Table of Contents

A New Look	2
The W Button	3
The Minimize Ribbon Button	4
The File Tab	5
The Quick Access Toolbar	6
The Ribbon	7
The Help Button	8
Create a Document	9
Spelling and Grammar Mistakes	10
Paragraph and Text Formatting	11
Open an Existing File	13
Saving Files Part I	14
Saving Files Part II	15
File Tab with Recent Option	16
The File Tab with Print Option	17
File Tab Save & Send Option	18
File Tab Help Option	19
File Tab Options Option	20
The Insert Tab	21
Page Layout Tab	22
References Tab	23
Mailings Tab	24
Review and View Tabs	25
Creating a document to be used by previous versions of Word	26
The CutePDF Writer Addition	27



Contents

	Introducing Microsoft PowerPoint 2010	ix
	Modifying the Display of the Ribbon	xiii
	Features and Conventions of This Book	xix
	Using the Practice Files	xxi
	Getting Help	
Part 1	Basic Presentations	
1	Explore PowerPoint 2010	3
	Working in the User Interface	4
	Creating and Saving Presentations	
	Sidebar: Compatibility with Earlier Versions	24
	Opening, Moving Around in, and Closing Presentations	25
	Viewing Presentations in Different Ways	28
	Key Points	35
2	Work with Slides	37
	Adding and Deleting Slides	37
	Adding Slides with Ready-Made Content	40
	Sidebar: Working with Slide Libraries	45
	Sidebar: Exporting Presentations as Outlines	46
	Dividing Presentations into Sections	46
	Rearranging Slides and Sections	50
	Key Points	53

What do you think of this book? We want to hear from you!

Microsoft is interested in hearing your feedback so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit:

microsoft.com/learning/booksurvey

3	Work with Slide Text	55
	Entering Text in Placeholders	56
	Adding Text Boxes	59
	Sidebar: Changing the Default Font for Text Boxes	66
	Editing Text	66
	Sidebar: About the Clipboard	71
	Correcting and Sizing Text While Typing	
	Checking Spelling and Choosing the Best Words	78
	Sidebar: Researching Information and Translating Text	83
	Finding and Replacing Text and Fonts	84
	Key Points	
4	Format Slides	89
	Applying Themes	89
	Using Different Color and Font Schemes	92
	Changing the Slide Background	95
	Changing the Look of Placeholders	99
	Changing the Alignment, Spacing, Size, and Look of Text	103
	Sidebar: Non–Color Scheme Colors	110
	Key Points	111
5	Add Simple Visual Enhancements	113
	Inserting Pictures and Clip Art Images	114
	Inserting Diagrams	
	Sidebar: Graphic Formats	
	Sidebar: Converting Existing Bullet Points into Diagrams	128
	Inserting Charts	128
	Drawing Shapes	136
	Sidebar: Connecting Shapes	
	Adding Transitions	145
	Key Points	149



6	Review and Deliver Presentations	151
	Setting Up Presentations for Delivery	
	Previewing and Printing Presentations	
	Preparing Speaker Notes and Handouts	
	Sidebar: Enhanced Handouts	
	Finalizing Presentations	
	Sidebar: Setting Up Presenter View	174
	Delivering Presentations	
	Key Points	178
Part 2	Presentation Enhancements	
7	Add Tables	181
	Inserting Tables	181
	Formatting Tables	185
	Inserting and Updating Excel Worksheets	188
	Key Points	193
8	Fine-Tune Visual Elements	195
	Editing Pictures	196
	Customizing Diagrams	203
	Formatting Charts	207
	Arranging Graphics	214
	Sidebar: Alt Text	220
	Key Points	221
9	Add Other Enhancements	223
	Adding WordArt Text	223
	Inserting Symbols and Equations	227
	Sidebar: Setting Math AutoCorrect Options	234
	Inserting Screen Clippings	235
	Creating Hyperlinks	237
	Sidebar: Attaching the Same Hyperlink to Every Slide	241
	Attaching Actions to Text or Objects	242
	Key Points	247



Contents

	Introducing Microsoft Access 2010	
	Modifying the Display of the Ribbon	
	Features and Conventions of This Book	
	Using the Practice Files	xxiii
	Your Companion eBook	xxiv
	Getting Help	xxv
Part 1	Simple Database Techniques 1	
1	Explore an Access 2010 Database	3
	Working in Access 2010	4
	Sidebar: Enabling Macros and Other Database Content	14
	Understanding Database Concepts	16
	Exploring Tables	17
	Sidebar: Tabbed Pages vs. Overlapping Windows	22
	Exploring Forms	24
	Exploring Queries	29
	Exploring Reports	
	Previewing and Printing Access Objects	
	Key Points	43
2	Create Databases and Simple Tables	45
	Creating Databases from Templates	46
	Sidebar: Web Databases	51
	Creating Databases and Tables Manually	52
	Sidebar: Database Design	60
	Manipulating Table Columns and Rows	61
	Refining Table Structure	
	Creating Relationships Between Tables	69
	Key Points	75

What do you think of this book? We want to hear from you!

Microsoft is interested in hearing your feedback so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit:

microsoft.com/learning/booksurvey

3	Create Simple Forms	77
	Creating Forms by Using the Form Tool	78
	Changing the Look of Forms	
	Changing the Arrangement of Forms	93
	Key Points	99
4	Display Data	101
	Sorting Information in Tables	102
	Sidebar: How Access Sorts	
	Filtering Information in Tables	
	Filtering Information by Using Forms	
	Sidebar: Wildcards	
	Locating Information That Matches Multiple Criteria	
	Sidebar: Saving Filters as Queries	119
	Key Points	
5	Create Simple Reports	121
	Creating Reports by Using a Wizard	
	Modifying Report Design	
	Previewing and Printing Reports	
	Key Points	139
Part 2	Relational Database Techniques 141	
6	Maintain Data Integrity	143
	Restricting the Type of Data	
	Restricting the Amount of Data	
	Restricting the Format of Data	
	Sidebar: Creating Custom Formats	
	Restricting Data by Using Validation Rules	
	Sidebar: Simple Validation Tests	
		ATTA MISS

ISO 9001: 2015 ORG

	Restricting Data to Values in Lists	
7	Create Custom Forms	179
	Modifying Forms Created by Using a Wizard	
	Adding Controls	
	Adding Subforms	
	Sidebar: Different Types of Forms	
	Using E-Mail Forms to Collect Data	205
	Key Points	207
8	Create Queries	209
	Creating Queries by Using a Wizard	
	Creating Queries Manually	
	Using Queries to Summarize Data	
	Using Queries to Pertorm Calculations	//4
	Using Queries to Perform Calculations	
	Using Queries to Update Records	231
Q	Using Queries to Update Records	
9	Using Queries to Update Records. Using Queries to Delete Records Key Points. Create Custom Reports	231 235 239 241
9	Using Queries to Update Records. Using Queries to Delete Records Key Points. Create Custom Reports Creating Reports Manually	
9	Using Queries to Update Records Using Queries to Delete Records Key Points Create Custom Reports Creating Reports Manually Modifying Report Content.	231 235 239 241 242 247
9	Using Queries to Update Records Using Queries to Delete Records Key Points Create Custom Reports Creating Reports Manually Modifying Report Content. Sidebar: Adding Hyperlinks, Charts, and Buttons	
9	Using Queries to Update Records Using Queries to Delete Records Key Points Create Custom Reports Creating Reports Manually Modifying Report Content. Sidebar: Adding Hyperlinks, Charts, and Buttons Adding Subreports	
9	Using Queries to Update Records Using Queries to Delete Records Key Points Create Custom Reports Creating Reports Manually Modifying Report Content. Sidebar: Adding Hyperlinks, Charts, and Buttons	



Part 3	Database Management and Security	263
10	Import and Export Data	265
	Importing Information	266
	Importing from Other Access Databases	
	Importing from Excel Worksheets	
	Importing from Text Files	
	Importing from Other Database Programs	
	Importing from Outlook Folders	
	Importing from SharePoint Lists	
	Importing from HTML Files	
	Importing from XML Files	
	Sidebar: Linking to Information	281
	Exporting Information	282
	Exporting to Other Access Databases	
	Exporting to Excel Worksheets	
	Exporting to Word Documents	
	Exporting to Text Files	
	Exporting to PDF and XPS Files	
	Exporting to SharePoint Lists	
	Exporting to HTML Files	
	Exporting to XML Files	
	Copying to and from Other Office Programs	
	Key Points	
11	Make Databases User Friendly	297
	Creating Navigation Forms	
	Creating Custom Categories	
	Controlling Which Features Are Available	
	Key Points	
	R	YESM

ISO 9001: 2015 ORG