## Opening Microsoft Word 2007 in the practical room

1. Nyelvi beállítások az Office 2007-hez (Language settings for Office 2007 (not 2003))→ English.
2. Double click on the Word 2007 icon on your desktop.
3. View / Zoom / Page width.
4. View / Show/Hide / Turn on the ruler (check the checkbox).
5. Home / Paragraph / Show paragraph marks and other hidden formatting symbols (top right icon).
6. Set the margins (you can use a real ruler).

Screen Layout
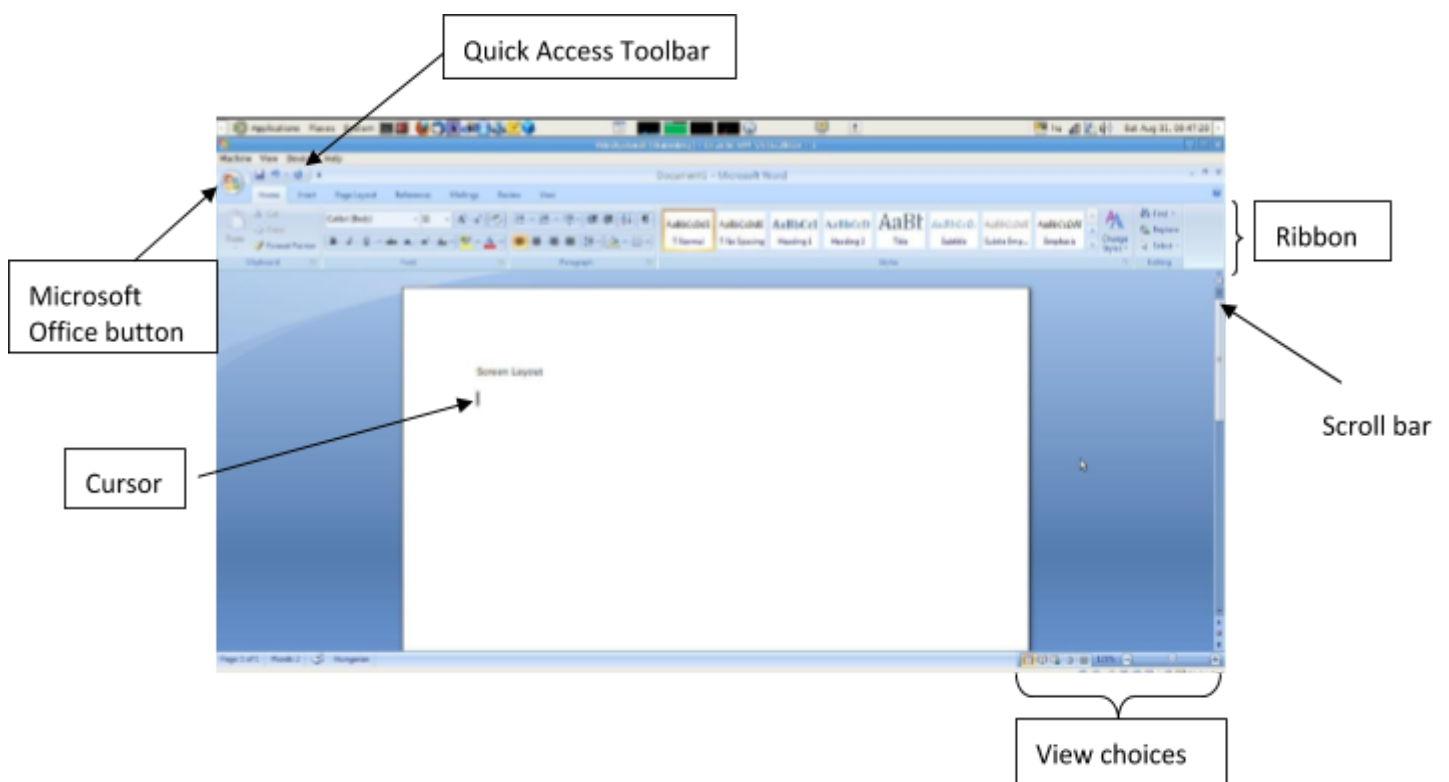
 The Microsoft Office Button

You click on it to see these options: New, Open, Save, Save As, Print, Prepare, Send, Publish and Close.
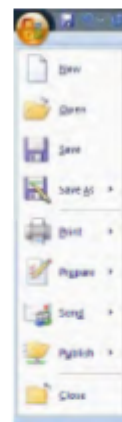
The Ribbon

The Ribbon is the panel above the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View. Each tab is divided into groups. The groups are collections of features designed to perform functions. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group. A blue information box will pop up just below where you stop your pointer.

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

Review: Proofing, Comments, Tracking, Changes, Compare, Protect

View: Document Views, Show/Hide, Zoom, Window, Macros

To remove the toolbar, right click on the blue section beside the Ribbon. Choose Minimize the Ribbon. To view again, do the same.

Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use frequently. You can add items to it. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.

Moving in the text

The Cursor

The cursor is the short verical flashing line on your screen.

- The cursor shows you where you will start typing in a Word document.
- When you are using the Tools in Microsoft Word your cursor will change to an arrow. This is called a pointer.

Scrolling

- Your scroll bar is at the right-hand side of your screen.
- Click on the up/down arrow to go up/down the page.

Hold down the left mouse button to scroll up and down the screen more quickly.

Using the Keyboard in MS Word

- The arrow keys on your keyboard move your cursor around.
- To make a letter a capital letter:
- Hold down the Shift and the letter key at the same time.
- For the signs on your keyboard:
- Hold down the Shift and the number key at the same time.
- The Shift keys are on both sides of the keyboard.
- The Space bar makes spaces between words when typing. Tap the bar one time to make a space.
- Use the Enter key to move your cursor to finish the line and make a new one.
- The Backspace key deletes everything to the left of the cursor.
- The Delete key will erase everything to the right of the cursor.
- To make the cursor go to the end of the line press End.
- To make the cursor go to the start of a line press Home.
- To make the cursor go to one page up/down press Page Up/Page Down.
- To make the cursor go to the top/end of the document press Ctrl+Home/Ctrl+End.

Selecting text

- Put the cursor at the beginning or end of the words you want to select.
- Put your finger on the left mouse button.
- Hold down the left mouse button.
- Move the mouse across the words.
- Lift up your finger.
- The word will be highlighted in blue. When this is done, you can move words or change the size, the colour, and the style of the words on the computer. Alternatives

To select a word, double click within the word.

To select a paragraph, triple-click within the paragraph.

To select the entire document: Home/Editing/Select/Select All or press Ctrl+A

To Deselect

Click your mouse on any WHITE part of the page to deselect.

Basic actions with documents

Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:

Microsoft Office Button / New / Blank document

Opening an Existing Document

Microsoft Office Button -> Open -> Choose from the list

Saving a Document

Microsoft Office Button/ Save or Save as

or

Press Ctrl+S on the keyboard,

or

Click the File icon on the Quick Access Toolbar

Working on Multiple Documents

Several documents can be opened. All open documents will be listed in the View Tab of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name.

Select another open document to view it.

Document Views

- Print Layout: This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- Full Screen Reading: This is a full view length view of a document. Good for viewing two pages at a time.
- Web Layout: This is a view of the document as it would appear in a web browser.
- Outline: This is an outline form of the document in the form of bullets.
- Draft: This view does not display pictures or layouts, just text.
- To view a document in different forms, click the document views shortcuts at the bottom of the screen or:
- Click the View Tab on the Ribbon ·   Click on the appropriate document view.

Close a Document

Microsoft Office Button / Close

Editing document
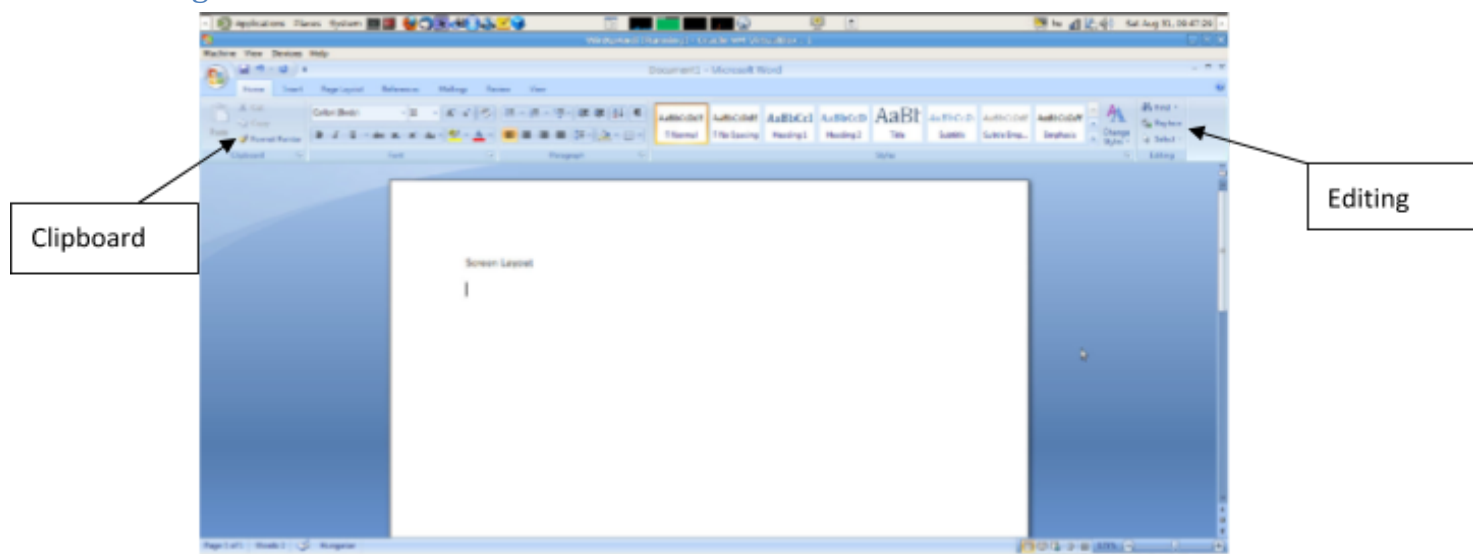
Inserting Additional Text:

- Type Text: Put your cursor where you want to add the text and begin typing
- Copy and Paste Text: Highlight the text you wish to copy and right click and click Copy (or Ctrl+C), put your cursor where you want the text in the document and right click and click Paste (or Ctrl+V).
- Cut and Paste Text: Highlight the text you wish to cut and right click and click Cut (or Ctrl+X) , put your cursor where you want the text in the document and right click and click Paste (or Ctrl+V).
- Drag Text: Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

You can also use the Clipboard group on the Ribbon (Home tag).

Search and Replace Text

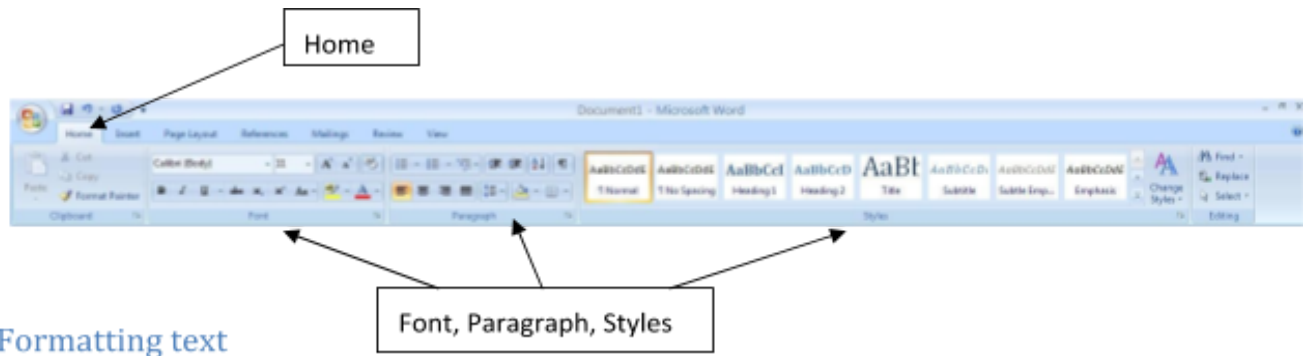To find a particular word or phrase in a document:
- Editing / Find

To find and replace a word or phrase in the document:

- Editing / Replace

Undo Changes

Click the Undo Button on the Quick Access Toolbar.

Home

Font, Paragraph, Styles

Formatting text

On the Home Tab of the Ribbon, there are several areas controlling the style of the document: Font, Paragraph, and Styles. A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more.

Font and size

Change Font Typeface and Size

Click the arrow next to the font name and choose a font and size.

You can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text: Bold, Italic, and Underline.

- Select the text and click the Font Styles included on the Font Group of the Ribbon, or
- Select the text and right click to display the font tools
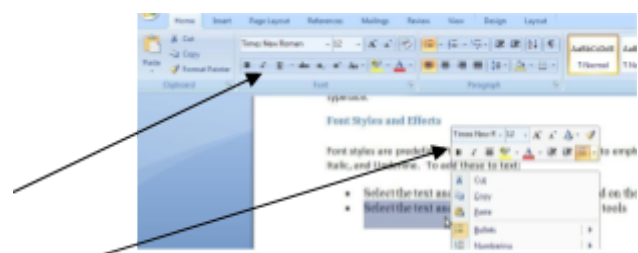
Change the spacing between characters

Selecting Expanded or Condensed alters the spacing between all selected letters by the same amount. Kerning alters the spacing between particular pairs of letters.

Expand or condense the space evenly between all the selected characters

- Select the text that you want to change.
- On the Home tab, click the Font Dialog Box Launcher, and then click the Character Spacing tab.
- In the Spacing box, click Expanded or Condensed, and then specify how much space you want in the By box.

Change Text Color

- Select the text and click the Colors button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.
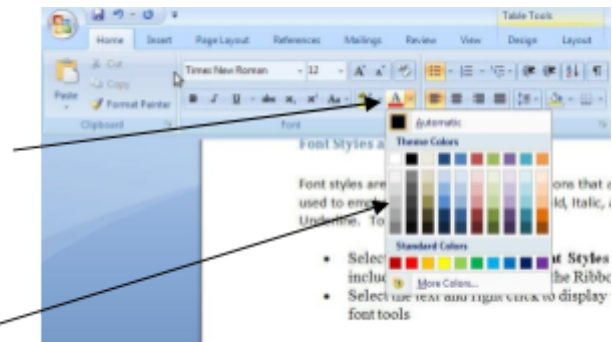
Highlight Text

- Select the text
- Click the Highlight Button on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the color of the highlighter click on down arrow next to the highlight button.
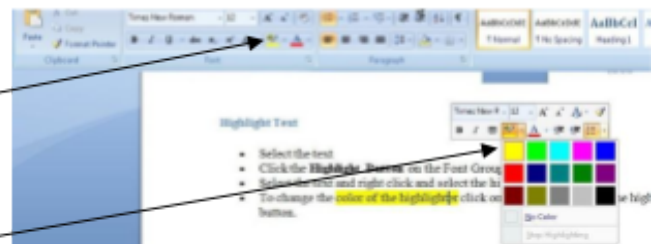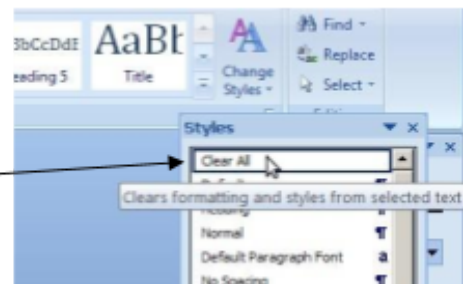

Copy Formatting

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the Format Painter button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.

Clear Formatting

- Select the text you wish to clear the formatting.
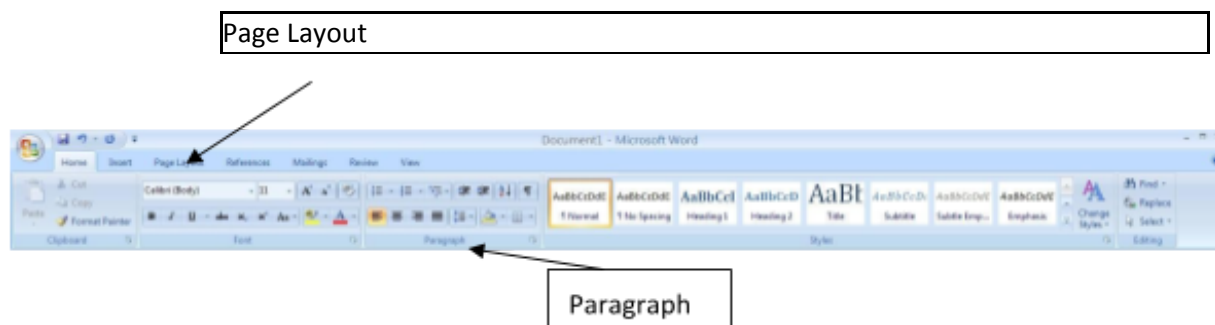- Click the Styles dialogue box on the Styles Group on

the Home Tab.

Make a Hyperlink

- Select the text you wish to by a hyperlink.
- Click the Insert tab.
- Click on Hyperlink and OK.

Insert current Date and Time

- Click the Insert tab.
- Click on Date & Time.
- Select the appropriate language and format.

Page Layout

Paragraph

Formatting Paragraphs

Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the Page Layout Tab of the Ribbon or the Paragraph Group on the Home Tab of the Ribbon.

Change Paragraph Alignment

- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group.
  - o Align Left: the text is aligned with your left margin
  - o Center: The text is centered within your margins
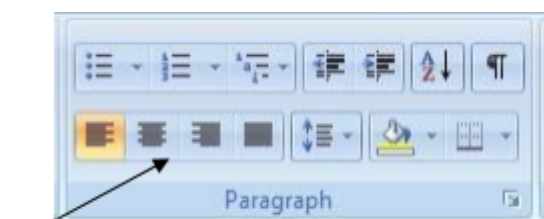
o   Align Right: Aligns text with the right margin o Justify: Aligns text to both the left and right margins.
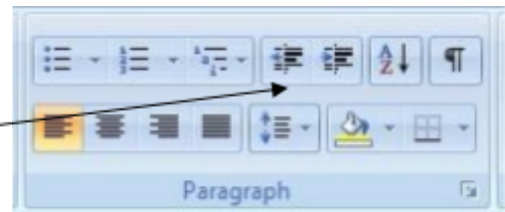
Indent Paragraphs

Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

- First Line: Controls the left boundary for the first line of a paragraph
- Hanging: Controls the left boundary of every line in a paragraph except the first one
- Left: Controls the left boundary for every line in a paragraph
- Right: Controls the right boundary for every line in a paragraph

To indent paragraphs, you can do the following:

- Click the Indent buttons to control the indent.
- Click the Indent button repeated times to increase the size of the indent.

- Click the dialog box of the Paragraph Group
- Click the Indents and Spacing Tab
- Select your indents
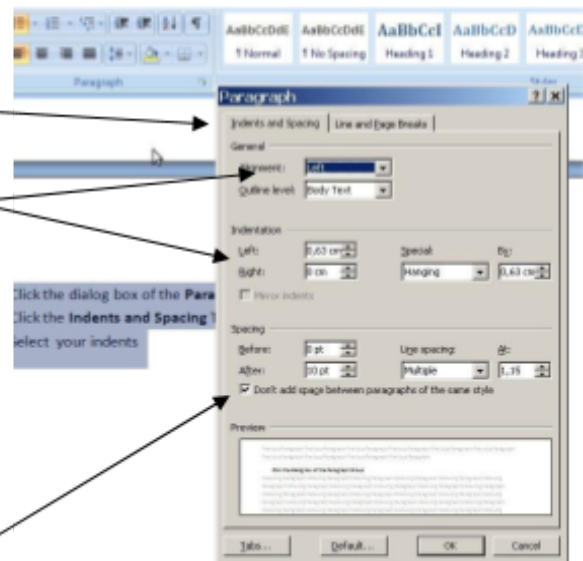
Alignment also can be changed within this Tab.

Change Spacing Between Paragraphs and Lines

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the Paragraph Dialog Box
- Click the Indents and Spacing Tab
- In the Spacing section, adjust your spacing

accordingly

Add Borders and Shading

You can add borders and shading to paragraphs and entire pages.

- Select the area of text where you want the border or shading.
- Click the Borders Button on the Paragraph Group on the Home Tab
- Choose the Border and Shading
- Choose the appropriate options
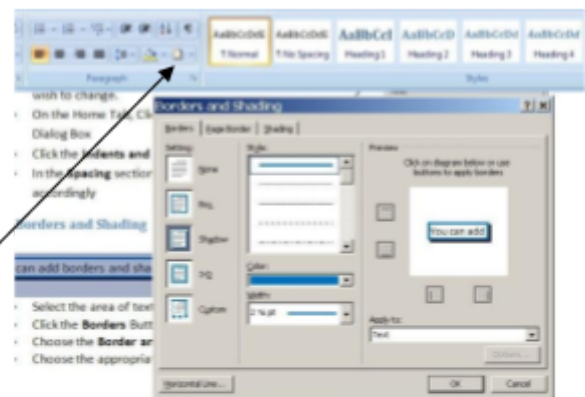
Drawing horzontal line

- Put your cursor where you want to add the horizontal line.
- Click the Borders Button on the Paragraph Group on the Home Tab
- Choose the Horizontal line
- Click on the line
- Choose the appropriate options in the pop up window.
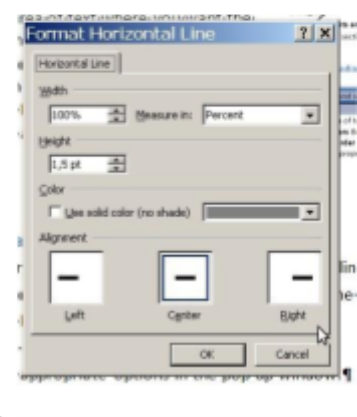
The use of Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

Apply Styles

2. Click the Styles Dialog Box, or Styles Drop Down

New Style
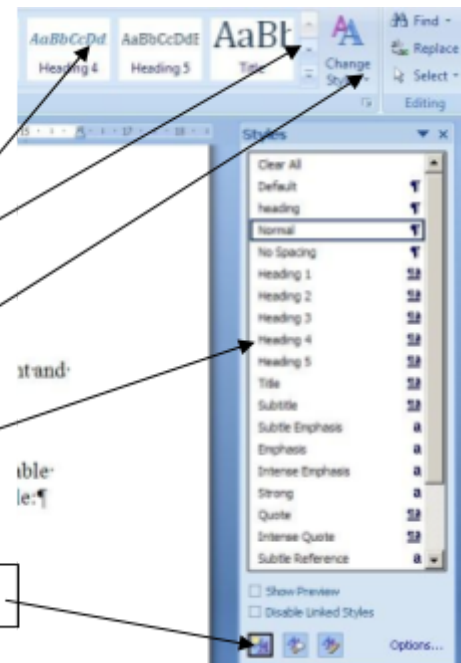
Styles

There are many styles that are already in Word ready for you to use. To view the available styles click the Styles dialog box on the Styles Group in the Home Tab. To apply a style:

1. Select the text

menu

3. Click the Style you choose

Creating New Styles

- Click the Styles Dialog Box
- Click the New Style Button ·   Complete the New Style dialog box.

At the bottom of that dialog box, you can choose to add this to the Quick Style List or to make it available only in this document.

New Quick Style

- Insert your cursor anywhere in the text formatted as the chosen style
- Click the Styles dialog box

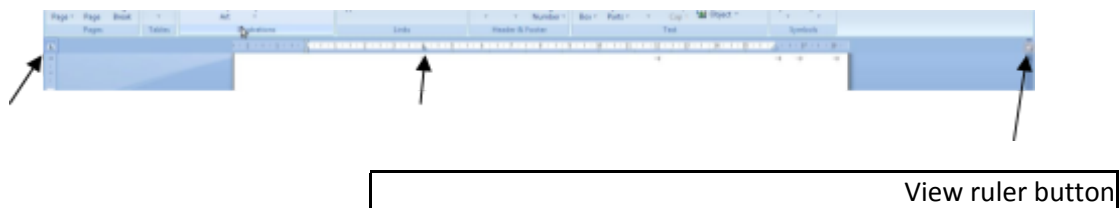- Click on New style and click on Add to Quick Style list and OK. Style Inspector

To determine the style of a particular section of a document:

- Insert cursor anywhere in the text that you want to explain the style
- Click the Styles Drop Down Menu
- Put the arrow on the bordered style. The formatting options will appear in a text box.

Tab selector
Tab

View ruler button

Set, edit, or clear tabs

Set the tab stops

With the ruler it is possible to set manual tab stops at the left side, middle, and right side of your document.

Note: If you don't see the horizontal ruler that runs along the top of the document, click the View Ruler button at the top of the vertical scroll bar.

It is easy to set tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab that you want and then clicking the ruler at the location you want. Tab types:

A Left Tab stop sets the start position of text that will then run to the right as you type.

A Center Tab stop sets the position of the middle of the text. The text centers on this position as you type.

A Right Tab stop sets the right end of the text. As you type, the text moves to the left.

A Decimal Tab stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position.

A Bar Tab stop doesn't position text. It inserts a vertical bar at the tab position.

For more precise positions, use the Tabs dialog box: double-click any tab stop on the ruler, or:

- On the Page Layout tab, click the Paragraph Dialog Box Launcher.
- At the bottom of Paragraph dialog box, click Tabs.

Add leaders between tab stops

You can add dot leaders between tab stops or choose other formatting options in the Tabs dialog box.

- Type the text that you want.
- On the horizontal ruler, set the tab stop that you want.
- On the Page Layout tab, click the Paragraph Dialog Box Launcher.
- In the Paragraph dialog box, click Tabs.
- Under Leader, click the leader option that you want.

When you press ENTER to start a new line, the formatted tab stop is available on the new line.

Adding Tables

Create a Table:

- Place the cursor on the page where you want the new table
- Click the Insert Tab of the Ribbon
- Click the Tables Button on the Tables Group. You can create a table one of four ways:
    - o Highlight the number of row and columns o Click Insert Table and enter the number of rows and columns
    - o Click the Draw Table, create your table by clicking and entering the rows and columns
    - o Click Quick Tables and choose a table

Enter Data in a Table:

- Place the cursor in the cell where you wish to enter the information. Begin typing.

Modify the Table Structure and Format a Table

- Click the table and notice that you have two new tabs on the Ribbon: Design and Layout. These pertain to the table design and layout.
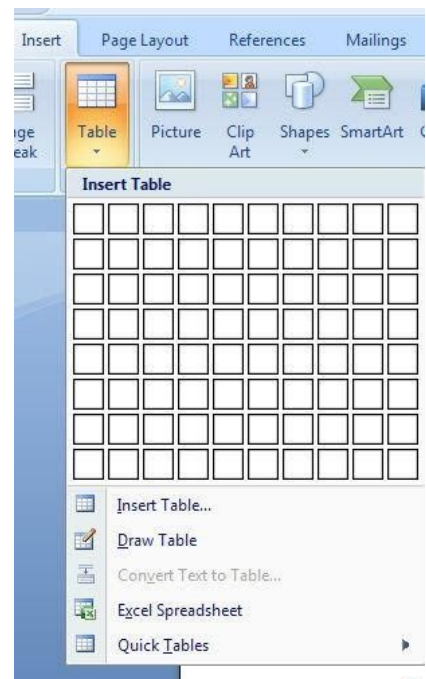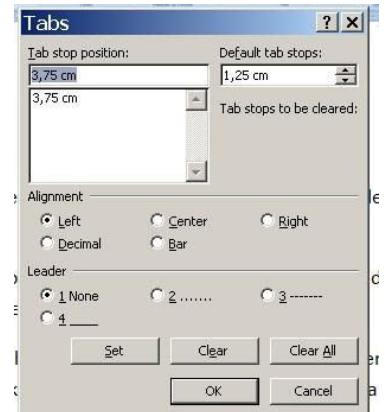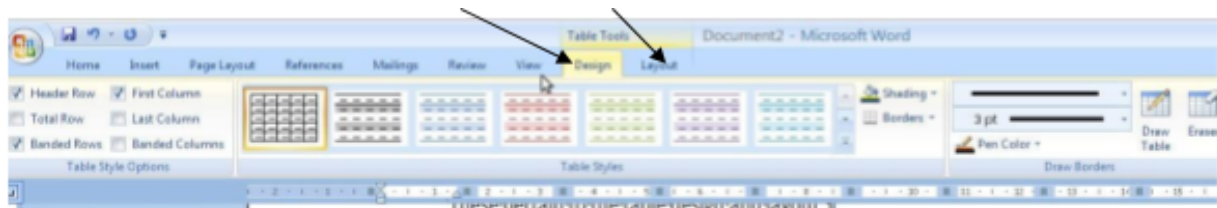
On the Design Tab, you can choose:

- Table Style Options
- Choose Table Styles
- Shading and Borders

To format a table, click the table and then click the Layout Tab on the Ribbon. This Layout tab allows you to:

- View Gridlines and Properties (from the Table Group)
- Insert Rows and Columns (from the Rows & Columns Group)
- Delete the Table, Rows and/or Columns (from the Rows & Columns Group)
- Merge or Split Cells (from the Merge Group)
- Increase and Decrease cell Height and Width size (Cell Size Group)
- Align text within the cells and change text directions (Alignment Group)

Graphics

You can insert special characters, symbols, pictures, illustrations, and watermarks.

Picture

Symbols and special characters
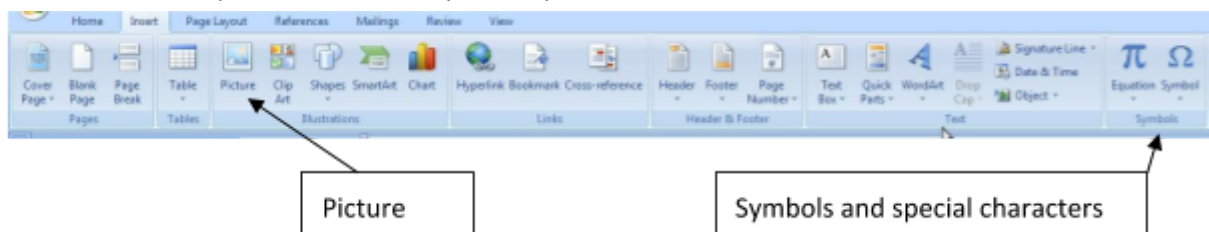
Symbols and Special Characters: punctuation, spacing, or typographical

- Place your cursor in the document where you want the symbol
- Click the Insert Tab on the Ribbon
- Click the Symbol button on the Symbols Group
- Choose the appropriate symbol.

Illustrations, Pictures, and SmartArt

To insert illustrations:

- Place your cursor in the document where you want the illustration/picture
- Click the Insert Tab on the Ribbon
- Click the Clip Art/ Picture /Smart Art Button

- The dialog box will open on the screen and you can search for clip art / picture / smart art.
- Choose the illustration you wish to include To insert a picture:

- Place your cursor in the document where you want the illustration/picture
- Click the Insert Tab on the Ribbon
- Click the Picture Button
- Browse to the picture you wish to include
- Click the Picture
- Click Insert

Resize Graphics

All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.

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Page Formatting
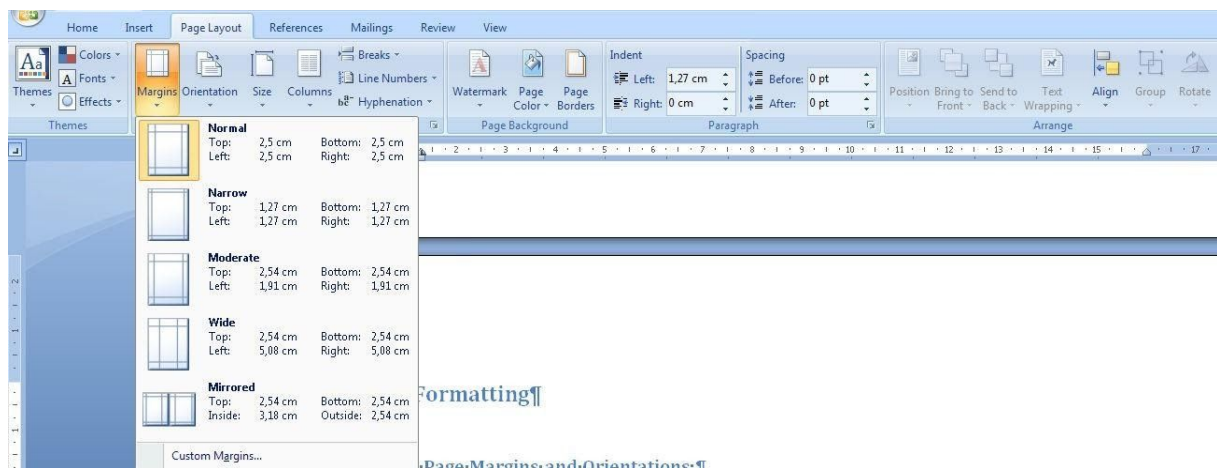
Modify Page Margins:

- Click the Page Layout Tab on the Ribbon
- On the Page Setup Group, Click Margins
- Click a Default Margin, or
- Click Custom Margins and complete the dialog box.

Orientation, Size of the Page, or Columns:

- Click the Page Layout Tab on the Ribbon
- On the Page Setup Group, Click the Orientation, Size, or Columns drop down menus · Click the appropriate choice

Page Border and Color

- Click the Page Layout Tab on the Ribbon
- On the Page Background Group, click the Page Colors or Page Borders drop down menus

Insert Common Header and Footer Information

To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the Insert Tab on the Ribbon
- Click Header or Footer
- Choose a style

Footnotes

Footnotes are sometimes necessary for providing additional information in your document. They normally use a superscript number as a marker, making it easy for the reader to simply look down from the text to the notes at the bottom to gather further information. Word automatically keeps track of the numbering and placement of the footnotes for you, making this a painless task to perform when writing that thesis, book, or scientific paper. To insert footnotes into your Word document, do the following...

- Click the place in your document that you wish to place the insertion point for the reference mark to the footnote.
- In the Ribbon, click the References tab.
- In the Footnotes section, click Insert Footnote. Word will insert the reference mark at the point you selected and then take you to the bottom of the page.
- Type your footnote.
- When you are done, right-click the footnote and select Go to Footnote to take you back to the insertion point in the main body so you can continue working on your document.

Bulleted and Numbered Lists

Lists allow you to format and organize text with numbers, bullets, or in an outline. Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.
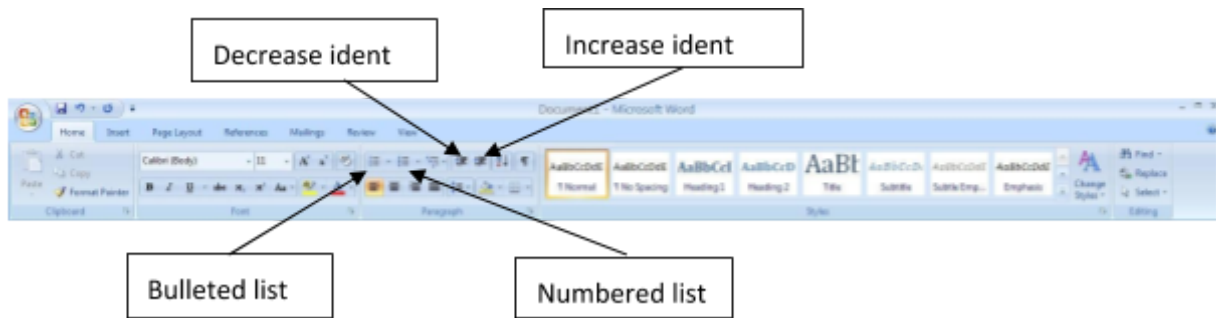
To create a list from an existing text:

- Select the text you wish to make a list
- From the Paragraph Group on the Home Tab, Click the Bulleted or Numbered Lists button

New list

- Place your cursor where you want the list in the document
- Click the Bulleted or Numbered Lists button
- Begin typing

Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the directions above · Click the Increase or Decrease Indent button Formatting Lists

The bullet image and numbering format can be changed by using the Bullets or Numbering dialog box.

- Select the entire list to change all the bullets or numbers, or

Place the cursor on one line within the list to change a single bullet

- Right click
- Click the arrow next to the bulleted or numbered list and choose a bullet or numbering style.

Ms Excel
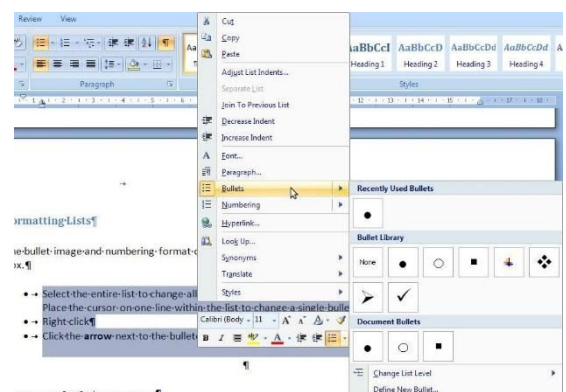
Getting Started

Microsoft Office Excel is a powerful tool used to create and format spreadsheets. Spreadsheets allow information to be organized in rows and tables and analyzed with automatic mathematics. Spreadsheets are commonly be used to perform many different types of calculations.

• If you have any questions, feel free to ask a TLC staff consultant for assistance during staffed hours at your center.

Definitions

<u>Workbook vs. Worksheet</u> – when you open Excel, a new file is created called Book 1 (until you name it differently). It is called "Book" because it is a Workbook that is initially made up of three Worksheets (accessible from the tabs in the lower left corner of your excel window - see Fig. 1). Think of a three ring binder with three sheets of paper in it. As with a binder, you can:

- **Add sheets to your Workbook**: Insert > Worksheet, or click on the new worksheet tab to the right of the tabs for your existing worksheets
- **Delete worksheets**: by right-clicking on the tab of the worksheet you wish to delete, then selecting "delete"
- **Re-arrange them**: by clicking on the worksheet tab and dragging it to the location you desire
- **Rename worksheets**: by double-clicking on the worksheet title

<u>Cell</u> – cells are the basic rectangular building blocks of a spreadsheet. They are assigned an address, generally referred to as a cell reference, according to their column and row (e.g. the cell in column B at row 3 is referenced as cell B3).

<u>Row</u> – rows travel horizontally and are numbered.

<u>Column</u> – columns travel vertically and are assigned letters.

<u>Formula</u> – a mathematical formula used to calculate a result based on data from one or more other cells. Often they consist of some combination of the standard mathematical operators (+, -, *, /) (e.g.: =(A1+A5)/B13), but they may also include functions (see below). When you type a formula into a cell, that cell will generally display the result obtained by the formula, rather than the formula itself.

<u>Functions</u> – pre-written formulae that perform common (and not so common) calculations, such as summation and averaging. You can combine many functions and operators in a single formula to obtain more complex results (e.g.: =SUM(A1:A13)).

Fig. 1: Worksheet tabs
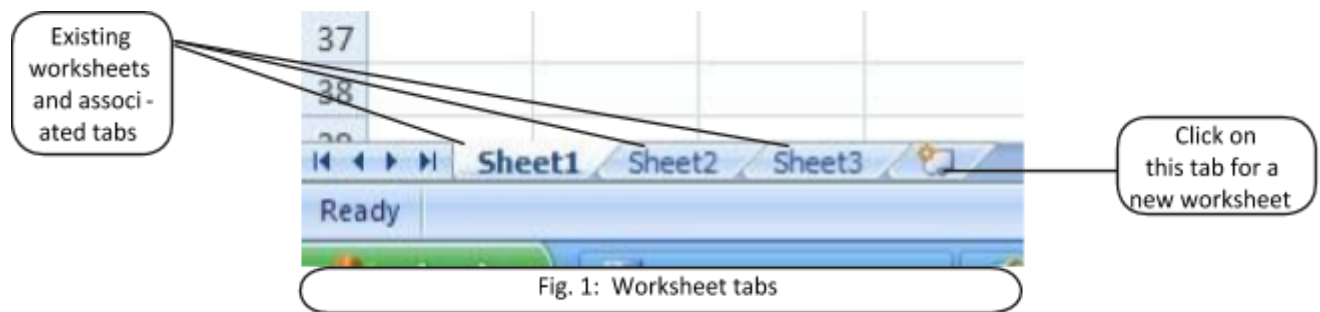
Ribbon

The **Ribbon**, a panel that houses the command buttons and icons, organizes commands as a set of **Tabs**, each grouping relevant commands (see Fig. 2 below). Each application has a different set of tabs which expose the functionality that application offers. For example, while Excel has a tab for the Graphing capabilities, Word does not feature the same; instead it has tabs to control the formatting of a text document. Within each tab, various related options may be grouped together. The Ribbon is designed to make the features of the application more discoverable and accessible with fewer mouse clicks as compared to the menu-based UI used until Office 2007. It is not possible to remove the Ribbon or replace it with menus with the normal Office 2007 functions. However, the Ribbon can be hidden.

*Additionally, the **file** button has been replaced by the Microsoft office sign in the upper left corner and is called the **"Office Button."**

Fig. 2: The ribbon and associated tabs
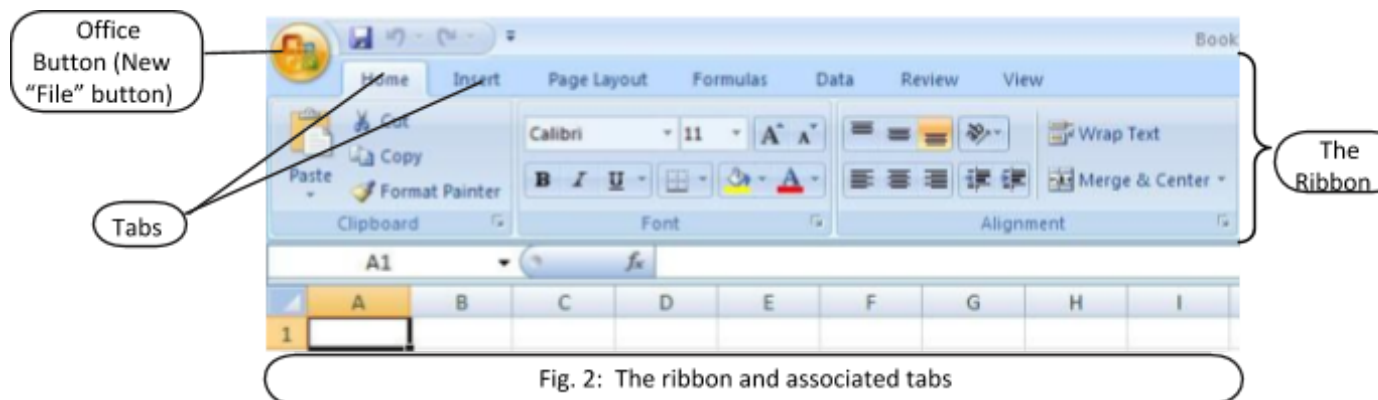
Navigating Cells

To select:	*Do this (If you are left-handed use Right click in place of Left):*
a single cell	Left click on it
a range of adjacent cells	Drag from the first cell to the last cell, or click on the first cell, hold the Shift key and click on the last cell (scrolling if necessary)
non-adjacent cells or ranges	Hold CTRL (Windows) or Command (Mac) key and click or drag
an entire row or column	Left click on the row or column heading
all cells	Left click on the blank header in the upper left corner

the next cell to the right	Use the Tab key
the next cell down the column	Use the Enter key
the A1 Home cell	Press Ctrl + Home keys together
the last cell in a sheet	Press Ctrl + End keys together
the cells around the active cell	Press Ctrl + Shift + 8 keys together (Select Region)

Data

Entering Data/Text

Just click on the cell and type away! You can also copy text or data from another source (a word document, another cell, etc.). Just right-click on the cell and select "Paste." If you are working on a Mac (or for whatever reason cannot right-click), go to the "Home" tab on the ribbon and select "Paste."

Important: if you are copying data that was produced in excel using a formula, especially if you are copying it to a different sheet or book, make sure you paste only the data, not the formula. To do this, copy the cell(s) as usual, then right-click on the cell where you would like to paste the number(s) and select "Paste Special." A box will pop up with a number of different options. Under the Paste section, click on the bubble that says Values and then click OK. This is very important when you are transferring data from one sheet to another sheet or book, because the formula will reference cells in the new sheet that may have different numbers or no numbers at all. This will alter your data to reflect the data in the cells that the formula recognizes.

Editing Data/Text

If you want to entirely replace the data that you previously entered into the cell, just click on it and type the new data. The old data will automatically be erased.

If you want to edit data in a cell, click on the cell, then go up to the formula bar and edit the data that appears there (see Fig. 3). If you want to delete part of your entry, just use the "backspace" key as usual. If you want to delete the entire contents of a cell (or multiple cells), select the cell(s) you want to clear and press the "delete" key.

Click on the cell with the data you want to edit

Then edit the data in the formula bar

Fig. 3: Editing data
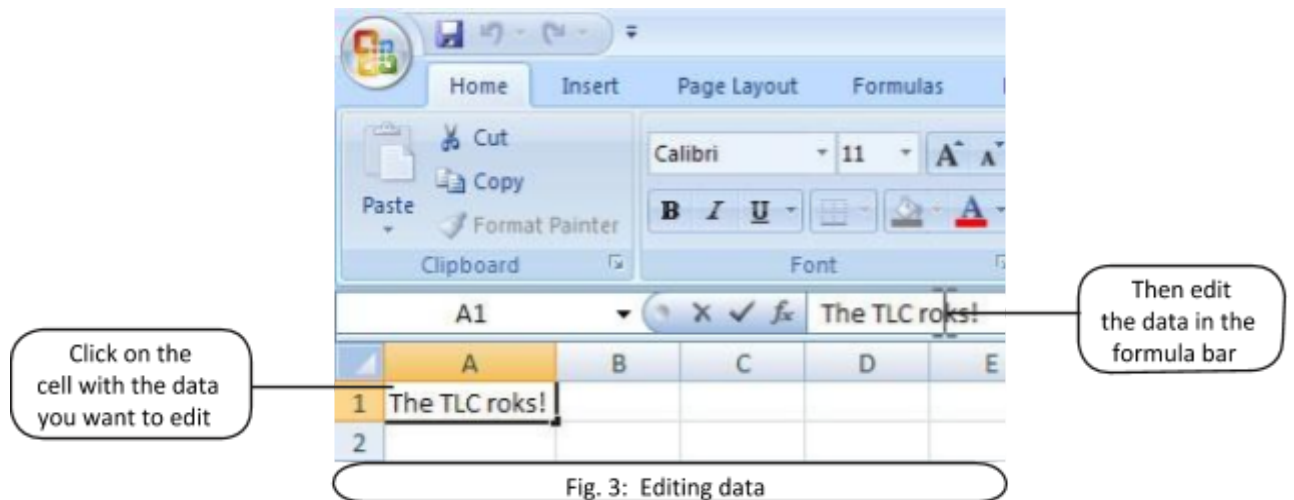
Autofill

Autofill allows you to quickly fill data in a series (e.g. months, days of the week, or a numeric series) into adjacent cells.

Using Autofill with a text series

To use the Autofill function with text, type in the first word of the series (e.g. January), then rest your mouse on the bottom right corner of that cell. The cross will switch from white to black: this is the autofill cross (see fig. 4). Click and drag the series down or across the number of cells you would like to fill with this series.

January

Autofill Cross

Fig. 4: Autofill with Text
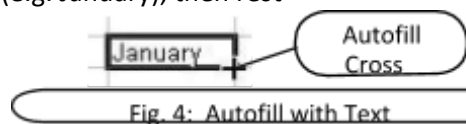
Excel knows how to Autofill months (January or Jan) and days of the week (Monday or Mon). You can teach Excel to Autofill other text series. First, click on the Office Button and choose "Excel Options" in the lower right corner of the menu. In the "Popular" category (the one that appears automatically), click on "Edit Custom Lists…" (see fig. 5).

Click to Create a Custom List

Fig. 5: Excel Options Menu

Type your list here, pressing enter after each item.

Click here to import a list already entered into your spread-sheet
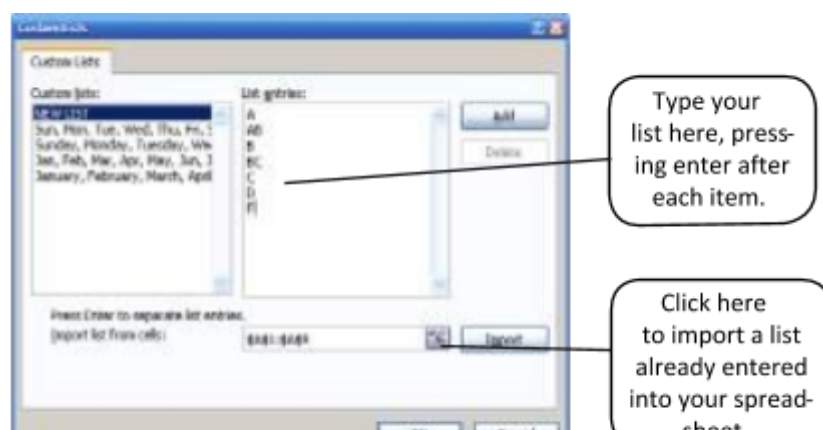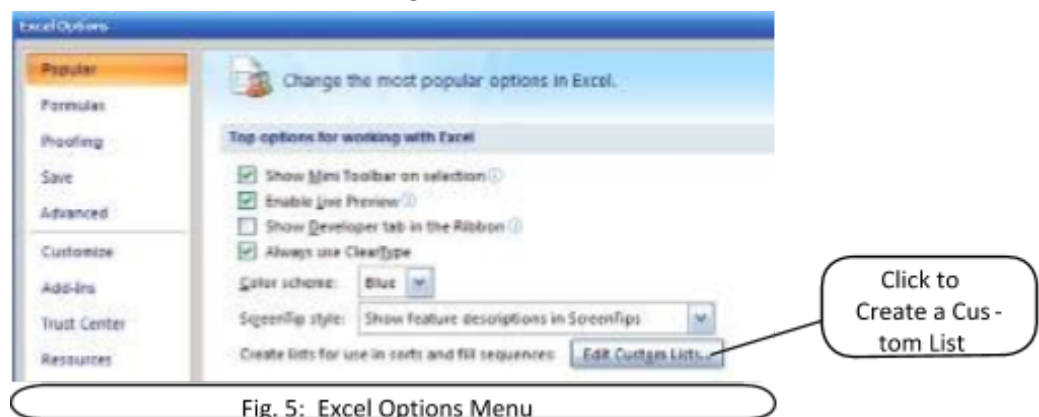
When the Custom Lists window appears, select "New List" in the column on the left (it will probably already be selected) and

type your whole list in the column on the right (see fig. 6). You can also import a list you have already typed into cells by clicking on the import symbol (see fig. 6), selecting the list you wish to import, and pressing "Enter." Click "OK," and from now on you can type the first letter of the list, and just autofill the rest!

Using Autofill with a numeric series

You can also use Autofill to quickly enter numeric patterns (e.g. 1, 2, 3 or 10, 20, 30) into adjacent cells.

To use Autofill with numeric patterns, enter the first two values in the series, one value in one cell and the next in the cell immediately below or to the right. Now select (highlight) both cells, release your mouse button, then rest your cursor on the bottom right corner of the selected area so you see the Autofill cross.

When you see the Autofill cross, click and drag down or across the cells you want to fill, then release the mouse button.

Controlling Your View Of Data

Auto Size: You may have noticed that sometimes data extends beyond the width of the column. In order to be able to see all of the data, you must widen the column. To do this, go to the header row and place your mouse in between the columns (e.g. on the line that separates the letters A and B). You will notice that your mouse becomes a black double arrow. If you double click on this arrow, the column will automatically size itself to fit the longest string of data in a cell. However, this does not adjust automatically so you may have to Auto Size again after adding more data.

Freeze Panes: Freeze Panes is a useful feature when you are working with a large document that has many rows and columns. By freezing a certain row or column (usually the header and/or first column), you make it visible wherever you are in the document. For example, if you have a document with 100 rows, you can't see the header row when you're at cell A100. To solve that problem, click on the row below the one that you would like to freeze. To freeze the header row or first column, go to the Ribbon and click on the View tab. Then, click on the arrow below the "Freeze Panes" button and select "Freeze Top Row" or "Freeze First Column." By selecting "Freeze Panes," you can freeze all rows and columns above and to the left of the cell you have selected.

Reveal Formulae: If you want to see and/or print all of the formulae in a spreadsheet (as opposed to the values) there is a really handy shortcut. Simply press Ctrl + ~. To return the view to displaying values, press Ctrl + ~ once again.

Sorting and Filtering

Sorting data is simply a way of automatically re-ordering rows on a spreadsheet to put them in a more useful order. For instance, you might sort an address book alphabetically by last name, or a list of items you'd like to buy from most expensive to least expensive.

Start by selecting the data you want to sort. It's important to select all the columns in the data, not just the column you want to sort by. For instance, if you have a list of items in one column, with

the prices in the next column, you would select both columns before running the sort. If your sheet has a "header row" at the top with labels for your columns (like "name," or "price") it's a good idea to include that row in your selection as well, as you'll see in a moment.

Once you have your data selected, click on the Data tab in the ribbon and then select Sort. This will cause the sort window to appear (see fig. 7). If your data has a header row, be sure "My data has headers" in the upper right corner is checked. Excel will then use your labels in the "Sort by" drop-down menu instead of the usual (unhelpful) "Column A," "Column B," etc. Now you can use the "Sort by" box to select the column you'd like to sort the data by, then use the "Sort On" drop-down menu to select how you would like to sort the data ("Values" means numeric order for a list of numbers and alphabetically for a list of words). If you want a way to sort data in case of a tie, click on "Add Level" in the upper left corner. This will add another set of similar options below your original sorting criteria.

Fig. 7: Sort Menu
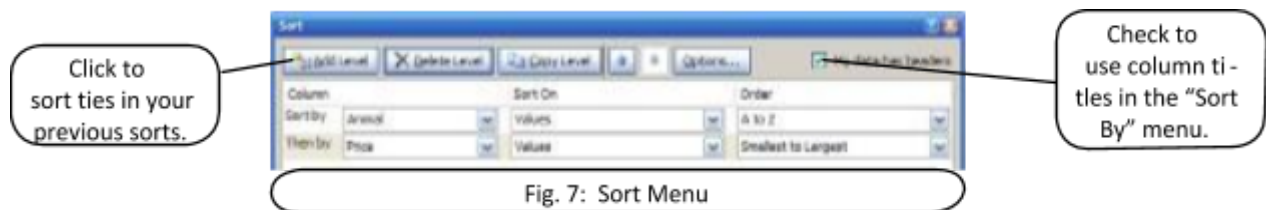
Another way to organize data is to filter it. A filter only displays data that meet a certain criteria, such as all records for a certain day. To do this, go to Data tab > Filter. A dropdown arrow will appear in the header cell of each column of your worksheet. Click on the arrow and select the criteria that you would like to use as a filter (e.g. April 10th). The worksheet will now display only the records from that day. You can also use the AutoFilter tool to display the top or bottom 10 numbers in a column, only records with blank spaces in that particular column, records that have a value greater than a certain number in the column that you are filtering, etc. These options are all available under the dropdown arrow that you will see after going to Data tab > Filter.

Formulas

Operation:	Sign:	Example:
Addition	+	=A1+B1+C1+D1
Subtraction	-	=A1-A2
Multiplication	*	=C4*C5
Division	/	=C4/D4
Combination	(___)	= A1*(B1+C1)

Select the cell that the formula result is going to be displayed in. The formula can be constructed in the formula bar or typed directly into the cell in which you want the formula to begin. You must always put the = sign before a formula, as this is how Excel recognizes what you are entering as a formula. Autofill helps you fill in formulae quickly once you have constructed one in a cell. In order to Autofill, select the cell with the formula. Place your cursor so the small black cross appears in the lower right corner of the cell (+). Once that cursor is visible, simply drag your formula down the column (or across the row as the case may be). Autofill will change the cell references accordingly. (E.g.: If the formula in A3 is
=A1+A2, when you drag that formula over to B3 then the formula becomes =B1+B2.)

Note that cell references can also change automatically when you copy and paste a formula using the clipboard, unless you use an absolute cell reference (see below).

Cell References

There are two different types of cell references:

•Relative Cell References: cell references that change when the formula is autofilled into different cells, as in the example above.

•Absolute Cell References: if you don't want a certain part of your cell reference to change when you copy the formula to a new cell, you need to put a $ in front of the row and/or column part of the reference.

E.g.: If the formula in A3 is =$A$1+A2, when you drag that formula over to B3 the formula becomes =$A$1+B2.

Autosum

The AutoSum button allows you to quickly insert the SUM function. It is located in two places on the ribbon: on the right end of the "Home" tab in the editing section, and on the far left of the "Formula" tab. Select the cell where you want to put the total and then click on the AutoSum button. Excel will insert the SUM function and take a guess as to what cell range you'd like to sum by listing the first and last cell in the sum, separated by a colon. Check to make sure the cell range is correct, then press enter to accept the function.

Functions

Excel has created hundreds of functions that prevent you from having to write out complex or repetitive formulae yourself. Functions can be inserted by by clicking on the function symbol (see fig. 8) to the left of the formula bar (see fig. 9). Functions can also be inserted by clicking on the "Insert Function" button on the "Formula" tab or jumping to any of the subcategories of functions on that tab (see fig. 10). Yet another way to insert a function is to type the equals sign into a cell and begin to type the name of formula. A drop down menu will appear, from which you can select the formula.

Fig. 8: Function Symbol

Functions can also be 'nested'; that is inserted into larger functions by using the appropriate amount of brackets. =AVERAGE(SUM(B2:F2), SUM(B3:F3))
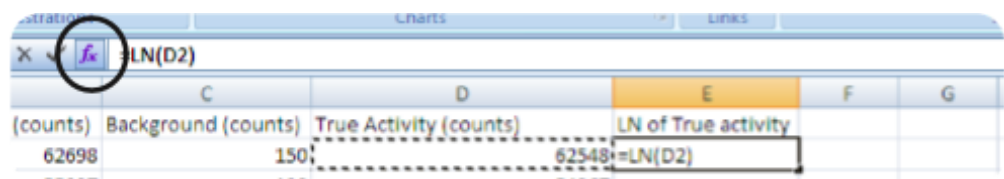
Fig. 9: Function button on Formula Bar

Formula Tab

Function subcatego - ries for quick navigation

Fig. 10: Formula Tab Options
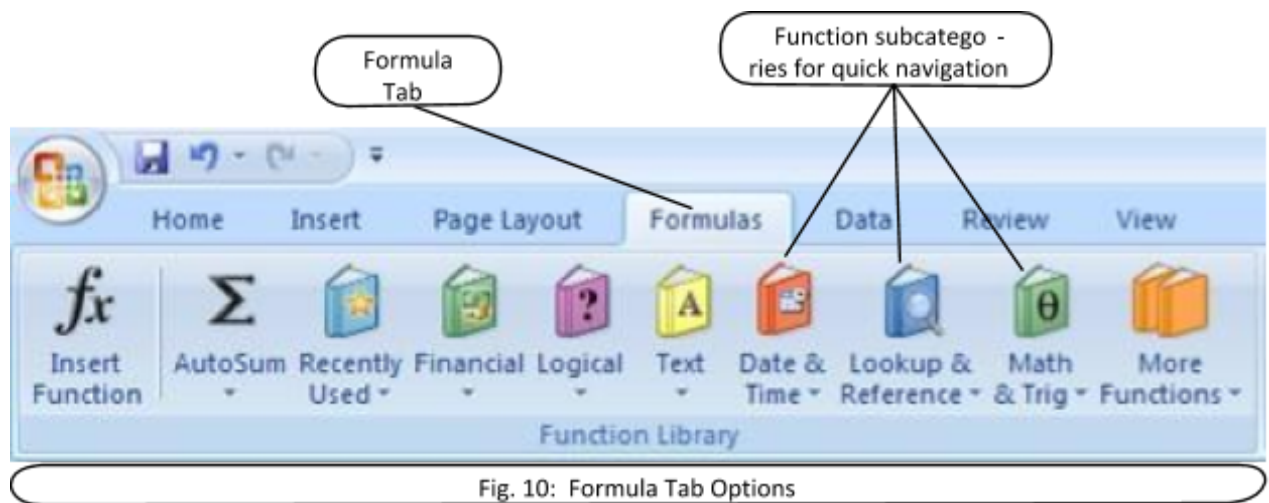
Autocalculate

Excel will automatically perform calculation on a set of cells that you select and display the results on the status bar in the bottom right of your window (see fig. 11). The default calculation is the SUM function, but you can change the calculation by right-clicking (Win) or Control + clicking (Mac) on the AutoCalculate result.

Results of basic functions for highlighted cells

Fig. 11: Autocalculate

Name Box with new name for highlighted cells
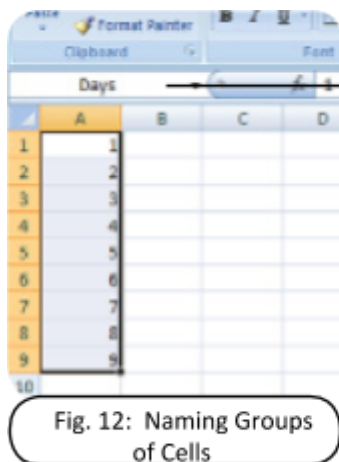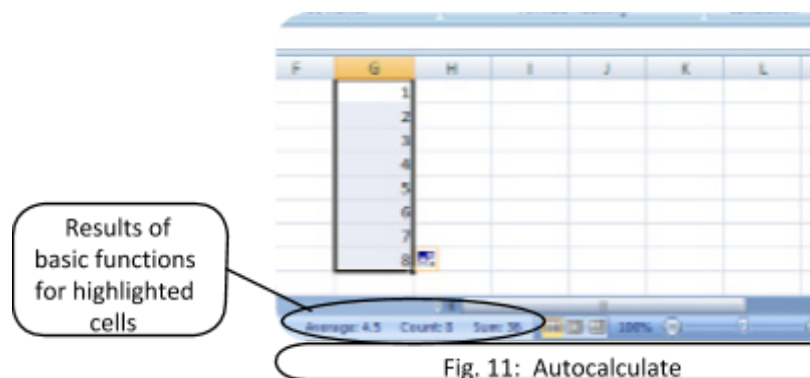
ager to name a group of cells, and therefore only type one name when culation with that group. This can be useful when you are performing on the same set of numbers, especially when you want to perform these sheets. To do this, select the cells you would like to name and name them in the "name box" next to the formula bar (see fig. 12). You can then perform any function on these cells (on any page of your workbook) by just typing the name you gave the cells instead of referencing the cell numbers (ex: =sum(Days)).   You can edit the names you gave the cells and change which cells they refer to by clicking on "Name Manager" on the "Formula" tab.

Fig. 12: Naming Groups of Cells

Charts

A full discussion of Excel's many charting options is beyond the scope of this handout. However, it is fairly straightforward to create a simple chart (and some complicated ones) using the chart wizard. Just highlight the data you wish to base your chart on (including header rows, if you have any) and click on the Insert tab and

New tabs to change aspects of your chart

Fig. 13: New Chart tabs
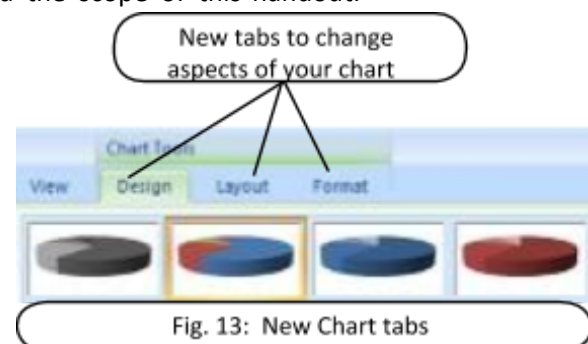
you will see the available charts there. When you click on a type of chart, you will be promted to select a subtype of chart.   Once you have done so, the chart will appear on your spreadsheet. Three additional tabs will also appear on your ribbon (see fig. 13), through which you can alter your chart by adding titles, changing data points, and many other options.

Pivot Table

A pivot table is a great reporting tool that sorts and sums independent of the original data layout in the spreadsheet. It is an interactive representation of a data table. One can rearrange the data and choose what to display and what to hide. The best way to find out what a pivot table can do is to create one. Let's try an example:

Inserting a Pivot Table

First, set up categories and create some data (See Table 1):

Table 1: Original Data

Who	Week	What	Amount Spent
Joe	3	Activities	$18
Beth	4	Food	$17
Janet	5	Activities	$14
Joe	3	Food	$12
Joe	4	Activities	$19
Janet	5	Car	$12

Now choose any cell in this table and choose the **Insert tab > Pivot Table**. Excel will select all of the cells in your table, and this range will appear next to **Table/Range** in the pivot table menu. At the bottom of this window you can choose where you would like the Pivot Table to be placed: new sheet or in an existing sheet. If you select **Existing sheet**, you can choose the Pivot Table's location by selecting or typing the name of the cell that you would like the top left corner to be. Click **OK**.

Arranging data on the table

Drag the headers Who, Week and What into the **Row Labels** area, and the Amount header into the **Values** area. (Leave the Column area blank for now.) To change the placement of an item, drag the header title to the desired area. If the Amount tag does not show "Sum of Amount", click on it, select **Value Field Settings**, and choose the **Sum** option. You can use different functions other than sum, such as (sum, average, count, etc.) by changing this. Clicking on the arrows next to the headers gives options of showing/hiding specific data and reorganizing items in the column. Right-clicking on the row labels in the pivot table allows you to remove subtotaling for that category. You can also change the look of your Pivot Table by selecting the Design tab on the Pivot Table Tools portion of the ribbon.

Let's try another example. This time, drag Who into the Row Labels field, What into the Column Labels field and Amount into the Values field. This sorts your data in a different way. You can

change the order of the columns the same way you changed the rows: by clicking on the arrow next to Column Labels.

See fig. 14 (next page) for clarification of these steps.

Click this tab to change the appearance of your Pivot Table

Click here to change the order of the Row Labels

Drag these catego - ries into the fields below

Right-click here to remove the subtotal across from it (and all of the subtotals across from the other items in that category)

Click here and go to Value Field Settings to change the function performed on this category

Fig. 14: Pivot Table

Troubleshooting

Common sources of errors are parentheses that don't match or missing arguments for functions.
If your formula is free from those errors, here are some error values you might get:

######	There is nothing wrong with your formula; the cell simply isn't big enough to display the result. Widen the column.
#DIV/0	You are trying to divide by zero • Correct the divisor • If the divisor is a cell reference, check to make sure the cell isn't empty
#NAME?	There is a name in the formula that Excel doesn't recognize. • If you used a natural language name, check the spelling • If you typed in a function, check the spelling or verify that the function exists. • If you are performing operations on text, enclose the text in double quotation marks
#REF!	A cell reference is not valid. Check to make sure your formula references the right cells.

#VALUE!	The formula uses the wrong type of operand or argument. Check to see that you're not performing math operations on labels or that arguments or functions that need to numeric are not referring to cells containing labels. This can also happen if you try to perform an impossible mathematical function (ex: taking the square root of a negative number).

Printing

The page breaks can be changed on an Excel spreadsheet so that it prints a bit nicer. This can also help to reduce the number of pages that get printed.

1. First, check out how it is currently set to print with **Microsoft (MS)   Office   Button >   Print>   Print   Preview**.
2. If you want to change the page breaks, go back to the document and click the **View** tab> **Page Break   Preview** button.
3. Now you will see the spreadsheet broken up by blue lines with a page number in each region (see fig. 15).
4. You can move these dashed lines by clicking on them and dragging them to change the page breaks.
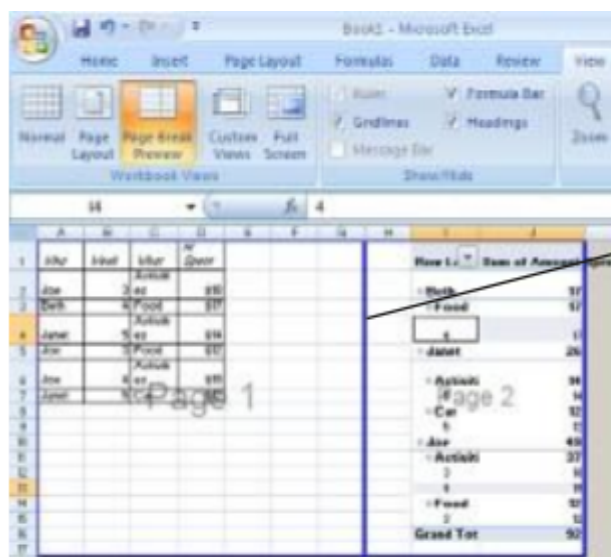
Fig. 15: Page Break Preview

Printing Only Part of the Spreadsheet

1. Highlight the area that you want to print.
2. From the menu bar, select Page Layout > Print Area > Set Print Area
3. Now when you go to MS Office Button > Print Preview, you will see only the area that you highlighted.
4. To go back to printing the entire document, use Page Layout > Print Area > Clear Print Area

Printing a Section on Each Page

If you want to print a section of your spreadsheet on every page you print (for example, printing the titles of your columns on every page in a long list of data), go to **Page Layout > Print Titles**, and select or type the name(s) of the row(s)/column(s) you would like to repeat on each page.

Microsoft Access 2007

Introduction

A database is a collection of information that's related. Access allows you to manage your information in one database file. Within Access there are four major areas: **Tables, Queries, Forms** and **Reports**

- **Tables** store your data in your database
- **Queries** ask questions about information stored in your tables
- **Forms** allow you to view data stored in your tables
- **Reports** allow you to print data based on queries/tables that you have created

Creating a Database

1) Start Access
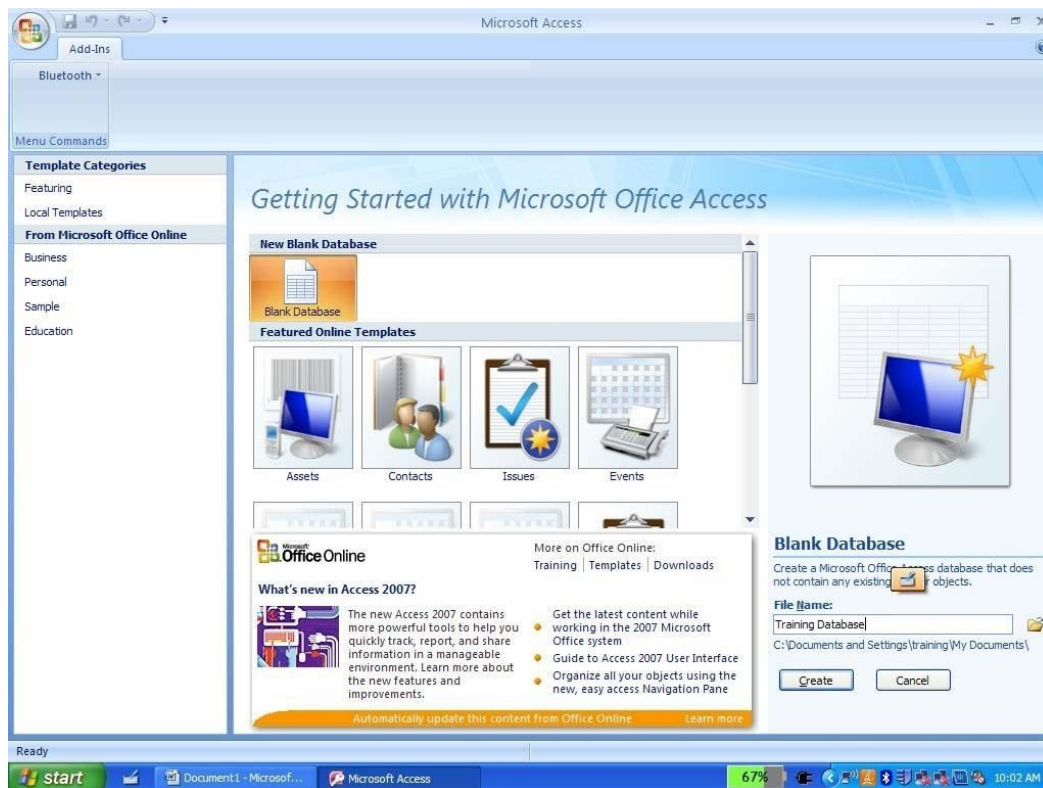
2) Select **Blank Database**
3) In the File Name field enter a name for the database
4) Click **Create**

11/27/07

Microsoft Access automatically creates a new table in the database called **Table1**. This is a temporary name until the table is saved.
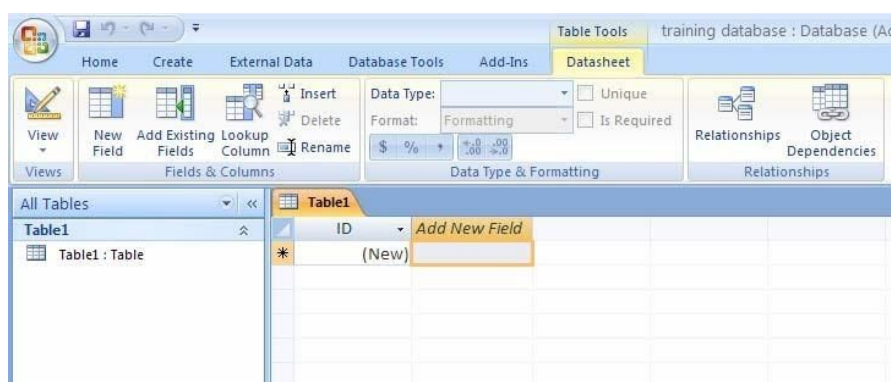
Understanding the Views

There are 2 basic views when you work in a table: **Design View** and **Datasheet View.** Design View is used to set the data types, insert or delete fields, and set the Primary key. Datasheet View is used to enter the data for the records. By default, Access places you in Datasheet View.

To Switch to Design view:
1) Click the **View** button on the Home Ribbon
2) Type a name for the table
3) Click **OK**

Before proceeding, it is important to understand common Microsoft Access Data Types. (Explained in the table below)

| Data Type	Description	Size
Text (most common data type)	Alphanumeric data	Up to 255 characters
Memo	Alphanumeric data; sentences and paragraphs	Up to 64,000 characters
Number	Numeric data	1,2,4, or 8 bytes.
Date/ Time	Dates and times	8 bytes
Currency	Currency data, stored with 4 decimal places	8 bytes
Auto-Number	Unique value generated by Access for each new record	4 bytes
Yes/No	Boolean (true/false) data	1 bit
OLE Object	Pictures, graphs, or other ActiveX objects from another Windows-based application	Up to about 1 gigabyte
Hyperlink	A link "address" to a document or file on the Web, local network, or on your computer	Up to 2048 characters

To Enter Fields in a Table:
1) Type a name for the first field in the table
2) Press **Enter**
3) Select a data type
4) Press **Enter**
5) Type a description for the field
6) Press **Enter**

Continue this until all necessary fields have been entered into the table.

Note: The order that you enter the field names is the order the fields will appear in the table and on a form.
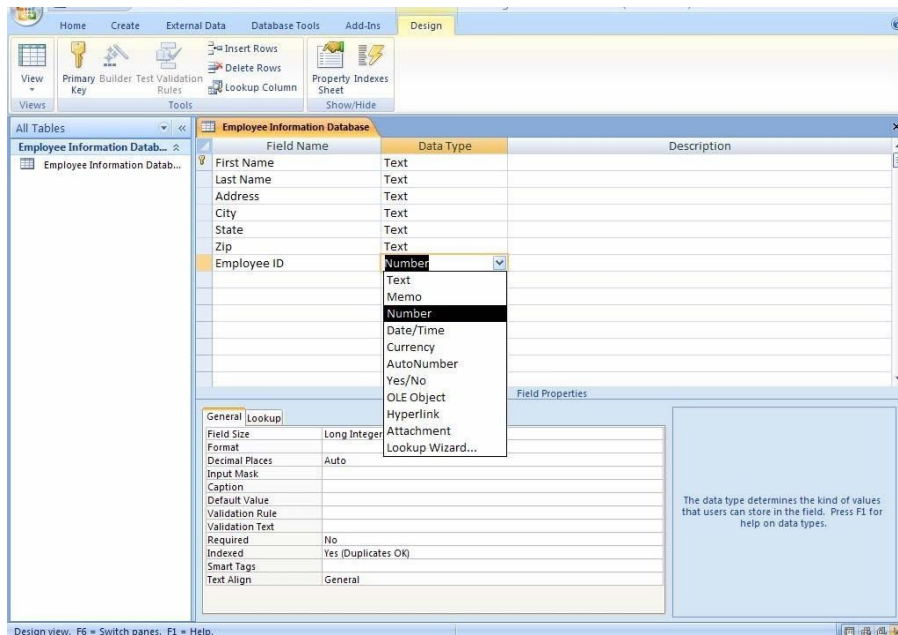
To View the Datasheet:

Click the **View** button on the Ribbon

Setting a Primary Key

The **Primary Key** is the unique identifier for each record in a table. Access will not allow duplicate entries in a Primary Key field. By default, Access sets the first field in the table as the Primary Key field. An example of a Primary Key would be your Social Security Number. This is something unique about you and should not be duplicated.

To Set a Primary Key:
1) Switch to **Design View**
2) Position your cursor in the field you wish to set as the Primary Key 3) Click the **Primary Key** button on the Ribbon
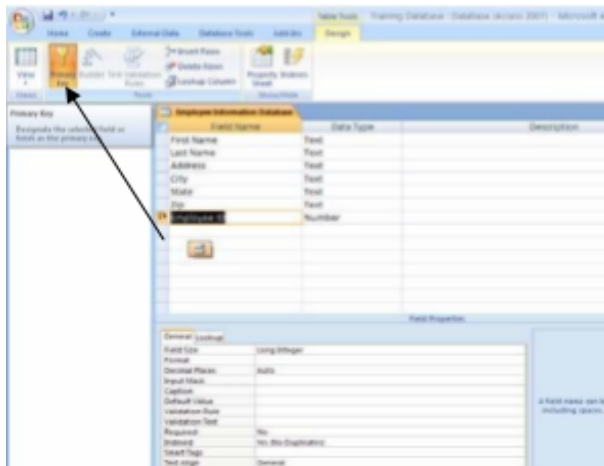
To Switch Back to Datasheet View to Enter your Records:
Click the **View** button on the Ribbon.

Entering Data in a Table

Once you have entered the fields and set the data types it is now time to enter the records in a table.

To Enter Data in a Table:
1) Make sure you are in **Datasheet View**
2) Enter the data into the table by pressing the tab key to move from one cell to another
3) When you have completed the record (row), press **Enter**
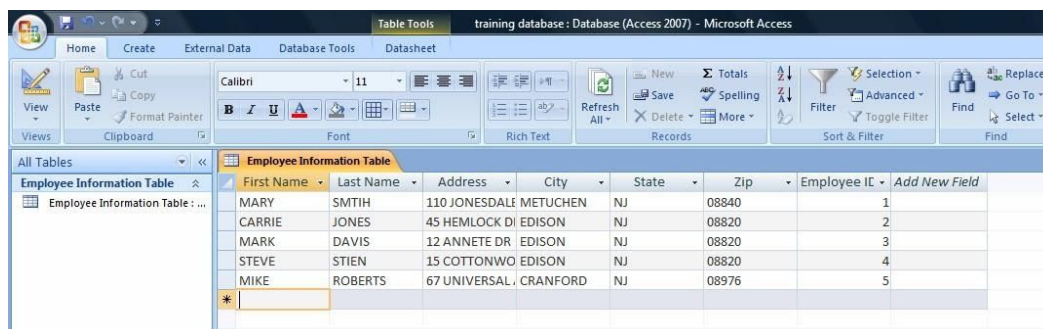
When inputting data into the table, Access automatically saves the data after each new record.

Input Masks

An **Input Mask** is used to pre-format a field to "look/act" a certain way when a user inputs data.

Example: You could create an input mask for a Social Security Number field that automatically inserts the dash.

The Input Mask data can either be stored in the table or simply displayed and not stored. (The latter is preferred)

To Create an Input Mask for a Field
1) Open a table in Design View
2) Click in a field for which you'd like to create an input mask
3) In the Field Properties section at the bottom of the screen, click in the **Input Mask** line and notice the **Build** button that appears at the right end of the line (see below)

4) Click the **Build** button
5) Select **Input Mask**
6) Click **Next**

7) Select a **Placeholder character**
8) Click **Next**

9) Select **Without the symbols in the mask**
10) Click **Next**
11) Click **Finish**

Now, when entering data that has been formatted with an Input Mask, you do not have to type the format into the record.

The following is an example of a table with a field that has been formatted with an Input Mask on the Social Security Field.

Notice, the only thing that the user has to enter is the digits, not the symbols.

Navigating Records

Use the arrows at the bottom of the table to navigate among records.
You are able to navigate from the first record, previous record, next record, last record, and create a new record (as shown in the picture below).

Notice that the total number of records in the table is shown at the right end of the navigation arrows.

Sorting Records in a Table

By sorting your records in a table, you are easily able to view/locate records in your table.

To Sort Records in a Table:
1) Position your cursor in the field that you wish to sort by, by clicking on any record in that field.
2) Click either the **Sort Ascending** or **Sort Descending** icon
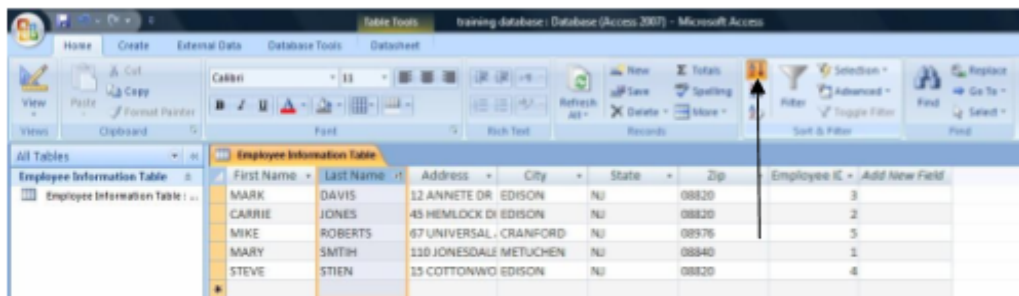
Notice, the table above has been sorted by the Last Name field in ascending order.

Queries

You use Queries to view, change, and analyze data in different ways. You can also use them as a source of records for forms and reports.

To Create a Query:
1) Click the **Create** tab on the Ribbon
2) Click **Query Design** icon
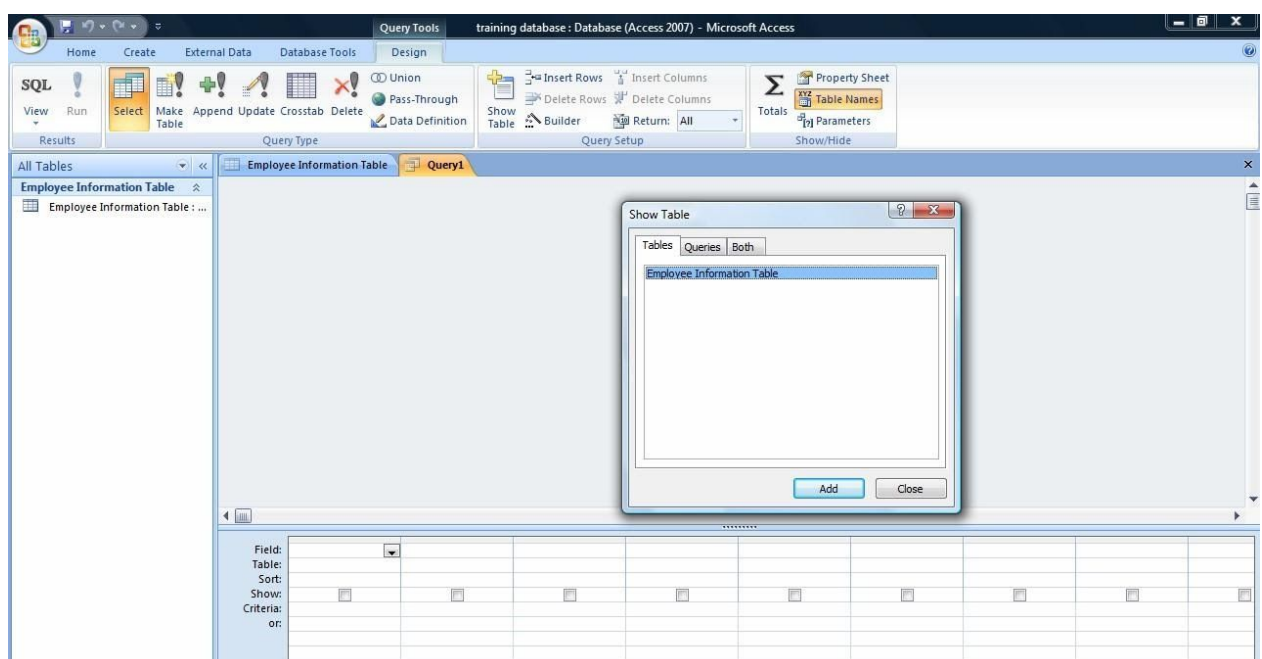
3) Double-click **Create Query** in Design View
4) Select the table that you would like to base your Query on 5) Click **Add**
6) Close the **Show Table** window

The table(s) will now be displayed in the upper part of the Query Design Screen by boxes containing the tables' fields.

7) Double click on the field names in the field list window which you would like to include in the Query

Defining Criteria in the Query

In order to control which records are displayed, you must define criteria in a Query. The most common type of Query is the **Select Records Query** which will be discussed below.

To Define Criteria for your Query:
1) Position your cursor in the criteria row in the field for which you wish to define the criteria for
2) Enter the criteria

Example: To find all people it the table who live in Edison:
- Position your cursor in the **criteria row** of the City field
- Type **Edison**
- Click the **Run Query** button

Below is a picture of the results of the above query:
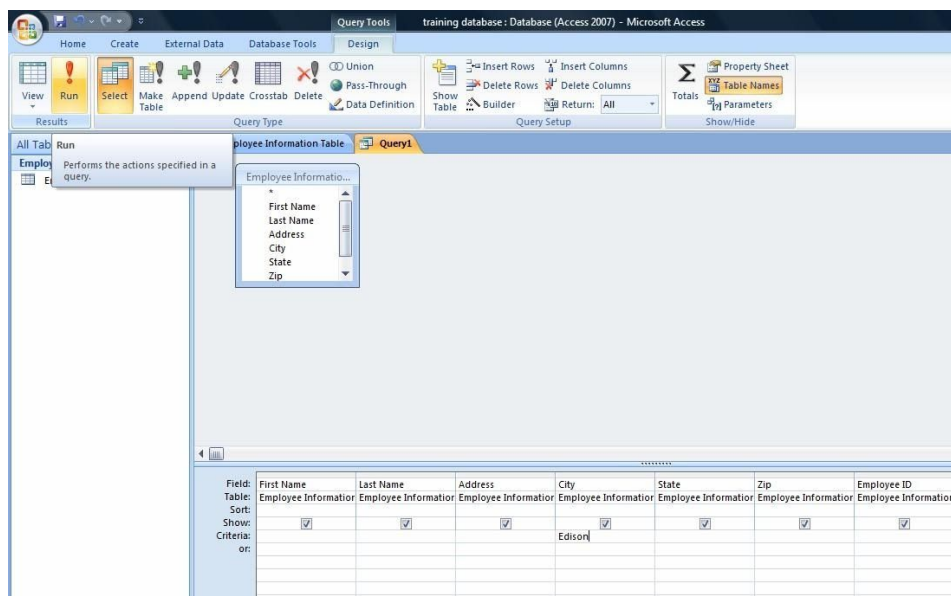
The result of a query is called a **recordset**. A recordset can be sorted, printed or filtered in the same manner as a table.

To Save the Query:
1) Click the **Save** Icon
2) Enter a name for the Query
3) Click **OK**
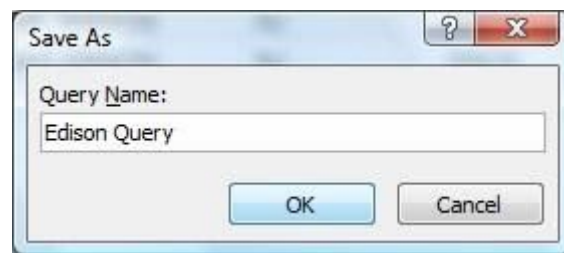
Note: When saving a select Query, you are saving the question that you are asking, not the results that you see when you run the Query.

Creating a Form Using the Forms Wizard

A form is a database object that is used to enter or display data in a database.

To Create a Form Using the Wizard:
1) Navigate to the table you want to base the form on
2) Click **Create** on the Ribbon
3) Click **Forms**

You are able to navigate using the navigation arrows at the bottom of the form.

Note: The form feeds the table. If you edit a record on the form, or create a new record, that data will be passed to the table it is associated with.
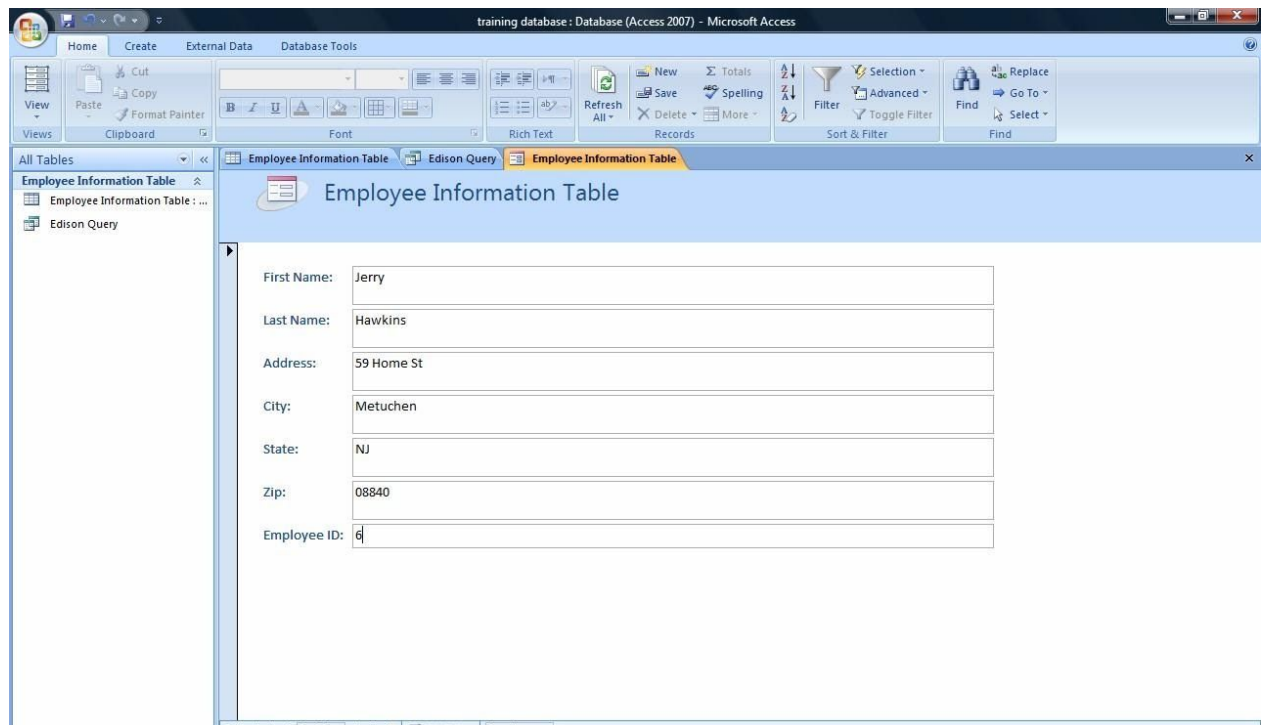
To Enter a Record on the Form:
1) Click the **View** button on the Ribbon to switch from Layout View to Form View
2) Enter the data for each field in the record, pressing the **Enter** key to move to the next field
3) Press **Enter** after you have entered data for the last field

This will send the record to the table.

Reports

Reports can be based on tables or queries and can be made with the Report Wizard.

To Create a Report Using the Report Wizard:
1) Click the **Create** tab on the Ribbon
2) Click the **Report Wizard** icon
3) Select the table or query upon which the report will be based
4) Select the fields that you want to include on the report by double clicking on them
5) Click **Next**
6) If you would like to add grouping to your report, select the field you wish to group by double clicking on it (*Example: City*)
7) Click **Next**
8) Select a style for the report
9) Click **Next**
10) Type a title for the report
11) Click **Finish**
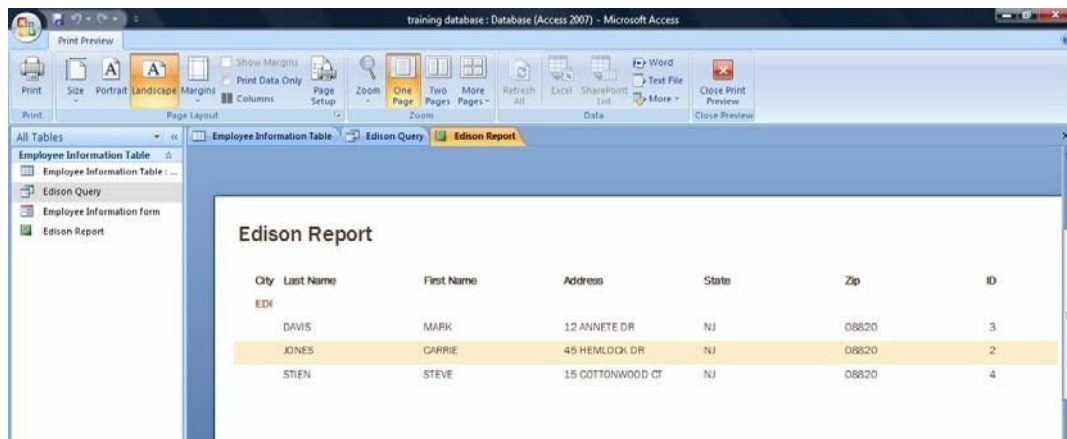
To Print a Report
1) Open the report by double clicking on the object in the **Navigation Pane** 2) By default, the
 report opens in Print Preview.

To Adjust the Orientation:
Click the portrait or landscape icon on the Print Preview Ribbon

To Adjust the Margins
 1) Click them **Margins** icon on the Print Preview Ribbon
 2) Select a margin size

To Print the Report
 1) Click the **Print** Icon on the Print Preview Ribbon
 2) Select the **Printer**
 3) Click **OK**

Ms PowerPoint 2007
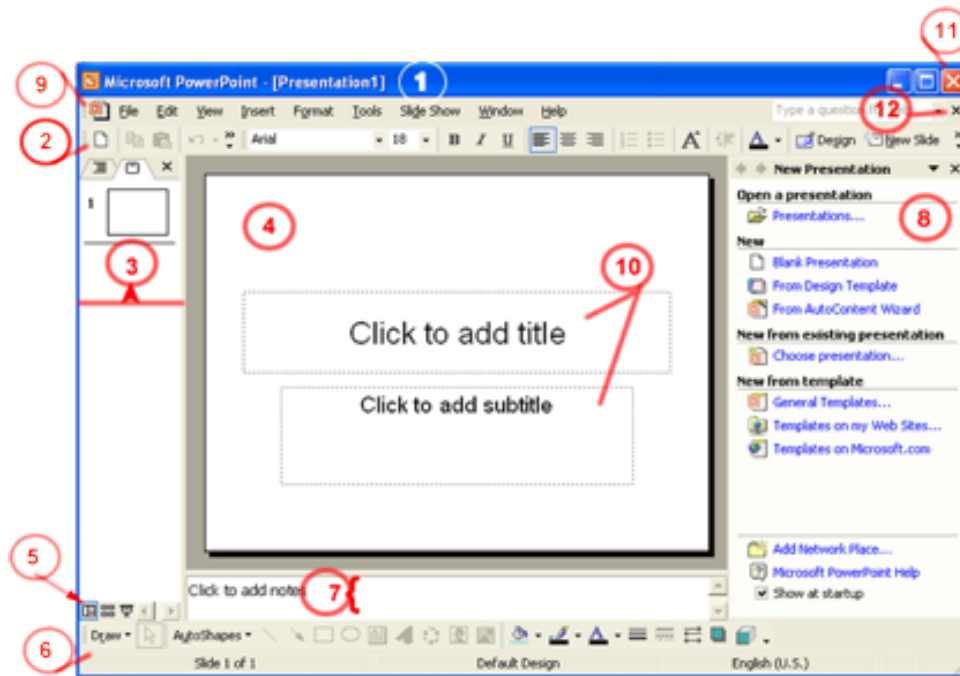
1. **Title Bar** - Displays the name of the application followed by the title of the presentation
2. **Formatting Toolbar** - Provides quick access to commands you need for formatting
3. **Outline and Slides Tab** - The slides tab gives you a thumbnail view of all the slides in the presentation and allows to rearrange their order; the outline tab adds textual content to the slides in an outline format
4. **Slide Pane** - Area where you build the slides for your presentation
5. **View Buttons** - Change the way you view the presentation; the Normal view (left button) is the default, the Slide Sorter view (center button) shows you only the thumbnails and is used to sort and rearrange the presentation, and the Run view (right button) runs the presentation from the current slide
6. **Drawing Toolbar** - Provides all the tools you need to draw and format objects
7. **Notes Pane** - Adds notes for yourself for each slide in your presentation
8. **Task Pane (Windows version)** - Varies based on what you are currently working on; when you first start PowerPoint, you see the New Presentation task pane; other possible tasks include Slide Layout, Slide Design, and Effects
9. **Menu Bar** - Includes all of the PowerPoint menu choices
10. **Placeholders** - Designate the space that will be filled with titles, text, or other objects such as graphics or charts
11. **Application Close Button (Windows Version)** - Exits PowerPoint 12. **Presentation Close Button (Windows version)** - Closes the current presentation

Create a New Presentation

Using the AutoContent Wizard

1. If necessary, chose **File** > **New** to display the **New Presentation** pane

2. On the New Presentation pane, click on the AutoContent Wizard link

You will be walked through a series of questions about the presentation you are making, including a category for the type of information being presented and the method of delivery. The Wizard then

applies a background and text as well as an outline of text you may use as a guide. This is the preferred method for creating a presentation in the least of amount of time.

Using a Design Template

1. If necessary, choose **File** > **New** to display the **New Presentation** pane
2. On the** New Presentation **pane, click on the** From Design Template **link
3. The **Slide Design** pane will display on the right side of the screen with a variety of different templates to choose from
4. Select the design of your choice from the **Slide Design** pane
5. Click **OK** to begin working with the first slide in the Normal View

Using a Blank Presentation

1. If necessary, chose **File** > **New** to display the **New Presentation** pane
2. On the** New Presentation **pane, click on the** Blank Presentation **link
This will open a new presentation with no template. You will provide the content, background, color scheme, text format, etc. This method gives you the most freedom, but also requires the most amount of time to complete.

Adding a new slide

Once you have opened a new presentation, the next step is to add and format the content. PowerPoint provides a selection of pre-defined slide layouts based on different types of content that you can use to quickly add content to the slides. For each of the 27 Slide Layouts provided, PowerPoint combines the four types of placeholders in different combinations; each placeholder will be replaced with the following type of content:

Placeholder:	Replaced with:
Title	A title
Subtitle	A subtitle
Text	A bulleted list
Content	*+Slide Layout Placeholders*

Using a Slide Layout ensures that the text and other elements you enter into the placeholders will have consistent spacing and be optimally arranged.

How to Add Slides to a Presentation
1. Click the New Slide button on the Formatting toolbar.
2. From the list of Slide Layouts, select the layout you want to apply to the new slide.
3. You may now begin adding content using the placeholders in the layout.

How to Change the Layout for any Slide
PowerPoint will try to guess what layout you want to use for new slides that are added to the presentation. If you want a different layout for the slide you can quickly change the layout for any slide.

1. Display the slide that you want to change in the Slide Pane (work area in the center of the window).
2. Choose **Format > Slide Layout** to display the Slide Layout task pane.

3. Click on the layout you want to apply to the slide.
4. PowerPoint will attempt to fit existing content into the new layout, but you will probably have to make additional changes.

How to Add Slides in the Outline Tab

You can also create new slides while working in the Outline tab. By default the Outlining toolbar should display, but if it does not, select **View > Toolbars > Outlining**.

1. Display the Outline tab by clicking on Outline in the pane on the left.
2. Place the cursor at the end of the text in the slide you wish the new slide to follow.
3. Click the **New Slide** button to insert a new slide.

Entering Text on a Slide

Enter Text on a Slide Using Placeholders

1. Click on the **Title**, **Subtitle**, or **Text** placeholder.
2. Type the text you want.
3. If necessary, press **[Return]** or **[Enter]** to move to a new line.
4. Click anywhere on the slide outside of the placeholder to deselect it.

Enter Text Using the Outline Tab

Working in the **Outline Tab** allows you to type and edit text for the presentation in a more word processing-like environment than the Slide pane. The Outline tab displays in the pane on the left side of the screen when you are working in the Normal view.

Information in the Outline tab is arranged by levels. The Title of each slide appears as the first, left-most level next to a numbered icon of the slide. Bulleted text is indented one to four levels to the right of the title. The Outline tab has an Outlining toolbar that displays to the left of the pane.

*Tip: If the Outline and Slides panes are not displaying in the Normal view, select **View > Normal (restore panes)** and it will display on the left side of the screen.*

1. After adding a new slide, Type the slide title and press **[Return]** or **[Enter]**.
2. To change the slide text to a first level bullet, press **[Tab]** or click the **Demote** button on the Outlining toolbar.
3. Type the text for the first bullet and press **[Return]** or **[Enter]** to move to the second bullet.
4. To create a sub-bullet, press **[Tab]** and type the text.
5. Continue to enter text for bullets and sub-bullets until the slide is complete.

   • Use **[Return]** or **[Enter]** to create a new instance of the same level you are on. For example, if you are typing a level one bullet, pressing **[Return]** or **[Enter]** will create another level one bullet.
   • To demote a line of text, use **[Tab]** or the **Demote** button. This will make a level one bullet into a level two sub-bullet.
   • To promote a line of text, press **[Shift] and [Tab]** together or click on the **Promote** button. This will turn a level one bullet into the Title of a new slide.

Adding Clip Art to a Slide

Effective visuals emphasize the key content points in a presentation. PowerPoint provides a selection of professionally designed pictures, or clip art, that you can use in your presentations.

These clip art images include many different themes such as animals, people, buildings, food, holidays, business, and more.

How to Insert a Clip Art Image

1. Move to the slide on which you want to place clip art.
2. Apply a Slide Layout that includes a content or clip art placeholder.
3. Open the Select a Picture dialog box by:

   • Clicking on the Clip Art button on the content placeholder OR
   • Double-clicking on the clip art placeholder

1. In the **Search** box, type a word or phrase that describes the clip you want.
2. Click **Search**. PowerPoint displays the search results in the Select Picture List.
3. Click on the clip art image you want and click **OK**.

How to Resize a Clip Art Image

Once you have added a clip art object to your slide, you can resize it to make it fit better into your presentation.

1. Click on the Clip Art object to select it.
2. Put the arrow on one of the resize handles at the corner of the picture until the cursor changes to a double-headed arrow.
3. Depress the mouse button and drag the handle toward or away from the center to make the image larger or smaller. The corner handles resize the image proportionally and the handles on the sides of the image increase or decrease the height or width of the image. When you release the mouse button, the object appears in its new size.

Editing Slide Text

You know how to enter text into your presentation, but what happens if you decide you want to change the text? PowerPoint allows you to navigate to a specific slide and change the text.

Navigate in a Presentation

To Move to:	Do this:
The last slide in the presentation	Drag the scroll box to the bottom of the scroll bar or press **[Ctrl] and [End]**
The first slide in the presentation	Drag the scroll box to the top of the scroll bar or press **[Ctrl] and [Home]**
The next slide in the presentation	Click in the scroll bar below the scroll box or press **[Page Down]**
The previous slide in the presentation	Click in the scroll bar above the scroll box or press **[Page Up]**
To a specific slide	Drag the scroll box up or down until the scroll indicator displays the slide you want

Selecting Text

Knowing how to select text is a critical skill in all Microsoft Office applications. Selecting text is a necessary step for many procedures such as deleting blocks of text or formatting.

Selection Method	Technique
Drag	To create a highlighted selection, point at one end of the text to be selected. Press and hold the mouse button while dragging the pointer to the other end of the text, then release the mouse button.

Select a word	Double-click anywhere on the word you want to select
Select a bullet item	Press **[Ctrl]** and click anywhere inside the bulleted text. You may also triple-click anywhere on the word you want to select.
Deselect	Make another selection or click the mouse button in the text area.

How to Edit Text in a Slide Pane

You can edit text or move bulleted text in the Slide pane or the Outline tab. To edit text in the Slide pane:

1. Select the bulleted text you want to change.
2. If necessary, edit the text by:

   • Pressing the **[Delete]** key to delete the text; or
   • Typing new text to replace the selected text.

   1. If necessary, move the bulleted item by:

   • Selecting the entire bulleted item; and
   • Dragging the item up or down to move it to its new location.

Move Bulleted Items in the Outline Tab

You can change the order of bulleted items and slides in the Outline tab:

1. Select the slide or bulleted item you want to move.
2. Click the **Move Up** or **Move Down** button on the Outlining toolbar until the slide or bulleted item appears where you want it.

Formatting Text Slides

Apply Character Formats

You can use character formatting to add interest to presentations, but do so sparingly. Keep in mind that adding too much character formatting can detract from your message or make it confusing.

Format Text

You can change the appearance of text by changing its font, size, style, and color. You can format text in the Outline tab or the Slide pane. To format text:

1. Select the text you want to format.
2. To change the font, select a new font from the Font drop-down list on the Formatting toolbar.
3. To change the size, select a new size from the Size drop-down list on the Formatting toolbar.
4. To change the style, click the **Bold**, **Italic**, or **Underline** button on the Formatting toolbar.
5. To change the color, select a new color from the Font Color button's drop-down palette. (The Font Color button is on the Drawing toolbar).

Repeat Formatting

When you format text in a slide, you can press the **[F4]** key to repeat that format for newly selected text. If you use the toolbar to apply more than one format, PowerPoint will repeat only the last format you applied.

Align Text

Alignment determines the position of the text within its text object box on a slide. Text can be left-aligned, right-aligned, centered, or justified, as follows:

1. Select the text you want to align.
2. Choose **Format > Alignment** to display the Alignment sub-menu.
3. From the sub-menu, select the alignment option you want:

   - **Align Left** - aligns text at the left edge of the text object box.
   - **Center** - aligns text between the left and right edges of the text object box.
   - **Align Right** - aligns text at the right edge of the text object box.
   - **Justify** - begins text at the left edge and ends the text at the right edge of the text object box.

You can also use the **Alignment** buttons on the Formatting toolbar to left-align, center, and right-align text.

Line Spacing

Line spacing is the vertical distance between two lines of text. By default, line spacing is set to single-line spacing, which means that the amount of space between lines of text depends on the size of the font used. For example, if the font size is 12, then single-line spacing will be 12 pts between lines of text. If you applied double-line spacing, then the lines would be separated by 24 pts of space.

Setting Line Spacing

1. Place the cursor in a paragraph, or select the paragraphs you want to affect.
2. Choose **Format > Line Spacing**.
3. In the Line Spacing dialog box, click on the arrows to increase or decrease line spacing options, or enter an exact setting.
4. Click **OK**.

Line Spacing Options

In the Line Spacing dialog box, there are three options for changing the amount of space between lines and bullet items on a slide.

- **Line Spacing** - the amount of space between selected lines of text. By default, line spacing is set to 1.
- **Before Paragraph** - increase or decrease the spacing before the first line of each selected paragraph.
- **After Paragraph** - the amount of space after the last line of each selected paragraph

Indents

In PowerPoint, indents are used to align bullets and text at a set distance from the margins. When the horizontal ruler in PowerPoint is displayed, you will find one set of the following indent markers on the left edge of the ruler for each level of bullets on the slide:

Indent Marker Types:

Marker Name	Marker Function
Bullet Indent	Controls the left boundary for the bullet.
Text Indent	Controls the left boundary of text for a bulleted item.

Left Indent	Controls the left boundary for both bullets and text.

How to Change Indents

1. Select the text object that you want to affect.
2. Choose **View > Ruler** to display the ruler.
3. To adjust the first-line indent, click and drag the upper marker for that indent to a desired position on the ruler.
4. To adjust the subsequent lines in a paragraph, click and drag the upper marker for that indent to a desired position on the ruler.
5. To maintain the relationship between the first line and the rest of the paragraph (to move both markers at once), click and drag the bottom half of the lower marker to a desired position on the ruler.

Preparing to Deliver a Presentation

After adding all of the content to a presentation, it is time to put the finishing touches on it. There are mulitple ways to check for spelling errors, inconsistencies, or other problems. There are also several ways to enhance the presentation.

Spell Check a Presentation

AutoCorrect

Autocorrect corrects many common spelling errors automatically as you type. It is similar to the version used in Microsoft Word. Autocorrect fixes spelling errors as well as instances such as double capital letters at the beginning of a word, capitalizing the days of the week and the first words of a sentence. Common typing mistakes such as letter transposition are also automatically corrected as you type.

There may be times when you do not want Autocorrect turned on. To access options for Autocorrect, go under the **Tools** menu and choose **Autocorrect Options**. Each function in AutoCorrect can be selected or deselected by clicking in the check box associated with each function.

Spellchecking a PowerPoint Presentation

PowerPoint provides you with a powerful spellchecker that works in the same fashion as the one in Microsoft Word. As with that spellchecker, it's always a good idea to proofread your presentation yourself; however, the spell checker can sometimes be a lifesaver.

To check an entire presentation, don't select any text. If you run the spellchecker with specific text selected, it will only check that text. You don't have to click the insertion point at the beginning of a presentation to begin spellchecking, as the spellchecker will wrap around until it has checked the entire presentation.

There are four ways to access the spellchecker:

- In the **Tools** menu, choose **Spelling**.
- Click the **Spelling** button on the Toolbar.
- Press **[F7]**.
- Right-click on a flagged spelling error and choose **Spelling**.

Once the spellchecker is running, you can use the various options to help you find and correct spelling errors in your presentation. PowerPoint's spellchecker compares words with its internal

dictionary. If PowerPoint does not recognize a word, there are several options you can have it perform, as described below:

- If the correction you want is already highlighted in the Suggestions list box, click **Change**.
- If the correction you want is in the Suggestions list box but not highlighted, select that word and click **Change**.
- If the correction you want is not suggested, you can type the correction in the top text box and click **Change**.
- You can click **Change All** to automatically correct any further occurrences of the particular spelling error.
- If the spellchecker comes across a word that has been repeated, you can click **Delete** to delete on of the instances of a word.

PowerPoint can check your spelling as you type. If it thinks you've misspelled a word, PowerPoint lets you know by drawing a wavy red line under the word. To correct one of these erros, right-click on the erroneous word and either choose one of the suggested changes or open the Spell Check dialog box and make the change there as described above.

View the Slide Show

While putting together a PowerPoint slide show, it is often useful to actually run the show to see what it will really look like when it is presented to an audience. This can provide a "reality check" and give a better idea of how the show is actually going to look.

Slide Show View

Use the **Slide Show** view to see the slide show on your computer screen one slide at a time, using the full screen, as you will when actually presenting the show. You can move the subsequent slides by either clicking your mouse button, clicking the **[Page Up]** and **[Page Down]** buttons, or by using the left and right arrow keys on your keyboard.

To view the Slide Show:

1. When you use the **Slide Show** view button, PowerPoint starts the show at the currently selected slide. So, go to the first slide in your presentation.
2. Click the **Slide Show** view button.
3. To move to the next slide, click the mouse button or push the right arrow key. At the end of the show, PowerPoint will display, "End of slide show, click to exit".
4. You can exit a slide show at any point by pressing the **[Esc]** key.
5. When you exit a slide show, PowerPoint returns to **Normal** view.

Arrange Slides in a Presentation

The ability to reorder slides in a presentation after you've created them enables you to easily reorder slides after you've created them, as well as giving you the freedom to organize a new presentation out of an older one. This can be essential in using the same material for different audiences without having to recreate and entire slide show presentation. PowerPoint also lets you hide selected slides in a presentation, in case you want to reuse a slide show for an audience and omit certain parts of the presentation that don't apply to that particular presentation.

Slide Sorter View

Choose **View/Slide Sorter**, or click on the **Slide Sorter** view button. PowerPoint changes to the **Slide Sorter** view and opens the slide sorter toolbar.

In **Slide Sorter** view, you see the thumbnail representations of the slides comprising your slide show. This is a great way to see the whole presentation at once, in the order in which they will appear in the slide show. After you are finished creating and editing your presentation, you can come to **Slide Sorter** view to shuffle slides around, and copy, delete, or hide slides, until you've got it right. **Slide Sorter** view also allows you to set up special effects to the slides in the presentation.

As you look through your slides in **Slide Sorter** view, and find a slide that you need to further edit, just double-click on that slide and it will be displayed in **Normal** view.

Rearranging Slides in Slide Sorter View

You can often make a presentation better by playing with the order in which the slides appear. Sometimes, you may wish to entirely hide a slide that doesn't apply to your audience. All of this happens in **Slide Sorter** view. To rearrange slides in **Slide Sorter** view:

1. Click on the **Slide Sorter** view button (or choose **View/Slide Sorter**).
2. Click on the slide you wish to move, copy, delete, or hide to select it.
3. Now move, copy, delete, or hide the slide:

   - To move a slide, press and hold the mouse button, drag the slide to where you want it to go, and release the mouse button.
   - To copy a slide, press and hold the **[Ctrl]** key and drag the slide to where you want it to go.
   - To delete a slide, press **[Delete]** or **[Backspace]**.
   - To hide a slide, right-click in the slide thumbnail and choose **Hide Slide**.

Adding Transitions to a Slide Show

One way to add a nice touch of professionalism to a slide show is to add transitions to the slides. Transitions affect the way one slide goes to the next slide. Transitions add interest to your slide show, but care should be taken to be sure they do not become a distraction from the show itself. It is often best to choose one transition you like and use it for the entire slide show.

Slide Selection in Sorter View

In **Slide Sorter** view, you can select one slide, two or more slides that are next to each other, or two or more slides that are not next to each other.

To Select	Do This
One single slide	Click on the slide.
Two or more contiguous slides	Click on the first slide, press and hold **[Shift]**, and then click on the last slide.
Two or more non-contiguous slides	Click on the first slide, press and hold **[Ctrl]**, and then click on all the other slides.

How to Set Transition Effects

For each slide in a presentation, you can set a different transition effect and determine how fast the transition will happen. To set transition effects:

1. Switch to **Slide Sorter** view.
2. Select the slides to which you want to assign a transition.
3. Choose **Slide Show/Slide Transition** or click the **Transition** button on the **Slide Sorter** toolbar to open the **Slide Transition** task pane.

4. From the **Apply to Selected Slides** list box, select the transition effect you want to apply. PowerPoint previews the effect on the selected slides and displays a **Preview Animation** button beneath each selected slide.

5. In the **Modify Transition** section, select a speed (Slow, Medium, or Fast) for the transition effect. Once again, PowerPoint previews the effect on the selected slides.

6. To preview the effect again, click the **Animation Preview** button beneath the slide on the left side.

7. Close the **Slide Transition** pane.

Animating Text

Normally, when you have a slide with multiple bullets, PowerPoint will display all the text bullets at once when you go to that slide during a slide show. One nice effect, however, is having the different bullets appear as you speak about them, one at a time. This can be accomplished by using PowerPoint's animate text feature.

Animation of text in PowerPoint refers to the manner in which individual text or other objects appear as they enter or exit a slide. Normally, all objects on a slide appear at the same time when you display the slide. However, you can have different objects appear and exit at different times under your control as the show proceeds. To add animation to text in a presentation:

1. In **Normal** view, select a line of bulleted text.

2. Choose **Slide Show/Custom Animation** to open the **Custom Animation** task pane.

3. Click the **Add Effect** button to display the drop-down list.

4. From the **Entrance** sub-menu, choose the animation effect of your choice. You can choose **More Effects** if the effect you want isn't listed. PowerPoint displays the animation effect in the list box on the **Custom Animation** task pane.

5. In the **Modify** section, set the direction and speed.

6. Close the **Custom Animation** task pane.

Printing Slides, Speaker Notes, and Handouts

PowerPoint enables you to easily print handouts, slides, and your own speaker notes that you can reference while giving a presentation.

Handouts

You can use PowerPoint to create handouts of the slides in your presentation. You can decide how many slides you wish to appear on a page. Usually, it is best to have no more than 4 in order that they remain readable. You can choose layouts from the **Print** dialog box right before you print. PowerPoint automatically formats everything for you.

Print Options

There are many options for printing your presentation. You can print slides, notes pages, handout pages, or outlines. You can print the current slide, or select a range of slides to print. You can also select other print options. To print various things from PowerPoint:

1. Choose **File > Print** to display the **Print** dialog box.

2. Under the **Print What** heading, select the type of printout.

3. Select any other options you want.

4. Click **OK**.

Creating a Custom Design Template

While PowerPoint offers a nice variety of design templates, it is also useful at times to create your own. A design template, once created, can be used over and over again. For instance, if your department wanted all presentations to include your company's logo in one corner, with its colors as the background, you could create a design template with these features and reuse it again and again.

Master Slides

A master slide is one that is a part of every presentation that controls certain text characteristics such as font type, size, and color, as well as background color and style. Masters can affect all the slides in a presentation. There are masters that control the title slide, notes pages, and handout pages. When you apply a template to a presentation, you apply a new set of masters that control the presentation's look and format. There are four types of masters used in PowerPoint, as described below.

Type of Master	Description
Slide Master	The Slide Master is an element of the design template that stores information about the template, such as font styles, placeholder sizes and locations, background design, and color schemes.
Title Master	The Title Master is used to make changes to slides in your presentation that use a Title Slide layout. This enables you to give a title slide a different look from the rest of your presentation.
Notes Master	The Notes Master is used to set the formatting for your notes pages. You can set headers, footers, and the Notes Body area.
Handout Master	The Handout Master is used to set the formatting of your handouts pages. You can set headers, footers, and the size and positioning of the number of handouts per page.

Slide Background

A slide background is a design element that appears behind the contents of the slide. The slide background is made up gradient, texture, patterns, or a picture. To change the slide background:

1. Select the slide you want to change:

    1. Select a slide in **Normal** view.
    2. Select the **Slide Master**.

2. Choose **Format/Background**.
3. In the **Background Fill** section, click on the drop-down arrow and choose **Fill Effects**.
4. On the **Fill Effects** dialog box, select the tab that contains all the options you want to set and click **OK**.
5. Click **Apply to All**.

    The following table describes the options you can set in the **Fill Effects** dialog box.

Tab	Description
Gradient	Enables you to set the color, transparency, shading style, and variants.
Texture	Enables you to select a texture for the background.
Pattern	Enables you to set a pattern, as well as the foreground and background color for the pattern.

Picture	Enables you to select a picture as a fill for the background.

Inserting Graphics

One element you can add to every slide is a graphic of some sort. To add a graphic to one or all slides:

1. Display an individual slide or the **Slide Master** for all slides.
2. Choose **Insert > Picture > From File**.
3. Navigate to the folder that contains the picture that you wish to insert.
4. Select the picture file.
5. Click **Insert**.

   PowerPoint alllows you to insert most popular graphic formats into your presentation.

Adding Footers

Footers serve many uses in PowerPoint presentations. You can use them to provide information like slide numbers, footer text, and date. All of the information goes at the bottom of each slide in your design template.

Components of a Footer

A footer in PowerPoint is text that you create once, but it appears on the bottom of each slide. It can consist of text, slide numbers, and a date. To add a footer:

1. Display the **Slide Master**.
2. Choose **View > Header and Footer**.
3. In the **Date and Time** section, select the options that you want.
4. Check the **Slide Number** box to add a number to each slide.
5. Under the checked **Footer** check box, click in the text box and enter the footer text.
6. Click **Apply To All**.

Formatting a Footer

You can change the way a footer looks at any time. On the **Slide Master**, select the placeholder that contains the information you want to change and format the text as you would any normal text. You can also drag the placeholder around if you wish to change its location.

Modify the Slide Master Font

PowerPoint allows you to change the way that the text in each individual part of your presentation looks. If you have a very long presentation, for example, but decide that you no longer like the font for each title, PowerPoint makes it easy to change the font for each title at once. To change the appearance of the Slide Master text:

1. View the **Slide Master**.
2. Select the text you want to change.
3. Change the font to a different font.
4. Change the font size.
5. Apply a text effect, such as bold.
6. Return to **Normal** view.

Some Tips for Effective Slide Shows

Here are a few tips that will help your PowerPoint slide shows look professional and promote effective visual clues to help you get your points across:

1. Limit animation.
2. Stay with one slide transition.
3. Use sans-serif fonts.
4. No tiny font sizes; remember the folks in the back row.
5. Keep your slides simple and uncluttered
6. If you are presenting in a light room, use a light slide background.
7. If you are presenting in a dark room, use a dark slide background.
8. Make sure to use high-contrast text and slide backgrounds.