Chapter 2

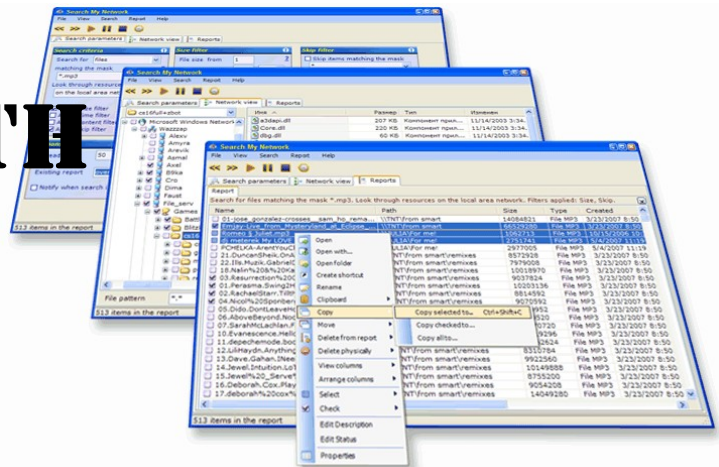## Word Watch

- File
- Data
- Print
- Dialog Box
- Select

- Cut
- Copy
- Paste

WORKING WITH OFFICE FILES

Learning Objectives

After completing this chapter, you should be able to:

- create a New File;

- open a File;

- print a File;

- select Data;

- cut, copy, and paste data; and

- view multiple files

Creating a New File

Office programs work with data, in order to create one, you must create a file in which to store it. If the file you want to create is a Word document, an Excel workbook, an Access database, a PowerPoint presentation, or a Publisher publication, you create a new file using the Getting Started screen. When you do, you are given the option of creating a blank file or basing the file on an existing template.
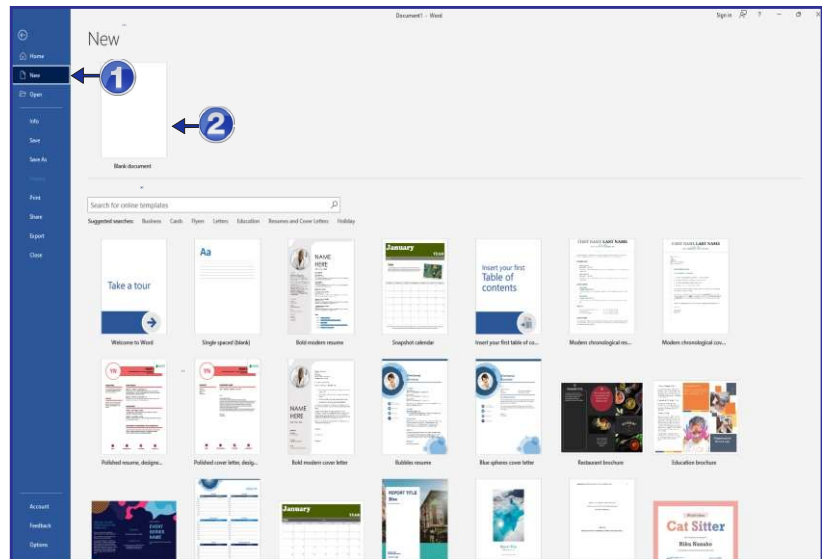
Create a New File
Create a New Word, Excel,
PowerPoint, Access, or Publisher File

① Click New.

② The New screen will appear.

Click the type of file that you want to create..

The new file opens.

Note: Another way to create a new file is to press `Ctrl` + `N`. Office creates a new file using the default settings.

Saving a File

Saving a file allows you to store data for a period of time. When your data are stored you can access all the information stored in it. You should save the data that you are working frequently to prevent data loss during power failure or computer crash.
You can give a unique filename of your file and store it in the folder or drive of your choice when you are saving your document. You can change the type of the data and open it later after saving.
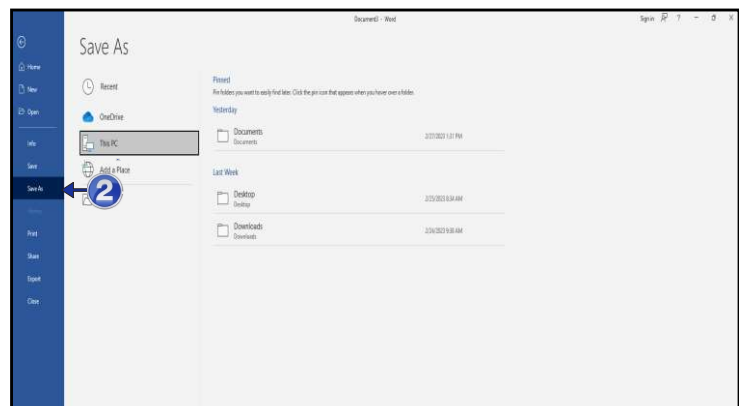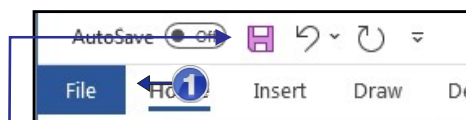
Save a File

① Click the File tab.

For subsequent saves, you can click the Save button 🔲 on the Quick Access toolbar to quickly save the file.

② Click Save or Save As.

The Save As dialog box appears.

Note: Another way to save a file is to press `Ctrl` + `S`. If this is the first time the file has been saved, Office launches the Save As dialog box.
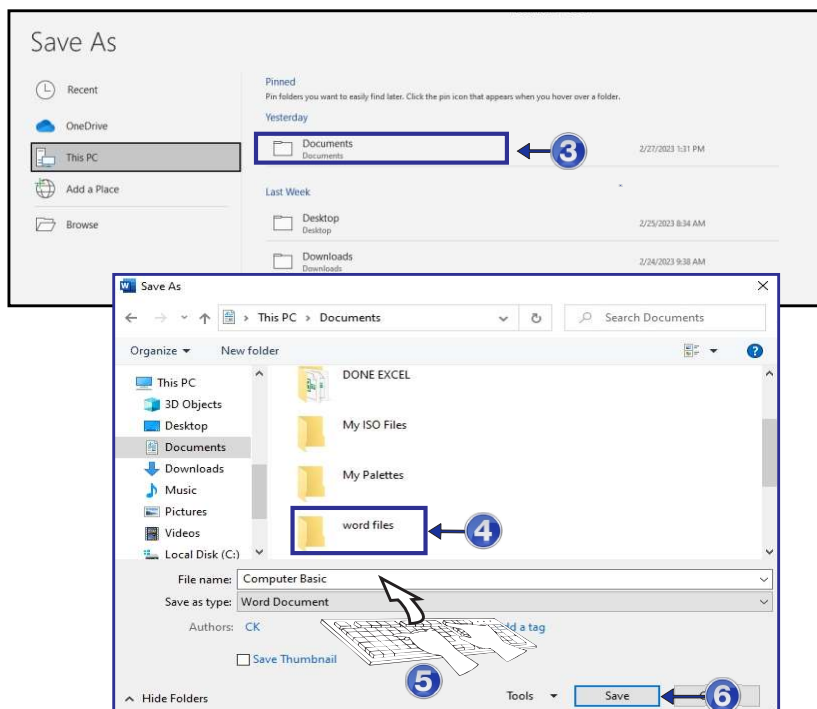
③ Click the My Documents folder in which you want to save the file.

④ In the file list, navigate to the folder in which you want to save the file.

⑤ Type a name for the file in the File name field.

⑥ Click Save.

The Office program saves the file and the new filename appears on the program window's title bar.

Opening a File

In addition to creating new files, you can open files that you have created and saved previously in order to continue adding data or to edit existing data. Regardless of whether you store a file in a folder of your computer's hard drive, or on a CD, you can easily access files using the Open dialog box. If you're not sure where you saved a file, you can use the Open dialog box's Search function to locate it. When you finished using a file, you should close it. because the unnecessary files and programs free up processing power of your computer.

Open a File

① Click the File tab.

② Click Open.

The Open dialog box will appear.

Note: Another way to launch the Open dialog box is to press `Ctrl` + `O`.

③ If the file you want to open is listed under Recent, you can click it so that it will open. You can click directly if the file is save Today or Older. See the figure.

④ The other way is click the Browse folder in which the file you want to open has been saved (in the illustration, it is saved in documents).

In the file list, locate and click the folder in which the file you want to open that has been saved.

⑤ Click Open.Click the name of the file that you want to open

⑥ Click Open. The file opens in the program window.
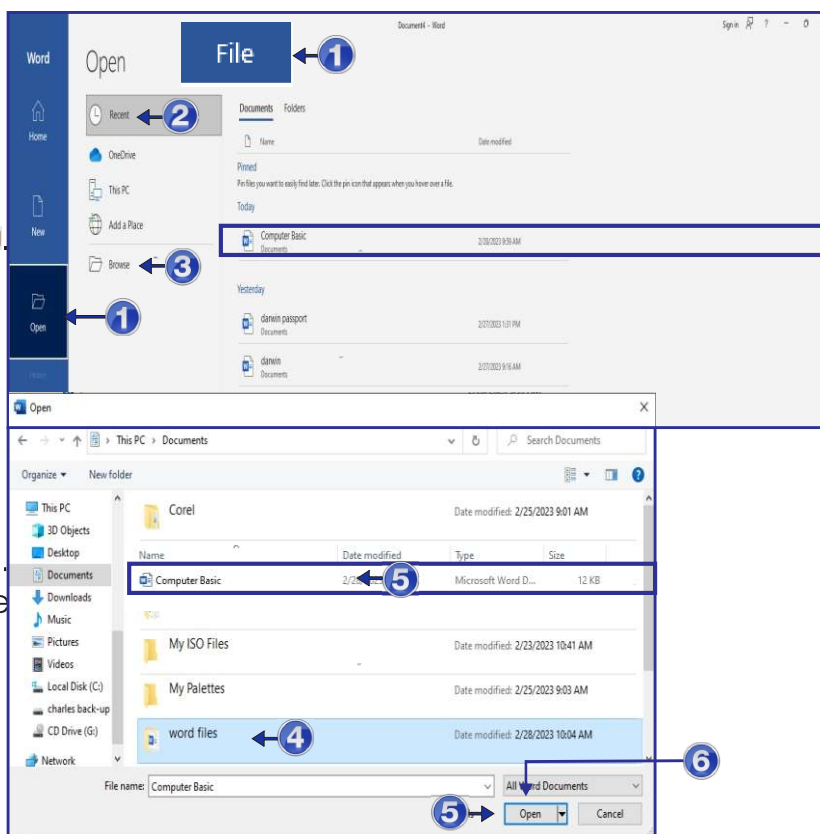
Printing a File

Printing any file definitely needs a printer and it should be connected to your computer. If a printer is connected to your computer, you can print your Office files. For example, you will distribute printouts of a file as handouts in a meeting. When you print a file, you have two options. You can send a file directly to the printer using the default settings or you can open the Office application's Print screen to change these settings. For example, you might opt to print just a portion of the file, print using a different printer, print multiple copies of a file, collate the printouts, and so on.

Print a File

1 Click the File tab.

2 Click Print. The Print screen appears.

Note: Another way to open the Print screen is to press `Ctrl` + `P` .

You can specify the number of copies to print using the Copies spin box.

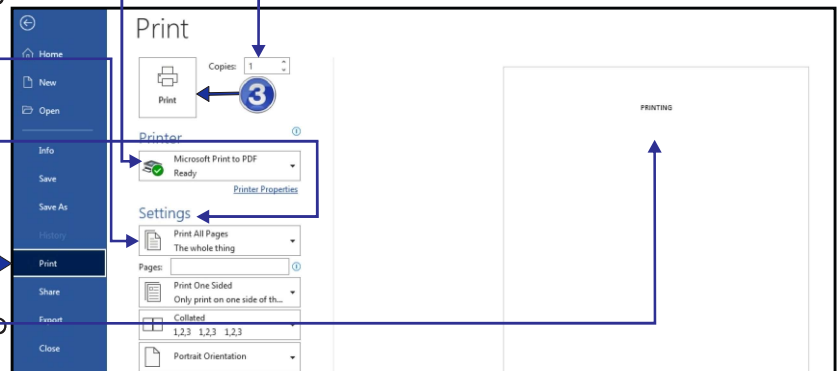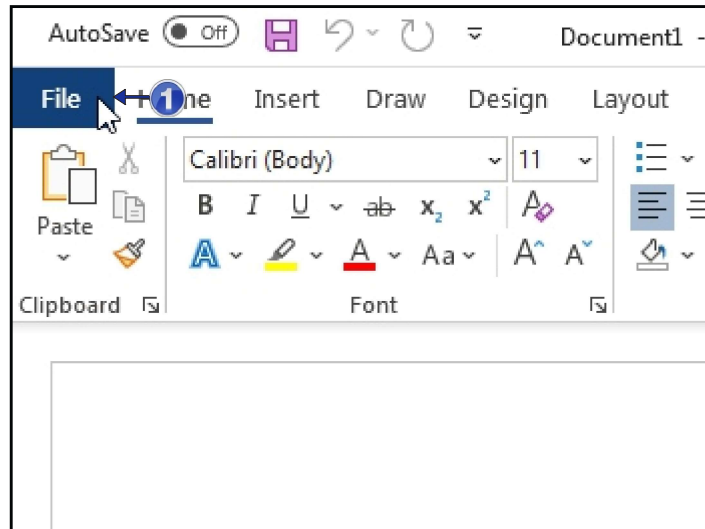You can choose a printer from the Printer drop-down list.

You can choose to print as election from the file or specific pages using the available Settings list.

You can access additional print options under Settings.

View a preview of the printed file here.

3 Click Print.

The Office program sends the file to the printer for printing.

Selecting Data

Performing different operations on data, such as deleting it, changing its font or alignment, applying a border around it, formatting it as a list, or copying and pasting it elsewhere in a file or in a different file altogether, you must select the data. The selected data appears highlighted. Depending on what program you are using, Office offers several techniques for selecting data.

Work File: The Piranhas.docx

Select Data

Click and Drag to Select Data

1. Click to one side of the word or character that you want to select.
2. Drag the cursor across the text that you want to select. Word selects any characters that you drag across. You can use this technique to select characters, words, sentences, and paragraphs. To deselect a selected text, simply click anywhere outside the text or press any arrow key on your keyboard.

Select Text with a Mouse

1. Double-click the word that you want to select. Word selects the text. You can triple-click a paragraph to select it.

   Note: To select data in Excel, click the cell that contains the data. To select a range of cells, click in the upper left corner of the range and drag down and to the right. To select cells that are not part of a continuous series, press [Ctrl] as you click each cell.

Select Text from the Margin

Note: This technique works only in Word.

1. Click in the left margin. Word selects the entire line of text next to where you clicked. You can double-click inside the left margin to select a paragraph. You can triple-click inside the left margin to select all the text in the document.

The Piranhas

Do Piranhas Attack People?

The piranha is known for its very sharp teeth. Stories are attacked by these meat eaters. In fact, piranhas do not n are injured or weakened. Usually when a person is in the

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Cutting, Copying, and Pasting Data

Use the Cut, Copy, and Paste commands to move or copy data. For example,you will cut or copy a picture from a Word document and paste it elsewhere in the same Word document, in another Word document, or in a PowerPoint slide or a Publisher file. When you cut data, it is removed from its original location; when you copy data, Office makes a duplicate of the selected data, leaving it in its original location. Another alternative method is to use the drag-and-drop method, this also moves data.

Work File: The Piranhas.docx

Cut, Copy, and Paste Data

Drag and Drop Data

① Select the data that you want to cut or copy.

② Click and drag the data to a new location.
The ⬚ changes to 🖐. To copy the data as you drag it, you can press **Ctrl** and hold .

③ Release the mouse to drop the data in place. The data appears in the new location.

Cut and Copy Data

① Select the data that you want to cut or copy.

② Click the Home tab.

③ Click the Cut button (✂) to move data or the Copy button(📋) to copy data.
Note: You can also press (**Ctrl**)+(**X**) to cut data or (**Ctrl**)+(**C**) to copy data.
The data is stored in the Windows Clipboard.

④ Click the point where you want to insert the cut or copied data. You can open another file where you can paste the data.

⑤ On the Home tab, click the Paste button.
Note: You can press (**Ctrl**)+(**V**) to paste data.
The data appears in the new location.
Note: You can click the Paste Options smart tag (📋) that appears when you paste, cut, or copy data to view various paste-related options.
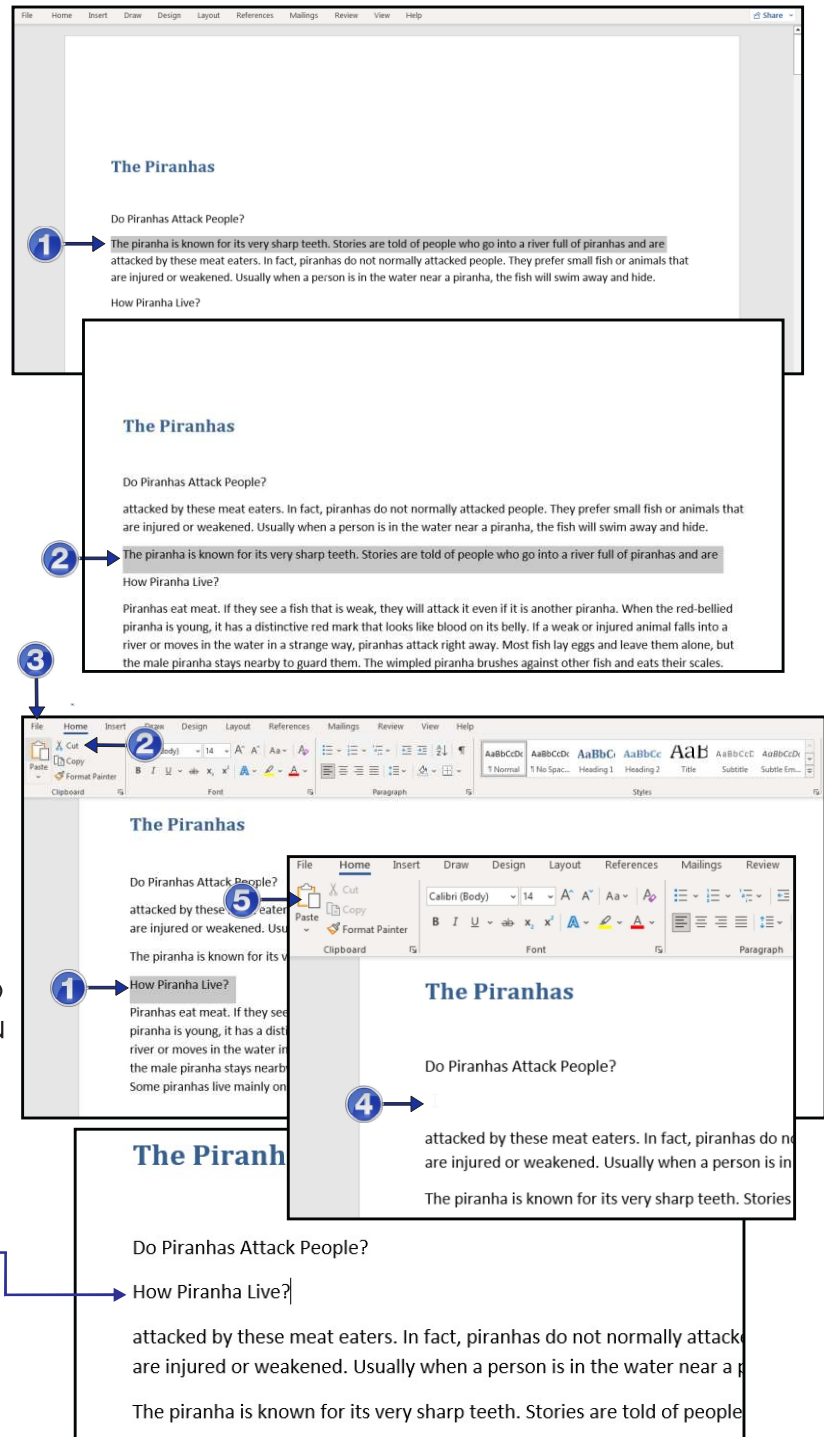
Viewing Multiple Files

Displaying different views of a file or viewing multiple files at once is one useful feature in Office applications. For example, you want to view two versions of a Word document side by side to compare their contents or view two Excel workbooks to compare data. If the files you want to compare are particularly long, you can enable the Synchronous Scrolling option to scroll both files at the same time. In addition to viewing multiple files at once, you can split a long file into two scrollable panes to view different portions of it. For example, you will split a document to compare how portions of it are formatted.

View Multiple Files

Work Files: About numbers.xlsx
Coloring and Copying.xlsx

① Open two or more files.

② Click the View tab.

3 Click the Arrange All.

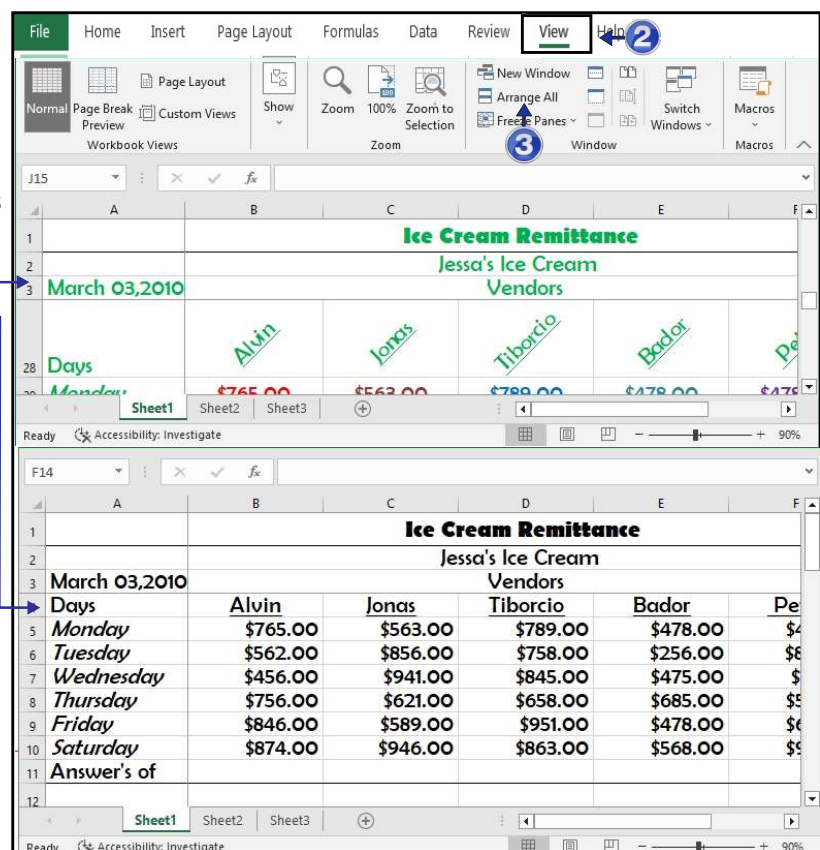Note: In Excel, the Arrange Windows dialog box opens, and you can select how you want to display multiple files.

Both files will appear on-screen.

④ Click the View Side by Side button (⊞) on the View menu to switch between viewing the open files side by side and stacked one on top of the other.

You can click the Synchronous Scrolling button (⊞) to scroll both files at the same time.

The files will appear side by side.

You can click the Close button (❎) to close a file.

5 To split a single file into scrollable panes, click the Split button.

A horizontal bar will appear over the file.

6 Drag the bar up or down to resize the panes, and click to set the bar in place when the panes are in desired size.

Note: To return the page to a full document again, click the Split button again.