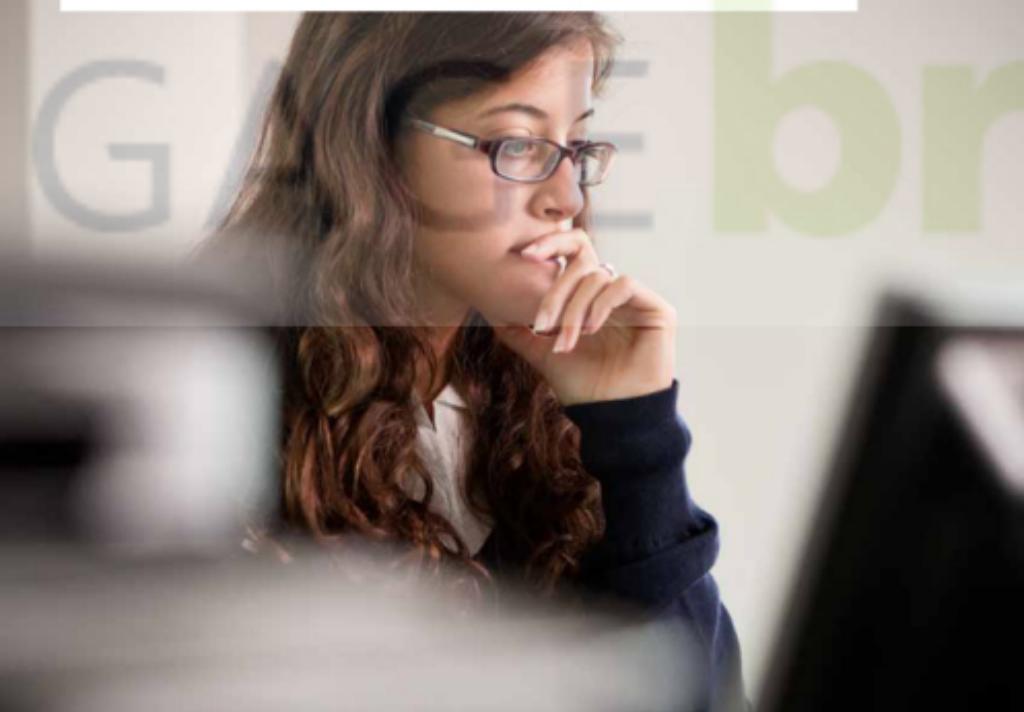


Licensed to:

SHELLY CASHMAN SERIES®

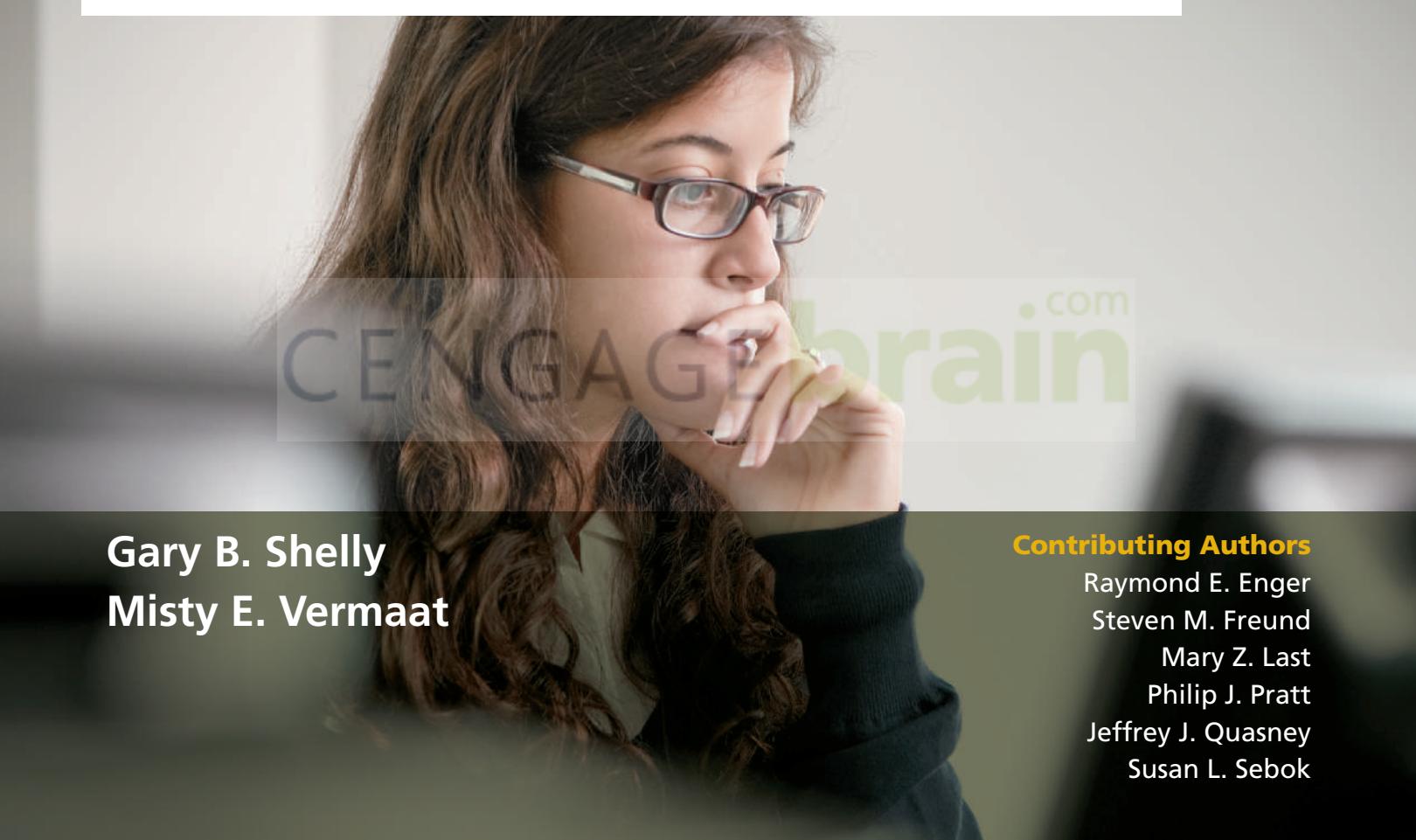
Microsoft® OFFICE 2010 ESSENTIAL



SHELLY | VERMAAT

Microsoft® OFFICE 2010

ESSENTIAL



CENGAGEbrain.com

**Gary B. Shelly
Misty E. Vermaat**

Contributing Authors

Raymond E. Enger
Steven M. Freund
Mary Z. Last
Philip J. Pratt
Jeffrey J. Quasney
Susan L. Sebok



Australia • Brazil • Japan • Korea • Mexico • Singapore • Spain • United Kingdom • United States

This is an electronic version of the print textbook. Due to electronic rights restrictions, some third party content may be suppressed. Editorial review has deemed that any suppressed content does not materially affect the overall learning experience. The publisher reserves the right to remove content from this title at any time if subsequent rights restrictions require it. For valuable information on pricing, previous editions, changes to current editions, and alternate formats, please visit www.cengage.com/highered to search by ISBN#, author, title, or keyword for materials in your areas of interest.



Microsoft Office 2010: Essential

Gary B. Shelly, Misty E. Vermaat

Vice President, Publisher: Nicole Pinard

Executive Editor: Kathleen McMahon

Senior Product Manager: Mali Jones

Associate Product Manager: Aimee Poirier

Editorial Assistant: Lauren Brody

Director of Marketing: Cheryl Costantini

Marketing Manager: Tristen Kendall

Marketing Coordinator: Stacey Leasca

Print Buyer: Julio Esperas

Director of Production: Patty Stephan

Content Project Manager: Matthew Hutchinson

Development Editors: Jill Batistick, Amanda Brodkin, Deb Kaufmann, Lyn Markowicz

Copyeditors: Foxxe Editorial and Troy Lilly

Proofreaders: Chris Clark and Karen Annett

Indexer: Rich Carlson

QA Manuscript Reviewers: Chris Scriver, John Freitas, Serge Palladino, Susan Pedicini, Danielle Shaw, Susan Whalen

Art Director: Marissa Falco

Cover Designer: Lisa Kuhn, Curio Press, LLC

Cover Photo: Tom Kates Photography

Text Design: Joel Sadagursky

Compositor: PreMediaGlobal

Microsoft and the Office logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Course Technology, a part of Cengage Learning, is an independent entity from the Microsoft Corporation, and not affiliated with Microsoft in any manner.

© 2011 Course Technology, Cengage Learning

ALL RIGHTS RESERVED. No part of this work covered by the copyright herein may be reproduced, transmitted, stored or used in any form or by any means graphic, electronic, or mechanical, including but not limited to photocopying, recording, scanning, digitizing, taping, Web distribution, information networks, or information storage and retrieval systems, except as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the publisher.

For product information and technology assistance, contact us at
Cengage Learning Customer & Sales Support, 1-800-354-9706

For permission to use material from this text or product,
submit all requests online at cengage.com/permissions

Further permissions questions can be emailed to
permissionrequest@cengage.com

Library of Congress Control Number: 2010929674

ISBN-13: 978-0-538-74870-4

ISBN-10: 0-538-74870-2

Course Technology

20 Channel Center Street
Boston, MA 02210
USA

Cengage Learning is a leading provider of customized learning solutions with office locations around the globe, including Singapore, the United Kingdom, Australia, Mexico, Brazil, and Japan. Locate your local office at:

international.cengage.com/region

Cengage Learning products are represented in Canada by Nelson Education, Ltd.

Visit our website www.cengage.com/ct/shellycashman to share and gain ideas on our textbooks!

To learn more about Course Technology,
visit www.cengage.com/coursetechnology

Purchase any of our products at your local college store or at our preferred online store www.cengagebrain.com

We dedicate this book to the memory of James S. Quasney (1940 – 2009), who for 18 years co-authored numerous books with Tom Cashman and Gary Shelly and provided extraordinary leadership to the Shelly Cashman Series editorial team. As series editor, Jim skillfully coordinated, organized, and managed the many aspects of our editorial development processes and provided unending direction, guidance, inspiration, support, and advice to the Shelly Cashman Series authors and support team members. He was a trusted, dependable, loyal, and well-respected leader, mentor, and friend. We are forever grateful to Jim for his faithful devotion to our team and eternal contributions to our series.

The Shelly Cashman Series Team

Printed in the United States of America

1 2 3 4 5 6 7 15 14 13 12 11



Contents

Preface

vii

Microsoft Office 2010 and Windows 7

Office 2010 and Windows 7: Essential Concepts and Skills

Objectives	OFF 1	Additional Microsoft Office Programs	OFF 36
Office 2010 and Windows 7	OFF 2	PowerPoint	OFF 36
Overview	OFF 2	To Start a Program Using the Search Box	OFF 37
Introduction to the Windows 7 Operating System	OFF 2	The PowerPoint Window and Ribbon	OFF 39
Using a Mouse	OFF 2	To Enter Content in a Title Slide	OFF 40
Scrolling	OFF 4	To Create a New Office Document from the	
Shortcut Keys	OFF 4	Backstage View	OFF 41
Starting Windows 7	OFF 5	To Close an Office File Using the Backstage View	OFF 44
To Log On to the Computer	OFF 6	To Open a Recent Office File Using the	
The Windows 7 Desktop	OFF 7	Backstage View	OFF 45
Introduction to Microsoft Office 2010	OFF 7	Excel	OFF 46
Microsoft Office 2010 Programs	OFF 8	To Create a New Blank Office Document from	
Microsoft Office 2010 Suites	OFF 8	Windows Explorer	OFF 47
Starting and Using a Program	OFF 9	To Start a Program from Windows Explorer and	
Word	OFF 9	Open a File	OFF 48
To Start a Program Using the Start Menu	OFF 10	Unique Features of Excel	OFF 49
To Maximize a Window	OFF 12	To Enter a Worksheet Title	OFF 50
The Word Document Window, Ribbon, and	OFF 12	To Save an Existing Office Document with	
Elements Common to Office Programs	OFF 16	the Same File Name	OFF 51
To Display a Different Tab on the Ribbon	OFF 17	Access	OFF 53
To Minimize, Display, and Restore the Ribbon	OFF 18	Unique Elements in Access	OFF 54
To Display and Use a Shortcut Menu	OFF 19	To Create an Access Database	OFF 55
To Customize the Quick Access Toolbar	OFF 20	To Open an Existing Office File	OFF 57
To Enter Text in a Document	OFF 21	Other Office Programs	OFF 58
Saving and Organizing Files	OFF 21	Outlook	OFF 58
Organizing Files and Folders	OFF 22	Publisher	OFF 59
To Create a Folder	OFF 24	OneNote	OFF 61
Folder Windows	OFF 24	Moving, Renaming, and Deleting Files	OFF 62
To Create a Folder within a Folder	OFF 26	To Rename a File	OFF 63
To Expand a Folder, Scroll through Folder	OFF 27	To Move a File	OFF 64
Contents, and Collapse a Folder	OFF 27	To Delete a File	OFF 64
To Switch from One Program to Another	OFF 30	Microsoft Office and Windows Help	OFF 66
To Save a File in a Folder	OFF 30	To Open the Help Window in an Office Program	OFF 66
Navigating in Dialog Boxes	OFF 31	Moving and Resizing Windows	OFF 66
To Minimize and Restore a Window	OFF 31	To Move a Window by Dragging	OFF 66
Screen Resolution	OFF 33	To Resize a Window by Dragging	OFF 67
To Change the Screen Resolution	OFF 33	Using Office Help	OFF 68
To Quit an Office Program with	OFF 35	To Obtain Help Using the 'Type words to search	
One Document Open	OFF 35	for' Text Box	OFF 68
		To Obtain Help Using the Help Links	OFF 70
		To Obtain Help Using the Help	
		Table of Contents	OFF 71
		Obtaining Help while Working in an Office Program	OFF 72
		Using Windows Help and Support	OFF 73
		To Start Windows Help and Support	OFF 73

Chapter Summary	OFF 74	Deleting Text from a Document	WD 47
Learn It Online	OFF 75	To Delete Text	WD 47
Apply Your Knowledge	OFF 76	To Move Text	WD 47
Extend Your Knowledge	OFF 76	Changing Document Properties	WD 49
Make It Right	OFF 77	To Change Document Properties	WD 49
In the Lab	OFF 78	Printing a Document	WD 51
Cases and Places	OFF 80	To Print a Document	WD 51

Microsoft Word 2010

CHAPTER ONE

Creating, Formatting, and Editing a Word Document with Pictures

Objectives	WD 1	Objectives	PPT 1
Introduction	WD 2	Introduction	PPT 2
Project — Flyer with Pictures	WD 2	Project — Presentation with Bulleted Lists and Clip Art	PPT 2
Overview	WD 4	Overview	PPT 4
Entering Text	WD 5	Choosing a Document Theme	PPT 5
To Type Text	WD 6	To Choose a Document Theme	PPT 5
To Display Formatting Marks	WD 7	Creating a Title Slide	PPT 7
To Insert a Blank Line	WD 7	To Enter the Presentation Title	PPT 7
Wordwrap	WD 8	Correcting a Mistake When Typing	PPT 8
To Wordwrap Text as You Type	WD 8	Paragraphs	PPT 8
Spelling and Grammar Check	WD 9	To Enter the Presentation Subtitle Paragraph	PPT 9
To Check Spelling and Grammar as You Type	WD 9	Formatting Characters in a Presentation	PPT 10
Navigating a Document	WD 11	Fonts and Font Styles	PPT 10
Formatting Paragraphs and Characters	WD 12	To Select a Paragraph	PPT 10
To Center a Paragraph	WD 14	To Italicize Text	PPT 11
Formatting Single versus Multiple Paragraphs and Characters	WD 15	To Increase Font Size	PPT 11
To Select a Line	WD 15	To Select a Word	PPT 12
To Change the Font Size of Selected Text	WD 16	To Change the Text Color	PPT 13
To Change the Font of Selected Text	WD 17	Adding a New Slide to a Presentation	PPT 14
To Change the Case of Selected Text	WD 18	To Add a New Text Slide with a Bulleted List	PPT 14
To Apply a Text Effect to Selected Text	WD 19	Creating a Text Slide with a Multi-Level Bulleted List	PPT 15
To Shade a Paragraph	WD 20	To Enter a Slide Title	PPT 16
To Select Multiple Lines	WD 21	To Select a Text Placeholder	PPT 16
To Bullet a List of Paragraphs	WD 22	To Type a Multi-Level Bulleted List	PPT 17
To Undo and Redo an Action	WD 23	To Select a Group of Words	PPT 19
To Italicize Text	WD 24	To Bold Text	PPT 19
To Color Text	WD 25	Adding New Slides and Changing the Slide Layouts	PPT 21
To Use the Mini Toolbar to Format Text	WD 26	To Add a Slide with the Title Only Layout	PPT 21
To Select a Group of Words	WD 27	To Add a New Slide and Enter a Slide Title	PPT 21
To Underline Text	WD 27	and Headings	PPT 23
To Bold Text	WD 28	PowerPoint Views	PPT 24
To Change Theme Colors	WD 28	To Move to Another Slide in Normal View	PPT 25
Selecting Text	WD 30	Inserting Clip Art and Photographs into Slides	PPT 26
Inserting and Formatting Pictures in a Word Document	WD 30	The Clip Art Task Pane	PPT 26
To Insert a Picture	WD 31	To Insert a Clip from the Clip Organizer into	PPT 27
To Zoom the Document	WD 33	the Title Slide	PPT 27
To Resize a Graphic	WD 34	To Insert a Clip from the Clip Organizer into	PPT 30
To Resize a Graphic by Entering Exact Measurements	WD 36	a Content Placeholder	PPT 31
To Apply a Picture Style	WD 37	Photographs and the Clip Organizer	PPT 31
To Apply Picture Effects	WD 38	Resizing Clip Art and Photographs	PPT 33
Enhancing the Page	WD 40		
To View One Page	WD 40		
To Add a Page Border	WD 41		
To Change Spacing before and after a Paragraph	WD 43		
Correcting Errors and Revising a Document	WD 44		
Types of Changes Made to Documents	WD 44		
To Insert Text in an Existing Document	WD 46		

Microsoft PowerPoint 2010

CHAPTER ONE

Creating and Editing a Presentation with Clip Art

Objectives	PPT 1
Introduction	PPT 2
Project — Presentation with Bulleted Lists and Clip Art	PPT 2
Overview	PPT 4
Choosing a Document Theme	PPT 5
To Choose a Document Theme	PPT 5
Creating a Title Slide	PPT 7
To Enter the Presentation Title	PPT 7
Correcting a Mistake When Typing	PPT 8
Paragraphs	PPT 8
To Enter the Presentation Subtitle Paragraph	PPT 9
Formatting Characters in a Presentation	PPT 10
Fonts and Font Styles	PPT 10
To Select a Paragraph	PPT 10
To Italicize Text	PPT 11
To Increase Font Size	PPT 11
To Select a Word	PPT 12
To Change the Text Color	PPT 13
Adding a New Slide to a Presentation	PPT 14
To Add a New Text Slide with a Bulleted List	PPT 14
Creating a Text Slide with a Multi-Level Bulleted List	PPT 15
To Enter a Slide Title	PPT 16
To Select a Text Placeholder	PPT 16
To Type a Multi-Level Bulleted List	PPT 17
To Select a Group of Words	PPT 19
To Bold Text	PPT 19
Adding New Slides and Changing the Slide Layouts	PPT 21
To Add a Slide with the Title Only Layout	PPT 21
To Add a New Slide and Enter a Slide Title	PPT 21
and Headings	PPT 23
PowerPoint Views	PPT 24
To Move to Another Slide in Normal View	PPT 25
Inserting Clip Art and Photographs into Slides	PPT 26
The Clip Art Task Pane	PPT 26
To Insert a Clip from the Clip Organizer into	PPT 27
the Title Slide	PPT 27
To Insert a Clip from the Clip Organizer into	PPT 30
a Content Placeholder	PPT 31
Photographs and the Clip Organizer	PPT 31
Resizing Clip Art and Photographs	PPT 33

To Resize Clip Art	PPT 33	Using the Name Box to Select a Cell	EX 34
To Move Clips	PPT 36	To Use the Name Box to Select a Cell	EX 34
Ending a Slide Show with a Closing Slide	PPT 38	Other Ways to Select Cells	EX 35
To Duplicate a Slide	PPT 38	Adding a Clustered Cylinder Chart to the Worksheet	EX 36
To Arrange a Slide	PPT 39	To Add a Clustered Cylinder Chart to the Worksheet	EX 38
Making Changes to Slide Text Content	PPT 40	Changing the Worksheet Names	EX 42
Replacing Text in an Existing Slide	PPT 41	To Change the Worksheet Names	EX 42
Deleting Text	PPT 41	Changing Document Properties	EX 43
To Delete Text in a Placeholder	PPT 41	To Change Document Properties	EX 43
Adding a Transition	PPT 43	To Save an Existing Workbook with the Same File Name	EX 45
To Add a Transition between Slides	PPT 43	Previewing and Printing a Worksheet	EX 45
Changing Document Properties	PPT 45	To Preview and Print a Worksheet in Landscape Orientation	EX 46
To Change Document Properties	PPT 46	Starting Excel and Opening a Workbook	EX 47
Viewing the Presentation in Slide Show View	PPT 47	AutoCalculate	EX 48
To Start Slide Show View	PPT 47	To Use the AutoCalculate Area to Determine a Maximum	EX 49
To Move Manually through Slides in a Slide Show	PPT 49	Correcting Errors	EX 49
Printing a Presentation	PPT 51	Correcting Errors While You Are Typing Data into a Cell	EX 49
To Print a Presentation	PPT 51	Correcting Errors After Entering Data into a Cell	EX 50
Chapter Summary	PPT 54	Undoing the Last Cell Entry	EX 51
Learn It Online	PPT 55	Clearing a Cell or Range of Cells	EX 52
Apply Your Knowledge	PPT 55	Clearing the Entire Worksheet	EX 52
Extend Your Knowledge	PPT 57	Chapter Summary	EX 53
Make It Right	PPT 58	Learn It Online	EX 54
In the Lab	PPT 59	Apply Your Knowledge	EX 54
Cases and Places	PPT 70	Extend Your Knowledge	EX 56
		Make It Right	EX 57
		In the Lab	EX 58
		Cases and Places	EX 63

Microsoft **Excel 2010**

CHAPTER ONE

Creating a Worksheet and an Embedded Chart

Objectives	EX 1
Introduction	EX 2
Project — Worksheet with an Embedded Chart	EX 2
Overview	EX 4
Selecting a Cell	EX 7
Entering Text	EX 7
To Enter the Worksheet Titles	EX 8
AutoCorrect	EX 9
To Enter Column Titles	EX 10
To Enter Row Titles	EX 12
Entering Numbers	EX 13
To Enter Numbers	EX 13
Calculating a Sum	EX 15
To Sum a Column of Numbers	EX 15
Using the Fill Handle to Copy a Cell to Adjacent Cells	EX 16
To Copy a Cell to Adjacent Cells in a Row	EX 17
To Determine Multiple Totals at the Same Time	EX 18
Formatting the Worksheet	EX 20
Font, Style, Size, and Color	EX 22
To Change a Cell Style	EX 22
To Change the Font	EX 24
To Bold a Cell	EX 25
To Increase the Font Size of a Cell Entry	EX 26
To Change the Font Color of a Cell Entry	EX 27
To Center Cell Entries Across Columns by Merging Cells	EX 28
To Format Column Titles and the Total Row	EX 29
To Format Numbers in the Worksheet	EX 31
To Adjust the Column Width	EX 33

Microsoft **Access 2010**

CHAPTER ONE

Databases and Database Objects: An Introduction

Objectives	AC 1
Introduction	AC 2
Project — Database Creation	AC 2
Overview	AC 4
Designing a Database	AC 6
Database Requirements	AC 6
Naming Tables and Fields	AC 8
Identifying the Tables	AC 8
Determining the Primary Keys	AC 8
Determining Additional Fields	AC 8
Determining and Implementing Relationships Between the Tables	AC 9
Determining Data Types for the Fields	AC 9
Identifying and Removing Redundancy	AC 10
Creating a Database	AC 13
The Access Window	AC 15
Navigation Pane and Access Work Area	AC 15
Creating a Table	AC 15
To Modify the Primary Key	AC 16
To Define the Remaining Fields in a Table	AC 19
Making Changes to the Structure	AC 20

vi **Contents Microsoft Office 2010 Essential**

To Save a Table	AC 21	Chapter Summary	AC 63
To View the Table in Design View	AC 21	Learn It Online	AC 63
Checking the Structure in Design View	AC 22	Apply Your Knowledge	AC 64
To Close the Table	AC 23	Extend Your Knowledge	AC 65
To Add Records to a Table	AC 23	Make It Right	AC 66
Making Changes to the Data	AC 25	In the Lab	AC 66
Starting Access and Opening a Database	AC 27	Cases and Places	AC 72
To Add Additional Records to a Table	AC 28		
To Resize Columns in a Datasheet	AC 29		
Previewing and Printing the Contents of a Table	AC 30		
To Preview and Print the Contents of a Table	AC 31		
Creating Additional Tables	AC 32		
To Create a Table in Design View	AC 33	APPENDIX A	
Correcting Errors in the Structure	AC 37	Project Planning Guidelines	
Importing Data from Other Applications to Access	AC 38	Using Project Planning Guidelines	APP 1
To Import an Excel Worksheet	AC 38	Determine the Project's Purpose	APP 1
Additional Database Objects	AC 42	Analyze Your Audience	APP 1
To Use the Simple Query Wizard to Create a Query	AC 43	Gather Possible Content	APP 2
Using Queries	AC 45	Determine What Content to Present to	
To Use a Criterion in a Query	AC 46	Your Audience	APP 2
Creating and Using Forms	AC 48	Summary	APP 2
To Create a Form	AC 48		
Using a Form	AC 50	APPENDIX B	
Creating and Printing Reports	AC 51	Publishing Office 2010 Web Pages Online	
To Create a Report	AC 52	Using an Office Program to Publish Office 2010	
Using Layout View in a Report	AC 53	Web Pages	APP 3
To Modify Column Headings and Resize Columns	AC 54		
To Add Totals to a Report	AC 57	APPENDIX C	
Database Properties	AC 58	Saving to the Web Using Windows Live SkyDrive	
To Change Database Properties	AC 59	Introduction	APP 5
Special Database Operations	AC 60	To Save a File to Windows Live SkyDrive	APP 6
Backup and Recovery	AC 60	Web Apps	APP 8
Compacting and Repairing a Database	AC 61	To Download a File from Windows Live SkyDrive	APP 9
Additional Operations	AC 62	Collaboration	APP 12

Appendices**APPENDIX A****Project Planning Guidelines****Using Project Planning Guidelines****APP 1**

Determine the Project's Purpose

APP 1

Analyze Your Audience

APP 1

Gather Possible Content

APP 2

Determine What Content to Present to
Your Audience

APP 2

Summary**APP 2****APPENDIX B****Publishing Office 2010 Web Pages Online**

Using an Office Program to Publish Office 2010

APP 3

Web Pages

APPENDIX C**Saving to the Web Using Windows Live SkyDrive****Introduction****APP 5**

To Save a File to Windows Live SkyDrive

APP 6

Web Apps

APP 8

To Download a File from Windows Live SkyDrive

APP 9

Collaboration

APP 12

Index**IND 1****Quick Reference Summary****QR 1**



Preface

The Shelly Cashman Series® offers the finest textbooks in computer education. We are proud that since Microsoft Office 4.3, our series of Microsoft Office textbooks have been the most widely used books in education. With each new edition of our Office books, we make significant improvements based on the software and comments made by instructors and students. For this Microsoft Office 2010 text, the Shelly Cashman Series development team carefully reviewed our pedagogy and analyzed its effectiveness in teaching today's Office student. Students today read less, but need to retain more. They need not only to be able to perform skills, but to retain those skills and know how to apply them to different settings. Today's students need to be continually engaged and challenged to retain what they're learning.

With this Microsoft Office 2010 text, we continue our commitment to focusing on the user and how they learn best.

Objectives of This Textbook

Microsoft Office 2010: Essential is intended for a course that includes an essential introduction to Office 2010. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this book are:

- To teach the fundamentals of, Microsoft Word 2010, Microsoft PowerPoint 2010, Microsoft Excel 2010, Microsoft Access 2010, and Microsoft Windows 7
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Office 2010 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

New to This Edition

Microsoft Office 2010: Essential offers a number of new features and approaches, which improve student understanding, retention, transference, and skill in using Office 2010 programs. The following enhancements will enrich the learning experience:

- Office 2010 and Windows 7: Essential Concepts and Skills chapter prevents repetitive coverage of basic skills in the application chapters.
- Streamlined first chapters for each application allow the ability to cover more advanced skills earlier.
- Chapter topic redistribution offers concise chapters that ensure complete skill coverage.
- Expanded coverage of PowerPoint gives exposure to the numerous enhancements made to this application.
- New pedagogical elements enrich material creating an accessible and user-friendly approach.
 - Break Points, a new boxed element, identify logical stopping points and give students instructions regarding what they should do before taking a break.
 - Within step instructions, Tab | Group Identifiers, such as (Home tab | Bold button), help students more easily locate elements in the groups and on the tabs on the Ribbon.
 - Modified step-by-step instructions tell the student what to do and provide the generic reason why they are completing a specific task, which helps students easily transfer given skills to different settings.

The Shelly Cashman Approach

A Proven Pedagogy with an Emphasis on Project Planning

Each chapter presents a practical problem to be solved, within a project planning framework. The project orientation is strengthened by the use of Plan Ahead boxes, which encourage critical thinking about how to proceed at various points in the project. Step-by-step instructions with supporting screens guide students through the steps. Instructional steps are supported by the Q&A, Experimental Step, and BTW features.

A Visually Engaging Book that Maintains Student Interest

The step-by-step tasks, with supporting figures, provide a rich visual experience for the student. Call-outs on the screens that present both explanatory and navigational information provide students with information they need when they need to know it.

Supporting Reference Materials (Appendices, Quick Reference)

The appendices provide additional information about the Application at hand and include such topics and project planning guidelines and certification. With the Quick Reference, students can quickly look up information about a single task, such as keyboard shortcuts, and find page references of where in the book the task is illustrated.

Integration of the World Wide Web

The World Wide Web is integrated into the Office 2010 learning experience by (1) BTW annotations; (2) BTW, Q&A, and Quick Reference Summary Web pages; and (3) the Learn It Online section for each chapter.

End-of-Chapter Student Activities

Extensive end-of-chapter activities provide a variety of reinforcement opportunities for students where they can apply and expand their skills.

Instructor Resources

The Instructor Resources include both teaching and testing aids and can be accessed via CD-ROM or at www.cengage.com/login.

Instructor's Manual Includes lecture notes summarizing the chapter sections, figures and boxed elements found in every chapter, teacher tips, classroom activities, lab activities, and quick quizzes in Microsoft Word files.

Syllabus Easily customizable sample syllabi that cover policies, assignments, exams, and other course information.

Figure Files Illustrations for every figure in the textbook in electronic form.

PowerPoint Presentations A multimedia lecture presentation system that provides slides for each chapter. Presentations are based on chapter objectives.

Solutions to Exercises Includes solutions for all end-of-chapter and chapter reinforcement exercises.

Test Bank & Test Engine Test Banks include 112 questions for every chapter, featuring objective-based and critical thinking question types, and including page number references and figure references, when appropriate. Also included is the test engine, ExamView, the ultimate tool for your objective-based testing needs.

Data Files for Students Includes all the files that are required by students to complete the exercises.

Additional Activities for Students Consists of Chapter Reinforcement Exercises, which are true/false, multiple-choice, and short answer questions that help students gain confidence in the material learned.

**SAM: Skills Assessment Manager**

SAM 2010 is designed to help bring students from the classroom to the real world. It allows students to train on and test important computer skills in an active, hands-on environment.

SAM's easy-to-use system includes powerful interactive exams, training, and projects on the most commonly used Microsoft Office applications. SAM simulates the Microsoft

Office 2010 application environment, allowing students to demonstrate their knowledge and think through the skills by performing real-world tasks such as bolding word text or setting up slide transitions. Add in live-in-the-application projects, and students are on their way to truly learning and applying skills to business-centric documents.

Designed to be used with the Shelly Cashman Series, SAM includes handy page references so that students can print helpful study guides that match the Shelly Cashman textbooks used in class. For instructors, SAM also includes robust scheduling and reporting features.

Content for Online Learning

Course Technology has partnered with the leading distance learning solution providers and class-management platforms today. To access this material, instructors will visit our password-protected instructor resources available at www.cengage.com/coursetechnology. Instructor resources include the following: additional case projects, sample syllabi, PowerPoint presentations per chapter, and more. For additional information or for an instructor user name and password, please contact your sales representative. For students to access this material, they must have purchased a WebTutor PIN-code specific to this title and your campus platform. The resources for students may include (based on instructor preferences), but are not limited to: topic review, review questions, and practice tests.

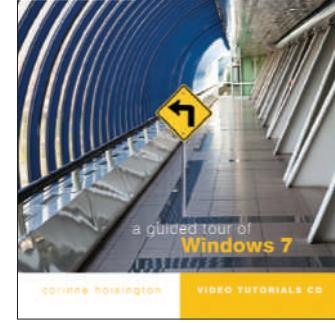
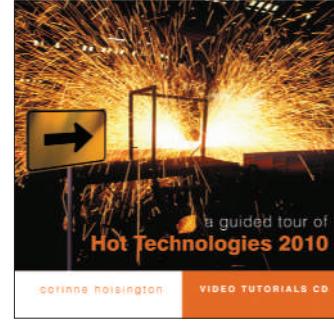
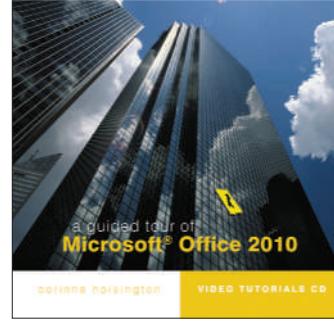
CourseNotes

Course Technology's CourseNotes are six-panel quick reference cards that reinforce the most important and widely used features of a software application in a visual and user-friendly format. CourseNotes serve as a great reference tool during and after the student completes the course. CourseNotes are available for software applications such as Microsoft Office 2010, Word 2010, PowerPoint 2010, Excel 2010, Access 2010, and Windows 7. Topic-based CourseNotes are available for Best Practices in Social Networking, Hot Topics in Technology, and Web 2.0. Visit www.cengage.com/ct/coursenotes to learn more!



A Guided Tour

Add excitement and interactivity to your classroom with "*A Guided Tour*" product line. Play one of the brief mini-movies to spice up your lecture and spark classroom discussion. Or, assign a movie for homework and ask students to complete the correlated assignment that accompanies each topic. "*A Guided Tour*" product line takes the prep work out of providing your students with information about new technologies and applications and helps keep students engaged with content relevant to their lives; all in under an hour!



About Our Covers

The Shelly Cashman Series is continually updating our approach and content to reflect the way today's students learn and experience new technology. This focus on student success is reflected on our covers, which feature real students from Bentley University using the Shelly Cashman Series in their courses, and reflect the varied ages and backgrounds of the students learning with our books. When you use the Shelly Cashman Series, you can be assured that you are learning computer skills using the most effective courseware available.



Textbook Walk-Through

The Shelly Cashman Series Pedagogy: Project-Based — Step-by-Step — Variety of Assessments

Plan Ahead boxes prepare students to create successful projects by encouraging them to think strategically about what they are trying to accomplish before they begin working.

Step-by-step instructions now provide a context beyond the point-and-click. Each step provides information on why students are performing each task, or what will occur as a result.

WD 4 Word Chapter 1 Creating, Formatting, and Editing a Word Document with Pictures

Overview

As you read this chapter, you will learn how to create the flyer shown in Figure 1–1 on the previous page by performing these general tasks:

- Enter text in the document.
- Format the text in the document.
- Insert the pictures in the document.
- Format the pictures in the document.
- Enhance the page with a border and additional spacing.
- Correct errors and revise the document.
- Print the document.

General Project Guidelines

When creating a Word document, the actions you perform and decisions you make will affect the appearance and characteristics of the finished document. As you create a flyer, such as the project shown in Figure 1–1, you should follow these general guidelines:

1. Choose the words for the text. Follow the *less is more* principle. The less text, the more likely the flyer will be read. Use as few words as possible to make a point.
2. Identify how to format various elements of the text. The overall appearance of a document significantly affects its ability to communicate clearly. Examples of how you can modify the appearance, or **format**, of text include changing its shape, size, color, and position on the page.
3. Find the appropriate graphical image(s). An eye-catching graphical image should convey the flyer's overall message. It could show a product, service, result, or benefit, or visually convey a message that is not expressed easily with words.
4. Establish where to position and how to format the graphical image(s). The position and format of the graphical image(s) should grab the attention of passersby and draw them into reading the flyer.
5. Determine whether the page needs enhancements such as a border or spacing adjustments. A graphical, color-coordinated page border can further draw attention to a flyer and nicely frame its contents. Increasing or decreasing spacing between elements on a flyer can improve its readability and overall appearance.
6. Correct errors and revise the document as necessary. Post the flyer on a wall and make sure all text and images are legible from a distance. Ask someone else to read the flyer and give you suggestions for improvements.
7. Determine the best method for distributing the document. Documents can be distributed on paper or electronically. A flyer should be printed on paper so that it can be posted.

When necessary, more specific details concerning the above guidelines are presented at appropriate points in the chapter. The chapter also will identify the actions performed and decisions made regarding these guidelines during the creation of the flyer shown in Figure 1–1.

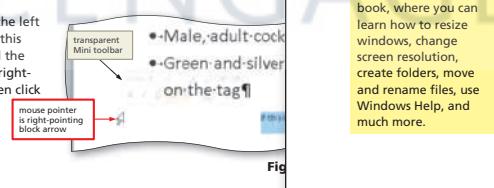
WD 26 Word Chapter 1 Creating, Formatting, and Editing a Word Document with Pictures

To Use the Mini Toolbar to Format Text

Recall from the Office 2010 and Windows 7 chapter at the beginning of this book that the Mini toolbar automatically appears based on certain tasks you perform, contains common text commands, and all commands on the Mini toolbar also exist on the Ribbon.

When the Mini toolbar appears, it initially is transparent. If you do not see it, it disappears from the screen. The following steps use the Mini toolbar to change the font and color of the signature line of the flyer.

- 1 Move the mouse pointer to the left of the line to be selected (in this case, the signature line) until the mouse pointer changes to a right-pointing block arrow and then click the mouse to select the line (Figure 1–35).



For an introduction to Windows 7 and instruction about how to perform basic Windows 7 tasks, read the Office 2010 and Windows 7 chapter at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

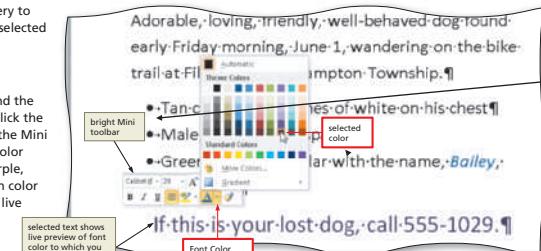
- 2 Move the mouse pointer into the transparent Mini toolbar, so that it changes to a bright toolbar. Click the Font Size box arrow on the Mini toolbar to display the Font Size gallery and then point to 28 in the Font Size gallery to display a live preview of the selected font size (Figure 1–36).



Figure 1–36

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

- 4 With the text still selected and the Mini toolbar still displayed, click the Font Color button arrow on the Mini toolbar to display the Font Color gallery and then point to Purple, Accent 4, Darker 50% (eighth color in the sixth row) to display a live preview of the selected font color (Figure 1–37).



- 5 Click Purple, Accent 4, Darker 50% to change the color of the text.
- Click anywhere in the document window to remove the selection from the text.

To Start Word

If you are using a computer to step through the project in this chapter and you want your screens to match the figures in this book, you should change your screen's resolution to 1024 × 768. For information about how to change a computer's resolution, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

Explanatory callouts summarize what is happening on screen.

Navigational callouts in red show students where to click.

Q&A boxes offer questions students may have when working through the steps and provide additional information about what they are doing right where they need it.

Experiment Steps within our step-by-step instructions, encourage students to explore, experiment, and take advantage of the features of the Office 2010 user interface. These steps are not necessary to complete the projects, but are designed to increase the confidence with the software and build problem-solving skills.

- 1 With the shape still selected, click the More button (shown in Figure 3–6) in the Shape Styles gallery (Drawing Tools Format tab | Shape Styles group) to expand the gallery.

What if my shape is no longer selected?
Click the shape to select it.

- Point to Intense Effect - Brown, Accent 4 in the Shape Styles gallery to display a live preview of that style applied to the shape in the document (Figure 3–7).

Experiment

- Point to various styles in the Shape Styles gallery and watch the style of the shape change in the document.

- 2 Click Intense Effect - Brown, Accent 4 in the Shape Styles gallery to apply the selected style to the shape.

Creating a Business Letter with a Letterhead and Table Word Chapter 3 WD 145



Figure 3–7

Other Ways

1. Click Format Shape Dialog Box Launcher (Drawing Tools Format tab | Shape Styles group), select desired colors, click Close button

2. Right-click shape, click Format Shape on

- shortcut menu, click Picture Color in left pane (Format Shape dialog box), select desired colors, click Close button

WD 30 Word Chapter 1 Creating, Formatting, and Editing a Word Document with Pictures

Selecting Text

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

Table 1–3 Techniques for Selecting Text

Item to Select	Mouse	Keyboard (where applicable)
Block of text	Click at beginning of selection, scroll to end of selection, position mouse pointer at end of selection, hold down SHIFT key and then click, or drag through the text.	
Character(s)	Drag through character(s).	SHIFT+RIGHT ARROW OR SHIFT+LEFT ARROW
Document	Move mouse to left of text until mouse pointer changes to a right-pointing block arrow and then triple-click.	CTRL+A
Graphic	Click the graphic.	
Line	Move mouse to left of line until mouse pointer changes to a right-pointing block arrow and then click.	HOME, then SHIFT+END or END, then SHIFT+HOME
Lines	Move mouse to left of first line until mouse pointer changes to a right-pointing block arrow and then drag up or down.	HOME, then SHIFT+DOWN ARROW or END, then SHIFT+UP ARROW
Paragraph	Triple-click paragraph; or move mouse to left of paragraph until mouse pointer changes to a right-pointing block arrow and then double-click.	CTRL+SHIFT+DOWN ARROW OR CTRL+SHIFT+UP ARROW
Paragraphs	Move mouse to left of paragraph until mouse pointer changes to a right-pointing block arrow, double-click, and then drag up or down.	CTRL+SHIFT+DOWN ARROW OR CTRL+SHIFT+UP ARROW repeatedly
Sentence	Press and hold down CTRL key and then click sentence.	
Word	Double-click the word.	CTRL+SHIFT+RIGHT ARROW OR CTRL+SHIFT+LEFT ARROW
Words	Drag through words.	CTRL+SHIFT+RIGHT ARROW OR CTRL+SHIFT+LEFT ARROW repeatedly

To Save an Existing Document with the Same File Name

You have made several modifications to the document since you last saved it. Thus, you should save it again. The following step saves the document again. For an example of the step listed below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

- 1 Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

Break Point: If you wish to take a break, this is a good place to do so. You can quit Word now (refer to page WD 44 for instructions). To resume at a later time, start Word (refer to pages WD 4 and WD 5 for instructions), open the file called Found Dog Flyer (refer to page WD 45 for instructions), and continue following the steps from this location forward.

Inserting and Formatting Pictures in a Word Document

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

1. Insert the first digital picture into the flyer and then reduce its size.
2. Insert the second digital picture into the flyer and then reduce its size.
3. Change the look of the first picture and then the second picture.

Break Points identify logical breaks in the chapter if students need to stop before completing the project.

Textbook Walk-Through

Chapter Summary A concluding paragraph, followed by a listing of the tasks completed within a chapter together with the pages on which the step-by-step, screen-by-screen explanations appear.

Creating, Formatting, and Editing a Word Document with Pictures **Word Chapter 1 WD 53**

Word Chapter 1

To Quit Word

The project now is complete. Thus, the following steps quit Word. For an example of the step listed below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

- ➊ If you have one Word document open, click the Close button on the right side of the title bar to close the document and quit Word; or if you have multiple Word documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit Word.
- ➋ If a Microsoft Word dialog box appears, click the Save button to save any changes made to the document since the last save.

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

Chapter Summary

In this chapter, you have learned how to enter text in a document, format text, insert a picture, format a picture, add a page border, and print a document. The items listed below include all the new Word skills you have learned in this chapter.

1. Start Word (WD 4)
2. Type Text (WD 6)
3. Display Formatting Marks (WD 7)
4. Insert a Blank Line (WD 7)
5. Wordwrap Text as You Type (WD 8)
6. Check Spelling and Grammar as You Type (WD 9)
7. Save a Document (WD 12)
8. Center a Paragraph (WD 14)
9. Select a Line (WD 15)
10. Change the Font Size of Selected Text (WD 16)
11. Change the Font of Selected Text (WD 17)
12. Change the Case of Selected Text (WD 18)
13. Apply a Text Effect to Selected Text (WD 19)
23. Bold Text (WD 28)
24. Change Theme Colors (WD 28)
25. Save an Existing Document with the Same File Name (WD 30)
26. Insert a Picture (WD 31)
27. Zoom the Document (WD 33)
28. Resize a Graphic (WD 34)
29. Resize a Graphic by Entering Exact Measurements (WD 36)
30. Apply a Picture Style (WD 37)
31. Apply Picture Effects (WD 38)
32. View One Page (WD 40)
33. Add a Page Border (WD 41)
34. Change Spacing before and after a Paragraph (WD 44)
35. Quit Word (WD 44)
36. Open a Document from Word (WD 45)
37. Insert Text in an Existing Document (WD 46)
38. Delete Text (WD 47)
39. Move Text (WD 47)
40. Change Document Properties (WD 49)
41. Print a Document (WD 51)

WD 54 Word Chapter 1 Creating, Formatting, and Editing a Word Document with Pictures

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address scsite.com/word2010/learn. When the Word 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

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

Modifying Text and Formatting a Document

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start Word. Open the document, Apply 1-1 Buffalo Photo Shoot Flyer Unformatted, from the Data Files for Students. The document you open is an unformatted flyer. You are to modify text, format paragraphs and characters, and insert a picture in the flyer.

Perform the following tasks:

1. Delete the word, single, in the sentence of body copy below the headline.
2. Insert the word, Creeks, between the words, Twin Buffalo, in the sentence of body copy below the headline.
3. At the end of the signature line, change the period to an exclamation point.
4. Center the headline and the signature line.
5. Change the theme colors to the Aspect color scheme.
6. Change the font and font size of the headline to 48-point Impact, or a similar font. Change the case of the headline text to all capital letters. Apply the text effect called Gradient Fill – Orange, Accent 1, Outline – White to the headline.
7. Change the font size of body copy between the headline and the signature line to 20 point.
8. Use the Mini toolbar to change the font size of the signature line to 26 point.
9. Select the words, hundreds of buffalo, in the paragraph below the headline and underline them.

WD 26

profile, your instructor may have assigned an autogradable so, log into the SAM 2010 Web site at www.cengage.com/sam2010 and start files.

BTW | Quick Reference

For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Word 2010 Quick Reference Web page (scsite.com/word2010/qr).

Learn It Online Every chapter features a Learn It Online section that is comprised of six exercises. These exercises include True/False, Multiple Choice, Short Answer, Flash Cards, Practice Test, and Learning Games.

Apply Your Knowledge This exercise usually requires students to open and manipulate a file from the Data Files that parallels the activities learned in the chapter. To obtain a copy of the Data Files for Students, follow the instructions on the inside back cover of this text.

STUDENT ASSIGNMENTS

WD 56 Word Chapter 1 Creating, Formatting, and Editing a Word Document with Pictures

Extend Your Knowledge

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

Modifying Text and Picture Formats and Adding Page Borders

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start Word. Open the document, Extend 1-1 TVC Cruises Flyer, from the Data Files for Students. You will enhance the look of the flyer shown in Figure 1–76. Hint: Remember, if you make a mistake while formatting the picture, you can reset it by clicking the Reset Picture button or Reset Picture button arrow (Picture Tools Format tab | Adjust group).

Perform the following tasks:

1. Use Help to learn about the following formats: remove bullets, grow font, shrink font, art page borders, decorative underline(s), picture bullets, picture border shading, shadow picture effects, and color saturation and tone.
2. Remove the bullet from the paragraph below the picture.
3. Select the text, 10 percent, and use the Grow Font button to increase its font size.
4. Add an art page border to the flyer. If the border is not in color, add color to it.
5. Change the solid underline below the word, cruises, to a decorative underline. Change

Figure 1-76

Extend Your Knowledge

projects at the end of each chapter allow students to extend and expand on the skills learned within the chapter. Students use critical thinking to experiment with new skills to complete each project.

Creating, Formatting, and Editing a Word Document with Pictures Word Chapter 1 WD 57

Make It Right

Analyze a document and correct all errors and/or improve the design.

Correcting Spelling and Grammar Errors

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start Word. Open the document, Make It Right 1-1 Karate Academy Flyer Unchecked, from the Data Files for Students. The document is a flyer that contains spelling and grammar errors, as shown in Figure 1–77. You are to correct each spelling (red wavy underline) and grammar error (green and blue wavy underlines) by right-clicking the flagged text and then clicking the appropriate correction on the shortcut menu.

If your screen does not display the wavy underlines, click File on the Ribbon and then click Options in the Backstage view. When the Word Options dialog box is displayed, click Proofing in the left pane, be sure the 'Hide spelling errors in this document only' and 'Hide grammar errors in this document only' check boxes do not contain check marks, and then click the OK button. If your screen still does not display the wavy underlines, redisplay the Word Options dialog box, click Proofing, and then click the Recheck Document button.

Change the document properties, including keywords, as specified by your instructor. Save the revised document with the name, Make It Right 1-1 Karate Academy Flyer, and then submit it in the format specified by your instructor.

Figure 1-77

STUDENT ASSIGNMENTS

Word Chapter 1

Make It Right projects call on students to analyze a file, discover errors in it, and fix them using the skills they learned in the chapter.

Textbook Walk-Through

STUDENT ASSIGNMENTS

WD 58 Word Chapter 1 Creating, Formatting, and Editing a Word Document with Pictures

In the Lab

Design and/or create a document using the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty.

Lab 1: Creating a Flyer with a Picture

Problem: As a part-time employee in the Student Services Center at school, you have been asked to prepare a flyer that advertises study habits classes. First, you prepare the unformatted flyer shown in Figure 1–78a, and then you format it so that it looks like Figure 1–78b. **Hint:** Remember, if you make a mistake while formatting the flyer, you can click the Undo button on the Quick Access Toolbar to undo your last action.

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Start Word. Display formatting marks on the screen.
2. Type the flyer text, unformatted, as shown in Figure 1–78a, inserting a blank line between the headline and the body copy. If Word flags any misspelled words as you type, check their spelling and correct them.
3. Save the document using the file name, Lab 1-1 Study Habits Flyer.
4. Center the headline and the signature line.
5. Change the theme colors to Concourse.
6. Change the font size of the headline to 36 point and the font to Ravie, or a similar font. Apply the text effect called Gradient Fill – Dark Red, Accent 6, Inner Shadow.
7. Change the font size of body copy between the headline and the signature line to 20 point.
8. Change the font size of the signature line to 22 point. Bold the text in the signature line.

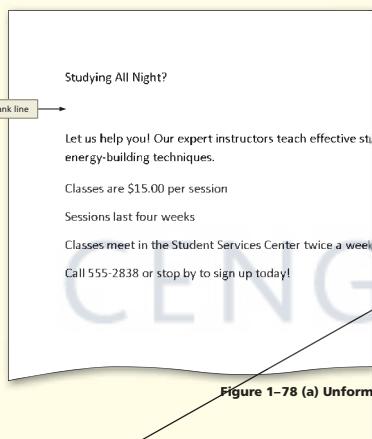


Figure 1-78 (a) Unformatted Flyer

In the Lab Three all new in-depth assignments per chapter require students to utilize the chapter concepts and techniques to solve problems on a computer.

STUDENT ASSIGNMENTS

WD 199 Word Chapter 3 Creating a Business Letter with a Letterhead and Table

create a building block for Fair Grove Elementary School and insert the building block whenever you have to enter the school name. Resize table columns to fit contents. Check the spelling of the letter. Change the document properties, as specified by your instructor. Save the letter with Lab 3-3 Education Board Letter as the file name.

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

Note: To complete these assignments, you may be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

1: Create a Letter to a Potential Employer

Academic

As a student about to graduate, you are actively seeking employment in your field and have located an advertisement for a job in which you are interested. You decide to write a letter to the potential employer: Ms. Janice Tremont at Home Health Associates, 554 Mountain View Lane, Blue Dust, MO 64319.

The draft wording for the letter is as follows: I am responding to your advertisement for the nursing position in the *Blue Dust Press*. I have tailored my activities and education for a career in geriatric medicine. This month, I will graduate with concentrations in Geriatric Medicine (24 hours), Osteopathic Medicine (12 hours), and Holistic Nursing (9 hours). In addition to receiving my bachelor degree in nursing, I have enhanced my education by participating in the following activities: volunteered at Blue Dust's free health care clinic; attended several continuing education and career-specific seminars, including An Aging Populace, Care of the Homebound, and Special Needs of the Elderly; completed one-semester internship at Blue Dust Community Hospital in spring semester of 2012; completed Certified Nursing Assistant (CNA) program at Blue Dust Community College; and worked as nurse's aide for two years during college. I look forward to an interview so that we can discuss the position you offer and my qualifications. With my background and education, I am confident that I will make a positive contribution to Home Health Associates.

The letter should contain a letterhead that uses a shape and clip art, a table (use a table to present the areas of concentration), and a bulleted list (use a bulleted list to present the activities). Insert nonbreaking spaces in the newspaper name. Use the concepts and techniques presented in this chapter to create and format a letter according to the modified block style, creating appropriate paragraph breaks and rewording the draft as necessary. Use your personal information for contact information in the letter. Be sure to check the spelling and grammar of the finished letter. Submit your assignment in the format specified by your instructor.

2: Create a Letter Requesting Donations

Personal

As an alumnus of your historic high school, you are concerned that the building is being considered for demolition. You decide to write a letter to another graduate: Mr. Jim Lemon, 87 Travis Parkway, Vigil, CT 06802.

The draft wording for the letter is as follows: As a member of the class of 1988, you, like many others, probably have many fond memories of our alma mater, Vigil East High School. I recently learned that the building is being considered for demolition because of its age and structural integrity.

STUDENT ASSIGNMENTS

Word Chapter 3

Continued >

Appendix A

Project Planning Guidelines

Using Project Planning Guidelines

The process of communicating specific information to others is a learned, rational skill. Computers and software, especially Microsoft Office 2010, can help you develop ideas and present detailed information to a particular audience.

Using Microsoft Office 2010, you can create projects such as Word documents, PowerPoint presentations, Excel spreadsheets, and Access databases. Productivity software such as Microsoft Office 2010 minimizes much of the laborious work of drafting and revising projects. Some communicators handwrite ideas in notebooks, others compose directly on the computer, and others have developed unique strategies that work for their own particular thinking and writing styles.

No matter what method you use to plan a project, follow specific guidelines to arrive at a final product that presents information correctly and effectively (Figure A-1). Use some aspects of these guidelines every time you undertake a project, and others as needed in specific instances. For example, in determining content for a project, you may decide that a chart communicates trends more effectively than a paragraph of text. If so, you would create this graphical element and insert it in an Excel spreadsheet, a Word document, or a PowerPoint slide.

Determine the Project's Purpose

Begin by clearly defining why you are undertaking this assignment. For example, you may want to track monetary donations collected for your club's fund-raising drive. Alternatively, you may be urging students to vote for a particular candidate in the next election. Once you clearly understand the purpose of your task, begin to draft ideas of how best to communicate this information.

Analyze Your Audience

Learn about the people who will read, analyze, or view your work. Where are they employed? What are their educational backgrounds? What are their expectations? What questions do they have?

PROJECT PLANNING GUIDELINES

1. DETERMINE THE PROJECT'S PURPOSE

Why are you undertaking the project?

2. ANALYZE YOUR AUDIENCE

Who are the people who will use your work?

3. GATHER POSSIBLE CONTENT

What information exists, and in what forms?

4. DETERMINE WHAT CONTENT TO PRESENT TO YOUR AUDIENCE

What information will best communicate the project's purpose to your audience?

Figure A-1

Design experts suggest drawing a mental picture of these people or finding photos of people who fit this profile so that you can develop a project with the audience in mind.

By knowing your audience members, you can tailor a project to meet their interests and needs. You will not present them with information they already possess, and you will not omit the information they need to know.

Example: Your assignment is to raise the profile of your college's nursing program in the community. How much do they know about your college and the nursing curriculum? What are the admission requirements? How many of the applicants admitted complete the program? What percent pass the state board exams?

Gather Possible Content

Rarely are you in a position to develop all the material for a project. Typically, you would begin by gathering existing information that may reside in spreadsheets or databases. Web sites, pamphlets, magazine and newspaper articles, and books could provide insights of how others have approached your topic. Personal interviews often provide perspectives not available by any other means. Consider video and audio clips as potential sources for material that might complement or support the factual data you uncover.

Determine What Content to Present to Your Audience

Experienced designers recommend writing three or four major ideas you want an audience member to remember after reading or viewing your project. It also is helpful to envision your project's endpoint, the key fact you wish to emphasize. All project elements should lead to this ending point.

As you make content decisions, you also need to think about other factors. Presentation of the project content is an important consideration. For example, will your brochure be printed on thick, colored paper or posted on the Web? Will your PowerPoint presentation be viewed in a classroom with excellent lighting and a bright projector, or will it be viewed on a notebook computer monitor? Determine relevant time factors, such as the length of time to develop the project, how long readers will spend reviewing your project, or the amount of time allocated for your speaking engagement. Your project will need to accommodate all of these constraints.

Decide whether a graph, photo, or artistic element can express or emphasize a particular concept. The right hemisphere of the brain processes images by attaching an emotion to them, so audience members are more apt to recall these graphics long term rather than just reading text.

As you select content, be mindful of the order in which you plan to present information. Readers and audience members generally remember the first and last pieces of information they see and hear, so you should place the most important information at the top or bottom of the page.

Summary

When creating a project, it is beneficial to follow some basic guidelines from the outset. By taking some time at the beginning of the process to determine the project's purpose, analyze the audience, gather possible content, and determine what content to present to the audience, you can produce a project that is informative, relevant, and effective.

Appendix B

Publishing Office 2010 Web Pages Online

With Office 2010 programs, you use the Save As command in the Backstage view to save a Web page to a Web site, network location, or FTP site. **File Transfer Protocol (FTP)** is an Internet standard that allows computers to exchange files with other computers on the Internet.

You should contact your network system administrator or technical support staff at your Internet access provider to determine if their Web server supports Web folders, FTP, or both, and to obtain necessary permissions to access the Web server.

Using an Office Program to Publish Office 2010 Web Pages

When publishing online, someone first must assign the necessary permissions for you to publish the Web page. If you are granted access to publish online, you must obtain the Web address of the Web server, a user name, and possibly a password that allows you to connect to the Web server. The steps in this appendix assume that you have access to an online location to which you can publish a Web page.

To CONNECT TO AN ONLINE LOCATION

To publish a Web page online, you first must connect to the online location. To connect to an online location using Windows 7, you would perform the following steps.

1. Click the Start button on the Windows 7 taskbar to display the Start menu.
2. Click Computer in the right pane of the Start menu to open the Computer window.
3. Click the ‘Map network drive’ button on the toolbar to display the Map Network Drive dialog box. (If the ‘Map network drive’ button is not visible on the toolbar, click the ‘Display additional commands’ button on the toolbar and then click ‘Map network drive’ in the list to display the Map Network Drive dialog box.)
4. Click the ‘Connect to a Web site that you can use to store your documents and pictures’ link (Map Network Drive dialog box) to start the Add Network Location wizard.
5. Click the Next button (Add Network Location dialog box).
6. Click ‘Choose a custom network location’ and then click the Next button.
7. Type the Internet or network address specified by your network or system administrator in the text box and then click the Next button.
8. Click ‘Log on anonymously’ to deselect the check box, type your user name in the User name text box, and then click the Next button.
9. If necessary, enter the name you want to assign to this online location and then click the Next button.
10. Click to deselect the Open this network location when I click Finish check box, and then click the Finish button.

11. Click the Cancel button to close the Map Network Drive dialog box.
12. Close the Computer window.

To SAVE A WEB PAGE TO AN ONLINE LOCATION

The online location now can be accessed easily from Windows programs, including Microsoft Office programs. After creating a Microsoft Office file you wish to save as a Web page, you must save the file to the online location to which you connected in the previous steps. To save a Microsoft Word document as a Web page, for example, and publish it to the online location, you would perform the following steps.

1. Click File on the Ribbon to display the Backstage view and then click Save As in the Backstage view to display the Save As dialog box.
2. Type the Web page file name in the File name text box (Save As dialog box). Do not press the ENTER key because you do not want to close the dialog box at this time.
3. Click the 'Save as type' box arrow and then click Web Page to select the Web Page format.
4. If necessary, scroll to display the name of the online location in the navigation pane.
5. Double-click the online location name in the navigation pane to select that location as the new save location and display its contents in the right pane.
6. If a dialog box appears prompting you for a user name and password, type the user name and password in the respective text boxes and then click the Log On button.
7. Click the Save button (Save As dialog box).

The Web page now has been published online. To view the Web page using a Web browser, contact your network or system administrator for the Web address you should use to connect to the Web page.



Appendix C

Saving to the Web Using Windows Live SkyDrive

Introduction

Windows Live SkyDrive, also referred to as **SkyDrive**, is a free service that allows users to save files to the Web, such as documents, presentations, spreadsheets, databases, videos, and photos. Using SkyDrive, you also can save files in folders, providing for greater organization. You then can retrieve those files from any computer connected to the Internet. Some Office 2010 programs including Word, PowerPoint, and Excel can save files directly to an Internet location such as SkyDrive. SkyDrive also facilitates collaboration by allowing users to share files with other SkyDrive users (Figure C–1).

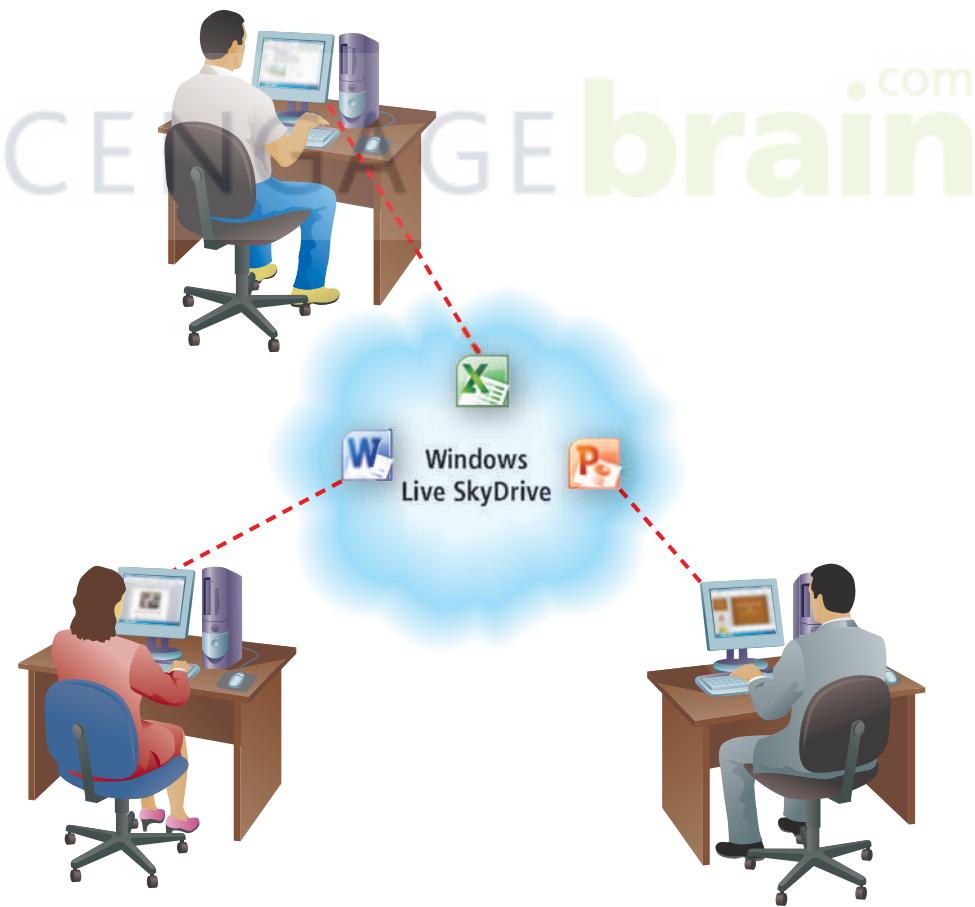


Figure C–1

Note: An Internet connection is required to perform the steps in this appendix.

To Save a File to Windows Live SkyDrive

You can save files directly to SkyDrive from within Word, PowerPoint, and Excel using the Backstage view. The following steps save an open Word document (Koala Exhibit Flyer, in this case) to SkyDrive. These steps require you to have a Windows Live account. Contact your instructor if you do not have a Windows Live account.

1

- Start Word and then open a document you want to save to the Web (in this case, the Koala Exhibit Flyer).
- Click File on the Ribbon to display the Backstage view (Figure C-2).

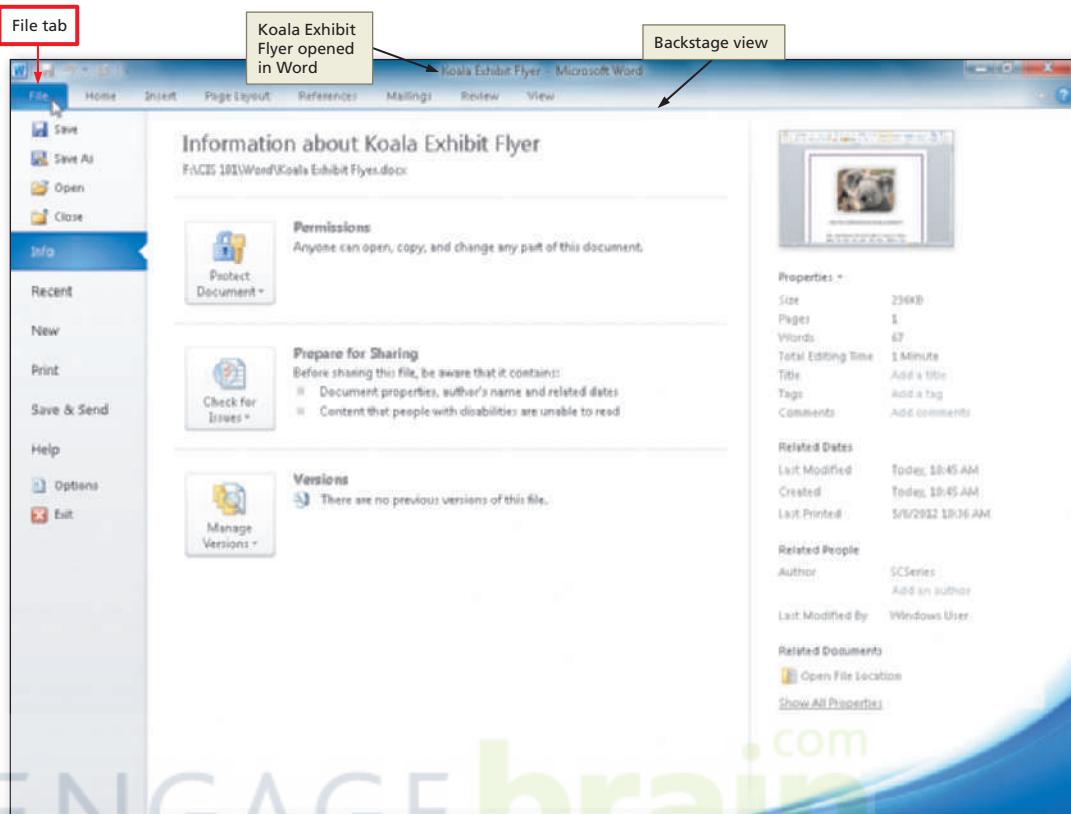


Figure C-2

2

- Click the Save & Send tab to display the Save & Send gallery (Figure C-3).

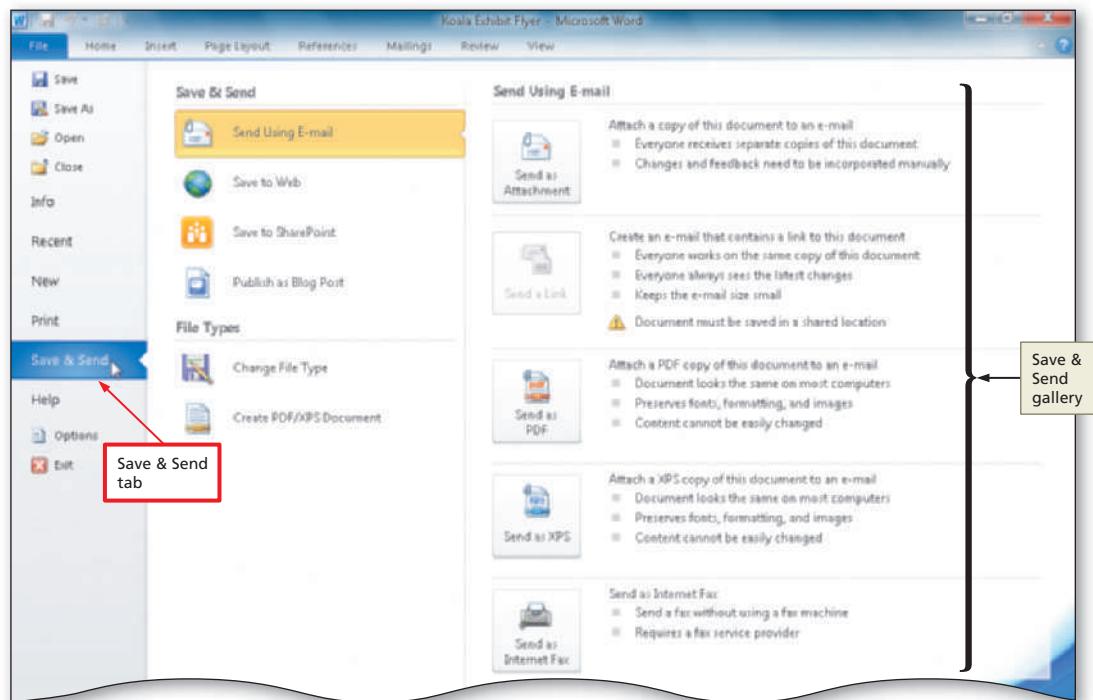
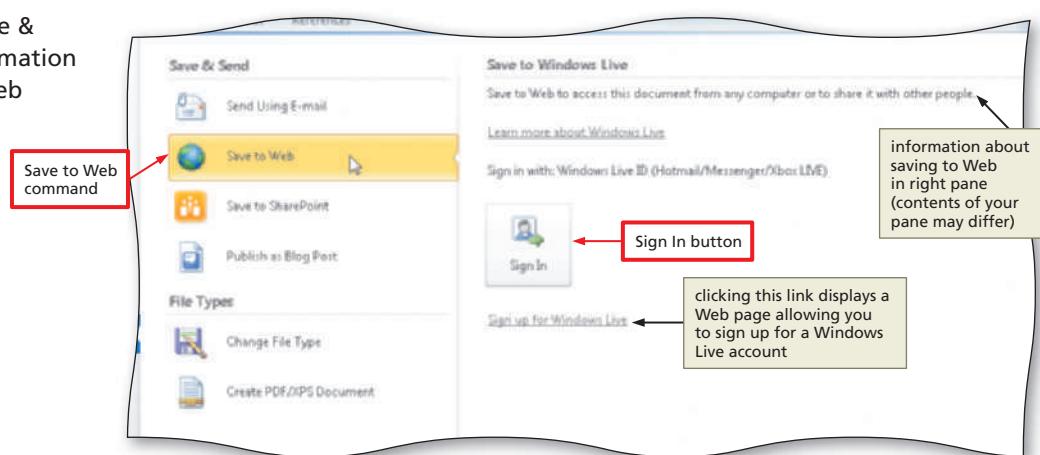


Figure C-3

3

- Click Save to Web in the Save & Send gallery to display information about saving a file to the Web (Figure C-4).

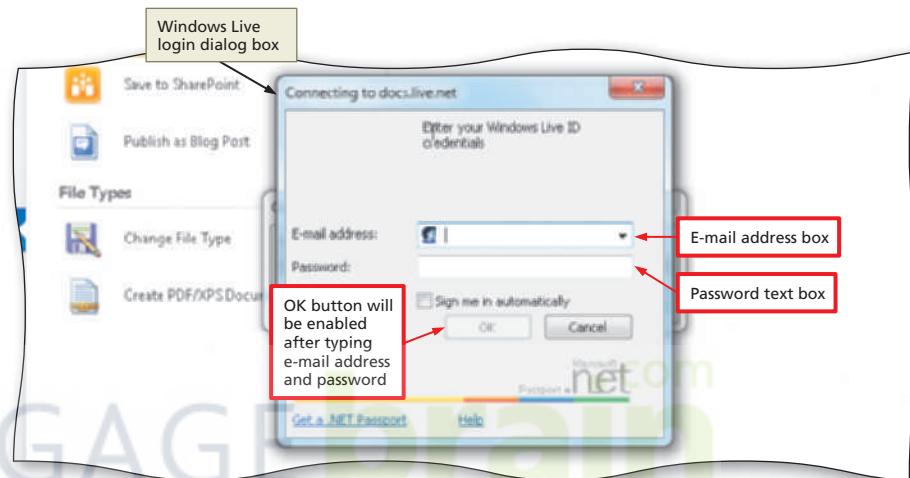
**Figure C-4****4**

- Click the Sign In button to display a Windows Live login dialog box that requests your e-mail address and password (Figure C-5).

Q&A

What if the Sign In button does not appear?

If you already are signed into Windows Live, the Sign In button will not be displayed. Instead, the contents of your Windows Live SkyDrive will be displayed. If you already are signed into Windows Live, proceed to Step 6.

**Figure C-5****5**

- Enter your Windows Live e-mail address in the E-mail address box (Windows Live login dialog box).
- Enter your Windows Live password in the Password text box.
- Click the OK button to sign into Windows Live and display the contents of your Windows Live SkyDrive in the right pane of the Save & Send gallery.
- If necessary, click the My Documents folder to set the save location for the document (Figure C-6).

Q&A

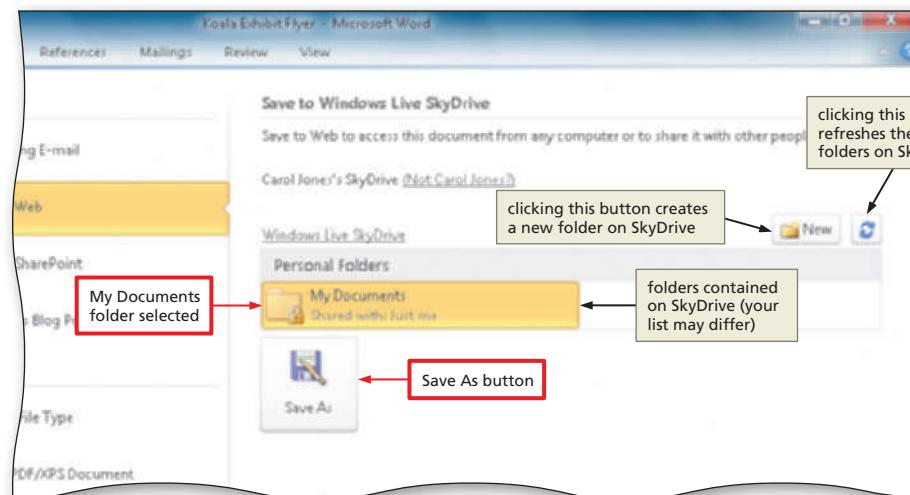
What if the My Documents folder does not exist?

Click another folder to select it as the save location. Record the name of this folder so that you can locate and retrieve the file later in this appendix.

Q&A

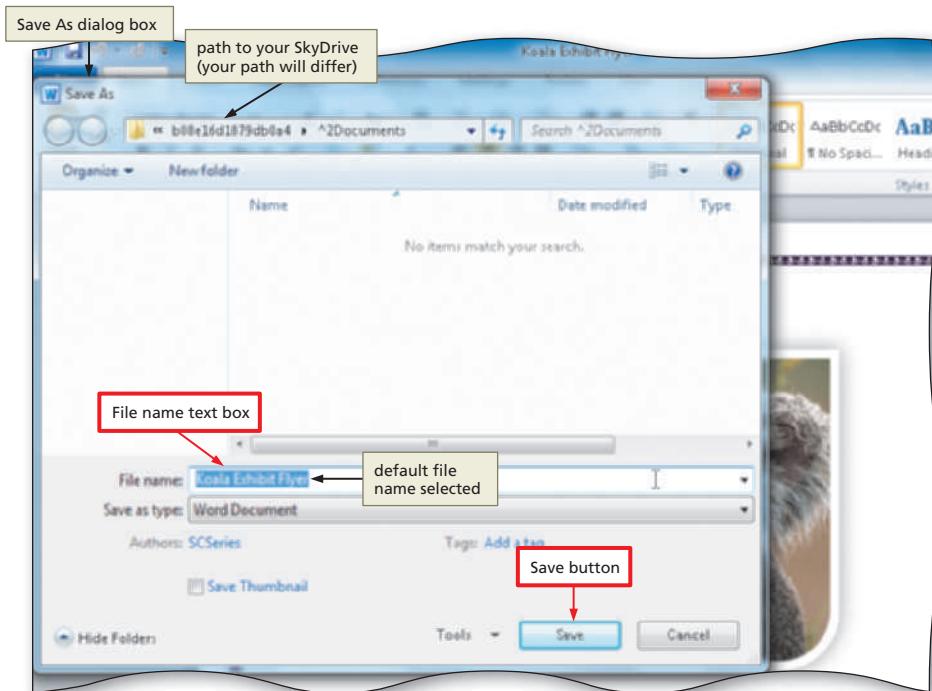
My SkyDrive shows personal and shared folders. What is the difference?

Personal folders are private and are not shared with anyone. Shared folders can be viewed by SkyDrive users to whom you have assigned the necessary permissions.

**Figure C-6**

APP 8 Appendix C Saving to the Web Using Windows Live SkyDrive**6**

- Click the Save As button in the right pane of the Save & Send gallery to contact the SkyDrive server (which may take some time, depending on the speed of your Internet connection) and then display the Save As dialog box (Figure C-7).

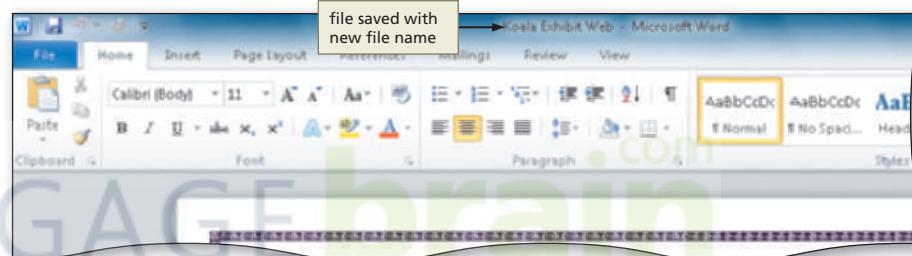
**Figure C-7****7**

- Type **Koala Exhibit Web** in the File name text box to enter the file name and then click the Save button (Save As dialog box) to save the file to Windows Live SkyDrive (Figure C-8).

Q&A

Is it necessary to rename the file?

It is good practice to rename the file. If you download the file from SkyDrive to your computer, having a different file name will preserve the original file.

**Figure C-8****8**

- If you have one Word document open, click the Close button on the right side of the title bar to close the document and quit Word; or if you have multiple Word documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit Word.

Web Apps

Microsoft has created a scaled-down, Web-based version of its Microsoft Office suite, called **Microsoft Office Web Apps**, or **Web Apps**. Web Apps contains Web-based versions of Word, PowerPoint, Excel, and OneNote that can be used to view and edit files that are saved to SkyDrive. Web Apps allows users to continue working with their files even while they are not using a computer with Microsoft Office installed. In addition to working with files located on SkyDrive, Web Apps also enables users to create new Word documents, PowerPoint presentations, Excel spreadsheets, and OneNote notebooks. After returning to a computer with the Microsoft Office suite, some users choose to download files from SkyDrive and edit them using the associated Microsoft Office program.

Note: As with all Web applications, SkyDrive and Office Web Apps are subject to change. Consequently, the steps required to perform the actions in this appendix might be different from those shown.

To Download a File from Windows Live SkyDrive

Files saved to SkyDrive can be downloaded from a Web browser using any computer with an Internet connection. The following steps download the Koala Exhibit Web file using a Web browser.

1

- Click the Internet Explorer program button pinned on the Windows 7 taskbar to start Internet Explorer.
- Type `skydrive.live.com` in the Address bar and then press the **ENTER** key to display a SkyDrive Web page requesting you sign in to your Windows Live account (Figure C–9). (If the contents of your SkyDrive are displayed instead, you already are signed in and can proceed to Step 3 on the next page.)

Q&A

Why does the Web address change after I enter it in the Address bar?

The Web address changes because you are being redirected to sign into Windows Live before you can access SkyDrive.

Q&A

Can I open the file from Microsoft Word instead of using the Web browser?

If you are opening the file on the same computer from which you saved it to the SkyDrive, click File on the Ribbon to open the Backstage view. Click the Recent tab and then click the desired file name (Koala Exhibit Web, in this case) in the Recent Documents list, or click Open and then navigate to the location of the saved file (for a detailed example of this procedure, refer to the Office 2010 and Windows 7 chapter at the beginning of this book).

2

- Click the Sign in link to display the Windows Live ID and Password text boxes (Figure C–10).

Q&A

Why can I not locate the Sign in link?

If your computer remembers your Windows Live sign in credentials from a previous session, your e-mail address already may be displayed on the SkyDrive Web page. In this case, point to your e-mail address to display the Sign in button, click the Sign in button, and then proceed to Step 3. If you cannot locate your e-mail address or Sign in link, click the Sign in with a different Windows Live ID link and then proceed to Step 3.

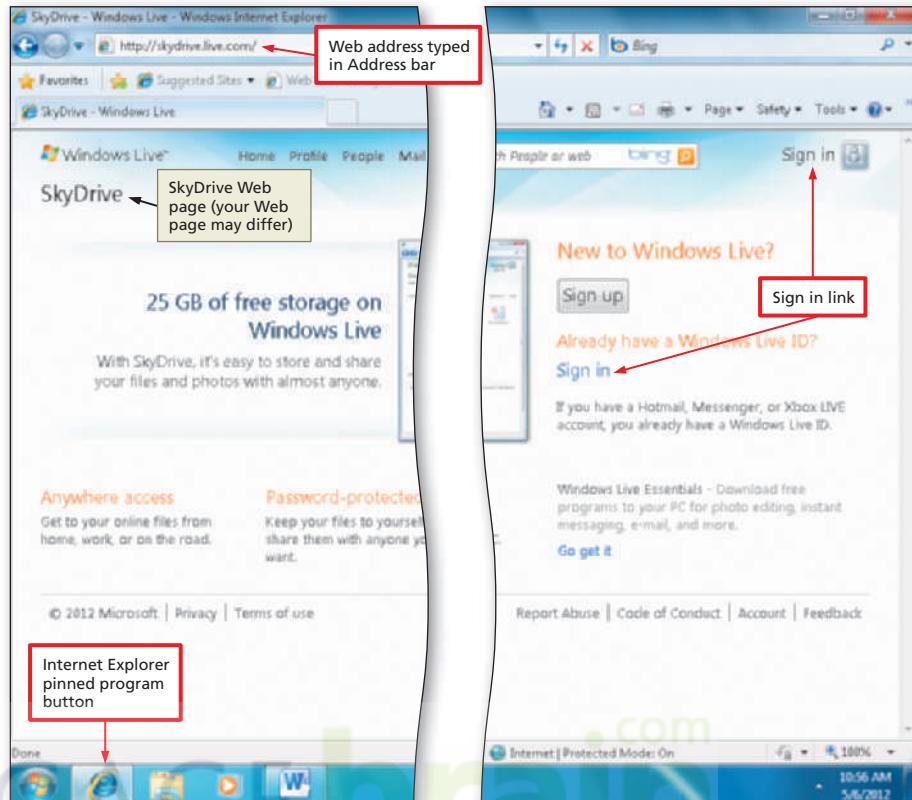


Figure C-9



Figure C-10

APP 10 Appendix C Saving to the Web Using Windows Live SkyDrive**3**

- If necessary, enter your Windows Live ID and password in the appropriate text boxes and then click the Sign in button to sign into Windows Live and display the contents of your SkyDrive (Figure C-11).

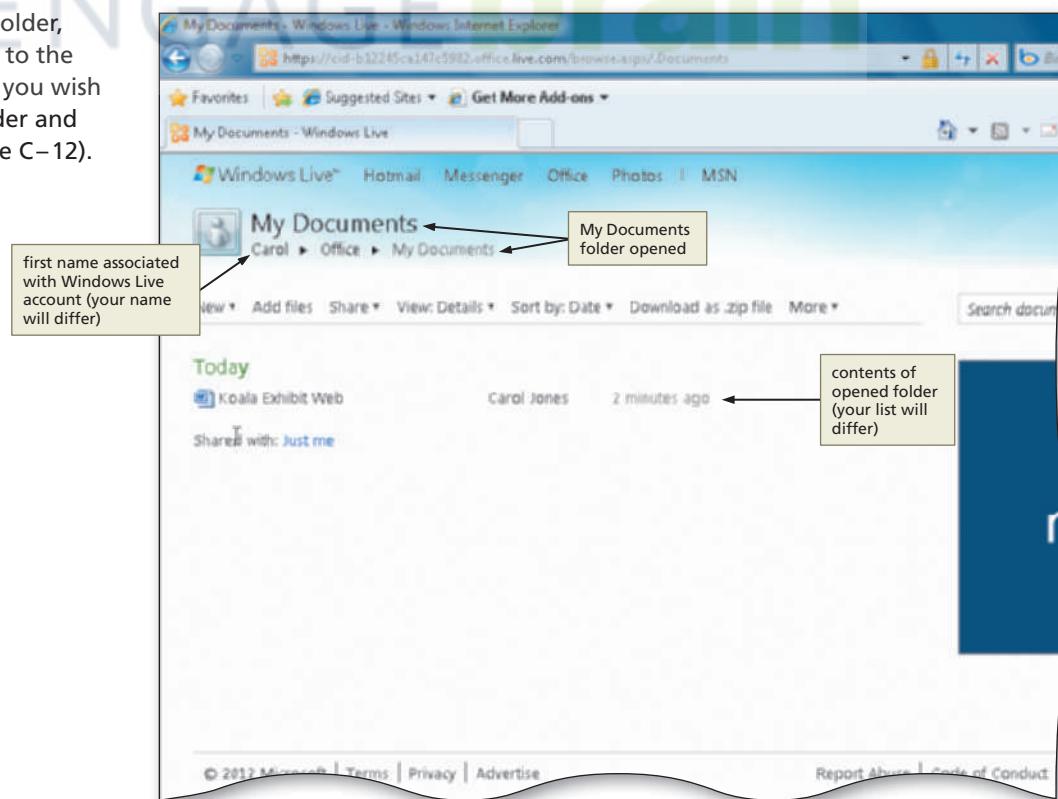
Q&A

What if my screen shows the contents of a particular folder, instead of all folders?

To display all folders on your SkyDrive, point to Windows Live in the upper-left corner of the window and then click SkyDrive on the Windows Live menu.

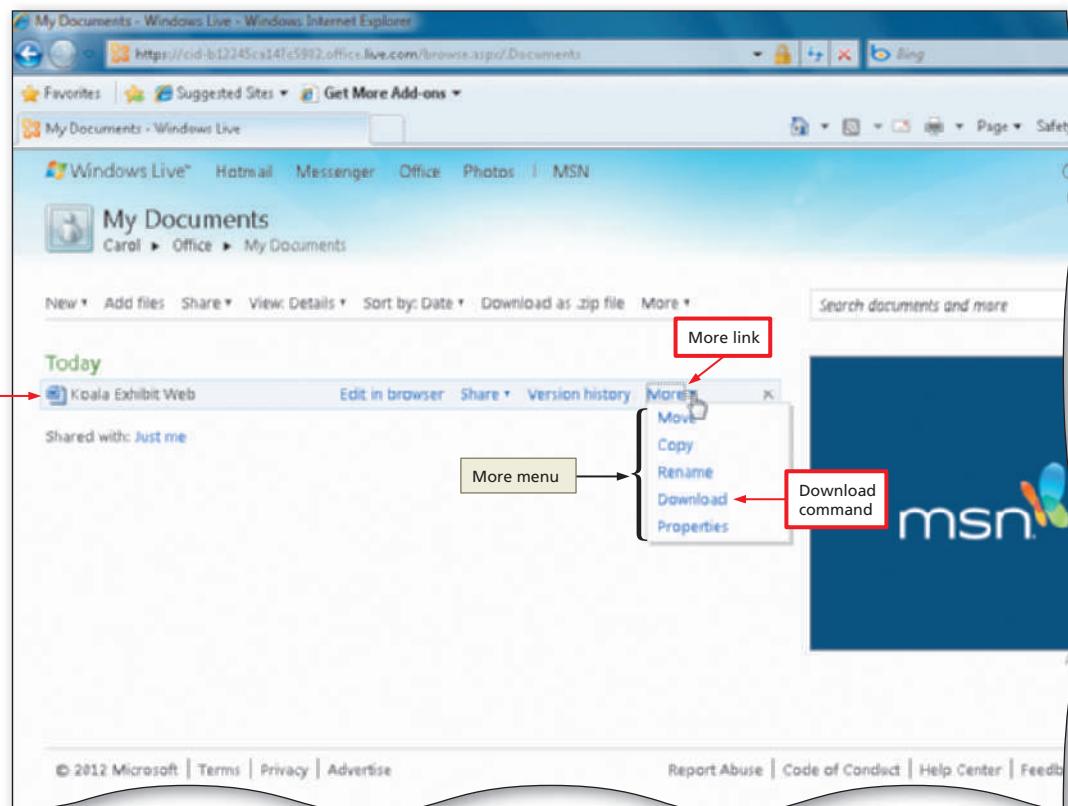
**Figure C-11****4**

- Click the My Documents folder, or the link corresponding to the folder containing the file you wish to open, to select the folder and display its contents (Figure C-12).

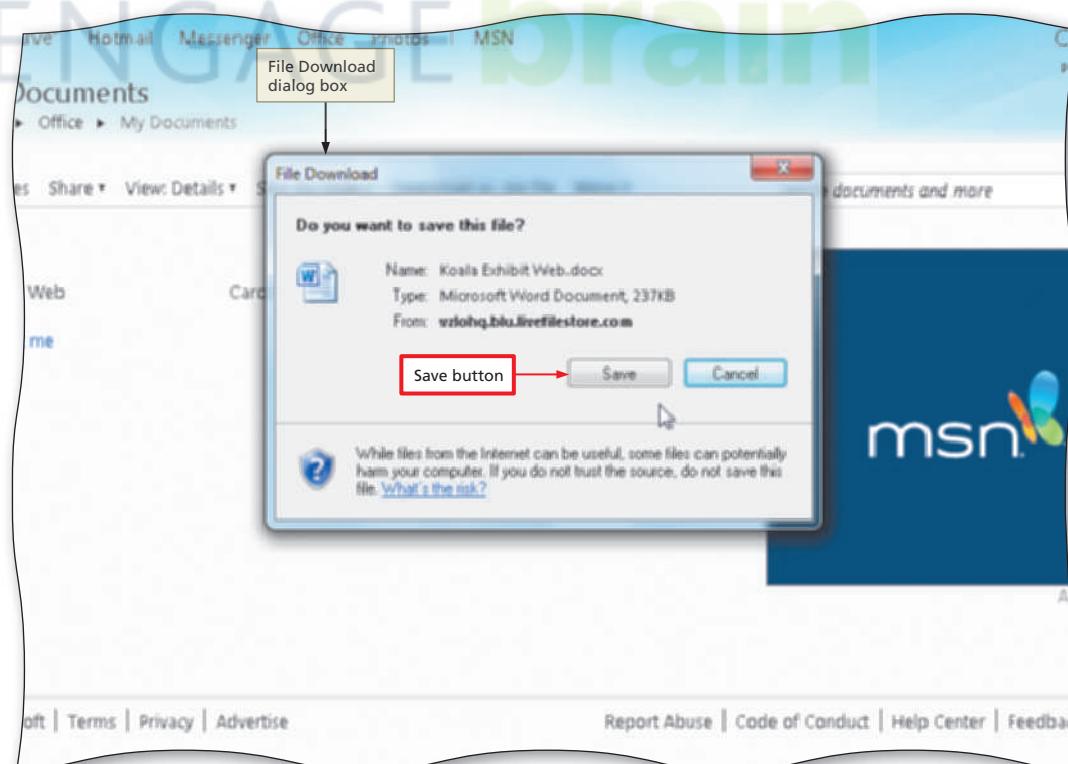
**Figure C-12**

5

- Point to the Koala Exhibit Web file to select the file and display commands associated with the file.
- Click the More link to display the More menu (Figure C-13).

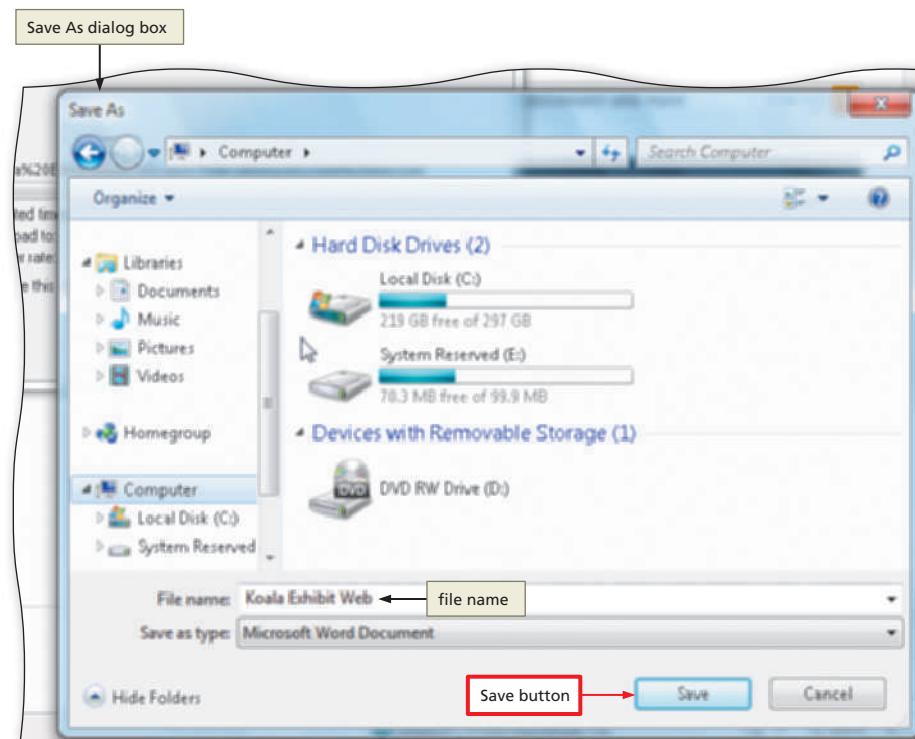
**Figure C-13****6**

- Click Download on the More menu to display the File Download dialog box (Figure C-14).

**Figure C-14**

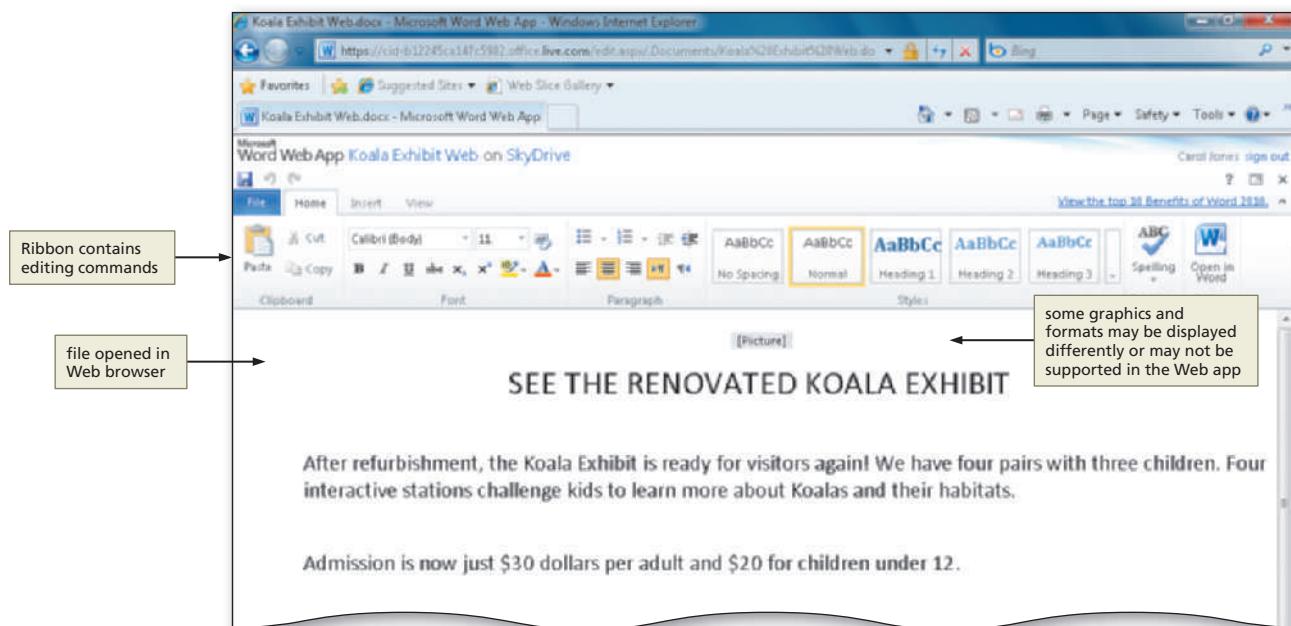
APP 12 Appendix C Saving to the Web Using Windows Live SkyDrive**7**

- Click the Save button (File Download dialog box) to display the Save As dialog box (Figure C–15).
- Navigate to the desired save location.
- Click the Save button to save the file on your computer's hard disk or other storage device connected to the computer.

**Figure C–15**

Collaboration

In today's workplace, it is common to work with others on projects. Collaborating with the members of your team often requires sharing files. It also can involve multiple people editing and working with a certain set of files simultaneously. Placing files on SkyDrive in a public or shared folder enables others to view or modify the files. The members of the team then can view and edit the files simultaneously using Web Apps, enabling the team to work from one set of files (Figure C–16). Collaboration using Web Apps not only enables multiple people to work together, it also can reduce the amount of time required to complete a project.

**Figure C–16**

Index

A

Access, **OFF 53**
See also databases
 features and operations, OFF 54–56
 Help, AC 62
 importing data from other applications to, AC 38–42
 overview of, OFF 53–56
 quitting, OFF 58, AC 26, AC 60
 starting, OFF 53, AC 12, AC 27
 window, Navigation Pane, work area, AC 15
 Access work area, **AC 15, OFF 54**
 Accounting Number format, EX 32–33
 Acrobat Reader, EX 45
 actions, undoing and redoing, WD 23
 active cell (Excel), **OFF 49**
 active tabs, **OFF 16**
 adding
 content to Title Slide, OFF 40, OFF 43
 page borders, WD 41–43
 records to tables, AC 23–25, AC 28–29
 slides to presentations, PPT 14–20, PPT 21–24
 text to documents, OFF 20
 text to slides, PPT 40–42
 totals to reports, AC 56
 transitions between slides, PPT 43
 Address bar, **OFF 24**
 Aero, OFF 2–3, OFF 27
 aligning
 numbers, EX 14
 paragraphs, WD 13
 photographs, PPT 36–38
 snapping charts, EX 40
 text, EX 12
 All Programs list, OFF 10
 animations, adding slide transitions, **PPT 43–45**
 apostrophes (')
 entering numbers as text, EX 16
 viewing style characteristics, EX 52
 application software, **OFF 2**
 applications, importing data to
 Access from, AC 38–42
 area charts, EX 36

arranging slides, PPT 39–40
 arrow keys, completing entry in adjacent cells, EX 11
 asterisk (*) and file, folder names, OFF 22, OFF 28
 audience, analyzing, APP 1–2
 Auto Fill options, EX 18
 AutoCalculate, using, EX 48–49
 AutoCalculate area, **EX 48**
 AutoCorrect feature, **EX 9**
 AutoCorrect options, AC 37
 automatically updated properties, **WD 49, PPT 45, EX 43, AC 58**
 AutoPlay window, opening, OFF 22

B

backing up (database), **AC 61**
 backslash (\) and file, folder names, OFF 22, OFF 28
 BACKSPACE key, to correct errors, EX 49
 Backstage view, **OFF 35**
 closing, EX 43, WD 49, AC 59
 closing Office files using, OFF 44
 creating new Office documents from, OFF 41–43
 opening recent Office files using, OFF 45
 saving files to SkyDrive, APP 5–8
 backup copy, **AC 61**
 Basic, Windows 7, OFF 2–3
 Blank Database option, OFF 55
 Blank layout, PPT 21
 blank lines, inserting, WD 7
 body copy, **WD 5**
 bold, **EX 25**
 cell entries, EX 25
 making text, WD 28, PPT 19–20
 borders
 adding page, WD 41–43
 printing, WD 53
 BTW Web page, PPT 4
 bubble charts, EX 37
 bulleted lists, **WD 22–23, PPT 14–15**
 bullets
 removing, WD 23
 using, WD 13
 buttons, removing from Quick Access Toolbar, OFF 19

C

calculating
 with AutoCalculate, EX 48, EX 49
 sums, EX 15–16
 Cancel box, formula bar, **EX 8**
 Cancel button, OFF 35
 capitalization, WD 18, EX 9
 category axis, **EX 40**
 cell reference (Excel), **OFF 49**
 Cell Styles button EX 52
 cells
 active, OFF 49
 bolding entries, EX 25
 calculating sums, EX 15–16
 centering entries across columns, EX 28–29
 changing font colors of entries, EX 27
 changing styles, EX 22–23
 clearing, EX 52
 completing entry in previously selected cells, EX 14
 completing entry with arrow keys, EX 11
 copying to adjacent cells, EX 16–18
 correcting errors while you type, EX 49–51
 editing contents of, EX 50
 increasing font size of entries, EX 26
 merging, EX 28–29
 selecting, EX 6, EX 34–35
 splitting merged, EX 29
 undoing last entry, EX 51
 values and charting, EX 37
 centered, **WD 14**
 centering
 cell entries across columns, EX 28–29
 page contents vertically, WD 40
 paragraphs, WD 14
 certification, Microsoft Office Specialist (MOS), WD 44, EX 52, AC 62
 certifications, PPT 50
 changing
 data in tables, AC 25–26
 database properties, AC 59–60
 document properties, WD 49–50, PPT 45–47, EX 43–44
 file names, OFF 52
 font colors of cell entries, EX 27

IND 2 Index

fonts in worksheets, EX 24–25
 screen resolution, OFF 33–34,
 WD 4, PPT 4, EX 5
 table structure, AC 20–22
 text color, PPT 13
 text fonts, case, WD 17–18
 worksheets names, EX 42–43
 character formatting, **WD 12**
 characters
 deleting, WD 47
 formatting, WD 12–30, PPT 12–14
 nonprinting, WD 7
 variable character fonts, WD 10
 charting
 Excel feature, **OFF 46**
 PowerPoint feature, OFF 36
 charts
 cell values and charting, EX 37
 embedded, **EX 36**
 legends, **EX 41**
 resizing, EX 40
 types of, EX 36–37
 clearing cells, ranges, worksheets,
 EX 52–53
 clip art
 inserting into slides, PPT 26–33
 resizing, PPT 33–36
 Clip Art task pane, **PPT 26–31**
 clips, **PPT 26**
 copyright regulations, PPT 27
 inserting into slides, PPT 27–31
 moving, PPT 36–38
 properties, PPT 29
 Close button, OFF 35
 closing
 Backstage view, WD 49, PPT 46,
 EX 43, AC 59
 databases, AC 62
 Office files, OFF 44, OFF 56
 programs, OFF 35
 tables, AC 26
 closing slide, ending slide shows
 with, PPT 38–40
 Clustered Cylinder charts, EX 37–42
 collaboration using SkyDrive,
 APP 12
 collapsing folders, OFF 26
 collections, PPT 26
 colon (:) and file, folder names,
 OFF 22, OFF 28
 color themes, **WD 28–29**
 colors
 of bullets, PPT 17
 cell entry font, EX 27
 font, **PPT 10, EX 22**

shading, WD 20
 text, WD 24–25, PPT 12–13
 using in flyer, WD 13
 using in presentations, PPT 9
 column charts, EX 37
 column heading (Excel), **OFF 49**
 columns, EX 5
 adjusting widths, EX 33–34
 centering cell entries across,
 EX 28–29
 entering titles, EX 10–11
 formatting titles, EX 29–31
 resizing, AC 54–56
 resizing datasheet, AC 29–30,
 AC 42
 Comma Style format, EX 32
 Command bar, **OFF 24**
 commands, **OFF 10**
See also specific command
 adding to Quick Access Toolbar,
 OFF 19
 AutoCalculate shortcut menu
 (table), EX 48
 cell selection, EX 35
 on Ribbon, OFF 14–15
 comments, adding to presentations,
 PPT 24
 common dialog boxes, **OFF 8**
 compact (database), **AC 61**
 Comparison slide layout, PPT 21,
 PPT 23
 compressing file size, PPT 31
 computers
 changing screen resolution,
 OFF 31–34
 logging on to, OFF 6–7
 connecting to online location,
 APP 3–4
 conserving ink, toner, WD 51
 content
 changing slide text, PPT 40–42
 standard layouts for, PPT 21
 contextual tabs, EX 39
 copy area, **EX 17**
 copying
 cells to adjacent cells, EX 16–18
 slides, PPT 38–39
 copyright regulations, PPT 27
 creating
 bulleted lists, PPT 14–15
 databases, OFF 55–56, AC 13
 documents, OFF 20
 folders, OFF 22–25
 forms, AC 48–50
 new paragraphs, OFF 20, WD 6

Office documents, OFF 41–43,
 OFF 47
 Publisher documents,
 OFF 60–61
 reports, AC 51–58
 tables, AC 15–20, AC 32–37
 title slides, PPT 7–8
 criterion, using in queries,
 AC 46–47
 Currency data type, **AC 9**, AC 20
 currency symbols, AC 20
 custom layouts, **PPT 21**
 customizing
 Quick Access Toolbar, OFF 19
 Ribbon, OFF 49
 cylinder charts, EX 37

D

data types, **AC 9**
 available in Access (table), AC 10
 determining, AC 5
 database design, **AC 5**
 database management systems
 (DBMSs), **OFF 53**, **AC 2**
 database properties, changing,
 AC 58–60
 databases, **AC 2, OFF 53**
 backup and recovery, AC 60–62
 closing, AC 62
 compacting, AC 61
 creating, OFF 55–56, AC 13
 creating using templates, AC 14
 design guidelines, AC 5–6
 opening, OFF 57, AC 27, AC 62
 overview, components of,
 AC 2–12
 relational, **AC 3**
 tables. *See tables*
 Datasheet view, **AC 15**, AC 48
 datasheets
 described, **AC 23**
 resizing columns in, AC 29–30,
 AC 42
 DELETE key, clearing cell entries,
 EX 52
 deleting
 bullets from slides, PPT 18
 databases, database objects,
 AC 62
 embedded charts, EX 53
 files, folders, OFF 64–65
 records, AC 20, AC 26
 text from documents, WD 47
 text from slides, PPT 40–42

demoting (text), **PPT 17**
 Design view, **AC 15**, **AC 21–22**
 creating tables in, **AC 33–37**
 opening, **AC 24**
 for reports, **AC 53**
 designing databases, **AC 5–12**
 desktop, Windows, **OFF 7**
 desktop publishing. *See* Publisher
 destination area, **EX 17**
Dialog Box Launcher, OFF 15
 dialog boxes
 common, described, **OFF 8**
 navigating, **OFF 30**
 displaying
 formatting marks, **WD 7**
 hidden windows, **OFF 67**
 Mini toolbar, **PPT 13**
 PowerPoint window, **PPT 48**
 Ribbon, **OFF 17**
 Ribbon tabs, **OFF 16**
 Start menu, **OFF 10–11**
 user icons, **OFF 6**
Document Information Panel, WD 49, EX 43
 changing document properties
 using, **EX 43–44**
 using, **PPT 46–47**
document properties, WD 49, PPT 45, EX 43
 changing, **WD 49–50**, **PPT 45–47**,
 EX 43–44
 printing, **WD 49**, **EX 45**
document themes, PPT 5–6
document window components, OFF 12–16
documents
 choosing themes, **PPT 5–6**
 correcting errors, **WD 44**
 creating from Backstage view,
 OFF 41–43
 creating new, **OFF 20**
 creating Publisher, **OFF 60–61**
 deleting text from, **WD 47**
 formatting generally, **WD 12–13**
 inserting pictures in, **WD 30–32**,
 WD 35
 inserting text, **WD 46**
 navigating, **WD 11**
 opening from PowerPoint,
 PPT 50–51
 planning, **WD 4**
 printing, **WD 51–52**, **PPT 53**
 quitting Office program with open,
 OFF 35
 saving, **WD 12**

saving, organizing, **OFF 21–30**
 saving Office, **OFF 51–52**
 tabbed, **AC 58**
 zooming, **WD 33**, **WD 45**
.docx files, OFF 21, **WD 14**
 dollar sign (\$), entering, **EX 13**
 doughnut charts, **EX 37**
 download described, **WD 30**
 drag and drop
 to delete text, **PPT 41–42**
 method described, **PPT 39**
 moving items using, **PPT 39–40**
 drag-and-drop editing, **WD 47**
 dragging
 to move windows, **OFF 66–67**
 to resize windows, **OFF 67**
 drawing (PowerPoint feature),
 OFF 36
 drives, organizing files and
 folders on, **OFF 21–30**
 duplicating. *See* copying

E

Ease of Access Center, OFF 6
Edit mode, EX 50
editing
 drag-and-drop, **WD 47**
 in-cell, **EX 50**
effects
 applying picture, **WD 38–39**
 applying text, **WD 19–20**
electronic mail, OFF 58
e-mail
 See also Outlook
 described, **OFF 58**
e-mailing PowerPoint presentations, OFF 36
embedded charts, EX 36, **EX 53**
energy-saving information, PPT 2
Enhanced ScreenTips, OFF 15
Enter box, formula bar, EX 8
ENTER key, WD 8
ergonomics, preventing wrist injuries, OFF 4
errors
 See also mistakes
 correcting in documents, **WD 44**
 correcting text input, **OFF 20**
 methods of correcting,
 EX 49–53
Excel, OFF 46
 See also workbooks, worksheets
 creating documents from Windows
 Explorer, OFF 47

features and operations, **OFF 49–52**
 importing worksheets into Access,
 AC 38–42
Excel 2010
Help, EX 51
 new features, **EX 4**
 opening workbook from, **EX 47–48**
 quitting, **EX 47**
 starting, **EX 5**
 window, **OFF 49–50**
 expanding folders, **OFF 26**

F

Favorites area, OFF 24
fields, AC 3
 determining special properties for,
 AC 16
 naming, **AC 8**
 renaming, **AC 19**
 selecting, deselecting, **AC 55**
file formats
 .docx files, OFF 21
 for importing, **PPT 32**
 recognized by PowerPoint (table),
 PPT 31
file management
 described, **OFF 62**
 moving, renaming, deleting files,
 OFF 63–65
file names
 changing, **OFF 52**
 described, **OFF 21**
File Transfer Protocol (FTP), APP 3
files, OFF 7
 See also specific file type
 closing, **OFF 56**
 collaboration using SkyDrive,
 APP 12
 compressing size of, **PPT 31**
 creating through Backstage view,
 OFF 42
 deleting, **OFF 64–65**
 document properties, using,
 PPT 45
 moving, **OFF 64**
 opening existing Office, **OFF 57**
 opening from SkyDrive,
 APP 9–12
 opening recent Office, using
 Backstage view, **OFF 45**
 organizing, **WD 12**, **EX 20**
 PDFs, **EX 45**
 renaming, **OFF 63**, **APP 8**

IND 4 Index

saving, organizing, OFF 21–30
 saving in folders, OFF 27–28
 saving presentation, OFF 41,
 PPT 47
 saving to SkyDrive, APP 5–8
fill handles, EX 17
 clearing cell entries, EX 52
 copying cells to adjacent cells using,
 EX 16–18
folder windows, OFF 24
folders, OFF 10
 creating, OFF 22–23
 creating within folders,
 OFF 24–25
 deleting, OFF 65
 expanding, collapsing, navigating,
 OFF 26
 Microsoft Office, OFF 11
 organizing, WD 12, PPT 14,
 EX 20
 personal vs. shared, APP 7
 private, APP 10
 saving, organizing files in,
 OFF 21–30, OFF 41, OFF 44
folders (OneNote), OFF 62
font color, EX 22
 Font gallery, EX 24
font size, WD 12, EX 22
 changing, WD 16, WD 21–22
 increasing cell entry, EX 26
font style, EX 22
fonts, WD 12, PPT 10, EX 22
 changing, WD 13, WD 17,
 EX 24–25
 coloring, WD 24–25
 increasing size, PPT 11,
 PPT 20
 size, in presentations, PPT 9
 variable character, WD 10
Form view, AC 48, AC 50
 format described, **WD 12, PPT 10, EX 22**
formatting
 charts, EX 37
 paragraphs, WD 12–15,
 WD 22–23
 text in presentations, PPT 9
 using Mini toolbar, WD 26
 words, PPT 20
 worksheets, EX 22–34
 formatting marks, displaying,
WD 7
 forms, creating, using, **AC 48–50**
 formula bar, **OFF 50, OFF 51, EX 8**

G

galleries, OFF 14
 grammar and spelling check,
 WD 9–11
 graphics, resizing, WD 34–35,
 WD 36
 greater than symbol (>) and file,
 folder names, OFF 22, OFF 28
green computing, EX 45, AC 30
gridlines (Excel), OFF 49
 groups on Ribbon, OFF 17
 guidelines, project planning,
 APP 1–2

H

hard copy, AC 30
hardcopies, EX 45
headings
 levels of, EX 30
 report columns, changing,
 AC 54–56
 row and column, OFF 49, EX 5
headlines, WD 5
 health, preventing wrist injuries,
 OFF 4, WD 11
Help, WD 35, EX 51, AC 62
 obtaining for Windows 7, OFF 5
 obtaining using links, OFF 70
 PowerPoint, PPT 45
 searching for, OFF 68–70
 Table of Contents, OFF 71
 Windows Help and Support,
 OFF 73–74
Word, OFF 66
hiding
 Mini toolbar, OFF 15
 ruler, WD 5
 spelling errors, WD 9
Home tab
 described, **OFF 14**
 displaying, using, OFF 17

I

icons
See also specific icon
 content-insertion, PPT 16
 folder, OFF 22
images
 clips. *See* clips
 copyright regulations, PPT 27
Import Spreadsheet Wizard,
 AC 38–42

importing, **AC 38**

data from other applications to
 Access, AC 38–42

file types, PPT 32

in-cell editing, EX 50, EX 51

increasing font size, PPT 20

ink, conserving, WD 51

Insert mode, EX 50

Insert tab, EX 36

inserting

See also adding

blank lines, WD 7

clip art, photographs into slides,

PPT 26–33

photographs into presentations,

PPT 31–32

pictures in documents, WD 30–32,

WD 35

text into documents, WD 46

insertion point, OFF 20, WD 11,

EX 8

italicized text, **WD 24, PPT 13**

italicizing text, WD 24

K

keyboard

document navigation with, WD 11

KeyTips, OFF 16

keyboard shortcuts, **OFF 4–5, EX 35**

keywords, **PPT 45, EX 43, AC 58**

L

landscape orientation, **OFF 39, PPT 7, EX 46, AC 30**

Layout gallery, **PPT 21**

Layout view, AC 49, AC 53–58

layouts, **OFF 39, PPT 21, AC 29**

changing slide, PPT 21–24

custom, **PPT 21**

left-aligned text, WD 14

legends, chart, **EX 41**

less than symbol (<) and file, folder

names, OFF 22, OFF 28

levels (paragraph), **PPT 8**

libraries, **OFF 24**

Libraries area, **OFF 24**

line charts, EX 36

lines

inserting blank, WD 7

selecting, WD 15, WD 21

links, Help, OFF 70

lists (Excel), **AC 38**

lists, creating bulleted, PPT 14–15
live database, **AC 61**
live preview, **OFF 14**, OFF 27
lock icon, APP 10
logging on to computers, **OFF 5–7**

M

magnifying text. *See* zooming
maximizing windows, **OFF 12**
maximums, calculating using
 AutoCalculate, EX 49
menus, **OFF 10**
 See also specific menu
 using shortcut, OFF 18
Merge & Center button, Home tab,
 EX 28
merging cells, **EX 28–29**
metadata, **EX 43**, **PPT 45**, **AC 58**
Microsoft Access 2010
 See also Access
 described, **OFF 8**, **OFF 53**
Microsoft Certified Application
 Specialist (MCAS), PPT 50
Microsoft Clip Organizer, **PPT 26**,
 PPT 27–31
Microsoft Communicator, **OFF 8**
Microsoft Excel 2010
 See also Excel
 described, **OFF 8**
Microsoft InfoPath 2010, **OFF 8**
Microsoft Office 2010, **OFF 7**
introduction to, PPT 8
publishing Web pages online,
 APP 3–4
programs, OFF 8
Microsoft Office folder, OFF 11
Microsoft Office Specialist (MOS),
 WD 44, EX 52, AC 62
Microsoft Office suites, OFF 8–9
Microsoft Office Web Apps,
 APP 8
Microsoft OneNote 2010, **OFF 8**
Microsoft Outlook 2010, **OFF 8**
Microsoft PowerPoint 2010
 See also PowerPoint
 described, **OFF 8**
Microsoft Publisher 2010, **OFF 8**,
 OFF 59–61
Microsoft SharePoint Workspace
 2010, OFF 8
Microsoft Web Apps, **OFF 8**
Microsoft Word 2010
 See also Word
 described, **OFF 8**

Mini toolbar
 described, using, **OFF 15**, WD 16,
 WD 26
 displaying, PPT 13
minimalist style, PPT 35
minimized windows, **OFF 30**
minimizing
 Ribbon, OFF 17
 windows, OFF 30–31
mistakes
 AutoCorrect feature, **EX 9**
 automatic spelling correction,
 WD 9
 correcting errors in documents,
 WD 44
 correcting table structure errors,
 AC 37
 correcting typing, WD 6,
 PPT 8–9
 methods of correcting errors,
 EX 49–53
 undoing, EX 8, AC 20
 using AutoCalculate to avoid,
 EX 48
mouse
 document navigation with,
 WD 11
operations (table), OFF 4
using, OFF 2
using in Excel, OFF 49
moving
 clips, PPT 36–38
 files, OFF 64
 manually through slides in slide
 shows, PPT 49
 text, WD 47–48
 windows, OFF 66–67
multi-level bulleted list slides,
 adding, **PPT 15–18**
multimedia, using in PowerPoint
 presentations, OFF 36
My Collections, **PPT 26**

N

Name box
 formula bar, **OFF 50**
 selecting cell using, EX 34–35
names
 fields, AC 8
 file, **OFF 21**, OFF 27–28, OFF 52
 folder, OFF 22–23
 tables, AC 8
 user, **OFF 5**
worksheets, EX 42–43

navigating
 described, **OFF 30**
dialog boxes, OFF 30
documents, WD 11
using mouse, OFF 2–4
Navigation Pane, **OFF 24**, OFF 54,
 AC 14, **AC 15**
nonprinting characters, displaying,
 WD 7
Normal cell style, EX 52
Normal style, WD 5
Normal view, PPT 21, **PPT 24**,
 PPT 25
notebooks (OneNote), **OFF 62**
Notes Page view, **PPT 24**
Notes pane, **PPT 24**
note-taking program (OneNote),
 OFF 61–62
Number data type, **AC 9**
numbers
 alignment in cells, EX 14
 entering, EX 13–14
 entering as text, EX 16
 formatting in worksheets,
 EX 31–33
 numeric limitations of Excel,
 EX 13
 summing columns of, EX 15–16

O

Object tabs (Access), **AC 15**,
 OFF 54
Office 2010, **OFF 7**, PPT 8,
 APP 3–4
Office Collections, **PPT 26**
Office programs, suites, OFF 8–9
 See also specific program
obtaining Help, OFF 68–72
starting from Windows Explorer,
 OFF 48
Windows Help and Support,
 OFF 73–74
Office Theme, **PPT 5**
OneNote, OFF 61–62
one-to-many relationship, **AC 9**
opening
 AutoPlay window, OFF 22
 Backstage view, OFF 42
 Clip Art task pane, PPT 31
 databases, AC 27, AC 62
 Design view, AC 24
 documents from PowerPoint,
 PPT 50–51
 documents from Word, WD 45

IND 6 Index

existing files, OFF 57
 files from SkyDrive, APP 9–12
 forms, AC 50
 operating systems, **OFF 2**
 organizing files and folders,
 OFF 21–30, WD 12, PPT 14,
 EX 20
 orientation
 landscape, **PPT 7**
 portrait page, PPT 22
 Outline tab, PPT 21, **PPT 24**
 outlining (PowerPoint feature),
 OFF 36
 Outlook, **OFF 58**
 Outlook window, OFF 58–59
 overlapping windows vs. tabbed
 documents, AC 58
 Overtype mode, **EX 50**

P

pages
See also documents
 centering contents vertically,
 WD 40–41
 OneNote, **OFF 62**
 viewing single, WD 40–41
 panes, **OFF 10**
 navigation, OFF 24
 task, **OFF 15**
 paragraph formatting, **WD 12**
 paragraphs, **PPT 8**
 centering, WD 14
 creating new, OFF 20, WD 6
 formatting, WD 12–30
 formatting mark (¶), WD 7
 selecting, PPT 12
 shading, WD 20
 spacing before, after, WD 43
 using in presentations,
 PPT 8–9
 password text box, OFF 6–7
 passwords
 described, **OFF 5**
 and user accounts, OFF 6–7
 paste area, **EX 17**
 Paste Options, WD 48
 paths, **OFF 21**
 paths and corresponding drives,
 folders, **OFF 21–22**
 PDF files
 described, **AC 30**
 viewing, EX 45
 people icon, APP 10

personal folders vs. shared folders,
 APP 7
 photographs
 inserting into presentations,
 PPT 31–32
 inserting into slides, PPT 26–33
 resizing, PPT 35–36
 picture effects, applying, WD 38–39
 picture styles, WD 37
 Picture Tools Format tab, OFF 14
 pictures. *See also* graphics, images,
 photographs
 inserting in documents, WD 30–32,
 WD 35
 wrapping text around, PPT 32
 pie charts, EX 36
 pixels, screen resolution,
 OFF 31–32
 placeholders, **OFF 39, PPT 7**
 deleting text in, PPT 41–42
 selecting text, PPT 16
 using with slides, PPT 7
 planning
 databases, AC 2
 distribution of worksheets, EX 45
 printing of documents, WD 51
 projects, WD 2, PPT 2, PPT 4
 projects, guidelines, APP 1–2
 use of color, WD 24
 Word documents, WD 4
 worksheets, EX 2
 worksheets formatting, EX 22–23
 plus sign (+) and shortcut keys,
 OFF 5
 point size, **EX 22**
 points (font), **PPT 10**
 portrait orientation, **AC 30,**
 OFF 39, EX 46
 portrait page orientation, PPT 22
 positioning charts, EX 37
 postal codes, AC 12
 PowerPoint, **OFF 36–38**
 BTW Web page, PPT 4
 file formats recognized (table),
 PPT 31
 Help, PPT 45
 Office suites (table), **OFF 9**
 opening documents from,
 PPT 50–51
 quitting, PPT 50
 presentations, overview of,
 PPT 2–4
 Ribbon, OFF 39–40
 saving files in folders, OFF 41
 starting, OFF 37–38, PPT 4–5,
 PPT 50
 views, using, PPT 24–25
 window, OFF 39–40, PPT 48
 presentations, **OFF 36–37, PPT 2**
See also slide shows
 adding slides to, PPT 14–20
 creating title for, PPT 7–8
 inserting photographs into,
 PPT 31–32
 printing, PPT 51–53
 saving, PPT 14, PPT 47
 preview, live, OFF 14
 previewing
 and printing worksheets,
 EX 45–47
 slide shows, PPT 52
 tables, AC 30–32
 Previous Locations button,
 OFF 24
 primary keys, **AC 3–4**
 determining, AC 5, AC 8–9
 modifying, AC 16–17
 Print Layout view, **OFF 12,**
 WD 5
 Print Preview, AC 53
 printing
 document properties, WD 49,
 EX 45
 documents, WD 51–52
 presentations, PPT 51–53
 tables, AC 30–32
 worksheets, EX 45–47
 printouts, **AC 30, EX 45**
 private folders, APP 10
 programs
See also specific program
 Help, obtaining, OFF 72
 Office suites, **OFF 8**
 panes, OFF 10
 quitting, OFF 35, OFF 45, OFF 52
 starting and using, OFF 9–11,
 OFF 37–38
 switching between, OFF 27
 tabs in, OFF 14
 project planning guidelines,
 APP 1–2
 projects
 database creation, AC 2–12
 flyer with pictures, WD 2–4
 presentation with bulleted lists,
 clip art, PPT 2–4
 worksheet with embedded chart,
 EX 2–4

promoting (text), PPT 17
 properties
See also specific property
 clip, PPT 29
 document, and standard, EX 43
 standard, automatically updated,
WD 49, PPT 45
 publication types, OFF 60
 Publisher
 creating documents, OFF 60–61
 described, **OFF 59–60**
 publishing Office 2010 Web pages
 online, APP 3–4

Q

queries, **AC 42–43**
 creating, AC 43–45
 saving, AC 47
 using, AC 45–48
 using criterion in, AC 46–47
 question mark (?) and file, folder
 names, OFF 22, OFF 28
Quick Access Toolbar, OFF 16
 customizing, OFF 19
 using shortcut menus, OFF 18
Quick Reference Web page, PPT 52
 quitting
 Access, AC 26, AC 60
 Excel, EX 47
 Office program with open
 document, OFF 35
 Office programs, OFF 45, OFF 52
 PowerPoint, PPT 50
 Word, WD 53
 quotation marks (')
 and file, folder names, OFF 22,
 OFF 28
 and text fields, AC 47

R

radar charts, EX 37
ranges, EX 15
 clearing, EX 52
 copying one to another, EX 18
records, AC 3
 adding to tables, AC 23–25,
 AC 28–29
 deleting, AC 20, AC 26
recover (database), AC 61
Recycle Bin, OFF 7
Redo command, OFF 19, EX 51
 redoing actions, WD 23

redundancy, identifying and
 removing, AC 5, AC 10–12
Refresh button, OFF 24
 relational databases, **AC 3**
 relationships, determining,
 implementing between tables,
 AC 9
relative references, EX 17
 removing
See also deleting
 bold styles from cells, EX 25
 bullets, WD 23
 KeyTips from screen, OFF 16
 redundancy, AC 10–12
 styles, PPT 11
 renaming
 database objects, AC 62
 fields, AC 19
 files, APP 8, OFF 63
 repairing databases, AC 61
 replacing slide text content,
 PPT 40–42
Report view, AC 53
 reports
 adding totals to, AC 56
 creating, AC 51–53
 Layout view, using in, AC 53–58
 repositioning
 clips, PPT 36–38
 slides, PPT 39–40
requirements document, EX 3
 resizing, **PPT 33, WD 34**
 charts, EX 40
 clip art, photographs, PPT 33–36
 datasheet columns, **AC 29–30**,
 AC 42
 graphics, WD 34–36
 report columns, AC 54–56
 windows, OFF 66–67
 resolution, screen. *See* screen
 resolution
Restart command, OFF 6
 restoring
 Ribbon, OFF 17
 windows, OFF 30–31
 reversing changes, undoing mistakes,
 PPT 8
Ribbon, OFF 14–15
 Access, OFF 54
 appearance of, PPT 15
 customizing, OFF 49
 displaying tabs, minimizing,
 restoring, OFF 16–17
 Excel, OFF 49

PowerPoint, **OFF 40**
 screen resolution and, WD 8
 at various screen resolutions,
 OFF 32–33
 rotate handles, WD 37
row heading (Excel), OFF 49
row selector, AC 22
 rows
 copying cells to adjacent cells,
 EX 17–18
 determining contents for, EX 5
 entering titles, EX 12
 rulers, showing or hiding, WD 5

S

Save & Send gallery, APP 5–8
Save As command, APP 3
Save As dialog box, OFF 51–52
Save command, OFF 19
save copy, AC 61
 saving
 backup and recovery operations,
 AC 60–62
 databases, OFF 55, AC 62
 documents, WD 12
 existing document with same
 name, WD 30
 files in folders, OFF 27–29,
 OFF 41
 files in Office programs,
OFF 8
 files to SkyDrive, APP 5–8
 import steps, AC 41
 Office documents with same file
 name, OFF 51
 and organizing files, OFF 21–30
 presentations, PPT 14, PPT 47
 queries, AC 47
 records, AC 25
 tables, AC 21
 Web pages to online location,
 APP 3–4
 workbooks, EX 20, EX 45
 screen resolution
 changing, OFF 33–34, WD 4,
 EX 5
 described, **OFF 31–32**, PPT 4
ScreenTips, Enhanced, OFF 15
scroll arrows, OFF 4
scroll bars, OFF 4, OFF 12–13
scroll box, OFF 4
 scrolling through folder contents,
 OFF 26

IND 8 Index

search box
described, **OFF 24**
starting programs using,
OFF 37–38
searching for Help topics,
OFF 68–70
Section Header slide layout,
PPT 21
sections (OneNote), **OFF 62**
selecting
cells, EX 6, EX 34–35
lines, WD 15, WD 21
paragraphs, PPT 10
text placeholders, PPT 16
words, WD 27–28, PPT 12,
PPT 19
selection rectangles, **WD 32**,
PPT 33
shade, applying, **WD 20**
Shared Collections, **PPT 26**
shared folders vs. personal folders,
APP 7
sheet tab (Excel), **OFF 49**
shortcut keys, **OFF 4–5**
shortcut menus, using, **OFF 18**,
OFF 33–34
Shut down command, **OFF 6**
Shutter Bar Open/Close button,
OFF 54
shutting down Windows 7,
OFF 6
signature lines, **WD 5**
signing in to Windows Live, **APP 7**,
APP 9–10
Simple Query Wizard, AC 43–45
size, font, **EX 22**
sizing
See also resizing
charts, EX 40
font size, **WD 12**, WD 13
fonts, WD 16
sizing handles, OFF 40,
PPT 33
SkyDrive, **APP 5**
collaboration using, APP 12
opening files from, APP 9–12
saving files to, APP 5–8
Web Apps, APP 8
slash (/) and file names, OFF 28
Sleep command, **OFF 6**
slide indicator, **PPT 25**
Slide pane, **PPT 24**
Slide Show toolbar, PPT 49
Slide Show view, **PPT 47–50**

slide shows, **OFF 36–37**, **PPT 2**
See also presentations
ending with closing slide,
PPT 38–40
Title Slide, OFF 39–40
slide transitions, **PPT 43**
sliders, using, OFF 34
slides, **OFF 39**
adding to presentations,
PPT 14–20, **PPT 21–24**
changing layouts, **PPT 21–24**
changing text content,
PPT 40–42
closing, **PPT 38–40**
copying, **PPT 38–39**
creating title, **PPT 7–8**
editing text in, **PPT 40–42**
emphasis, adding, **PPT 12**
inserting clip art, photographs into,
PPT 26–33
moving to another, in Normal view,
PPT 24
multi-level bulleted list,
PPT 15–18
in presentations generally, PPT 2
spell-checking, PPT 40
Slides tab, **PPT 24**
snaps described, **EX 40**
software. *See specific program*
source area, **EX 17**
spacing before, after paragraphs,
WD 43
spelling check, WD 9–11, PPT 40,
EX 9
splitting merged cells, EX 29
spreadsheets. *See worksheets*
Standard Colors, PPT 13
standard properties, **WD 49**,
PPT 45, **EX 43**, **AC 58**
Start button, **OFF 10**
Start menu, starting programs using,
OFF 10–11
starting
Access, AC 12, AC 27
Excel, OFF 48, EX 5, EX 47
PowerPoint, PPT 4–5, PPT 50
programs, OFF 9–11, OFF 37–38
Publisher, OFF 60
slide shows, PPT 47–48
Windows 7, OFF 5–7
Windows Help and Support,
OFF 73–74
Word, WD 4–5, WD 45
Status bar, **OFF 13**, **AC 15**

Status Bar Configuration shortcut
menu, EX 48–49
stock charts, EX 36–37
storage for databases, AC 13
styles, **WD 37**
See also specific style
applying picture, WD 37
changing cell, EX 22–23
font, PPT 12–14, **EX 22**
minimalist, PPT 35
Normal, WD 5
subtitles, worksheet, EX 7
suites, **OFF 8**
SUM function, **EX 15–16**
sums
calculating, EX 15–16, AC 56
determining multiple totals at same
time, EX 18–19
surface charts, EX 37
switching between programs,
OFF 27

T

tabbed documents, AC 58
tables, **OFF 46**
See also databases
adding records to, AC 23–25,
AC 28–29
changing structure of, AC 20–22,
AC 37
checking structure in Design view,
AC 22
closing, AC 23, AC 26
creating, AC 15–20, AC 32–37
determining relationships between,
AC 9
identifying, AC 5
naming, AC 8
previewing, printing, AC 30–32
saving, AC 21
tabs
changing Ribbon, OFF 16–17,
OFF 49
contextual, EX 39
on Ribbon, **OFF 14**
Tabs pane, PPT 21
task panes, **OFF 15**
templates
creating databases using, AC 14
publication types, OFF 60
text, **EX 7**
applying text effects, WD 20
changing font, WD 17

changing font size, WD 21–22
 changing slide content, PPT 40–42
 choosing for slides, PPT 7
 colored, PPT 12–13
 correcting errors in documents,
 WD 44
 deleting from documents, WD 47
 elements of, WD 13
 entering, WD 5–8, EX 12
 entering in documents, OFF 20
 entering numbers as, EX 16
 in Excel, **OFF 50**
 inserting into documents, WD 46
 italicizing, WD 24, PPT 13
 making bold, WD 28, PPT 19–20
 moving, WD 47–48
 selecting, WD 27–28
 spelling and grammar check,
 WD 9–11
 standard layouts for, PPT 21
 underlining, WD 27
 wordwrap, WD 8
 wrapping around pictures, PPT 32
 text boxes, OFF 6
Text data type, AC 9
 text effects, applying, WD 19–20
 text placeholders, selecting, PPT 16
 text slides, creating with multi-level
 bulleted list, PPT 15–18
Theme Colors, PPT 13
themes, WD 12, EX 22, EX 24
 color, **WD 28–29**
 document, **PPT 5–6**
 title bars, **OFF 11**
Title Only slide layout, PPT 21–22
Title Slides
 creating, PPT 7–8
 entering content in, OFF 40,
 OFF 43
 layout, **OFF 39, PPT 21**
titles
 entering column, EX 10–11
 entering row, EX 12
 entering worksheet, OFF 50–51,
 EX 8
 formatting column, EX 29–31
report, AC 52–53
worksheet, EX 7
toner, conserving, WD 51
tool tabs, OFF 14
toolbars
 Mini toolbar, **OFF 15**
Quick Access Toolbar, OFF 16
Slide Show, PPT 49

totals
 adding to reports, AC 56
 determining multiple at same time,
 EX 18–19
transitions, adding slide, PPT 43

U

underlining
 spelling, grammar errors, WD 9
 text, WD 27
Undo command, OFF 19, EX 51
undoing
 actions, WD 23
 changes in tables, AC 25
 input mistakes, AC 20
 last cell entry, EX 51
 mistakes, EX 8, PPT 8, PPT 34
 picture formatting, WD 38
 typing mistakes, WD 6
unique identifiers, AC 3–4
USB flash drives
 saving files on, OFF 21–22,
 OFF 27–29, OFF 44
 storing databases on, AC 13
 storing files, folders on, OFF 22–23
user accounts, OFF 5
user icons, OFF 5, OFF 6
user names, OFF 5

V

value axis, EX 37
verifying saved files, OFF 30
vertical bar (|) and file, folder names,
 OFF 28
viewing
 presentations in Slide Show view,
 PPT 47–50
 single page, WD 40–41
views
 See also specific view
Access, AC 15
PowerPoint, PPT 24–25
 for reports, AC 53
 switching between query, AC 45

W

Web, Excel support, OFF 46
Web Apps, APP 8
Web Collections, PPT 26
Web pages, publishing Office 2010
 online, APP 3–4

Web-based templates, AC 14
Welcome screen, OFF 5–6
windows, OFF 11
 Access, AC 15
 Excel, OFF 49–50
 folder, OFF 24–25
 maximizing, **OFF 12**
 minimizing, restoring,
 OFF 30–31
 moving, OFF 66–67
 OneNote, OFF 62
 Outlook, OFF 58–59
 overlapping, vs. tabbed documents,
 AC 58
 PowerPoint, OFF 39–40
 Publisher, OFF 60
 resizing, OFF 66–67
 Word, WD 5
Windows 7, OFF 2
 starting, logging on, OFF 5–7
Windows Help and Support,
 OFF 73–74
Windows 7 Aero, OFF 2–3
Windows 7 Basic, OFF 2–3
Windows desktop, OFF 7
Windows Explorer
 creating Office document from,
 OFF 47
 moving, renaming, deleting files,
 OFF 62–65
 starting Office program using,
 OFF 48
Windows Help and Support,
 OFF 73–74
Windows Live SkyDrive
 See also SkyDrive
 described, **APP 5**
Word, OFF 9
 Help, OFF 66, OFF 68–72,
 WD 35
Office suites (table), OFF 9
 opening documents from,
 WD 45
 quitting, WD 44, WD 53
 saving files to SkyDrive, APP 5–8
 starting, WD 4–5, WD 45
word processing
 PowerPoint feature, OFF 36
 Word. *See Word*
Word window, OFF 12–16, WD 5
words
 formatting, PPT 20
 selecting, PPT 12, PPT 19
wordwrap, WD 8

IND 10 Index

workbooks, **OFF 46**

opening from Excel, EX 48

saving, EX 20

worksheets, **OFF 46**

See also cells, columns, rows

adding Clustered Cylinder chart to,
EX 38–42

adjusting column widths,
EX 33–34

changing fonts, EX 24–25

changing names, EX 42–43

clearing, EX 52–53

components, navigation of,
OFF 49

development cycle, EX 4

entering titles, EX 8–9, OFF 50–51

formatting, EX 22–34

formatting in worksheets, EX 31–33

importing into Access, AC 38–42

planning, EX 2–6

printing, EX 45–47

titles, subtitles, EX 7

wrapping text around pictures,
PPT 32

wrist injuries, minimizing, WD 11

X

X Y (scatter) charts, EX 36

x-axis, **EX 40**

XPS files, **AC 30, EX 47**

XPS Viewer, EX 45

Y

y-axis, **EX 37**

Z

zooming

described, WD 5

documents, WD 33, WD 45



Quick Reference Summary

Table 1: Microsoft Word 2010 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Bold	WD 28	Bold button on Mini toolbar	Bold button (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+B
Bullets, Apply	WD 22		Bullets button (Home tab Paragraph group)	Bullets	* (ASTERISK), SPACEBAR
Center	WD 14	Center button on Mini toolbar	Center button (Home tab Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+E
Change Case	WD 18		Change Case button (Home tab Font group)	Font, Font tab (Font dialog box)	SHIFT+F3
Change Spacing before or after Paragraph	WD 43		Spacing Before or Spacing After box arrow (Page Layout tab Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	
Color Text	WD 25	Font Color button on Mini toolbar	Font Color button arrow (Home tab Font group)		
Document Properties, Change	WD 49		Properties button (File tab Info tab)		
Font Size, Change	WD 16	Font Size box arrow on Mini toolbar	Font Size box arrow (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+D
Font, Change	WD 17	Font box arrow on Mini toolbar	Font box arrow (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+D
Formatting Marks	WD 7		Show/Hide ¶ button (Home tab Paragraph group)		CTRL+SHIFT+*
Graphic, Resize	WD 34	Drag sizing handle	Shape Height and Shape Width text boxes (Picture Tools Format tab Size group)	Size and Position, Size tab (Layout dialog box)	
Insertion Point, Move Down/Up One Line	WD 11				DOWN ARROW/ UP ARROW
Insertion Point, Move Down/Up One Paragraph	WD 11				CTRL+DOWN ARROW/ CTRL+UP ARROW

QR 2 Office 2010 Quick Reference Summary**Table 1: Microsoft Word 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Insertion Point, Move Down/Up One Screen	WD 11				PAGE DOWN/ PAGE UP
Insertion Point, Move Left/Right One Character	WD 11				LEFT ARROW/ RIGHT ARROW
Insertion Point, Move Left/Right One Word	WD 11				CTRL+LEFT ARROW/ CTRL+RIGHT ARROW
Insertion Point, Move to Beginning/End of Document	WD 11				CTRL+HOME/ CTRL+END
Insertion Point, Move to Beginning/End of Line	WD 11				HOME/ END
Insertion Point, Move to Bottom of Document Window	WD 11				ALT+CTRL+PAGE DOWN/ ALT+CTRL+PAGE UP
Italicize	WD 24	Italic button on Mini toolbar	Italic button (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+I
Move Text	WD 47	Drag and drop selected text	Cut button (Home tab Clipboard group); Paste button (Home tab Clipboard group)	Cut; Paste	CTRL+X; CTRL+V
Open a Document	WD 45		Open (File tab)		CTRL+O
Page Border, Add	WD 41		Page Borders button (Page Layout tab Page Background group)		
Picture Style, Apply	WD 37		More button in Picture Styles gallery (Picture Tools Format tab Picture Styles group)		
Picture Effects, Apply	WD 38		Picture Effects button (Picture Tools Format tab Picture Styles group)	Format Picture	
Picture, Insert	WD 31		Insert Picture from File button (Insert tab Illustrations group)		
Print Document	WD 51		Print button (File tab Print tab)		CTRL+P
Quit Word	WD 44	Close button on title bar	Exit (File tab)		ALT+F4
Redo	WD 23	Redo button on Quick Access Toolbar			CTRL+Y
Save New Document	WD 12	Save button on Quick Access Toolbar	Save or Save As (File tab)		F12
Save Document, Same File Name	WD 30	Save button on Quick Access toolbar	Save (File tab)		CTRL+S
Scroll, Up/Down One Line	WD 11	Click scroll arrow at top/bottom of vertical scroll bar			
Scroll, Up/Down One Screen	WD 11	Click above/below scroll box on vertical scroll bar			
Select Block of Text	WD 30	Click beginning, SHIFT-click end			
Select Character(s)	WD 30	Drag through characters			SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW

Table 1: Microsoft Word 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Select Entire Document	WD 30	In left margin, triple-click	Select button arrow (Home tab Editing group)		CTRL+A
Select Graphic	WD 30	Click graphic			
Select Group of Words	WD 27	Drag mouse pointer through words			CTRL+SHIFT+RIGHT ARROW
Select Line	WD 15	Click in left margin			SHIFT+DOWN ARROW
Select Multiple Lines	WD 21	Drag mouse pointer in left margin			SHIFT+DOWN ARROW
Select Nonadjacent Items	WD 15	Select first item, hold down CTRL key while selecting item(s)			
Select Paragraph	WD 30	Triple-click paragraph			CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW
Select Sentence	WD 30	CTRL-click			
Select Word	WD 30	Double-click word			CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
Shade Paragraph	WD 20		Shading button arrow (Home tab Paragraph group)		
Spelling, Check as You Type	WD 9	Click word, Spelling and Grammar Check icon on status bar		Right-click error, click correct word on shortcut menu	
Text Effect, Apply	WD 19		Text Effects button (Home tab Font group)		
Theme Colors, Change	WD 28		Change Styles button (Home tab Styles group)		
Underline	WD 27	Underline button on Mini toolbar	Underline button (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+U
Undo	WD 23	Undo button on Quick Access Toolbar			CTRL+Z
Zoom Document	WD 33	Zoom Out or Zoom In button on status bar	Zoom button (View tab Zoom group)		
Zoom One Page	WD 41		One Page button (View tab Zoom group)		

Table 2: Microsoft PowerPoint 2010 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Clip Art, Insert	PPT 27	Clip Art icon in slide	Clip Art button (Insert tab Images group)		
Clip Art, Photo, or Shape, Move	PPT 36	Drag			ARROW KEYS move selected image in small increments
Document Properties, Change	PPT 46		Properties button (File tab Info tab)		
Document Theme, Choose	PPT 5		More button (Design tab Themes group)		

Table 2: Microsoft PowerPoint 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Font Size, Increase	PPT 11	Increase Font Size button or Font Size box arrow on Mini toolbar	Increase Font Size button or Font Size box arrow (Home tab Font group)		CTRL+SHIFT+>
Font, Change Color	PPT 13	Font Color button or Font Color button arrow on Mini toolbar	Font Color button or Font Color button arrow (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+SHIFT+F
List Level, Increase	PPT 17	Increase List Level button on Mini toolbar	Increase List Level button (Home tab Paragraph group)		TAB or ALT+SHIFT+RIGHT ARROW
List Level, Decrease	PPT 18	Decrease List Level button on Mini toolbar	Decrease List Level button (Home tab Paragraph group)		SHIFT+TAB or ALT+SHIFT+LEFT ARROW
Next Slide	PPT 25	Next Slide button on vertical scroll bar or next slide thumbnail on Slides tab			PAGE DOWN
Open Presentation	PPT 50		Open (File tab)		CTRL+O
Photo, Insert	PPT 32	Insert Picture from File icon on slide or Insert Clip Art icon on slide	Picture button or Clip Art button (Insert tab Images group)		
Previous Slide	PPT 26	Previous Slide button on vertical scroll bar or click previous slide thumbnail on Slides tab			PAGE UP
Print a Presentation	PPT 51		Print button (File tab Print tab)		CTRL+P
Quit PowerPoint	PPT 50	Close button on title bar	Exit (File tab)	Right-click Microsoft PowerPoint button on taskbar, click Close window	ALT+F4
Resize	PPT 33	Drag sizing handles	Enter height and width values (Picture Tools Format tab Size group or Drawing Tools Format tab Size group)	Format Picture or Format Shape, Size tab; or enter height and width in Shape Height and Shape Width boxes	
Save a Presentation	PPT 14	Save button on Quick Access Toolbar	Save or Save As (File tab)		CTRL+S or F12
Slide, Add	PPT 14		New Slide button (Home tab Slides group)		CTRL+M
Slide, Arrange	PPT 39	Drag slide in Slides tab or Outline tab to new position, or in Slide Sorter view drag to new position			
Slide, Duplicate	PPT 38		New Slide arrow (Home tab Slides group), Duplicate Selected Slides		

Table 2: Microsoft PowerPoint 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Slide, Select Layout	PPT 21		Layout button or New Slide arrow (Home tab Slides group)		
Slide Show View	PPT 47	Slide Show button at lower-right PowerPoint window	Slide Show button (Slide Show tab Start Slide Show group)		F5
Slide Show, End	PPT 49	Click black ending slide		End Show	ESC or HYPHEN
Text, Bold	PPT 20	Bold button on Mini toolbar	Bold button (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+B
Text, Change Color	PPT 13	Font Color button or Font Color button arrow on Mini toolbar	Font Color button or Font Color button arrow (Home tab Font group)	Font, Font tab (Font dialog box)	
Text, Delete	PPT 41		Cut button (Home tab Clipboard group)	Cut	DELETE or CTRL+X or BACKSPACE
Text, Italicize	PPT 11	Italic button on Mini toolbar	Italic button (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+I
Text, Select Paragraph	PPT 10	Triple-click paragraph			SHIFT+DOWN ARROW or SHIFT+UP ARROW
Text, Select Word	PPT 12	Double-click word			CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
Transition, Add	PPT 43		Transitions tab Transition to This Slide group		ALT+A , T

Table 3: Microsoft Excel 2010 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
All data in a cell, Select	EX 51	Double-click if there are no spaces in data			
Auto Fill	EX 18	Drag fill handle	Auto Fill Options button (Home tab Editing group)		
AutoCalculate	EX 48	Select range right-click AutoCalculate area click calculation			
Bold	EX 25	Bold button on Mini toolbar	Bold button (Home tab Font group)	Format Cells on shortcut menu Font tab Bold	CTRL+B
Cell Entries, Clear Selected	EX 52	Drag fill handle from empty cell through cells with entries	Clear button (Home tab Editing group) Clear Contents	Clear Contents on shortcut menu	DELETE
Cell Style, Change	EX 52		Cell Styles button (Home tab Styles group)		
Cell, Highlight	EX 19	Drag mouse pointer			

Table 3: Microsoft Excel 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Cell, Select	EX 34	Click cell or click Name box, type cell reference, press ENTER			Use arrow keys
Cells, Merge and Center	EX 28	Merge & Center button on Mini toolbar	Merge & Center button (Home tab Alignment group)	Format Cells on shortcut menu Alignment tab	
Characters to left of insertion point, Delete	EX 50				BACKSPACE
Characters to right of insertion point, Delete	EX 50				DELETE
Characters, Highlight	EX 51	Drag through adjacent characters			SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
Chart, Add	EX 38		Charts group Insert tab		
Color Text	EX 27	Font Color button on Mini toolbar	Font Color button arrow (Home tab Font group)		
Column Width	EX 33	Drag column heading boundary		Column Width on shortcut menu	
Complete an Entry	EX 8	Click Enter box			Press ENTER
Document Properties, Change	EX 43		Properties button (File tab Info tab)		
Document Properties, Print	EX 45		File tab Print tab, first box arrow (Settings area)		
Document Properties, Set or View	EX 43		File Info tab		
Entry, Complete	EX 8	Click Enter box			Press ENTER
Font Color	EX 27	Font Color box arrow on Mini toolbar	Font Color button arrow (Home tab Font group)	Format Cells on shortcut menu Font tab	
Font Size, Decrease	EX 26	Font Size box arrow on Mini toolbar	Decrease Font Size button (Home tab Font group)	Format Cells on shortcut menu Font tab	
Font Size, Increase	EX 26	Font Size box arrow on Mini toolbar	Increase Font Size button (Home tab Font group)	Format Cells Font Tab	
Font Type	EX 24	Font box arrow on Mini toolbar	Font box (Home tab Font group)	Format Cells Font tab	
Font, Change	EX 24	Font Size box arrow on Mini toolbar	Font box arrow (Home tab Font group)	Format Cells Font tab	
Highlight Cells	EX 18	Drag mouse pointer			SHIFT+ARROW KEY
In-Cell Editing	EX 50	Double-click cell			F2
Insert and Overtype modes, Toggle between	EX 50				INSERT
Insertion point, Move	EX 8	Click			Use arrow keys
Insertion point, move to beginning of data in cell	EX 51	Point to left of first character and click			HOME
Insertion point, move to ending of data in cell	EX 51	Point to right of last character and click			END

Table 3: Microsoft Excel 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Numbers, Format	EX 31	Accounting Number Format, Percent Style, or Comma Style button on Mini toolbar	Cell Styles button (Home tab Styles group) or Accounting Number Format, Percent Style, or Comma Style button (Home tab Number group), or Format Cells: Number dialog box launcher Accounting, or Percentage or Number Format list arrow Accounting or Percentage		
Open a Workbook	EX 48		Open or Recent (File tab)		CTRL+O
Print Worksheet	EX 46		File tab Print tab		CTRL+P
Quit Excel	EX 47	Close button on right side of title bar	Exit (File tab)		
Range, Deselect	EX 18	Click outside range			
Range, Select	EX 28	Drag fill handle through range			
Redo	EX 51	Redo button on Quick Access Toolbar			CTRL+Y
Save Workbook	EX 20	Save button on Quick Access Toolbar	Save (File tab Save button)		CTRL+S
Save Workbook, New Name	EX 20	Save button on Quick Access Toolbar			
Save Workbook, Same Name	EX 20	Save button on Quick Access Toolbar	Save (File tab Save button)		CTRL+S
Select Cell	EX 7	Click cell or click Name box, type cell reference, press ENTER			Use arrow keys
Select Entire Worksheet	EX 52	Click Select All button			CTRL+A
Selected characters, Delete	EX 50		Cut button (Home tab Clipboard group)		DELETE
Selected Chart, Delete	EX 53				DELETE
Sheet Name, Change	EX 42	Double-click type name		Rename on shortcut menu	
Sum	EX 15	Click Insert Function button in formula bar SUM in Select a function list OK range OK	Sum button (Home tab Editing group)		ALT+EQUAL SIGN (=) twice
Text, Delete after typing but before pressing the ENTER key	EX 8	Click Cancel box in formula bar			Press ESC
Text, Delete while typing	EX 8				Press BACKSPACE
Undo	EX 51	Undo button on Quick Access Toolbar			CTRL+Z
Worksheet Name, Change	EX 42	Double-click sheet tab, type name		Rename on shortcut menu	
Worksheet, Clear	EX 52		Select All button Clear button (Home tab Editing group)		CTRL A, press DELETE
Worksheet, Preview	EX 46		File tab Print tab		CTRL+P

Table 4: Microsoft Access 2010 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Close Object	AC 23	Close button for object		Right-click item, Close	
Column Headings, Modify	AC 54			Right-click field name, Rename Field	
Column, Resize	AC 54, AC 55	Double-click right boundary of field selector in datasheet		Right-click field name, Field Width	
Criterion, Use	AC 46	Right-click query, Design View, Criteria row			
Data, Import	AC 38		Button for imported data format (External Data tab Import & Link group)	Right-click object, click selected format on Import menu	
Database Properties, Change	AC 59		View and edit database properties link (File tab Info tab)		
Database, Create	AC 13		Blank database button (File tab New tab)		
Form, Create	AC 48		Form button (Create tab Forms group)		
Open Database	AC 27		Open button (File tab)		
Open Table	AC 24	Double-click table in Navigation Pane		Right-click table in Navigation Pane, click Open in shortcut menu	
Preview or Print Object	AC 31		Print or Print Preview button (File tab Print tab)		CTRL+P, ENTER
Query, Create using Simple Query Wizard	AC 43		Query Wizard button (Create tab Queries group)		
Record, Add	AC 28	New (blank) record button in Navigation buttons	New button (Home tab Records Group)		CTRL+PLUS SIGN (+)
Remaining Fields in Table, Define	AC 19	In Datasheet view, click Click to Add field (Fields tab)			
Report, Create	AC 52		Report button (Create tab Reports group)		
Save Object	AC 21	Save button on Quick Access Toolbar	File tab, Save		CTRL+S
Table, Create in Design View	AC 33		Table Design button (Create tab Tables group)		
Table, View in Design View	AC 21		View button arrow (Table Tools Fields tab Views group), Design View		
Totals, Add to a Report	AC 57		Totals button (Report Layout Tools Design tab Grouping & Totals group)		