1 Introducing Microsoft Office and Using Common Features

In this chapter, you will first be given an overview of Microsoft Office, and then you will practice using some of the features that are common across the Microsoft Office suite. You will be able to distinguish between Microsoft Office versions and make an informed decision about which product is right for your situation. Once you learn how to use a common feature in one application, you can use the same or similar steps in other Microsoft applications.

LEARNING OBJECTIVES

▸ Describe similarities and differences among Office 2016 for the desktop, Office 365, and Office Online

▸ Identify uses of cloud storage

▸ Identify parts of the Office user interface

▸ Use the spelling checker and other review features

▸ Identify Office features available through Backstage view

▸ Use the Office Clipboard

▸ Format text in Office applications

▸ Search for Help within Office applications

▸ Capture a screen in an Office application

Introduction to Microsoft Office

Microsoft Office is a <mark>software suite</mark> that enables users to create, format, revise, collaborate, and share files quickly across multiple devices. The Microsoft Office 2016 software suite for Windows includes Word, Excel, Access, PowerPoint, Outlook, OneNote, Publisher, and Skype. A software suite is a collection of applications generally produced by the same manufacturer and bundled together for a better price. Being produced by the same manufacturer also means that each application offers the same user interface. Examples of features shared among the different Office 2016 apps are the Ribbon; tabs; keyboard commands; Quick Access toolbar; menus; dialog boxes; a spelling and/or grammar checker; and buttons such as Copy or Paste.

What Devices Will Microsoft Office Work With?

Microsoft Office works on desktops, laptops/notebook computers, and all-in-one PCs and Macs, as well as Windows, Android, and Apple smartphones and tablets.

If you are writing a paper or preparing a business plan, you probably want to create it on a desktop, laptop, or all-in-one computer. If you want to open, read, share, or make simple changes to a Word document, you could select any device. This chapter assumes you will be using a desktop, laptop, or all-in-one computer.

To learn more about the operating systems (Windows, Android, or Apple/Mac) and types of devices (all-in-one computer, desktop, laptop, smartphone, or tablet) that will run Microsoft Office, do a web search for *Microsoft Office 2016 products*.

What Storage Does Microsoft Office Provide?

Microsoft OneDrive is the cloud storage location included with Microsoft Office 2016 or Office 365, and it provides a convenient way to save, store, and share files, photos, and videos via your computer, smartphone, or tablet anytime, anywhere, and on any device—provided you have an Internet connection or Wi-Fi access. Depending on the Microsoft Office product you use or purchase, you will receive anywhere from fifteen gigabytes to one terabyte of free OneDrive cloud storage.

You may want to use cloud storage as your primary saving method so that you can access your files at home, at school, at work, or anywhere. Or you may decide to use cloud storage as a backup for your files located on your computer's hard drive or your flash drive. Instead of emailing files to yourself, use OneDrive as a faster way to store something in the cloud.

To learn more about OneDrive, do a web search for *OneDrive*.

Which Microsoft Office Should I Use?

You may have heard others talk about <mark>Microsoft Office 2016</mark>, <mark>Office 365</mark>, and <mark>Office Online</mark> and are not sure which one is right for you.

Microsoft markets the Office 365/2016 suite to both home and business users. You would select the home user category based on how you wish to purchase Office 365/2016.

▶ **Office 365:** Pay a monthly subscription rate for one or more devices that offers automatic updates similar to how you make app purchases on your smartphone or tablet. Select Office 365 Personal for a monthly subscription for one PC or Mac, plus one smartphone and one tablet. Select Office 365 Home for a monthly subscription for up to five PCs or Macs, plus five smartphones and five tablets.

▶ **Office 2016:** Make a one-time purchase, for one device, similar to what you may have done to obtain software in the past. Anytime you want to upgrade to a newer version of Microsoft Office, you will need to purchase it. Select Office Home & Student 2016 to install Office on one PC.

View the video "Microsoft Office Plan Comparison" at labyrinthelab.com/2016/video/OV16-V0101

You can also use Office Online for free when you are logged in to one of your Microsoft accounts. Some of the available online apps include Outlook.com, Word Online, Excel Online, PowerPoint Online, OneNote Online, and Sway. Not all features of Office 365/2016 are available in Office Online. To learn more about Microsoft Office Online, do a web search for *Microsoft Office Online*.

Even after reading the descriptions here and online, you may still be asking what version is right for you. If you do not wish to purchase the Office suite and want to perform a simple task such as writing a thank-you letter following an interview, you may want to use Word Online, part of Office Online.

If you wish to have automatic updates for only one device, select Office 365 Personal. If you wish to have automatic updates for up to five devices, select Office 365 Home. If you have only one PC, prefer not to pay for a monthly subscription, and are used to a one-time purchase plan for a software suite, select the Office Home & Student 2016 option.

While Microsoft Office has three distinct formats—Microsoft Office 2016, Office 365, and Office Online—and the examples provided in this chapter can work in each of the Office formats, this book assumes you are using Office 2016 on the desktop or Office 365 in a subscription-based plan, as well as Windows 10.

What Are the Microsoft Office Apps?

In this chapter, you will learn about four of the Microsoft Office applications included in the Microsoft Office suite. These applications include Word, Excel, Access, and PowerPoint.

Application	What It Is Used For
W	**Word:** Word-processing software to create, edit, revise, format, and share documents like letters, reports, essays, and business plans.
X	**Excel:** Worksheet software, arranged with rows and columns, used to create calculations and to make what-if analyses. Use Excel to prepare a budget or income statement, or to determine the amount of interest paid on a loan.
A	**Access:** Database software that helps you quickly retrieve data. In Access, you create and enter data into a table and then use forms, reports, and queries to display the desired results.
P	**PowerPoint:** Presentation software used to create, edit, revise, format, and share slides designed to tell a story, market a product, or explain a concept.

The Microsoft Office suite also includes the following additional applications.

Application	What It Is Used For
	OneNote: Notetaking software used to organize notes (handwritten or typed), audio recordings, screen captures, or sketches that you have collected or created to share with others.
	Outlook: Personal information manager software used to create, send, and receive emails, record tasks, maintain one or more calendars, schedule meetings and appointments, manage contacts, and take notes.
	Publisher: Desktop-publishing software used to design and lay out text and images, often for newsletters or brochures.
	Skype: Web communication software that utilizes the Internet to share audio, video, text, messages, files, or desktops.
	Sway: Presentation software that utilizes a web-based start screen that incorporates text with interactive content such as charts, files, pictures, and videos for added detail and emphasis.

The Lock Screen and Signing In

The lock screen displays when you first turn your computer on or when your computer has been asleep—inactive for a predetermined amount of time indicated in your computer's setup. The purpose of the lock screen is to prevent others from gaining access to your account, including your system settings, files, and folders. If you will be away from your computer, it is always a good idea to log off by selecting one of the three Power choices—Sleep, Shut Down, or Restart—to prevent unauthorized access.

A Microsoft account provides you with access to your Microsoft settings, files, contacts, and more, as well as to your computer or other devices. A valid Microsoft account can include Bing, MSN, Office, OneDrive, Outlook.com, Skype, Store, Windows, or Xbox Live. At the lock screen, enter your Microsoft account username and password. If you do not have a Microsoft account, you can create one by doing a web search for *Microsoft account*.

Initially, your computer may be set up with a local account, one that does not connect to a Microsoft account to access available Microsoft services. If you sign in with a local account, you will not be able to access your Microsoft settings and devices.

Tip! *Remember to log in with your Microsoft account so you have access to all of your services and devices.*

View the video "Creating a Microsoft Account" at labyrinthelab.com/2016/video/OV16-V0102

≡ Start→Settings→Accounts→Your Email and Accounts→Manage My Microsoft Account

≡ Start→Settings→Accounts→Sign-In Options

In this exercise, you will sign in to your Microsoft account using Windows 10.

Before You Begin: *Be sure to visit the Learning Resource Center at labyrinthelab.com/lrc to retrieve the exercise files for this course before beginning this exercise.*

1. Turn on your computer to display the lock screen, and then tap `Spacebar` to display the sign-in screen.

2. Type your Microsoft account username.

3. Tap `Tab`, type your Microsoft account password, and then tap `Enter`.

Common Features in Microsoft Office Apps

The Office 2016 applications share common, frequently used features. These features include the Ribbon, tabs, buttons or icons, formatting, and predefined settings.

The Ribbon

Within an application, you will find the Ribbon displayed at the top of a window or screen that contains tabs and commonly used buttons and other icons that are specific to the application. The buttons are arranged in groups.

View the video "Ribbon Overview" at labyrinthelab.com/2016/video/OV16-V0103

The Quick Access Toolbar

Each application has a one-line Quick Access toolbar located, by default, in the top-left corner of the application window, either above or below the Ribbon. You can customize and access buttons that you use frequently on this toolbar. The settings for each application's Quick Access toolbar work independently; therefore, you would need to customize the Word, Excel, Access, PowerPoint, and Outlook Quick Access toolbars separately.

View the video "Quick Access Toolbar Overview" at labyrinthelab.com/2016/video/OV16-V0104

Undo/Redo

Within an application, you may type something or perform a command or action and then realize that you did not intend for that to happen. As long as you have not exited the application, you may be able to undo the action.

Note! *Some actions, such as saving or sharing, cannot be undone, so "Can't Undo" displays when the Undo button is selected.*

You may want to redo an action you just undid. Sounds confusing, right? Use the Redo button to undo the undo, or to reapply the action. This puts the command or action you just undid back into effect.

Undo and Redo on the Quick Access toolbar

Quick Access toolbar→Undo or Redo

In this exercise, you will use the Undo and Redo buttons.

1. Start Word and tap [Enter] to accept the default template, Blank Document.
2. Type the following and then tap [Enter]: **My favorite word-processing feature is inserting citations.**
3. Now, type this text: **I also like how the Quick Access toolbar can be customized with buttons I frequently use.**
4. Drag the mouse pointer over the phrase *Quick Access toolbar* to select it.
5. Choose **Home→Font→Bold** B to apply bold formatting.
6. Now apply **Italic** *I* formatting to the phrase *inserting citations*.
7. Follow these steps to undo more than one action at a time:
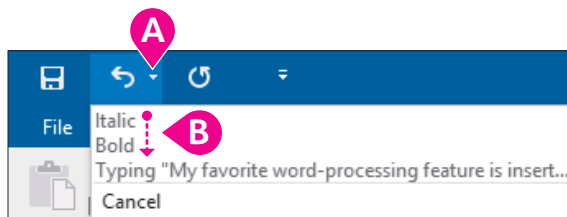
Ⓐ Click the **Undo menu** button ▼.

Ⓑ Drag over both steps (**Italic** and **Bold**) to select them, and then release the mouse button.

8. Click the **Redo** button two times to reapply the bold and italic formatting to the phrases.
9. Click the **Undo** button once to remove the italic formatting from the first sentence.
10. Keep Word open.

   Unless otherwise directed, keep any files or programs open at the end of an exercise.

Common Features on the File Tab

In this section, you will learn about the features on the File tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, and PowerPoint. Here you will use Microsoft Word 2016 to save, close, share, and print a file, and to open a template.

Backstage View

When you are working in your file and open the File tab, the Backstage view displays. Think of your Backstage view as your personal manager for the open file and application. Use the Backstage view to update file information, select account settings, view program options, open new files, save, print, share, export, provide feedback to Microsoft, and recover unsaved files. These are the "big picture" items you do to your file and not the specific tasks you perform using the other tabs and Ribbons.

Program Options

Microsoft provides preference settings that you can customize for each application (that is, Word or Excel) so they are automatically applied each time you use the application on your device. To change your preferences, use the Options feature on the File tab. Some custom options include adding your username and initials so they automatically display in some downloaded templates, displaying formatting marks, correcting spelling, and saving files to a default file location.
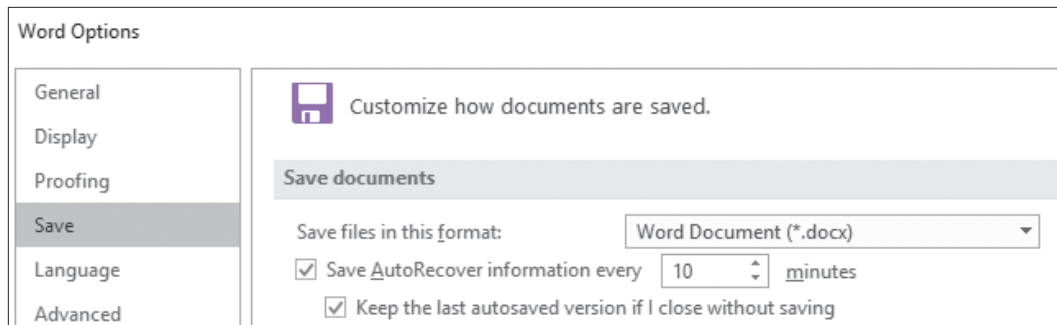
Save options allow you to set defaults for the file format and the frequency with which documents are automatically saved.

☰ File→Options

Saving Files

As you work in your file, you should be saving frequently to prevent data or information loss. Some people prefer to save important files every few minutes, while others may save at more infrequent intervals. You may choose to save files to your device (for example, on the hard drive in the Documents folder), to your flash drive, or to the cloud. To ensure you automatically save your work, you can set Word to save your work whenever a specific interval of time has elapsed. A good rule of thumb is to save as often as you can afford to lose data. If you can only afford to lose one minute of data, save your file every minute!

View the video "Using Save and Save As" at labyrinthelab.com/2016/video/OV16-V0105

View the video "Saving Files to Multiple Locations" at labyrinthelab.com/2016/video/OV16-V0106

☰ File→Save *or* Save As

DEVELOP YOUR SKILLS: O1-D3

In this exercise, you will use Save As to store a Word document in a new folder. While figures may show OneDrive cloud storage, when saving files throughout this text, please save as directed to your flash drive, hard drive, or OneDrive folder.

1. In your open Word document, choose **File** to display the Backstage view, and then click **Save**.

   The first time you save a file, the Save As box displays. Otherwise, choosing File→Save updates the file with the same name, location, and file type.

2. Navigate to your file storage location. (For this exercise, you will use OneDrive.)

3. In the Save As dialog box, click the **New Folder** button.

   The New Folder button is to the right of the Organize button, just under the address bar.

4. Type **Overview Chapter 1** for the new folder name and tap `Enter` twice.

5. Click in the **File Name** box and type **O1-D3-Features**.

6. Verify that *Word Document* displays for Save as Type and click the **Save** button.

7. If the Save As Type box displays something else, click the arrow at the right end of the **Save As Type** box and then select **Word Document**. Close the file but leave Word open for later use.

Finding, Searching, and Opening Files

Files can be opened within an application by using the Open dialog box, choosing from a recently saved files list within the application, using File Explorer, or typing the filename in the Windows Search box. Within Windows 10, as well as previous versions of Windows, you can use File Explorer to locate and manage your files. Located on the taskbar, you can click the File Explorer icon and then search for files located on your PC, flash drive, or OneDrive.

View the video "Opening Files" at labyrinthelab.com/2016/video/OV16-V0107

Sharing Files via Email and with People

You can share open files directly from the application to either email or OneDrive, formerly known as SkyDrive. Sharing a file directly to email is usually faster than opening an email application, such as Microsoft Outlook, locating the file to send, and then attaching it. When the file is shared from an application to OneDrive, you will receive a link (in your email account) that you have a file to download from someone else. If the Automatically Share Changes option is set to Always, once the file is shared, anyone who has editing rights to the file can make changes to it.

☰ File→Share→Email 🖼️

☰ File→Share→Share with People 👥

Note! *You can also use the* 🔒 Share *button located in the top-right corner of the application window.*

View the video "Sharing Files via Email" at labyrinthelab.com/2016/video/OV16-V0108

DEVELOP YOUR SKILLS: O1-D4

Complete this exercise via the online WebSim.

In this exercise, you will share an open Word file by using the Share with People option that saves to the cloud.

1. In your web browser, go to **labyrinthelab.com/websims/O1D4**.

   If your classroom is using eLab, you can complete this exercise in your eLab course.

2. Follow the onscreen instructions to complete this exercise.

Printing

As long as you are connected and have access to a printer, you should be able to print. Before printing, you should save your file, run Spelling & Grammar, proofread your file, verify formats, and review the file to see if you have used the fewest number of pages. Use the Print Preview feature to browse through the pages in your document prior to printing so you don't waste time or printing resources.

☰ File→Print

View the video "Printing Files" at labyrinthelab.com/2016/video/OV16-V0109

Templates

A template is a document, worksheet, or presentation that has the fonts, paragraph styles, and page layout settings such as margins, orientation, and size already built in. Instead of selecting these settings each time you prepare a similar file, you may opt to use a template to save time when you need to add new text, images, and additional formats specific to the file.

Usually an application includes sample templates that are stored on the hard drive of your computer when you install the software. You can also search for online templates using the Search feature available when you create a new document. Templates are arranged according to categories; for example, by business, personal, and industry.

☰ File→New

DEVELOP YOUR SKILLS: O1-D5

In this exercise, you will open a prebuilt Word template.

1. Choose **File→New**, select the **APA Style Report (6th Edition)** template, and click **Create**.

   Scroll through the Word document to view the types and formats of items that you may want to include in your report.

2. Choose **File→New**, select the **Resume (Color)** template, and click **Create**.

   You may have to scroll down to find the template. Review the document to locate what is automatically filled in based on the Word Options settings, as well as text placeholders that request your input.

3. Choose **File→New** and select the **Welcome to Word** template or another template.

   Notice the document formatting and review the text contained in the file.

4. Close all open files without saving, and then exit Word.


Common Features on the Home Tab

In this section, you will learn about the features on the Home tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, and PowerPoint. You will use Microsoft Excel to Cut, Copy, and Paste with the Office Clipboard, format text, use the Mini toolbar, and find and replace text. While the Welcome to Excel template contains more text than numbers, Excel is generally used for keying numbers and performing calculations.

DEVELOP YOUR SKILLS: O1-D6

In this exercise, you will open and become familiar with Excel.

1. Start Excel; locate and choose the **Welcome to Excel** template.

2. Scroll down to display rows 19–25, if necessary, and then click the **Let's Go** button.

3. Click the various worksheet tabs at the bottom of the Excel window to become familiar with Microsoft Excel.

   *In the figure below,* 1. Fill *and* 4. Tell Me *are examples of worksheet tabs in Excel.*

   | Start | **1. Fill** | 2. Analyze | 3. Chart | 4. Tell Me | Learn More | ⊕ |
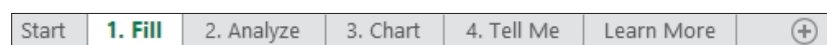
4. Leave this file open for the next exercise.

The Office Clipboard

Located at the far left on the Home tab, the Clipboard group contains the Cut, Copy, Paste, and Format Painter buttons. Selecting the Clipboard dialog box launcher opens the Clipboard pane, which displays at the side of your application. The Clipboard contains thumbnails (small images) of what you have recently cut or copied from your Microsoft Office file(s) during your Windows session, with the most recent item at the top of the list. You can use the Clipboard to quickly paste text, pictures, images, or charts into your file. You can paste all items on the Clipboard into your file(s) as many times as desired, and you can clear all items from the Clipboard. The Cut feature in the Clipboard group functions much like a scrapbook in which you cut out information, such as newspaper articles about yourself, and then paste them on the desired page(s). When data is cut, the original selection is removed in the source location and is pasted at the target location. When data is copied, the original selection remains in the source location and a new selection is pasted at the target location.

CLIPBOARD FEATURES

Feature	What It Does
✂ Cut	**Cut:** Removes the original selection from the **source** location and places the selection on the Office Clipboard.
📋 Copy	**Copy:** Creates a duplicate of the original selection, which remains in the source location, and places a copy of the selection on the Office Clipboard.
📋 Paste	**Paste:** Inserts a copy of the most recent item found on the Office Clipboard at the **target** location, or destination. Depending on the application, there are usually at least three paste choices, Keep Source Formatting, Merge Formatting, and Keep Text Only. **Keep Source Formatting:** Pastes the text and the formatting (bold, italic, underline) of the selection from the source location to the target location. The selection pasted retains the original formatting from the source location. **Merge Formatting:** Pastes the text and formatting (bold, italic, underline) of the selection from the source location to the target location and combines it with any formatting that is already at the target location. The selection pasted has formats from both the source and target locations. **Keep Text Only:** Pastes the selection from the source location to the target location. The selection pasted takes on the formatting of the target location.
✒ Format Painter	**Format Painter:** Applies the character and paragraph formatting from the source selection to any characters or text selected. Double-click the Format Painter to apply formats to multiple selections. Click the Format Painter button to turn it off when you are finished.

View the video "Clipboard Overview" at labyrinthelab.com/2016/video/OV16-V0110

☰ Home→Clipboard→Copy 📋 | Ctrl + C

☰ Home→Clipboard→Paste 📋 | Ctrl + V

☰ Home→Clipboard→Cut ✂ | Ctrl + X

DEVELOP YOUR SKILLS: O1-D7

In this exercise, you will use Excel to copy data from the source destination to the target destination, a new worksheet tab, and cut data from the original location and paste it into the target location.

To begin, you will navigate to the desired tab and scroll down in the worksheet to locate the range to be copied.

1. Click the **2. Analyze** worksheet tab.
2. Follow these steps to select and view a specific part of a worksheet tab:

C	D	E	F
Company	Industry	Q1 Sales	Q2 Sales
A. Datum Corporation	Tech	$ 195,449	$ 746,907
Adventure Works	Travel	$ 123,721	$ 733,396
Blue Yonder Airlines	Travel	$ 934,763	$ 246,554
City Power & Light	Utilities	$ 299,293	$ 674,295
Coho Vineyard	Beverage	$ 228,783	$ 659,385
Consolidated Messenger	Tech	$ 579,825	$ 448,399
Contoso Pharmaceuticals	Medical	$ 371,570	$ 644,368
Contoso, Ltd	Misc	$ 239,219	$ 287,989
Fabrikam, Inc.	Utilities	$ 639,630	$ 635,474
Fourth Coffee	Beverage	$ 876,740	$ 567,216
Graphic Design Institute	Education	$ 788,390	$ 540,282
Humongous Insurance	Financial	$ 682,545	$ 577,599
Litware, Inc.	Tech	$ 902,264	$ 206,331
Lucerne Publishing	Misc	$ 905,906	$ 443,552
Margie's Travel	Travel	$ 289,570	$ 843,834

Ⓐ Scroll down to display rows 4–20.

Ⓑ Scroll right to display columns C–F.

Ⓒ Click in **cell C4** to select **Company**.

Ⓓ Press and hold the ⸢Shift⸥ key and click **cell F19**.

3. Release ⸢Shift⸥ and notice that the **range C4:F19** is selected.

C	D	E	F
Company	Industry	Q1 Sales	Q2 Sales
A. Datum Corporation	Tech	$ 195,449	$ 746,907
Adventure Works	Travel	$ 123,721	$ 733,396
Blue Yonder Airlines	Travel	$ 934,763	$ 246,554
City Power & Light	Utilities	$ 299,293	$ 674,295
Coho Vineyard	Beverage	$ 228,783	$ 659,385
Consolidated Messenger	Tech	$ 579,825	$ 448,399
Contoso Pharmaceuticals	Medical	$ 371,570	$ 644,368
Contoso, Ltd	Misc	$ 239,219	$ 287,989
Fabrikam, Inc.	Utilities	$ 639,630	$ 635,474
Fourth Coffee	Beverage	$ 876,740	$ 567,216
Graphic Design Institute	Education	$ 788,390	$ 540,282
Humongous Insurance	Financial	$ 682,545	$ 577,599
Litware, Inc.	Tech	$ 902,264	$ 206,331
Lucerne Publishing	Misc	$ 905,906	$ 443,552
Margie's Travel	Travel	$ 289,570	$ 843,834

4. Choose **Home**→**Clipboard**→**Copy** 📋 and a moving border displays around the range C4:F19 to indicate that the selection is copied.

   The copied text is placed on the Office Clipboard and is ready to be pasted in a destination location. The copied text also remains in cells C4:F19 on the 2. Analyze worksheet tab.

5. Click the **New Sheet** button (located at the bottom of the worksheet) to create a new worksheet to the right of the *2. Analyze* tab.

6. Verify that **cell A1** in the new worksheet is selected. The empty cell A1 is your target location.

7. Choose **Home**→**Clipboard**→**Paste** 📋.

   In Excel, when you copy cells, you also can copy the format(s) associated with the cells. In this case, you are just copying the cells. Anytime you see ##### in a cell in Excel, it means the column is not wide enough to display the cell's contents.

Cut and Paste

8. Choose the **2. Analyze** worksheet tab at the bottom of the worksheet.

   The running border displays because the selection is still selected.

9. Tap ⌨Esc to deselect the border.

10. Select the **range C5:F7** and choose **Home**→**Clipboard**→**Cut** ✂.

11. At the bottom of the worksheet, choose the **Sheet1** worksheet tab and select **cell A17**.

12. Choose **Home**→**Clipboard**→**Paste** 📋.

13. Click the **2. Analyze** worksheet tab at the bottom of the worksheet.

   Notice that the data from the range C5:F7 is no longer there since it was cut, or removed, from the worksheet.

14. Choose **File**→**Save As** to save the worksheet in the **Overview Chapter 1** folder as `O1-D7-Clipboard`.

Drag and Drop

If you want to cut or copy text and then paste it in a different location on the same page, try using drag and drop. Whether you want to cut or copy text, the first step is always to select the desired text. The difference between cutting and copying in this method has to do with the ⌨Ctrl key. That is, to copy, you hold down ⌨Ctrl while moving from one location to the next; when cutting, you do not use ⌨Ctrl.

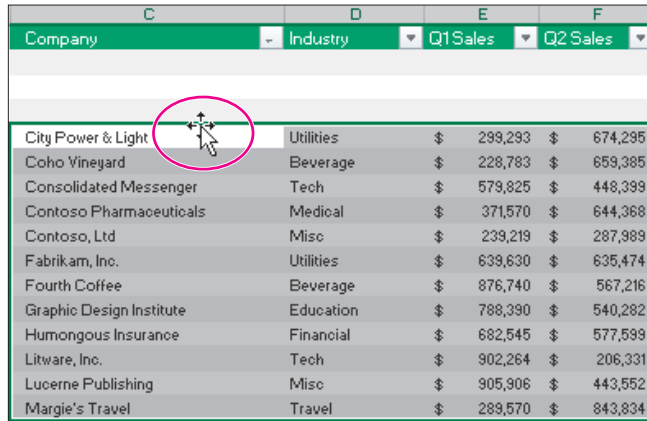View the video "Using Drag and Drop" at labyrinthelab.com/2016/video/OV16-V0111

In this exercise, you will use drag and drop in Excel to cut, or move, data from one group of cells to another location.

1. Choose **File→Save As** to save the worksheet in your **Overview Chapter 1** folder as **O1-D8-Drag**.

2. Click the **2. Analyze** worksheet tab.

3. Click in **cell C8**, and then press [Shift] while clicking **cell F19** to select the range **C8:F19**.

4. Position the mouse over the top border of the selection until the four-headed arrow displays.

C	D	E	F
Company	Industry	Q1 Sales	Q2 Sales
City Power & Light	Utilities	$ 299,293	$ 674,295
Coho Vineyard	Beverage	$ 228,783	$ 659,385
Consolidated Messenger	Tech	$ 579,825	$ 448,399
Contoso Pharmaceuticals	Medical	$ 371,570	$ 644,368
Contoso, Ltd	Misc	$ 239,219	$ 287,989
Fabrikam, Inc.	Utilities	$ 639,630	$ 635,474
Fourth Coffee	Beverage	$ 876,740	$ 567,216
Graphic Design Institute	Education	$ 788,390	$ 540,282
Humongous Insurance	Financial	$ 682,545	$ 577,599
Litware, Inc.	Tech	$ 902,264	$ 206,331
Lucerne Publishing	Misc	$ 905,906	$ 443,552
Margie's Travel	Travel	$ 289,570	$ 843,834

5. Click and hold the mouse button and drag up to **cell C5**, and then release the mouse button.

   Using drag and drop to cut removes the range from the original location and pastes it in the new location.

Formatting Text Using Font Group Settings

To make your selection more visible to your reader, you may want to use some or all of the font formats available in the Font group or in the Font dialog box. In order to apply the formats, you must first select a cell or group of cells, words, or phrases.
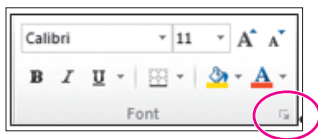
Use the Font dialog box launcher to open the Font dialog box.

The Format Painter applies multiple formats located in one range to another range within the application. Think of the selected range's original location as your paint can. You apply the formats found in your paint can, the selected range, to another range with the help of the paintbrush, or Format Painter. Whatever cells you click get the formatting. You can use Format Painter to format multiple cells or ranges by double-clicking the Format Painter button. To turn off the multiple-use feature and stop "painting," tap the [Esc] key.

In this exercise, you will increase the font size, make text bold, remove the bold, change the font color, launch the Font dialog box, and use the Format Painter.

1. Use **Save As** to save the worksheet in the **Overview Chapter 1** folder as `O1-D9-Format`.

2. At the bottom of the worksheet, choose the **3. Chart** worksheet tab, and then select the **range C5:D16**.

3. Choose **Home→Font→Increase Font Size** `A` two times to increase the font size of the selection to 14 points.

4. Select **cell C9** and choose **Home→Font→Bold** `B` .

   Bold is used to add emphasis to a cell. When a format such as bold is applied, the button on the Ribbon displays a dark-gray background. To turn the format off and remove the dark-gray background behind the button, click the button again. This is known as a ==toggle== *format.*

5. Select **cell C14** and choose **Home→Font→Bold** `B` to toggle Bold to off.

6. Select **cell D6** and press and hold the `Ctrl` key and click **cells D8**, **D9**, **D13**, and **D15.**

7. Choose **Home→Font→Font Color** `A` **menu button** ▼ and then select **Red** under Standard Colors.

8. Select **cells C8:D8** and click the arrow in the bottom-right corner of the Font group on the Home tab to open the Font dialog box.

9. Select the **Strikethrough** setting under Effects and click **OK**.

10. With the range C8:D8 still selected, choose **Home→Clipboard→Format Painter** 🖌 .

11. Select cells **C10:D10**.

    Notice that the strikethrough format found in cell C8 and the red font and the custom number format found in D8 were applied to cells C10 and D10.

12. Save the file and keep it open for the next exercise.

The Mini Toolbar

The Mini toolbar is a floating toolbar that contains some of the more commonly used formatting buttons found on the Home tab and specific to the application. The Mini toolbar appears at various times in all of the Office applications, giving you a convenient way to choose the most commonly used commands. If the Mini toolbar does not display, right-click the mouse.

≡ File→Options→General→check Show Mini Toolbar on Selection

The Mini toolbar in Excel

DEVELOP YOUR SKILLS: O1-D10

In this exercise, you will use the Mini toolbar in Excel to apply formatting.

1. Use **Save As** to save the worksheet in the **Overview Chapter 1** folder as **O1-D10-Toolbar**.
2. Click the **Sheet1** tab, and then select **cell C4**.
3. Press and hold [Ctrl] and then select **cell C19** to highlight two cells that are not touching one another.
4. Right-click **cell C4** to display the Mini toolbar and the shortcut menu.
5. In the Mini toolbar, click the **Bold** [B] button and the **Fill Color** button to apply yellow formatting.
6. Click any cell to close the Mini toolbar.
7. Save the file and keep it open for the next exercise.

Find and Replace

Within a document, worksheet, database, or presentation, you may need to locate text quickly. You may also need to substitute one word or phrase, or formatting, for something else. The Find command is used to search for characters, symbols, numbers, words, phrases, or formats that meet the criteria. The Replace command first finds whatever meets the criteria and then replaces it with what you desire.

DEVELOP YOUR SKILLS: O1-D11

In this exercise, you will use the Find command to locate Contoso and then replace each occurrence with Labyrinth.

1. Use **Save As** to save the worksheet in the **Overview Chapter 1** folder as **O1-D11-Replace**.
2. Choose **Home→Editing→Find & Select** →**Find**.
3. Type **Contoso** in the **Find What** box.
4. Click **Find Next** two times.
5. Click the **Replace** tab in the Find and Replace box.

   Verify that the Find What box displays Contoso.
6. Type **Labyrinth** in the **Replace With** box.
7. Choose **Replace All** to change two occurrences of the word *Contoso* to *Labyrinth*.
8. Click **OK** in the Microsoft Excel message box.
9. Close the **Find and Replace** box.
10. Save your file and then close Excel.

Common Features on the Review Tab

In this section, you will learn about the features on the Review tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, Access, and PowerPoint. You will work with Microsoft PowerPoint to use Spelling & Grammar and Thesaurus.

Spelling & Grammar

Whether you are working in a Word document, an Excel worksheet, an Access database, or a Power-Point presentation, before you share the file with anyone, you should use the Spelling & Grammar button. The Spelling feature reviews the file for misspelled words or words that do not match the Microsoft dictionary for that computer. A red squiggly line below a word indicates that the word is not recognized in the Dictionary file on your computer. Right-click the unrecognized word and choose the correct spelling from the quick menu or add the word to the Dictionary.

DEVELOP YOUR SKILLS: O1-D12

In this exercise, you will open PowerPoint, create a new presentation, and use the Spelling feature in PowerPoint.

1. Start PowerPoint, locate and select the **Welcome to PowerPoint** template, and then choose **Create** to open the presentation.
2. Preview the various slides at the left of the PowerPoint window, either by clicking each individual slide or by using the scroll bar.
3. Click **slide 1**, and then click at the end of the word *Welcome*.
4. Backspace two times and type **em**.
5. In the same line, click after the misspelled word *Welcoem*.

   Notice the misspelling of Welcome *displays with a red squiggly line below it.*
6. Right-click the misspelled word and choose **Welcome** from the quick menu to correct the spelling.
7. Choose **Home→Slides→New Slide** 📄.

   On the new slide, the title placeholder displays at the top and the text box placeholder displays below.
8. Type **Parctice makes prefect** in the text box placeholder, and tap [Enter].

   Yes, you are deliberately typing misspelled words so you have a presentation that can be spellchecked in the next few steps!
9. Type **Mispllings are noticable** and choose **slide 1**.
10. Choose **Review→Proofing→Spelling** 🔤 to launch the Spelling pane at the right with the correct spelling of *Practice* selected.
11. Click the **Change** button to spell *Practice* correctly on the slide and then locate the next misspelled word.
12. Continue correcting two more misspelled words (*misspellings* and *noticeable*) and then in the Microsoft PowerPoint message box, click **OK** to close the Spelling pane.
13. Double-click **prefect** and type **perfect**.

    Since prefect *is a word, it is not identified as a misspelled word when running the spelling checker. You must remember to proofread your work!*
14. Use **Save As** to save the file in your file-saving location as **O1-D12-PowerPoint**, and leave it open for the next exercise.

Thesaurus

There are times when you end up using a word over and over and over again! Instead of using the same word, you could use a synonym. The Thesaurus provides definitions, word forms, synonyms (words with similar meanings), antonyms (words that are opposite in meaning), and word forms in other languages when dictionaries of other languages are installed on your computer.

DEVELOP YOUR SKILLS: O1-D13

In this exercise, you will use the Thesaurus feature in PowerPoint to replace a word with a synonym.

1. Choose **slide 1** and select the word **tips**.
2. Choose **Review→Proofing→Thesaurus** 📖.
3. At the right side of the window, in the Thesaurus pane, click **guidelines** to see a list of synonyms for the word *guidelines*.
4. In the Thesaurus pane, hover over the word *rules*, select the **menu** button ▼, and then choose **Insert** to replace *tips* with *rules*.
5. Close the Thesaurus pane.
6. Use **Save As** to save the file in your file-saving location with the name **O1-D13-Proofing**, and leave it open for the next exercise.

Other Common Features

In the exercises above, you learned about features found on multiple programs' Ribbons. Here are three additional common features that are available no matter what Ribbon is displayed in Microsoft Office.

Help

When you are working in Microsoft Office, you may need to find out more about a particular topic as it relates to the application. Located to the right of the last tab on the Ribbon is a new feature included in Microsoft Office 2016, the *Tell Me What You Want to Do* box. This box provides a quick way to access help or to learn more about a particular feature in the application. If you click the Tell Me… box, suggestions display related to the application. Use the text box to enter words or phrases, often of what you would like to do or locate next in the application. You can use Tell Me… to research or explain the meaning of a term with Smart Lookup. To view a list of Help topics, tap function key F1.

Another new Help feature is the *Tell Me More* link located at the bottom of some buttons. When you click the link, the Help window displays with more information about the specific feature. Using this method, you learn more about the feature without typing any search text.

Smart Lookup with the Insights Pane

Smart Lookup is available within an application on the quick menu. In the Insights pane, you can view and listen to pronunciations, look at word forms and definitions of selected text, and view results of wikis and web searches related to your selected text. Using the Smart Lookup feature can be especially helpful, as it saves you the time of retyping the same selection in your search engine.

Take a Screenshot

The Take a Screenshot button is used when you want to remain in your Word, Excel, PowerPoint, or Outlook application while capturing a screenshot of the entire window, or part of a window. In PowerPoint, once the screenshot is captured, it is temporarily placed as a thumbnail in the Available Windows gallery located with the Take a Screenshot button in your open application. If you open another application, such as Word, the thumbnail displays in the Available Windows gallery. Once you close the PowerPoint application, the screenshot would no longer display in the Available Windows gallery in Word.

DEVELOP YOUR SKILLS: O1-D14

In this exercise, you will use the Tell Me More Help link and the Tell Me What You Want to Do... box to learn more about the Insights feature. Then, you will use the Snipping Tool to create a snip of what you found in your search.

1. Save the presentation in the **Overview Chapter 1** folder as `O1-D14-Help`.
2. On the Ribbon, go to **Home→Slides**.
3. Hover the mouse pointer over the **New Slide** button to see the name of the button, the keyboard shortcut keys, a description of the button, and the Tell Me More Help link.
4. Click the **Tell Me More** link to learn more about adding, rearranging, and deleting slides in PowerPoint, and then close the Help window.
5. On the Ribbon to the right of the View tab, click in the **Tell Me What You Want to Do** box and type `Insights pane`.

   Observe the buttons and topics that Microsoft displays in the Tell Me... box.

6. From the displayed list, click the **Get Help on "Insights Pane"** link.
7. Click the **Insights into What You're Working on with Smart Lookup** link in the PowerPoint Help window.
8. Read about the Insights pane and choose **Insert→Images→Take a Screenshot**.

   The Help window is minimized when the Insert tab displays. A screenshot of the Help window is taken.

9. Click **Screen Clipping** to display the PowerPoint Help window on the Windows desktop and click the mouse to return to PowerPoint.
10. Choose **Home→Slides→New Slide menu button ▼** and click **Title Slide**.
11. Choose **Insert→Images→Screenshot** and click the thumbnail of the PowerPoint Help screen to place a copy of the Help screen image in your PowerPoint presentation.
12. On the Windows taskbar, click the **Help** button.

Use the Windows Snipping Tool

13. Click the **Windows Search Box** located in the Windows taskbar.
14. Type `Snipping Tool` and select **Snipping Tool** from the list.

    Another option for capturing all or part of a window in any application is to use the Snipping Tool, a Microsoft Windows feature. The Snipping Tool is an application that captures permanent snips. The difference between using the Take a Screenshot button and creating a snip is that your snip is saved as a file that can be used as often as you wish.

15. Click the **New** ✂ New **menu** button ▼ in the Snipping Tool window and click **Rectangular Snip**.

16. Position the mouse to the left above the paragraph that begins *The insights*, click and hold the mouse button, and drag down and to the right to select the heading through the paragraph that ends *a query there*.

The selection of the Help window displays with a red border to identify it as a snip.

17. Release the mouse and notice that a copy of the snip displays in the Snipping Tool window.

18. Save the snip in the **Overview Chapter 1** folder as `O1-D14-Snip` and then close the Snipping Tool and the Help window.

19. Choose **Home**→**Slides**→**New Slide** 🖼 **menu button** ▼ and click **Title Slide** to create a blank slide 3.

20. Choose **Insert**→**Images**→**Pictures** 🖼, locate the **O1-D14-Snip** file, and click **Insert** in the Insert Picture window.

21. Save the presentation and then close PowerPoint.