drop-down menu is displayed with a gallery of built-in themes in figure 7.4.

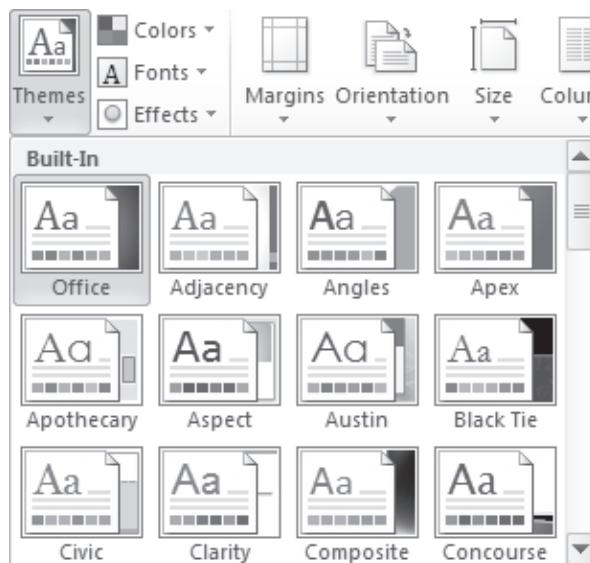


Figure 7.4: Themes Gallery

3. Select Composite. The selected theme is applied to the document. Fonts, Colors, and Effects are modified accordingly.

##### Modifying a Theme

To modify a theme, perform the following steps:

1. Click Colors from the Themes group of the Page Layout tab. A drop-down menu with color sets from different themes is displayed in figure 7.5.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

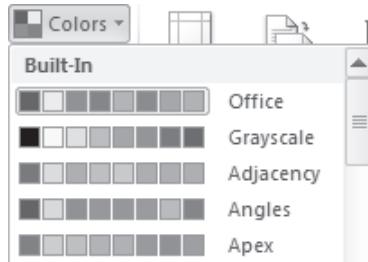


Figure 7.5: Colors from Different Themes

2. Select the Apex color set. The colors used in the document are changed as per the selected color set.
3. Click Fonts from the Themes group of the Page Layout tab. A drop-down menu with list of font combinations from different themes is displayed in figure 7.6.

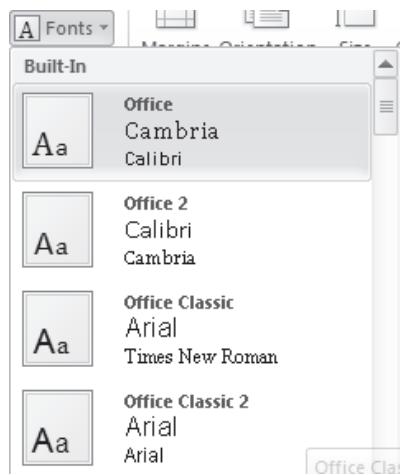
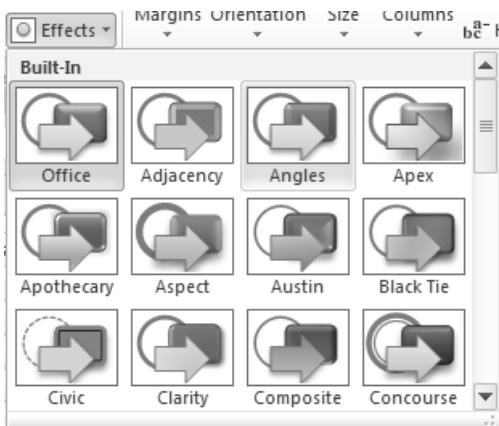


Figure 7.6: Fonts from Different Themes

4. Select Office Classic 2. The fonts used in the document are changed to Arial according to the Office Classic 2 font combination.
5. Click Effects from the Themes group of the Page Layout tab. A drop-down menu with list of built-in effects is displayed in figure 7.7.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)



**Figure 7.7: Built-in Effects**

6. Select Civic. The selected effect is applied to the shapes used in the document.

#### Saving a Theme

To save a modified theme, perform the following steps:

1. Click Themes from the Themes group of the Page Layout tab. A drop-down menu is displayed with a gallery of built-in themes.
2. Click Save Current Theme. The Save Current Theme dialog box is displayed.
3. Type Main Theme in the File name box.
4. Click Save. The theme file is saved.

#### Exercise 3: Modifying and Applying Quick Styles

##### Problem

Troy has a very important quote in his college paper, which needs to be emphasized strongly. He has decided to use **Intense Quote Quick Style** for emphasizing the quote, but the **Intense Quote** style does not suit the requirements completely. Table 7.1 lists the modifications of the default settings in the **Intense Quote** quick style.

Font	Times New Roman
Font Size	14
Font Color	Light Green
Border Type	Box type border

**Table 7.1: Modifications of Intense Quote Quick Style**

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

In addition, there are several such important quotes in his document. He wants to be apply the style quickly with the keyboard shortcut key **CTRL+I+Q**. Help him to modify the style, apply the modified style, and create the keyboard shortcut key for it.

#### Analysis

To solve **Troy's** problem, Microsoft Word provides the **Quick Style** gallery. The gallery in Word enables the user to apply the required style for the text. In addition, Word enables the user to modify the styles according to the requirement.

#### Solution

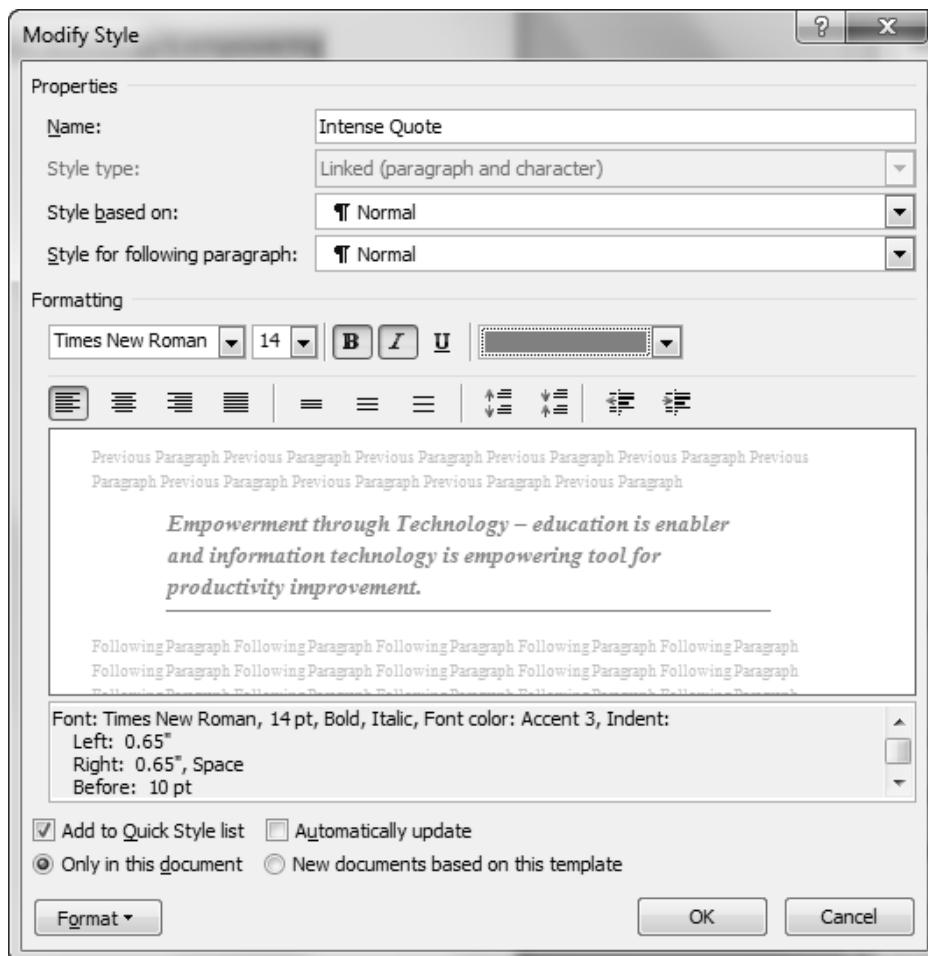
##### Modifying Quick Styles

To modify a Quick Style, perform the following steps:

1. Right-click the selected style from the Styles group of the Home tab. A context menu is displayed.
2. Select Modify. The Modify Style dialog box is displayed.
3. Change the font to Times New Roman from the Formatting section.
4. Change the font size to 14 from the Formatting section.
5. Change the font color to Light Green from the Color list in the Formatting section. Figure 7.8 displays the selected font attributes.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)



Lab Guide

Figure 7.8: Modifying a Quick Style

6. Click Format on the bottom of Modify Style dialog box. A pull-up menu is displayed.
7. Select Border. The Borders and Shading dialog box is displayed in figure 7.9.

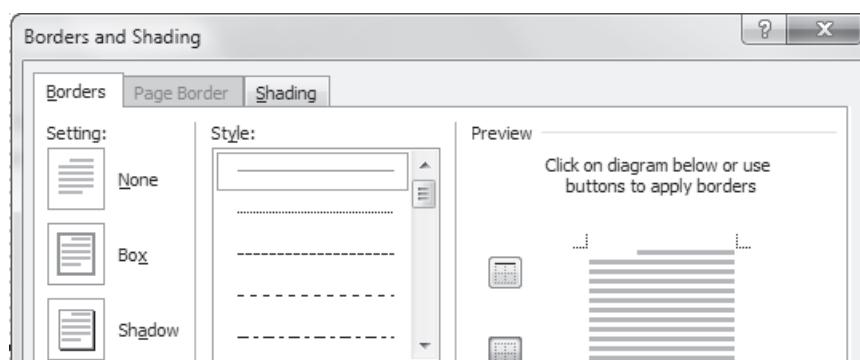


Figure 7.9: Borders and Shading Dialog Box

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

8. Click Box from the Setting section of the Borders tab.
9. Click OK.
10. Click Format on the bottom of Modify Style dialog box. A pull-up menu is displayed.
11. Select the Shortcut key. The Customize Keyboard dialog box is displayed in figure 7.10.

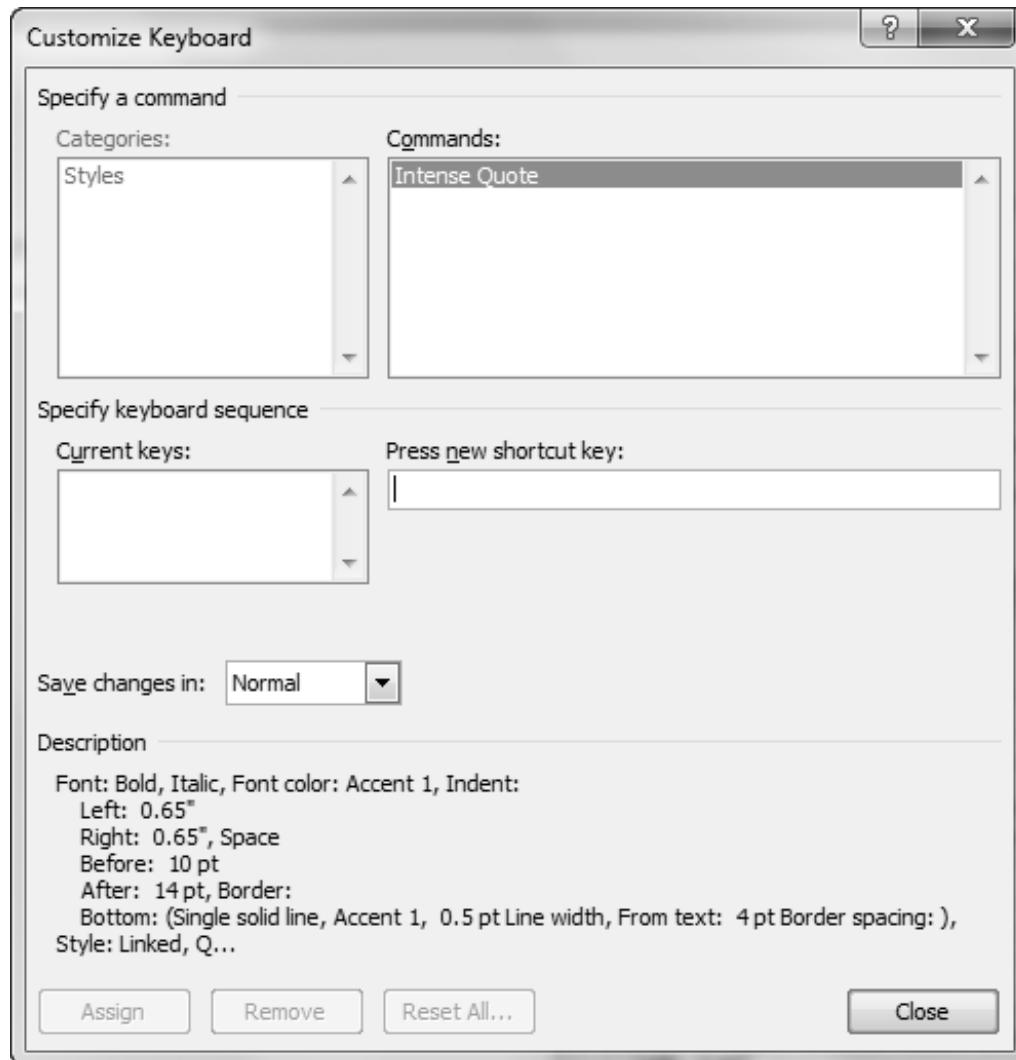


Figure 7.10: Customize Keyboard Dialog Box

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

12. Press **CTRL+I+Q**. The shortcut key **CTRL+I**, **Q** is displayed in the **Press new shortcut key** box.
13. Click **Assign**.
14. Click **Close**.
15. Click **OK**. A shortcut key has been assigned to the modified style.

Lab Guide

#### Applying Quick Styles

To apply a **Quick Style**, perform the following steps:

1. Select the text to apply the Quick Style.
2. Click the Home tab.
3. Click the drop-down arrow on the list of styles from the Styles group of the Home tab. A drop-down menu with a list of styles is displayed in figure 7.11.



Figure 7.11: Quick Styles Menu

4. Select the Intense Quote Quick Style. Word modifies the formatting of selected text according to the options modified in the Intense Quote Style in the earlier exercise.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

#### Exercise 4: Using Track Changes and Accepting/Rejecting Changes

##### Problem

Troy's friends **Gabriella** and **John** are helping him and reviewing his thesis paper. Both are editing the paper in a collaborative manner. Help **Troy** to view and accept/reject the changes suggested by **Gabriella** and **John**.

##### Analysis

To solve **Troy's** problem, Microsoft Word provides the **Track Changes** feature. This feature enables user to track changes and deletions made in the document. Word assigns a specific font color to a user and highlights the changes made by the user in that specific color. Word provides options to the users wherein they can accept or reject changes made by other users in the document. In addition, users can also include their views or ideas in the form of comments. Word displays comments on the right side of the page in the form of colored balloons.

##### Solution

###### Using Track Changes

To enable **Track Changes**, perform the following steps:

1. Click **Track Changes** from the **Tracking group** in the **Review tab**. The changes made by other users are visible in the color assigned to them by Word.

###### Accepting and Rejecting Changes

To accept or reject changes, perform the following steps:

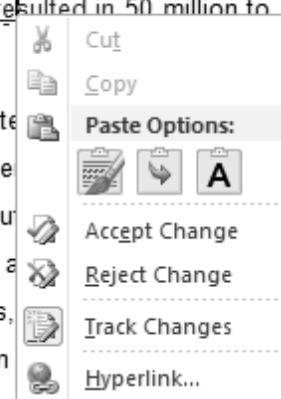
1. Select the edited text.
2. Right-click the edited text. A context menu is displayed in figure 7.12.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

Marked by significant events involving the mass death of civilians, and the Holocaust. The only use of nuclear weapons in warfare. It was the deadliest conflict in human history, which resulted in 50 million to over 70 million fatalities.

The war is generally accepted to have begun on 1 September 1939 with the invasion of Poland by Germany, and subsequent declarations of war on Germany by most of the countries of the British Empire and Commonwealth. Germany set out to expand its empire in Europe. From late 1939 to early 1941, in a series of campaigns and battles it conquered or subdued much of continental Europe; amid Nazi-Soviet agreements, the Soviet Union fully or partially occupied and annexed territories of its six European neighbors.



**Figure 7.12: Accepting or Rejecting Changes**

- Select Accept Change to accept the change. The change is accepted and colored markup disappears.

OR

Select Reject Change to reject the change. The change is rejected and colored markup disappears.

## Part II

- Troy often mistypes a few words in his college paper. Table 7.2 lists the incorrect usage and correct usage of the words.

Incorrect Spelling	Correct Spelling
Tabel	Table
Referrence	Reference
Asterik	Asterisk
Calvaray	Cavalry
Federal	Federal

**Table 7.2: New Entries Required in the AutoCorrect List**

Troy wants Word to correct these errors when he types the word in the document. Help Troy to configure Word for automatically correcting these mistakes.

**Hint:** Use the **AutoCorrect** feature to correct the mistakes. Add the incorrect spelling in the **Replace** box. Add the correct spelling in the **With** box.

## Session 7

### Additional Features in Microsoft Word 2010 (Lab)

#### Do It Yourself

- Troy's thesis is based on **Paleontology** and includes several quotes from renowned **Paleontologists**. He wants to present these quotes in his paper in a completely different and attractive style. Table 7.3 lists the formatting options he wants to use for the new style for quotes:

Name of the Style	New Quote
Font	Bookman Old Style
Font Size	14
Font Style	Bold
Font Color	Brown
Border Type	Box
Border Style	Dotted
Border Width	1 pt
Shortcut Key	CTRL+N,Q

**Table 7.3: Formatting Options for the New Quick Style**

Help him to create a new **Quick Style** in Word based on the given settings.

- Gabriella has inserted some comments on the content in Troy's thesis paper. Troy has worked on all the comments and now wants to delete them. Help him to delete the comments.

## Objectives

At the end of this session, the student will be able to:

- *Use the basic features in Microsoft Excel 2010*
- *Create and use a workbook*
- *Format a worksheet*
- *Use Page and print options*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Working with Microsoft Excel

#### Problem

**Spring Blooms** is a flower mart in **Piscataway, New Jersey**. They had great sales of Roses, Lilies, Tulips, Orchids, and other flowers during the Christmas holidays in 2010. **Nick Smith** has recently joined **Spring Blooms** for his summer job. The sales manager at **Spring Blooms** wants **Nick** to create an Excel worksheet with the sales data of the flowers sold last year during the Christmas holiday. This will help the sales manager to analyze the data and order for flowers accordingly for the current year. **Nick** is a student studying in eighth grade and is not well versed with Excel. On his first day of work, he has been assigned to create a workbook containing the sales data for the previous year and save the file. On the second day, he has been assigned to copy the data to a new worksheet and arrange the data according to the different area codes, customize the data present in the sheet. He also needs to see how the data appears on a page and protect the workbook.

#### Analysis

In order to accomplish his assignment, **Nick** is required to familiarize himself with Excel interface. He should also familiarize himself not only with the **Quick Access Toolbar** but also learn how to add **Open** option to the **Quick Access Toolbar** which will help him to accomplish his daily task easily. Then, he should create a file, enter the sales data, save the file, and close it. On the second day, he can insert a new worksheet, and duplicate the data using the **Copy/Paste** feature. He has to edit the data present in the worksheet.

He can change the order in the workbook to display the most recent worksheet in the beginning by

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

using the **Move or Copy** option. To organize his work, he can rename the worksheet date wise using the **Rename** option. To customize it, he can change the color of the tab using the **Tab** color option, and remove blank worksheets using the **Delete** option. He can change the view of the workbook to see how the data looks on a page before printing. To prevent unauthorized access, he can also protect the worksheet by applying a password using the **Protect Sheet** option.

#### Solution

To create a new workbook, perform the following steps:

1. Open Microsoft Excel. The new workbook window is displayed.

To create a new workbook while Excel is open, perform the following steps:

1. Click the File tab. The Backstage view is displayed.
2. Click New. The Available Templates pane is displayed in figure 8.1.

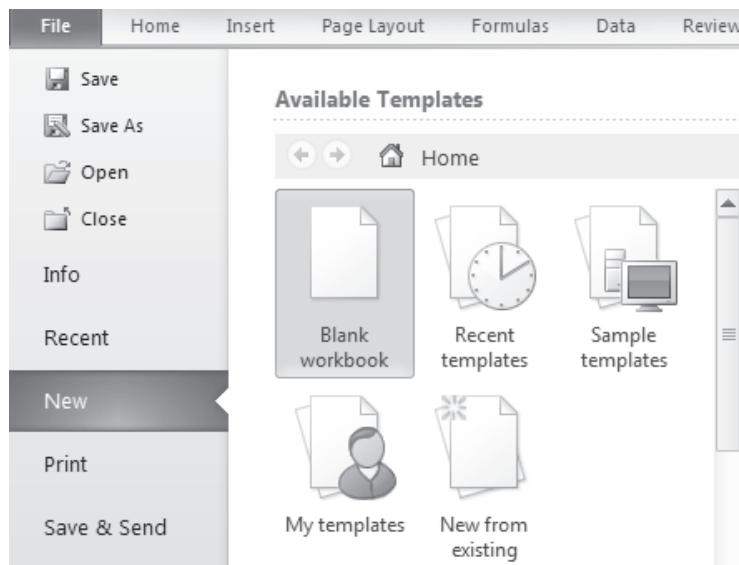


Figure 8.1: Available Templates Pane

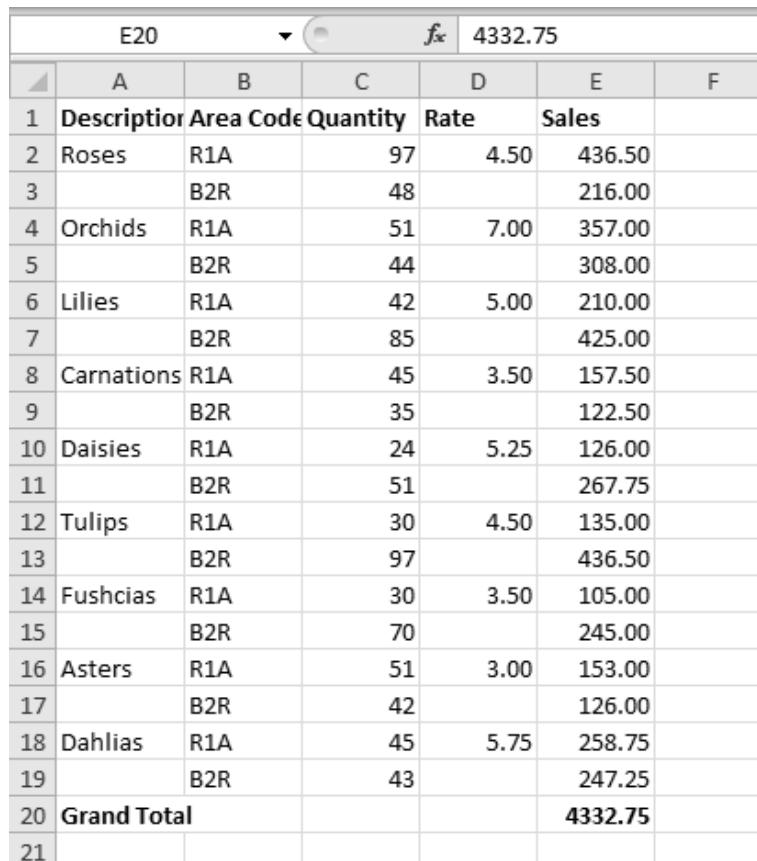
3. Click Blank Workbook.
4. Click Create. The new workbook window is displayed.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

To enter data in a workbook, perform the following steps:

1. Type the data in workbook, as shown in figure 8.7.



	A	B	C	D	E	F
1	Description	Area Code	Quantity	Rate	Sales	
2	Roses	R1A	97	4.50	436.50	
3		B2R	48		216.00	
4	Orchids	R1A	51	7.00	357.00	
5		B2R	44		308.00	
6	Lilies	R1A	42	5.00	210.00	
7		B2R	85		425.00	
8	Carnations	R1A	45	3.50	157.50	
9		B2R	35		122.50	
10	Daisies	R1A	24	5.25	126.00	
11		B2R	51		267.75	
12	Tulips	R1A	30	4.50	135.00	
13		B2R	97		436.50	
14	Fushcias	R1A	30	3.50	105.00	
15		B2R	70		245.00	
16	Asters	R1A	51	3.00	153.00	
17		B2R	42		126.00	
18	Dahlias	R1A	45	5.75	258.75	
19		B2R	43		247.25	
20	<b>Grand Total</b>				<b>4332.75</b>	
21						

**Figure 8.2: Worksheet with Labels, Text, and Values**

To save a workbook, perform the following steps:

1. Click the File tab. The Backstage view is displayed.
2. Click Save. The Save As dialog box is displayed.
3. Browse to the desktop.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

- 4. Type SpringBlooms\_Sales in the File name box, as shown in figure 8.3.**



**Figure 8.3: Entering the File Name in Save As Dialog box**

- 5. Click Save. Excel creates a SpringBlooms\_Sales.xlsx file on the desktop.**

To close a workbook, perform the following steps:

1. Click File. The Backstage View is displayed.

2. Click Close.

OR

Click the Close button on the right side of Menu bar.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

To open an existing workbook, perform the following steps:

1. Open Microsoft Excel.
2. Click  from the Quick Access toolbar.
3. Browse to the desktop.
4. Select the SpringBlooms\_Sales.xlsx file. The Open dialog box with the file selected is displayed.
5. Click Open. Excel opens the SpringBlooms\_Sales.xlsx workbook.

To insert a new worksheet in a workbook, perform the following steps:

1. Right-click Sheet1 tab in the Worksheet. A context menu is displayed.
2. Select Insert. A Insert dialog box is opened.
3. Select Worksheet in the dialog box.
4. Click OK. Excel adds a new worksheet as shown in the figure 8.4.



**Figure 8.4: Inserting a New Worksheet**

To copy a worksheet in a workbook, perform the following steps:

1. Right-click Sheet1 from the worksheet tab. The context menu is displayed.
2. Select Move or Copy. The Move or Copy dialog box is displayed.
3. Select Sheet1 from the Before sheet list.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

4. Select the Create a copy check box. The Move or Copy dialog box is displayed in figure 8.5.

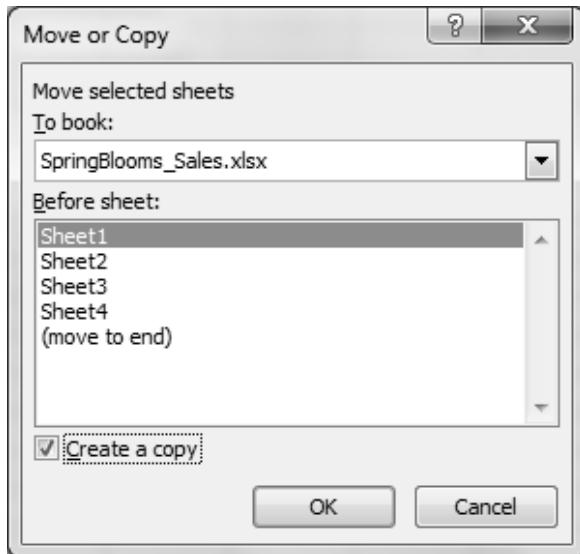


Figure 8.5: Move or Copy Dialog Box

5. Click OK. Excel moves Sheet1 (2) before Sheet1 and creates a copy, as shown in figure 8.6.



Figure 8.6: Copying a Worksheet

To rename a worksheet in a workbook, perform the following steps:

1. Right-click Sheet1 from the worksheet tab. The context menu is displayed.
2. Select Rename.
3. Type MySheet and press ENTER. Excel renames the worksheet. Figure 8.7 displays the renamed sheet.



Figure 8.7: Renaming a Worksheet

To change the color of the worksheet tab in a workbook, perform the following steps:

1. Right-click MySheet from the worksheet tab. The context menu is displayed.
2. Select Tab Color. The color palette is displayed.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

3. Select Black, Text 1. The selected color is applied to the worksheet tab, as shown in figure 8.8.



Figure 8.8: Changing the Worksheet Tab color

To delete a worksheet in a workbook, perform the following steps:

1. Right-click Sheet 1 (2) from the worksheet tab. The context menu is displayed.
2. Select Delete. Excel removes Sheet 1(2) from the Workbook.

To change the view of the workbook, perform the following steps:

1. Click the View tab. The commands present in the View tab is displayed in figure 8.9.

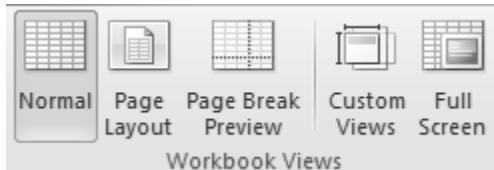
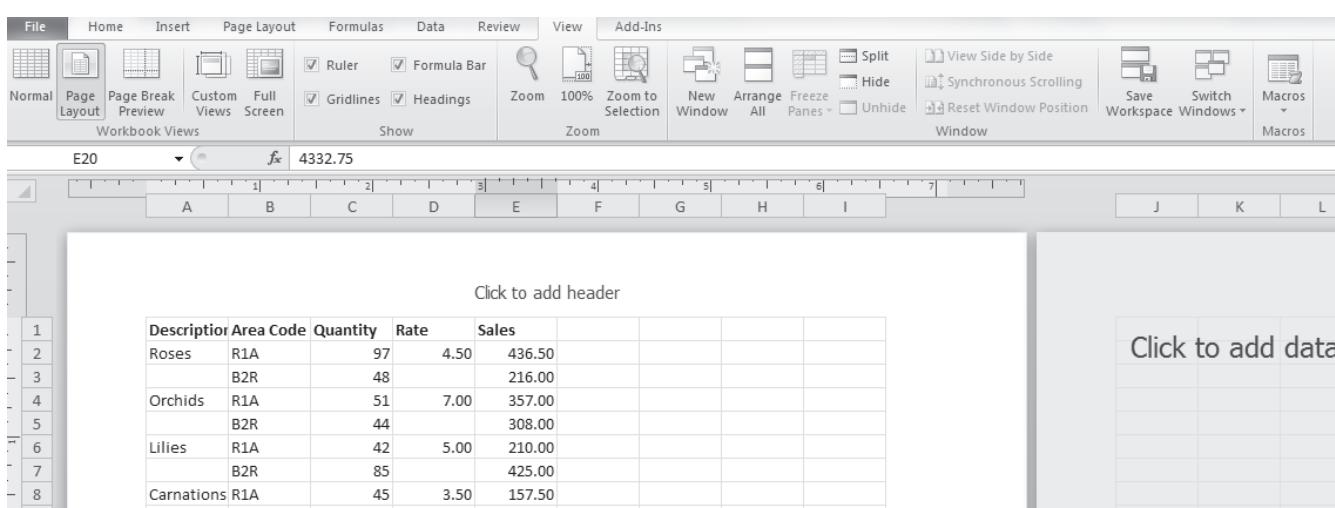


Figure 8.9: Views in Excel

2. Click Page Layout from the Workbook Views group. The Page Layout is applied to the worksheet, as shown in figure 8.10.



Description	Area Code	Quantity	Rate	Sales
Roses	R1A	97	4.50	436.50
	B2R	48		216.00
Orchids	R1A	51	7.00	357.00
	B2R	44		308.00
Lilies	R1A	42	5.00	210.00
	B2R	85		425.00
Carnations	R1A	45	3.50	157.50

Figure 8.10: Using Page Layout View

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

To protect the worksheet, perform the following steps:

1. Right-click Sheet 1 from the worksheet tab. The context menu is displayed.
2. Select Protect Sheet. The Protect Sheet dialog box is displayed in figure 8.11.

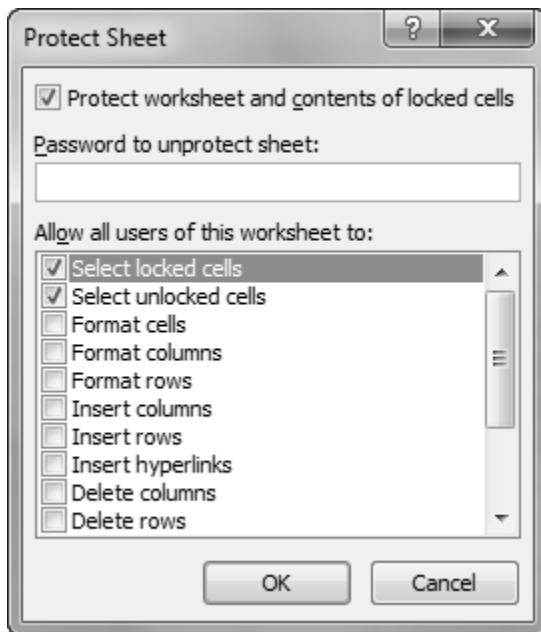


Figure 8.11: Protect Sheet Dialog Box

3. Type the password, lock123 in the Password to unprotect sheet box.
4. Select the Select locked cells check box.
5. Select the Select unlocked cells check box.
6. Click OK. The Confirm Password dialog box is displayed.
7. Type lock123 and click OK. Excel will now protect the worksheet and does not allow the user to edit the worksheet without entering the password.

#### Exercise 2: Customizing in Excel

##### Problem

On the third day of his work, **Nick** has been assigned the task to customize the Excel file he has created. He needs to change the cell size of headings of the sales data so that all the headings are visible and also change the arrangement of the cell contents.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

He has to delete the Area code column, and enter the area names repeatedly in the table. Finally, he has to format the data present in the cells.

#### Analysis

**Nick** can change the cell width to fit the heading of column A using the **Column Width** option available in the **Format** drop-down menu from the **Cells** group of the **Home** tab. Using the **Alignment** option, he can change the alignment of the cell contents. An entire column can be removed by using the **Delete Column** option. He can insert a new column for entering the area names. Since the area names are repetitive, he can use AutoFill feature to populate the cell with area names. To format the cells, **Nick** can use **Cell Styles** option in the **Styles** group of the **Home** tab. He can use **Table** formats to apply table styles to enhance the appearance of the data entries.

#### Solution

To change the width of the column in a worksheet, perform the following steps:

1. Open the SpringBlooms\_Sales.xlsx workbook.
2. Click cell A1.
3. Click the Home tab.
4. Click Format from the Cells group. The drop-down menu is displayed.
5. Select Column Width. The Column Width dialog box is displayed in figure 8.12.

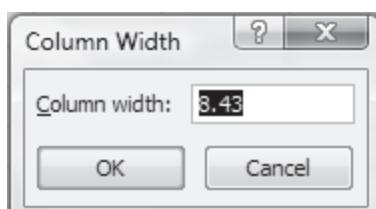


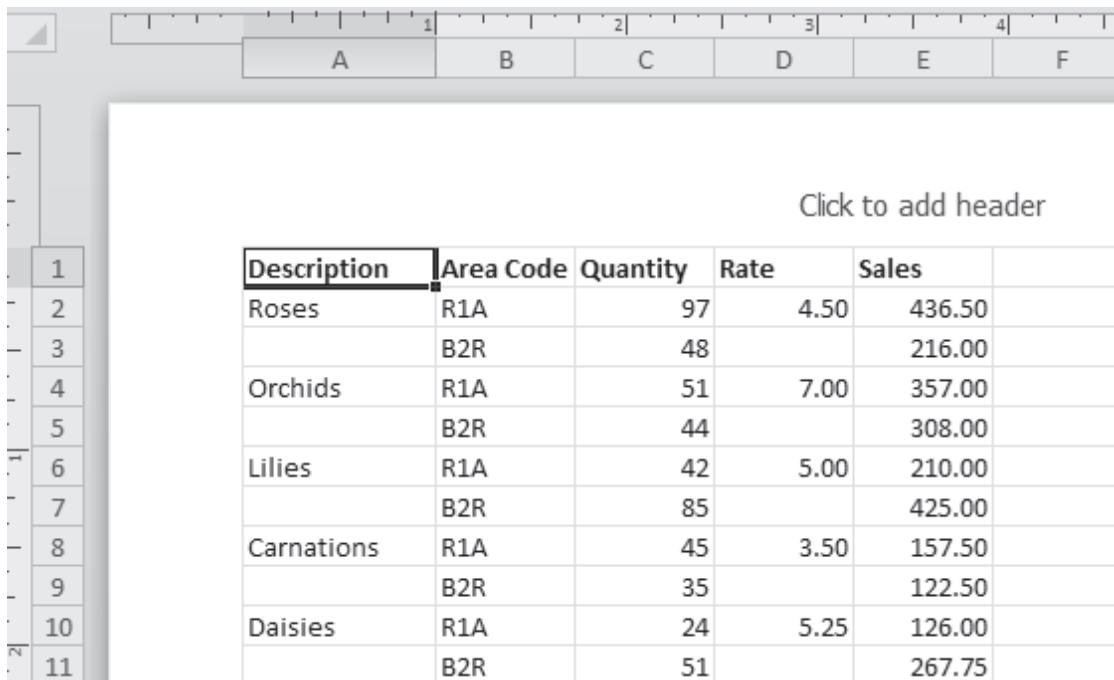
Figure 8.12: Column Width Dialog Box

6. Type 14 in the Column width box.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

7. Click OK. The width of the column changes, as shown in figure 8.20.



	Description	Area Code	Quantity	Rate	Sales	
1	Roses	R1A	97	4.50	436.50	
		B2R	48		216.00	
2	Orchids	R1A	51	7.00	357.00	
		B2R	44		308.00	
3	Lilies	R1A	42	5.00	210.00	
		B2R	85		425.00	
4	Carnations	R1A	45	3.50	157.50	
		B2R	35		122.50	
5	Daisies	R1A	24	5.25	126.00	
		B2R	51		267.75	

**Figure 8.13: Changing Column Width**

To select the cells in a worksheet, perform the following steps:

1. Select the cell and drag the mouse until the required range is highlighted.
2. Release the mouse click. The cells will be selected.

To change the alignment of cell content in a worksheet, perform the following steps:

1. Select cells A1 to E20.
2. Click Home tab. The tools for modifying alignment of the content present in the Alignment group are displayed in figure 8.14.



**Figure 8.14: Aligning Cell Contents**

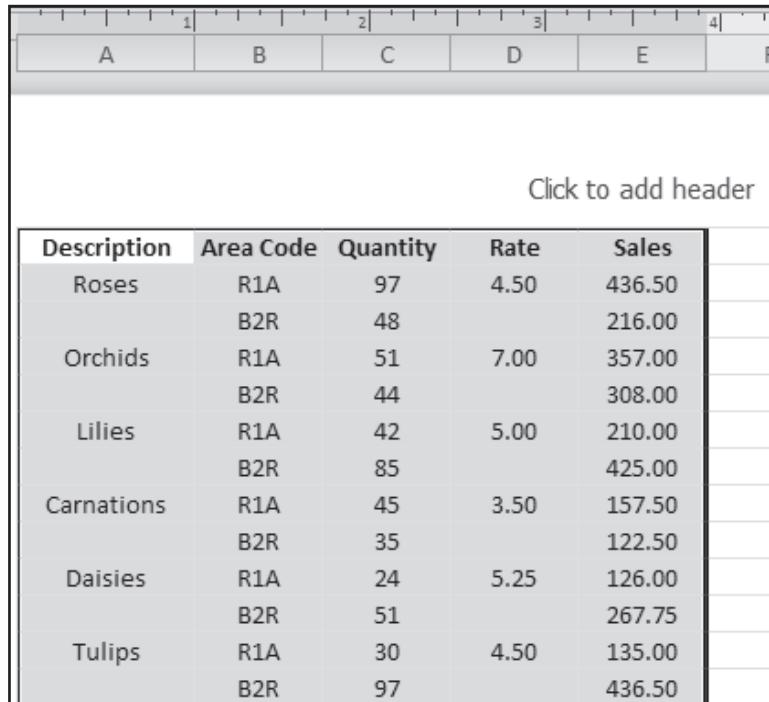
## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

**3. Change the alignment as follows:**

- Middle Align
- Center

**Figure 8.15 displays the changes in the worksheet.**



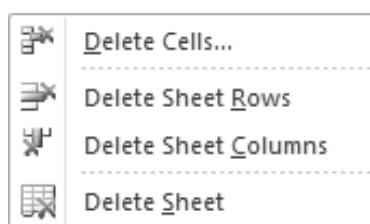
The screenshot shows a Microsoft Excel spreadsheet with a table of flower sales data. The table has columns for Description, Area Code, Quantity, Rate, and Sales. The data includes multiple entries for each flower type, with some rows having two entries (e.g., Roses, Orchids). The text within the cells is aligned either to the center or to the middle, as specified in the task. The table is located on a sheet titled 'Click to add header'.

Description	Area Code	Quantity	Rate	Sales
Roses	R1A	97	4.50	436.50
	B2R	48		216.00
Orchids	R1A	51	7.00	357.00
	B2R	44		308.00
Lilies	R1A	42	5.00	210.00
	B2R	85		425.00
Carnations	R1A	45	3.50	157.50
	B2R	35		122.50
Daisies	R1A	24	5.25	126.00
	B2R	51		267.75
Tulips	R1A	30	4.50	135.00
	B2R	97		436.50

**Figure 8.15: Aligning Text**

To delete cells in a worksheet, perform the following steps:

1. Click cell B1.
2. Click the Home tab.
3. Click Delete from the Cells group. The sub-menu is displayed in figure 8.16.



**Figure 8.16: Delete Option in Cells Group**

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

4. Select Delete Cells. The Delete dialog box is displayed.
5. Select Entire column. The Delete dialog box with the selection is displayed in figure 8.17.

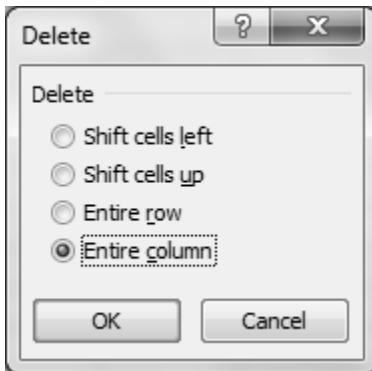
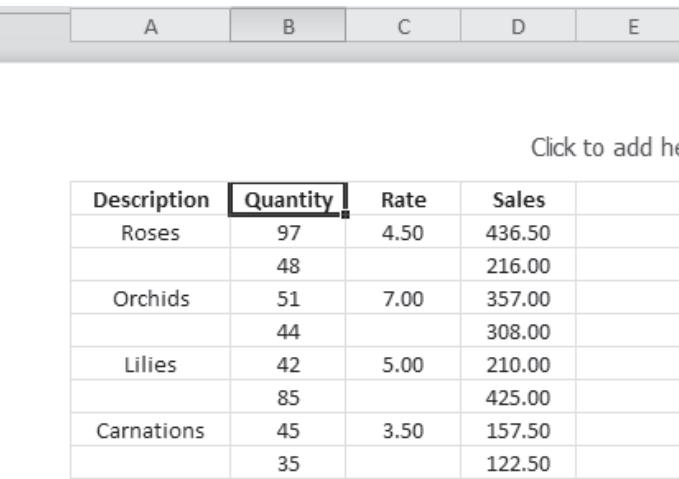


Figure 8.17: Delete Dialog Box

6. Click OK. Figure 8.18 displays the worksheet after deleting the column.



The image shows a screenshot of an Excel spreadsheet. The top row contains headers: 'Description', 'Quantity', 'Rate', and 'Sales'. Below the headers, there are data rows for different flowers. The first flower listed is 'Roses'. The 'Quantity' column for 'Roses' is highlighted with a black border. The data for 'Roses' is: 97, 4.50, 436.50. The data for 'Orchids' is: 51, 7.00, 357.00. The data for 'Lilies' is: 44, 5.00, 216.00. The data for 'Carnations' is: 85, 3.50, 122.50. The data for 'Lilies' is: 42, 7.00, 308.00. The data for 'Carnations' is: 45, 3.50, 157.50.

Description	Quantity	Rate	Sales
Roses	97	4.50	436.50
	48		216.00
Orchids	51	7.00	357.00
	44		308.00
Lilies	42	5.00	210.00
	85		425.00
Carnations	45	3.50	157.50
	35		122.50

Figure 8.18: Displaying Worksheet after Deleting Column

To insert cells in a worksheet, perform the following steps:

1. Click cell B1.
2. Click the Home tab.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

3. Click Insert from the Cells group. The sub-menu is displayed in figure 8.19.

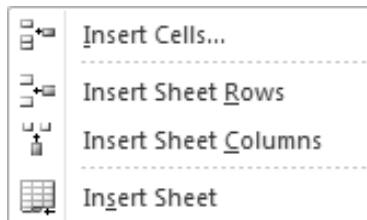


Figure 8.19: Insert Option in Cells Group

4. Select Insert Cells. The Insert dialog box is displayed in figure 8.20.

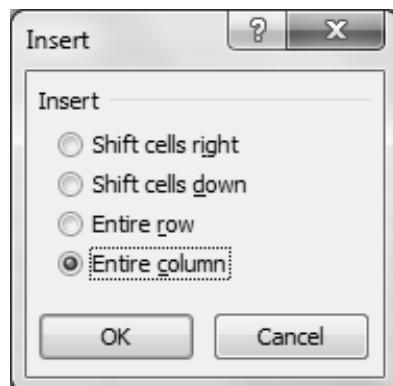


Figure 8.20: Insert Dialog Box

5. Select Entire column.
6. Click OK. Excel inserts a blank column and shifts the cells to the right, as shown in figure 8.21.

	A	B	C	D	E	

Click to add header					
Description		Quantity	Rate	Sales	
Roses		97	4.50	436.50	
		48		216.00	
Orchids		51	7.00	357.00	
		44		308.00	
Lilies		42	5.00	210.00	
		85		425.00	
Carnations		45	3.50	157.50	
		35		122.50	

Figure 8.21: Inserting a Column

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

To fill data automatically in a worksheet, perform the following steps:

1. Type Area in cell B1.
2. Type Roosevelt Ave. in cell B2.
3. Type Kennedy Ave. in cell B3.
4. Select cells B2 and B3.
5. Place the mouse pointer on the lower right corner of the selection and the pointer turns into '+'.
6. Drag the pointer vertically down till cell B19. Figure 8.22 displays the cell filled with the values using the AutoFill feature.

	A	B	C	D	E

Click to add header					
Description	Area	Quantity	Rate	Sales	
Roses	Roosevelt Ave.	97	4.50	436.50	
	Kennedy Ave.	48		216.00	
Orchids	Roosevelt Ave.	51	7.00	357.00	
	Kennedy Ave.	44		308.00	
Lilies	Roosevelt Ave.	42	5.00	210.00	
	Kennedy Ave.	85		425.00	
Carnations	Roosevelt Ave.	45	3.50	157.50	
	Kennedy Ave.	35		122.50	
Daisies	Roosevelt Ave.	24	5.25	126.00	
	Kennedy Ave.	51		267.75	
Tulips	Roosevelt Ave.	30	4.50	135.00	
	Kennedy Ave.	97		436.50	
Fushcias	Roosevelt Ave.	30	3.50	105.00	
	Kennedy Ave.	70		245.00	
Asters	Roosevelt Ave.	51	3.00	153.00	
	Kennedy Ave.	42		126.00	
Dahlias	Roosevelt Ave.	45	5.75	258.75	
	Kennedy Ave.	43		247.25	
<b>Grand Total</b>				<b>4332.75</b>	

**Figure 8.22: Using AutoFill**

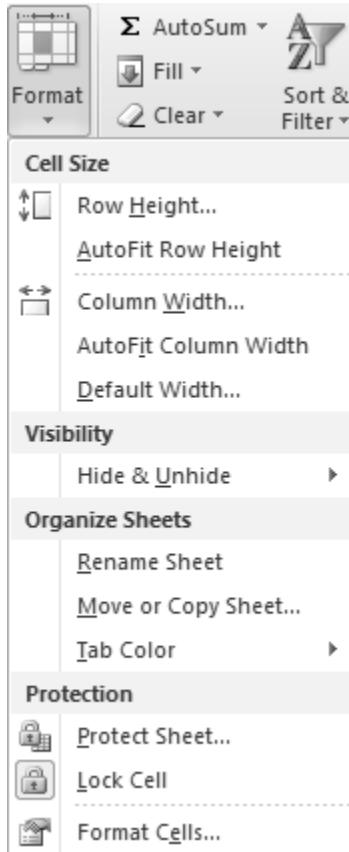
To format the cells in a worksheet , perform the following steps:

1. Select cells D2 to E20.
2. Click the Home tab.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

3. Click Format from the Cells group. The drop-down list is displayed in figure 8.23.



Lab Guide

Figure 8.23: Formatting Cells

4. Select Format Cells. The Format Cells dialog box is displayed.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

5. Select Currency from the Category list. The Format Cells dialog box is displayed in figure 8.24.

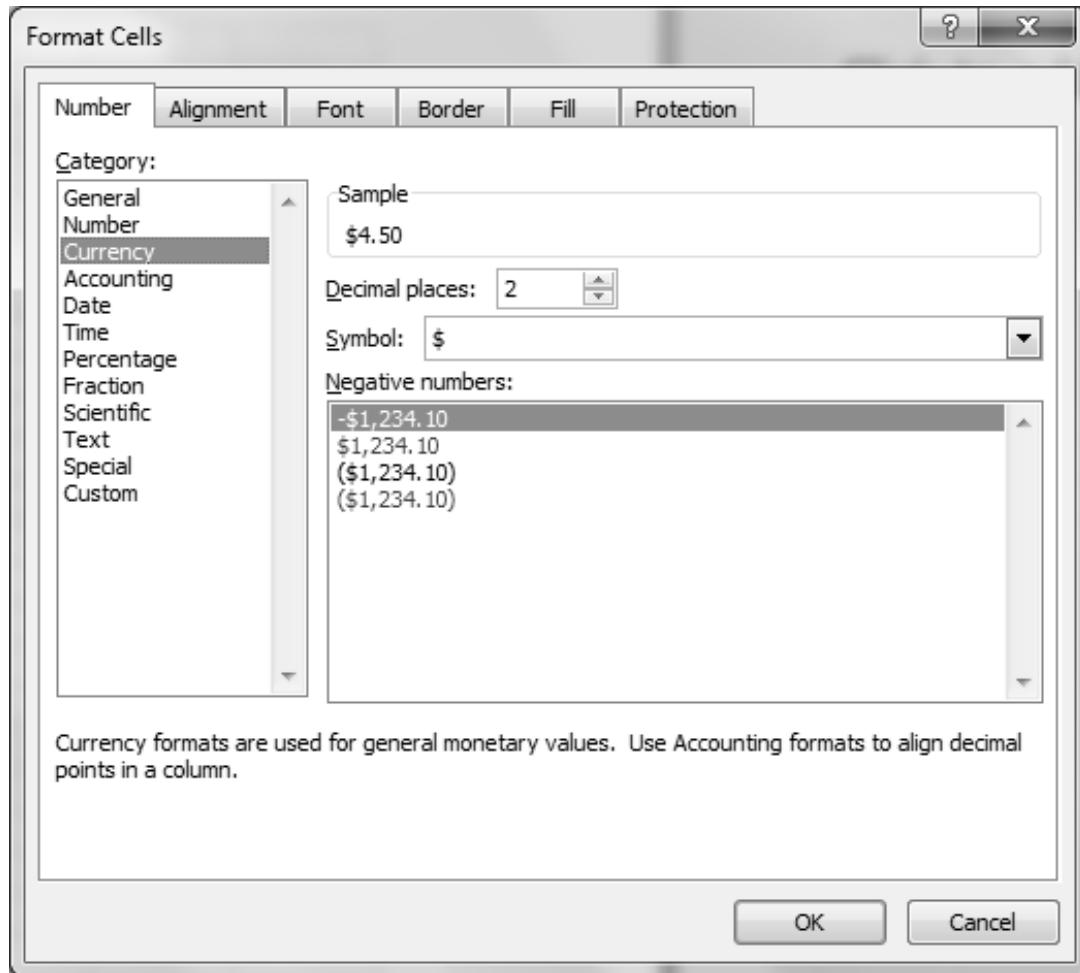


Figure 8.24: Format Cells Dialog Box

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

6. Click OK. Excel applies the currency format to the data present in the worksheet, as shown in figure 8.25.

Click to add header					
Description	Area	Quantity	Rate	Sales	
Roses	Roosevelt Ave.	97	\$4.50	\$436.50	
	Kennedy Ave.	48		\$216.00	
Orchids	Roosevelt Ave.	51	\$7.00	\$357.00	
	Kennedy Ave.	44		\$308.00	
Lilies	Roosevelt Ave.	42	\$5.00	\$210.00	
	Kennedy Ave.	85		\$425.00	
Carnations	Roosevelt Ave.	45	\$3.50	\$157.50	
	Kennedy Ave.	35		\$122.50	
Daisies	Roosevelt Ave.	24	\$5.25	\$126.00	
	Kennedy Ave.	51		\$267.75	
Tulips	Roosevelt Ave.	30	\$4.50	\$135.00	
	Kennedy Ave.	97		\$436.50	
Fushcias	Roosevelt Ave.	30	\$3.50	\$105.00	
	Kennedy Ave.	70		\$245.00	
Asters	Roosevelt Ave.	51	\$3.00	\$153.00	
	Kennedy Ave.	42		\$126.00	
Dahlias	Roosevelt Ave.	45	\$5.75	\$258.75	
	Kennedy Ave.	43		\$247.25	
<b>Grand Total</b>				<b>\$4,332.75</b>	

**Figure 8.25: Formatting Number Cells**

To apply a cell style in a worksheet, perform the following steps:

1. Select cells A1 to E1.
2. Click the Home tab.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

3. Click Cell Styles from the Styles group. The Cell Style gallery is displayed in figure 8.26.

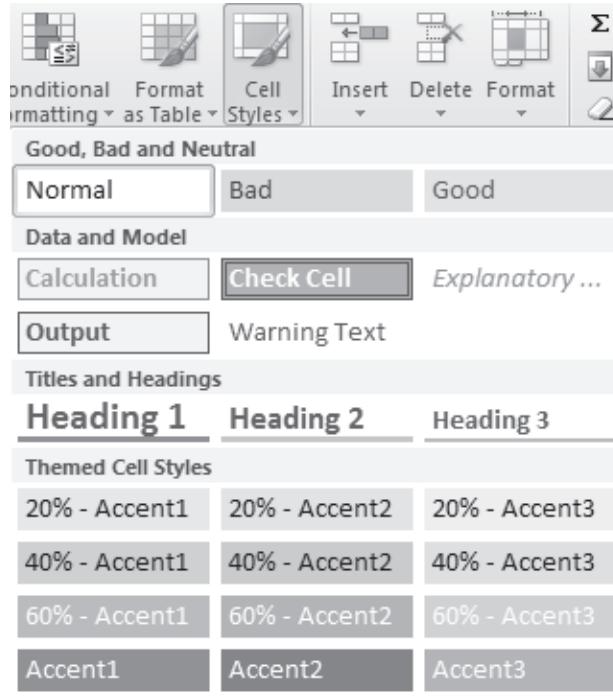


Figure 8.26: Cell Style Gallery

4. Select Heading 3 from the Titles and Headings section. Excel applies the selected style, as shown in figure 8.27.

	A	B	C	D	E
--	---	---	---	---	---

Description	Area	Quantity	Rate	Sales
Roses	Roosevelt Ave.	97	\$4.50	\$436.50
	Kennedy Ave.	48		\$216.00
Orchids	Roosevelt Ave.	51	\$7.00	\$357.00
	Kennedy Ave.	44		\$308.00
Lilies	Roosevelt Ave.	42	\$5.00	\$210.00
	Kennedy Ave.	85		\$425.00
Carnations	Roosevelt Ave.	45	\$3.50	\$157.50
	Kennedy Ave.	35		\$122.50

Figure 8.27: Applying Cell Styles

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

To apply the table format in a worksheet, perform the following steps:

1. Select cells A1 to E20.
2. Click the Home tab.
3. Click Format as Table from the Styles group. The Format as Table gallery is displayed in figure 8.28.

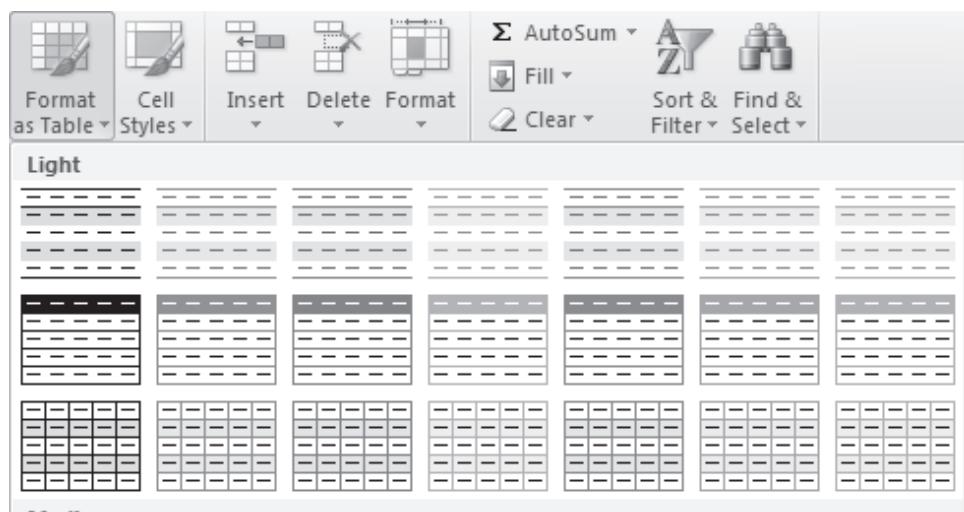


Figure 8.28: Format as Table Gallery

4. Select the first design in the Light group. The Format as Table dialog box is displayed in figure 8.29.



Figure 8.29: Format As Table Dialog Box

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

5. Click OK. Excel applies the style to the selected cells, as shown in figure 8.30.



The screenshot shows a Microsoft Excel spreadsheet with a table of flower sales data. The table has columns for Description, Area, Quantity, Rate, and Sales. The first row is a header row with the text "Click to add header". The data rows show various flower types (Roses, Orchids, Lilies, Carnations, Daisies) sold at different areas (Roosevelt Ave., Kennedy Ave.) in quantities ranging from 24 to 97, with rates from \$3.50 to \$7.00 and total sales from \$122.00 to \$436.50.

Description	Area	Quantity	Rate	Sales
Roses	Roosevelt Ave.	97	\$4.50	\$436.50
	Kennedy Ave.	48		\$216.00
Orchids	Roosevelt Ave.	51	\$7.00	\$357.00
	Kennedy Ave.	44		\$308.00
Lilies	Roosevelt Ave.	42	\$5.00	\$210.00
	Kennedy Ave.	85		\$425.00
Carnations	Roosevelt Ave.	45	\$3.50	\$157.50
	Kennedy Ave.	35		\$122.00
Daisies	Roosevelt Ave.	24	\$5.25	\$126.00
	Kennedy Ave.	51		\$267.75

Figure 8.30: Applying Table Styles

## Part II

1. Ben Jones is the class teacher of Grade 1 in Sunny Elementary School. He wants to create a worksheet in Excel with the details as shown in table 8.1, in Sheet 2.

Student	Marks
Amy	34
Bianca	43
Carla	29
Derek	38
Ethel	47

Table 8.1: Students Details

Help Ben Jones to create the file, format it, save it, and copy the same data to Sheet 4.

### Hints:

1. Use Bold on row 1.
2. Use Italics on row 4.
3. Use Move or Copy option to copy the data on Sheet 4.

## Session 8

### Getting Started with Microsoft Excel 2010 (Lab)

#### Do It Yourself

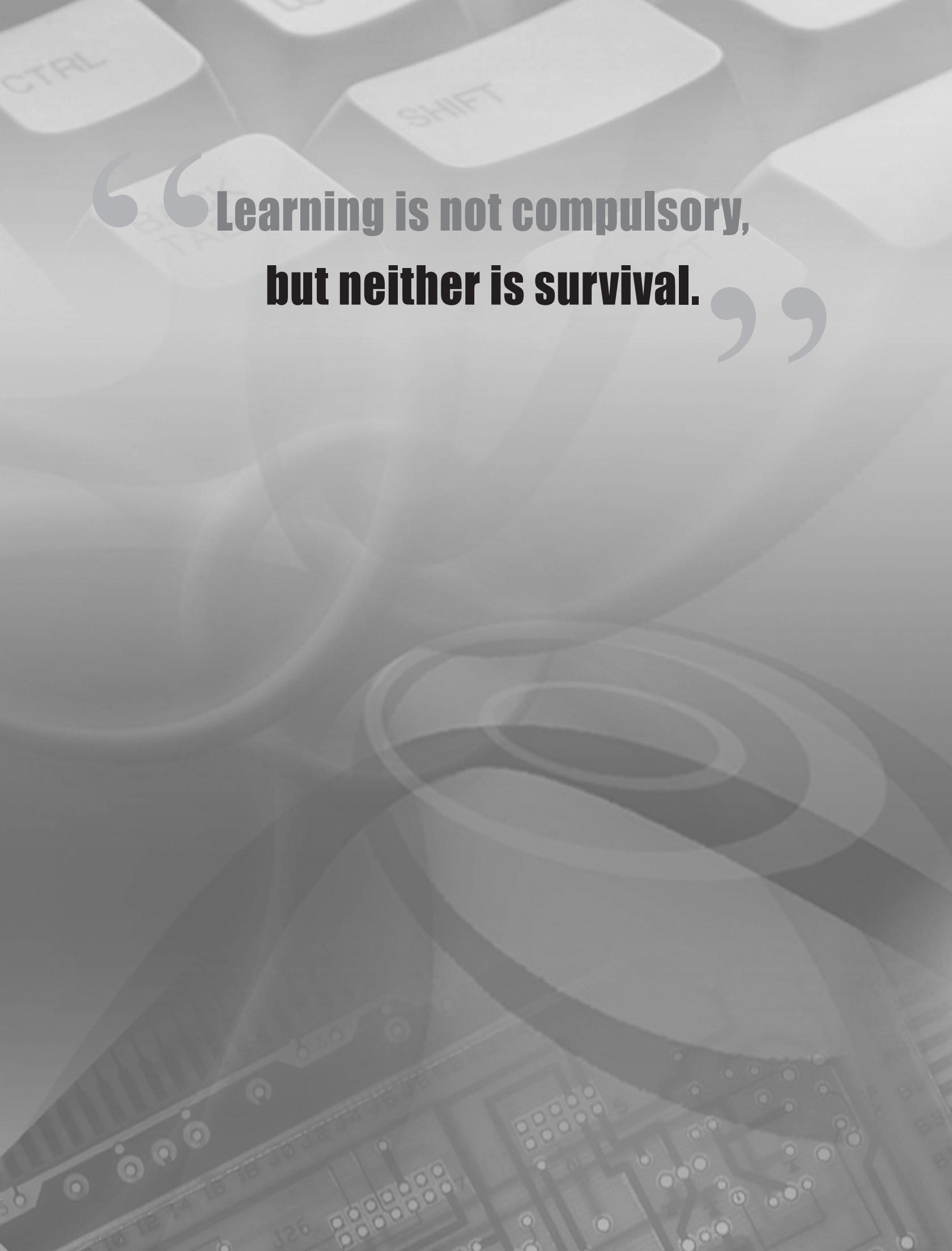
1. Candice Erikson works at **Marsden and Co.** She needs to prepare a file in the office on her first day, as shown in table 8.2.

Customer ID	Name		Items Sold	Commission Earned
100	Jack	Moore	23	\$23
101	John	Anderson	43	\$43
102	Kyra	Jackson	24	\$24
103	Liam	Martin	48	\$48
104	Lester	Miller	36	\$36

**Table 8.2: File Details**

- a. Help **Candice** to add the contents, use the Simple option from AutoFormat, and save it.
- b. Add the Header as Marsden and Co.
- c. Change the margins orientation and print the worksheet on A4 size paper.

“ Learning is not compulsory,  
but neither is survival. ”



# Using Formulas and Functions (Lab)

## Objectives

At the end of this session, the student will be able to:

- *Create a formula*
- *Discuss the methods of including functions*
- *Use the AutoSum function*
- *Use the Conditional Formatting features*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Working with Formulas

#### Problem

**Trends House** is an apparel store in **Detroit, Michigan** having two branches in the East and West. **Daniel Hart** works as a sales analyst at the West division. He needs to generate business forecast for the upcoming Christmas sale for the management. To generate forecast, he will refer to the current tax rates, discounts, and the number of units sold during the last Christmas sale.

**Martin Tanner**, who works at the East division, also needs to generate a similar forecast.

(Both **Daniel** and **Martin** will save their forecasts in the same workbook and send it to the sales manager, **Jim Reilly**)

**Jim Reilly** is the sales manager at the center office of **Trends House**. He has to calculate average sales per division in order to maintain the inventory at the warehouse.

#### Analysis

To generate business forecast for the West division, **Daniel** needs to create a table that has columns namely, commodity, units, rate, discount, tax, and sales. To calculate the rate, he can create a simple formula using cell reference. To avoid re-constructing the formula for each commodity, he can use the **AutoFill** feature. For calculating the total estimated sales, he can use the **AutoSum** feature.

## Session 9

### Using Formulas and Functions (Lab)

To calculate the average sales per division, **Jim** needs the total of estimated sales from all the divisions in **Detroit**. For this, he will need to reference cells containing sales totals, from different worksheets.

#### Solution

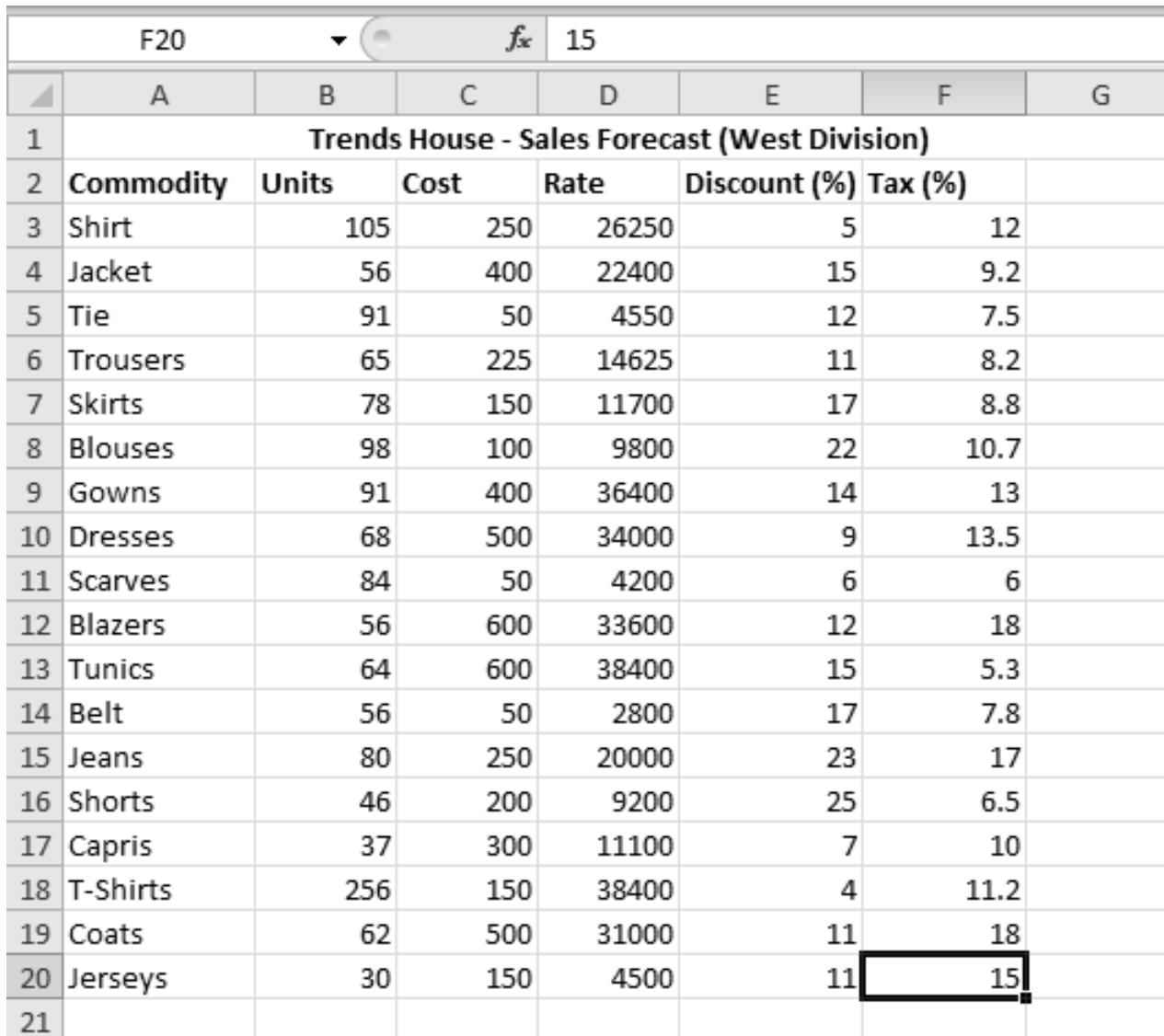
To create simple mathematical formulas, perform the following steps:

1. Open a new workbook in Microsoft Excel.
2. Rename the worksheet tab as Forecast West division.
3. Type Trends House - Sales Forecast (West Division) in A1.
4. Select cells A1 to G1.
5. Click Merge and Centre from Alignment group in the Home tab.
6. Type the heading Commodity and the data from cell A2 to A20 as shown in Figure 9.1.
7. Type the heading Units and the data from cell B2 to B20 as shown in Figure 9.1.
8. Type the heading Cost and the data from cell C2 to C20 as shown in Figure 9.1.
9. Type the heading Rate in column D2.
10. Type =B3\*C3 in D3 and press ENTER.
11. Similarly, type =B4\*C4 in D4 and so forth until D20.
12. Type the heading Discount (%) and the data from cell E2 to E20 as shown in Figure 9.1.
13. Type the heading Tax (%) and the data from cell F2 to F20 as shown in Figure 9.1.

## Session 9

### Using Formulas and Functions (Lab)

Figure 9.1 displays the worksheet with the complete data and the formula.



	A	B	C	D	E	F	G	
1	Trends House - Sales Forecast (West Division)							
2	Commodity	Units	Cost	Rate	Discount (%)	Tax (%)		
3	Shirt	105	250	26250	5	12		
4	Jacket	56	400	22400	15	9.2		
5	Tie	91	50	4550	12	7.5		
6	Trousers	65	225	14625	11	8.2		
7	Skirts	78	150	11700	17	8.8		
8	Blouses	98	100	9800	22	10.7		
9	Gowns	91	400	36400	14	13		
10	Dresses	68	500	34000	9	13.5		
11	Scarves	84	50	4200	6	6		
12	Blazers	56	600	33600	12	18		
13	Tunics	64	600	38400	15	5.3		
14	Belt	56	50	2800	17	7.8		
15	Jeans	80	250	20000	23	17		
16	Shorts	46	200	9200	25	6.5		
17	Capris	37	300	11100	7	10		
18	T-Shirts	256	150	38400	4	11.2		
19	Coats	62	500	31000	11	18		
20	Jerseys	30	150	4500	11	15		
21								

Figure 9.1: Using Basic Formula

## Session 9

### Using Formulas and Functions (Lab)

To enter the formula using cell reference, perform the following steps:

1. Type Total in cell A21.
2. Click cell B21.
3. Type =SUM(B3:B20).
4. Press ENTER. The result of the formula is displayed.

To enter the formula using AutoSum feature, perform the following steps:

1. Select cell C21.
2. Click the Home tab.
3. Select the arrow in AutoSum in Editing group. A sub-menu is displayed, as shown in figure 9.2.

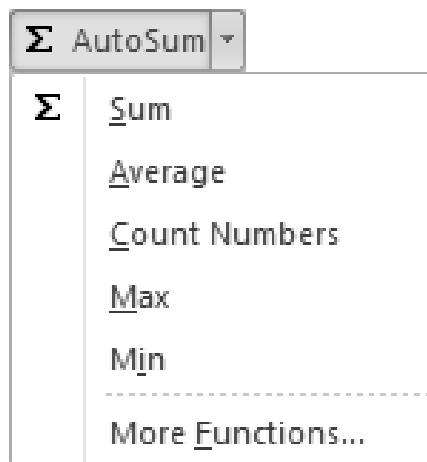


Figure 9.2: AutoSum Sub-Menu

4. Select Sum.
5. Press ENTER. The addition of all the values in the cells is displayed.
6. Similarly, apply AutoSum on cells from D3 to D20.

## Session 9

### Using Formulas and Functions (Lab)

To create formulas using Point and Click method, perform the following steps:

1. Type the heading in cell G2 as Sales.
2. Type = in cell G3.
3. Click D3.
4. Type - (.
5. Click D3.
6. Type \* (.
7. Click E3.
8. Type /100)) + (.
9. Click D3.
10. Type \* (.
11. Click F3.
12. Type /100)).

Figure 9.3 displays the formula in cell G3 of the worksheet.

## Session 9

### Using Formulas and Functions (Lab)

	A	B	C	D	E	F	G	H	I	J
<b>Trends House - Sales Forecast (West Division)</b>										
1	Commodity	Units	Cost	Rate	Discount (%)	Tax (%)	Sales			
2	Shirt	105	250	26250	5	12		=D3-(D3*(E3/100))+(D3*(F3/100))		
3	Jacket	56	400	22400	15	9.2				
4	Tie	91	50	4550	12	7.5				
5	Trousers	65	225	14625	11	8.2				
6	Skirts	78	150	11700	17	8.8				
7	Blouses	98	100	9800	22	10.7				
8	Gowns	91	400	36400	14	13				
9	Dresses	68	500	34000	9	13.5				
10	Scarves	84	50	4200	6	6				
11	Blazers	56	600	33600	12	18				
12	Tunics	64	600	38400	15	5.3				
13	Belt	56	50	2800	17	7.8				
14	Jeans	80	250	20000	23	17				
15	Shorts	46	200	9200	25	6.5				
16	Capris	37	300	11100	7	10				
17	T-Shirts	256	150	38400	4	11.2				
18	Coats	62	500	31000	11	18				
19	Jerseys	30	150	4500	11	15				
20	Total	1423	4925	352925						
21										
22										

Figure 9.3: Entering Formula Using Point and Click

13. Press ENTER. The result of the formula is displayed in the cell, as shown in figure 9.4.

## Session 9

### Using Formulas and Functions (Lab)

	G4		f <sub>x</sub>						
1	Trends House - Sales Forecast (West Division)								
2	Commodity	Units	Cost	Rate	Discount (%)	Tax (%)	Sales		
3	Shirt	105	250	26250	5	12	28087.5		
4	Jacket	56	400	22400	15	9.2			
5	Tie	91	50	4550	12	7.5			
6	Trousers	65	225	14625	11	8.2			
7	Skirts	78	150	11700	17	8.8			
8	Blouses	98	100	9800	22	10.7			
9	Gowns	91	400	36400	14	13			
10	Dresses	68	500	34000	9	13.5			
11	Scarves	84	50	4200	6	6			
12	Blazers	56	600	33600	12	18			
13	Tunics	64	600	38400	15	5.3			
14	Belt	56	50	2800	17	7.8			
15	Jeans	80	250	20000	23	17			
16	Shorts	46	200	9200	25	6.5			
17	Capris	37	300	11100	7	10			
18	T-Shirts	256	150	38400	4	11.2			
19	Coats	62	500	31000	11	18			
20	Jerseys	30	150	4500	11	15			
21	Total	1423	4925	352925					
22									

Figure 9.4: Result of the Formula

**Note:** The divisor in a division must not be zero else, it will produce an error. In the example, it is numerical value 100.

**Note:** The BODMAS rule is applied when mathematical operators are used. BODMAS rule states that brackets precede the operators, followed by division, multiplication, addition, and subtraction. To change the order of the precedence, enclose the data within parentheses.

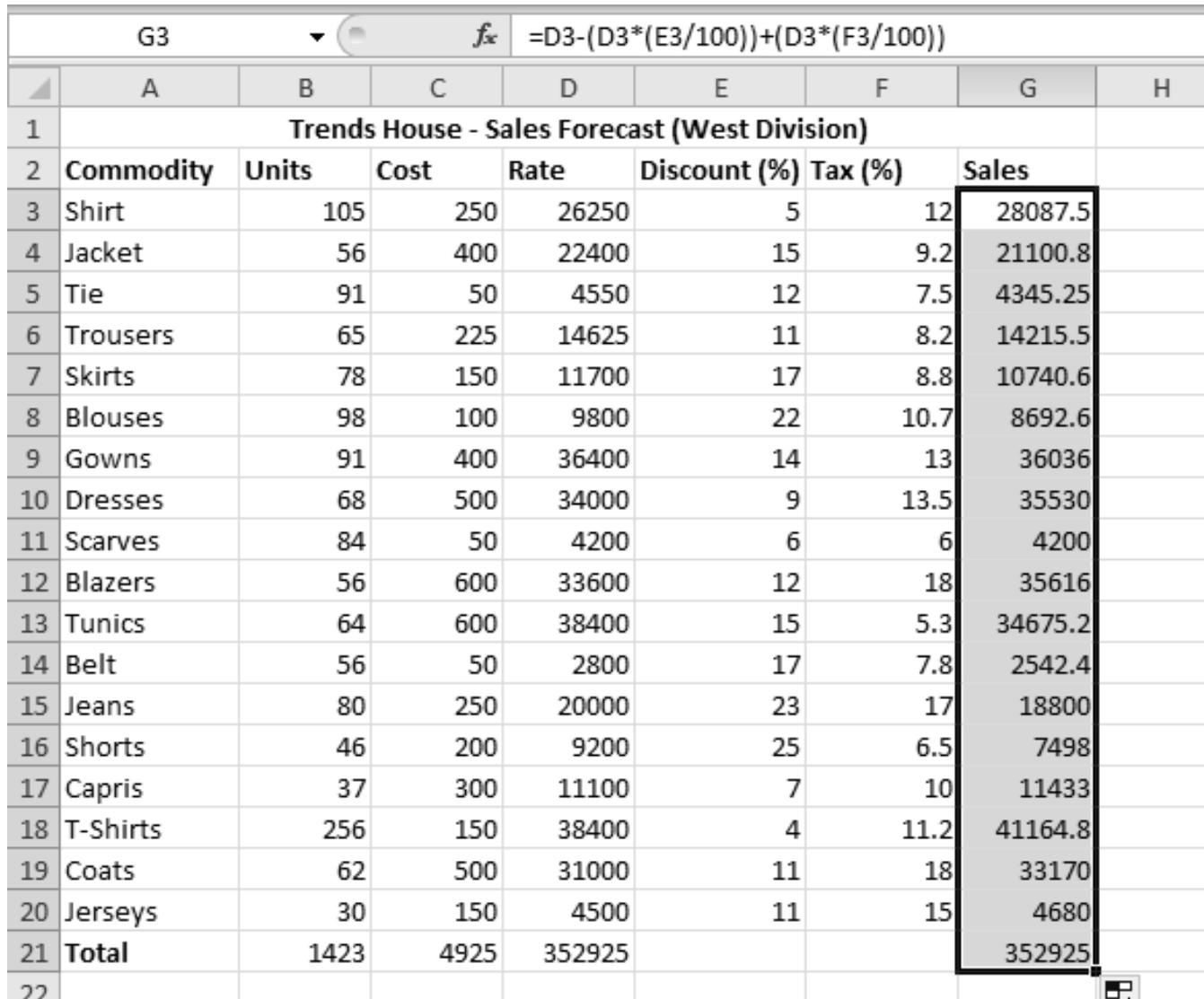
## Session 9

### Using Formulas and Functions (Lab)

To use the AutoFill feature, perform the following steps:

1. Select G3.
2. Place the cursor in the bottom right corner of the cell. The mouse pointer turns into a + sign.
3. Click and drag the pointer until cell G21. The formula is copied. Figure 9.5 displays the worksheet with the data and the formula in the formula bar.

Users can view the formula in the respective cells by pressing the Function key, F2.



	A	B	C	D	E	F	G	H
<b>Trends House - Sales Forecast (West Division)</b>								
2	Commodity	Units	Cost	Rate	Discount (%)	Tax (%)	Sales	
3	Shirt	105	250	26250	5	12	28087.5	
4	Jacket	56	400	22400	15	9.2	21100.8	
5	Tie	91	50	4550	12	7.5	4345.25	
6	Trousers	65	225	14625	11	8.2	14215.5	
7	Skirts	78	150	11700	17	8.8	10740.6	
8	Blouses	98	100	9800	22	10.7	8692.6	
9	Gowns	91	400	36400	14	13	36036	
10	Dresses	68	500	34000	9	13.5	35530	
11	Scarves	84	50	4200	6	6	4200	
12	Blazers	56	600	33600	12	18	35616	
13	Tunics	64	600	38400	15	5.3	34675.2	
14	Belt	56	50	2800	17	7.8	2542.4	
15	Jeans	80	250	20000	23	17	18800	
16	Shorts	46	200	9200	25	6.5	7498	
17	Capris	37	300	11100	7	10	11433	
18	T-Shirts	256	150	38400	4	11.2	41164.8	
19	Coats	62	500	31000	11	18	33170	
20	Jerseys	30	150	4500	11	15	4680	
21	Total	1423	4925	352925			352925	
22								

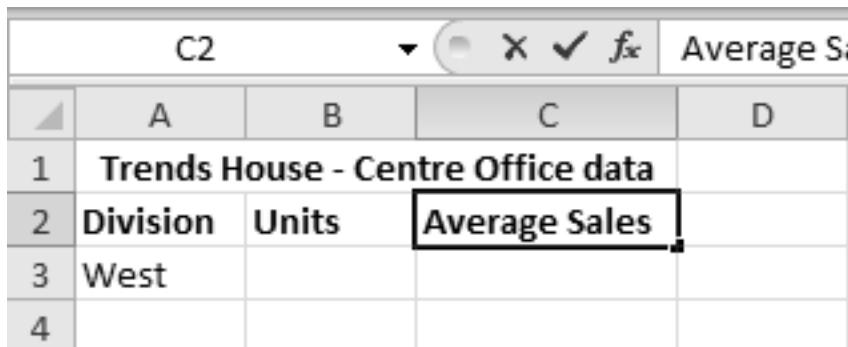
Figure 9.5: Using AutoFill Feature

## Session 9

### Using Formulas and Functions (Lab)

To reference cells in other worksheet, perform the following steps:

1. Double-click Sheet 3 tab in the Worksheet.
2. Rename it as Centre Office.
3. Type Trends House - Centre Office data in A1.
4. Select cells A1 to G1.
5. Click Merge and Centre from Alignment group in the Home tab.
6. Type Division in cell A2.
7. Type West in cell A3.
8. Type Units in cell B2.
9. Type Average Sales in cell C2. Figure 9.6 displays the data entered in the worksheet.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D
1	Trends House - Centre Office data			
2	Division	Units	Average Sales	
3	West			
4				

Figure 9.6: Centre Office Worksheet

10. Select cells from G3 to G20 from Forecast West division worksheet.
11. Click the Formula tab.
12. Click Define Name from the Defined Names group in the Formulas tab. Figure 9.7 displays the Define Name tab.

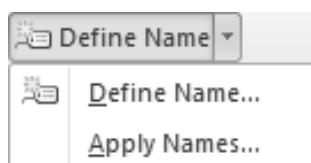


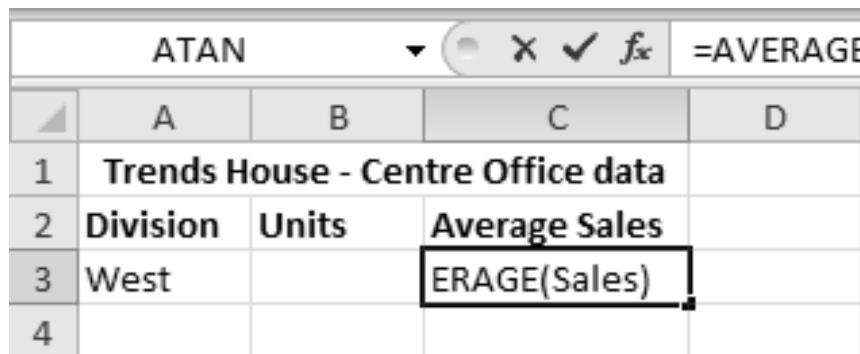
Figure 9.7: Define Name Tab

## Session 9

### Using Formulas and Functions (Lab)

To define the name in the worksheet, perform the following steps:

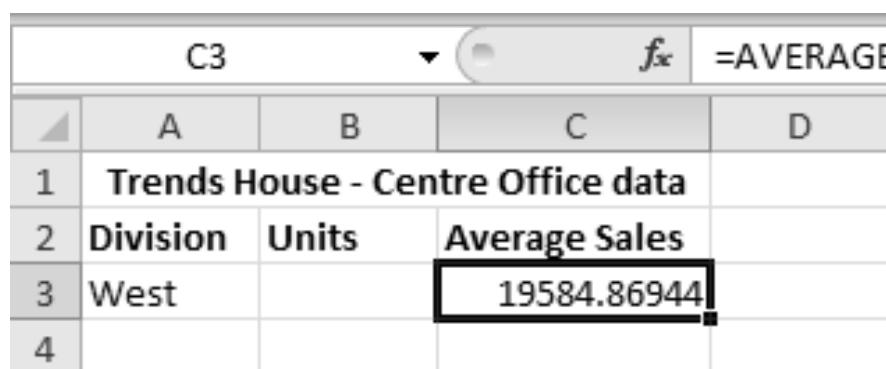
1. Select Define Name. The New Name dialog box is displayed.
2. Type the name as Sales in the Name box.
3. Click OK.
4. Go to Centre Office worksheet.
5. Type =AVERAGE(Sales) in cell C3. Figure 9.8 displays the selection and use of defined name.



	A	B	C	D
1	Trends House - Centre Office data			
2	Division	Units	Average Sales	
3	West		=AVERAGE(Sales)	
4				

Figure 9.8: Using Defined Name

6. Press ENTER. Figure 9.9 displays the result in cell C3.



	A	B	C	D
1	Trends House - Centre Office data			
2	Division	Units	Average Sales	
3	West		19584.86944	
4				

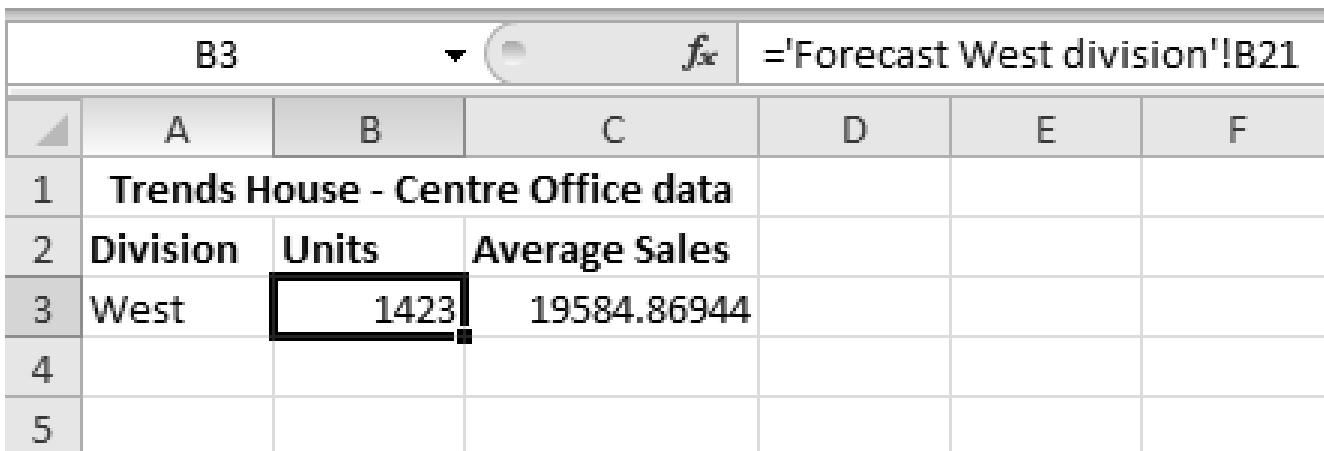
Figure 9.9: Results Using Defined Names

## Session 9

### Using Formulas and Functions (Lab)

To reference cells without defining a name, perform the following steps:

1. Open Centre Office worksheet.
2. Click cell B3.
3. Type =.
4. Open Forecast West division worksheet.
5. Select cell B21.
6. Press ENTER. The content in cell B21 of Forecast West division worksheet is displayed in cell B3 of Centre Office worksheet as shown in figure 9.10.



The screenshot shows a Microsoft Excel spreadsheet. The formula bar at the top displays the formula `=Forecast West division!B21`. The cell B3 is selected, showing the value `1423`. The cell B21 in the Forecast West division sheet is highlighted with a black border. The rest of the spreadsheet shows a table with columns for Division, Units, and Average Sales, and rows for data and headers.

	A	B	C	D	E	F
1	Trends House - Centre Office data					
2	Division	Units	Average Sales			
3	West	1423	19584.86944			
4						
5						

Figure 9.10: Using Defined Name on a New Sheet

## Session 9

### Using Formulas and Functions (Lab)

#### Part II

- Martin Tanner has to generate a similar forecast for East division for **Trends House**. Prepare the table and enter the data as shown in table 9.1.

Trends House - Sales Forecast (East Division)						
Commodity	Units	Cost	Rate	Discount (%)	Tax (%)	Sales
Shirt	75	250		5	12	
Jacket	50	400		15	9.2	
Tie	180	50		12	7.5	
Trousers	89	225		11	8.2	
Skirts	94	150		17	8.8	
Blouses	55	100		22	10.7	
Gowns	17	400		14	13	
Dresses	13	500		9	13.5	
Scarves	200	50		6	6	
Blazers	80	600		12	18	
Tunics	38	600		15	5.3	
Belt	40	50		17	7.8	
Jeans	102	250		23	17	
Shorts	40	200		25	6.5	
Capris	30	300		7	10	
T-Shirts	160	150		4	11.2	
Coats	52	500		11	18	
Jerseys	90	150		11	15	
<b>Total</b>						

Table 9.1: Trends House - Sales Forecast

#### Hints:

- Rate = Units \* Cost.
- Formula for Sales is =D3-(D3\*(E3/100))+(D3\*(F3/100)).
- Use AutoFill for filling the formulas.
- Use AutoSum feature for finding the total of column Units, Cost, Rate, and Sales.

## Session 9

### Using Formulas and Functions (Lab)



### Do It Yourself

1. **Leah Martin** has to prepare a report in school for her Math class and Digital Electronics class.

a. Math (Sheet 1):

- Find how many combinations are possible if you have to make pairs of 3 items out of 10 items.
- Find the tan of 56 degrees.

b. Digital Electronics (Sheet 2):

- Convert 66 from Decimal to Hexadecimal
- Convert 54 from Hexadecimal to Octal

2. **Rachel Gayle** needs to prepare the report for auditors as shown in table 9.2.

Sales ID	Name		Monthly Income	Annual Salary
100	Sophie	Milson	\$33	
101	John	Linden	\$32	
102	Sam	Mosby	\$54	
103	Josie	Wilson	\$64	
104	Lester	Miller	\$22	
105	Jack	Moore	\$62	
106	Andy	Markesan	\$46	
107	Kyra	Jackson	\$29	
108	Liam	Martin	\$41	
109	Yana	Dammar	\$58	

**Table 9.2: Auditor's Copy**

- Type the annual salary by multiplying the monthly salary of each person by 12.
- From the Annual Salary range, find out who draws the minimum salary and highlight it with light blue.
- Find the total monthly and annual income given to the salespersons.
- Highlight the cells with dark blue that show Monthly Income over \$50.

“ Nothing is a waste of time if you  
use the experience wisely. ”

## Objectives

At the end of this session, the student will be able to:

- *Use the sorting and filtering of data feature*
- *Create, modify, and format the Charts*
- *Use the securing and protecting feature of a workbook*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Working with Data and Securing Files

#### Problem

**Marsha Thomas** works as a secretary at a bookstore called **Stories & More** in **Seattle, Washington**. **Stories & More** is a franchisee company consisting of ten employees. The company sells books belonging to different categories such as adventure, fiction, autobiography, and so on. The company also sells audio and video products. **Marsha** as a secretary is required to send their sales data for the last three years to the management present at their head office situated at **Buffalo, New York**. For that, **Marsha** needs to organize and present the data in an enhanced manner. For easy understanding by the top management the data is required to be presented graphically. To allow access to only authorized people to view the data, she needs to protect the sheet using a password.

#### Analysis

For organizing the data, **Marsha** can use the sort feature, by which she can arrange the sales data in ascending order of the dates. To display the data for a specific date, June 5, 2011 to the management, the data needs to be filtered and presented. For this, she is required to apply filters to the data present in the worksheet. For easy understanding by the management, she can use charts in Excel for sales of books, which will help to create a pictorial representation of the data entries. Excel provides a feature called **Sparklines**, which will enable the management to understand the sales of different genre of books. To allow only authorized people to access and view the data, **Marsha** will protect the workbook using a password and encrypt the data.

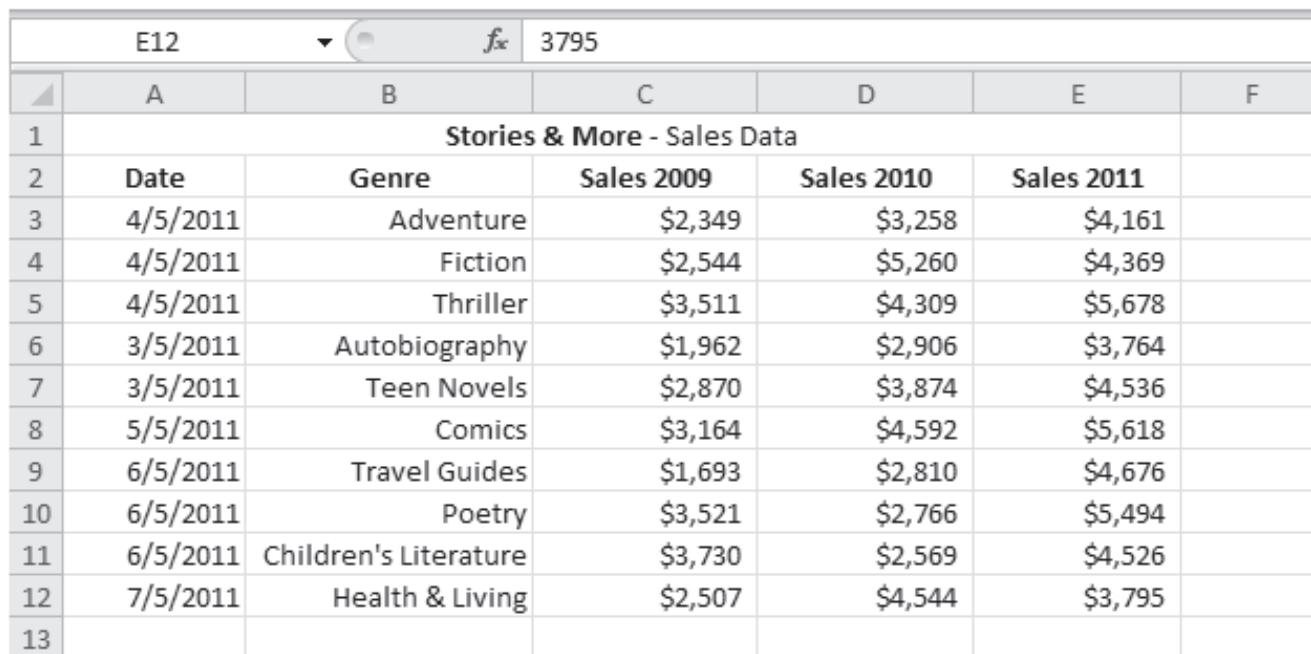
## Session 10

### Data Analysis and Security (Lab)

#### Solution

To arrange the sales data in ascending order of the dates, perform the following steps:

1. Open a new workbook in Microsoft Excel.
2. Type Stories & More - Sales Data in A1.
3. Merge cells A1 to E1.
4. Type the data from cell A2 to E12 as shown in figure 10.1 in an Excel Worksheet.



The screenshot shows an Excel spreadsheet with the following data:

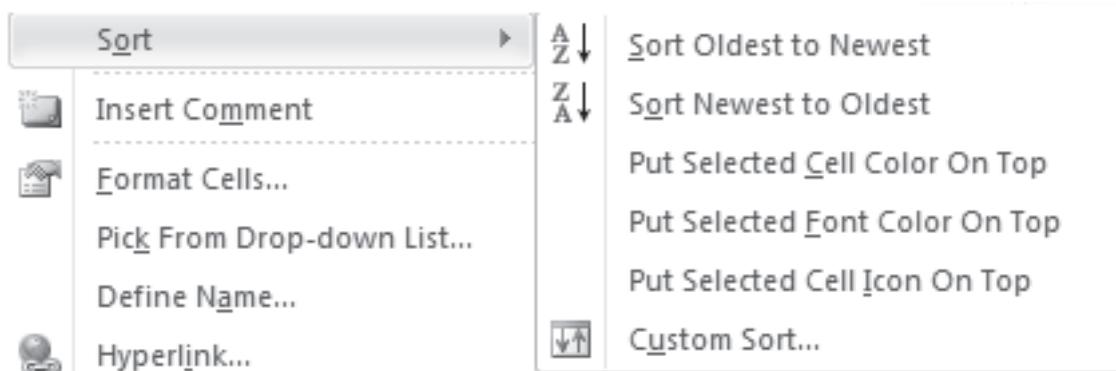
	A	B	C	D	E	F
1	Stories & More - Sales Data					
2	Date	Genre	Sales 2009	Sales 2010	Sales 2011	
3	4/5/2011	Adventure	\$2,349	\$3,258	\$4,161	
4	4/5/2011	Fiction	\$2,544	\$5,260	\$4,369	
5	4/5/2011	Thriller	\$3,511	\$4,309	\$5,678	
6	3/5/2011	Autobiography	\$1,962	\$2,906	\$3,764	
7	3/5/2011	Teen Novels	\$2,870	\$3,874	\$4,536	
8	5/5/2011	Comics	\$3,164	\$4,592	\$5,618	
9	6/5/2011	Travel Guides	\$1,693	\$2,810	\$4,676	
10	6/5/2011	Poetry	\$3,521	\$2,766	\$5,494	
11	6/5/2011	Children's Literature	\$3,730	\$2,569	\$4,526	
12	7/5/2011	Health & Living	\$2,507	\$4,544	\$3,795	
13						

Figure 10.1: Stories & More - Sales Data in Excel Worksheet

5. Select cells from A2 to E12.
6. Right-click the highlighted cells. The context menu is displayed.
7. Select Sort. Figure 10.2 displays the Sort sub-menu.

## Session 10

### Data Analysis and Security (Lab)



Lab Guide

Figure 10.2: Sort Sub-Menu

8. Select Sort Oldest to Newest. All the data entries in column A are sorted, along with their corresponding data in the other columns. Figure 10.3 displays the Excel worksheet containing the sorted data.

	A2		f <sub>x</sub>	Date		
1	A	B	C	D	E	F
Stories & More - Sales Data						
2	Date	Genre	Sales 2009	Sales 2010	Sales 2011	
3	3/5/2011	Autobiography	\$1,962	\$2,906	\$3,764	
4	3/5/2011	Teen Novels	\$2,870	\$3,874	\$4,536	
5	4/5/2011	Adventure	\$2,349	\$3,258	\$4,161	
6	4/5/2011	Fiction	\$2,544	\$5,260	\$4,369	
7	4/5/2011	Thriller	\$3,511	\$4,309	\$5,678	
8	5/5/2011	Comics	\$3,164	\$4,592	\$5,618	
9	6/5/2011	Travel Guides	\$1,693	\$2,810	\$4,676	
10	6/5/2011	Poetry	\$3,521	\$2,766	\$5,494	
11	6/5/2011	Children's Literature	\$3,730	\$2,569	\$4,526	
12	7/5/2011	Health & Living	\$2,507	\$4,544	\$3,795	
13						

Figure 10.3: Sorted Data

To apply sorting based on **Date** and then on **Genre**, perform the following steps:

1. Select cells A2 to E12.
2. Right-click the highlighted cells. The context menu is displayed.
3. Select Sort > Custom Sort to display the Sort dialog box.

## Session 10

### Data Analysis and Security (Lab)

4. Select Date in the first row from Sort by drop-down list.
5. Click Add Level to enable sorting by another field.
6. Select Genre in the second row from Sort by drop-down list. Figure 10.4 displays the Sort dialog box, after selection of columns and criteria.



Figure 10.4: Sort Dialog Box after Selection of Criteria

7. Click OK. Excel first sorts the data in Date column date-wise and then sorts the data present in Genre column alphabetically. Figure 10.5 displays the Excel worksheet containing the data arranged using custom sort.

## Session 10

### Data Analysis and Security (Lab)

	A2	Date	B	C	D	E	F
1	Stories & More - Sales Data						
2	Date	Genre	Sales 2009	Sales 2010	Sales 2011		
3	3/5/2011	Autobiography	\$1,962	\$2,906	\$3,764		
4	3/5/2011	Teen Novels	\$2,870	\$3,874	\$4,536		
5	4/5/2011	Adventure	\$2,349	\$3,258	\$4,161		
6	4/5/2011	Fiction	\$2,544	\$5,260	\$4,369		
7	4/5/2011	Thriller	\$3,511	\$4,309	\$5,678		
8	5/5/2011	Comics	\$3,164	\$4,592	\$5,618		
9	6/5/2011	Children's Literature	\$3,730	\$2,569	\$4,526		
10	6/5/2011	Poetry	\$3,521	\$2,766	\$5,494		
11	6/5/2011	Travel Guides	\$1,693	\$2,810	\$4,676		
12	7/5/2011	Health & Living	\$2,507	\$4,544	\$3,795		
13							

Figure 10.5: Using Custom Sort

To apply basic filtering, perform the following steps:

1. Select cells from A2 to E12.
2. Right-click the highlighted cells. The context menu is displayed.
3. Select Filter. Figure 10.6 displays the Filter sub-menu.

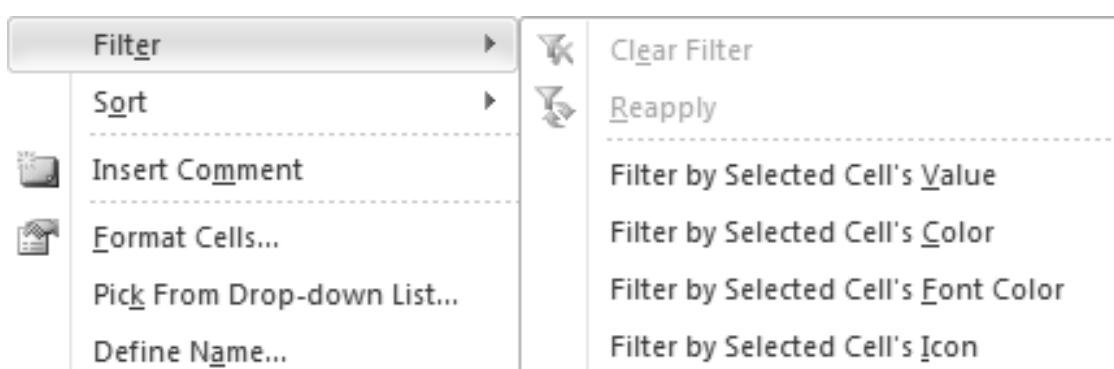


Figure 10.6: Filter Sub-Menu

## Session 10

### Data Analysis and Security (Lab)

4. Select Filter by Selected Cell's Value. All the values will be hidden and the headings are displayed.
5. Click  next to the Date column to view the contents.
6. Select March to display the details of March data on the spreadsheet. Figure 10.7 displays the selection.

Note: Excel will display  icon on the first column heading and  icon on the remaining column headings.

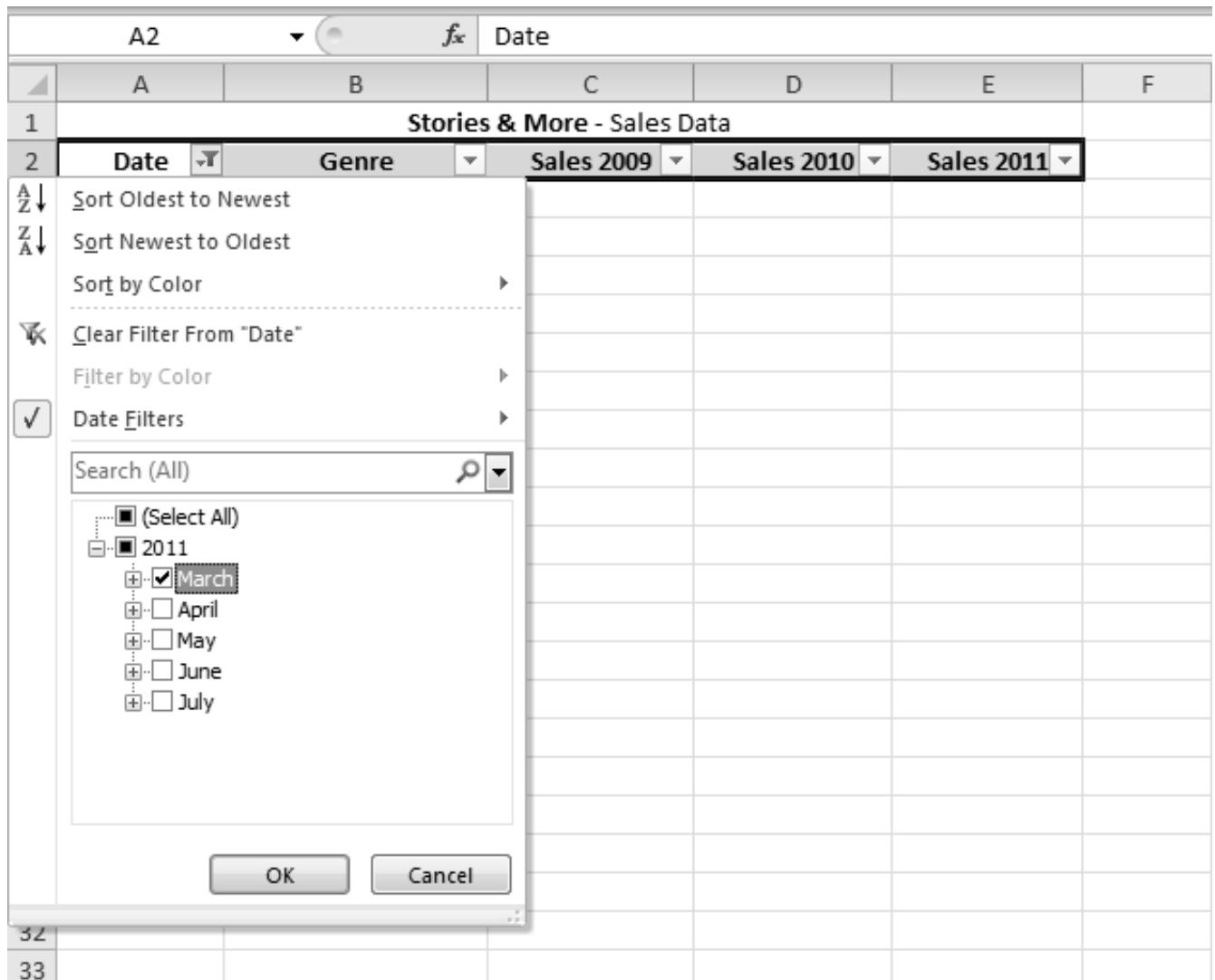
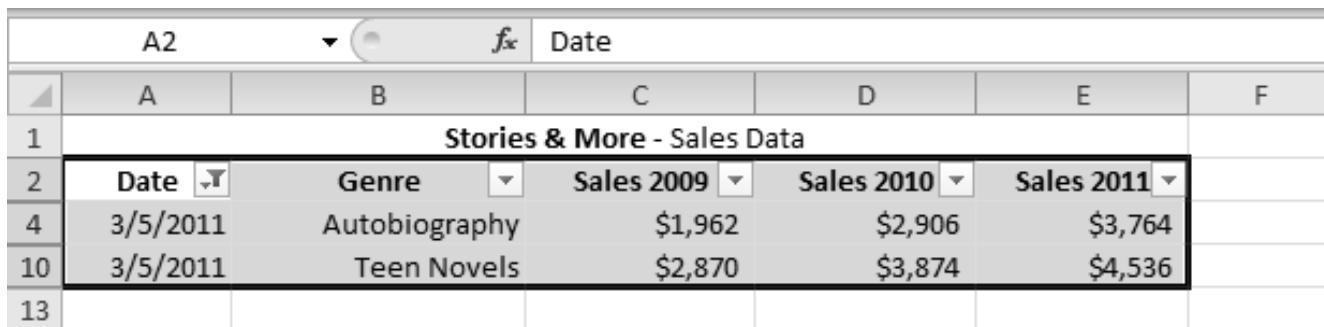


Figure 10.7: Selecting Date

## Session 10

### Data Analysis and Security (Lab)

7. Click OK. Figure 10.8 displays the filtered data in the Excel worksheet.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Stories & More - Sales Data					
2	Date	Genre	Sales 2009	Sales 2010	Sales 2011	
4	3/5/2011	Autobiography	\$1,962	\$2,906	\$3,764	
10	3/5/2011	Teen Novels	\$2,870	\$3,874	\$4,536	
13						

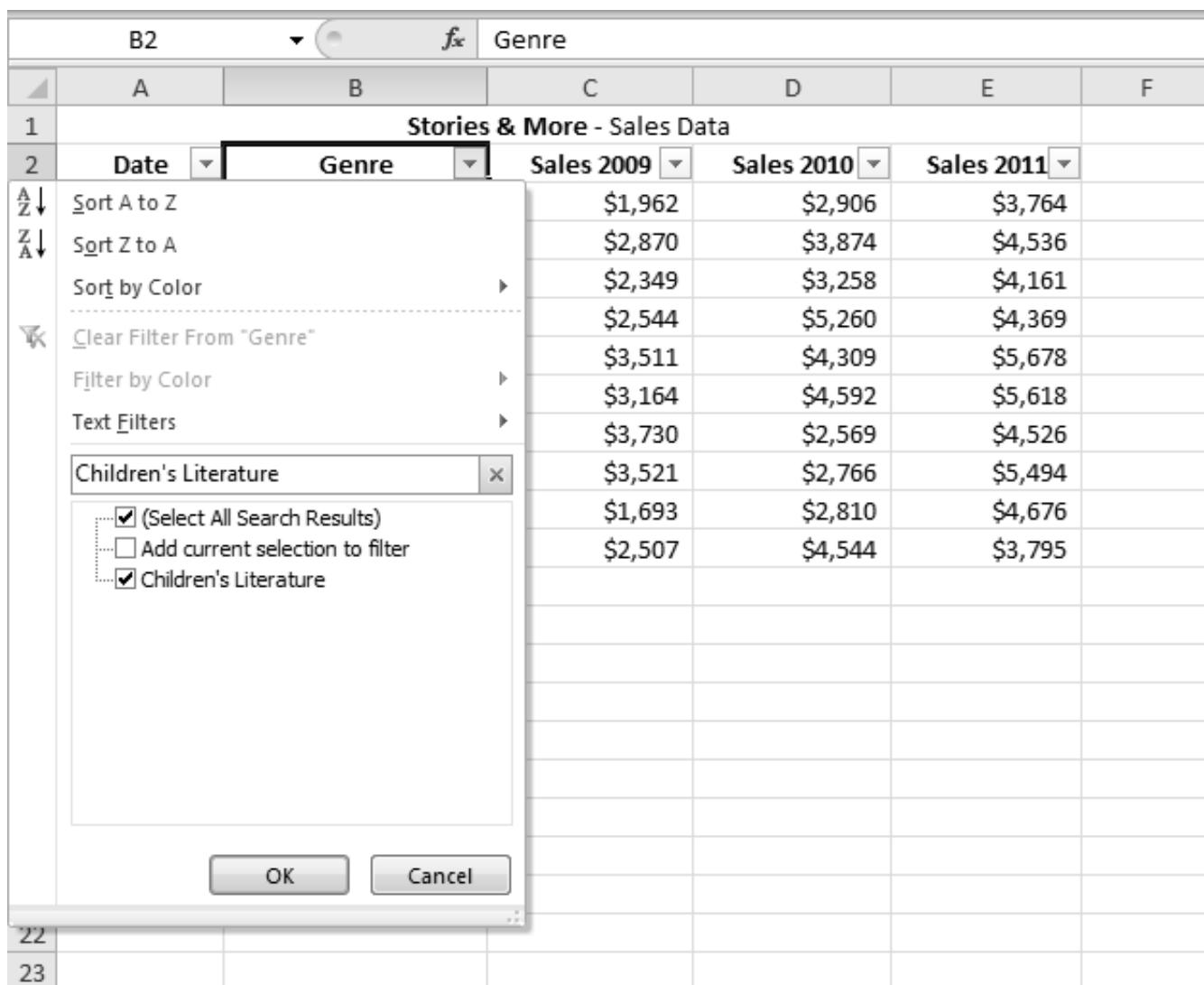
Figure 10.8: Filtered Data

To find details for **Children's Literature** book, using filtering by search, perform the following steps:

1. Click  in cell A2. The context menu is displayed.
2. Select the **Select All** check box.
3. Click OK. All the data entries are displayed in the worksheet.
4. Click  in cell B2.
5. Type **Children's Literature** in Search box. Figure 10.9 displays the addition of data, **Children's Literature** genre, in the Search box.

## Session 10

### Data Analysis and Security (Lab)



B2      fx      Genre

A      B      C      D      E      F

1      Stories & More - Sales Data

2      Date      Genre      Sales 2009      Sales 2010      Sales 2011

Sort A to Z      Sort Z to A      Sort by Color

Clear Filter From "Genre"

Filter by Color

Text Filters

Children's Literature

(Select All Search Results)      Add current selection to filter      Children's Literature

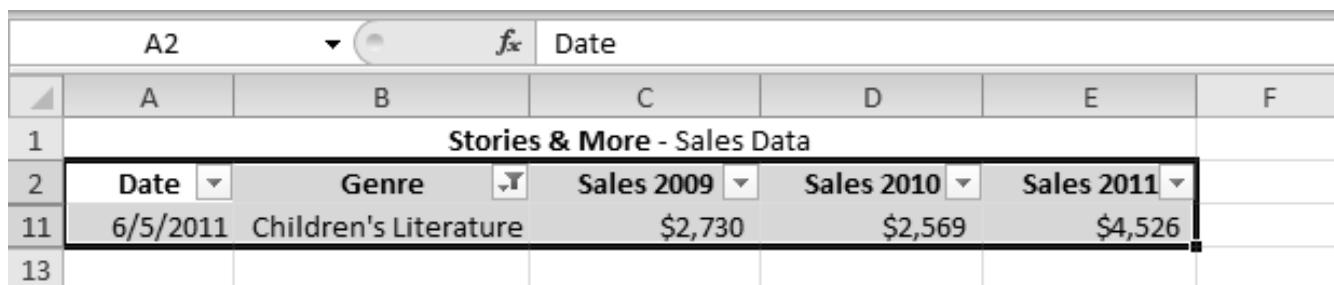
OK      Cancel

22

23

Figure 10.9: Adding Data in Search box

6. Click OK. Figure 10.10 displays the data of Children's Literature genre.



A2      fx      Date

A      B      C      D      E      F

1      Stories & More - Sales Data

2      Date      Genre      Sales 2009      Sales 2010      Sales 2011

11      6/5/2011      Children's Literature      \$2,730      \$2,569      \$4,526

13

Figure 10.10: Filtering by Search

## Session 10

### Data Analysis and Security (Lab)

To apply advanced **Date** filter, perform the following steps:

1. Click the Home tab.
2. Click Sort & Filter from the Editing group. Figure 10.11 displays the Sort & Filter sub-menu.

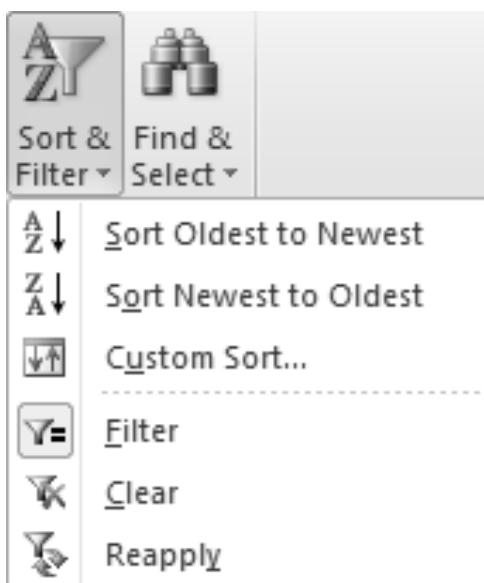


Figure 10.11: Sort & Filter Sub-Menu

3. Select Filter. The applied filter is removed.
4. Select cells from A2 to E12.
5. Re-apply the filter as shown before.
6. Click  in column Date heading. A drop-down menu is displayed.
7. Select Date Filters > Custom Filter to display the Custom AutoFilter dialog box for date.
8. Select is before from the Date drop-down list.

## Session 10

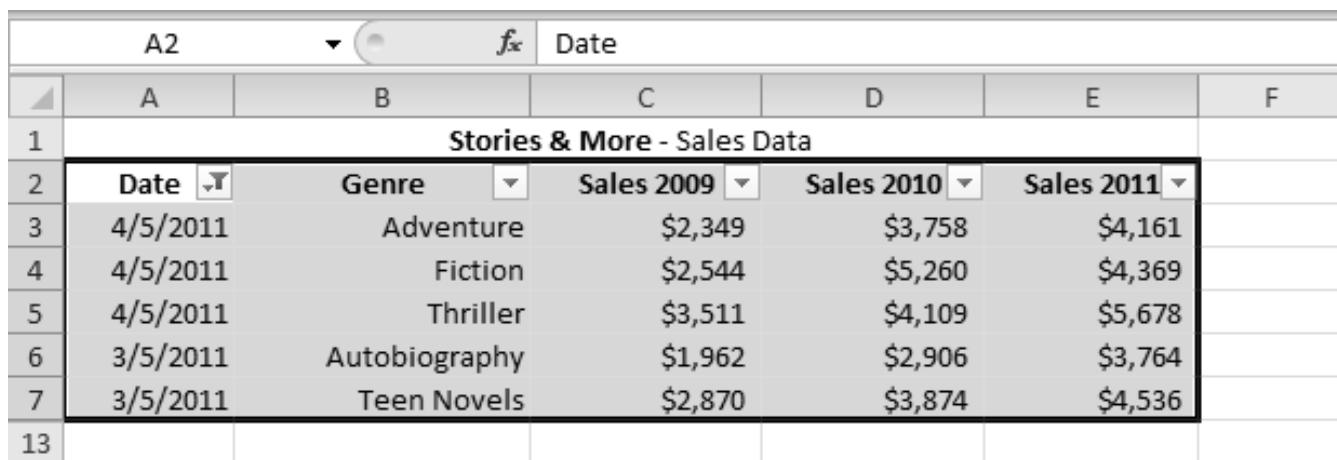
### Data Analysis and Security (Lab)

9. Select 5/5/2011 in the adjacent drop-down list. Figure 10.12 displays the Custom AutoFilter dialog box with the settings.



Figure 10.12: Custom AutoFilter Dialog Box after Adding Details

10. Click OK. Figure 10.13 displays the Excel worksheet with the filtered data.



	A	B	C	D	E	F
1 Stories & More - Sales Data						
2	Date	Genre	Sales 2009	Sales 2010	Sales 2011	
3	4/5/2011	Adventure	\$2,349	\$3,758	\$4,161	
4	4/5/2011	Fiction	\$2,544	\$5,260	\$4,369	
5	4/5/2011	Thriller	\$3,511	\$4,109	\$5,678	
6	3/5/2011	Autobiography	\$1,962	\$2,906	\$3,764	
7	3/5/2011	Teen Novels	\$2,870	\$3,874	\$4,536	
13						

Figure 10.13: Filtering using Date Filter

11. Select cells from A2 to E12.
12. Click Sort & Filter from the Editing group of the Home tab.
13. Select Filter. The applied filter is removed.

## Session 10

### Data Analysis and Security (Lab)

To create a chart in Excel, perform the following steps:

1. Select cells from A2 to E12.
2. Click the Insert tab.
3. Click Column from the Charts group. Figure 10.14 displays the Column sub-menu.

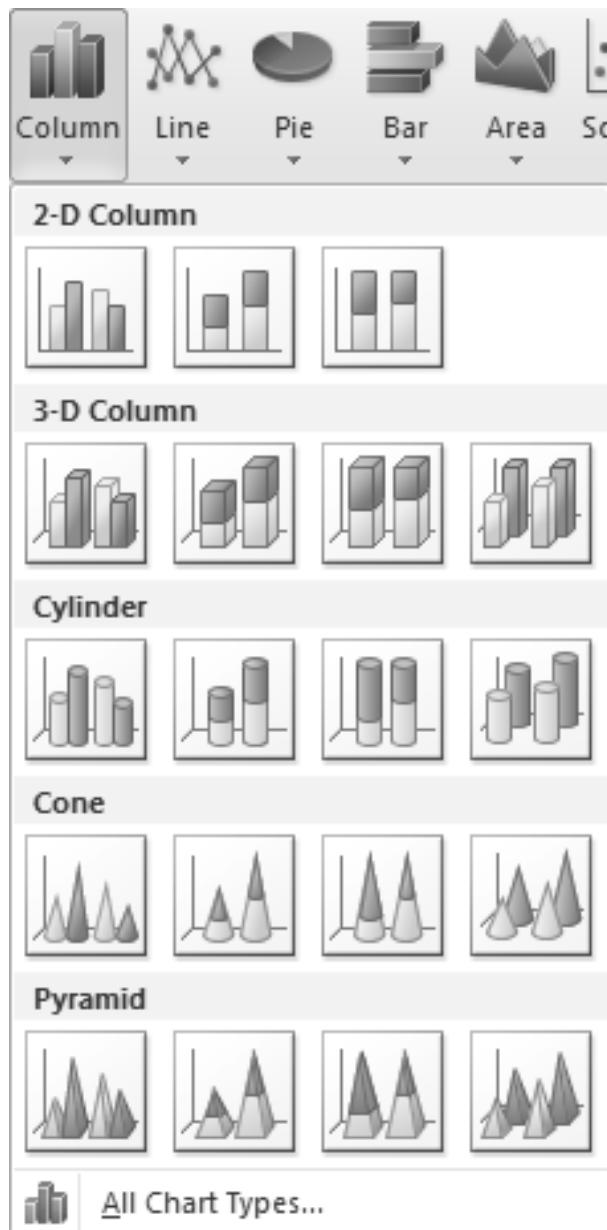


Figure 10.14: Column Chart Sub-Menu

## Session 10

### Data Analysis and Security (Lab)

4. Select the first chart from 2-D Column. The chart is generated and displayed on the spreadsheet. Figure 10.15 displays the Excel worksheet with the chart.

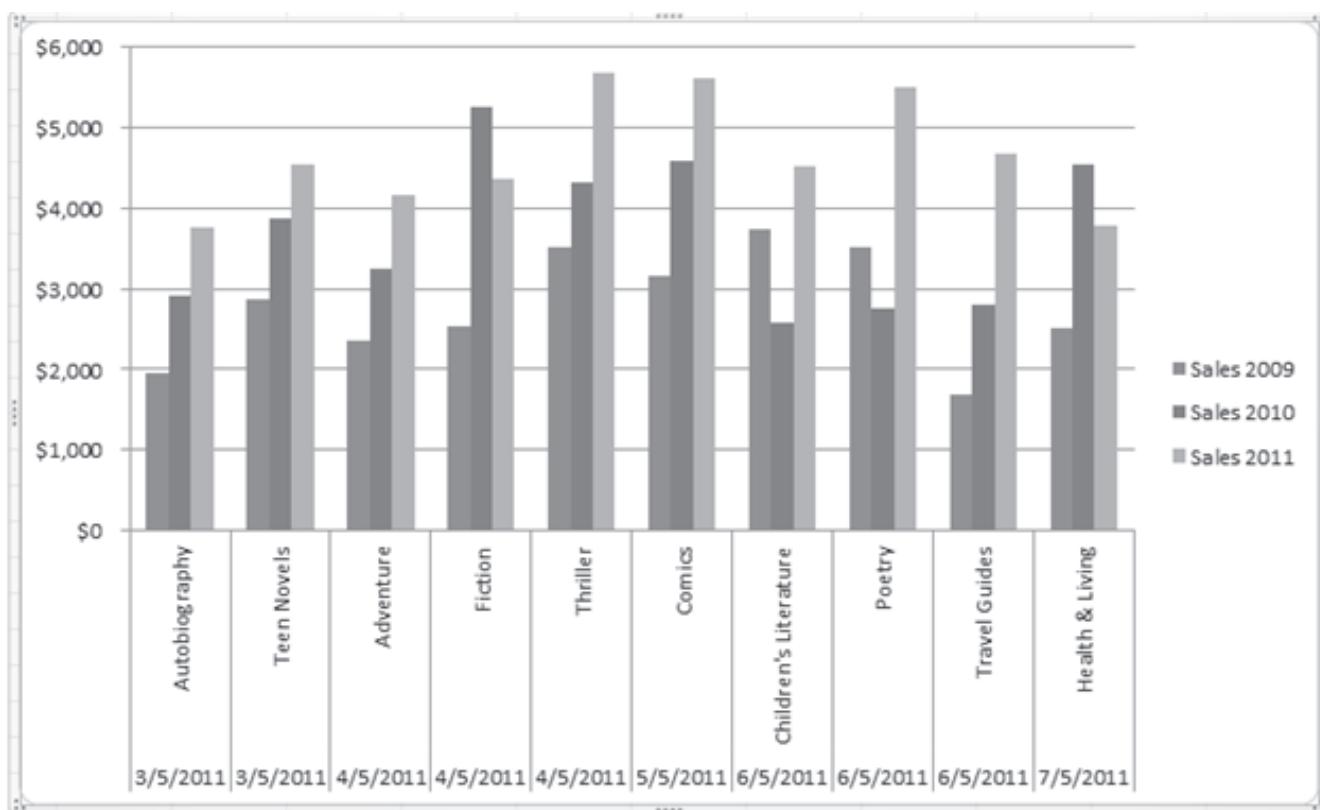


Figure 10.15: Basic Chart

To specify chart labels, perform the following steps:

1. Select the chart.
2. Click the Layout tab.
3. Click Chart Title from the Labels group. A sub-menu is displayed.
4. Select Above Chart. The Chart Title is displayed in the chart.
5. Select Chart Title.
6. Type Stories & More – Sales data in the chart.
7. Click Axis Titles from the Labels group. A sub-menu is displayed.
8. Select Primary Horizontal Axis Title > Title Below Axis.
9. Select Axis Title.

## Session 10

### Data Analysis and Security (Lab)

10. Type Genre in the chart. The Horizontal Axis Title is changed.
11. Click Axis Titles from the Labels group. A sub-menu is displayed.
12. Select Primary Vertical Axis Title > Horizontal Title.
13. Select Axis Title.
14. Type Sales in the chart. The Vertical Axis Title is changed.
15. Click Legend from the Labels group. A sub-menu is displayed.
16. Select Show Legend at Top. The Legend is displayed at the top of the chart.
17. Click Data Labels from the Labels group. A sub-menu is displayed.
18. Select Outside End. The Data Labels are displayed at the top of the data entries.
19. Click Data Table from the Labels group. A sub-menu is displayed.
20. Select Show Data Table. The Data Table is displayed below the data entries. Figure 10.16 displays the modified chart.

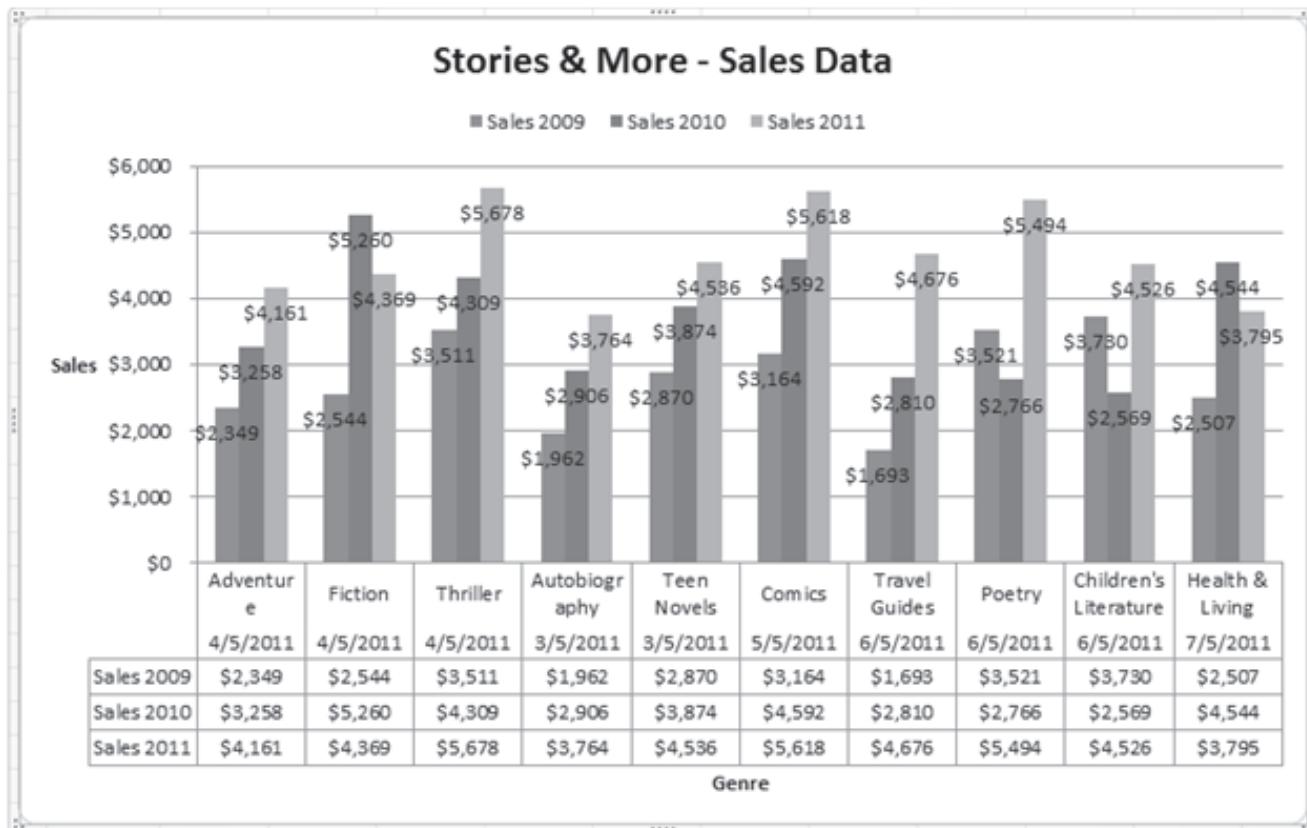


Figure 10.16: Modified Chart

## Session 10

### Data Analysis and Security (Lab)

To use the **Sparklines**, perform the following steps:

1. Select cells from C3 to E12.
2. Click the Insert tab.
3. Click Line from the Sparklines group. Figure 10.17 displays the Create Sparklines dialog box.

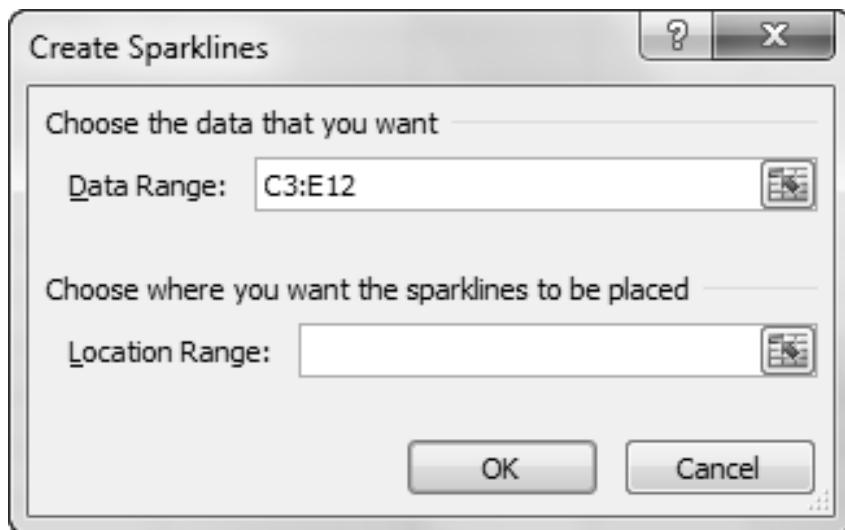


Figure 10.17: Create Sparklines Dialog Box

4. Type F3:F12 in the Location Range.
5. Click OK. Excel creates the Sparklines chart in the specified Location Range as shown in figure 10.18.

## Session 10

### Data Analysis and Security (Lab)



Figure 10.18: Worksheet Displaying Sparklines

Lab Guide

#### Encrypting a File

To encrypt a file, perform the following steps:

1. Click the File tab. The Backstage View is displayed.
2. Click Save As. The Save As dialog box is displayed.
3. Browse to the desktop.
4. Type Excel\_file in the File name: box.
5. Click Save. The file is saved on the desktop.
6. Click the File tab. The Backstage View is displayed.
7. Click Info. The Info page is displayed.
8. Click Protect Workbook. Figure 10.19 displays the sub-menu.

## Session 10

### Data Analysis and Security (Lab)

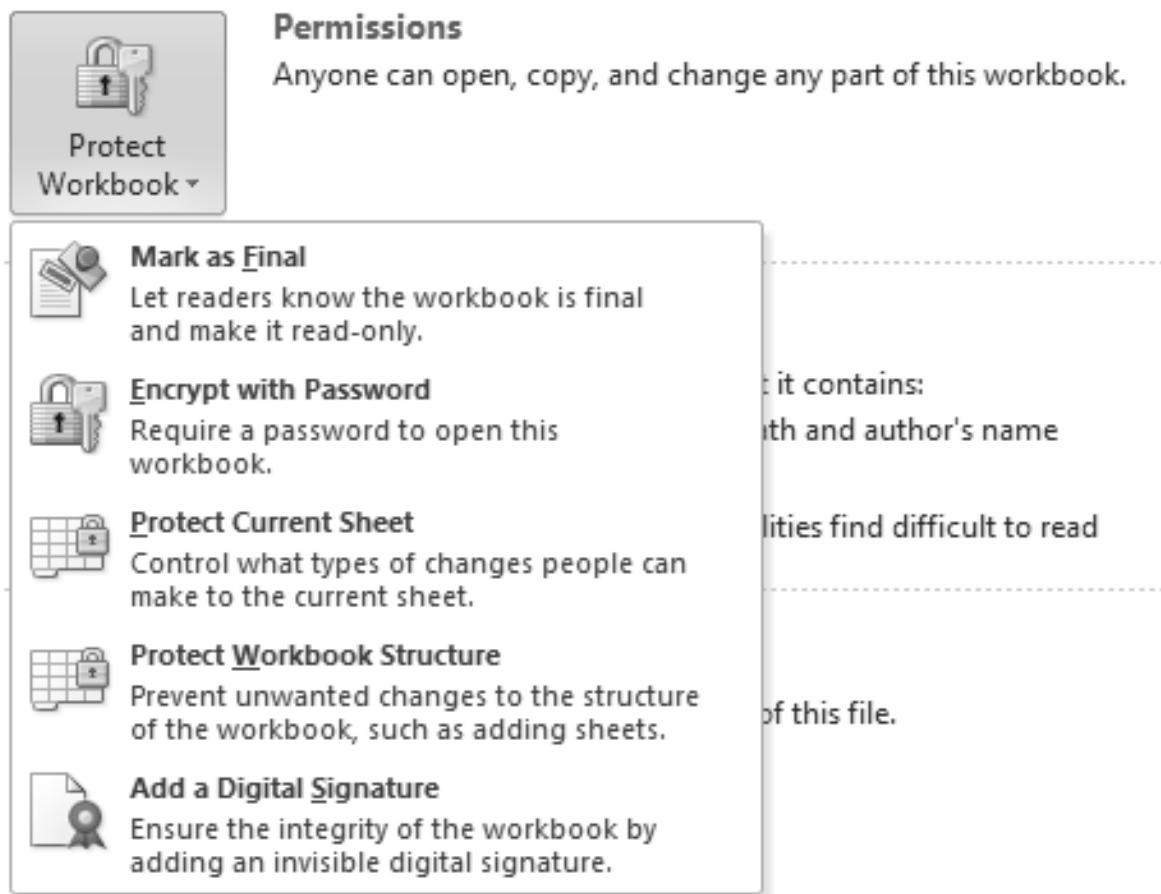


Figure 10.19: Protect Workbook Sub-Menu

9. Select Encrypt with Password. Figure 10.20 displays the Encrypt Document dialog box.

## Session 10

### Data Analysis and Security (Lab)



Lab Guide

**Figure 10.20: Encrypt Document Dialog Box**

10. Type 123 in the Password box.
11. Click OK. Confirm Password dialog box is displayed.
12. Type 123 in the Re-enter password box.
13. Click OK. Excel protects the workbook.
14. Exit Excel.

To decrypt the document, perform the following steps:

1. Open Microsoft Excel.
2. Click File > Open. The Open dialog box is displayed.
3. Browse to the desktop.
4. Select Excel\_file.
5. Click Open. The Password dialog box is displayed.
6. Type 123. Excel opens the encrypted document.
7. Click the File tab. The Backstage View is displayed.

## Session 10

### Data Analysis and Security (Lab)

8. Click Info. The Information pane is displayed.
9. Click Protect Workbook. The sub-menu is displayed.
10. Select Encrypt with Password. The Encrypt Document dialog box is displayed.
11. Clear the password from the Password box.
12. Click OK.

#### Protecting the Worksheet

To protect the worksheet, perform the following steps:

1. Click the Review tab.
2. Click Protect Sheet from the Changes group. Figure 10.21 displays the Protect Sheet dialog box.

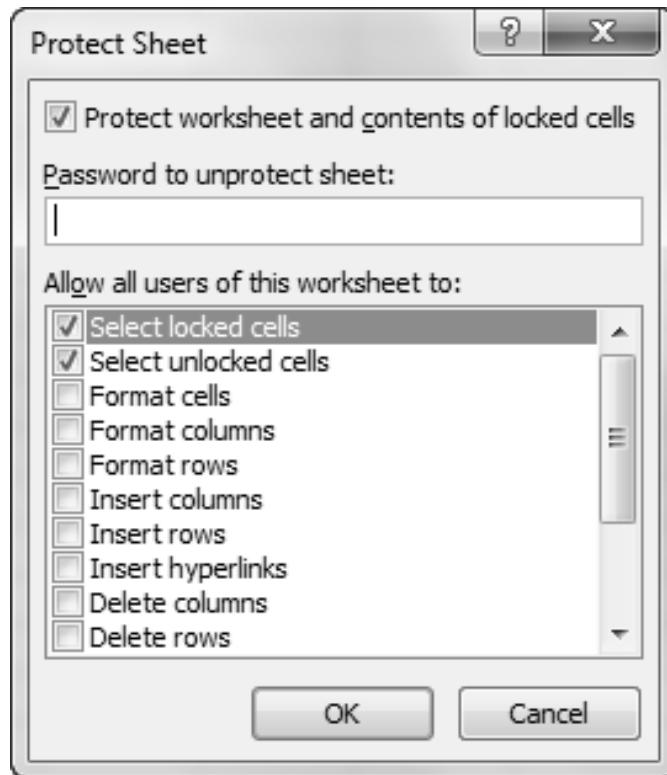


Figure 10.21: Protect Sheet Dialog Box

## Session 10

### Data Analysis and Security (Lab)

3. Type 123 in the Password to unprotect sheet box.
4. Click OK. Confirm Password dialog box is displayed.
5. Type 123 in the Re-enter password to proceed box.
6. Click OK. The sheet is protected.
7. Change the title of the table. Excel displays a message as shown in figure 10.22.

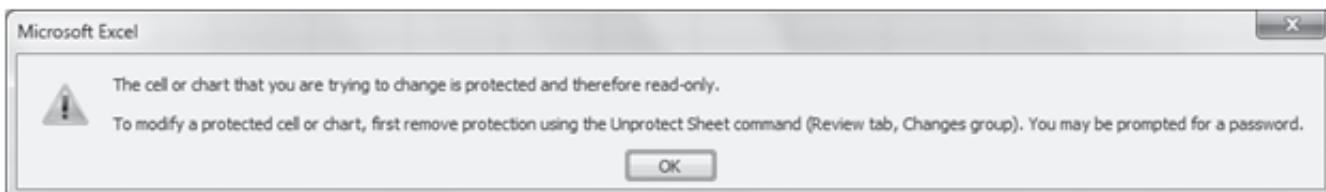


Figure 10.22: Message from Microsoft Excel

8. Click OK.

To unprotect the workbook, perform the following steps:

1. Click the Review tab.
2. Click Unprotect Sheet from the Changes group. Figure 10.23 displays the Unprotect Sheet dialog box.

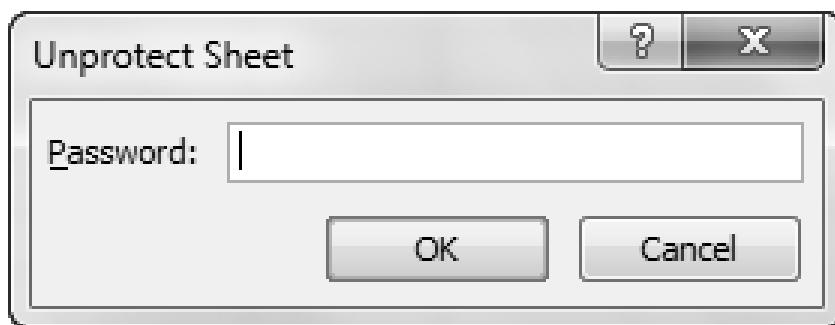


Figure 10.23: Unprotect Sheet Dialog Box

3. Type 123 in the Password box.
4. Click OK. The sheet will be unprotected.

## Session 10

### Data Analysis and Security (Lab)

#### Part II

- Dianne Cole is the class teacher of Grade 9 at **Golden Heights**. She has to create a chart of the purchases made by her students for the class project in the month of **May** and **June**. This data needs to be presented to management for approval. Table 10.1 displays the data.

Student ID	Name		May	June
100	Sophie	Milson	\$33	\$56
101	John	Linden	\$32	\$34
102	Sam	Mosby	\$54	\$67
103	Josie	Wilson	\$64	\$70
104	Lester	Miller	\$22	\$38
105	Jack	Moore	\$62	\$70
106	Andy	Markesan	\$46	\$65
107	Kyra	Jackson	\$29	\$38
108	Liam	Martin	\$41	\$50
109	Yana	Donner	\$58	\$81

**Table 10.1: Grade 9 – Project Costs**

Hints:

- Create a chart.
- Apply **Layout 5** from **Chart Layout** and **Style 7** from **Chart Styles** to the chart.
- Apply **Colored Outline – Accent 5** from **Shape Styles** in the **Format** tab.



## Do It Yourself

1. **Principal Gordon of Golden Heights High School** needs to view the project expenditure submitted by the students of Grade 9 for the month of May and June. He has asked Peter to represent certain entries from the data present in table 10.2 for review.

Student ID	Name		May	June
100	Sophie	Milson	\$33	\$56
101	John	Linden	\$32	\$34
102	Sam	Mosby	\$54	\$67
103	Josie	Wilson	\$64	\$70
104	Lester	Miller	\$22	\$38
105	Jack	Moore	\$62	\$70
106	Andy	Markesan	\$46	\$65
107	Kyra	Jackson	\$29	\$38
108	Liam	Martin	\$41	\$50
109	Yana	Donner	\$58	\$81

**Table 10.2: Grade 9 – Project Expenditure**

- a. Display data entries of Sam Mosby, Andy Markesan, and Kyra Jackson from the table.
- b. Display names of people whose expenditure is \$70 and above in the month of June.

“A still tongue keeps  
a wise head”



## Objectives

At the end of this session, the student will be able to:

- Use PivotTable
- Use PivotChart

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Using a Pivot Table

#### Problem

**Shopper's Paradise** is the world's largest departmental store. It has a chain of stores spread across different parts of the world. They sell everything from apparels to shoes, groceries to frozen foods, crockeries, and so on. **Cindy Marsden** is the **Sales Head** of **Shopper's Paradise**. She has to display the global sales report of her company to the board of directors. She needs to add names of the sales person, the country they work in, and their ID number. **Cindy** will also have to display their monthly and annual salary and display their sum. She has to present the report using the appropriate presentation format.

#### Analysis

For presenting the data, **Cindy** can use the pivot chart feature of Microsoft Excel to create the report. Pivot chart will help her to create dynamic tables where the user can move data according to the requirement. She can add all the fields in the pivot table and move them to display the data in the required format. She can use the **Format** tab for improving the appearance of the report.

#### Solution

To create a pivot table, perform the following steps:

1. Open a new workbook in Microsoft Excel.
2. Type the following data from cell A1 to A7.

Name

Bella

Bella

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

Kevin  
Marsha  
Liam  
Victor

- 3. Type the following data from cell B1 to B7.**

**Country**

USA  
USA  
USA  
Spain  
Canada  
Ukraine

- 4. Type the following data from cell C1 to C7.**

**ID number**

134  
135  
136  
137  
138  
139

- 5. Type the following data from cell D1 to D7.**

**Monthly Salary**

\$4,723  
\$3,465  
\$7,842  
\$6,432  
\$6,754  
\$6,776

- 6. Type the following formula from cell E1 to E7.**

**Annual Salary**

=D2\*12  
=D3\*12  
=D4\*12  
=D5\*12  
=D6\*12  
=D7\*12

- 7. Select cells from A1 to E7.**

- 8. Click the Insert tab.**

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

9. Click the PivotTable arrow from the PivotTable group. Figure 11.1 displays the PivotTable sub-menu.

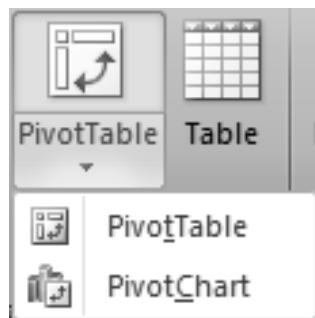


Figure 11.1: PivotTable Sub-Menu

10. Select PivotTable. Figure 11.2 displays the Create PivotTable dialog box.

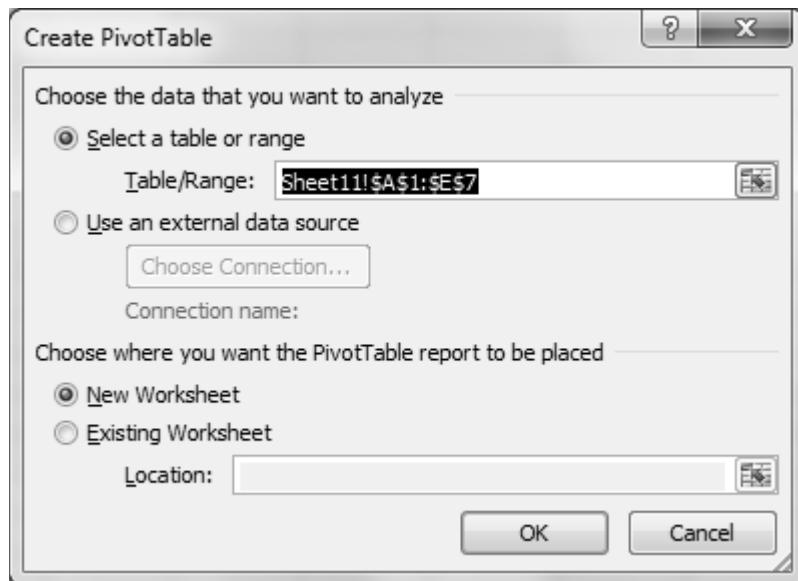


Figure 11.2: Create PivotTable Dialog Box

11. Select Existing Worksheet in Choose where you want the PivotTable report to be placed section.
12. Click A24 to place the report in the worksheet.

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

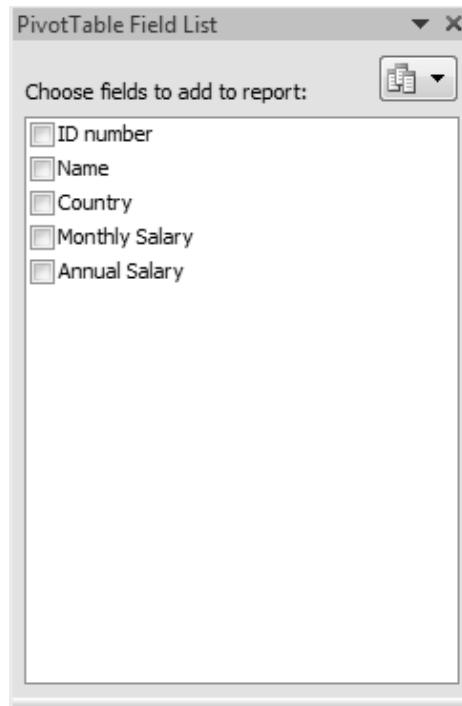
13. Click OK. Figure 11.3 displays the initial image of the PivotTable.



**Figure 11.3: Blank Pivot Table**

To add the fields to a pivot table, perform the following steps:

1. Select the PivotTable. The PivotTable Field List pane is displayed in figure 11.4.

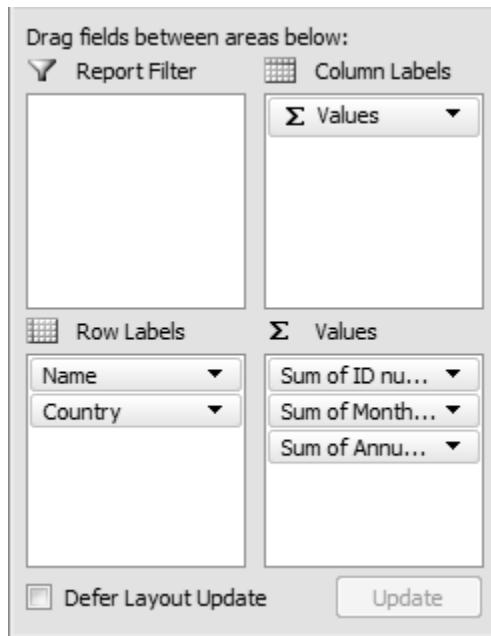


**Figure 11.4: PivotTable Field List Pane**

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

2. Select all the fields from Choose fields to add to report box. The Drag fields between areas below box in PivotTable Field List pane is automatically populated as displayed in figure 11.5.



Lab Guide

Figure 11.5: Drag fields between areas below Box

Figure 11.6 displays the pivot table after the selection of all the fields.

Row Labels	Sum of ID number	Sum of Monthly Salary	Sum of Annual Salary
Bella	269	8188	98256
USA	269	8188	98256
Kevin	136	7842	94104
USA	136	7842	94104
Liam	138	6754	81048
Canada	138	6754	81048
Marsha	137	6432	77184
Spain	137	6432	77184
Victor	139	6776	81312
Ukraine	139	6776	81312
<b>Grand Total</b>	<b>819</b>	<b>35992</b>	<b>431904</b>

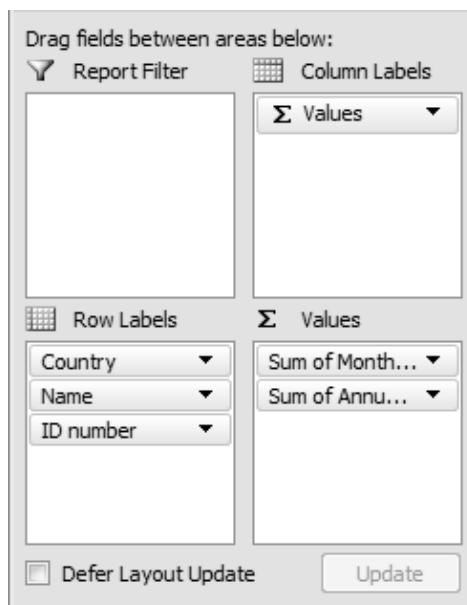
Figure 11.6: Sample Pivot Table

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

To rearrange the fields, perform the following steps:

1. Drag the Sum of ID Number tab from Values group to Row Labels group.
2. Click Country from the Row Labels group. The drop-down list is displayed.
3. Select Move to Beginning. The Drag fields between areas below box present in the PivotTable Field List pane is displayed in figure 11.7 after the necessary modifications have been made.



**Figure 11.7: Rearranging Fields in a Pivot Table**

To format a pivot table, perform the following steps:

1. Right-click the grand total of Sum of Monthly Salary column present in the pivot table. A context menu is displayed.
2. Select Currency from Number Format and click OK.
3. Right-click the grand total of Sum of Annual Salary column in the pivot table. A context menu is displayed.
4. Select Currency from Number Format and click OK.
5. Click the pivot chart.
6. Click the Design tab.

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

7. Select Pivot Style Medium 1 from PivotTable Styles gallery. The PivotTable is displayed in figure 11.8.

Row Labels	Sum of Monthly Salary	Sum of Annual Salary
Canada	\$6,754.00	\$81,048.00
Liam	\$6,754.00	\$81,048.00
138	\$6,754.00	\$81,048.00
Spain	\$6,432.00	\$77,184.00
Marsha	\$6,432.00	\$77,184.00
137	\$6,432.00	\$77,184.00
Ukraine	\$6,776.00	\$81,312.00
Victor	\$6,776.00	\$81,312.00
139	\$6,776.00	\$81,312.00
USA	\$16,030.00	\$192,360.00
Bella	\$8,188.00	\$98,256.00
134	\$4,723.00	\$56,676.00
135	\$3,465.00	\$41,580.00
Kevin	\$7,842.00	\$94,104.00
136	\$7,842.00	\$94,104.00
<b>Grand Total</b>	<b>\$35,992.00</b>	<b>\$431,904.00</b>

Figure 11.8: Final Pivot Table

To update the pivot table with the new data entries updated in the table, perform the following steps:

1. Right-click the pivot table. A context menu is displayed.
2. Select Refresh. Excel updates the new data in the pivot table report.

#### Exercise 2: Using a Pivot Chart

##### Problem

**Haley Thatcher** has to give a presentation on the sales data provided by **Cindy** to the company's panel of directors. She has to create a chart, which will display the sales data graphically.

##### Analysis

**Haley** can use the pivot chart feature of Microsoft Excel. It will help **Haley** to generate both pivot table and pivot chart. She can format the chart to make it more visually appealing. She can also apply title to the pivot chart.

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

#### Solution

To create a pivot chart, perform the following steps:

1. Open Microsoft Excel.
2. Type the following data from cell A1 to A7.

**Name**

Bella  
Bella  
Kevin  
Marsha  
Liam  
Victor

3. Type the following data from cell B1 to B7.

**Country**

USA  
USA  
USA  
Spain  
Canada  
Ukraine

4. Type the following data from cell C1 to C7.

**ID number**

134  
135  
136  
137  
138  
139

5. Type the following data from cell D1 to D7.

**Monthly Salary**

\$4,723  
\$3,465  
\$7,842  
\$6,432  
\$6,754  
\$6,776

6. Type the following data from cell E1 to E7.

**Annual Salary**

=D2\*12  
=D3\*12

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

```
=D4*12
=D5*12
=D6*12
=D7*12
```

7. Select cells from A1 to E7.
8. Click the Insert tab.
9. Click the PivotTable arrow from the PivotTable group. The sub-menu is displayed.
10. Select PivotChart. The Create PivotTable with PivotChart dialog box is displayed in figure 11.9.

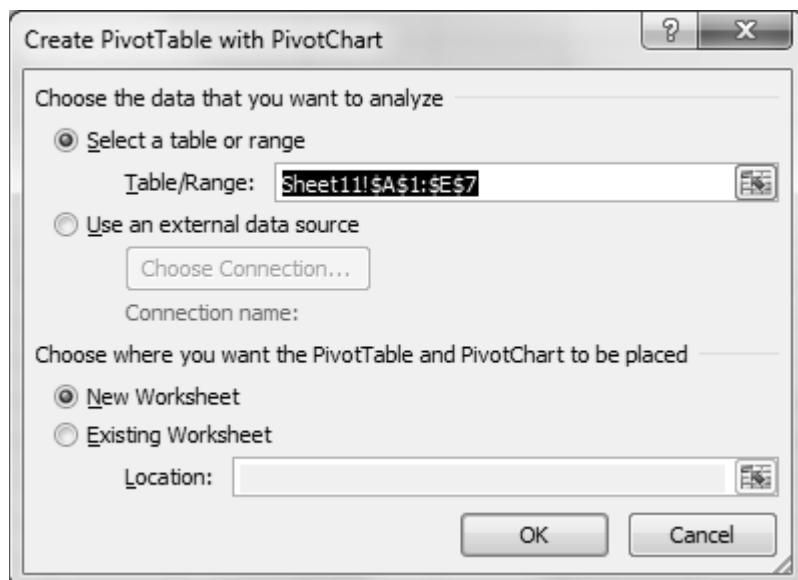


Figure 11.9: Create PivotTable with PivotChart Dialog Box

11. Select Existing Worksheet in Choose where you want the PivotTable and PivotChart to be placed section.
12. Select cell A15 to position the pivot table and pivot chart in the sheet.

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

13. Click OK. The chart is displayed in figure 11.10.

#### Chart 1

To build a PivotChart, choose fields from the PivotTable Field List.



Figure 11.10: Blank Pivot Chart

To format a pivot chart, perform the following steps:

1. Select the pivot chart.
2. Select all the options from Choose fields to add to report box. Figure 11.11 displays the same pivot chart after selecting all the options to display.

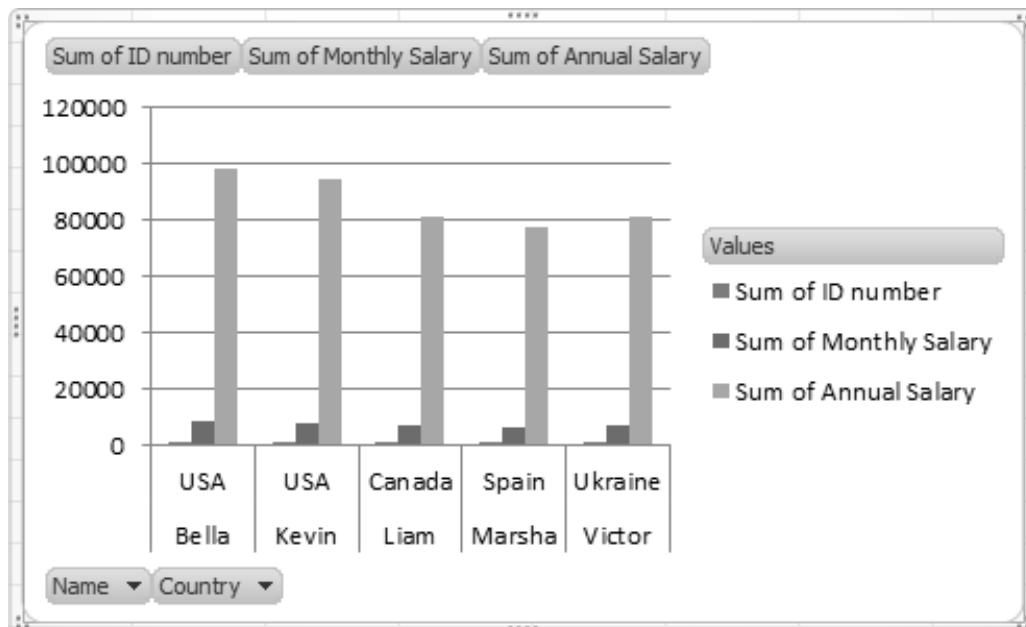


Figure 11.11: Sample Pivot Chart

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

3. Drag the Sum of ID Number tab from Values group to the Axis Fields group.
4. Click the Country tab in Row Labels group. A drop-down list is displayed.
5. Select Move to Beginning.
6. Right-click the grand total of Sum of Monthly Salary column in the pivot table.
7. Select Currency from Number Format and click OK.
8. Right-click the grand total of Sum of Annual Salary column in the pivot table.
9. Select Currency from Number Format and click OK.
10. Click the Design tab.
11. Select Style 1 from Chart Styles gallery.
12. Click the Layout tab.
13. Select Chart Title > Above Chart. Chart title is displayed in the chart.
14. Rename the chart title as Global Sales.
15. Select the Chart Area.
16. Select Colored Outline – Black, Dark 1 from Shape Styles gallery of the Format tab.
17. Select the Plot Area.

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

18. Select Colored Outline – Black, Dark 1 from Shape Styles gallery of the Format tab. Figure 11.12 displays the final pivot chart.

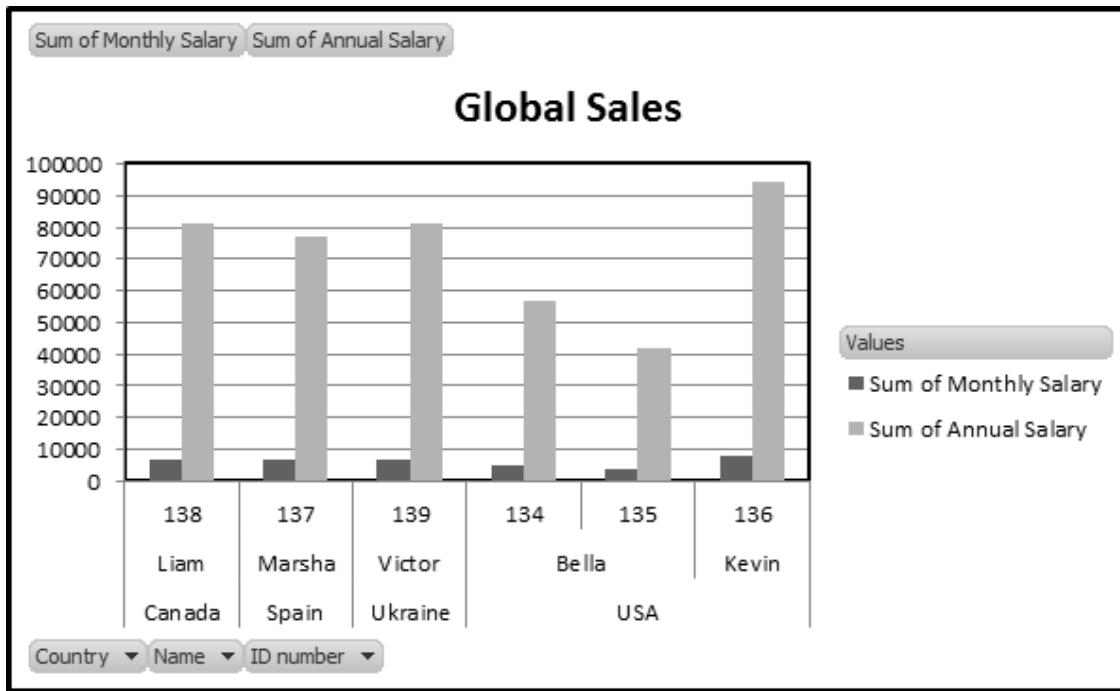


Figure 11.12: Final Sample Pivot Chart

To move the pivot chart, perform the following steps:

1. Select the pivot chart.
2. Click Move Chart from the Location group of the Design tab in PivotTable Tools. The Move Chart dialog box is displayed in figure 11.13.

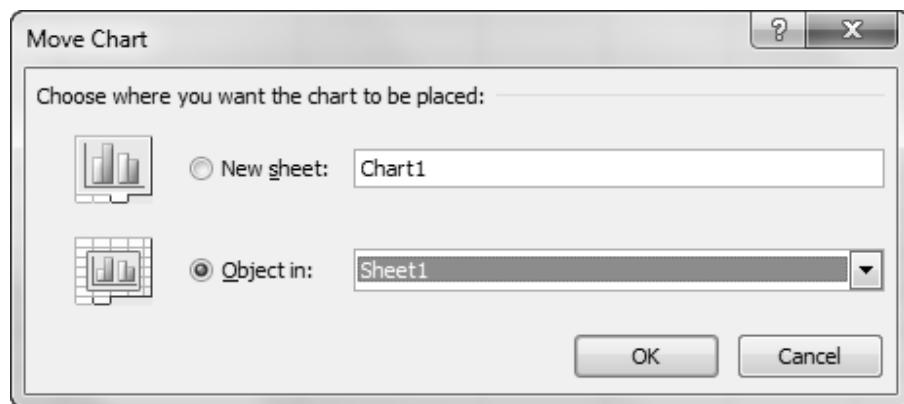


Figure 11.13: Move Chart Dialog Box

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

3. Select the required sheet name from the Object-in drop-down list to copy it in the existing sheet.
4. Click OK.

#### Part II

1. **Neal Carlton** has started a new business with his friends. He has to create a pivot table and pivot chart for all the creditors who have invested in the company. Table 11.1 displays the data.

Student ID	Name		May	June
500	Diana	Santana	\$33	\$56
501	John	Linden	\$32	\$34
502	Sam	Matt	\$54	\$67
503	Tricia	Wilson	\$64	\$70
504	Karen	Miller	\$22	\$38
505	Jack	Olsen	\$62	\$70
506	Andy	Jacoby	\$46	\$65
507	Peter	Jackson	\$29	\$38
508	Liam	Martin	\$41	\$50
509	Priscilla	Ling	\$58	\$70

**Table 11.1: Investment Details**

#### Hints:

- a. Create the pivot table and pivot chart.
- b. Add all the fields.
- c. Apply **Pivot Style Medium 6** from the **Pivot Table Styles** gallery to the table.
- d. Change the chart title to **Interns - Cane and Co.**
- e. Apply **Style 31** from **Chart Styles** to the chart.
- f. Apply **Subtle Effect – Aqua, Accent 5** from **Shape Styles**.
- g. Change the entry of **Liam Martin** to **Lisa Martin** and update the table.

## Session 11

### Working with Reports in Microsoft Excel 2010 (Lab)

#### Do It Yourself

1. **Rachel Gellar** is the global sales head of **Electronx**. Electronx manufactures computer parts and have branches spread across different parts of the world. **Rachel** has to create a report providing the revenue generated from each item. Additionally, a chart should be included, displaying a title above the report and data labels above each column, as shown in table 11.2.

Country	Item Description	Model Type	Profits
USA	Printers	PR-5643	\$6575
South Africa	Monitors	MO-2468	\$6316
Spain	Optical Mouse	OM-2474	\$8426
Brazil	Printers	PR-5784	\$8412
France	Keyboards	KE-6436	\$8521
Austria	Speakers	SP-5784	\$8053
Canada	Optical Mouse	OM-3684	\$7942
Russia	Keyboards	KE-7316	\$7321
Japan	Keyboards	KE-6542	\$7843
Singapore	Monitors	MO-6372	\$7145
Australia	Monitors	MO-2558	\$8953

Table 11.2: Sales Report

## Objectives

**At the end of this session, the student will be able to:**

- *Create, save, and close a presentation*
- *Use Master Slides*
- *Create a presentation using a built-in template*
- *Apply an existing theme to a presentation*
- *Modify a built-in template and an existing theme*
- *Format text in a presentation*
- *Insert SmartArt Graphic*
- *Use different presentation views*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Creating and Saving a Presentation

#### Problem

Ryder has to present in a seminar his research project titled **The Emotion of Love**. He has decided to prepare a presentation on his project using Microsoft PowerPoint 2010. He has never used PowerPoint before. He has decided to follow his friend **John's** advice for designing the presentation. **John** suggested him to use the template called **Widescreen Presentation** in PowerPoint. In addition, for immediate access, **Ryder** wants to save the presentation file on **Desktop**. He has downloaded another presentation from the internet for his reference. The reference presentation is titled **The Power of Love**, which is also saved on **Desktop**. Help him to perform the tasks on PowerPoint 2010 according to his requirements.

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

#### Analysis

Ryder wants to create a presentation on Microsoft PowerPoint 2010, but he has never used the application before. He wants to use the template called **Widescreen Presentation**, which is included in PowerPoint under Sample Templates. He wants to save the new presentation file on the **Desktop**. His reference presentation titled **The Power of Love** is also saved on **Desktop**. Therefore, **Desktop** is to be browsed while saving and opening an existing presentation.

#### Solution

To open Microsoft PowerPoint 2010, perform the following steps:

1. Click Start > All Programs > Microsoft Office > Microsoft PowerPoint 2010 as displayed in figure 12.1.

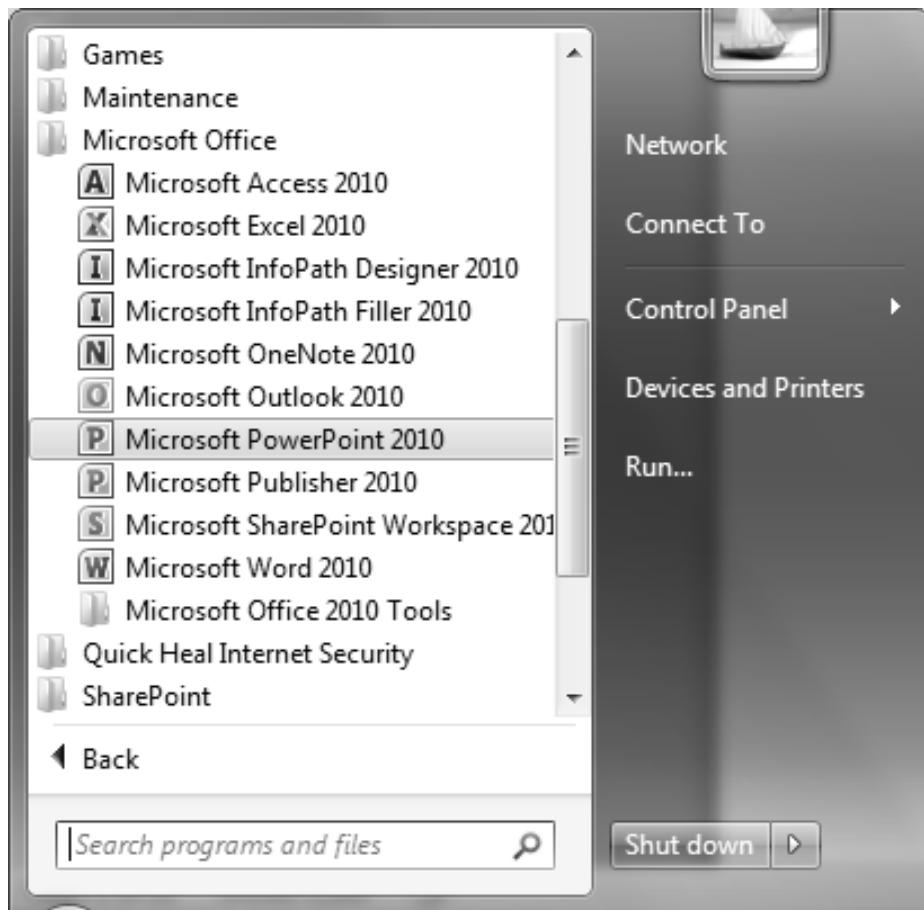


Figure 12.1: Opening Microsoft PowerPoint 2010

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

#### Creating a Presentation

To create a PowerPoint presentation, perform the following steps:

1. Open Microsoft PowerPoint 2010.
2. Click the File tab. The Backstage View is displayed.
3. Click New. The Available Templates and Themes pane is displayed in figure 12.2.

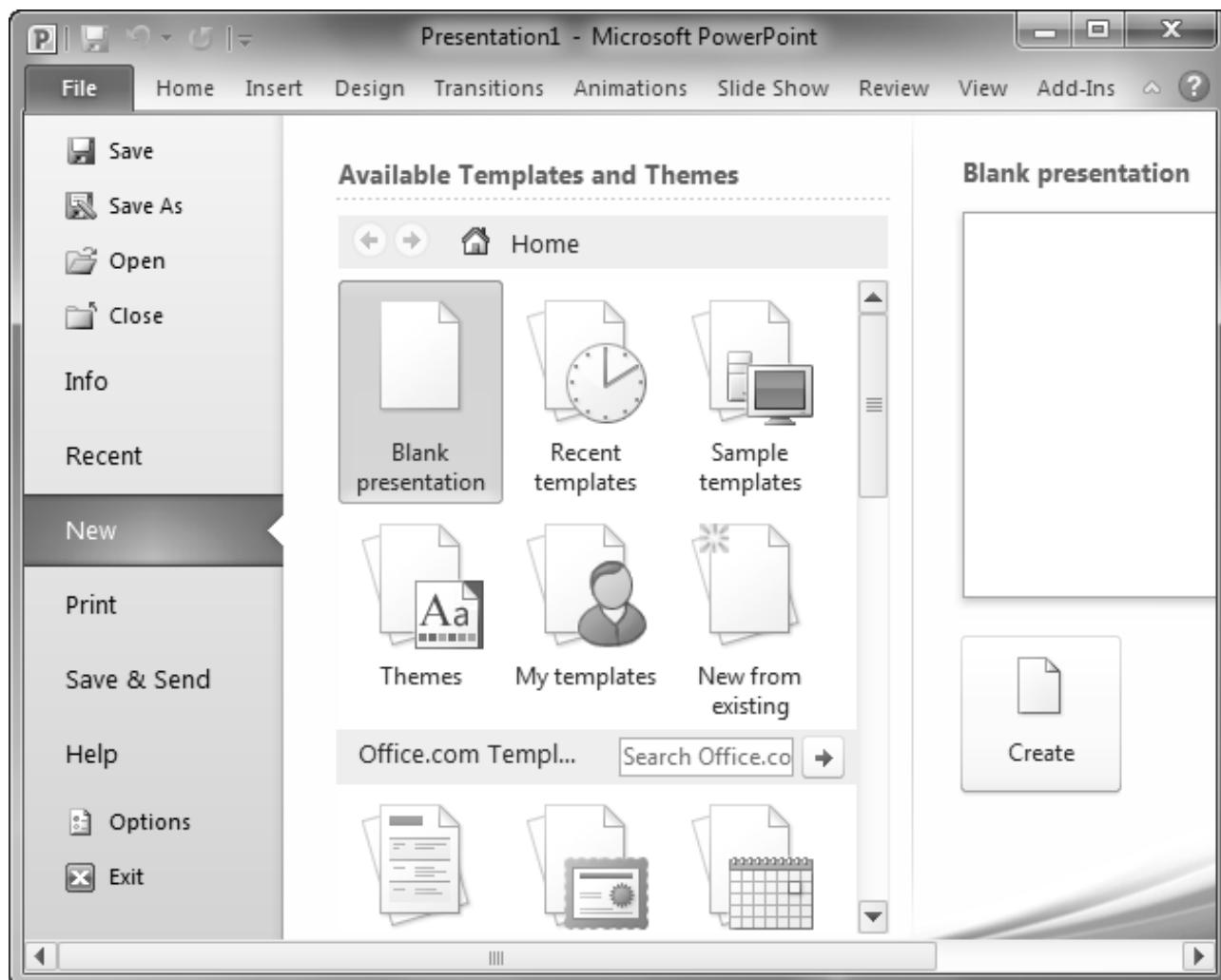
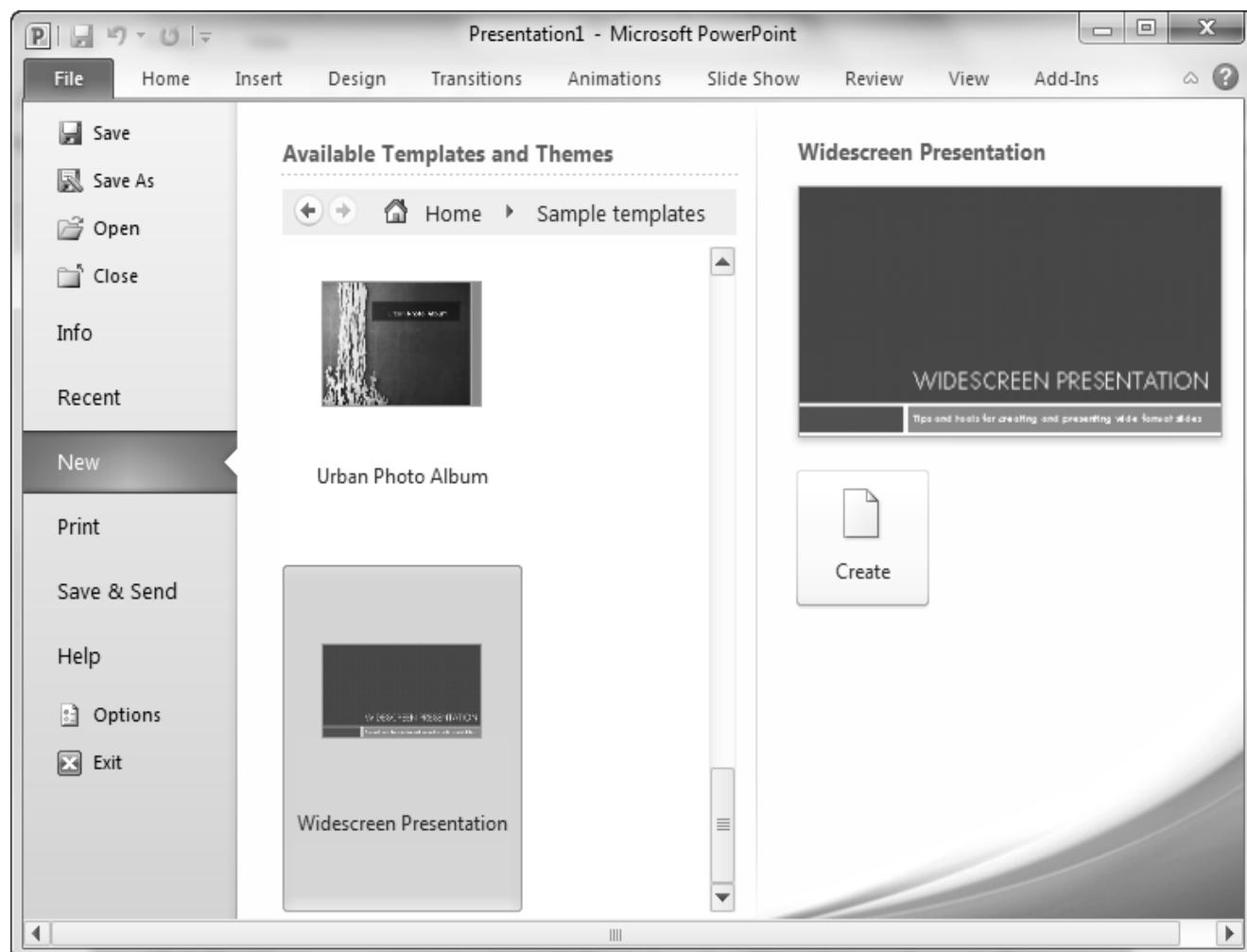


Figure 12.2: Available Themes and Templates

4. Click Sample Templates. The Sample Templates included in PowerPoint are displayed.
5. Select the Widescreen Presentation template. Figure 12.3 displays the selected template.

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

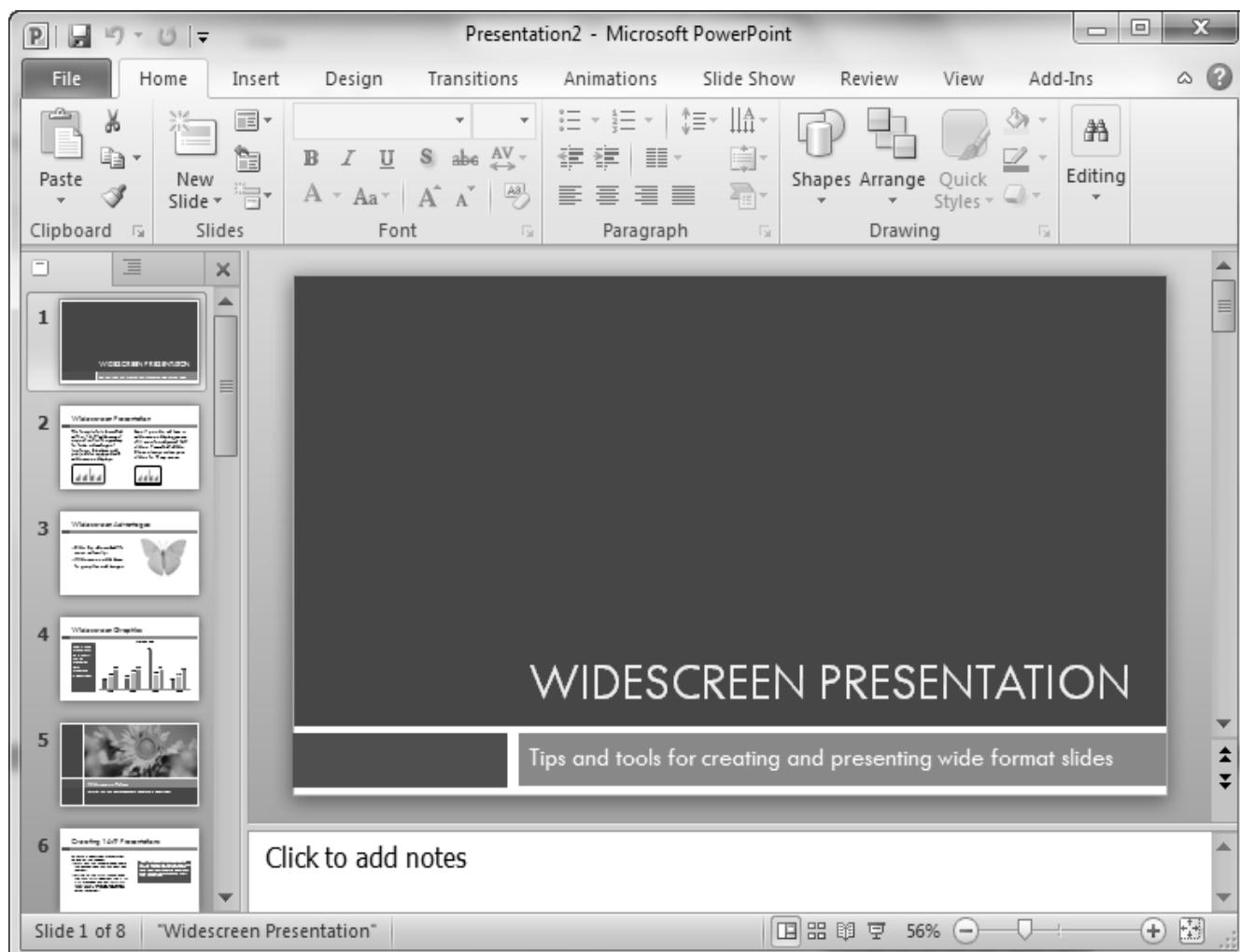


**Figure 12.3: Selecting a Template**

6. Click Create. PowerPoint creates the new presentation with the selected template, as shown in figure 12.4.

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)



**Figure 12.4: New Presentation Based on a Template**

Type the required content in the slide.

#### Saving and Closing a Presentation

To save a presentation, perform the following steps:

1. Click the File tab. The Backstage View is displayed.
2. Click Save. The Save As dialog box is displayed.

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

3. Click Desktop from Favorites in the left pane. The files and icons on Desktop are displayed.
4. Type The Emotion of Love in the File name box.
5. Click Save. The presentation is saved on the Desktop.

To close a presentation, perform the following steps:

1. Click File tab. The Backstage View is displayed.
2. Click Close. The PowerPoint presentation is closed.

#### Opening an Existing Presentation

To open an existing presentation, perform the following steps:

1. Open Microsoft PowerPoint 2010.
2. Click File tab. The Backstage View is displayed.
3. Click Open. The Open dialog box is displayed.
4. Click Desktop from Favorites in the left pane. The files and icons on Desktop are displayed.
5. Select the The Power of Love PowerPoint presentation from the Desktop.

#### Exercise 2: Using Master Slides

##### Problem

Ryder's presentation includes more than ten slides with the **Two Content** layout. He wants to use the WordArt style with black gradient fill and light turquoise colored outline with an outer shadow for the heading of the slides using the **Two Content** layout. He wants to use a quick way to apply the formatting style to all slides using the **Two Content** layouts. Help him to quickly apply the formatting style to all slides with the **Two Content** layout.

##### Analysis

Ryder wants to make formatting changes to the several slides with the **Two Content** layout. Since, he wants to apply the formatting style to all slides at once, the changes are to be made to the slide with the **Two Content** layout in the **Slide Master** view.

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

In addition, **Ryder** is required to include a WordArt style with black gradient fill and light turquoise colored outline with an outer shadow. Such a style does not exist in the built-in styles in the WordArt styles gallery of PowerPoint. However, the WordArt styles gallery has a built-in style with black gradient fill having outer shadow, but with a white colored outline. Therefore, after applying this style, the text outline color will be customized and changed to light turquoise color.

#### Solution

To edit a Master Slide, perform the following steps:

1. Open The Emotion of Love presentation.
2. Click Slide Master from the Master Views group of the View tab. The different slide master layouts are displayed in Figure 12.5.

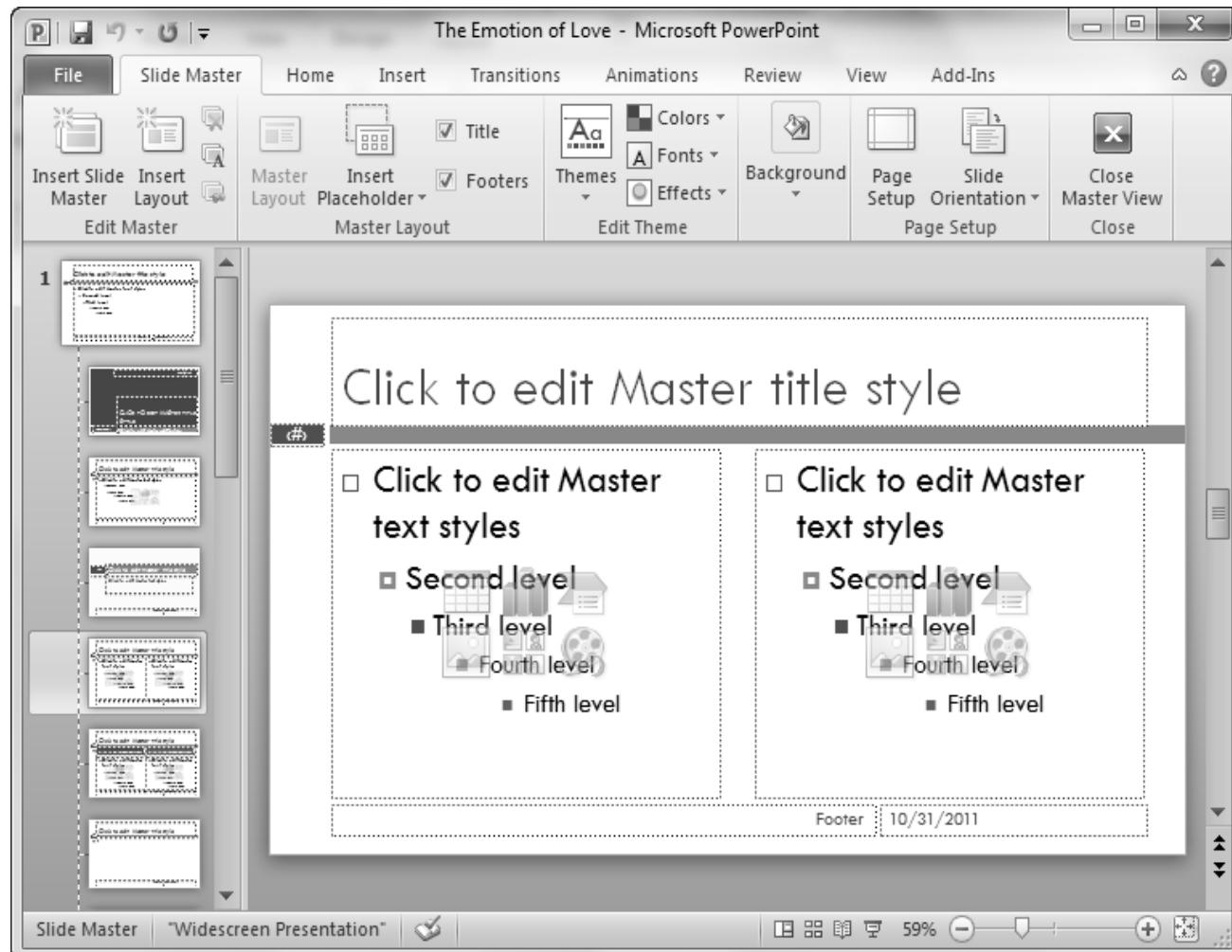


Figure 12.5: Slide Master View

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

3. Select the Two Content slide layout.
4. Click inside the heading of the slide. The Format tab is displayed under Drawing Tools.
5. Click the Format tab. The Format tab is displayed in figure 12.6.

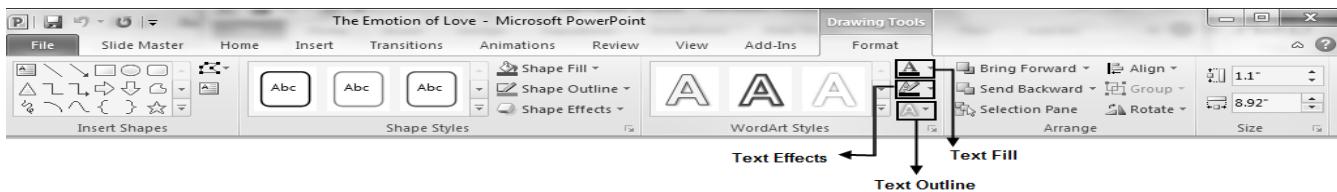


Figure 12.6: Format Tab

6. Click the drop-down arrow in the WordArt Styles group of the Format tab.
7. Select the Gradient Fill – Black, Outline – White, Outer Shadow style. The gallery of built-in WordArt Styles with the selected style is displayed in figure 12.7.

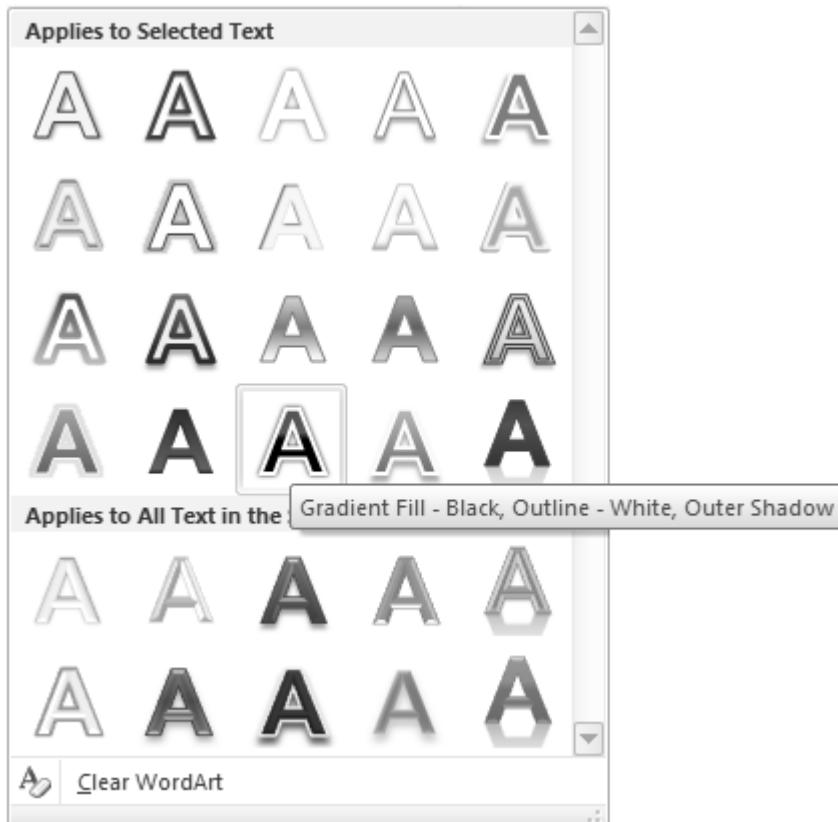


Figure 12.7: Built-in WordArt Styles Gallery

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

The style of heading text of the slide is modified as shown in figure 12.8.

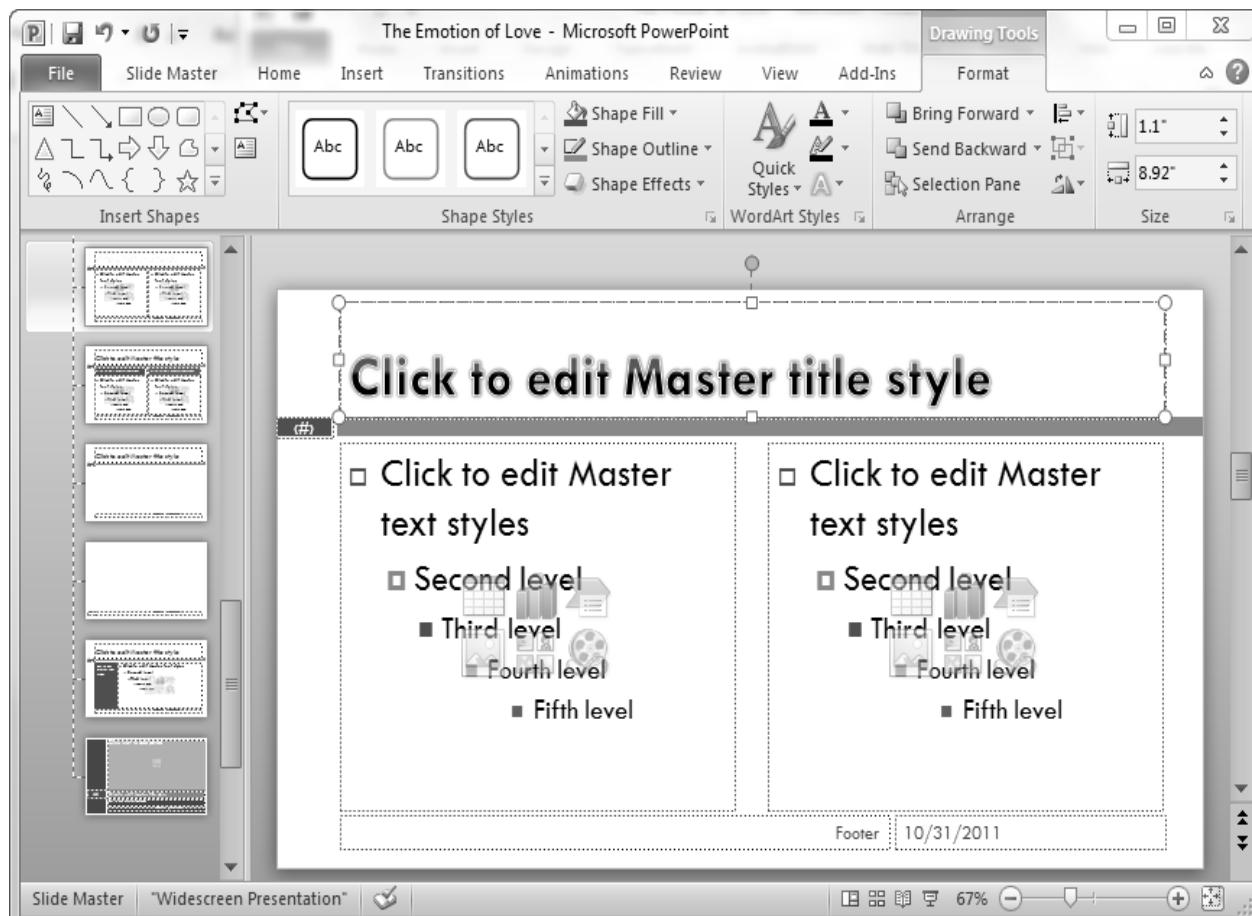


Figure 12.8: Applied WordArt Style

8. Click Close Master View from the Close group of the Slide Master tab. The style of the heading of all slides using the Two Content layout is changed according to the changes made to the layout in Slide Master view.

#### Exercise 3: Apply Existing Themes

##### Problem

John is helping Ryder with the design of his presentation, **The Emotion of Love**. He has advised Ryder to change the theme of his presentation to the **Black Tie** built-in theme and change the theme font to **Office Classic** font combination. Help him to change the theme of his presentation to **Black Tie** and then customize it according to John's suggestion.

##### Analysis

Ryder wants to apply the **Black Tie** theme to his presentation. This theme is available in the built-in themes gallery in PowerPoint, but it does not meet his requirements completely. Therefore, the theme is required to be customized and its default font combination is to be changed to **Office Classic**. The options for applying a theme and customizing it are located on the **Design** tab of the PowerPoint window.

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

#### Solution

##### Applying Existing Themes

To apply an existing theme, perform the following steps:

1. Open The Emotion of Love presentation.
2. Click the Design tab. The Design tab is displayed as shown in figure 12.9.

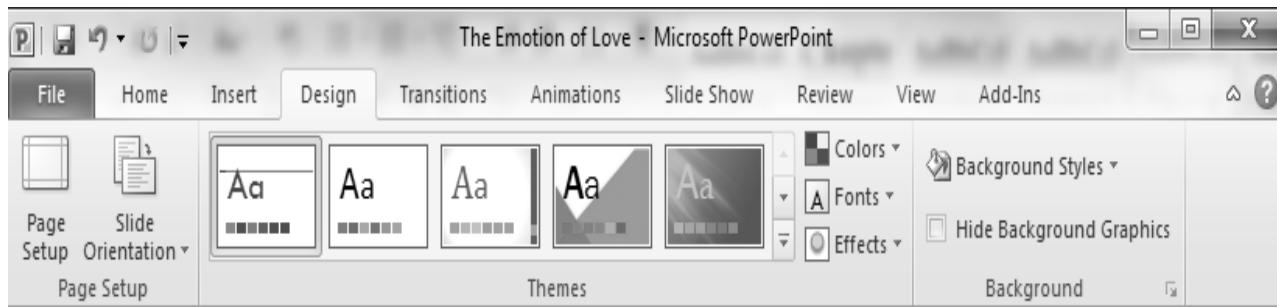


Figure 12.9: Design Tab

3. Click the drop-down arrow in the Themes group of the Design tab. A gallery of themes is displayed in figure 12.10.

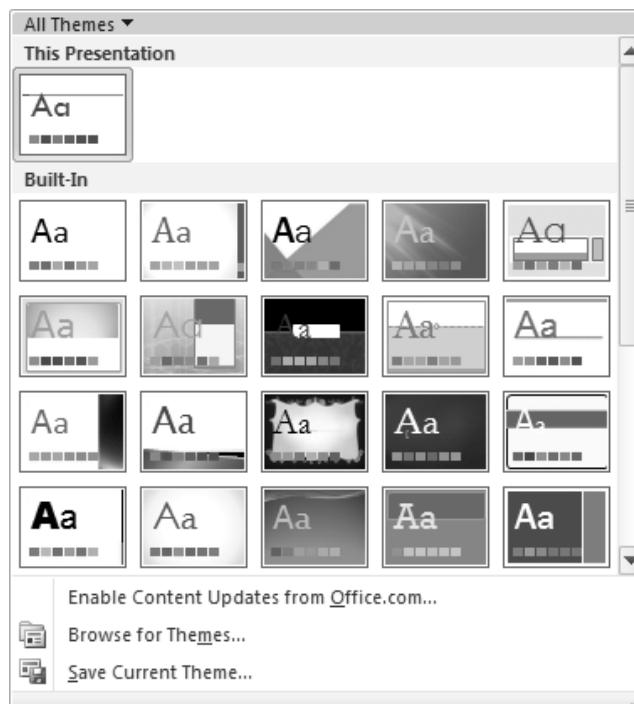
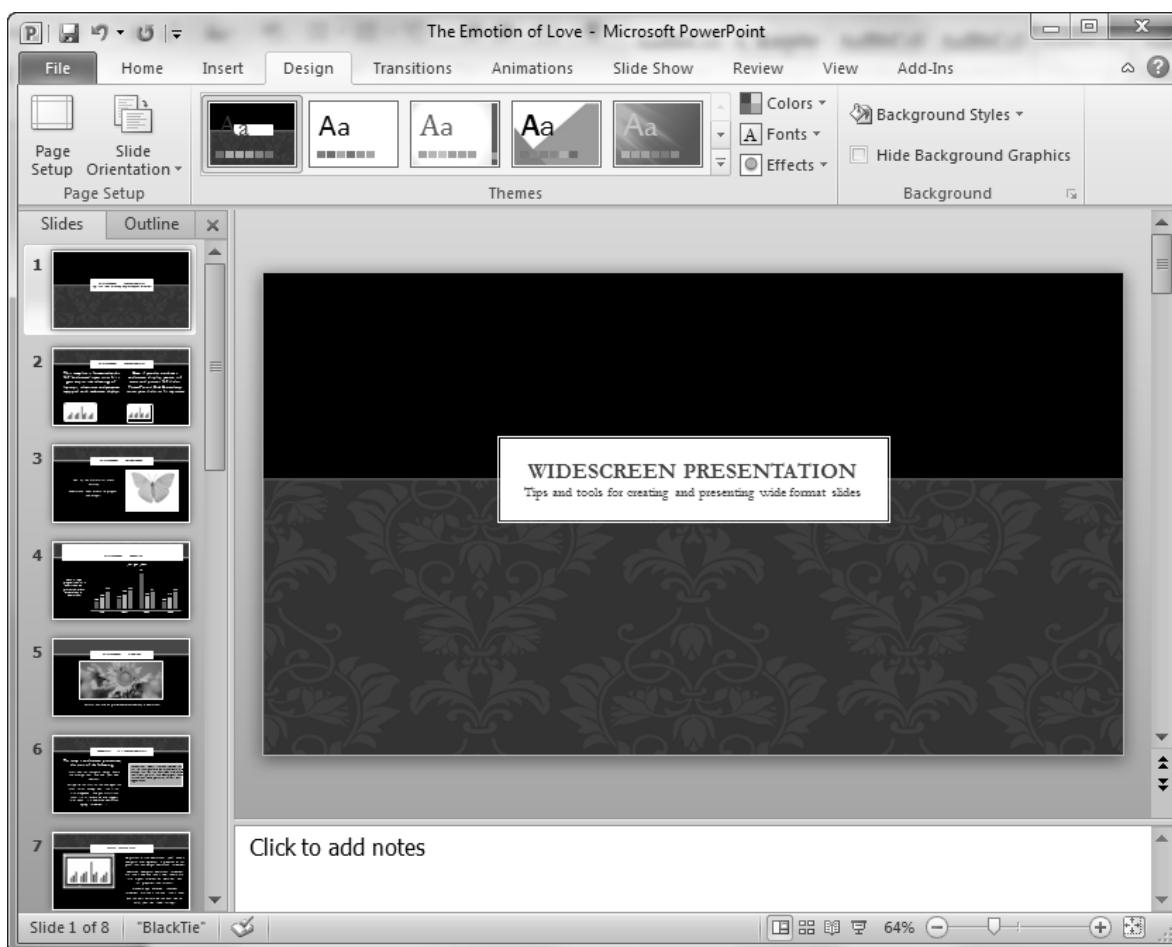


Figure 12.10: Themes Gallery

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

4. Select the Black Tie theme. The Black Tie theme is applied to the presentation as shown in figure 12.11.



Lab Guide

Figure 12.11: Applied Theme

#### Modifying Existing Themes

To apply an existing theme, perform the following steps:

1. Click the Design tab.

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

2. Click Fonts from the Themes group of the Design tab. A gallery of built-in font combinations is displayed in figure 12.12.

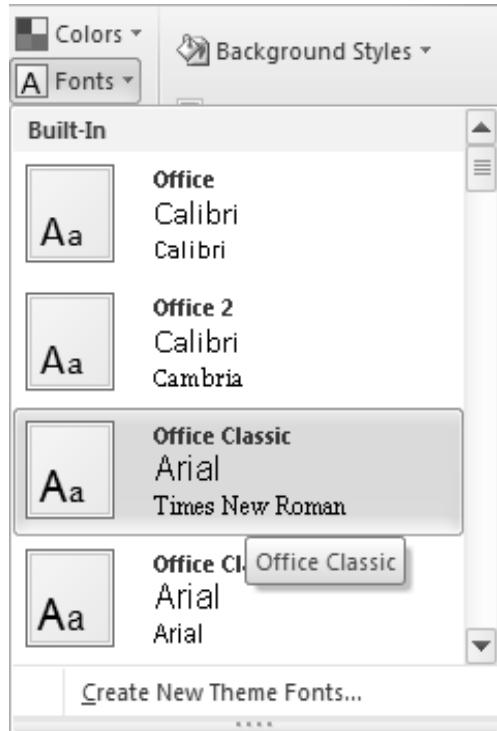


Figure 12.12: Built-in Font Combinations Gallery

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

3. Select the Office Classic font combination. The fonts used in the current presentation are changed as shown in figure 12.13.

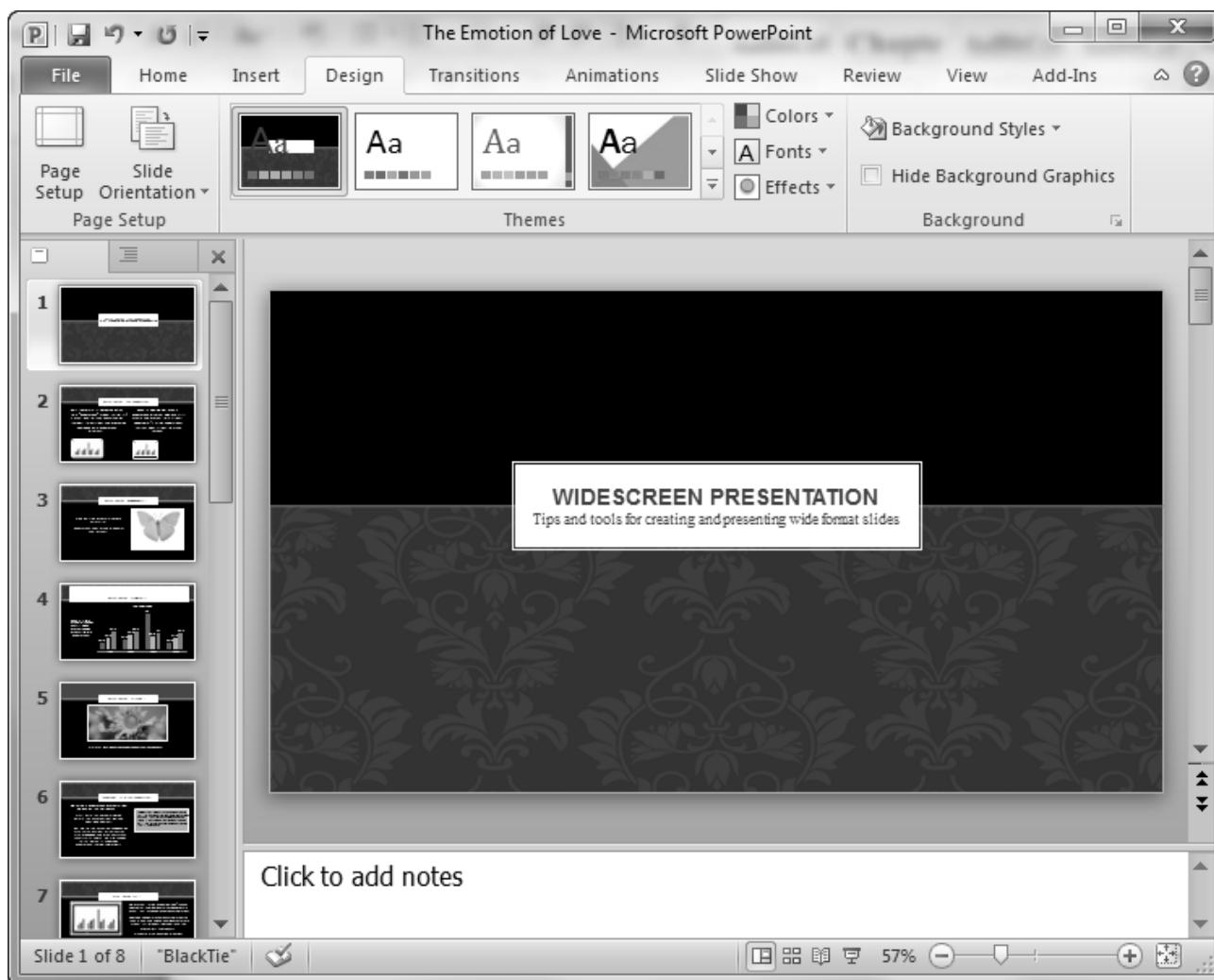


Figure 12.13: Changing Font Combinations

## Session 12

### Getting Started with Microsoft PowerPoint 2010 (Lab)

#### Part II

1. **Ryder** wants to insert a pre-formatted diagram in his presentation. The diagram must depict the different emotions for a person. Help him to insert a suitable pre-formatted diagram.

**Hint:**

Insert the **Stacked Venn** SmartArt diagram from the **Relationship** category.

#### Do It Yourself

1. **Ryder** has added large amount of text in his presentation. He wants to change the font of the text to **Bookman Old Style** with size set to **22**. In addition, he wants to align the headings to center of the slides. Help him to apply the required formatting to the text.
2. **Ryder** wants to read the notes along with the slide content in his reference presentation **The Power of Love**. Help him to switch to an appropriate view.

## Objectives

At the end of this session, the student will be able to:

- *Insert pictures, tables, charts, and screenshots into slides*
- *Apply animations to slides*
- *Apply transitions to slides*
- *Customize animations and transitions*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Working with Objects

#### Problem

**Alicia Patterson** is a student studying in third grade at **Greenfield Elementary School in Philadelphia**. She needs to create a presentation for her class. Therefore, **Alicia** has asked her father to help her to create an interactive presentation.

#### Analysis

Microsoft PowerPoint 2010 provide features which enable users to insert pictures, tables, shapes, charts, objects, audio, and video files to make a presentation more interactive. **Alicia's** father can teach her to use the features available in Microsoft PowerPoint.

#### Solution

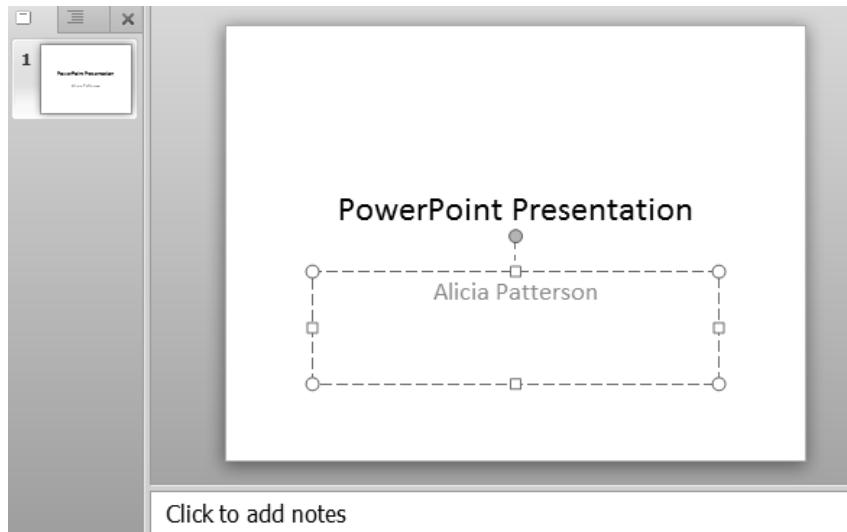
To insert a picture into a slide, perform the following steps:

1. Open a new presentation in PowerPoint 2010. A new presentation is displayed, containing the title slide.
2. Save the presentation as MyPPT.pptx on the desktop.
3. Type 'PowerPoint Presentation' in the Click to add title field in the slide.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

4. Type 'Alicia Patterson' in the Click to add subtitle field in the slide. Figure 13.1 displays the title slide.



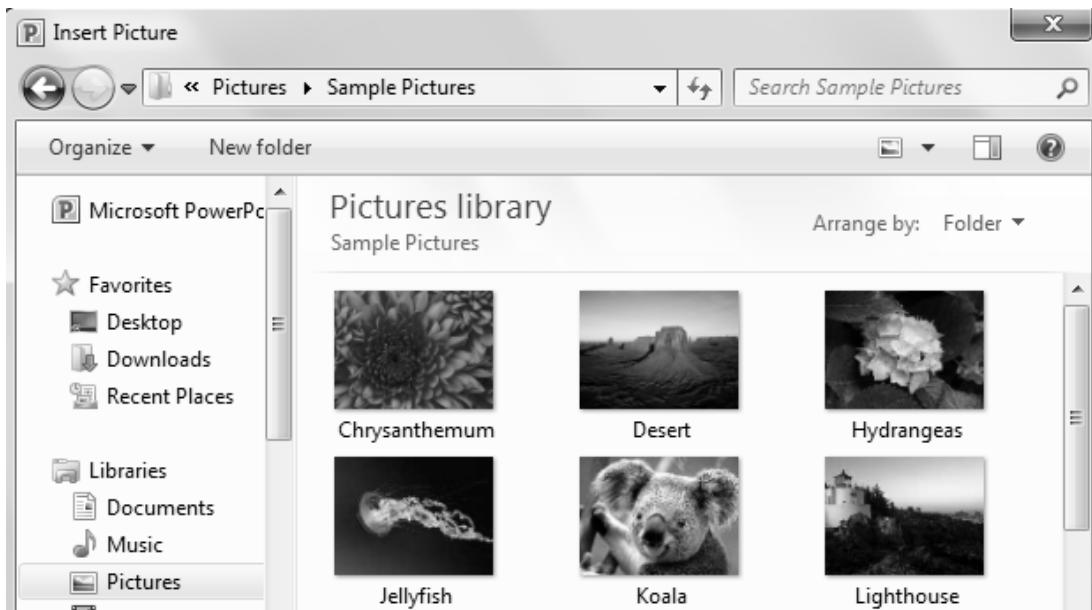
**Figure 13.1: Title Slide**

5. Place the cursor where the picture is to be inserted in the slide.
6. Click the arrow in the New Slide in the Slides group. PowerPoint will insert a new slide in the presentation.
7. Select the type of slide as Title and Content slide.
8. Type 'Picture' in the Click to add title field in the slide.
9. Click the Insert tab.
10. Click Picture from the Images group. The Insert Picture dialog box is displayed.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

11. Double-click Sample Pictures. The Insert Picture dialog box is displayed in figure 13.2.



Lab Guide

Figure 13.2: Insert Picture Dialog Box

12. Select Koala.

13. Click Insert. The selected picture is inserted in the slide, as shown in figure 13.3.

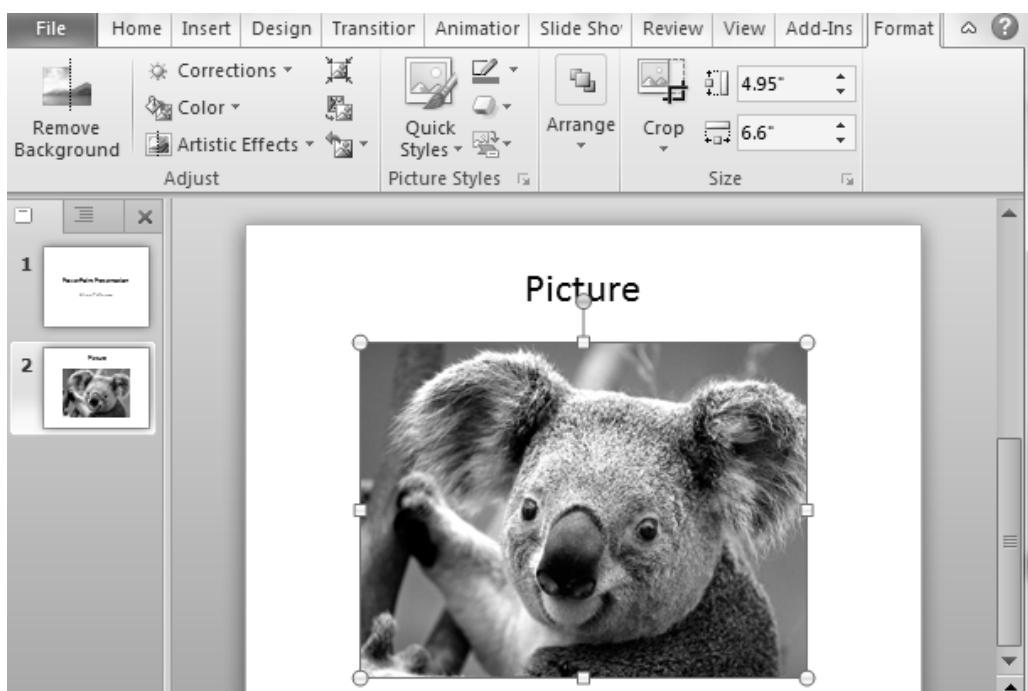


Figure 13.3: Inserting Pictures

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

To insert a Clip Art into a slide, perform the following steps:

1. Click the Home tab.
2. Click New Slide from the Slides group. PowerPoint inserts a new slide to the presentation.
3. Type 'Clip Art' in the Click to add title field in the slide.
4. Click the Click to add text field in the slide.
5. Click the Insert tab.
6. Click Clip Art from the Images group. The Clip Art pane is displayed in figure 13.4.

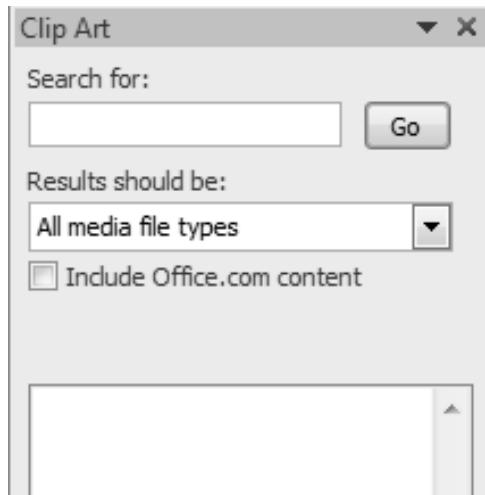


Figure 13.4: Clip Art Pane

7. Type 'Airplane' in the Search for box.
8. Click Go. The clip art images matching an Airplane are displayed, as shown in figure 13.5.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

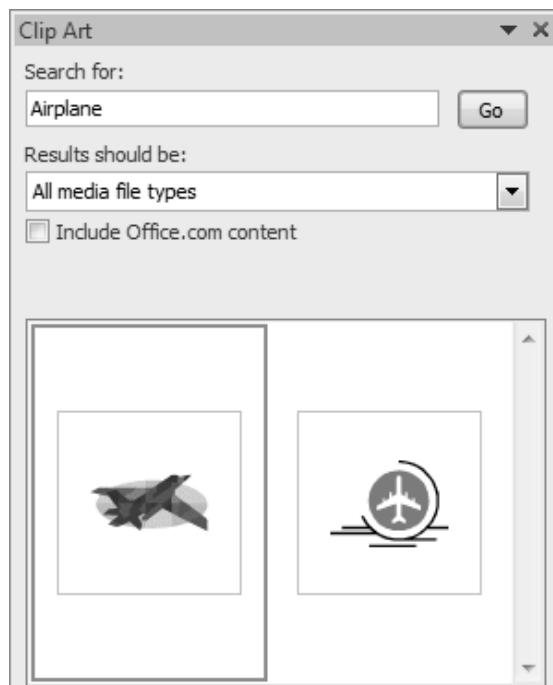


Figure 13.5: Displaying Search Results in Clip Art Pane

9. Select the first image. PowerPoint inserts the image in the presentation, as shown in figure 13.6.

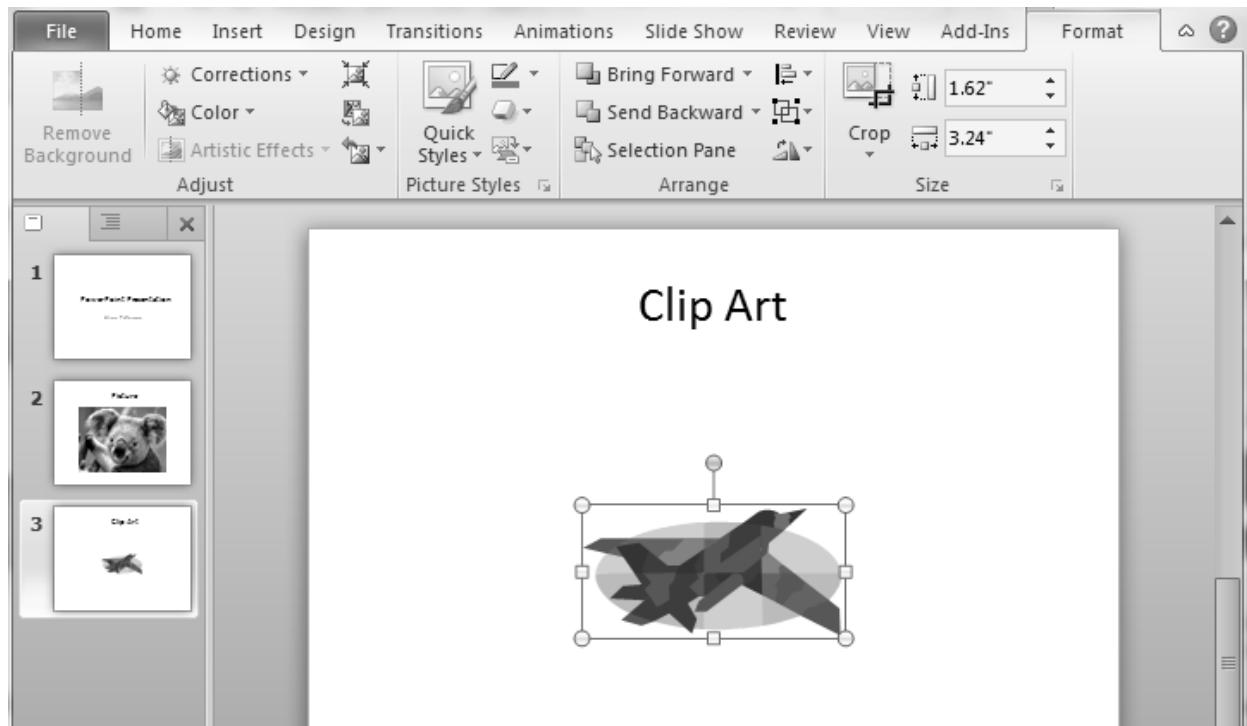


Figure 13.6: Inserting a Clip Art

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

To insert a screenshot into a slide, perform the following steps:

1. Click the Home tab.
2. Click New Slide from the Slides group. PowerPoint inserts a new slide to the presentation.
3. Type 'Screenshot' in Click to add title field in the slide.
4. Click in the Click to add text field.
5. Click Screenshot from the Images group of the Insert tab. The Screen Clipping option is displayed in figure 13.7.

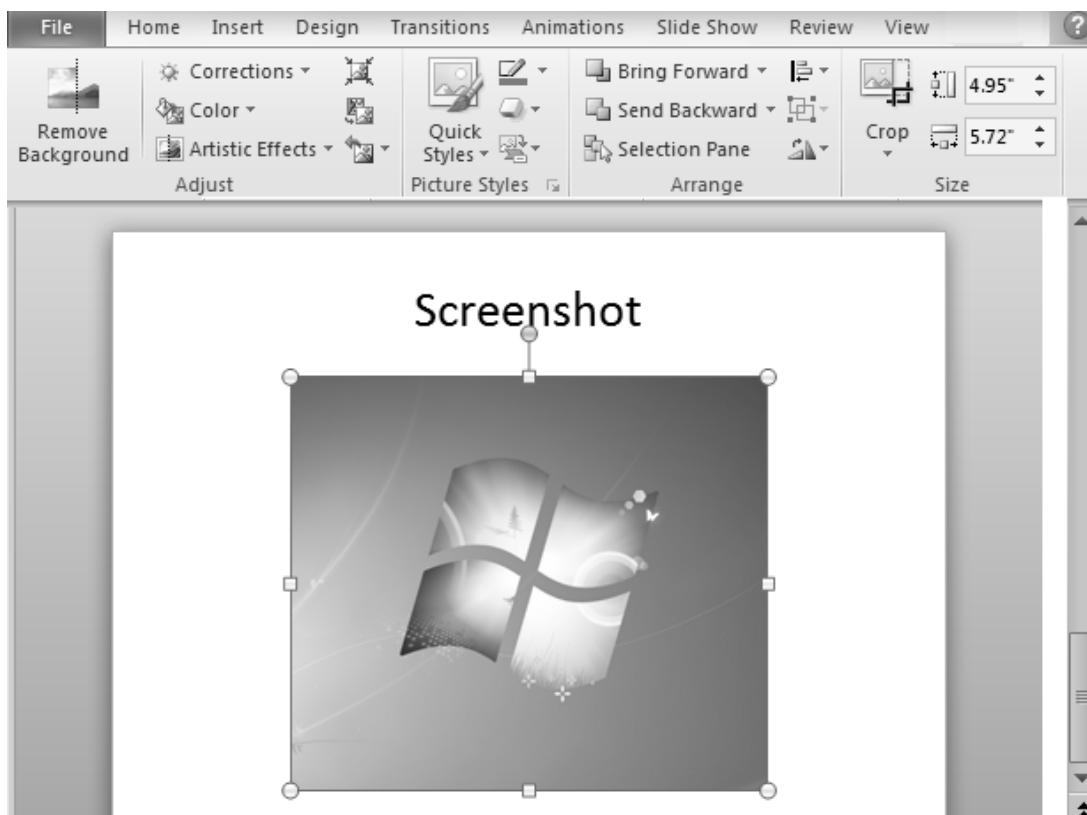


Figure 13.7: Screenshot Sub-menu

6. Select Screen clipping. The PowerPoint window is minimized and the mouse pointer is replaced with a '+' sign.
7. Hold and drag the mouse pointer over the required portion of the file and select the required text.
8. Release the mouse pointer. PowerPoint inserts the screenshot in the slide, as shown in figure 13.8.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

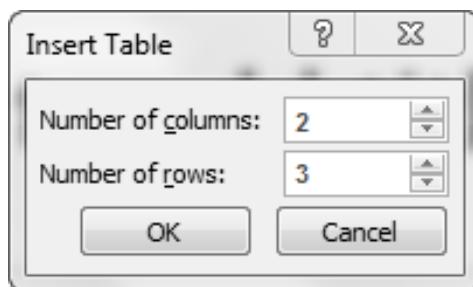


Lab Guide

**Figure 13.8: Inserting a Screenshot**

To insert a table in a slide, perform the following steps:

1. Click the Home tab.
2. Click New Slide from the Slides group. PowerPoint inserts a new slide to the presentation.
3. Click Table from the Tables group of the Insert tab. The Table drop-down menu is displayed.
4. Select Insert Table. The Insert Table dialog box is displayed in figure 13.9.



**Figure 13.9: Insert Table Dialog Box**

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

5. Type '2' in the Number of columns box.
6. Type '3' in the Number of rows box.
7. Click OK. A table with the specified number of rows and columns is inserted in the slide, as shown in figure 13.10.

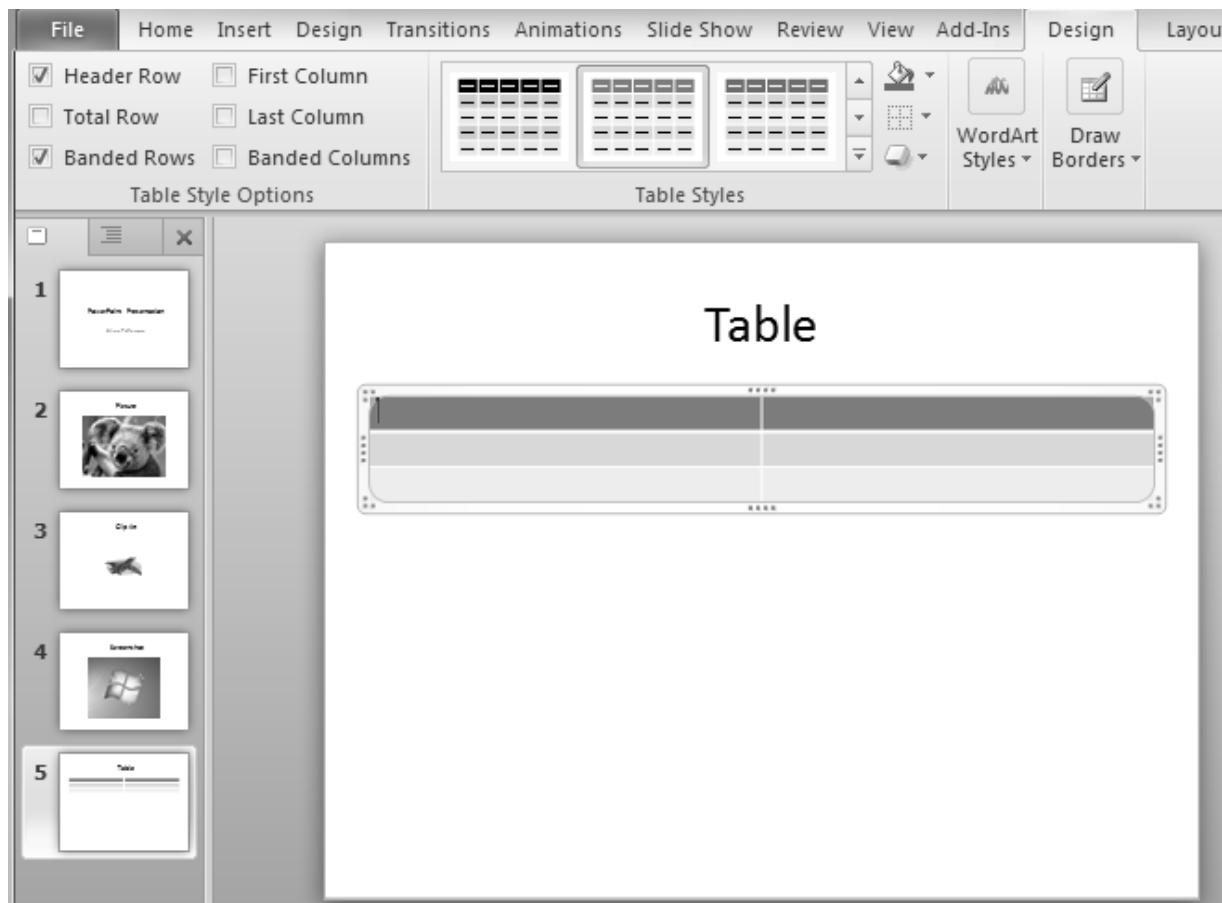


Figure 13.10: Inserting a Table

8. Type the following data in the first column:

Name
Alicia
Kara

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

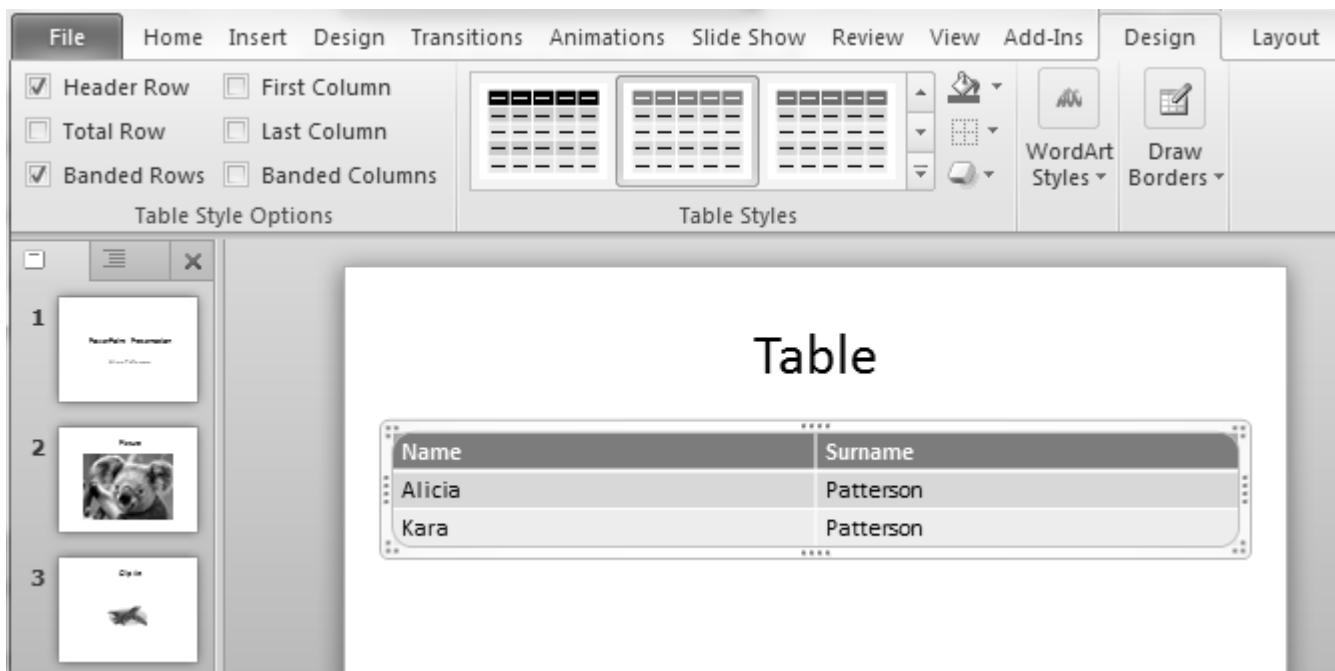
9. Type the following data in the second column:

Surname

Patterson

Patterson

Figure 13.11 displays the slide after adding the data.



Name	Surname
Alicia	Patterson
Kara	Patterson

Figure 13.11: Adding Data in the Table

To insert a shape, perform the following steps:

1. Click the Home tab.
2. Click the arrow in New Slide from the Slides group. A sub-menu is displayed.
3. Select Title Only slide from the sub-menu. PowerPoint inserts a new slide to the presentation.
4. Type 'Shapes' in the Click to add title field.
5. Click the Insert tab.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

6. Click Shapes from the Illustrations group. Shapes are displayed, as shown in figure 13.12.

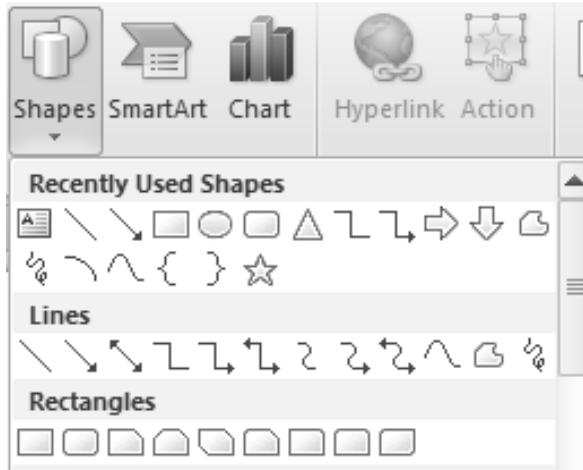


Figure 13.12: Shapes Gallery

7. Select the first shape from the Rectangles group. The cursor changes to the + sign.
8. Draw the required shape in the slide.
9. Add other shapes as displayed in figure 13.13.

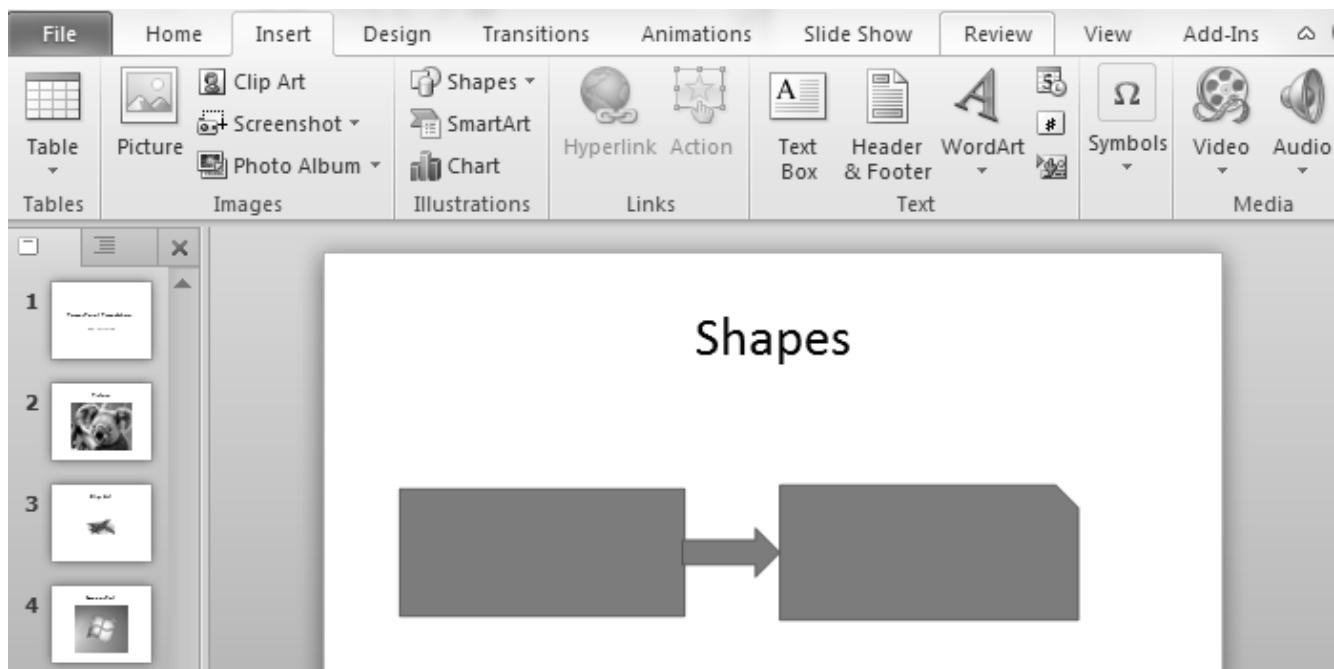


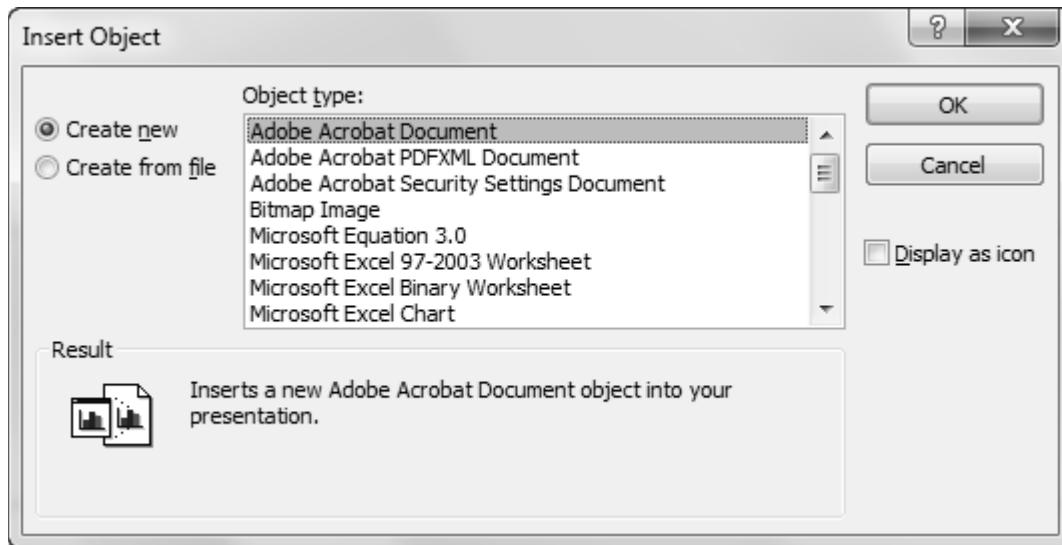
Figure 13.13: Inserting Shapes

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

To insert an object in PowerPoint, perform the following steps:

1. Click the Home tab.
2. Click New Slide from the Slides group. PowerPoint inserts a new slide to the presentation.
3. Click Object from the Text group of the Insert tab. The Insert Object dialog box is displayed in figure 13.14.



**Figure 13.14: Insert Object Dialog Box**

4. Select Bitmap Image from the Object type list.
5. Click OK. The Paint window is displayed.
6. Create the bitmap image on the canvas.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

7. Exit Paint. The newly created bitmap image is inserted in the presentation, as shown in figure 13.15.

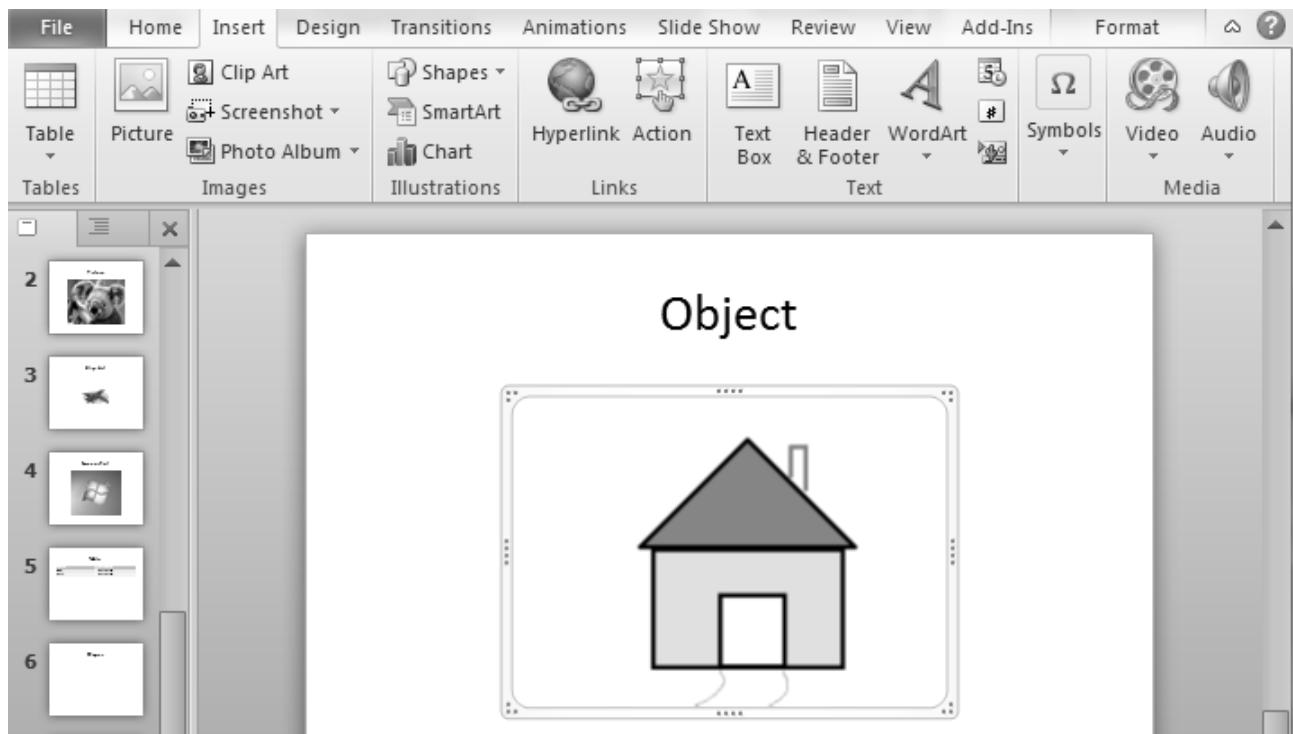


Figure 13.15: Inserting an Object

To insert an audio file, perform the following steps:

1. Click the Home tab.
2. Click New Slide from the Slides group. PowerPoint inserts a new slide to the presentation.
3. Click Audio from the Media group of the Insert tab. The Audio sub-menu is displayed in figure 13.16.

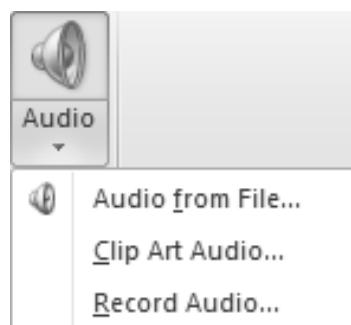


Figure 13.16: Audio Sub-menu

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

4. Select Audio from File. The Insert Audio dialog box is displayed.
5. Browse to Libraries → Music → Sample Music folder.
6. Select Kalimba.
7. Click Insert. PowerPoint inserts the selected file in the presentation, as shown in figure 13.17.

**Note:** When the presentation is started, place the mouse over the sound file icon. An option to play the audio appears. Click ► to play the file.

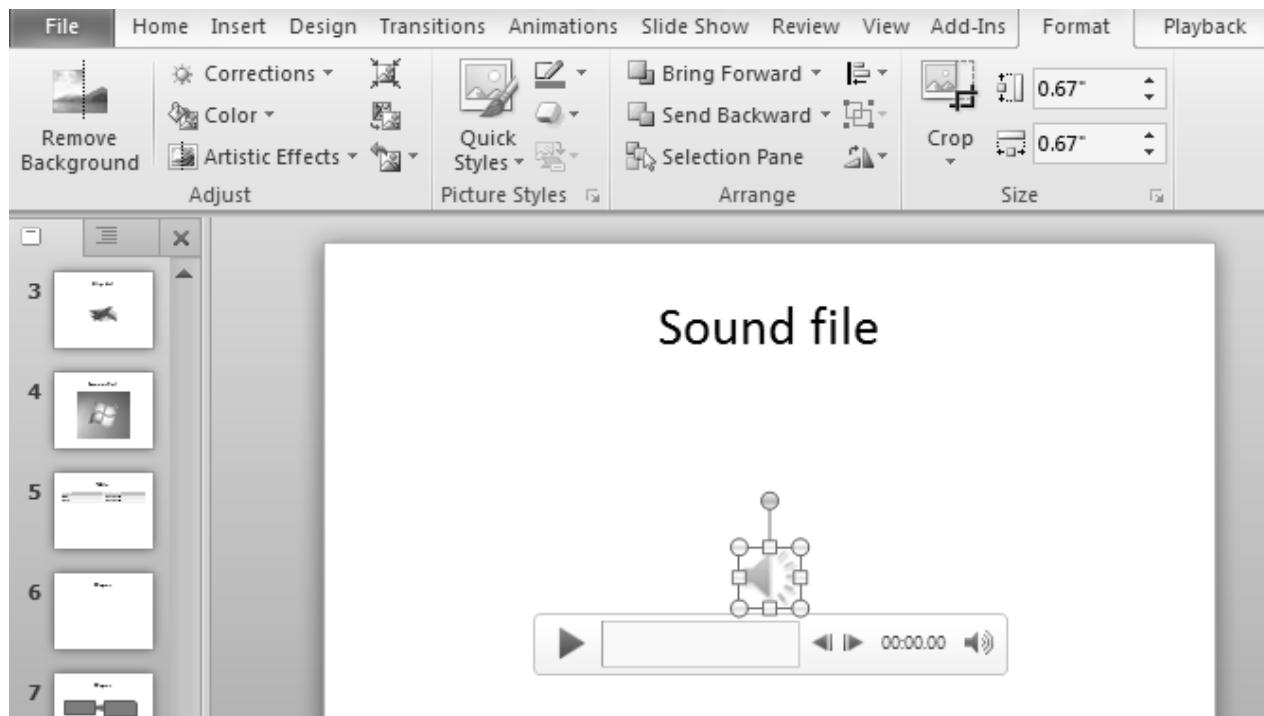


Figure 13.17: Inserting an Audio File

To insert a video file, perform the following steps:

1. Click the Home tab.
2. Click New Slide from the Slides group. PowerPoint inserts a new slide to the presentation.
3. Click the Video arrow from the Media group of the Insert tab. The Video sub-menu is displayed in figure 13.18.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

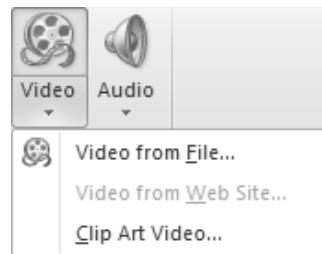


Figure 13.18: Video Sub-menu

4. Select Video from File. The Insert Video dialog box is displayed.
5. Browse to Libraries → Videos → Sample Videos folder.
6. Select Wildlife.
7. Click Insert.
8. Place the mouse over the video file. An option to play the audio appears.
9. Click ► to play the file. Figure 13.19 displays the video in the slide.

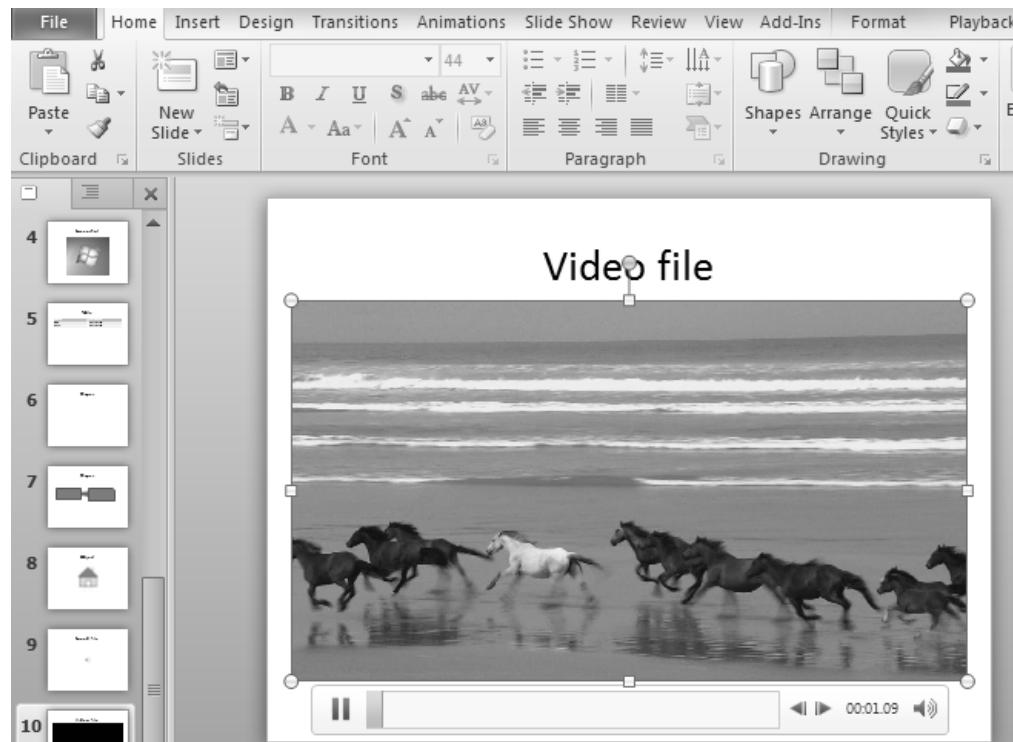


Figure 13.19: Inserting Video

10. Save and close the presentation.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

#### Exercise 2: Applying Animation

##### Problem

Alicia's sister Kara suggested that she could improve her presentation by making it more attractive. Since Alicia is not well versed with PowerPoint, Kara offers to help her.

##### Analysis

To make the presentation more attractive, Kara decides to insert animations for text in the title slide of the presentation. Kara can select the animation style from the **Animations** gallery as well as customize the animation and timing effects.

##### Solution

To apply an animation in a presentation, perform the following steps:

1. Open the MyPPT.pptx presentation.
2. Select the title.
3. Click the Animation tab.
4. Click to view all the styles available in the Animation gallery. Figure 13.20 displays the Animation gallery.

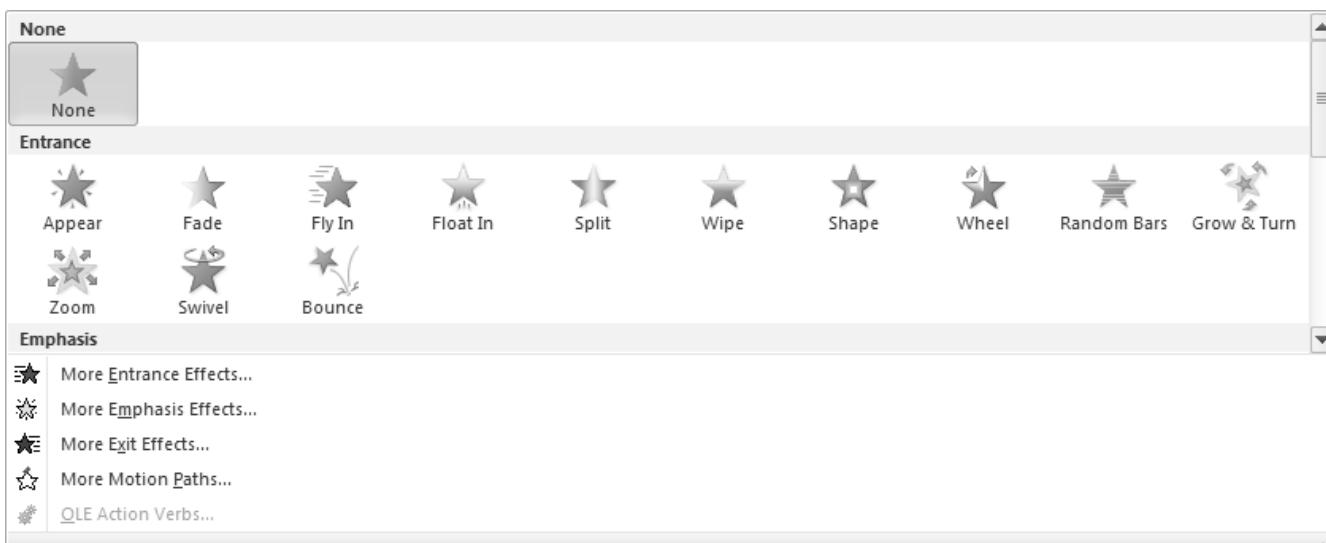


Figure 13.20: Animation Gallery

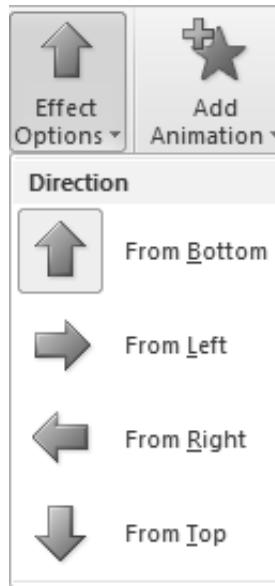
5. Select Wipe. PowerPoint displays a preview and applies the selected animation. Users can view the animation effect when they view the Slide Show.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

To add an effect of the animation, perform the following steps:

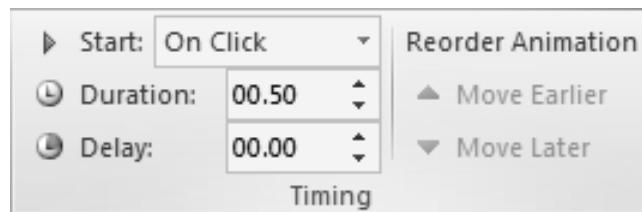
1. Click the Animation tab.
2. Click Effect Options. A sample sub-menu is displayed in figure 13.21.



**Figure 13.21: Effect Options in Animation Tab**

3. Select From Top. The Wipe effect is applied and the direction of the animation is changed from From Bottom to From Top.

To change the duration and delay of the animation, the user has to work with the commands present in the Timing group of the Animation tab. Figure 13.22 displays the Timing group of the Animation tab.



**Figure 13.22: Timing Group of the Animation Tab**

To change the duration and delay of the animation, perform the following steps:

1. Select 03.00 from the Duration box. The duration specifies the length of the animation.
2. Select 00.50 from the Delay box. The delay specifies the time after which animation starts, after the slide is displayed in the slide show.

## Session 13

### Additional Features in Microsoft PowerPoint 2010 (Lab)

3. Click Preview in the Animation tab. PowerPoint displays a preview of the animation effect. Users can also view the animation effect when they view the presentation as a Slide Show.

#### Part II

1. **Suzie Thompson** wants to send the winter holiday pictures to her parents. Help her to create a photo album in a presentation.

**Hint:** Use the title as Winter Fun and subtitle as With Love, Suzie.

2. **Kim Branson** has to create a presentation to explain the Software Development Life Cycle (SDLC). One of the slides in the presentation must display the stages of SDLC as follows:

**Analysis**  
**Design**  
**Implementation**  
**Testing**  
**Evaluation**

**Hint:** Use **Block Cycle** from the **Cycle** group in the **SmartArt** gallery.

#### Do It Yourself

1. Create a PowerPoint presentation that depicts everything about the International Cricket Team. The following details should be covered in the presentation:
- Structure of the Board of Control for Cricket in Australia
  - Current Australian Team (Use Table)
  - Team categorized according to the following categories: Batsmen, Bowler, and All Rounder (Use Bullets)
  - Statistics for each of the players such as number of matches, runs scored, average, strike rate, wickets taken, and average (Use Table)
  - Best Batsman displayed in a graph
  - Best Bowler displayed in a graph
  - Success rate for the team in a graph
  - Team's best and worst performance
2. Modify the above presentation, as the management wants some animation. **Ron Banks** needs to apply the **Wipe** effect from the **Transition** tab to his slide in the presentation. Show how to apply transition. From the **Timing** group, select **Sound as Applause** and change the **Duration** to 01.00.

**“Education is the transmission  
of civilization”**

## Objectives

**At the end of this session, the student will be able to:**

- *Search and print an e-mail*
- *Send an e-mail with multiple attachments*
- *Create a contact group to send an e-mail to several people at once*
- *Delete contact group*
- *Migrate Outlook settings from one computer to another*
- *Read an e-mail and reply to it*

The steps given in the session are detailed, comprehensive and carefully thought through. This has been done so that the learning objectives are met and the understanding of the tool is complete. Please follow the steps carefully.

## Part I

### Exercise 1: Searching and Printing an E-mail

#### Problem

The management of the company has sent to **Mr. John Gonzalez** a confidential mail and an Excel sheet attached with it. He wants to take a printout of both, that is the mail and the attachment, but he is unable to find the e-mail in his Outlook. He is sure that the mail has arrived in the last one week, but he is unable to remember the folder in which he has saved the mail. He is also sure that he had categorized it under the red category. Help **Mr. Gonzalez** to search and print the mail and the attached Excel sheet.

#### Analysis

According to the given problem, the e-mail to be searched has an Excel file attached to it. So, the **Has Attachments** option is required to be used. **Mr. Gonzalez** is also sure that the e-mail has arrived in the last one week. So, **This Week** option will be used. He has forgotten the folder in which he has saved the e-mail. So, the **All Mail Items** options will be used to expand the search to all folders. In addition, the e-mail to be searched was categorized under **Red** category. So, search will make use of color-based categories. After the mail has been searched, both the e-mail and the attached Excel file are to be printed. Therefore, the print attached files option will be used.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

#### Solution

##### Search an E-mail

To search an e-mail, perform the following steps:

1. Click the Search box above the list of mails. The Search contextual tab is displayed in figure 14.1.

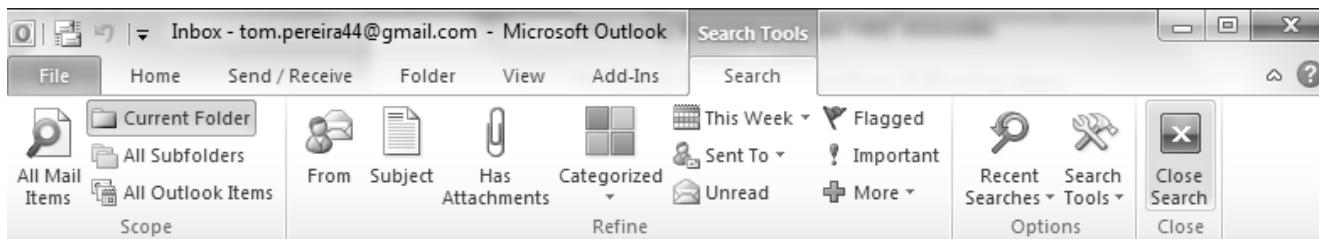


Figure 14.1: Search Contextual Tab

2. Click All Mail Items in the Scope group of the Search contextual tab.

3. Click Has Attachments in the Refine group of the Search contextual tab.

4. Click Categorized. A drop-down list for selecting color-based categories is displayed in figure 14.2.

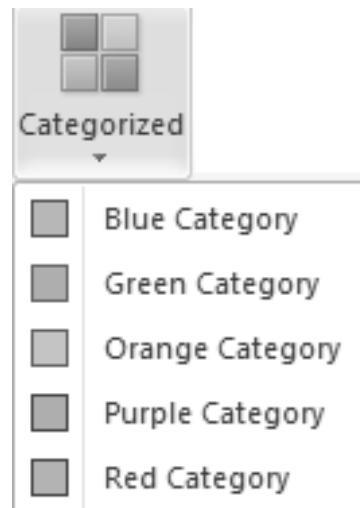


Figure 14.2: Selecting Based On Color Categories

5. Click Red Category. The mail being searched is displayed in the list below the search box.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

#### Printing an E-mail

To print an e-mail, perform the following steps:

1. Select the required e-mail.
2. Click File tab. The Backstage View is displayed.
3. Click Print. The printing options are displayed in figure 14.3.

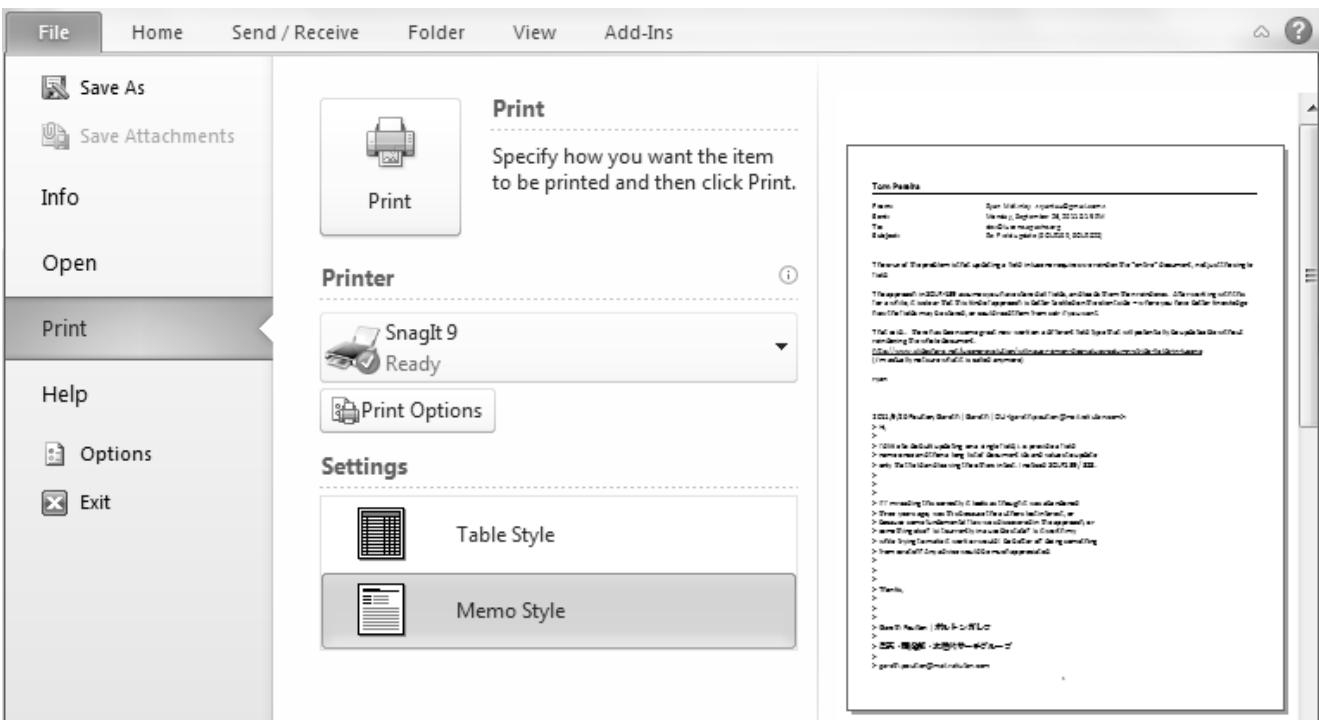


Figure 14.3: Print Options

4. Click Memo Style. A print preview of the mail is displayed in the preview pane.
5. Click Print Options. The Print dialog box is displayed in figure 14.4.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

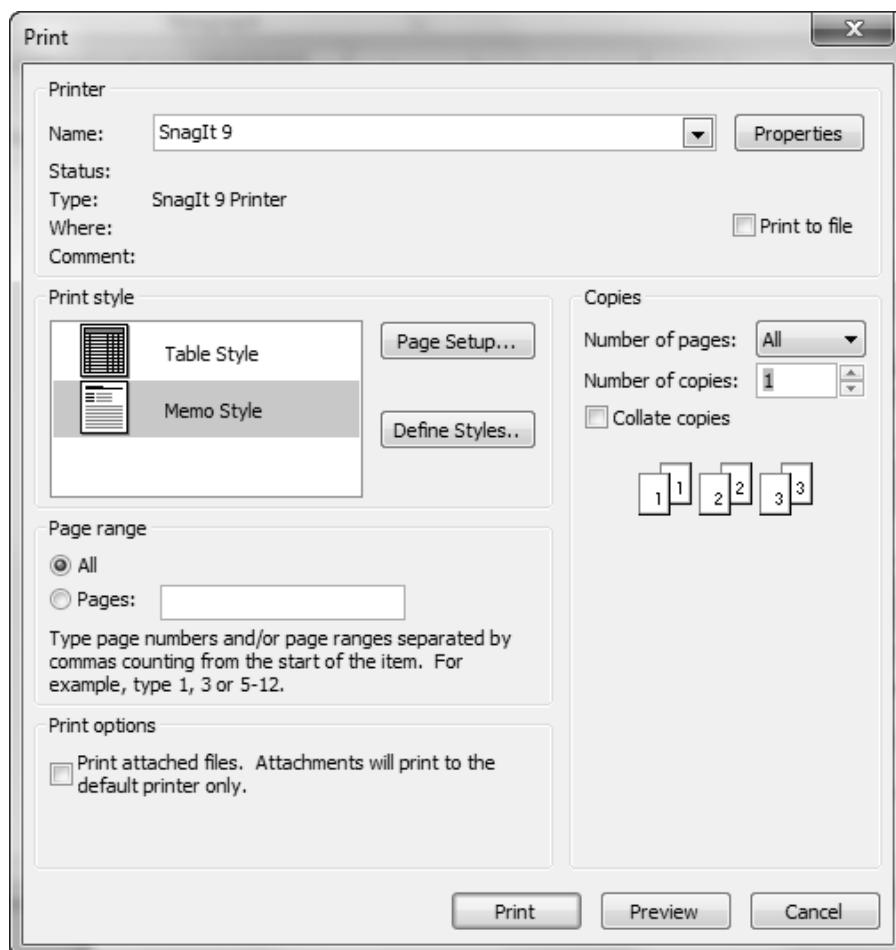


Figure 14.4: Print Dialog Box

6. Select the required printer from the Name list.
7. Select All from the Number of pages list.
8. Select All under Page range section.
9. Select the Print attached files check box.
10. Click Print. The mail along with the attachment will be printed.

#### Exercise 2: Attaching Files and Outlook Items to an E-mail

##### Problem

John has created a product sales plan for the current year and has to forward it to a client named **Mr. Roger Clooney**. Roger's e-mail address is **roger.clooney@gmail.com**.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

Help John to send the following items in a single e-mail to Roger:

1. A Word document named **Proposal Details** which contains details of the proposal and is located on the desktop,
2. A business card of **Derek Jackson** for further correspondence details.

#### Analysis

According to the given problem, **roger.clooney@gmail.com** is the address of the recipient. The e-mail must have two attachments namely, a file and a business card. While attaching the business card to the e-mail, it is treated as an Outlook item. The business card is attached as a **.vcf** file to the e-mail and its preview is displayed in the message area of the e-mail. This exercise requires users to complete the following tasks:

- Composing a new e-mail
- Attaching a file to an e-mail
- Attaching the business card to an e-mail

#### Solution

##### Compose a New E-mail

To compose a new e-mail in Outlook 2010, perform the following steps:

1. Click New Message from the New group of the Home tab. A window for composing a new e-mail is displayed in figure 14.5.

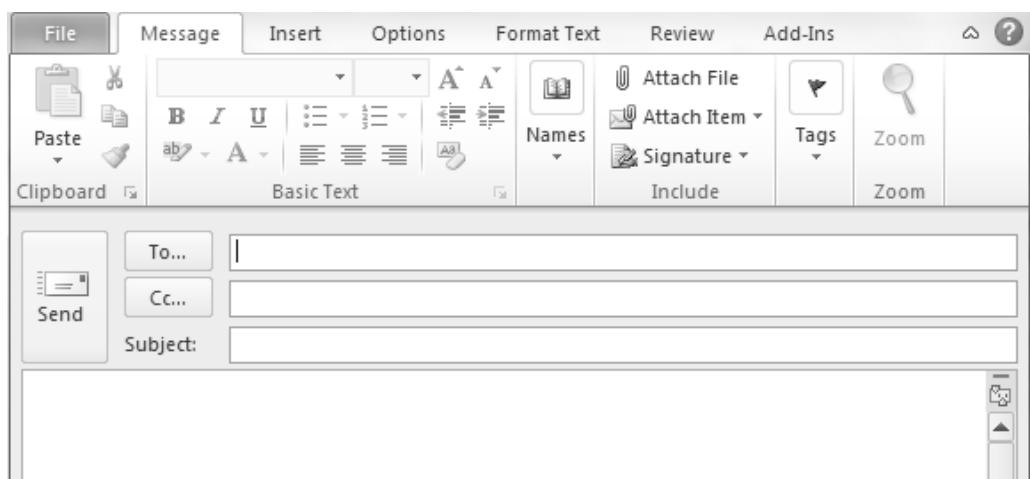


Figure 14.5: New E-Mail Window

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

2. Type roger.clooney@gmail.com in the To box.

#### Attaching a File to an E-mail

To attach a file, perform the following steps:

1. Click Attach File from the Include group of the Message tab. The Insert File dialog box is displayed.
2. Click Desktop from Favorites. The icons and files on the desktop are displayed.
3. Select Proposal Details Word document.
4. Click Insert. The file is displayed in the attachments box, as shown in figure 14.6.

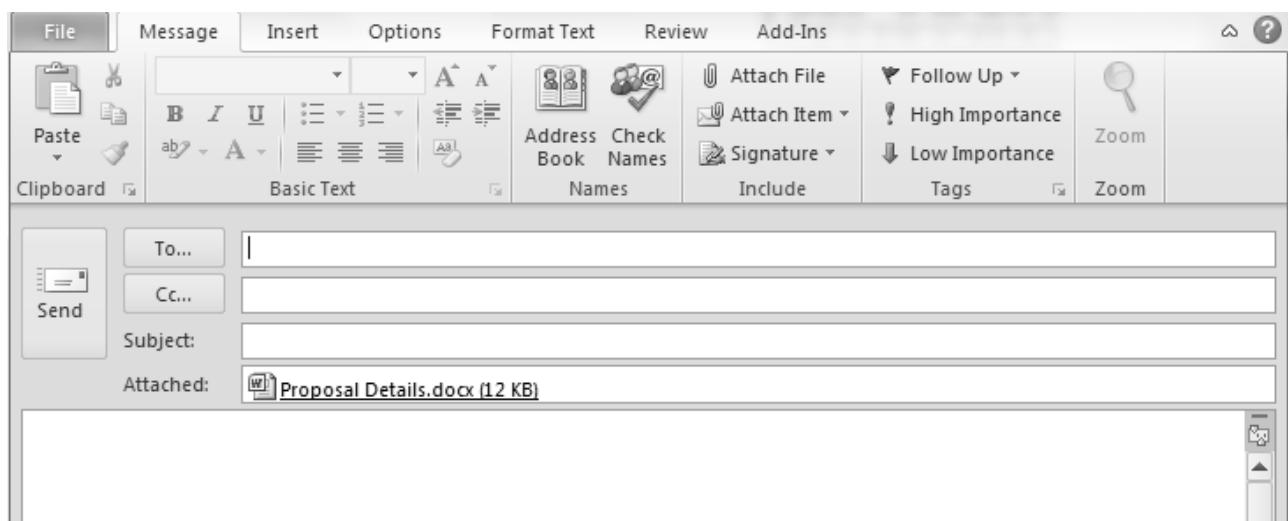


Figure 14.6: Attached File

#### Attaching a Business Card

To attach a business card, perform the following steps:

1. Click Attach Item from the Include group of the Message tab. A drop-down menu is displayed.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

2. Select Business Card. A sub-menu is displayed in figure 14.7.

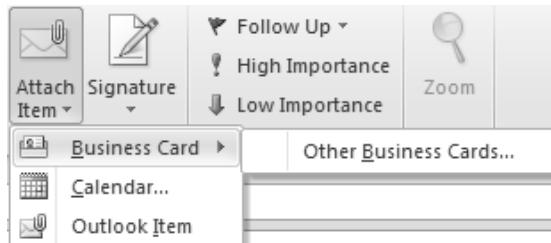


Figure 14.7: Attaching a Business Card to an E-mail

3. Select Other Business Cards. The Insert Business Card dialog box is displayed in figure 14.8.



Figure 14.8: Insert Business Card Dialog Box

4. Select Derek Jackson. The preview of the business card is displayed in the Business Card Preview section of the Insert Business Card dialog box.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

5. Click OK. The business card is attached to the e-mail as shown in figure 14.9.

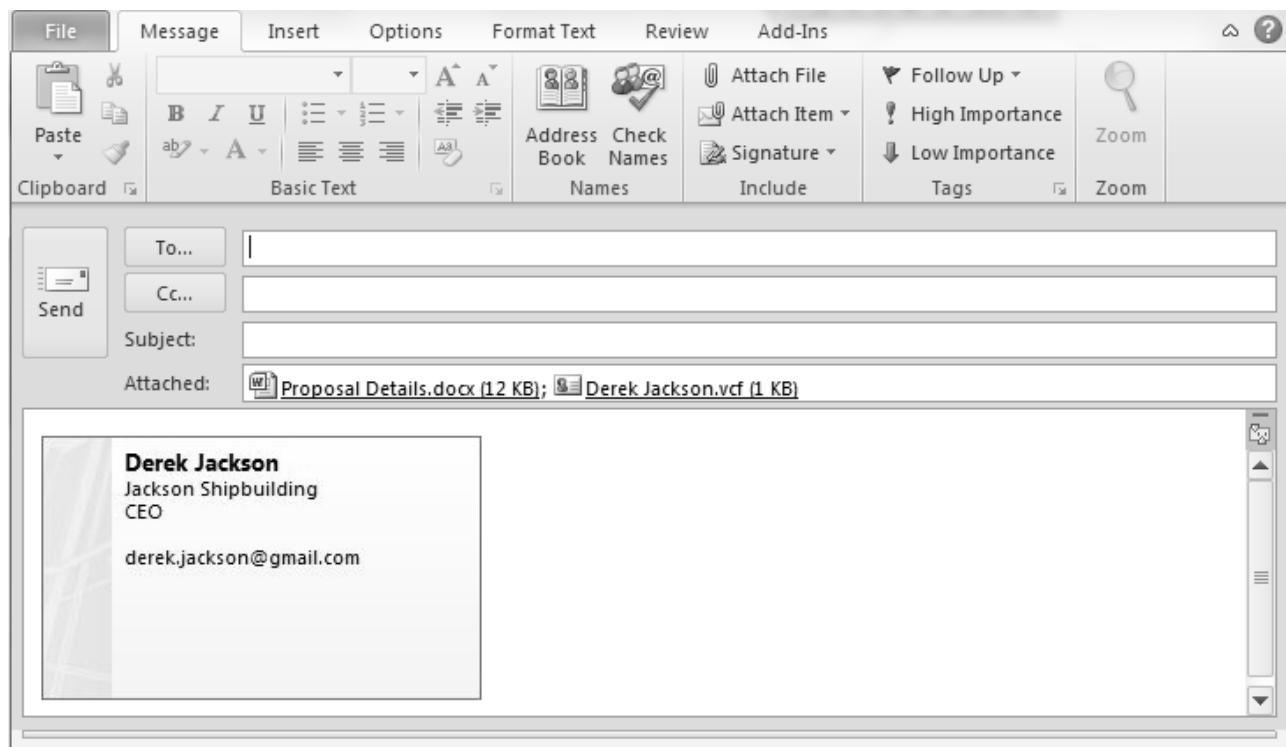


Figure 14.9: Business Card Attached to an E-mail

#### Exercise 3: Creating Outlook Group and Forwarding E-mail to Group

##### Problem

**Derek Jackson** has mailed the details of an important meeting to **John Gonzalez**. The meeting is scheduled for Thursday, 3<sup>rd</sup> November, 2011 at 3 PM. **Mr. Gonzalez** wants to communicate the details to all the members of his design team immediately. He has not created any contact group in Outlook so far. He has decided to maintain his Outlook groups reflecting the structure of the teams he is working with. Members in those teams are to be added in their respective contact group in Outlook. The design team members will be grouped under the group named **Design Team**. His aim in creating the contact group immediately is for forwarding the important mail about the meeting to his design team. Also, he wants to prepare for the meeting. Therefore, he wants to be reminded about the meeting an hour earlier than the time of the meeting. Help **John** to forward this mail to the design team working with him. Also, help him to setup a reminder for himself.

##### Analysis

Since there are no Outlook groups created and the mail is to be sent immediately, the first task is to create a contact group called **Design Team**. Then, the group name will be used to forward the mail. Thus, instead of forwarding the mail individually to each member, all the members of the design team will receive the mail under one group name. Also, **Mr. Gonzalez** wants to be reminded of the meeting an hour

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

earlier than the scheduled time of the meeting. The scheduled meeting time is Thursday, 3<sup>rd</sup> November, 2011 at 3 PM. So, a reminder for the e-mail will be setup for Thursday, 3<sup>rd</sup> November, 2011 at 2 PM.

This exercise requires user to complete the following tasks:

- Create a contact group
- Add members to the contact group
- Forward an e-mail to the contact group
- Set up a reminder for an e-mail

#### Solution

##### Creating a Contact Group in Outlook

To create a Contact Group in Outlook, perform the following steps:

1. Click Contacts from the Navigation Pane to open the Contacts view.
2. Click New Contact Group from the New group of the Home tab. The Contact Group window is displayed in figure 14.10.

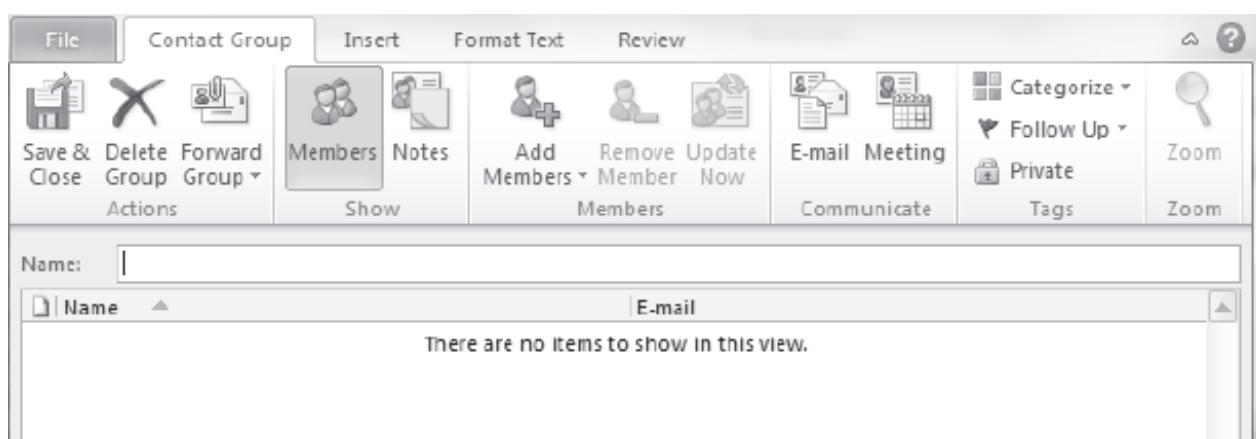


Figure 14.10: Contact Group Window

3. Type Design Team in the Name box.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

4. Click Save and Close. The contact group with the name Design Team is displayed in the Contacts view as shown in figure 14.11.

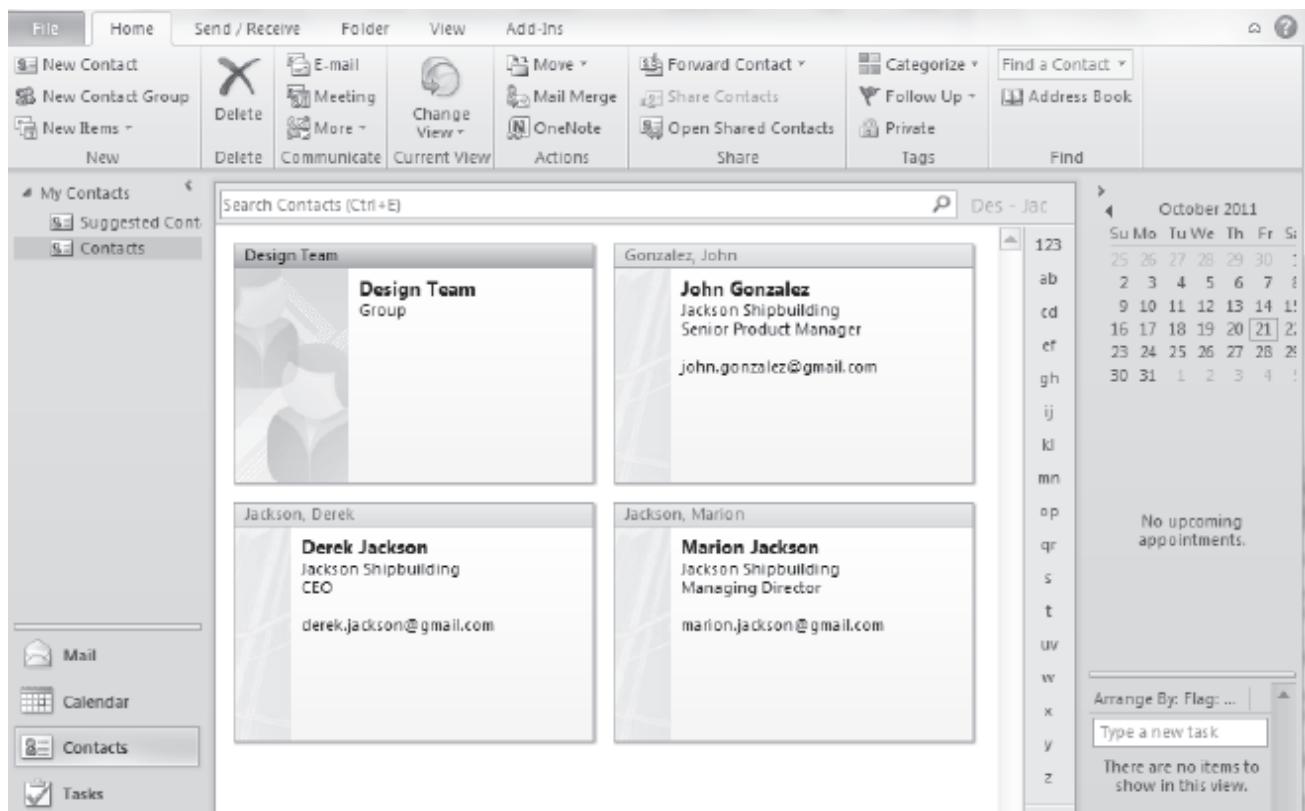


Figure 14.11: Contacts View

#### Adding Members to an Outlook Contact Group

To add members to an Outlook contact group, perform the following steps:

1. Double-click the Design Team contact group. The Design Team - Contact Group window is displayed, as shown in figure 14.12.

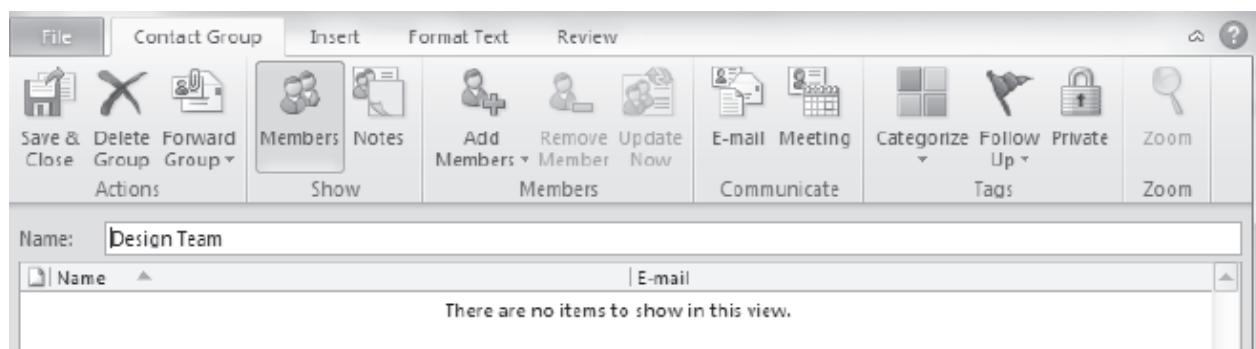


Figure 14.12: Design Team - Contact Group Window

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

2. Click Add Members from the Members group of the Contact Group tab. The drop-down menu is displayed in figure 14.13.

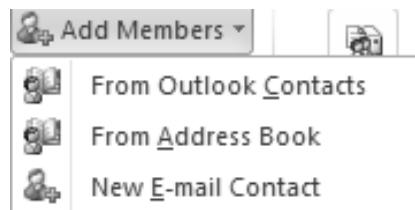


Figure 14.13: Add Members Drop-Down Menu

3. Select From Outlook Contacts. The Select Members: Contacts dialog box is displayed in figure 14.14.

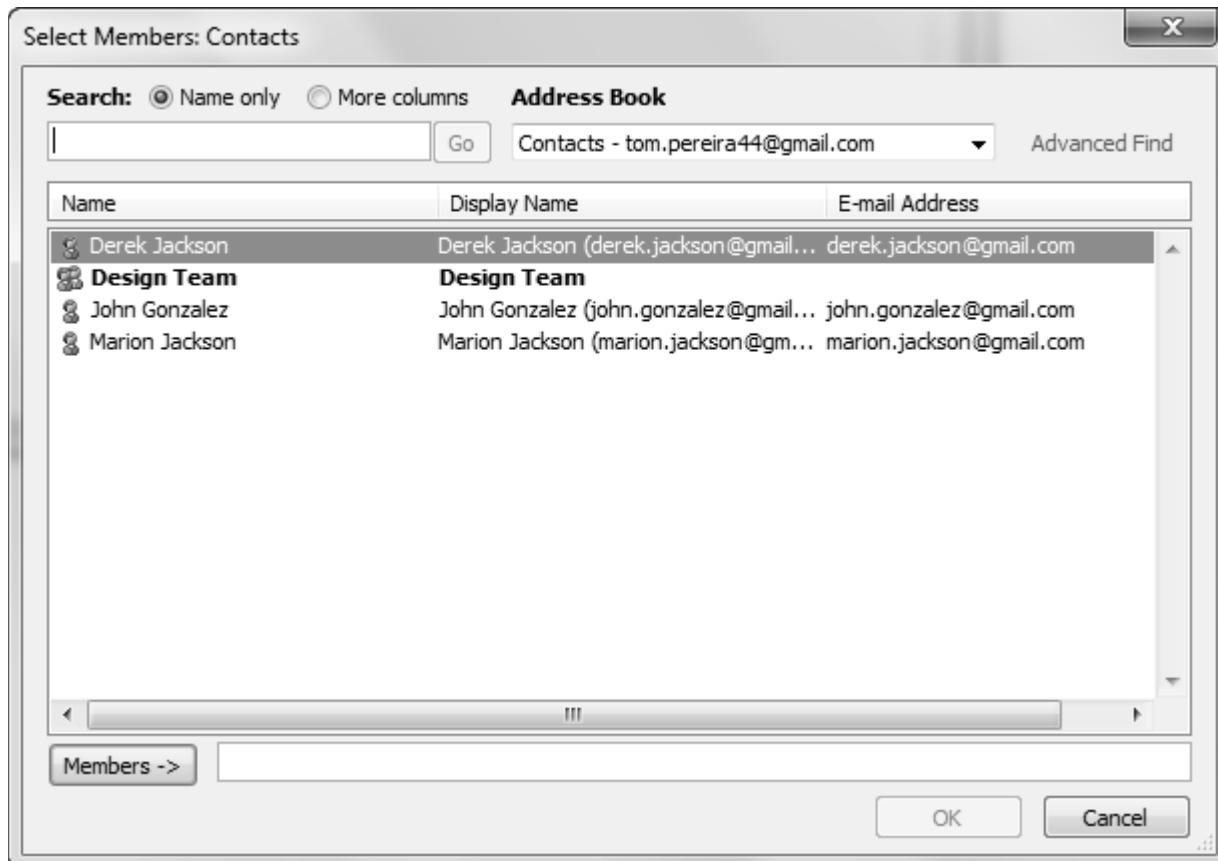


Figure 14.14: Select Members: Contacts Dialog Box

4. Select Marion Jackson.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

5. Click Members. The contact is added to the Members box, as shown in figure 14.15.

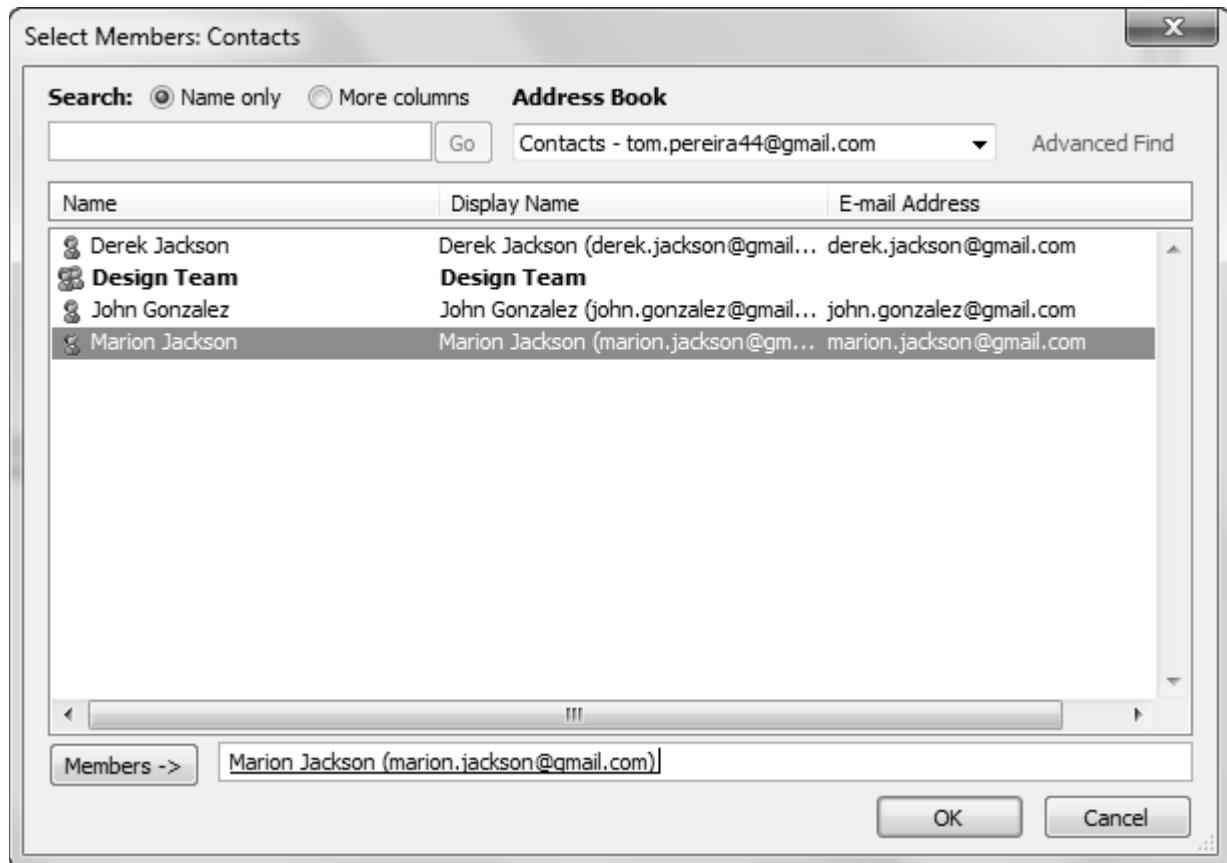


Figure 14.15: Adding a Member to a Contact Group

6. Click OK. The contact is added to the Contact Group, as shown in figure 14.16.

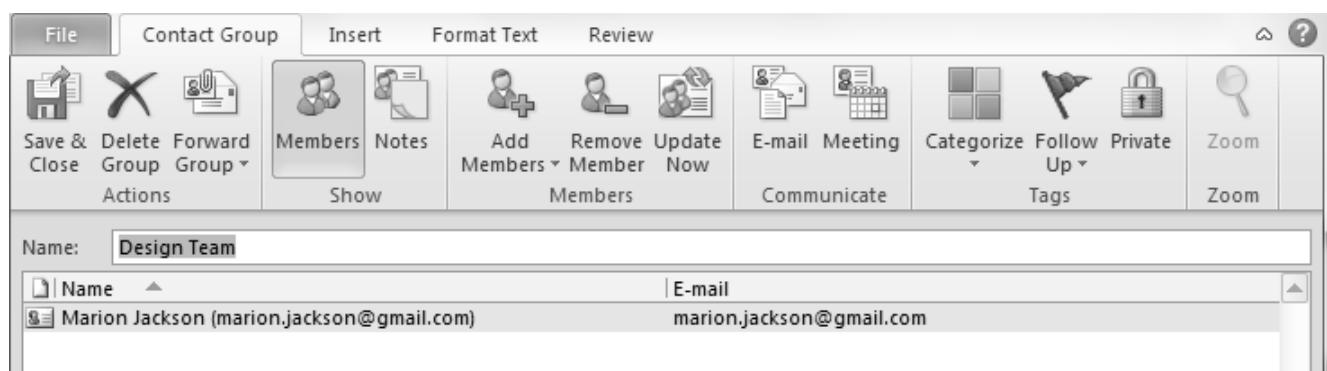


Figure 14.16: Member Added to the Contact Group

7. Click Save and Close.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

#### Forwarding an E-mail to a Contact Group

To forward an e-mail to contact group, perform the following steps:

1. Click New E-mail from the New group of the Home tab. The window for composing a new e-mail is displayed in figure 14.17.

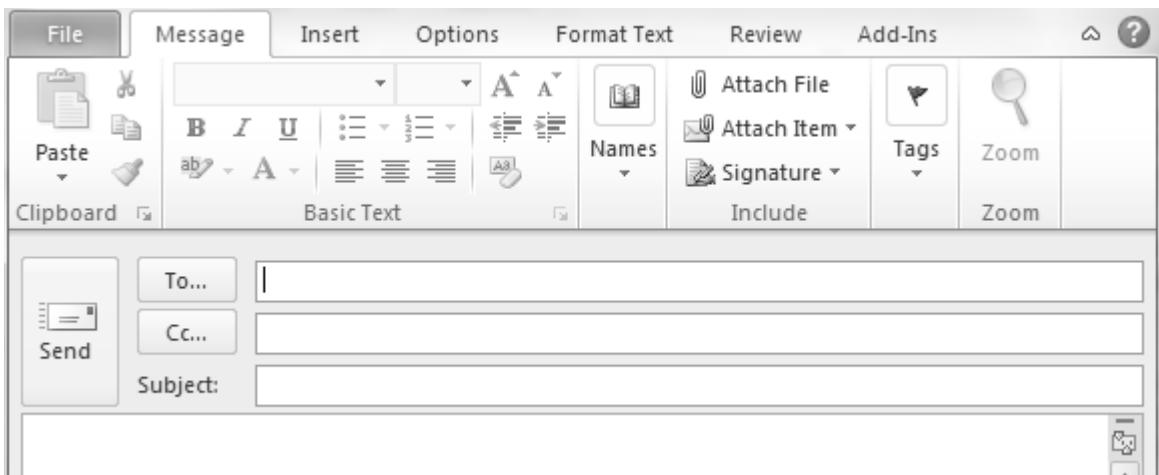


Figure 14.17: New Message Window

2. Type Design in the To box. Outlook suggests the name of the group in a drop-down list, as shown in figure 14.18.

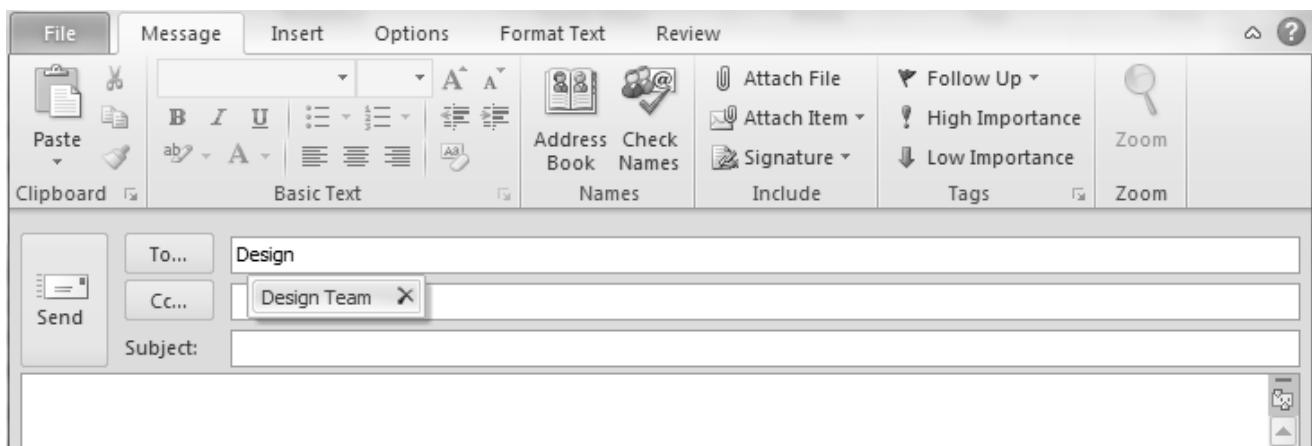
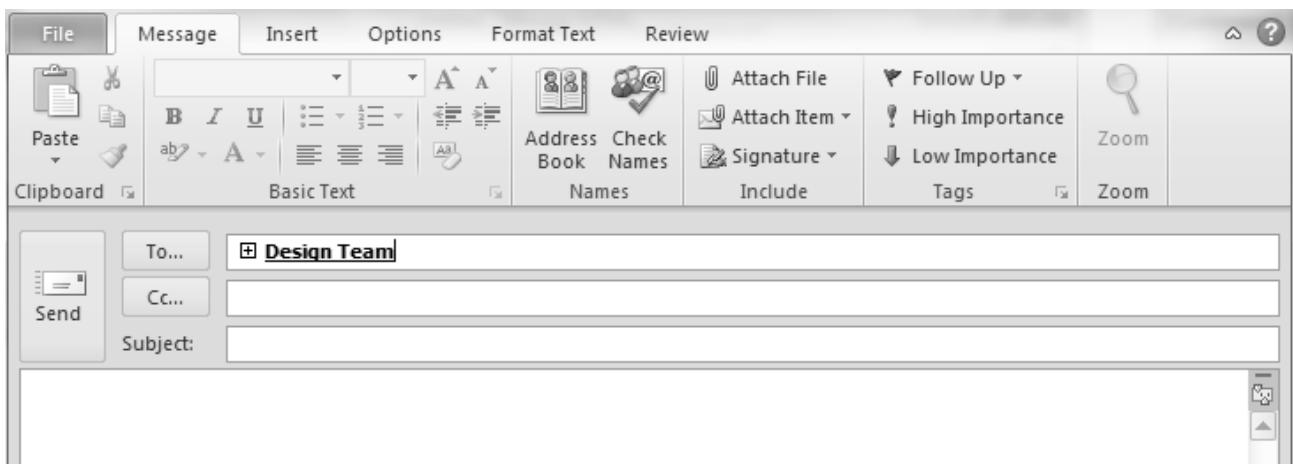


Figure 14.18: Group Name in Suggestions List

3. Select the suggested group name. The name of the group is added in the To box, as shown in figure 14.19.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)



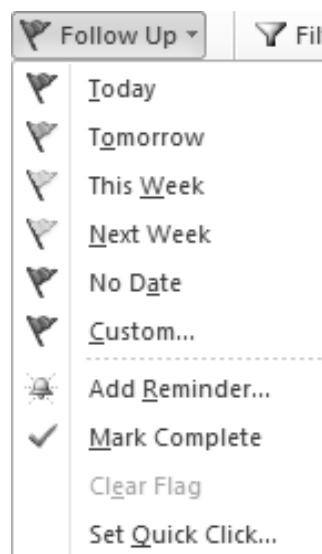
**Figure 14.19: Adding the Group Name**

4. Type the required message.
5. Click Send. The mail will be sent to all the members present in that contact group.

#### Setting Up Reminder for an E-mail

To set up a reminder for an e-mail, perform the following steps:

1. Select the required e-mail to set up a reminder.
2. Click Follow Up from the Tags group of the Home tab. The drop-down menu is displayed in figure 14.20.



**Figure 14.20: Displaying Follow Up Drop-down Menu**

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

3. Select Add Reminder. The Custom dialog box is displayed in figure 14.21.

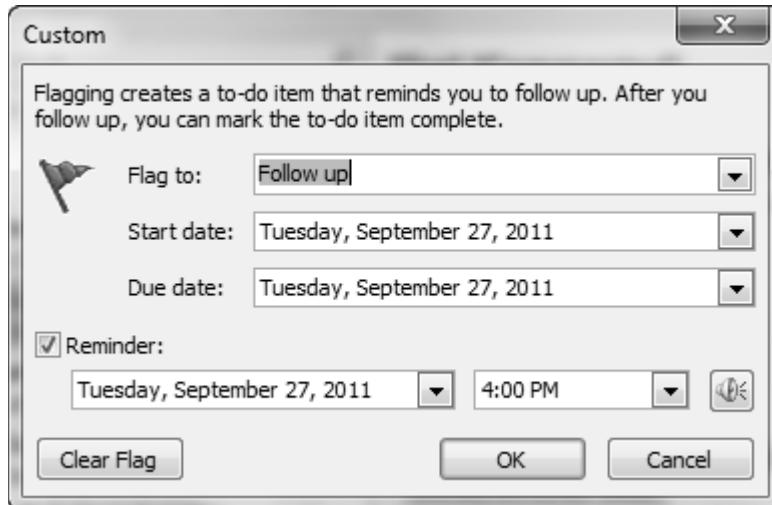


Figure 14.21: Custom Dialog Box

4. Click the date list. The calendar is displayed in figure 14.22.

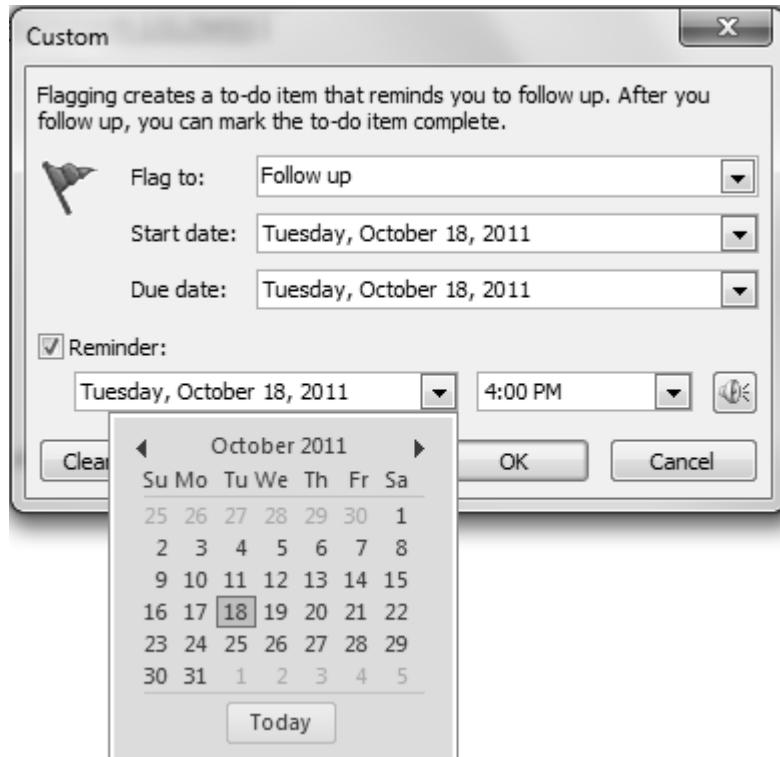


Figure 14.22: Displaying the Calendar

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

5. Select 3<sup>rd</sup> November, 2011 as the reminder date from the calendar.
6. Click the time list. Available timing intervals are displayed in a drop-down list as shown in figure 14.23.

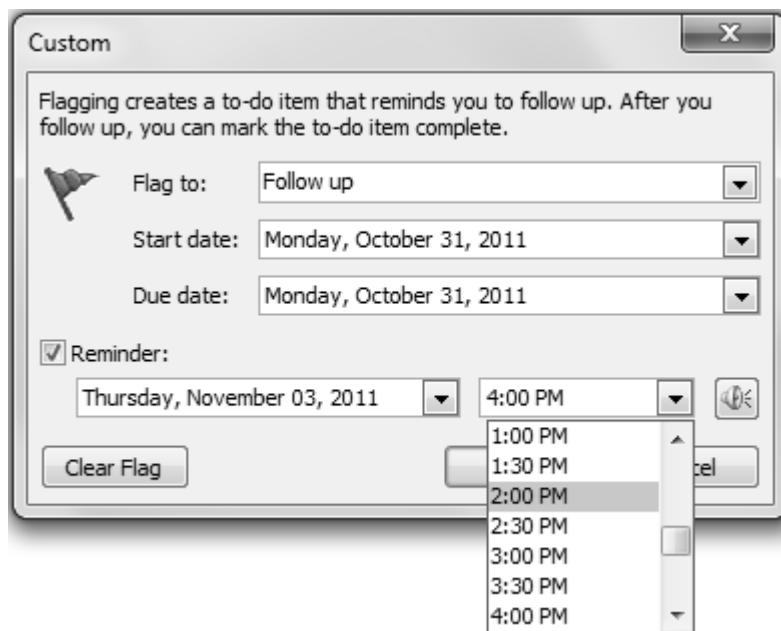


Figure 14.23: Selecting Time for Reminder

7. Select 2:00 PM as the reminder time.
8. Click OK. The reminder for the e-mail has been set for Thursday, 3<sup>rd</sup> November, 2011 at 2:00 PM.

## Part II

1. All the members working in the **Analyst** team in **Jackson Shipbuilding Company** have acquired additional skills through a workforce development program conducted by the company. The senior management of **Jackson Shipbuilding** has decided to re-structure the teams accordingly. The **Analyst** team has been dissolved. **Terry Jones** and **Shelly Hoffman** have been moved from the **Analyst** team to the **Front-end Designer** team. **Melissa Hart** has been promoted from the **Front-end Designer** team to the **Senior Engineers** team. **Leonard Cooper** has been shifted from the **Analyst** team to the **Database Administrator** team. **Mr. Derek Jackson** had previously maintained contact groups in Outlook for each of the teams in his company. Now, the groups must be updated to reflect the new changes in the organizational structure. Help him to make these changes to his Outlook groups.

## Session 14

### Introducing Microsoft Outlook 2010 (Lab)

#### Hints:

- Create the different groups.
- Add members to a group.
- Remove members from a group.
- Delete a group.

2. **Mr. Jackson** has forwarded an important project plan in a Word document to **Mr. Gonzalez**. The Word document has been sent as an attachment in the e-mail. **Mr. Gonzalez** wants to save the document for his future reference in the **My Documents** folder on his computer. Help him to save the attachment in the desired location.

#### Hints:

- Save an Attachment.
- Browse to **My Documents** folder while saving the attachment.

## Do It Yourself

1. **Jackson Shipbuilding Company** has an official Website with the name of **jacksonships.com**. There were some technical problems with this Website for few months. So, **John Gonzalez** was not provided with an e-mail address on the Website when he joined the company. He continued to use his own e-mail address **john.gonzalez@gmail.com** for company mails. Now, all the problems with the official Website have been resolved and **Mr. Gonzalez** has been provided with the new e-mail address as **john.gonzalez@jacksonships.com**. In addition, **Mrs. Maria Bernelli** has resigned from the company. So, her contact details are no longer required in Outlook. Help **Derek Jackson** to update his Outlook contacts accordingly.
2. **Mr. Derek Jackson** used to access two e-mail accounts from Outlook until some time ago. One of the accounts was from his **Gmail id** and the other was from his **Yahoo id**. Recently, he closed his **Yahoo** e-mail account because he did not find any significant use of keeping the second e-mail id. Also, a few days ago, he received an e-mail from the **Gmail** team, saying that account access settings have been updated. He was asked to make the changes to the e-mail client he uses to access his **Gmail** account. Otherwise, he would lose access to his **Gmail** account from Outlook. The changes indicated in mail settings are as follows:
- POP server address changed from **pop.gmail.com** to **poop3.gmail.com**
  - Port number for **POP** changed from **995** to **996**.
  - Port number for **SMTP** changed from **587** to **588**.
  - To add another layer of security, logon now requires the use of Secure Password Authentication method.

Help **Mr. Jackson** to make these changes in his Outlook account settings.

**“ Correction does much, but  
encouragement does more ”**