

# Using the Common Features of Microsoft Office 2010

## OUTCOMES

At the end of this chapter you will be able to:

### PROJECT 1A

Create, save, and print a Microsoft Office 2010 file.

## OBJECTIVES

Mastering these objectives will enable you to:

1. Use Windows Explorer to Locate Files and Folders (p. 3)
2. Locate and Start a Microsoft Office 2010 Program (p. 6)
3. Enter and Edit Text in an Office 2010 Program (p. 9)
4. Perform Commands from a Dialog Box (p. 11)
5. Create a Folder, Save a File, and Close a Program (p. 13)
6. Add Document Properties and Print a File (p. 18)

### PROJECT 1B

Use the Ribbon and dialog boxes to perform common commands in a Microsoft Office 2010 file.

7. Open an Existing File and Save It with a New Name (p. 22)
8. Explore Options for an Application (p. 25)
9. Perform Commands from the Ribbon (p. 26)
10. Apply Formatting in Office Programs (p. 32)
11. Use the Microsoft Office 2010 Help System (p. 43)
12. Compress Files (p. 44)

olly/Shutterstock



## In This Chapter

In this chapter, you will use Windows Explorer to navigate the Windows folder structure, create a folder, and save files in Microsoft Office 2010 programs. You will also practice using the features of Microsoft Office 2010 that are common across the major programs that comprise the Microsoft Office 2010 suite. These common features include creating, saving, and printing files.

Common features also include the new Paste Preview and Microsoft Office Backstage view. You will apply formatting, perform commands, and compress files. You will see that creating professional-quality documents is easy and quick

in Microsoft Office 2010, and that finding your way around is fast and efficient.

The projects in this chapter relate to **Oceana Palm Grill**, which is a chain of 25 casual, full-service restaurants based in Austin, Texas. The Oceana Palm Grill owners plan an aggressive expansion program. To expand by 15 additional restaurants in North Carolina and Florida by 2018, the company must attract new investors, develop new menus, and recruit new employees, all while adhering to the company's quality guidelines and maintaining its reputation for excellent service. To succeed, the company plans to build on its past success and maintain its quality elements.

# Project 1A PowerPoint File



## Project Activities

In Activities 1.01 through 1.06, you will create a PowerPoint file, save it in a folder that you create by using Windows Explorer, and then print the file or submit it electronically as directed by your instructor. Your completed PowerPoint slide will look similar to Figure 1.1.

## Project Files

For Project 1A, you will need the following file:

[New blank PowerPoint presentation](#)

You will save your file as:

[Lastname\\_Firstname\\_1A\\_Menu\\_Plan](#)

## Project Results



**Figure 1.1**

Project 1A Menu Plan

## Objective 1 | Use Windows Explorer to Locate Files and Folders

A **file** is a collection of information stored on a computer under a single name, for example, a Word document or a PowerPoint presentation. Every file is stored in a **folder**—a container in which you store files—or a **subfolder**, which is a folder within a folder. Your Windows operating system stores and organizes your files and folders, which is a primary task of an operating system.

You **navigate**—explore within the organizing structure of Windows—to create, save, and find your files and folders by using the **Windows Explorer** program. Windows Explorer displays the files and folders on your computer, and is at work anytime you are viewing the contents of files and folders in a **window**. A window is a rectangular area on a computer screen in which programs and content appear; a window can be moved, resized, minimized, or closed.

### Activity 1.01 | Using Windows Explorer to Locate Files and Folders

- 1 Turn on your computer and display the Windows **desktop**—the opening screen in Windows that simulates your work area.

#### Note | Comparing Your Screen with the Figures in This Textbook

Your screen will match the figures shown in this textbook if you set your screen resolution to  $1024 \times 768$ . At other resolutions, your screen will closely resemble, but not match, the figures shown. To view your screen's resolution, on the Windows 7 desktop, right-click in a blank area, and then click Screen resolution. In Windows Vista, right-click a blank area, click Personalize, and then click Display Settings. In Windows XP, right-click the desktop, click Properties, and then click the Settings tab.

- 2 In your CD/DVD tray, insert the **Student CD** that accompanies this textbook. Wait a few moments for an **AutoPlay** window to display. Compare your screen with Figure 1.2.

**AutoPlay** is a Windows feature that lets you choose which program to use to start different kinds of media, such as music CDs, or CDs and DVDs containing photos; it displays when you plug in or insert media or storage devices.

#### Note | If You Do Not Have the Student CD

If you do not have the Student CD, consult the inside back flap of this textbook for instructions on how to download the files from the Pearson Web site.

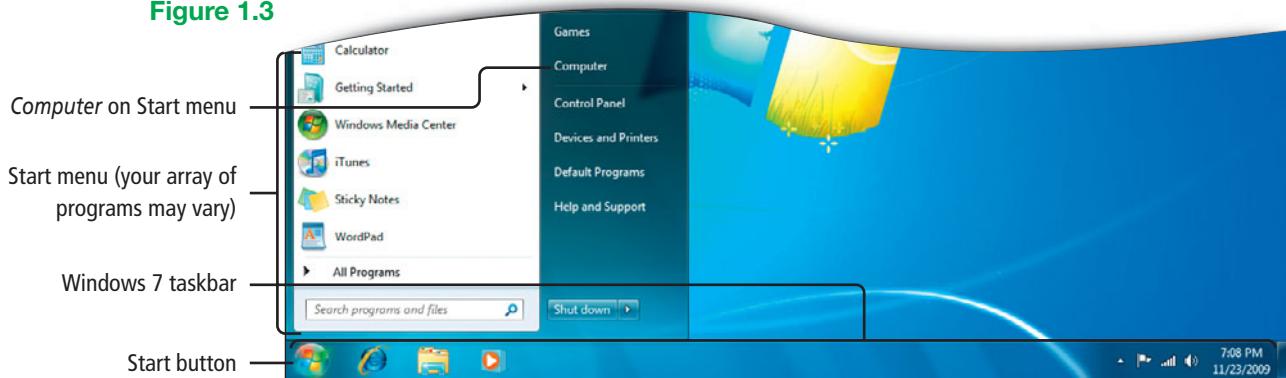
Figure 1.2



- 3** In the upper right corner of the **AutoPlay** window, move your mouse over—*point* to—the **Close** button , and then *click*—press the left button on your mouse pointing device one time.
- 4** On the left side of the **Windows toolbar**, click the **Start** button  to display the **Start menu**. Compare your screen with Figure 1.3.

The **Windows toolbar** is the area along the lower edge of the desktop that contains the **Start button** and an area to display buttons for open programs. The Start button displays the **Start menu**, which provides a list of choices and is the main gateway to your computer's programs, folders, and settings.

**Figure 1.3**



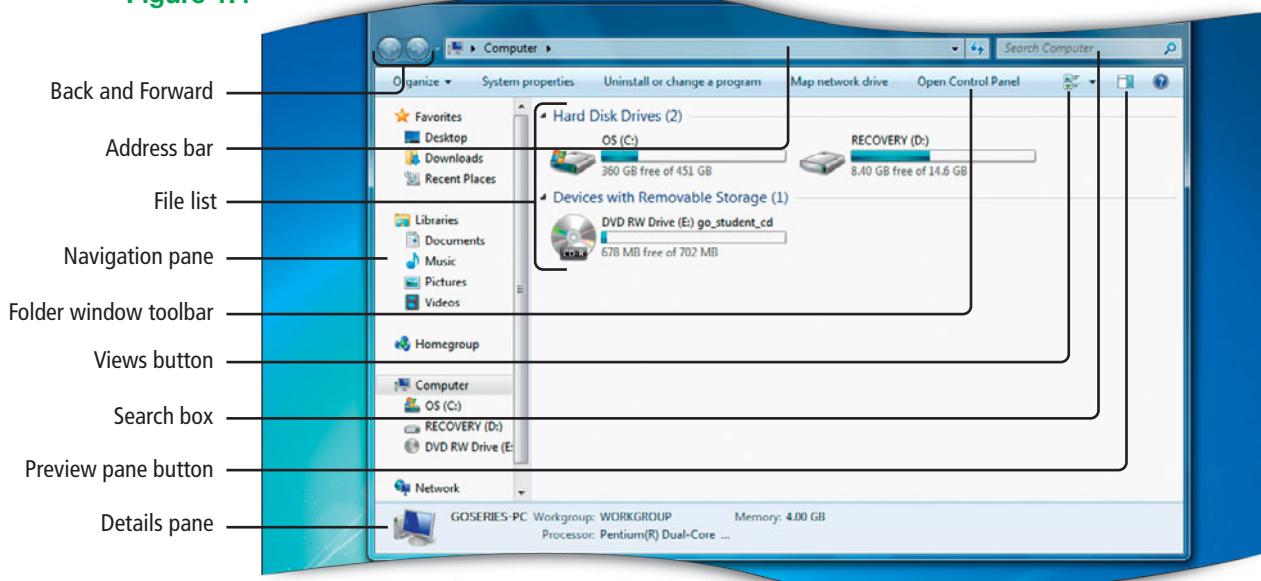
- 5** On the right side of the **Start menu**, click **Computer** to see the disk drives and other hardware connected to your computer. Compare your screen with Figure 1.4, and then take a moment to study the table in Figure 1.5.

The **folder window** for **Computer** displays. A folder window displays the contents of the current folder, **library**, or device, and contains helpful parts so that you can navigate within Windows.

In Windows 7, a library is a collection of items, such as files and folders, assembled from *various locations*; the locations might be on your computer, an external hard drive, removable media, or someone else's computer.

The difference between a folder and a library is that a library can include files stored in *different locations*—any disk drive, folder, or other place that you can store files and folders.

**Figure 1.4**



Window Part	Use to:
Address bar	Navigate to a different folder or library, or go back to a previous one.
Back and Forward buttons	Navigate to other folders or libraries you have already opened without closing the current window. These buttons work in conjunction with the address bar; that is, after you use the address bar to change folders, you can use the Back button to return to the previous folder.
Details pane	Display the most common file properties—information about a file, such as the author, the date you last changed the file, and any descriptive <b>tags</b> , which are custom file properties that you create to help find and organize your files.
File list	Display the contents of the current folder or library. In Computer, the file list displays the disk drives.
Folder window for <i>Computer</i>	Display the contents of the current folder, library, or device. The Folder window contains helpful features so that you can navigate within Windows.
Folder window toolbar	Perform common tasks, such as changing the view of your files and folders or burning files to a CD. The buttons available change to display only relevant tasks.
Navigation pane	Navigate to, open, and display favorites, libraries, folders, saved searches, and an expandable list of drives.
Preview pane button	Display (if you have chosen to open this pane) the contents of most files without opening them in a program. To open the preview pane, click the Preview pane button on the toolbar to turn it on and off.
Search box	Look for an item in the current folder or library by typing a word or phrase in the search box.
Views button	Choose how to view the contents of the current location.

**Figure 1.5**

6 On the toolbar of the **Computer** folder window, click the **Views button arrow** —the small arrow to the right of the Views button—to display a list of views that you can apply to the file list. If necessary, on the list, click **Tiles**.

The Views button is a **split button**; clicking the main part of the button performs a **command** and clicking the arrow opens a menu or list. A command is an instruction to a computer program that causes an action to be carried out.

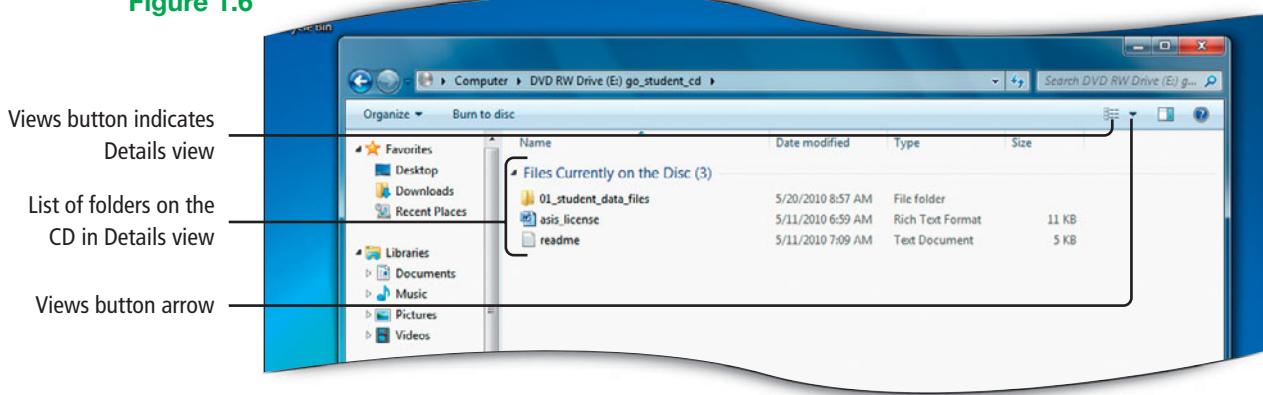
When you open a folder or a library, you can change how the files display in the file list. For example, you might prefer to see large or small **icons**—pictures that represent a program, a file, a folder, or some other object—or an arrangement that lets you see various types of information about each file. Each time you click the Views button, the window changes, cycling through several views—additional view options are available by clicking the Views button arrow.

**Another Way**  
Point to the CD/DVD drive, right-click, and then click Open.

7 In the **file list**, under **Devices with Removable Storage**, point to your **CD/DVD Drive**, and then **double-click**—click the left mouse button two times in rapid succession—to display the list of folders on the CD. Compare your screen with Figure 1.6.

When double-clicking, keep your hand steady between clicks; this is more important than the speed of the two clicks.

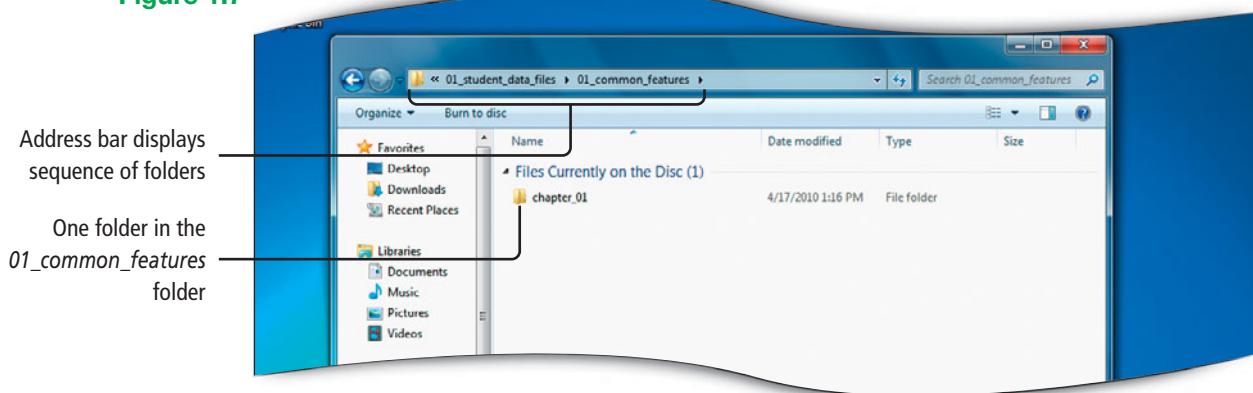
**Figure 1.6**



- 8** In the **file list**, point to the folder **01\_student\_data\_files** and double-click to display the list of subfolders in the folder. Double-click to open the folder **01\_common\_features**. Compare your screen with Figure 1.7.

The Student Resource CD includes files that you will use to complete the projects in this textbook. If you prefer, you can also copy the **01\_student\_data\_files** folder to a location on your computer's hard drive or to a removable device such as a **USB flash drive**, which is a small storage device that plugs into a computer USB port. Your instructor might direct you to other locations where these files are located; for example, on your learning management system.

**Figure 1.7**



- 9** In the upper right corner of the **Computer** window, click the **Close** button to redisplay your desktop.

## Objective 2 | Locate and Start a Microsoft Office 2010 Program

**Microsoft Office 2010** includes programs, servers, and services for individuals, small organizations, and large enterprises. A **program**, also referred to as an **application**, is a set of instructions used by a computer to perform a task, such as word processing or accounting.

### Activity 1.02 | Locating and Starting a Microsoft Office 2010 Program

- 1** On the **Windows taskbar**, click the **Start** button to display the **Start** menu.

- 2** From the displayed **Start** menu, locate the group of **Microsoft Office 2010** programs on your computer—the Office program icons from which you can start the program may be located on your Start menu, in a Microsoft Office folder on the **All Programs** list, or on your desktop, or any combination of these locations; the location will vary depending on how your computer is configured.

*All Programs* is an area of the Start menu that displays all the available programs on your computer system.

- 3** Examine Figure 1.8, and notice the programs that are included in the Microsoft Office Professional Plus 2010 group of programs. (Your group of programs may vary.)

**Microsoft Word** is a word processing program, with which you create and share documents by using its writing tools.

**Microsoft Excel** is a spreadsheet program, with which you calculate and analyze numbers and create charts.

**Microsoft Access** is a database program, with which you can collect, track, and report data.

**Microsoft PowerPoint** is a presentation program, with which you can communicate information with high-impact graphics and video.

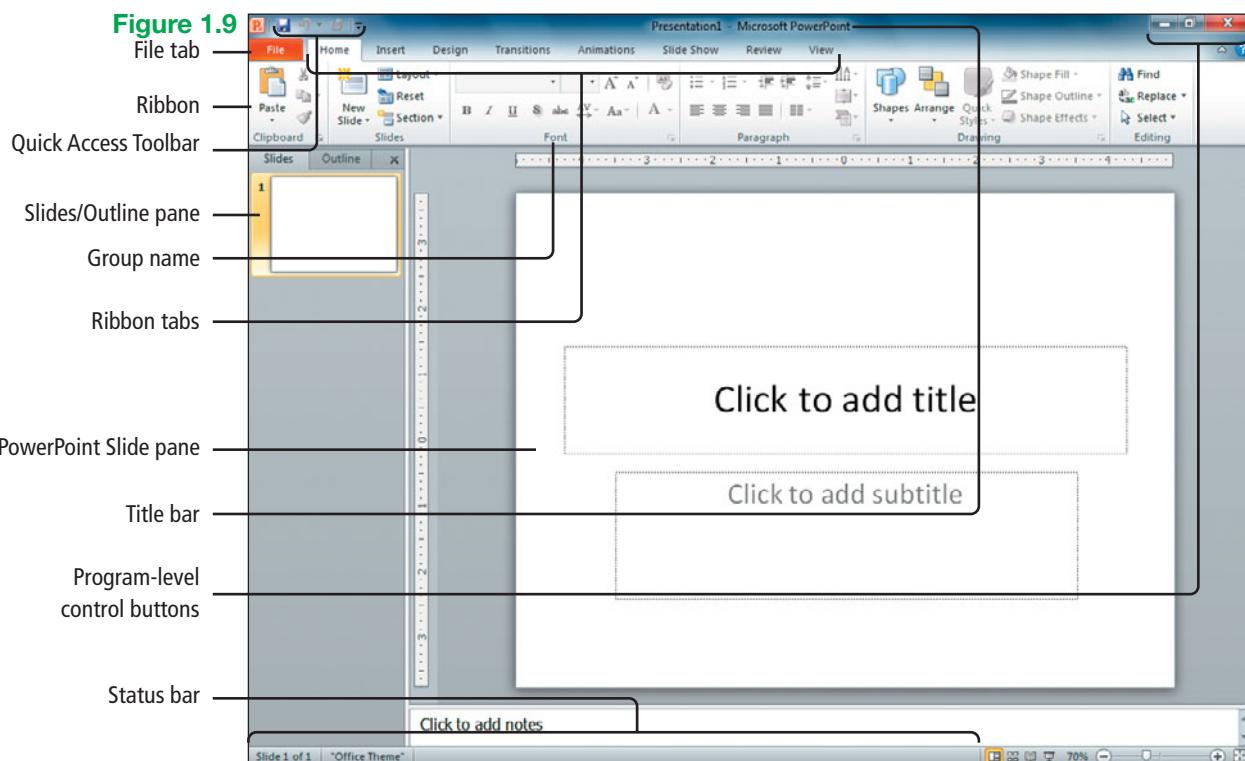
Additional popular Office programs include **Microsoft Outlook** to manage e-mail and organizational activities, **Microsoft Publisher** to create desktop publishing documents such as brochures, and **Microsoft OneNote** to manage notes that you make at meetings or in classes and to share notes with others on the Web.

The Professional Plus version of Office 2010 also includes **Microsoft SharePoint Workspace** to share information with others in a team environment and **Microsoft InfoPath Designer and Filler** to create forms and gather data.

**Figure 1.8**



- 4** Click to open the program **Microsoft PowerPoint 2010**. Compare your screen with Figure 1.9, and then take a moment to study the description of these screen elements in the table in Figure 1.10.



Screen Element	Description
File tab	Displays Microsoft Office Backstage view, which is a centralized space for all of your file management tasks such as opening, saving, printing, publishing, or sharing a file—all the things you can do <i>with</i> a file.
Group names	Indicate the name of the groups of related commands on the displayed tab.
PowerPoint Slide pane	Displays a large image of the active slide in the PowerPoint program.
Program-level control buttons	Minimizes, restores, or closes the program window.
Quick Access Toolbar	Displays buttons to perform frequently used commands and resources with a single click. The default commands include Save, Undo, and Redo. You can add and delete buttons to customize the Quick Access Toolbar for your convenience.
Ribbon	Displays a group of task-oriented tabs that contain the commands, styles, and resources you need to work in an Office 2010 program. The look of your Ribbon depends on your screen resolution. A high resolution will display more individual items and button names on the Ribbon.
Ribbon tabs	Display the names of the task-oriented tabs relevant to the open program.
Slides/Outline pane	Displays either thumbnails of the slides in a PowerPoint presentation (Slides tab) or the outline of the presentation's content (Outline tab). In each Office 2010 program, different panes display in different ways to assist you.
Status bar	Displays file information on the left and View and Zoom on the right.
Title bar	Displays the name of the file and the name of the program. The program window control buttons—Minimize, Maximize/Restore Down, and Close—are grouped on the right side of the title bar.

**Figure 1.10**

## Objective 3 | Enter and Edit Text in an Office 2010 Program

All of the programs in Office 2010 require some typed text. Your keyboard is still the primary method of entering information into your computer. Techniques to **edit**—make changes to—text are similar among all of the Office 2010 programs.

### Activity 1.03 | Entering and Editing Text in an Office 2010 Program

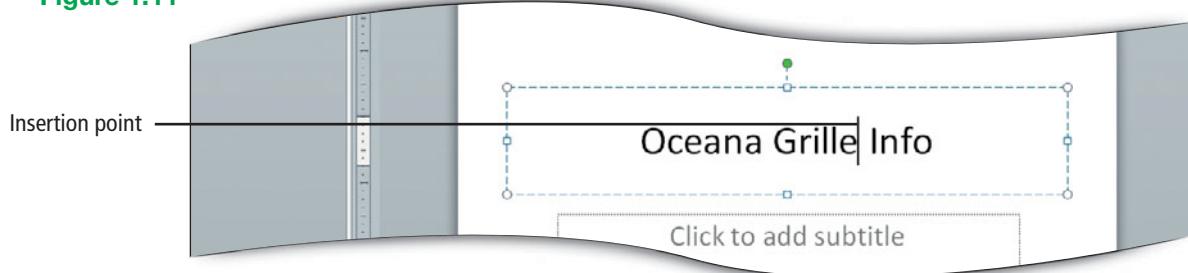
- In the middle of the PowerPoint Slide pane, point to the text *Click to add title* to display the **I** pointer, and then click one time.

The **insertion point**—a blinking vertical line that indicates where text or graphics will be inserted—displays.

In Office 2010 programs, the mouse **pointer**—any symbol that displays on your screen in response to moving your mouse device—displays in different shapes depending on the task you are performing and the area of the screen to which you are pointing.

- Type **Oceana Grille Info** and notice how the insertion point moves to the right as you type. Point slightly to the right of the letter *e* in *Grille* and click to place the insertion point there. Compare your screen with Figure 1.11.

**Figure 1.11**



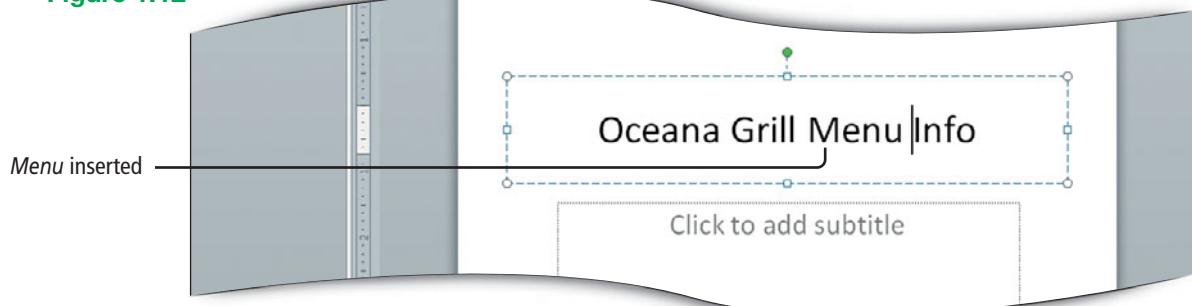
- On your keyboard, locate and press the **Backspace** key to delete the letter *e*.

Pressing **Backspace** removes a character to the left of the insertion point.

- Point slightly to the left of the *I* in *Info* and click one time to place the insertion point there. Type **Menu** and then press **Spacebar** one time. Compare your screen with Figure 1.12.

By **default**, when you type text in an Office program, existing text moves to the right to make space for new typing. Default refers to the current selection or setting that is automatically used by a program unless you specify otherwise.

**Figure 1.12**



**5** Press **Del** four times to delete *Info* and then type **Plan**

Pressing **Del** removes—deletes—a character to the right of the insertion point.

**6** With your insertion point blinking after the word *Plan*, on your keyboard, hold down the **Ctrl** key. While holding down **Ctrl**, press **←** three times to move the insertion point to the beginning of the word *Grill*.

This is a **keyboard shortcut**—a key or combination of keys that performs a task that would otherwise require a mouse. This keyboard shortcut moves the insertion point to the beginning of the previous word.

A keyboard shortcut is commonly indicated as **[Ctrl]** + **←** (or some other combination of keys) to indicate that you hold down the first key while pressing the second key. A keyboard shortcut can also include three keys, in which case you hold down the first two and then press the third. For example, **[Ctrl]** + **Shift** + **←** selects one word to the left.

**7** With the insertion point blinking at the beginning of the word *Grill*, type **Palm** and press **Spacebar**.

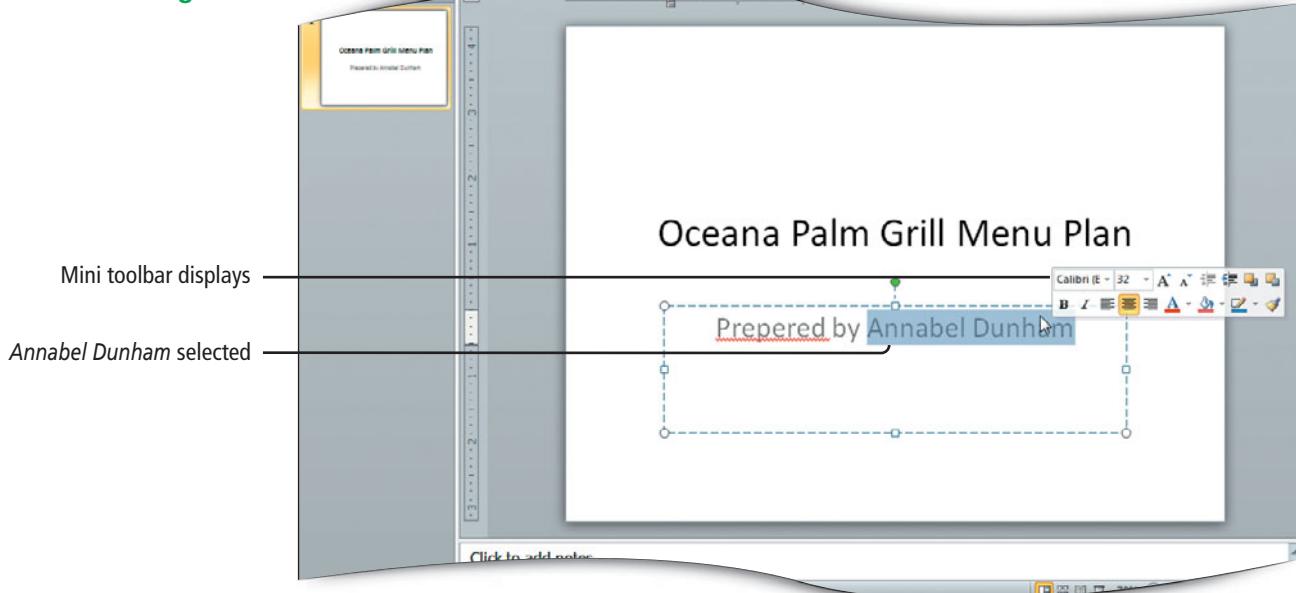
**8** Click anywhere in the text *Click to add subtitle*. With the insertion point blinking, type the following and include the spelling error: **Prepered by Annabel Dunham**

**9** With your mouse, point slightly to the left of the A in *Annabel*, hold down the left mouse button, and then **drag**—hold down the left mouse button while moving your mouse—to the right to select the text *Annabel Dunham*, and then release the mouse button. Compare your screen with Figure 1.13.

The **Mini toolbar** displays commands that are commonly used with the selected object, which places common commands close to your pointer. When you move the pointer away from the Mini toolbar, it fades from view.

To **select** refers to highlighting, by dragging with your mouse, areas of text or data or graphics so that the selection can be edited, formatted, copied, or moved. The action of dragging includes releasing the left mouse button at the end of the area you want to select. The Office programs recognize a selected area as one unit, to which you can make changes. Selecting text may require some practice. If you are not satisfied with your result, click anywhere outside of the selection, and then begin again.

**Figure 1.13**



- 10** With the text *Annabel Dunham* selected, type your own firstname and lastname.

In any Windows-based program, such as the Microsoft Office 2010 programs, selected text is deleted and then replaced when you begin to type new text. You will save time by developing good techniques to select and then edit or replace selected text, which is easier than pressing the **Del** key numerous times to delete text that you do not want.

- 11** Notice that the misspelled word *Prepered* displays with a wavy red underline; additionally, all or part of your name might display with a wavy red underline.

Office 2010 has a dictionary of words against which all entered text is checked. In Word and PowerPoint, words that are *not* in the dictionary display a wavy red line, indicating a possible misspelled word or a proper name or an unusual word—none of which are in the Office 2010 dictionary.

In Excel and Access, you can initiate a check of the spelling, but wavy red underlines do not display.

- 12** Point to *Prepered* and then **right-click**—click your right mouse button one time.

The Mini toolbar and a **shortcut menu** display. A shortcut menu displays commands and options relevant to the selected text or object—known as **context-sensitive commands** because they relate to the item you right-clicked.

Here, the shortcut menu displays commands related to the misspelled word. You can click the suggested correct spelling *Prepared*, click Ignore All to ignore the misspelling, add the word to the Office dictionary, or click Spelling to display a **dialog box**. A dialog box is a small window that contains options for completing a task. Whenever you see a command followed by an **ellipsis** (...), which is a set of three dots indicating incompleteness, clicking the command will always display a dialog box.

- 13** On the displayed shortcut menu, click **Prepared** to correct the misspelled word. If necessary, point to any parts of your name that display a wavy red underline, right-click, and then on the shortcut menu, click Ignore All so that Office will no longer mark your name with a wavy underline in this file.

#### More Knowledge | Adding to the Office Dictionary

The main dictionary contains the most common words, but does not include all proper names, technical terms, or acronyms. You can add words, acronyms, and proper names to the Office dictionary by clicking Add to Dictionary when they are flagged, and you might want to do so for your own name and other proper names and terms that you type often.

## Objective 4 | Perform Commands from a Dialog Box

In a dialog box, you make decisions about an individual object or topic. A dialog box also offers a way to adjust a number of settings at one time.

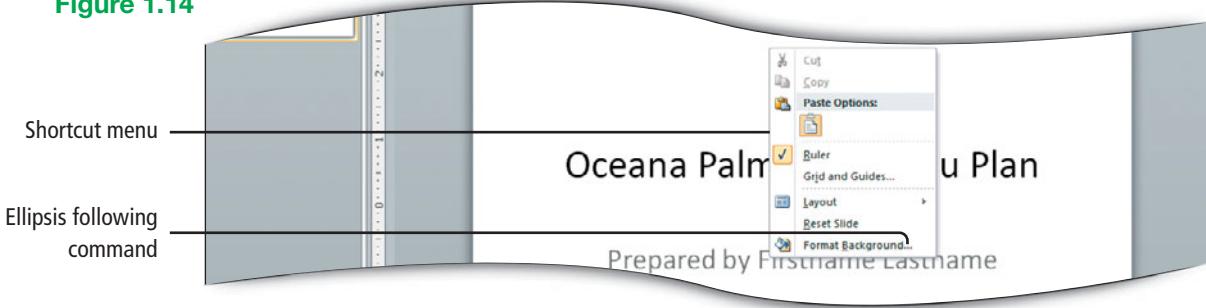
### Activity 1.04 | Performing Commands from a Dialog Box

- 1** Point anywhere in the blank area above the title *Oceana Palm Grill Menu Plan* to display the  pointer.

- 2** Right-click to display a shortcut menu. Notice the command *Format Background* followed by an ellipsis (...). Compare your screen with Figure 1.14.

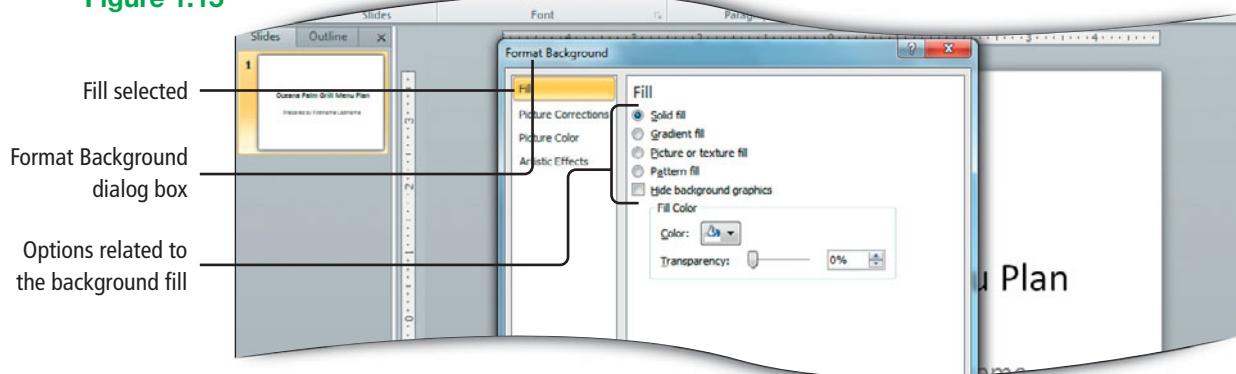
Recall that a command followed by an ellipsis indicates that a dialog box will display if you click the command.

**Figure 1.14**



- 3** Click **Format Background** to display the **Format Background** dialog box, and then compare your screen with Figure 1.15.

**Figure 1.15**



- 4** On the left, if necessary, click **Fill** to display the **Fill** options.

**Fill** is the inside color of an object. Here, the dialog box displays the option group names on the left; some dialog boxes provide a set of tabs across the top from which you can display different sets of options.

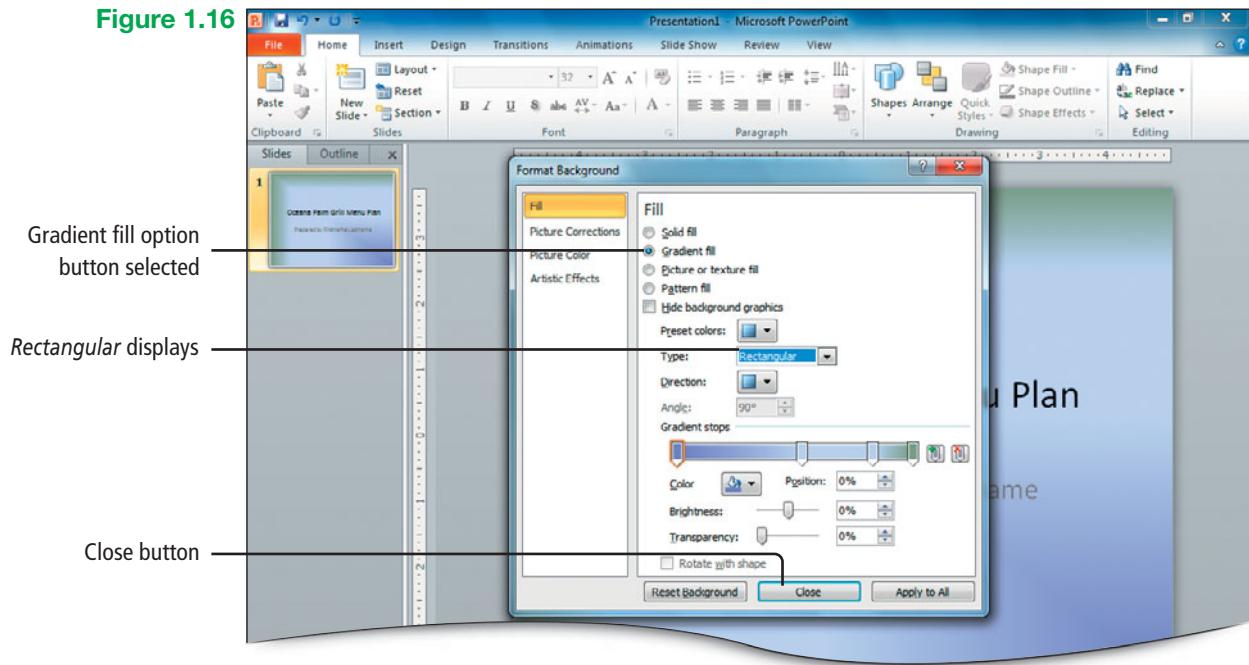
- 5** On the right, under **Fill**, click the **Gradient fill** option button.

The dialog box displays additional settings related to the gradient fill option. An **option button** is a round button that enables you to make one choice among two or more options. In a gradient fill, one color fades into another.

- 6** Click the **Preset colors arrow**—the arrow in the box to the right of the text *Preset colors*—and then in the gallery, in the second row, point to the fifth fill color to display the ScreenTip *Fog*.

A **gallery** is an Office feature that displays a list of potential results. A **ScreenTip** displays useful information about mouse actions, such as pointing to screen elements or dragging.

- 7** Click **Fog**, and then notice that the fill color is applied to your slide. Click the **Type arrow**, and then click **Rectangular** to change the pattern of the fill color. Compare your screen with Figure 1.16.

**Figure 1.16**

- 8** At the bottom of the dialog box, click **Close**.

As you progress in your study of Microsoft Office, you will practice using many dialog boxes and applying dramatic effects such as this to your Word documents, Excel spreadsheets, Access databases, and PowerPoint slides.

## Objective 5 | Create a Folder, Save a File, and Close a Program

A **location** is any disk drive, folder, or other place in which you can store files and folders. Where you store your files depends on how and where you use your data. For example, for your classes, you might decide to store primarily on a removable USB flash drive so that you can carry your files to different locations and access your files on different computers.

If you do most of your work on a single computer, for example your home desktop system or your laptop computer that you take with you to school or work, store your files in one of the Libraries—Documents, Music, Pictures, or Videos—provided by your Windows operating system.

Although the Windows operating system helps you to create and maintain a logical folder structure, take the time to name your files and folders in a consistent manner.

### Activity 1.05 | Creating a Folder, Saving a File, and Closing a Program

A PowerPoint presentation is an example of a file. Office 2010 programs use a common dialog box provided by the Windows operating system to assist you in saving files. In this activity, you will create a folder on a USB flash drive in which to store files. If you prefer to store on your hard drive, you can use similar steps to store files in your My Documents folder in your Documents library.

- 1** Insert a USB flash drive into your computer, and if necessary, **Close**  the **AutoPlay** dialog box. If you are not using a USB flash drive, go to Step 2.

As the first step in saving a file, determine where you want to save the file, and if necessary, insert a storage device.

- 2** At the top of your screen, in the title bar, notice that *Presentation1 – Microsoft PowerPoint* displays.

Most Office 2010 programs open with a new unsaved file with a default name—*Presentation1*, *Document1*, and so on. As you create your file, your work is temporarily stored in the computer’s memory until you initiate a Save command, at which time you must choose a file name and location in which to save your file.

- 3** In the upper left corner of your screen, click the **File tab** to display **Microsoft Office Backstage** view. Compare your screen with Figure 1.17.

Microsoft Office **Backstage view** is a centralized space for tasks related to *file management*; that is why the tab is labeled *File*. File management tasks include, for example, opening, saving, printing, publishing, or sharing a file. The **Backstage tabs**—*Info*, *Recent*, *New*, *Print*, *Save & Send*, and *Help*—display along the left side. The tabs group file-related tasks together.

Above the Backstage tabs, **Quick Commands**—*Save*, *Save As*, *Open*, and *Close*—display for quick access to these commands. When you click any of these commands, Backstage view closes and either a dialog box displays or the active file closes.

Here, the **Info tab** displays information—*info*—about the current file. In the center panel, various file management tasks are available in groups. For example, if you click the Protect Presentation button, a list of options that you can set for this file that relate to who can open or edit the presentation displays.

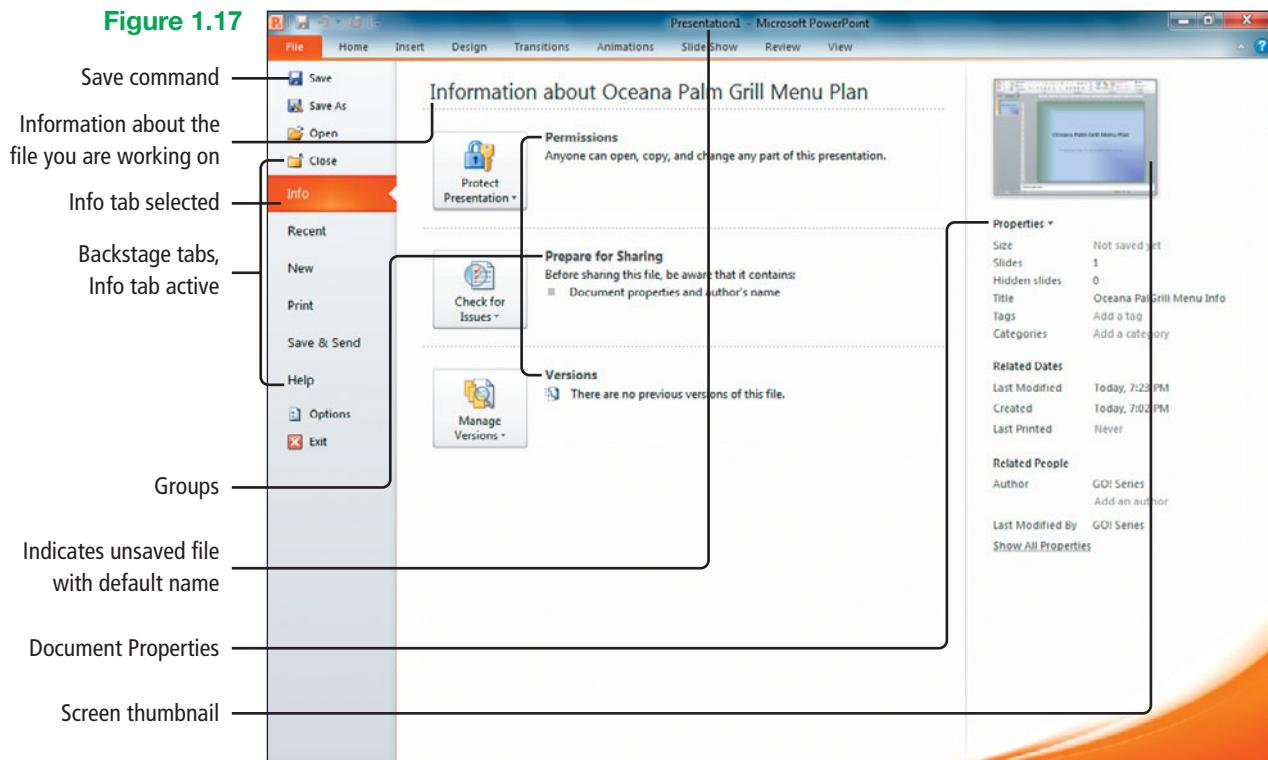
On the Info tab, in the right panel, you can also examine the **document properties**. Document properties, also known as **metadata**, are details about a file that describe or identify it, such as the title, author name, subject, and keywords that identify the document’s topic or contents. On the Info page, a thumbnail image of the current file displays in the upper right corner, which you can click to close Backstage view and return to the document.

#### More Knowledge | Deciding Where to Store Your Files

Where should you store your files? In the libraries created by Windows 7 (Documents, Pictures, and so on)? On a removable device like a flash drive or external hard drive? In Windows 7, it is easy to find your files, especially if you use the libraries. Regardless of where you save a file, Windows 7 will make it easy to find the file again, even if you are not certain where it might be.

In Windows 7, storing all of your files within a library makes sense. If you perform most of your work on your desktop system or your laptop that travels with you, you can store your files in the libraries created by Windows 7 for your user account—Documents, Pictures, Music, and so on. Within these libraries, you can create folders and subfolders to organize your data. These libraries are a good choice for storing your files because:

- From the Windows Explorer button on the taskbar, your libraries are always just one click away.
- The libraries are designed for their contents; for example, the Pictures folder displays small images of your digital photos.
- You can add new locations to a library; for example, an external hard drive, or a network drive. Locations added to a library behave just like they are on your hard drive.
- Other users of your computer cannot access your libraries.
- The libraries are the default location for opening and saving files within an application, so you will find that you can open and save files with fewer navigation clicks.

**Figure 1.17**

- 4** Above the **Backstage tabs**, click **Save** to display the **Save As** dialog box.

Backstage view closes and the Save As dialog box, which includes a folder window and an area at the bottom to name the file and set the file type, displays.

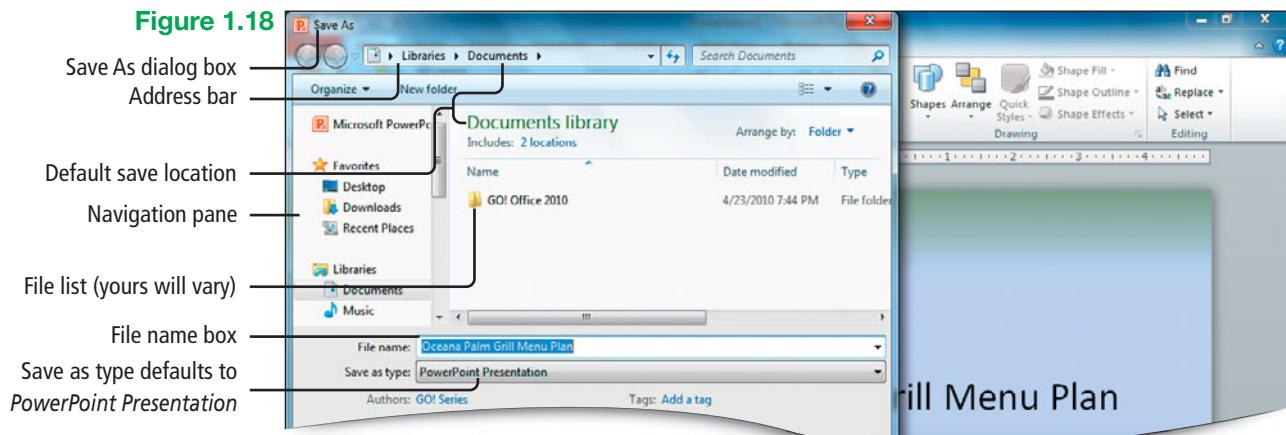
When you are saving something for the first time, for example a new PowerPoint presentation, the Save and Save As commands are identical. That is, the Save As dialog box will display if you click Save or if you click Save As.

#### Note | Saving Your File

After you have named a file and saved it in your desired location, the Save command saves any changes you make to the file without displaying any dialog box. The Save As command will display the Save As dialog box and let you name and save a new file based on the current one—in a location that you choose. After you name and save the new document, the original document closes, and the new document—based on the original one—displays.

- 5** In the **Save As** dialog box, on the left, locate the **navigation pane**; compare your screen with Figure 1.18.

By default, the Save command opens the Documents library unless your default file location has been changed.

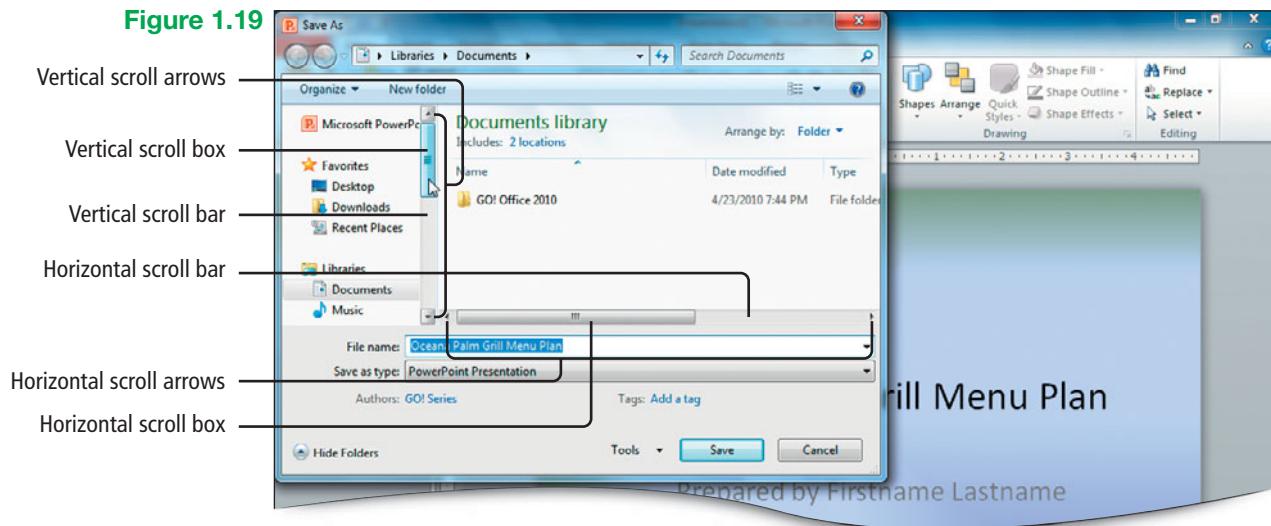
**Figure 1.18**

- 6** On the right side of the **navigation pane**, point to the **scroll bar**. Compare your screen with Figure 1.19.

A **scroll bar** displays when a window, or a pane within a window, has information that is not in view. You can click the up or down scroll arrows—or the left and right scroll arrows in a horizontal scroll bar—to scroll the contents up or down or left and right in small increments.

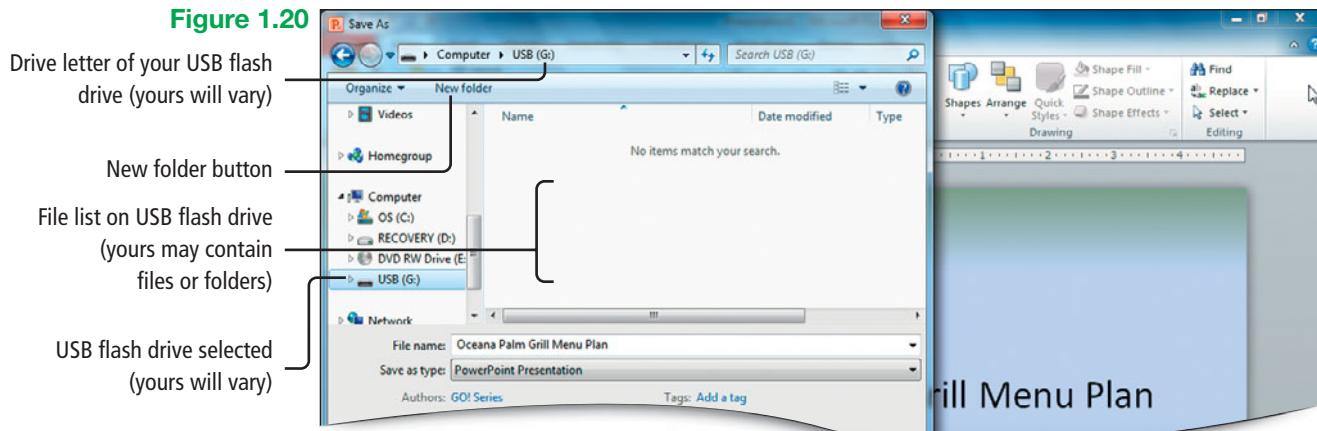
You can also drag the **scroll box**—the box within the scroll bar—to scroll the window in either direction.

**Figure 1.19**



- 7** Click the **down scroll arrow** as necessary so that you can view the lower portion of the **navigation pane**, and then click the icon for your USB flash drive. Compare your screen with Figure 1.20. (If you prefer to store on your computer's hard drive instead of a USB flash drive, in the navigation pane, click **Documents**.)

**Figure 1.20**



- 8** On the toolbar, click the **New folder** button.

In the file list, a new folder is created, and the text *New folder* is selected.

- 9** Type **Common Features Chapter 1** and press **Enter**. Compare your screen with Figure 1.21. In Windows-based programs, the **Enter** key confirms an action.

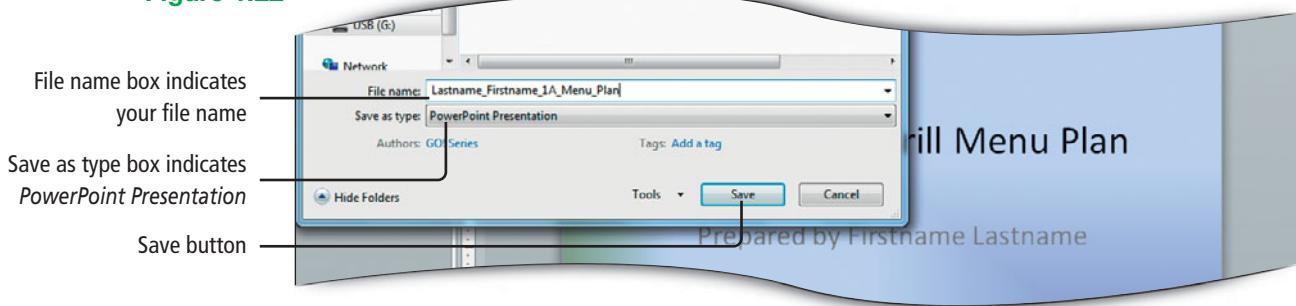
**Figure 1.21**



- 10** In the **file list**, double-click the name of your new folder to open it and display its name in the **address bar**.
- 11** In the lower portion of the dialog box, click in the **File name** box to select the existing text. Notice that Office inserts the text at the beginning of the presentation as a suggested file name.
- 12** On your keyboard, locate the **[\_]** key. Notice that the Shift of this key produces the underscore character. With the text still selected, type **Lastname\_Firstname\_1A\_Menu\_Plan** Compare your screen with Figure 1.22.

You can use spaces in file names, however some individuals prefer not to use spaces. Some programs, especially when transferring files over the Internet, may not work well with spaces in file names. In general, however, unless you encounter a problem, it is OK to use spaces. In this textbook, underscores are used instead of spaces in file names.

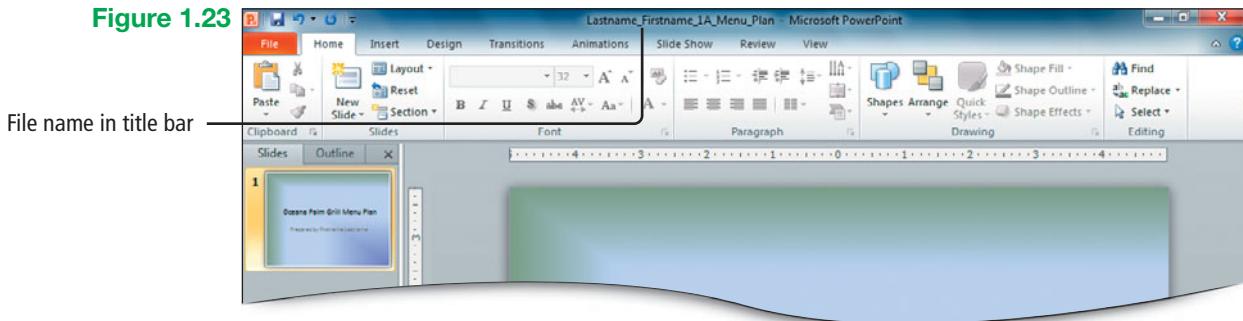
**Figure 1.22**



- 13** In the lower right corner, click **Save**; or press **Enter**. See Figure 1.23.

Your new file name displays in the title bar, indicating that the file has been saved to a location that you have specified.

**Figure 1.23**



- 14** In the text that begins *Prepared by*, click to position the insertion point at the end of your name, and then press **Enter** to move to a new line. Type **For Laura Hernandez**
- 15** Click the **File tab** to display **Backstage** view. At the top of the center panel, notice that the path where your file is stored displays. Above the Backstage tabs, click **Close** to close the file. In the message box, click **Save** to save the changes you made and close the file. Leave PowerPoint open.

PowerPoint displays a message asking if you want to save the changes you have made. Because you have made additional changes to the file since your last Save operation, an Office program will always prompt you to save so that you do not lose any new data.

## Objective 6 | Add Document Properties and Print a File

The process of printing a file is similar in all of the Office applications. There are differences in the types of options you can select. For example, in PowerPoint, you have the option of printing the full slide, with each slide printing on a full sheet of paper, or of printing handouts with small pictures of slides on a page.

### Activity 1.06 | Adding Document Properties and Printing a File

#### **Alert!** | Are You Printing or Submitting Your Files Electronically?

If you are submitting your files electronically only, or have no printer attached, you can still complete this activity. Complete Steps 1–9, and then submit your file electronically as directed by your instructor.

- 1 In the upper left corner, click the **File tab** to display **Backstage** view. Notice that the **Recent tab** displays.

Because no file was open in PowerPoint, Office applies predictive logic to determine that your most likely action will be to open a PowerPoint presentation that you worked on recently. Thus, the Recent tab displays a list of PowerPoint presentations that were recently open on your system.

- 2 At the top of the **Recent Presentations** list, click your **Lastname\_Firstname\_1A\_Menu\_Plan** file to open it.

- 3 Click the **File tab** to redisplay **Backstage** view. On the right, under the screen thumbnail, click **Properties**, and then click **Show Document Panel**. In the **Author** box, delete the existing text, and then type your firstname and lastname. Notice that in PowerPoint, some variation of the slide title is automatically inserted in the Title box. In the **Subject** box, type your Course name and section number. In the **Keywords** box, type **menu plan** and then in the upper right corner of the **Document Properties** panel, click the **Close the Document Information Panel** button [x].

#### Another Way

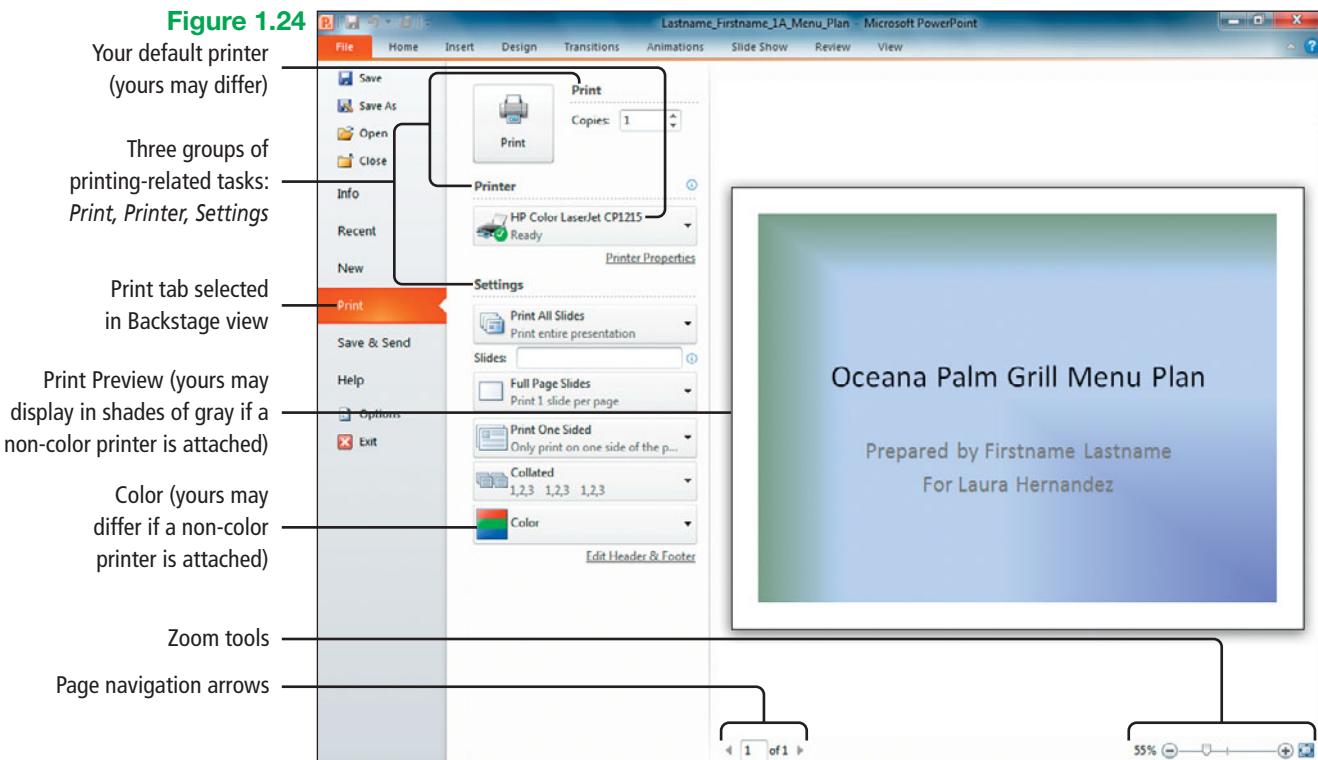
Press **[Ctrl] + [P]** or **[Ctrl] + [F2]** to display the Print tab in Backstage view.

Adding properties to your documents will make them easier to search for in systems such as Microsoft SharePoint.

- 4 Redisplay **Backstage** view, and then click the **Print tab**. Compare your screen with Figure 1.24.

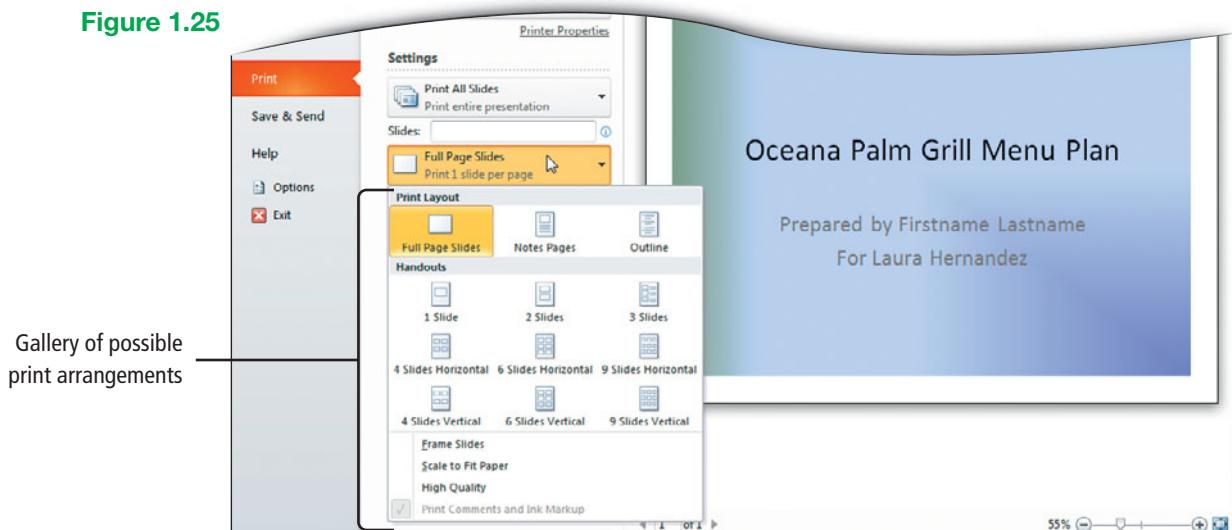
On the Print tab in Backstage view, in the center panel, three groups of printing-related tasks display—Print, Printer, and Settings. In the right panel, the **Print Preview** displays, which is a view of a document as it will appear on the paper when you print it.

At the bottom of the Print Preview area, on the left, the number of pages and arrows with which you can move among the pages in Print Preview display. On the right, **Zoom** settings enable you to shrink or enlarge the Print Preview. Zoom is the action of increasing or decreasing the viewing area of the screen.

**Figure 1.24**

**5** Locate the **Settings group**, and notice that the default setting is to **Print All Slides** and to print **Full Page Slides**—each slide on a full sheet of paper.

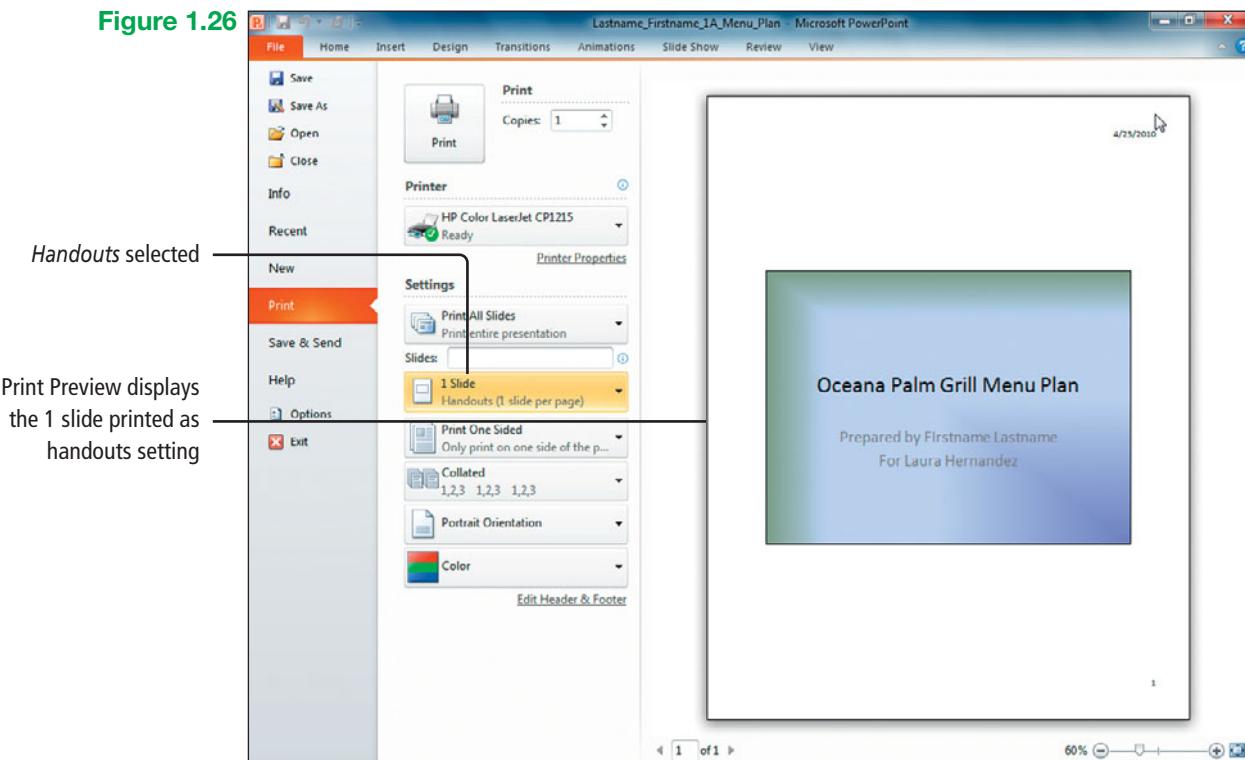
**6** Point to **Full Page Slides**, notice that the button glows orange, and then click the button to display a gallery of print arrangements. Compare your screen with Figure 1.25.

**Figure 1.25**

**7** In the displayed gallery, under **Handouts**, click **1 Slide**, and then compare your screen with Figure 1.26.

The Print Preview changes to show how your slide will print on the paper in this arrangement.

**Figure 1.26**



- 8** To submit your file electronically, skip this step and move to Step 9. To print your slide, be sure your system is connected to a printer, and then in the **Print group**, click the **Print** button. On the Quick Access Toolbar, click **Save** , and then move to Step 10.

The handout will print on your default printer—on a black and white printer, the colors will print in shades of gray. Backstage view closes and your file redisplays in the PowerPoint window.

- 9** To submit your file electronically, above the **Backstage tabs**, click **Close** to close the file and close **Backstage** view, click **Save** in the displayed message, and then follow the instructions provided by your instructor to submit your file electronically.

**Another Way**

In the upper right corner of your PowerPoint window, click the red Close button.

- 10** Display **Backstage** view, and then below the **Backstage tabs**, click **Exit** to close your file and close PowerPoint.

**More Knowledge | Creating a PDF as an Electronic Printout**

From Backstage view, you can save an Office file as a **PDF file. Portable Document Format** (PDF) creates an image of your file that preserves the look of your file, but that cannot be easily changed. This is a popular format for sending documents electronically, because the document will display on most computers. From Backstage view, click **Save & Send**, and then in the **File Types** group, click **Create PDF/XPS Document**. Then in the third panel, click the **Create PDF/XPS** button, navigate to your chapter folder, and then in the lower right corner, click **Publish**.

**End You have completed Project 1A**

# Project 1B Word File

## Project Activities

In Activities 1.07 through 1.16, you will open, edit, save, and then compress a Word file. Your completed document will look similar to Figure 1.27.

## Project Files

For Project 1B, you will need the following file:

**cf01B\_Cheese\_Promotion**

You will save your Word document as:

**Lastname\_Firstname\_1B\_Cheese\_Promotion**

## Project Results

**Memo**

**TO:** Laura Mabry Hernandez, General Manager  
**FROM:** Donna Jackson, Executive Chef  
**DATE:** December 17, 2014  
**SUBJECT:** Cheese Specials on Tuesdays

*To increase restaurant traffic between 4:00 p.m. and 6:00 p.m., I am proposing a trial cheese event in one of the restaurants, probably Orlando. I would like to try a weekly event on Tuesday evenings where the focus is on a good selection of cheese.*

I envision two possibilities: a selection of cheese plates or a cheese bar—or both. The cheeses would have to be matched with compatible fruit and bread or crackers. They could be used as appetizers, or for desserts, as is common in Europe. The cheese plates should be varied and diverse, using a mixture of hard and soft, sharp and mild, unusual and familiar.

I am excited about this new promotion. If done properly, I think it could increase restaurant traffic in the hours when individuals want to relax with a small snack instead of a heavy dinner.

The promotion will require that our employees become familiar with the types and characteristics of both foreign and domestic cheeses. Let's meet to discuss the details and the training requirements, and to create a flyer that begins something like this:

**Oceana Palm Grill Tuesday Cheese Tastings**



Lastname\_Firstname\_1B\_Cheese\_Promotion

**Figure 1.27**

Project 1B Cheese Promotion

## Objective 7 | Open an Existing File and Save It with a New Name

In any Office program, use the Open command to display the **Open dialog box**, from which you can navigate to and then open an existing file that was created in that same program.

The Open dialog box, along with the Save and Save As dialog boxes, are referred to as **common dialog boxes**. These dialog boxes, which are provided by the Windows programming interface, display in all of the Office programs in the same manner. Thus, the Open, Save, and Save As dialog boxes will all look and perform the same in each Office program.

### Activity 1.07 | Opening an Existing File and Saving it with a New Name

In this activity, you will display the Open dialog box, open an existing Word document, and then save it in your storage location with a new name.

- 1 Determine the location of the student data files that accompany this textbook, and be sure you can access these files.

For example:

If you are accessing the files from the Student CD that came with this textbook, insert the CD now.

If you copied the files from the Student CD or from the Pearson Web site to a USB flash drive that you are using for this course, insert the flash drive in your computer now.

If you copied the files to the hard drive of your computer, for example in your Documents library, be sure you can locate the files on the hard drive.

- 2 Determine the location of your **Common Features Chapter 1** folder you created in Activity 1.05, in which you will store your work from this chapter, and then be sure you can access that folder.

For example:

If you created your chapter folder on a USB flash drive, insert the flash drive in your computer now. This can be the same flash drive where you have stored the student data files; just be sure to use the chapter folder you created.

If you created your chapter folder in the Documents library on your computer, be sure you can locate the folder. Otherwise, create a new folder at the computer at which you are working, or on a USB flash drive.

- 3 Using the technique you practiced in Activity 1.02, locate and then start the **Microsoft Word 2010** program on your system.

- 4 On the Ribbon, click the **File tab** to display **Backstage** view, and then click **Open** to display the **Open** dialog box.

- 5 In the **navigation pane** on the left, use the scroll bar to scroll as necessary, and then click the location of your student data files to display the location's contents in the **file list**. Compare your screen with Figure 1.28.

For example:

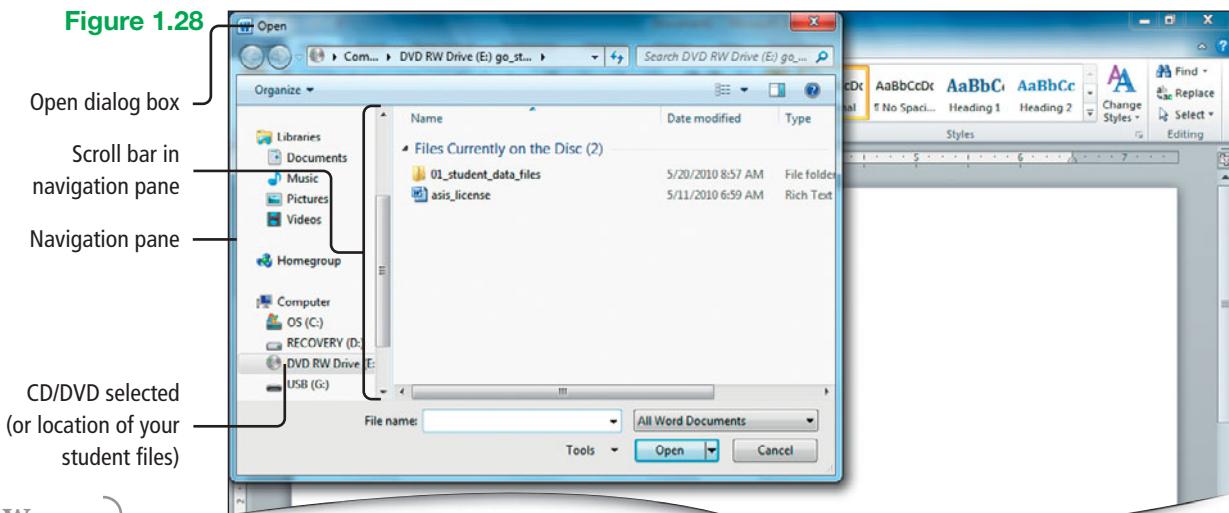
If you are accessing the files from the Student CD that came with your book, under Computer, click the CD/DVD.

If you are accessing the files from a USB flash drive, under Computer, click the flash drive name.

If you are accessing the files from the Documents library of your computer, under Libraries, click Documents.

#### Another Way

In the Word (or other program) window, press **[Ctrl] + [F12]** to display the Open dialog box.

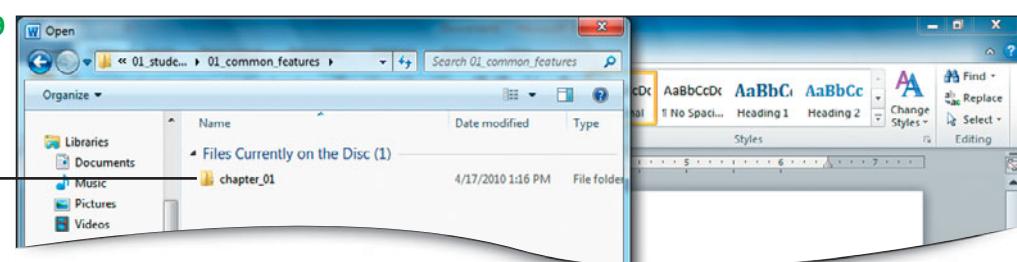
**Figure 1.28****Another Way**

Point to a folder name, right-click, and then from the shortcut menu, click Open.

**Figure 1.29**

File list displays the contents of the 01\_common\_features folder

- 6 Point to the folder **01\_student\_data\_files** and double-click to open the folder. Point to the subfolder **01\_common\_features**, double-click, and then compare your screen with Figure 1.29.

**Another Way**

Click one time to select the file, and then press **Enter** or click the Open button in the lower right corner of the dialog box.

- 7 In the **file list**, point to the **chapter\_01** subfolder and double-click to open it. In the **file list**, point to Word file **cf01B\_Cheese\_Promotion** and then double-click to open and display the file in the Word window. On the Ribbon, on the **Home tab**, in the **Paragraph group**, if necessary, click the **Show/Hide** button ¶ so that it is active—glowing orange. Compare your screen with Figure 1.30.

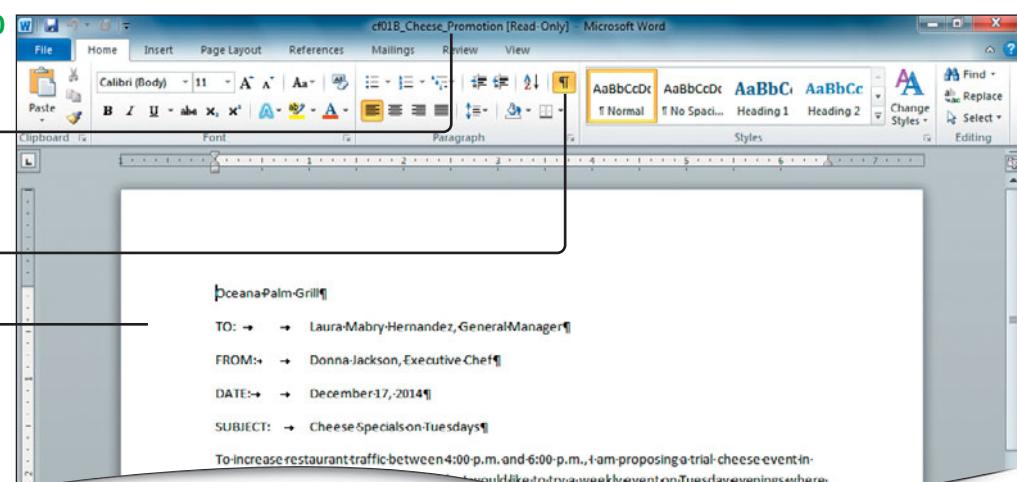
On the title bar at the top of the screen, the file name displays. If you opened the document from the Student CD, *(Read-Only)* will display. If you opened the document from another source to which the files were copied, *(Read-Only)* might not display. **Read-Only** is a property assigned to a file that prevents the file from being modified or deleted; it indicates that you cannot save any changes to the displayed document unless you first save it with a new name.

**Figure 1.30**

File name displays in the title bar (*Read-only* will display if opened from the CD)

Show/Hide button active

Word document displays in the Word window



### Alert! | Do You See a Message to Enable Editing or Enable Content?

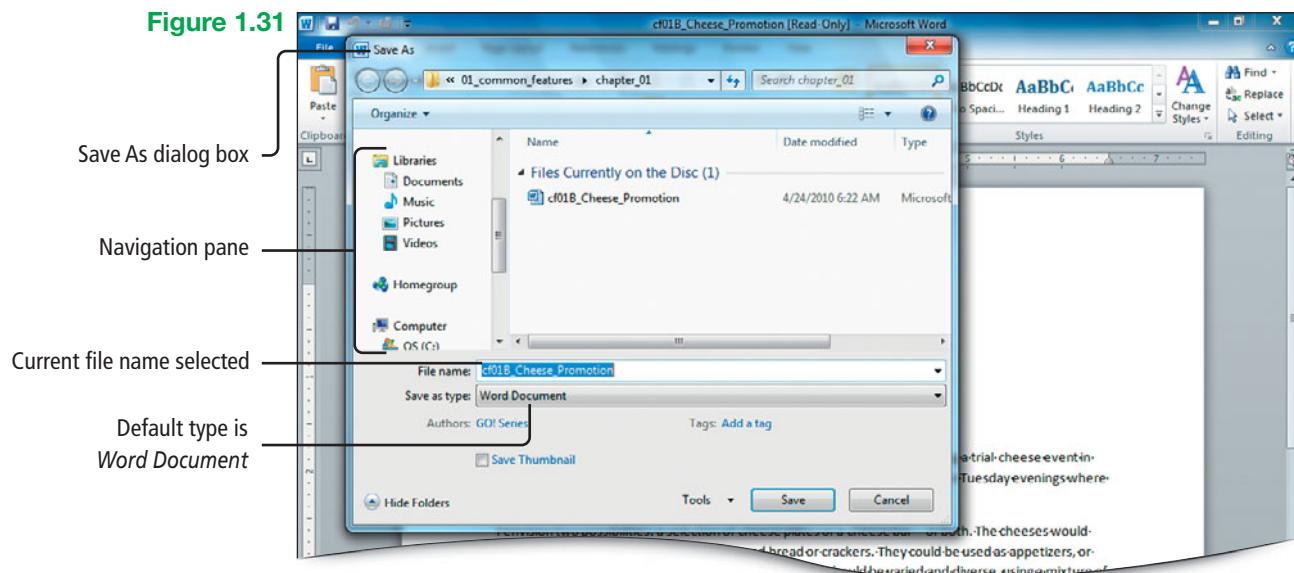
In Office 2010, some files open in **Protected View** if the file appears to be from a potentially risky location, such as the Internet. Protected View is a new security feature in Office 2010 that protects your computer from malicious files by opening them in a restricted environment until you enable them. **Trusted Documents** is another security feature that remembers which files you have already enabled. You might encounter these security features if you open a file from an e-mail or download files from the Internet; for example, from your college's learning management system or from the Pearson Web site. So long as you trust the source of the file, click Enable Editing or Enable Content—depending on the type of file you receive—and then go ahead and work with the file.

**Another Way**  
Press F12 to display the Save As dialog box.

- 8 Click the **File tab** to display **Backstage view**, and then click the **Save As** command to display the **Save As** dialog box. Compare your screen with Figure 1.31.

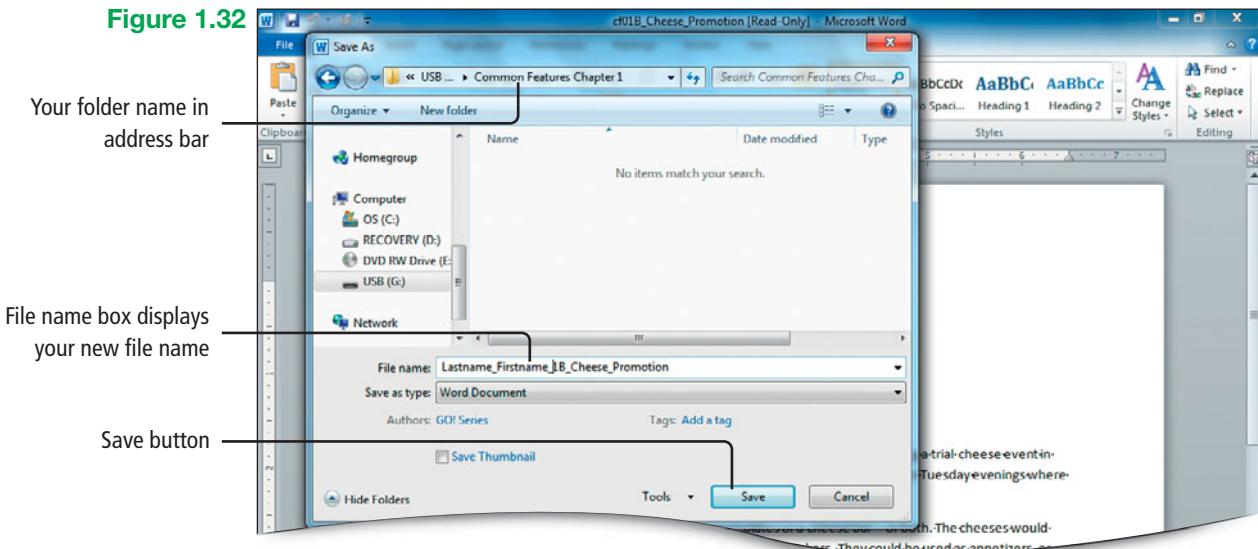
The Save As command displays the Save As dialog box where you can name and save a *new* document based on the currently displayed document. After you name and save the new document, the original document closes, and the new document—based on the original one—displays.

Figure 1.31



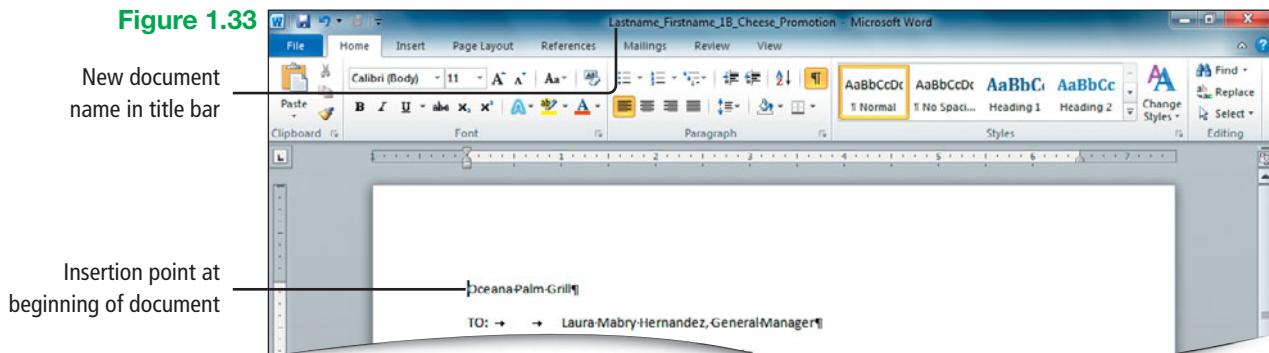
- 9 In the **navigation pane**, click the location in which you are storing your projects for this chapter—the location where you created your **Common Features Chapter 1** folder; for example, your USB flash drive or the Documents library.
- 10 In the **file list**, double-click the necessary folders and subfolders until your **Common Features Chapter 1** folder displays in the **address bar**.
- 11 Click in the **File name** box to select the existing file name, or drag to select the existing text, and then using your own name, type **Lastname\_Firstname\_1B\_Cheese\_Promotion**. Compare your screen with Figure 1.32.

As you type, the file name from your 1A project might display briefly. Because your 1A project file is stored in this location and you began the new file name with the same text, Office predicts that you might want the same or similar file name. As you type new characters, the suggestion is removed.

**Figure 1.32**

- 12** In the lower right corner of the **Save As** dialog box, click **Save**; or press **Enter**. Compare your screen with Figure 1.33.

The original document closes, and your new document, based on the original, displays with the name in the title bar.

**Figure 1.33**

## Objective 8 | Explore Options for an Application

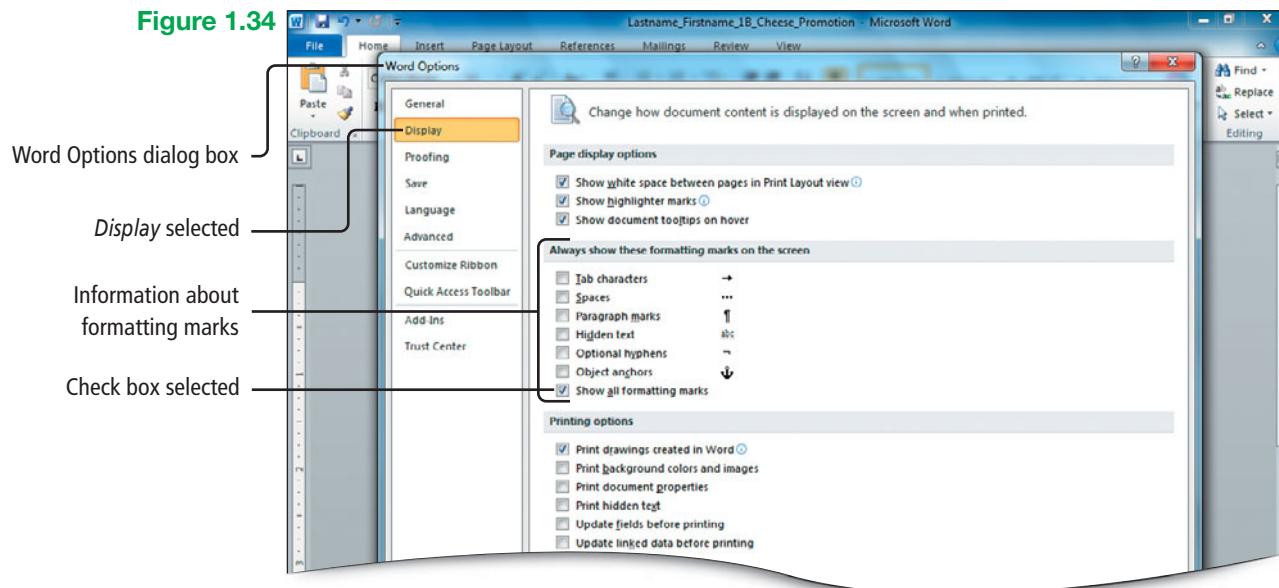
Within each Office application, you can open an **Options dialog box** where you can select program settings and other options and preferences. For example, you can set preferences for viewing and editing files.

### Activity 1.08 | Viewing Application Options

- 1 Click the **File tab** to display **Backstage** view. Under the **Help tab**, click **Options**.
- 2 In the displayed **Word Options** dialog box, on the left, click **Display**, and then on the right, locate the information under **Always show these formatting marks on the screen**.

When you press **Enter**, **Spacebar**, or **Tab** on your keyboard, characters display to represent these keystrokes. These screen characters do not print, and are referred to as **formatting marks** or **nonprinting characters**.

- 3** Under **Always show these formatting marks on the screen**, be sure the last check box, **Show all formatting marks**, is selected—select it if necessary. Compare your screen with Figure 1.34.



- 4** In the lower right corner of the dialog box, click **OK**.

## Objective 9 | Perform Commands from the Ribbon

The **Ribbon**, which displays across the top of the program window, groups commands and features in a manner that you would most logically use them. Each Office program's Ribbon is slightly different, but all contain the same three elements: **tabs**, **groups**, and **commands**.

Tabs display across the top of the Ribbon, and each tab relates to a type of activity; for example, laying out a page. Groups are sets of related commands for specific tasks. Commands—instructions to computer programs—are arranged in groups, and might display as a button, a menu, or a box in which you type information.

You can also minimize the Ribbon so only the tab names display. In the minimized Ribbon view, when you click a tab the Ribbon expands to show the groups and commands, and then when you click a command, the Ribbon returns to its minimized view. Most Office users, however, prefer to leave the complete Ribbon in view at all times.

### Activity 1.09 | Performing Commands from the Ribbon

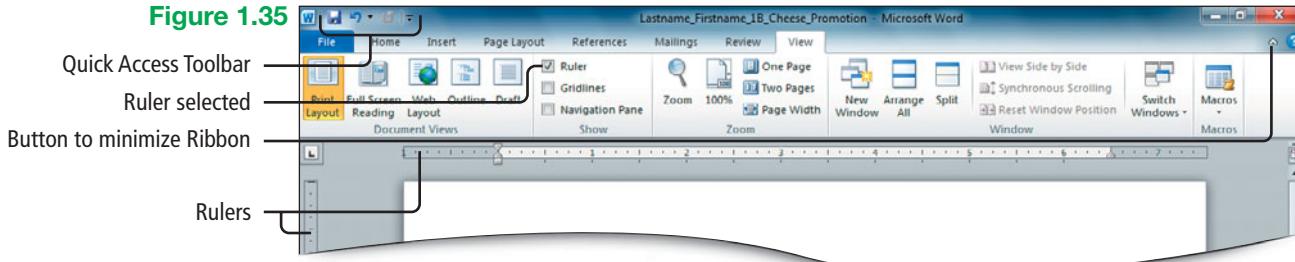
- 1** Take a moment to examine the document on your screen.

This document is a memo from the Executive Chef to the General Manager regarding a new restaurant promotion.

- 2** On the Ribbon, click the **View tab**. In the **Show group**, if necessary, click to place a check mark in the **Ruler** check box, and then compare your screen with Figure 1.35.

When working in Word, display the rulers so that you can see how margin settings affect your document and how text aligns. Additionally, if you set a tab stop or an indent, its location is visible on the ruler.

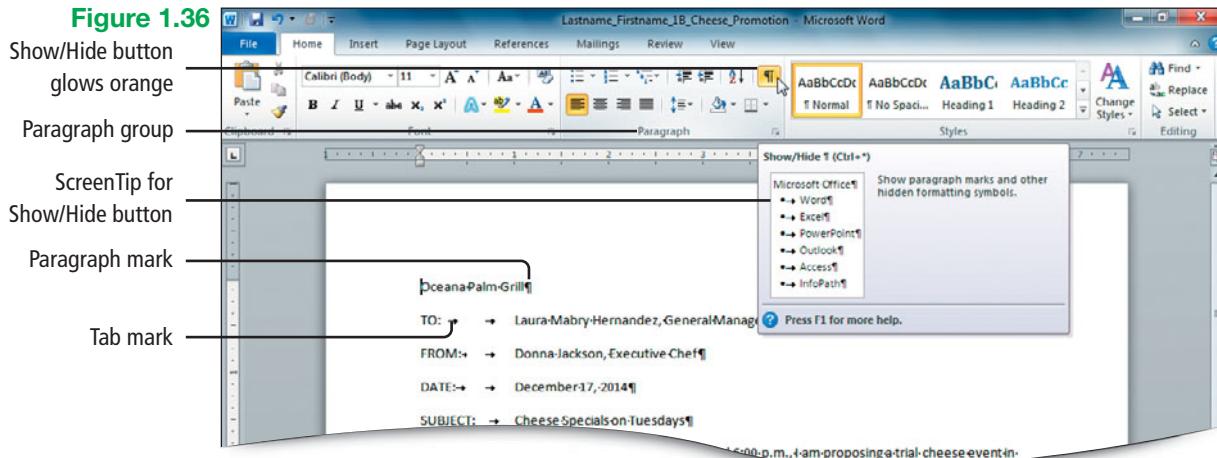
**Figure 1.35**



- 3** On the Ribbon, click the **Home tab**. In the **Paragraph group**, if necessary, click the **Show/Hide** button so that it glows orange and formatting marks display in your document. Point to the button to display information about the button, and then compare your screen with Figure 1.36.

When the Show/Hide button is active—glowing orange—formatting marks display. Because formatting marks guide your eye in a document—like a map and road signs guide you along a highway—these marks will display throughout this instruction. Many expert Word users keep these marks displayed while creating documents.

**Figure 1.36**



- 4** In the upper left corner of your screen, above the Ribbon, locate the **Quick Access Toolbar**.

The **Quick Access Toolbar** contains commands that you use frequently. By default, only the commands Save, Undo, and Redo display, but you can add and delete commands to suit your needs. Possibly the computer at which you are working already has additional commands added to the Quick Access Toolbar.

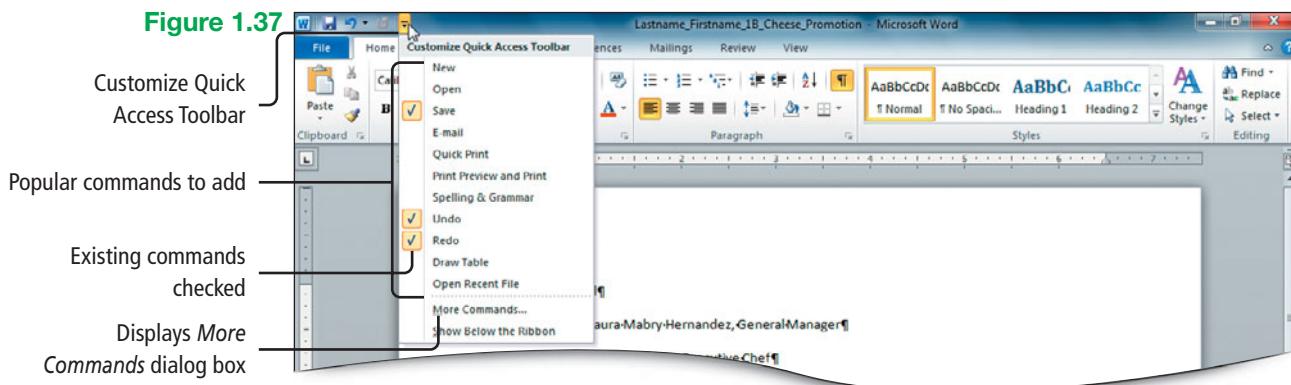
- 5** At the end of the Quick Access Toolbar, click the **Customize Quick Access Toolbar** button .

**6** Compare your screen with Figure 1.37.

A list of commands that Office users commonly add to their Quick Access Toolbar displays, including *Open*, *E-mail*, and *Print Preview and Print*. Commands already on the Quick Access Toolbar display a check mark. Commands that you add to the Quick Access Toolbar are always just one click away.

Here you can also display the More Commands dialog box, from which you can select any command from any tab to add to the Quick Access Toolbar.

**Figure 1.37**



**Another Way**

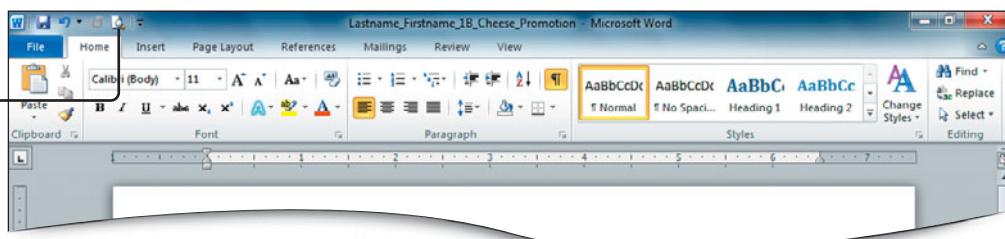
Right-click any command on the Ribbon, and then on the shortcut menu, click Add to Quick Access Toolbar.

- 7** On the displayed list, click **Print Preview and Print**, and then notice that the icon is added to the **Quick Access Toolbar**. Compare your screen with Figure 1.38.

The icon that represents the Print Preview command displays on the Quick Access Toolbar. Because this is a command that you will use frequently while building Office documents, you might decide to have this command remain on your Quick Access Toolbar.

**Figure 1.38**

Icon for Print Preview command added to Quick Access Toolbar



- 8** In the first line of the document, be sure your insertion point is blinking to the left of the O in *Oceana*. Press **Enter** one time to insert a blank paragraph, and then click to the left of the new paragraph mark (**¶**) in the new line.

The **paragraph symbol** is a formatting mark that displays each time you press **Enter**.

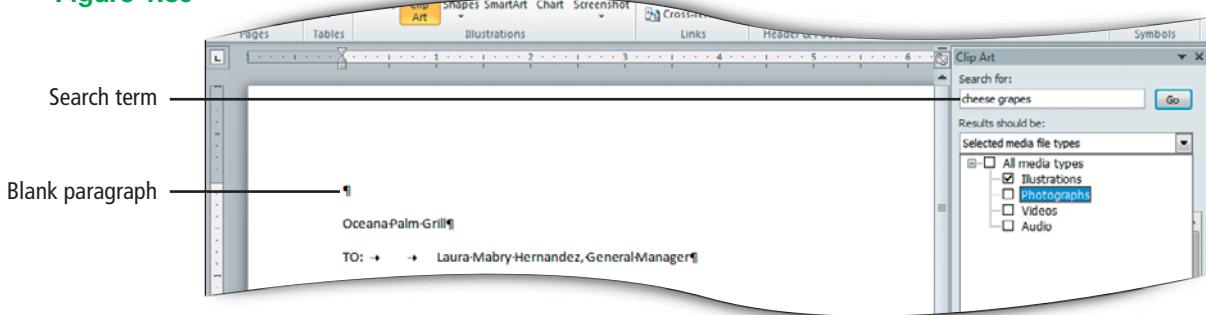
- 9** On the Ribbon, click the **Insert tab**. In the **Illustrations group**, point to the **Clip Art** button to display its ScreenTip.

Many buttons on the Ribbon have this type of **enhanced ScreenTip**, which displays more descriptive text than a normal ScreenTip.

- 10** Click the **Clip Art** button.

The Clip Art **task pane** displays. A task pane is a window within a Microsoft Office application that enables you to enter options for completing a command.

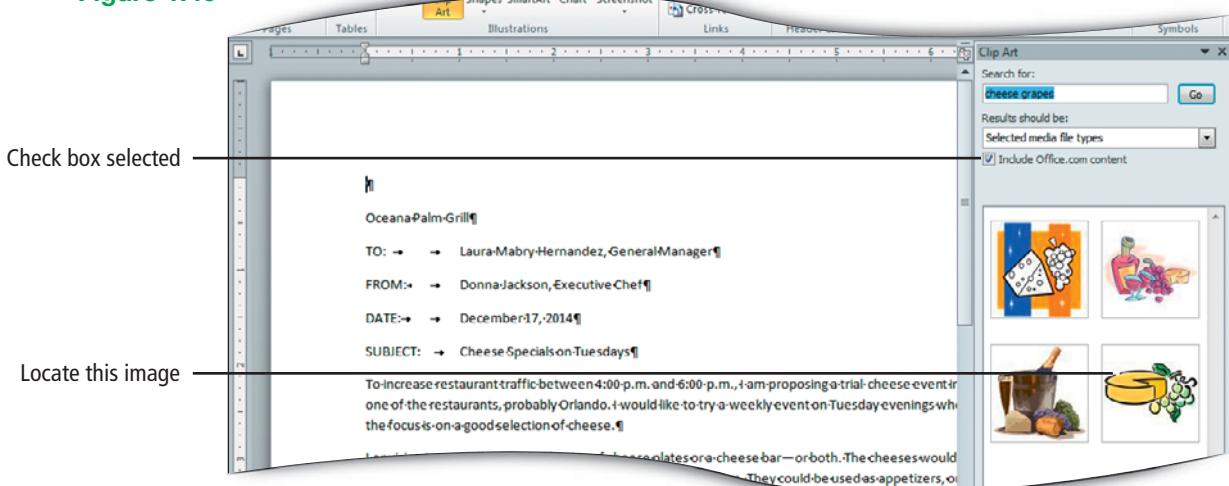
- 11** In the **Clip Art** task pane, click in the **Search for** box, delete any existing text, and then type **cheese grapes**. Under **Results should be:**, click the arrow at the right, if necessary click to *clear* the check mark for **All media types** so that no check boxes are selected, and then click the check box for **Illustrations**. Compare your screen with Figure 1.39.

**Figure 1.39**

- 12** Click the **Results should be arrow** again to close the list, and then if necessary, click to place a check mark in the **Include Office.com content** check box.

By selecting this check box, the search for clip art images will include those from Microsoft's online collections of clip art at [www.office.com](http://www.office.com).

- 13** At the top of the **Clip Art** task pane, click **Go**. Wait a moment for clips to display, and then locate the clip indicated in Figure 1.40.

**Figure 1.40**

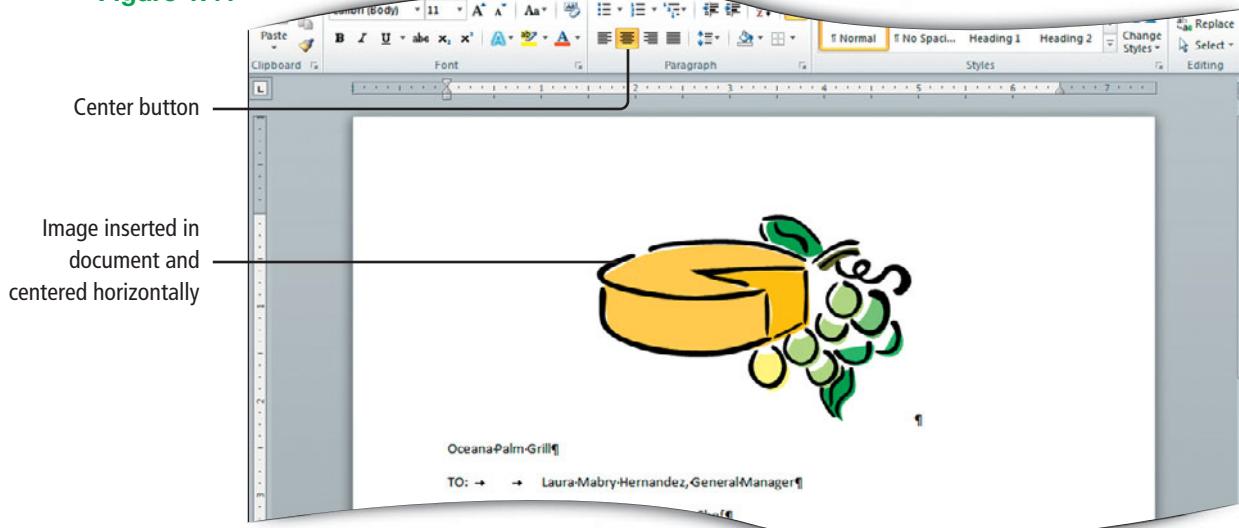
- 14** Click the image indicated in Figure 1.40 one time to insert it at the insertion point, and then in the upper right corner of the **Clip Art** task pane, click the **Close** button.

**Alert! | If You Cannot Locate the Image**

If the image shown in Figure 1.40 is unavailable, select a different cheese image that is appropriate.

- 15** With the image selected—surrounded by a border—on the Ribbon, click the **Home tab**, and then in the **Paragraph group**, click the **Center** button . Click anywhere outside of the bordered picture to *deselect*—cancel the selection. Compare your screen with Figure 1.41.

**Figure 1.41**



- 16** Point to the inserted clip art image, and then watch the last tab of the Ribbon as you click the image one time to select it.

The *Picture Tools* display and an additional tab—the *Format* tab—is added to the Ribbon. The Ribbon adapts to your work and will display additional tabs—referred to as *contextual tabs*—when you need them.

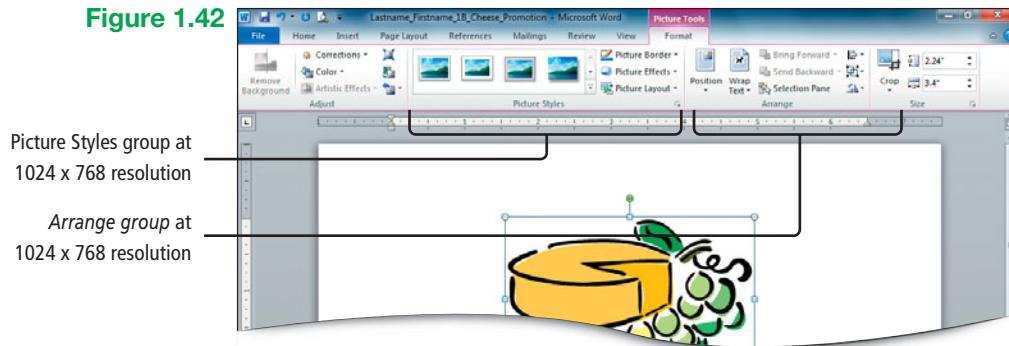
- 17** On the Ribbon, under **Picture Tools**, click the **Format tab**.

**Alert!** | The Size of Groups on the Ribbon Varies with Screen Resolution

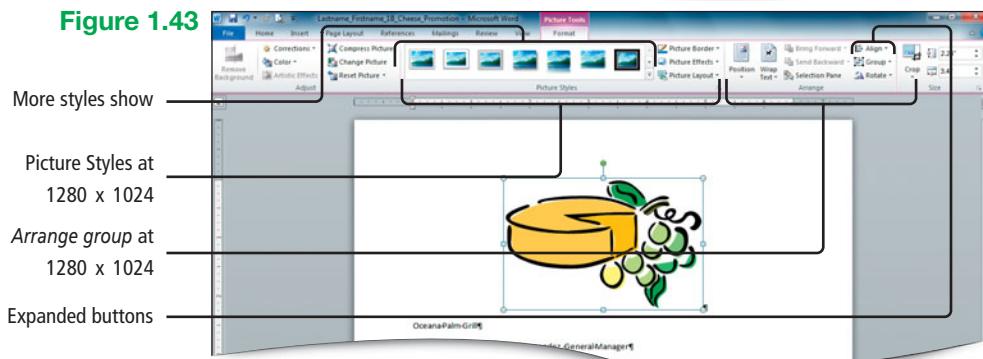
Your monitor's screen resolution might be set higher than the resolution used to capture the figures in this book. In Figure 1.42 below, the resolution is set to 1024 × 768, which is used for all of the figures in this book. Compare that with Figure 1.43 below, where the screen resolution is set to 1280 × 1024.

At a higher resolution, the Ribbon expands some groups to show more commands than are available with a single click, such as those in the Picture Styles group. Or, the group expands to add descriptive text to some buttons, such as those in the Arrange group. Regardless of your screen resolution, all Office commands are available to you. In higher resolutions, you will have a more robust view of the commands.

**Figure 1.42**



**Figure 1.43**



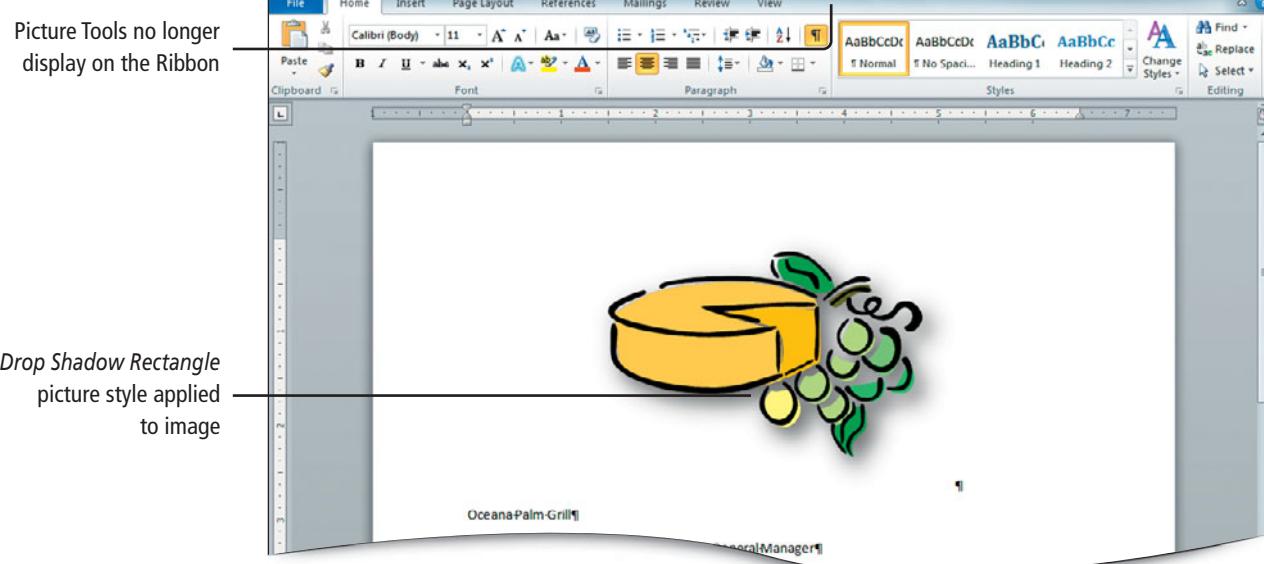
- 18** In the **Picture Styles group**, point to the first style to display the ScreenTip *Simple Frame, White*, and notice that the image displays with a white frame.
- 19** Watch the image as you point to the second picture style, and then to the third, and then to the fourth.

This is **Live Preview**, a technology that shows the result of applying an editing or formatting change as you point to possible results—*before* you actually apply it.

- 20** In the **Picture Styles group**, click the fourth style—**Drop Shadow Rectangle**—and then click anywhere outside of the image to deselect it. Notice that the Picture Tools no longer display on the Ribbon. Compare your screen with Figure 1.44.

Contextual tabs display only when you need them.

**Figure 1.44**



- 21** In the upper left corner of your screen, on the Quick Access Toolbar, click the **Save** button to save the changes you have made.

### Activity 1.10 | Minimizing and Using the Keyboard to Control the Ribbon

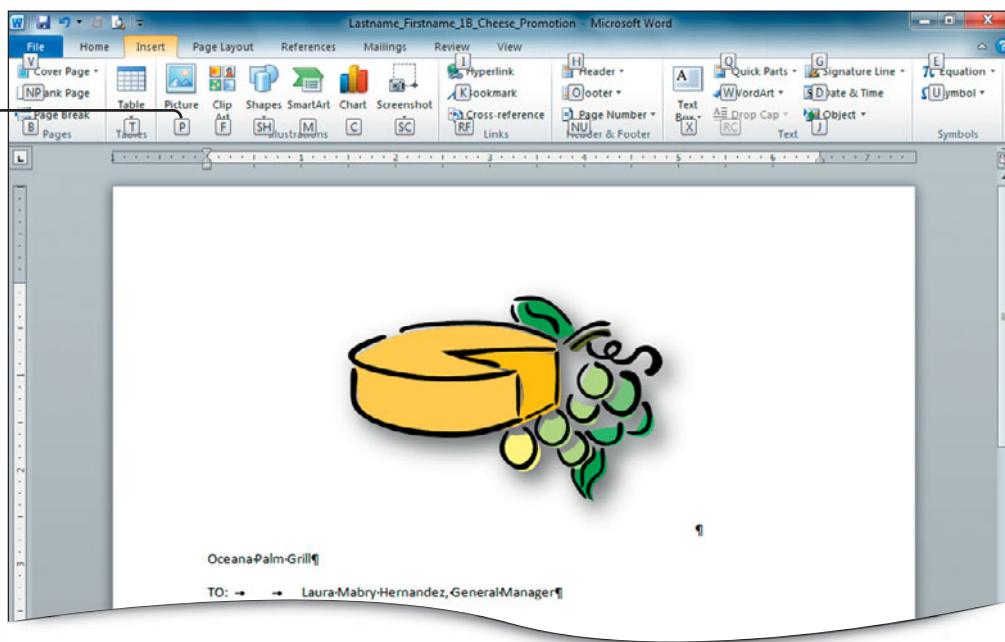
Instead of a mouse, some individuals prefer to navigate the Ribbon by using keys on the keyboard. You can activate keyboard control of the Ribbon by pressing the **Alt** key. You can also minimize the Ribbon to maximize your available screen space.

- 1** On your keyboard, press the **Alt** key, and then on the Ribbon, notice that small labels display. Press **N** to activate the commands on the **Insert tab**, and then compare your screen with Figure 1.45.

Each label represents a **KeyTip**—an indication of the key that you can press to activate the command. For example, on the Insert tab, you can press **F** to activate the Clip Art task pane.

**Figure 1.45**

KeyTips indicate that keyboard control of the Ribbon is active



- 2 Press **Esc** to redisplay the KeyTips for the tabs. Then, press **Alt** again to turn off keyboard control of the Ribbon.
- 3 Point to any tab on the Ribbon and right-click to display a shortcut menu.

**Another Way**

Double-click the active tab; or, click the Minimize the Ribbon button at the right end of the Ribbon.

Here you can choose to display the Quick Access Toolbar below the Ribbon or minimize the Ribbon to maximize screen space. You can also customize the Ribbon by adding, removing, renaming, or reordering tabs, groups, and commands on the Ribbon, although this is not recommended until you become an expert Office user.

- 4 Click **Minimize the Ribbon**. Notice that only the Ribbon tabs display. Click the **Home tab** to display the commands. Click anywhere in the document, and notice that the Ribbon reverts to its minimized view.

**Another Way**

Double-click any tab to redisplay the full Ribbon.

- 5 Right-click any Ribbon tab, and then click **Minimize the Ribbon** again to turn the minimize feature off.

Most expert Office users prefer to have the full Ribbon display at all times.

- 6 Point to any tab on the Ribbon, and then on your mouse device, roll the mouse wheel. Notice that different tabs become active as you roll the mouse wheel.

You can make a tab active by using this technique, instead of clicking the tab.

## Objective 10 | Apply Formatting in Office Programs

**Formatting** is the process of establishing the overall appearance of text, graphics, and pages in an Office file—for example, in a Word document.

### Activity 1.11 | Formatting and Viewing Pages

In this activity, you will practice common formatting techniques used in Office applications.

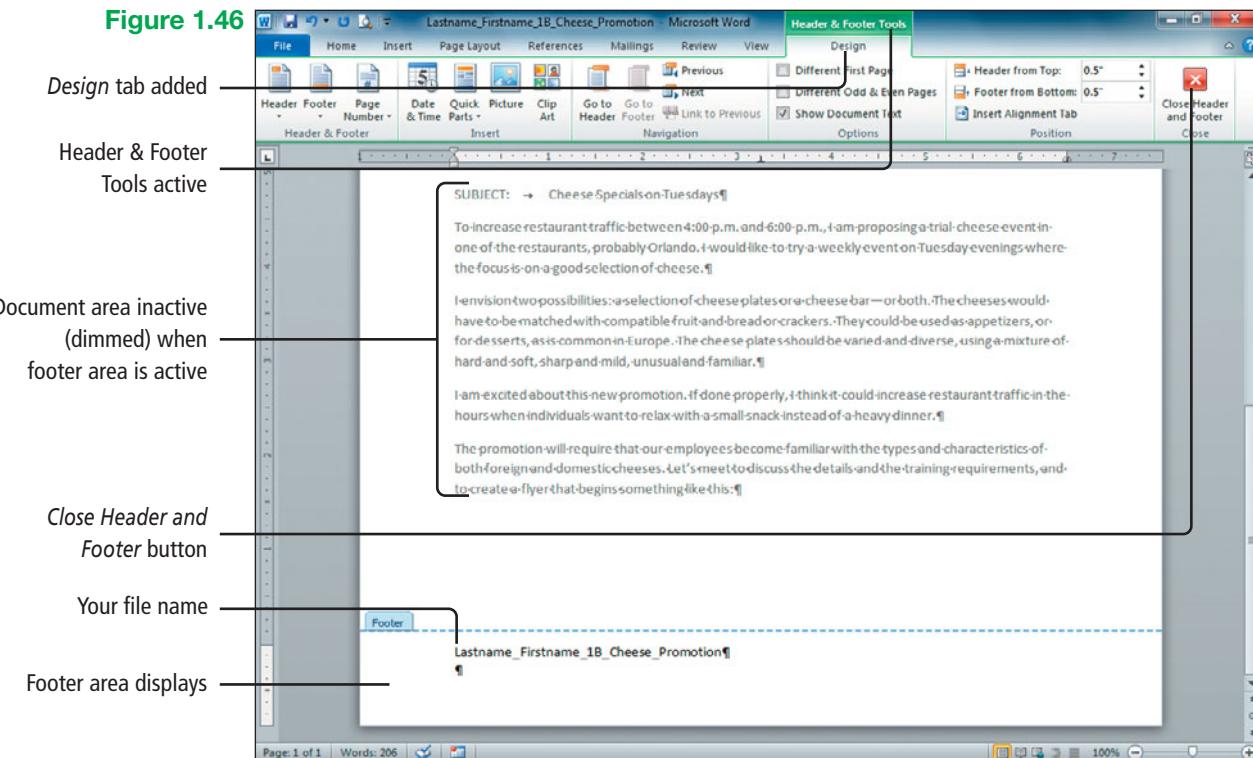
- 1 On the Ribbon, click the **Insert tab**, and then in the **Header & Footer group**, click the **Footer** button.

**Another Way**

On the Design tab, in the Insert group, click Quick Parts, click Field, and then under Field names, click FileName.

- 2** At the top of the displayed gallery, under **Built-In**, click **Blank**. At the bottom of your document, with *Type text* highlighted in blue, using your own name type the file name of this document **Lastname\_Firstname\_1B\_Cheese\_Promotion** and then compare your screen with Figure 1.46.

Header & Footer Tools are added to the Ribbon. A **footer** is a reserved area for text or graphics that displays at the bottom of each page in a document. Likewise, a **header** is a reserved area for text or graphics that displays at the top of each page in a document. When the footer (or header) area is active, the document area is inactive (dimmed).

**Figure 1.46**

- 3** On the Ribbon, on the **Design tab**, in the **Close group**, click the **Close Header and Footer** button.

- 4** On the Ribbon, click the **Page Layout tab**. In the **Page Setup group**, click the **Orientation** button, and notice that two orientations display—*Portrait* and *Landscape*. Click **Landscape**.

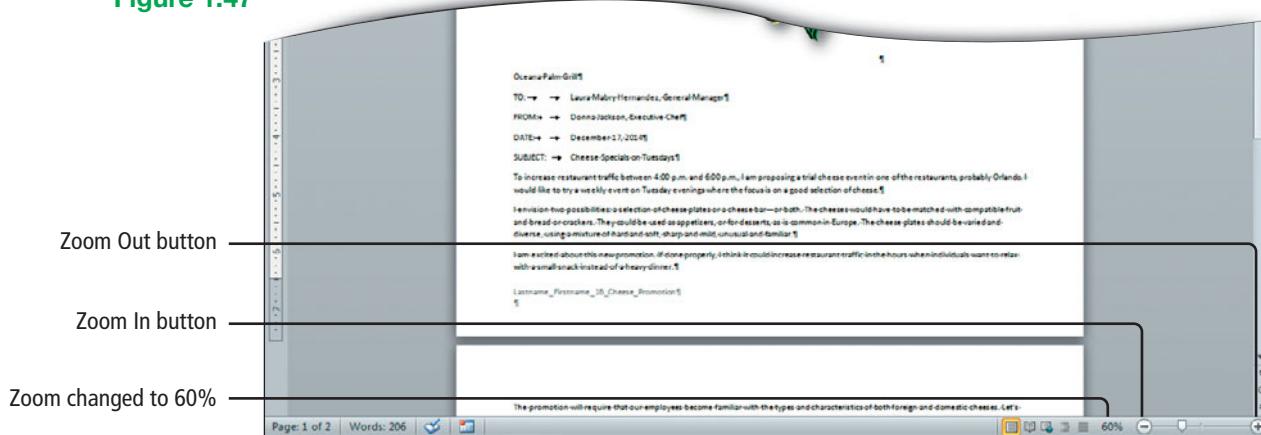
In **portrait orientation**, the paper is taller than it is wide. In **landscape orientation**, the paper is wider than it is tall.

- 5** In the lower right corner of the screen, locate the **Zoom control** buttons .

To **zoom** means to increase or decrease the viewing area. You can zoom in to look closely at a section of a document, and then zoom out to see an entire page on the screen. You can also zoom to view multiple pages on the screen.

- 6** Drag the **Zoom slider**  to the left until you have zoomed to approximately 60%. Compare your screen with Figure 1.47.

**Figure 1.47**



- 7** On the **Page Layout tab**, in the **Page Setup group**, click the **Orientation** button, and then click **Portrait**.

Portrait orientation is commonly used for business documents such as letters and memos.

- 8** In the lower right corner of your screen, click the **Zoom In** button as many times as necessary to return to the **100%** zoom setting.

Use the zoom feature to adjust the view of your document for editing and for your viewing comfort.

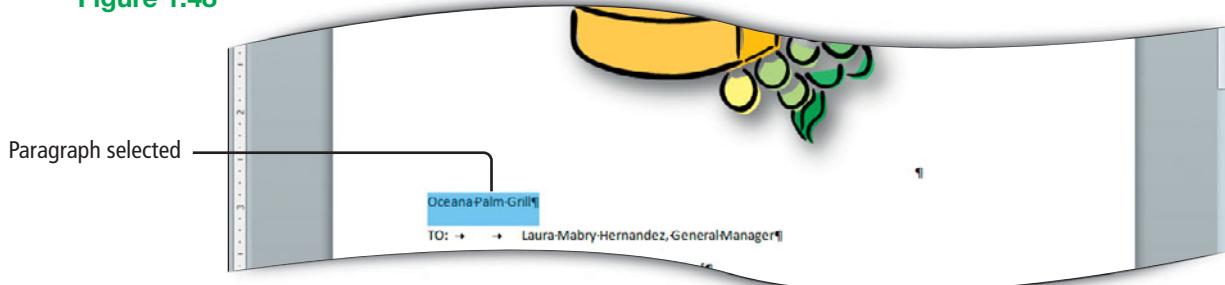
- 9** On the Quick Access Toolbar, click the **Save** button to save the changes you have made to your document.

### Activity 1.12 | Formatting Text

- 1** To the left of *Oceana Palm Grill*, point in the margin area to display the pointer and click one time to select the entire paragraph. Compare your screen with Figure 1.48.

Use this technique to select complete paragraphs from the margin area. Additionally, with this technique you can drag downward to select multiple-line paragraphs—which is faster and more efficient than dragging through text.

**Figure 1.48**



- 2** On the Ribbon, click the **Home tab**, and then in the **Paragraph group**, click the **Center** button to center the paragraph.

**Alignment** refers to the placement of paragraph text relative to the left and right margins. **Center alignment** refers to text that is centered horizontally between the left and right margins. You can also align text at the left margin, which is the default alignment for text in Word, or at the right margin.

- 3** On the **Home tab**, in the **Font group**, click the **Font button arrow** . At the top of the list, point to **Cambria**, and as you do so, notice that the selected text previews in the Cambria font.

A **font** is a set of characters with the same design and shape. The default font in a Word document is Calibri, which is a **sans serif** font—a font design with no lines or extensions on the ends of characters.

The Cambria font is a **serif** font—a font design that includes small line extensions on the ends of the letters to guide the eye in reading from left to right.

The list of fonts displays as a gallery showing potential results. For example, in the Font gallery, you can see the actual design and format of each font as it would look if applied to text.

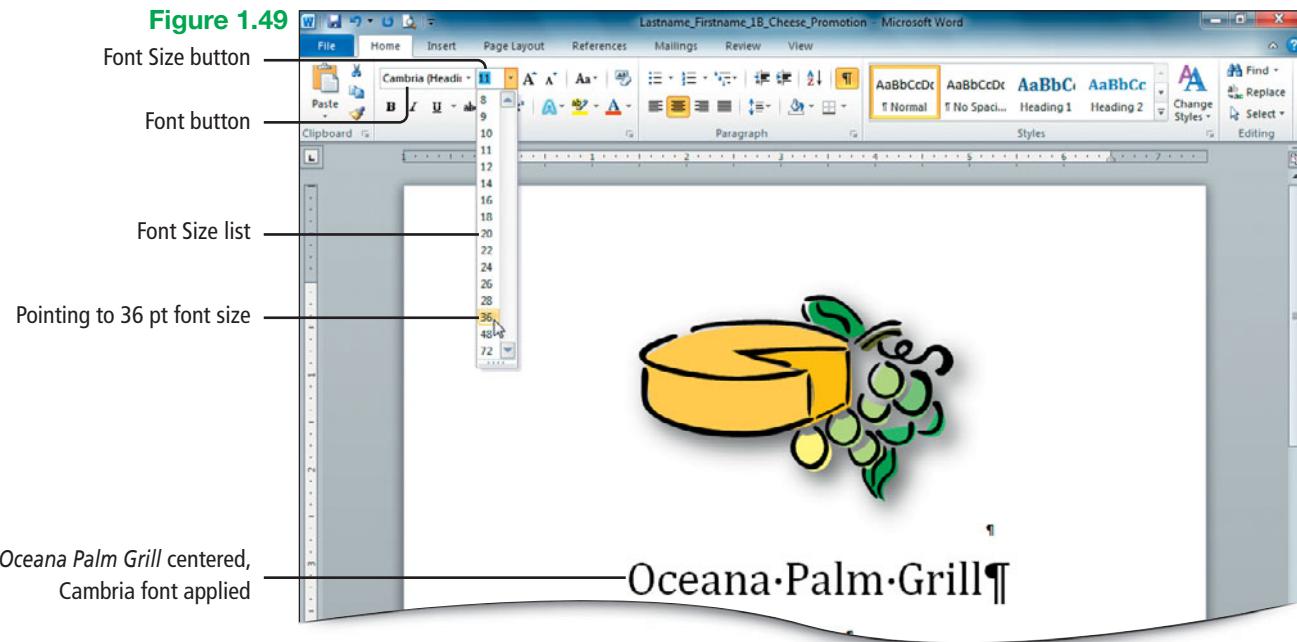
- 4** Point to several other fonts and observe the effect on the selected text. Then, at the top of the **Font gallery**, under **Theme Fonts**, click **Cambria**.

A **theme** is a predesigned set of colors, fonts, lines, and fill effects that look good together and that can be applied to your entire document or to specific items.

A theme combines two sets of fonts—one for text and one for headings. In the default Office theme, Cambria is the suggested font for headings.

- 5** With the paragraph *Oceana Palm Grill* still selected, on the **Home tab**, in the **Font group**, click the **Font Size button arrow** , point to **36**, and then notice how Live Preview displays the text in the font size to which you are pointing. Compare your screen with Figure 1.49.

**Figure 1.49**



- 6** On the displayed list of font sizes, click **20**.

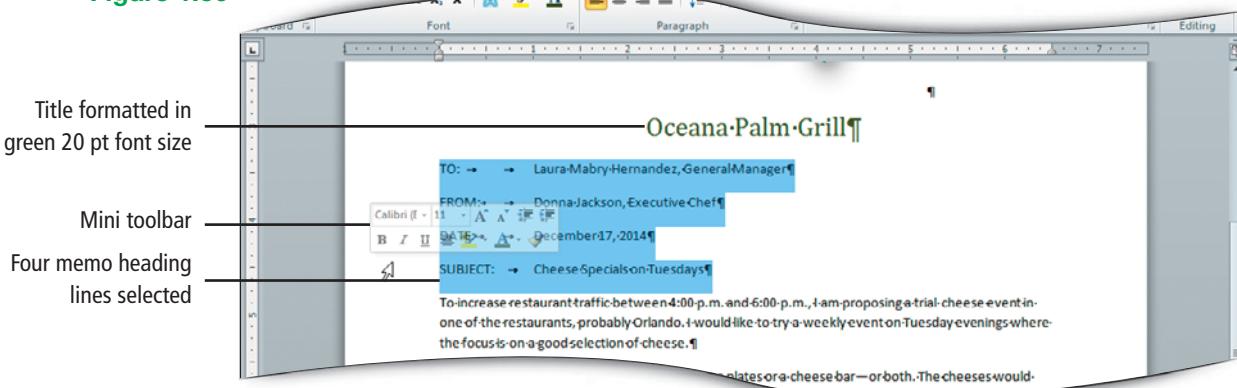
Fonts are measured in **points**, with one point equal to 1/72 of an inch. A higher point size indicates a larger font size. Headings and titles are often formatted by using a larger font size. The word *point* is abbreviated as **pt**.

- 7** With *Oceana Palm Grill* still selected, on the **Home tab**, in the **Font group**, click the **Font Color button arrow** . Under **Theme Colors**, in the seventh column, click the last color—**Olive Green, Accent 3, Darker 50%**. Click anywhere to deselect the text.

- 8** To the left of *TO*; point in the left margin area to display the pointer, hold down the left mouse button, and then drag down to select the four memo headings. Compare your screen with Figure 1.50.

Use this technique to select complete paragraphs from the margin area—dragging downward to select multiple-line paragraphs—which is faster and more efficient than dragging through text.

**Figure 1.50**



- 9** With the four paragraphs selected, on the Mini toolbar, click the **Font Color** button , which now displays a dark green bar instead of a red bar.

The font color button retains its most recently used color—Olive Green, Accent 3, Darker 50%. As you progress in your study of Microsoft Office, you will use other buttons that behave in this manner; that is, they retain their most recently used format.

The purpose of the Mini toolbar is to place commonly used commands close to text or objects that you select. By selecting a command on the Mini toolbar, you reduce the distance that you must move your mouse to access a command.

- 10** Click anywhere in the paragraph that begins *To increase*, and then *triple-click*—click the left mouse button three times—to select the entire paragraph. If the entire paragraph is not selected, click in the paragraph and begin again.

- 11** With the entire paragraph selected, on the Mini toolbar, click the **Font Color button arrow** , and then under **Theme Colors**, in the sixth column, click the first color—Red, Accent 2.

It is convenient to have commonly used commands display on the Mini toolbar so that you do not have to move your mouse to the top of the screen to access the command from the Ribbon.

- 12** Select the text *TO*: and then on the displayed Mini toolbar, click the **Bold** button and the **Italic** button .

**Font styles** include bold, italic, and underline. Font styles emphasize text and are a visual cue to draw the reader's eye to important text.

- 13** On the displayed Mini toolbar, click the **Italic** button again to turn off the Italic formatting. Notice that the Italic button no longer glows orange.

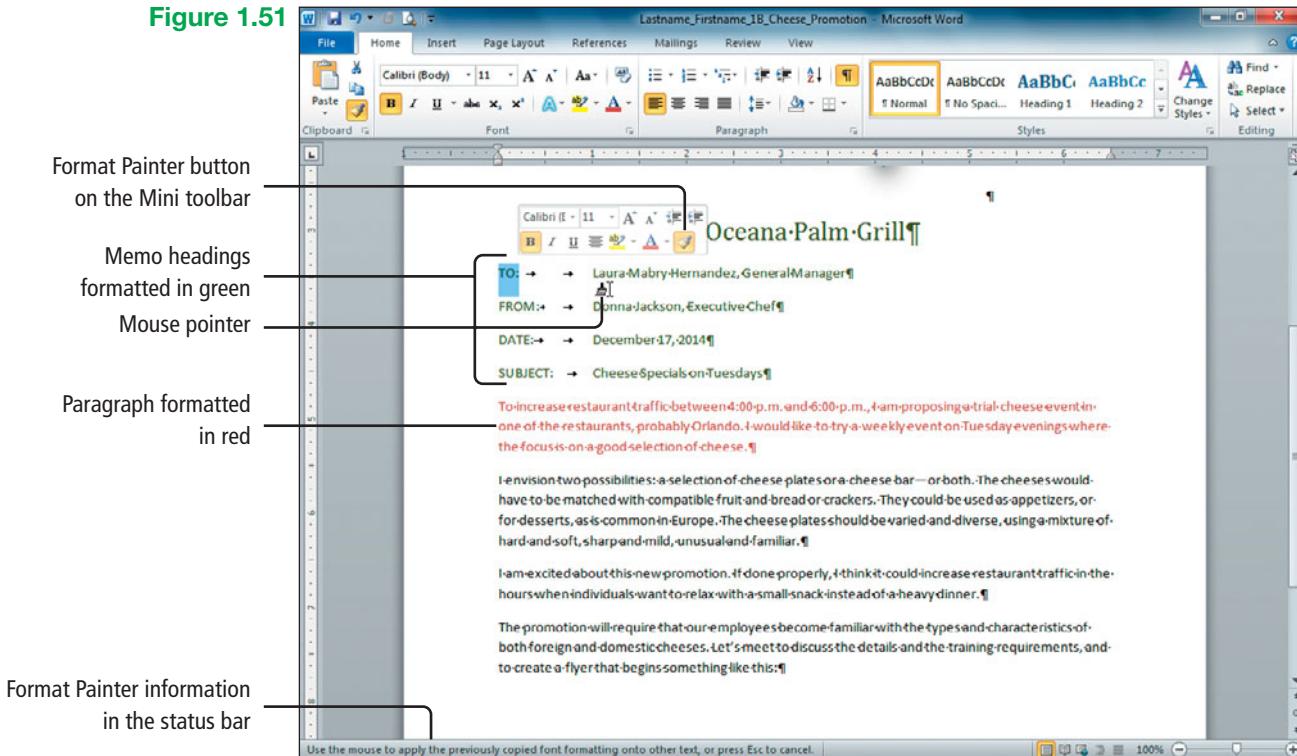
A button that behaves in this manner is referred to as a **toggle button**, which means it can be turned on by clicking it once, and then turned off by clicking it again.

- 14** With *TO:* still selected, on the Mini toolbar, click the **Format Painter** button . Then, move your mouse under the word *Laura*, and notice the  mouse pointer. Compare your screen with Figure 1.51.

You can use the **Format Painter** to copy the formatting of specific text or of a paragraph and then apply it in other locations in your document.

The pointer takes the shape of a paintbrush, and contains the formatting information from the paragraph where the insertion point is positioned. Information about the Format Painter and how to turn it off displays in the status bar.

**Figure 1.51**



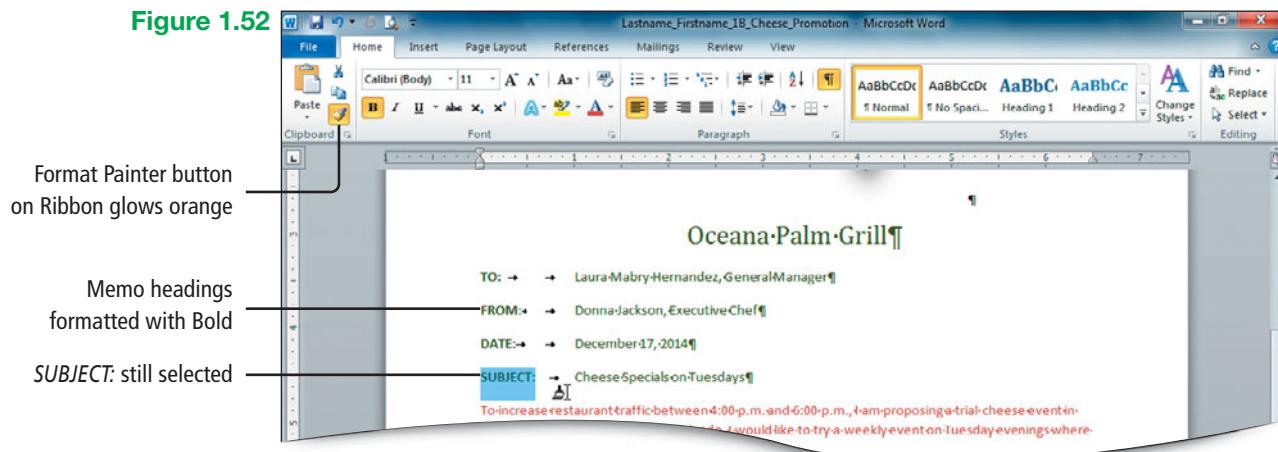
- 15** With the  pointer, drag to select the text *FROM:* and notice that the Bold formatting is applied. Then, point to the selected text *FROM:* and on the Mini toolbar, double-click the **Format Painter** button .

- 16** Select the text *DATE:* to copy the Bold formatting, and notice that the pointer retains the  shape.

When you *double-click* the Format Painter button, the Format Painter feature remains active until you either click the Format Painter button again, or press **Esc** to cancel it—as indicated on the status bar.

- 17** With Format Painter still active, select the text *SUBJECT:*, and then on the Ribbon, on the **Home tab**, in the **Clipboard group**, notice that the **Format Painter** button  is glowing orange, indicating that it is active. Compare your screen with Figure 1.52.

**Figure 1.52**



- 18 Click the **Format Painter** button  on the Ribbon to turn the command off.
- 19 In the paragraph that begins *To increase*, triple-click again to select the entire paragraph. On the displayed Mini toolbar, click the **Bold** button  and the **Italic** button . Click anywhere to deselect.
- 20 On the Quick Access Toolbar, click the **Save** button  to save the changes you have made to your document.

### Activity 1.13 | Using the Office Clipboard to Cut, Copy, and Paste

The **Office Clipboard** is a temporary storage area that holds text or graphics that you select and then cut or copy. When you **copy** text or graphics, a copy is placed on the Office Clipboard and the original text or graphic remains in place. When you **cut** text or graphics, a copy is placed on the Office Clipboard, and the original text or graphic is removed—cut—from the document.

After cutting or copying, the contents of the Office Clipboard are available for you to **paste**—insert—in a new location in the current document, or into another Office file.

- 1 Hold down **Ctrl** and press **Home** to move to the beginning of your document, and then take a moment to study the table in Figure 1.53, which describes similar keyboard shortcuts with which you can navigate quickly in a document.

To Move	Press
To the beginning of a document	<b>[Ctrl]</b> + <b>Home</b>
To the end of a document	<b>[Ctrl]</b> + <b>End</b>
To the beginning of a line	<b>Home</b>
To the end of a line	<b>End</b>
To the beginning of the previous word	<b>[Ctrl]</b> + <b>←</b>
To the beginning of the next word	<b>[Ctrl]</b> + <b>→</b>
To the beginning of the current word (if insertion point is in the middle of a word)	<b>[Ctrl]</b> + <b>←</b>
To the beginning of a paragraph	<b>[Ctrl]</b> + <b>↑</b>
To the beginning of the next paragraph	<b>[Ctrl]</b> + <b>↓</b>
To the beginning of the current paragraph (if insertion point is in the middle of a paragraph)	<b>[Ctrl]</b> + <b>↑</b>
Up one screen	<b>PgUp</b>
Down one screen	<b>PageDown</b>

**Figure 1.53**

**Another Way**

Right-click the selection, and then click Copy on the shortcut menu; or, use the keyboard shortcut **[Ctrl] + [C]**.

- 2 To the left of *Oceana Palm Grill*, point in the left margin area to display the pointer, and then click one time to select the entire paragraph. On the **Home tab**, in the **Clipboard group**, click the **Copy** button .

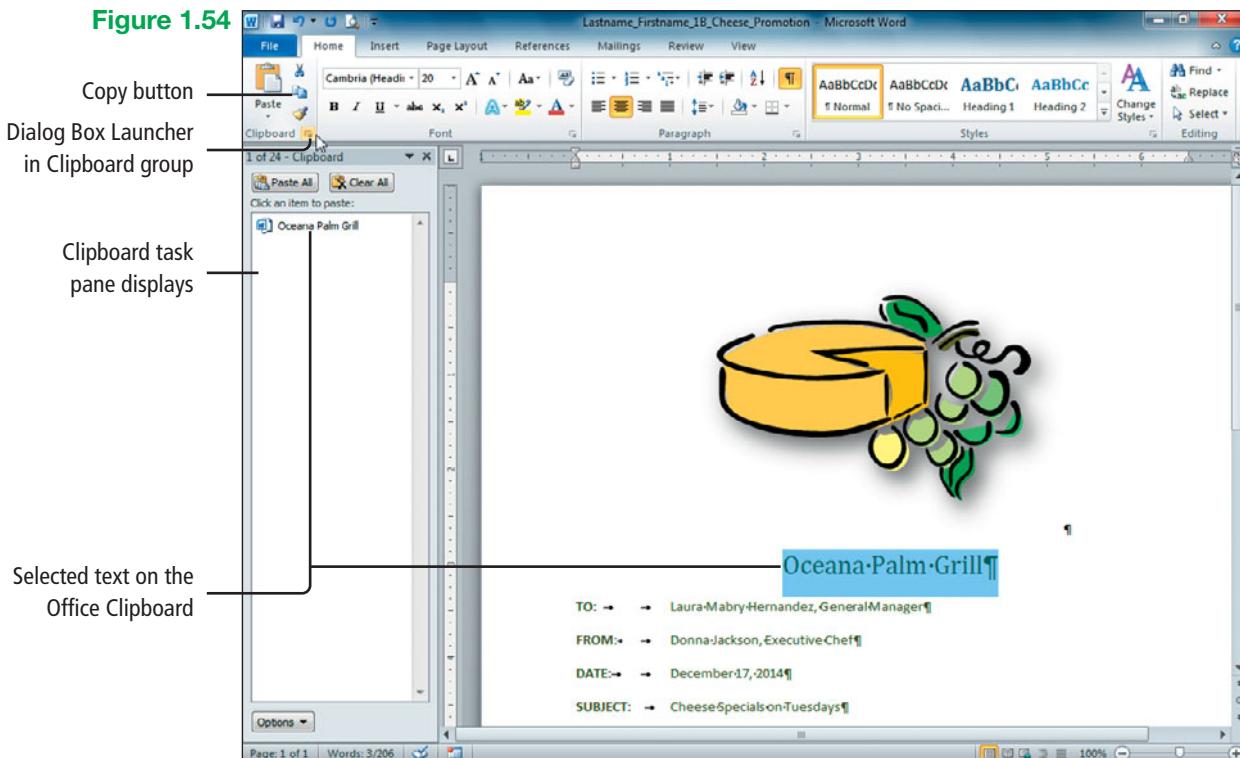
Because anything that you select and then copy—or cut—is placed on the Office Clipboard, the Copy command and the Cut command display in the Clipboard group of commands on the Ribbon.

There is no visible indication that your copied selection has been placed on the Office Clipboard.

- 3 On the **Home tab**, in the **Clipboard group**, to the right of the group name *Clipboard*, click the **Dialog Box Launcher** button , and then compare your screen with Figure 1.54.

The Clipboard task pane displays with your copied text. In any Ribbon group, the **Dialog Box Launcher** displays either a dialog box or a task pane related to the group of commands.

It is not necessary to display the Office Clipboard in this manner, although sometimes it is useful to do so. The Office Clipboard can hold 24 items.

**Figure 1.54**

- 4 In the upper right corner of the **Clipboard** task pane, click the **Close** button .

**Another Way**

Right-click on the shortcut menu under Paste Options, click the desired option button.

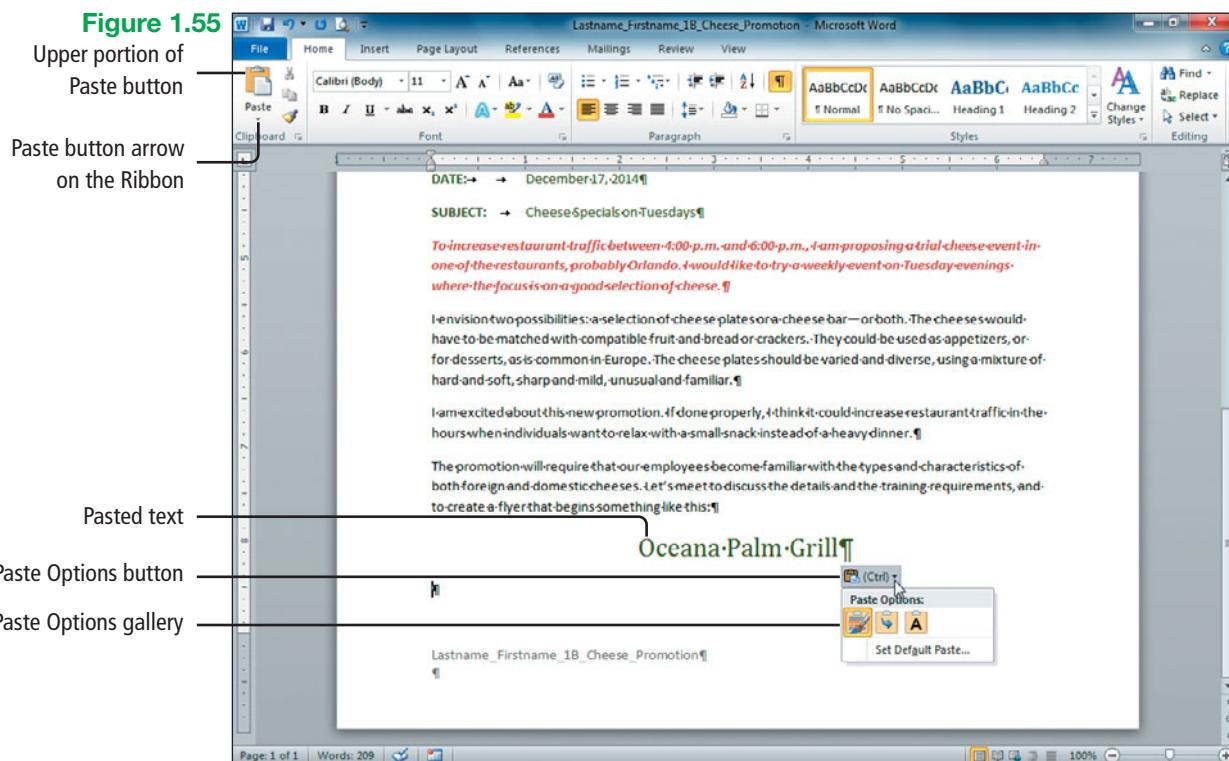
- 5 Press **[Ctrl] + [End]** to move to the end of your document. Press **Enter** one time to create a new blank paragraph. On the **Home tab**, in the **Clipboard group**, point to the **Paste** button, and then click the *upper* portion of this split button.

The Paste command pastes the most recently copied item on the Office Clipboard at the insertion point location. If you click the lower portion of the Paste button, a gallery of Paste Options displays.

- 6** Click the **Paste Options** button  that displays below the pasted text as shown in Figure 1.55.

Here you can view and apply various formatting options for pasting your copied or cut text. Typically you will click Paste on the Ribbon and paste the item in its original format. If you want some other format for the pasted item, you can do so from the **Paste Options gallery**.

The Paste Options gallery provides a Live Preview of the various options for changing the format of the pasted item with a single click. The Paste Options gallery is available in three places: on the Ribbon by clicking the lower portion of the Paste button—the Paste button arrow; from the Paste Options button that displays below the pasted item following the paste operation; or, on the shortcut menu if you right-click the pasted item.



- 7** In the displayed **Paste Options** gallery, point to each option to see the Live Preview of the format that would be applied if you clicked the button.

The contents of the Paste Options gallery are contextual; that is, they change based on what you copied and where you are pasting.

- 8** Press **Esc** to close the gallery; the button will remain displayed until you take some other screen action.

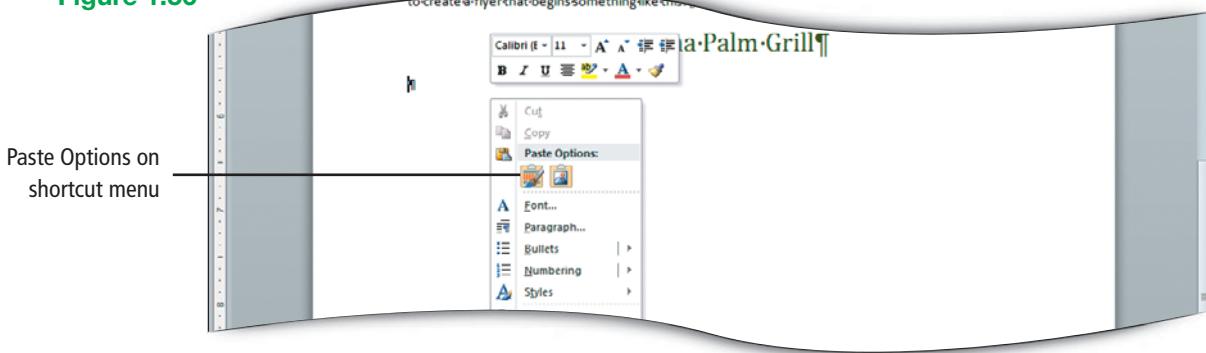
- 9** Press **Ctrl** + **Home** to move to the top of the document, and then click the **cheese image** one time to select it. While pointing to the selected image, right-click, and then on the shortcut menu, click **Cut**.

Recall that the Cut command cuts—removes—the selection from the document and places it on the Office Clipboard.

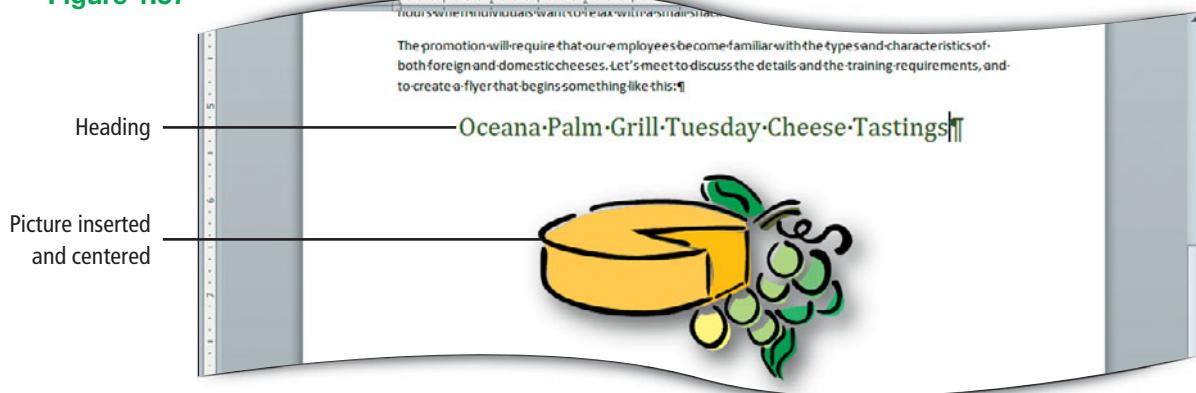
**Another Way**

On the Home tab, in the Clipboard group, click the Cut button; or, use the keyboard shortcut **Ctrl** + **X**.

- 10 Press **Del** one time to remove the blank paragraph from the top of the document, and then press **Ctrl** + **End** to move to the end of the document.
- 11 With the insertion point blinking in the blank paragraph at the end of the document, right-click, and notice that the **Paste Options** gallery displays on the shortcut menu. Compare your screen with Figure 1.56.

**Figure 1.56**

- 12 On the shortcut menu, under **Paste Options**, click the first button—**Keep Source Formatting**
- 13 Click the picture to select it. On the **Home tab**, in the **Paragraph group**, click the **Center** button
- 14 Above the cheese picture, click to position the insertion point at the end of the word *Grill*, press **Spacebar** one time, and then type **Tuesday Cheese Tastings**. Compare your screen with Figure 1.57.

**Figure 1.57**

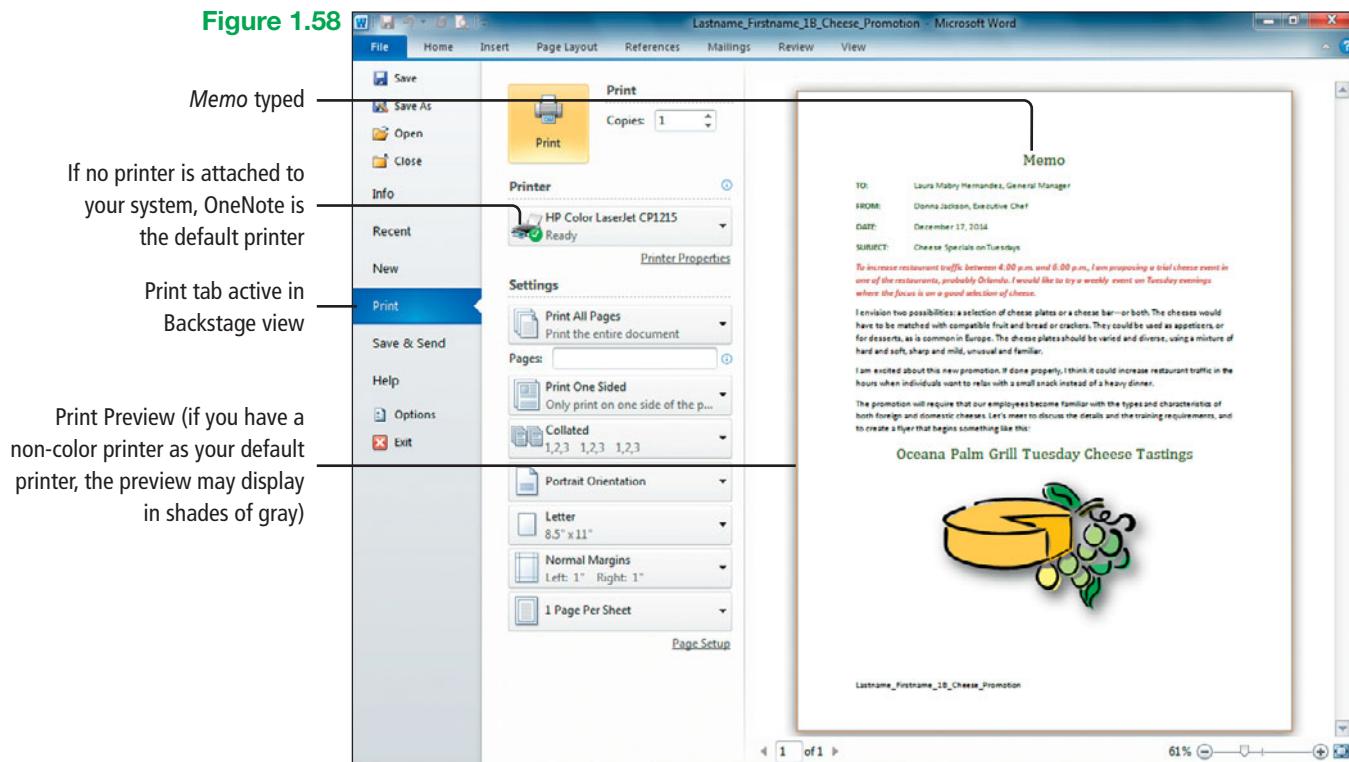
#### **Activity 1.14 | Viewing Print Preview and Printing a Word Document**

- 1 Press **Ctrl** + **Home** to move to the top of your document. Select the text *Oceana Palm Grill*, and then replace the selected text by typing **Memo**
- 2 Display **Backstage** view, on the right, click **Properties**, and then click **Show Document Panel**. Replace the existing author name with your first and last name. In the **Subject** box, type your course name and section number, and then in the **Keywords** box, type **cheese promotion** and then **Close** the **Document Information Panel**.

**Another Way**  
Press **Ctrl + F2** to display Print Preview.

- 3 On the Quick Access Toolbar, click **Save**  to save the changes you have made to your document.
- 4 On the Quick Access Toolbar, click the **Print Preview** button  that you added. Compare your screen with Figure 1.58.

**Figure 1.58**



- 5 Examine the **Print Preview**. Under **Settings**, notice that in **Backstage** view, several of the same commands that are available on the Page Layout tab of the Ribbon also display.

For convenience, common adjustments to Page Layout display here, so that you can make last-minute adjustments without closing Backstage view.

- 6 If you need to make any corrections, click the Home tab to return to the document and make any necessary changes.

It is good practice to examine the Print Preview before printing or submitting your work electronically. Then, make any necessary corrections, re-save, and redisplay Print Preview.

- 7 If you are directed to do so, click **Print** to print the document; or, above the Info tab, click **Close**, and then submit your file electronically according to the directions provided by your instructor.

If you click the **Print** button, Backstage view closes and the Word window redisplays.

- 8 On the Quick Access Toolbar, point to the **Print Preview icon**  you placed there, right-click, and then click **Remove from Quick Access Toolbar**.

If you are working on your own computer and you want to do so, you can leave the icon on the toolbar; in a lab setting, you should return the software to its original settings.

**9** At the right end of the title bar, click the program **Close** button .

**10** If a message displays asking if you want the text on the Clipboard to be available after you quit Word, click **No**.

This message most often displays if you have copied some type of image to the Clipboard. If you click Yes, the items on the Clipboard will remain for you to use.

## Objective 11 | Use the Microsoft Office 2010 Help System

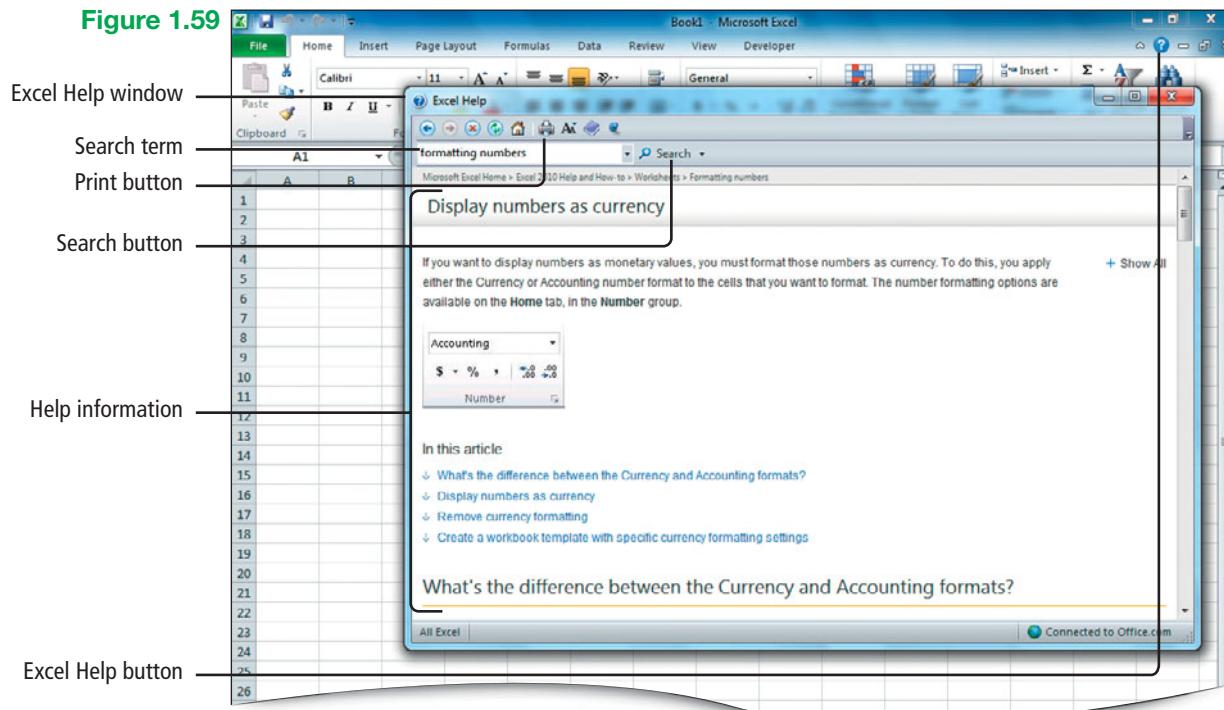
Within each Office program, the Help feature provides information about all of the program's features and displays step-by-step instructions for performing many tasks.

### Activity 1.15 | Using the Microsoft Office 2010 Help System in Excel

In this activity, you will use the Microsoft Help feature to find information about formatting numbers in Excel.

**Another Way**  
Press **F1** to display Help.

- **1** Start the **Microsoft Excel 2010** program. In the upper right corner of your screen, click the **Microsoft Excel Help** button .
- 2** In the **Excel Help** window, click in the white box in upper left corner, type **formatting numbers** and then click **Search** or press **Enter**.
- 3** On the list of results, click **Display numbers as currency**. Compare your screen with Figure 1.59.



- 4** If you want to do so, on the toolbar at the top of the **Excel Help** window, click the Print  button to print a copy of this information for your reference.

- 5** On the title bar of the Excel Help window, click the **Close** button . On the right side of the Microsoft Excel title bar, click the **Close** button to close Excel.

## Objective 12 | Compress Files

A **compressed file** is a file that has been reduced in size. Compressed files take up less storage space and can be transferred to other computers faster than uncompressed files. You can also combine a group of files into one compressed folder, which makes it easier to share a group of files.

### Activity 1.16 | Compressing Files

In this activity, you will combine the two files you created in this chapter into one compressed file.

- 1** On the Windows taskbar, click the **Start** button , and then on the right, click **Computer**.
- 2** On the left, in the **navigation pane**, click the location of your two files from this chapter—your USB flash drive or other location—and display the folder window for your **Common Features Chapter 1** folder. Compare your screen with Figure 1.60.

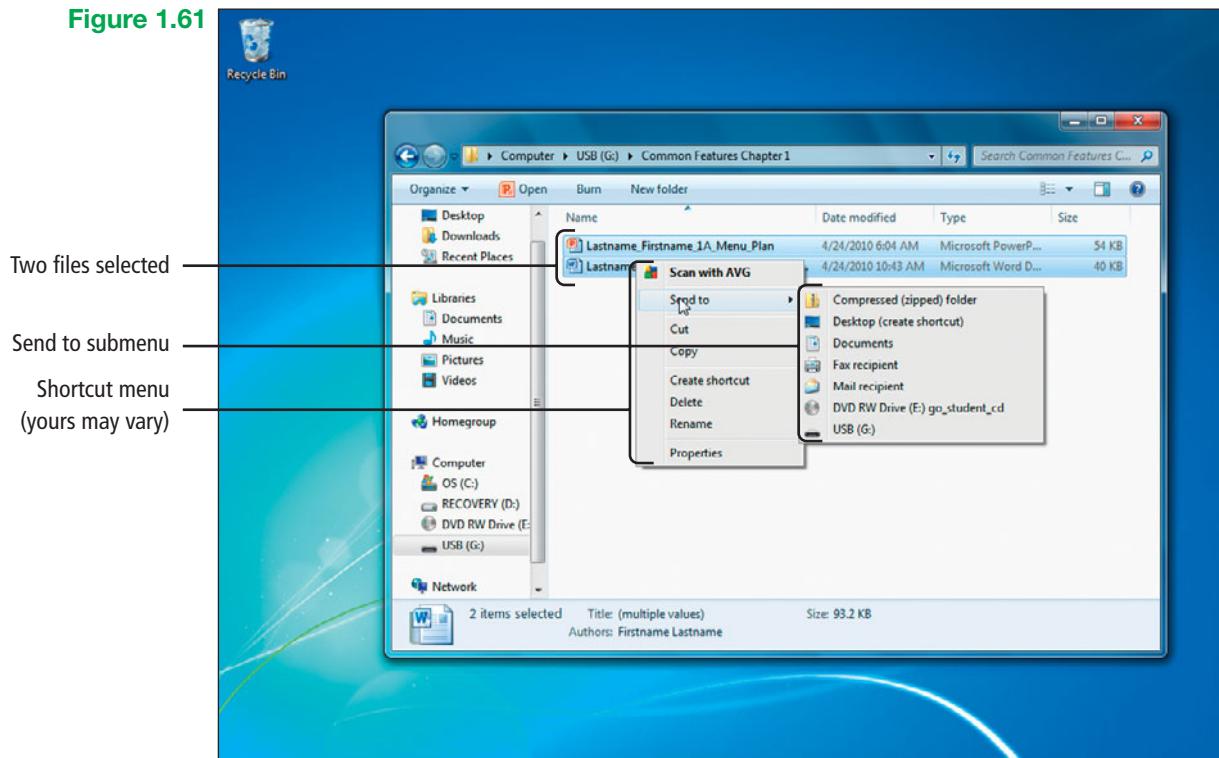
**Figure 1.60**



- 3** In the **file list**, click your **Lastname\_Firstname\_1A\_Menu\_Plan** file one time to select it.
- 4** Hold down **[Ctrl]**, and then click your **Lastname\_Firstname\_1B\_Cheese\_Promotion** file to select both files. Release **[Ctrl]**.

In any Windows-based program, holding down **[Ctrl]** while selecting enables you to select multiple items.
- 5** Point anywhere over the two selected files and right-click. On the shortcut menu, point to **Send to**, and then compare your screen with Figure 1.61.

Figure 1.61



- 6** On the shortcut submenu, click **Compressed (zipped) folder**.

Windows creates a compressed folder containing a *copy* of each of the selected files. The folder name is the name of the file or folder to which you were pointing, and is selected—highlighted in blue—so that you can rename it.

- 7** Using your own name, type **Lastname\_Firstname\_Common\_Features\_Ch1** and press **Enter**.

The compressed folder is now ready to attach to an e-mail or share in some other electronic format.

- 8** Close **X** the folder window. If directed to do so by your instructor, submit your compressed folder electronically.

#### More Knowledge | Extracting Compressed Files

**Extract** means to decompress, or pull out, files from a compressed form. When you extract a file, an uncompressed copy is placed in the folder that you specify. The original file remains in the compressed folder.

**End** You have completed Project 1B —————

# Content-Based Assessments

## Summary

---

In this chapter, you used Windows Explorer to navigate the Windows file structure. You also used features that are common across the Microsoft Office 2010 programs.

## Key Terms

---

Address bar .....	5	Extract.....	45	Microsoft		Read-Only .....	23
Alignment .....	34	File.....	3	PowerPoint .....	7	Ribbon.....	26
All Programs.....	7	File list.....	5	Microsoft Publisher .....	7	Ribbon tabs .....	8
Application .....	6	Fill .....	12	Microsoft SharePoint		Right-click.....	11
AutoPlay .....	3	Folder .....	3	Workspace .....	7	Sans serif .....	35
Back and Forward buttons .....	5	Folder window .....	4	Microsoft Word.....	7	ScreenTip .....	12
Backstage tabs .....	14	Font .....	35	Mini toolbar.....	10	Scroll bar.....	16
Backstage view .....	14	Font styles .....	36	Navigate .....	3	Scroll box .....	16
Center alignment .....	34	Footer .....	33	Navigation pane .....	5	Search box .....	5
Click .....	4	Format Painter .....	37	Nonprinting characters .....	25	Select .....	10
Command .....	5	Formatting .....	32	Office Clipboard .....	38	Serif .....	35
Common dialog boxes .....	22	Formatting marks.....	25	Open dialog box .....	22	Shortcut menu .....	11
Compressed file .....	44	Gallery .....	12	Option button .....	12	Split button .....	5
Context sensitive command .....	11	Groups.....	26	Options dialog box .....	25	Start button .....	4
Contextual tabs .....	30	Header.....	33	Paragraph symbol .....	28	Start menu .....	4
Copy .....	38	Icons .....	5	Paste .....	38	Status bar .....	8
Cut .....	38	Info tab .....	14	Paste Options .....	40	Subfolder .....	3
Default.....	9	Insertion point .....	9	PDF (Portable Document Format) file .....	20	Tabs .....	26
Deselect .....	29	Keyboard shortcut .....	10	Point .....	4	Tags .....	5
Desktop.....	3	KeyTip .....	31	Pointer.....	9	Task pane .....	28
Details pane .....	5	Landscape orientation.....	33	Points .....	35	Theme .....	35
Dialog box.....	11	Library .....	4	Portrait orientation.....	33	Title bar .....	8
Dialog Box Launcher .....	39	Live Preview .....	31	Preview pane button .....	5	Toggle button .....	36
Document properties.....	14	Location .....	13	Print Preview .....	18	Triple-click .....	36
Double-click .....	5	Metadata .....	14	Program .....	6	Trusted Documents .....	24
Drag .....	10	Microsoft Access .....	7	Program-level control buttons .....	8	USB flash drive.....	6
Edit .....	9	Microsoft Excel .....	7	Protected View .....	24	Views button .....	5
Ellipsis .....	11	Microsoft InfoPath .....	7	Pt.....	35	Window .....	3
Enhanced ScreenTip .....	28	Microsoft Office 2010 .....	6	Quick Access Toolbar .....	27	Windows Explorer .....	3
		Microsoft OneNote .....	7	Quick Commands .....	14	Windows taskbar .....	4
		Microsoft Outlook .....	7			Zoom .....	18

# Content-Based Assessments

## Matching

---

Match each term in the second column with its correct definition in the first column by writing the letter of the term on the blank line in front of the correct definition.

- \_\_\_\_ 1. A collection of information stored on a computer under a single name.
- \_\_\_\_ 2. A container in which you store files.
- \_\_\_\_ 3. A folder within a folder.
- \_\_\_\_ 4. The program that displays the files and folders on your computer.
- \_\_\_\_ 5. The Windows menu that is the main gateway to your computer.
- \_\_\_\_ 6. In Windows 7, a window that displays the contents of the current folder, library, or device, and contains helpful parts so that you can navigate.
- \_\_\_\_ 7. In Windows, a collection of items, such as files and folders, assembled from various locations that might be on your computer.
- \_\_\_\_ 8. The bar at the top of a folder window with which you can navigate to a different folder or library, or go back to a previous one.
- \_\_\_\_ 9. An instruction to a computer program that carries out an action.
- \_\_\_\_ 10. Small pictures that represent a program, a file, a folder, or an object.
- \_\_\_\_ 11. A set of instructions that a computer uses to perform a specific task.
- \_\_\_\_ 12. A spreadsheet program used to calculate numbers and create charts.
- \_\_\_\_ 13. The user interface that groups commands on tabs at the top of the program window.
- \_\_\_\_ 14. A bar at the top of the program window displaying the current file and program name.
- \_\_\_\_ 15. One or more keys pressed to perform a task that would otherwise require a mouse.

- A** Address bar
- B** Command
- C** File
- D** Folder
- E** Folder window
- F** Icons
- G** Keyboard shortcut
- H** Library
- I** Microsoft Excel
- J** Program
- K** Ribbon
- L** Start menu
- M** Subfolder
- N** Title bar
- O** Windows Explorer

## Multiple Choice

---

Circle the correct answer.

1. A small toolbar with frequently used commands that displays when selecting text or objects is the:  
 A. Quick Access Toolbar      B. Mini toolbar      C. Document toolbar
2. In Office 2010, a centralized space for file management tasks is:  
 A. a task pane      B. a dialog box      C. Backstage view
3. The commands Save, Save As, Open, and Close in Backstage view are located:  
 A. above the Backstage tabs      B. below the Backstage tabs      C. under the screen thumbnail
4. The tab in Backstage view that displays information about the current file is the:  
 A. Recent tab      B. Info tab      C. Options tab
5. Details about a file, including the title, author name, subject, and keywords are known as:  
 A. document properties      B. formatting marks      C. KeyTips
6. An Office feature that displays a list of potential results is:  
 A. Live Preview      B. a contextual tab      C. a gallery

# Content-Based Assessments

7. A type of formatting emphasis applied to text such as bold, italic, and underline, is called:  
A. a font style                      B. a KeyTip                      C. a tag
8. A technology showing the result of applying formatting as you point to possible results is called:  
A. Live Preview                      B. Backstage view                      C. gallery view
9. A temporary storage area that holds text or graphics that you select and then cut or copy is the:  
A. paste options gallery              B. ribbon                      C. Office clipboard
10. A file that has been reduced in size is:  
A. a compressed file                      B. an extracted file                      C. a PDF file