Microsoft

Microsoft Office 2016

Step by Step

Joan Lambert and Curtis Frye

PRACTICE FILES

Microsoft

Microsoft Office 2016 Step by Step

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Introduction

Welcome! This *Step by Step* book has been designed to make it easy for you to learn about key aspects of four of the Microsoft Office 2016 apps—Word, Excel, PowerPoint, and Outlook. In each part, you can start from the beginning and build your skills as you learn to perform specialized procedures. Or, if you prefer, you can jump in wherever you need ready guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You'll also find informative, colorful graphics that support the instructional content.

Who this book is for

Microsoft Office 2016 Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office apps who want to use Word, Excel, and PowerPoint to create and edit files, and Outlook to organize email, contacts, and appointments. The content of the book is designed to be useful for people who have previously used earlier versions of the apps, and for people who are discovering the apps for the first time. Although the chapters in this book thoroughly cover key skill sets for each of the four apps, *Microsoft Office 2016 Step by Step* is best used as an introduction. For a full discussion of each app, including in-depth coverage of advanced topics, refer to the *Step by Step* book for each app: *Microsoft Word 2016 Step by Step*, *Microsoft PowerPoint 2016 Step by Step*, and *Microsoft Outlook 2016 Step by Step*, all by Joan Lambert (Microsoft Press, 2015), and *Microsoft Excel 2016 Step by Step* by Curtis Frye (Microsoft Press, 2015). A listing of the contents of each book is provided at the end of this book.

The *Step by Step* approach

The book's coverage is divided into parts, each of which provides a thorough introduction to one of the four apps covered. Each part is divided into chapters representing some of the app's key skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files that are available from this book's website to work through the practice tasks, or you can use your own files.

Download the practice files

Before you can complete the practice tasks in this book, you need to download the book's practice files to your computer from *http://aka.ms/Office2016sbs/downloads*. Follow the instructions on the webpage.

IMPORTANT The Office 2016 apps are not available from the book's website. You should install the apps before working through the procedures and practice tasks in this book.

If you later want to repeat practice tasks, you can download the original practice files again.

SEE ALSO For information about opening and saving files, see Chapter 2, "Create and manage files."

The following table lists the practice files for this book.

Chapter	Folder	File
Part 1: Microsoft Office 2016		
1: Explore Office 2016	Ch01	None
2: Create and manage files	Ch02	DisplayProperties.xlsx DisplayViews.pptx NavigateFiles.docx

Chapter	Folder	File
Part 2: Microsoft Word 2016		
3: Modify the structure and appearance of text	Ch03	ApplyStyles.docx ChangeTheme.docx CreateLists.docx FormatCharacters.docx FormatParagraphs.docx StructureContent.docx
4: Collaborate on documents	Ch04	ControlChanges.docx MergeDocs1.docx MergeDocs2.docx ReviewComments.docx TrackChanges.docx
5: Merge data with documents and labels	Ch05	CreateEnvelopes.docx CustomerList.xlsx InsertFields.docx PolicyholdersList.xlsx RefineData.docx StartMerge.docx
Part 3: Microsoft Excel 2016		
6: Perform calculations on data	Ch06	AuditFormulas.xlsx BuildFormulas.xlsx CreateArrayFormulas.xlsx CreateConditionalFormulas.xlsx CreateExcelTables.xlsx CreateNames.xlsx SetIterativeOptions.xlsx
7: Manage worksheet data	Ch07	LimitData.xlsx SummarizeValues.xlsx ValidateData.xlsx
8: Reorder and summarize data	Ch08	LookupData.xlsx OrganizeData.xlsx SortCustomData.xlsx SortData.xlsx

Chapter	Folder	File
9: Analyze alternative data sets	Ch09	BuildSolverModel.xlsx CreateScenarios.xlsx DefineDataTables.xlsx ManageMultipleScenarios.xlsx PerformGoalSeekAnalysis.xlsx PerformQuickAnalysis.xlsx UseDescriptiveStatistics.xlsx
Part 4: Microsoft PowerPoint 2016		
10: Create and manage slides	Ch10	AddRemoveSlides.pptx ApplyThemes.pptx ChangeBackgrounds.pptx CreateSections.pptx ImportOutline.docx RearrangeSlides.pptx ReuseSlides.pptx
11: Insert and manage simple graphics	Ch11	Chickens.jpg DrawShapes.pptx EditPictures.pptx Fish.jpg Flamingos.jpg Flowers01.jpg InsertPictures.pptx InsertScreens.pptx Penguins01.jpg Penguins02.jpg Tiger01.jpg Tiger02.jpg YellowBird.jpg
12: Add sound and movement to slides	Ch12	AddAudio.pptx AddVideo.pptx AnimateSlides.pptx Butterfly.wmv CustomizeAnimation.pptx SoundTrack.wma Wildlife.wmv

Chapter	Folder	File
Part 5: Microsoft Outlook 2016		
13: Send and receive email messages	Ch13	AttachFiles.docx
14: Organize your Inbox	Ch14	None
15: Manage scheduling	Ch15	None

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- Copy and paste

You can purchase and download the ebook edition from the Microsoft Press Store at *http://aka.ms/Office2016sbs/details*.

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This topic provides information about getting help with this book and contacting us to provide feedback or report errors.

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3

Modify the structure and appearance of text

Documents contain text that conveys information to readers, but the appearance of the document content also conveys a message. You can provide structure and meaning by formatting the text in various ways. Word 2016 provides a variety of simple-to-use tools that you can use to apply sophisticated formatting and create a navigational structure.

In a short document or one that doesn't require a complex navigational structure, you can easily format words and paragraphs so that key points stand out and the structure of your document is clear. You can achieve dramatic flair by applying predefined WordArt text effects. To keep the appearance of documents and other Microsoft Office files consistent, you can format document elements by applying predefined sets of formatting called *styles*. In addition, you can change the fonts, colors, and effects throughout a document with one click by applying a theme.

This chapter guides you through procedures related to applying character and paragraph formatting, structuring content manually, creating and modifying lists, applying styles to text, and changing a document's theme.

In this chapter

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

Practice files

For this chapter, use the practice files from the Office2016SBS\Ch03 folder. For practice file download instructions, see the introduction.

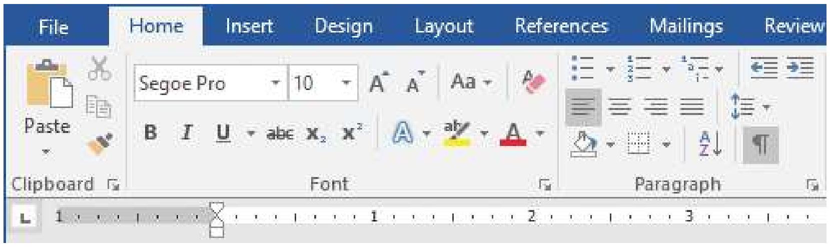
Apply paragraph formatting

A paragraph is created by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. Every paragraph ends with a paragraph mark, which looks like a backward P (¶). Paragraph marks and other structural characters (such as spaces, line breaks, and tabs) are usually hidden, but you can display them. Sometimes displaying these hidden characters makes it easier to accomplish a task or understand a structural problem.

SEE ALSO For information about working with hidden structural characters, see “Structure content manually” later in this chapter.

You can change the look of a paragraph by changing its indentation, alignment, and line spacing, in addition to the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

You can modify a paragraph’s left and right edge alignment and vertical spacing by using tools on the Home tab of the ribbon, and its left and right indents from the Home tab or from the ruler. The ruler is usually hidden to provide more space for the document content.

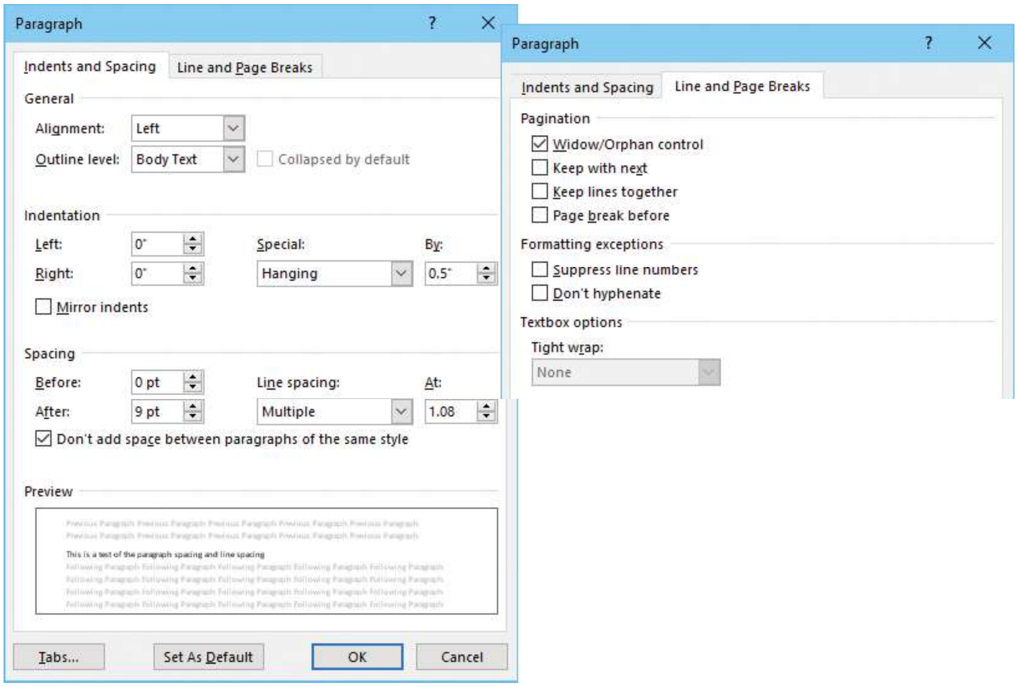


The left indent can be changed from the Home tab or the ruler

If you modify a paragraph and aren’t happy with the changes, you can restore the original paragraph and character settings by clearing the formatting to reset the paragraph to its base style.

SEE ALSO For information about styles, see “Apply built-in styles to text” later in this chapter.

When you want to make several adjustments to the alignment, indentation, and spacing of selected paragraphs, it is sometimes quicker to make changes in the Paragraph dialog box than to click buttons and drag markers.



General

Alignment: Left

Outline level: Body Text ☐ Collapsed by default

Indentation

Left: 0" Special: Hanging By: 0.5"

Right: 0"

☐ Mirror indents

Spacing

Before: 0 pt Line spacing: Multiple At: 1.08

After: 9 pt

☑ Don't add space between paragraphs of the same style

Preview

Pagination

☑ Widow/Orphan control

☐ Keep with next

☐ Keep lines together

☐ Page break before

Formatting exceptions

☐ Suppress line numbers

☐ Don't hyphenate

Textbox options

Tight wrap: None

The Paragraph dialog box

Configure alignment

The alignment settings control the horizontal position of the paragraph text between the page margins. There are four alignment options:

- **Align Left** This is the default paragraph alignment. It sets the left end of each line of the paragraph at the left page margin or left indent. It results in a straight left edge and a ragged right edge.
- **Align Right** This sets the right end of each line of the paragraph at the right page margin or right indent. It results in a straight right edge and a ragged left edge.
- **Center** This centers each line of the paragraph between the left and right page margins or indents. It results in ragged left and right edges.
- **Justify** This alignment adjusts the spacing between words so that the left end of each line of the paragraph is at the left page margin or indent and the right end of each line of the paragraph (other than the last line) is at the right margin or indent. It results in straight left and right edges.

The icons on the alignment buttons on the ribbon depict the effect of each alignment option.

To open the Paragraph dialog box

1. Do either of the following:
    - On the **Home** tab or the **Layout** tab, in the **Paragraph** group, click the **Paragraph** dialog box launcher.
    - On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Line Spacing Options**.

To set paragraph alignment

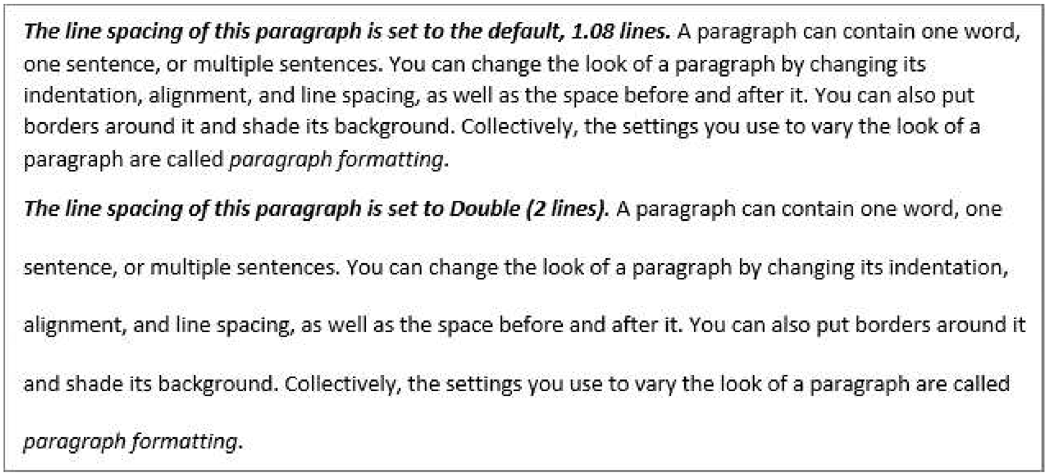
1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
    - On the **Home** tab, in the **Paragraph** group, click the **Align Left**, **Center**, **Align Right**, or **Justify** button.
    - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **General** area, click **Left**, **Centered**, **Right**, or **Justified** in the **Alignment** list.

Configure vertical spacing

Paragraphs have two types of vertical spacing:

- **Paragraph spacing** The space between paragraphs, defined by setting the space before and after each paragraph. This space is usually measured in points.
- **Line spacing** The space between the lines of the paragraph, defined by setting the height of the lines either in relation to the height of the text (Single, Double, or a specific number of lines) or by specifying a minimum or exact point measurement.

The default line spacing for documents created in Word 2016 is 1.08 lines. Changing the line spacing changes the appearance and readability of the text in the paragraph and, of course, also changes the amount of space it occupies on the page.



The line spacing of this paragraph is set to the default, 1.08 lines. A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The line spacing of this paragraph is set to Double (2 lines). A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The effect of changing line spacing

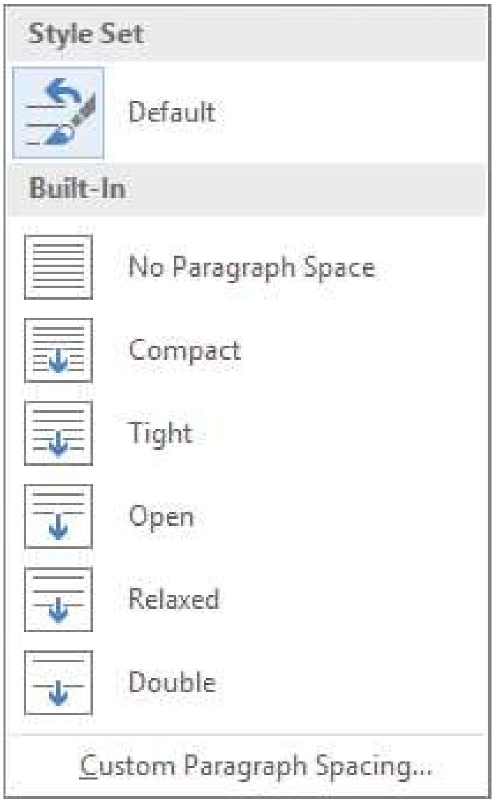
You can set the paragraph and line spacing for individual paragraphs and for paragraph styles. You can quickly adjust the spacing of most content in a document by selecting an option from the Paragraph Spacing menu on the Design tab. (Although the menu is named Paragraph Spacing, the menu options control both paragraph spacing and line spacing.) These options, which are named by effect rather than by specific measurements, work by modifying the spacing of the Normal paragraph style and any other styles that depend on the Normal style for their spacing. (In standard templates, most other styles are based on the Normal style.) The Paragraph Spacing options modify the Normal style in only the current document, and do not affect other documents.

The following table describes the effect of each Paragraph Spacing option on the paragraph and line spacing settings.

Paragraph spacing option	Before paragraph	After paragraph	Line spacing
Default	Spacing options are controlled by the style set		
No Paragraph Space	0 points	0 points	1 line
Compact	0 points	4 points	1 line
Tight	0 points	6 points	1.15 lines
Open	0 points	10 points	1.15 lines
Relaxed	0 points	6 points	1.5 lines
Double	0 points	8 points	2 lines

To quickly adjust the vertical spacing before, after, and within all paragraphs in a document

1. On the **Design** tab, in the **Document Formatting** group, click the **Paragraph Spacing** button to display the Paragraph Spacing menu.

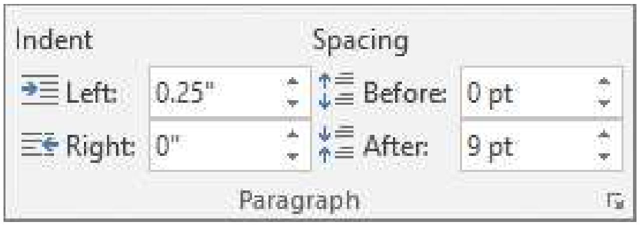

Style Set
Default
Built-In
No Paragraph Space
Compact
Tight
Open
Relaxed
Double
Custom Paragraph Spacing...

Each paragraph spacing option controls space around and within the paragraph

2. Click the option you want to apply to all of the paragraphs in the document.

To adjust the spacing between paragraphs

1. Select all the paragraphs you want to adjust.
2. On the **Layout** tab, in the **Paragraph** group, adjust the **Spacing Before** and **Spacing After** settings.

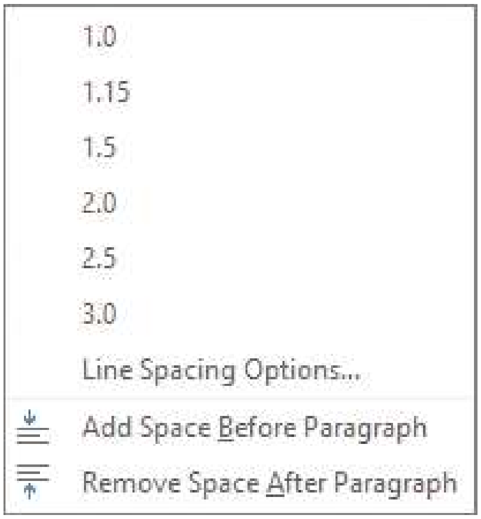

Indent
Spacing
Paragraph

Left: 0.25"
Right: 0"
Before: 0 pt
After: 9 pt

The settings in the Spacing boxes are measured in points

To adjust spacing between the lines of paragraphs

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. To make a quick adjustment to selected paragraphs, on the **Home** tab, in the **Paragraph** group, click **Line And Paragraph Spacing**, and then click any of the line spacing commands on the menu.



You can choose from preset internal line spacing options or adjust paragraph spacing

> **TIP** You can also adjust the space before and after selected paragraphs from the Line And Paragraph Spacing menu. Clicking one of the last two options adds or removes a preset amount of space between the selected paragraphs.

Or

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Spacing** area, make the adjustments you want to the paragraph spacing, and then click **OK**.

Configure indents

In Word, you don't define the width of paragraphs and the length of pages by defining the area occupied by the text; instead, you define the size of the white space—the left, right, top, and bottom margins—around the text.

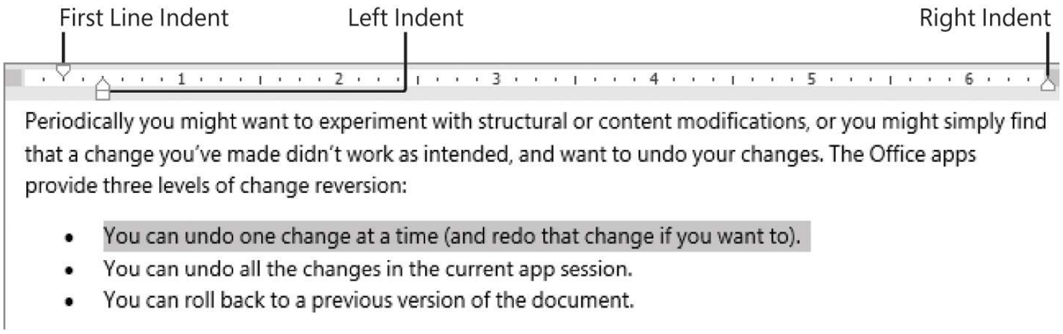
SEE ALSO For information about setting margins, see "Preview and adjust page layout" in Chapter 12, "Finalize and distribute documents," of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015). For information about sections, see "Control what appears on each page" in the same chapter.

Although the left and right margins are set for a whole document or for a section of a document, you can vary the position of the paragraphs between the margins by indenting the left or right edge of the paragraph.

A paragraph indent is the space from the page margin to the text. You can change the left indent by clicking buttons on the Home tab, or you can set the indents directly on the ruler. Three indent markers are always present on the ruler:

- **Left Indent** This defines the outermost left edge of each line of the paragraph.
- **Right Indent** This defines the outermost right edge of each line of the paragraph.
- **First Line Indent** This defines the starting point of the first line of the paragraph.

The ruler indicates the space between the left and right page margins in a lighter color than the space outside of the page margins.



Periodically you might want to experiment with structural or content modifications, or you might simply find that a change you've made didn't work as intended, and want to undo your changes. The Office apps provide three levels of change reversion:

- You can undo one change at a time (and redo that change if you want to).
- You can undo all the changes in the current app session.
- You can roll back to a previous version of the document.

The indent markers on the ruler