Key Applications Using Microsoft Office 2003

IC³ Module B ~ Courseware 1109-1

Essent!al Sk!lls
for Digital Literacy

Key Applications Using Microsoft Office 2003

IC³ Module B — Courseware 1109-1

CERTIPORT

APPROVED COURSEWARE

IC³ INTERNET AND COMPUTING CORE CERTIFICATION

2005 Standard

Preface

This courseware is one in a series prepared by CCI Learning Solutions Inc. for use by students and instructors in courses on computer software applications. CCI designed these materials to assist students and instructors in making the learning process both effective and enjoyable.

In providing this courseware for the use of students and instructors, CCI does not intend to replace the user's manuals and other documentation supplied by the software manufacturer. The manufacturer's documentation covers topics in more detail than this courseware, and the material CCI provides is based on interpretation of available information at the time of publication. It is therefore subject to change.

Courseware Developer & Managing Editor
Sue Wong

Publishing Manager & Technical Editor
Kelly Hegedus

Cover Design
Bob Garnett

Grammatical Proofreader
Lorraine Ambrosio

The exercises in this courseware require you to use the data files provided for the book.

The data files can be downloaded from **http://www.ccilearning.com/data**. Complete instructions on how to download the files are located on page ix.

About This Courseware

Approved by Certiport

We are pleased to announce that our courseware has been approved for the IC³ Certification. This book fulfills the basic requirements for the Living Online IC³ exam; please refer to the IC³ Courseware Mapping at the back of our book to see where the features are covered. What this means is that after completing the exercises in this book, the user could be prepared to take the Living Online IC³ exam for the Internet and Computing Core Certification Program. Passing these exams demonstrates a level of proficiency to employers and customers. The exams are available through participating IQ test centers.

IC³ . . . What Is It?

IC³, or the Internet and Computing Core Certification program, is a global training and certification program providing proof to the world that you are:

- Equipped with the needed computer skills to excel in a digital world.
- Capable of using a broad range of computer technology – from basic hardware and software, to operating systems, applications and the internet.
- Ready for what the work employers, colleges and universities want to throw your way.
- Positioned to advance your career through additional computer certifications such as CompTIA's A+, and other desktop application exams.

IC³ . . . Why Do You Need It?

Employers, Colleges and Universities now understand that exposure to computers does not equal understanding computers. So, more than ever, basic computer and Internet skills are being considered prerequisites for employment and higher education.

This is Where IC³ Helps!

IC³provides specific guidelines for the knowledge and skills required to be a functional user of computer hardware, software, networks, and the Internet. It does this through three exams:

- Computing Fundamentals
- Key Applications
- Living Online

By passing the three IC³exams, you have initiated yourself into today's digital world. You have also given yourself a globally accepted and validated credential that provides the proof employers or higher education institutions need.

To learn more about IC³, visit www.certiport.com/ic3

To find a testing center near you, visit www.certiport.com/iQcenterLocator

About Certiport:

Certiport, Inc. is the leading provider of global, performance-based certification programs and services designed to enable individual success and lifetime advancement through certification. For more information about Certiport's offerings, visit www.certiport.com

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Courseware Conventions

The following conventions are used throughout the courseware:

- *Italic* characters represent terms.
- **Bold** characters represent menu options, menu choices or toolbar buttons.
- The word "type" means to type: the indicated text
- The text set in this typeface indicates text to be typed, for example the save as file name.
- The word "press" means to press the specified Key.
- Instructions for exercises are in numbered steps.
- The instructions throughout this courseware assume that you will be using a mouse.

> Exercise text meant to be typed is typeset in this font. The Paragraph symbol (¶) is used to indicate pressing the Enter key for the end of a paragraph or to leave a blank line.¶

Using the Book

Course Length: This book contains information to cover all the objectives in the certification program, with a number of exercises designed so that you can emphasize and reinforce concepts. It has been designed to fit within a 30 to 40 hour course. Suggested timings have been provided with each lesson as a guide; this will vary depending on the size of your class, the experience or skill level, and the number of tools you may have available for specific topics.

Step by Step Process: Each concept covered in an application module has an accompanying step by step exercise to demonstrate how the feature works. The exercises take users through each step of the process to accomplish the task, with appropriate screen captures to show the progress.

> This book provides a variety of ways to complete a task. Whenever you see this symbol, it shows another method to complete that task or additional information you need to know about the feature or step. As you learn each feature, oftentimes there are hints or tips you can use to accomplish the task faster or more productively. Alternatively, this could be a warning or an extra point about the feature that may occur, depending on what is happening on the computer.

Multiple Exercise Sets

Our books provide a variety of exercises to teach a concept. These exercises are set up in the following method:

Exercise

Hands on, step by step exercises that guide students through procedures and commands. They are presented immediately following a topic explanation and provide basic instructions on the most productive method of using a feature.

Practice Exercise

Hands on, step by step guided exercises presented after an exercise. These exercises provide extra practice and reinforcement or may present an alternative method of completing a task.

Courseware Setup

This courseware was developed using specific software and hardware configurations. In order to complete this courseware, you will require the following minimum requirements:

Hardware Requirements

- 300 MHz or higher
  (500 MHz or higher recommended)

- 64 Mb RAM or higher
  (128 Mb or higher recommended)

- 250 Mb or higher free space on the hard drive

- Mouse or other compatible pointing device

- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors

- 101 enhanced keyboard

- Printer (user must have access rights to print documents)

Software Requirements

- Microsoft Office Word 2003, Excel 2003, PowerPoint 2003

The objectives outlined in each lesson can be achieved by properly using the material and exercises in this courseware, and by paying close attention to your instructor. You should not hesitate to ask questions if you have problems in working through the material.

A computer can be made up of a variety of components, some of which are either not discussed in great detail or at all in this courseware. The objectives in the IC^3 program are designed to provide you with the basic fundamental knowledge for working with computers and achieve a digital literacy competency. For more information about other computers or types of computers not discussed in this courseware, please speak to your instructor for additional resources you can access.

Word, Excel, and PowerPoint are large and powerful programs, with more features than you can master in a single course. This courseware presents a tremendous amount of material in a simple, easy-to-learn format. You should read ahead during the course; you should also reread regularly. This will increase your retention of important concepts and skills, and will help you cope with the size and power of these programs as you continue to learn.

This courseware assumes and requires that you have a good working knowledge of the PC and Windows, as well as how to use a mouse and keyboard.

The explanations in this courseware are based on the default settings established during the installation of the Microsoft Office 2003 program. Your computer (or the computers in the classroom lab) may be configured differently. If so, please check with your instructor (where applicable), or consult the Microsoft Office 2003 User's Guide to change the setup.

> If you are using another version of Word, Excel, or PowerPoint, you will find that all of the concepts are the same; what will change may be some of the steps required to accomplish the feature.

This courseware uses double-click to select options. If you prefer the single click feature, you will need to adjust the appropriate steps accordingly.

Working With the Data Files

The exercises in this courseware require you to use the data files provided for the book. In order to maximize the usage of these data files, it is recommended that you reserve a minimum of 50Mb of space on your hard drive (or network, as applicable).

Follow these steps to download the Student Files from the CCI Web site:

1 Navigate to http://www.ccilearning.com/data

2 Enter 1109 in the **Courseware #** box and click the ⬚ Find Data button.

3 In the **Downloads** area click the 1109-1-student-data.exe file and click **Run**. Click **Run** again in the Internet Explorer – Security Warning window, if necessary.

4 Click **Open** in the File Download dialog box.

5 In the Winzip Self-Extractor dialog box use the **Browse** button to specify the Windows Desktop as the location to unzip the file and then click on **Unzip**.

6 The **IC3 Mod B Files** folder, containing the required Student work files, has now been downloaded to your desktop. It is recommended that the folder be renamed using your own name before starting the exercises in this courseware. You can reinstall and use the work files as many times as you like.

> All student data files have been checked for viruses at the time of development. The courseware developer is not responsible for any virus infection that may occur as a result of the customer or distribution channel manipulation. Please ensure your anti-virus software is current with the latest virus pattern to prevent new viruses from infecting the system.

Unit 1: Common Elements

This unit includes the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the Microsoft Office applications, Microsoft Office Word 2003, Excel 2003, and PowerPoint 2003. Elements include the ability to start and exit either the Word, Excel, or PowerPoint application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel, PowerPoint and most Windows applications.

Lesson	Topic
1	Getting Started with Programs

Lesson 1: Getting Started with Programs

Objectives

In this lesson you will look at some of the common elements shared between Microsoft Windows applications, with specific emphasis on Word, Excel, and PowerPoint similarities. On successful completion, you will be familiar with the following:

- How to start an application program
- Recognizing screen elements
- Using the menus

- Using the toolbars
- How to obtain online help
- Recognizing some common problems

Sharing Common Elements

As technology advances, the need for consistency between programs becomes more prevalent for assisting users in learning the features in new operating systems or desktop applications. As the developer of Windows, Microsoft has helped ensure these elements are common to all programs installed on a Windows system.

In addition, you will find that the concepts remain the same for types of application programs (i.e., Word versus WordPerfect); it is primarily where the command can be found to activate that feature that varies. For example, changing margins is the same concept regardless of which program you use; however, you change the margins in the Page Setup command in Word whereas you change the margins in WordPerfect using the Margins command.

Microsoft Office is one of the most popular suite programs used in the marketplace and as such, this book demonstrates how to accomplish common tasks required in an office environment using three programs in this suite: Word, Excel, and PowerPoint.

> Screens for the application programs in this Module were captured in the Windows XP operating environment, using the standard double-click options. If you are using another version of Windows, the screen display or colors may vary slightly but the application programs and the noted commands or buttons will remain the same. If you have the single click option activated, you will need to adjust for every instruction where a double-click instruction is noted.

Starting Word/Excel/PowerPoint

Depending on how the program was installed on your system, starting a program can be accomplished using one of the following methods:

- Click on the **Start** button, then **All Programs**. Click on **Microsoft Office** in the menu, and then click on **Microsoft Office Word 2003**, **Microsoft Office Excel 2003** or **Microsoft Office PowerPoint 2003** from the submenu. The number of programs available in this menu will depend on which edition of Microsoft Office is installed on your system. This book was developed with the Professional Edition of Microsoft Office 2003.

- If you have a shortcut icon on the desktop for either of these programs, double-click on the appropriate icon to start the program.

If you are have the Active Web Desktop applied (the names of the icons are underlined), you only need to click once on the icon to start the program.

■ As with the shortcut icons on the desktop, you can also access the program if there are icons for the programs on the Quick Launch toolbar (if active).

📖 Exercise

1 Click on the **Start** button and then **All Programs**.

2 Scroll down the submenu and click on **Microsoft Office Excel 2003**.

   Microsoft Office Excel should start and appear on your screen within a few seconds.

3 Click on the **Start** button and then **Programs**.

4 Scroll down the submenu and click on **Microsoft Office Word 2003**.

   Microsoft Office Word will now start up and appear within a few seconds.

5 Click on the **Start** button and then **Programs**.

6 Scroll down the submenu and click on **Microsoft Office PowerPoint 2003**.

   Notice multiple programs can be started, and as each new program is activated, the previous program now appears as a button on the taskbar.

7 Switch to Microsoft Office Excel by clicking on its button in the taskbar.

8 Switch to Microsoft Office Word by clicking on its button in the taskbar.

9 Switch to Microsoft Office PowerPoint by clicking on its button in the taskbar.

Exiting Word/Excel/PowerPoint

IC³
1.1.2

When you are finished using the program, remember to always exit the program before you turn off your computer. This will prevent any possible corruption of the program files, as well as free up memory on your system for another program. Use one of the following methods to exit the program:

▪ Select **File**, then **Exit**.

▪ Click on the ❌ **(Close)** button at the far right corner of the title bar for the application program to exit the program.

▪ Press Alt + F4.

If you have any files currently open on the screen, Word/Excel/PowerPoint will ask for confirmation on whether to save or abandon any changes made. This gives you a last chance to save the files before exiting the program.

📖 **Exercise**

1 Select **File**, then **Exit**.

Notice how Microsoft PowerPoint has now closed. You can verify this by the fact that the taskbar only shows a button for Microsoft Excel and for Microsoft Word.

2 Click the ❎ button at the far right side of the top line for each of the remaining programs.

Notice how both programs have also closed and you are back at the desktop.

Looking at the Screen

IC³
1.2.1

Many application programs share the same elements, regardless of whether they are a Microsoft product or created by another software vendor. This is the standard set by Windows and helps to reduce the amount of time required to learn each application. The following screens show this commonality between the three Microsoft Office products discussed in this module. For the purpose of focusing on similar components found within an application program, the taskbar or desktop is not always shown here. However, the taskbar (by default) will appear at the bottom of the screen below the status bar of any application that is maximized. The taskbar will show the number of programs and/or files currently open.
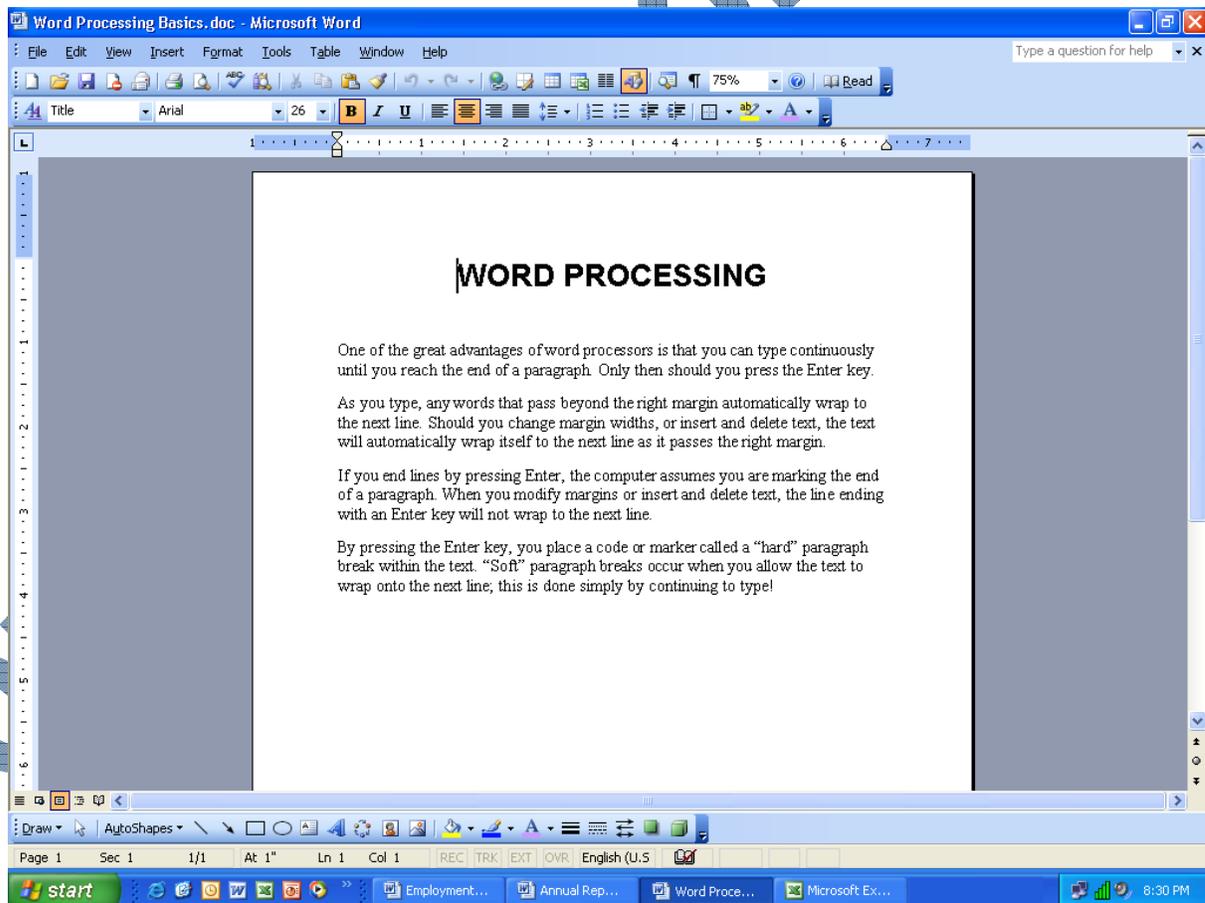
If the window is restored to a smaller size on the desktop, you may see different elements of the desktop for selection. Alternatively, you can also select the 🗗 **(Show Desktop)** button from the Quick Launch toolbar to quickly move to the desktop for action.
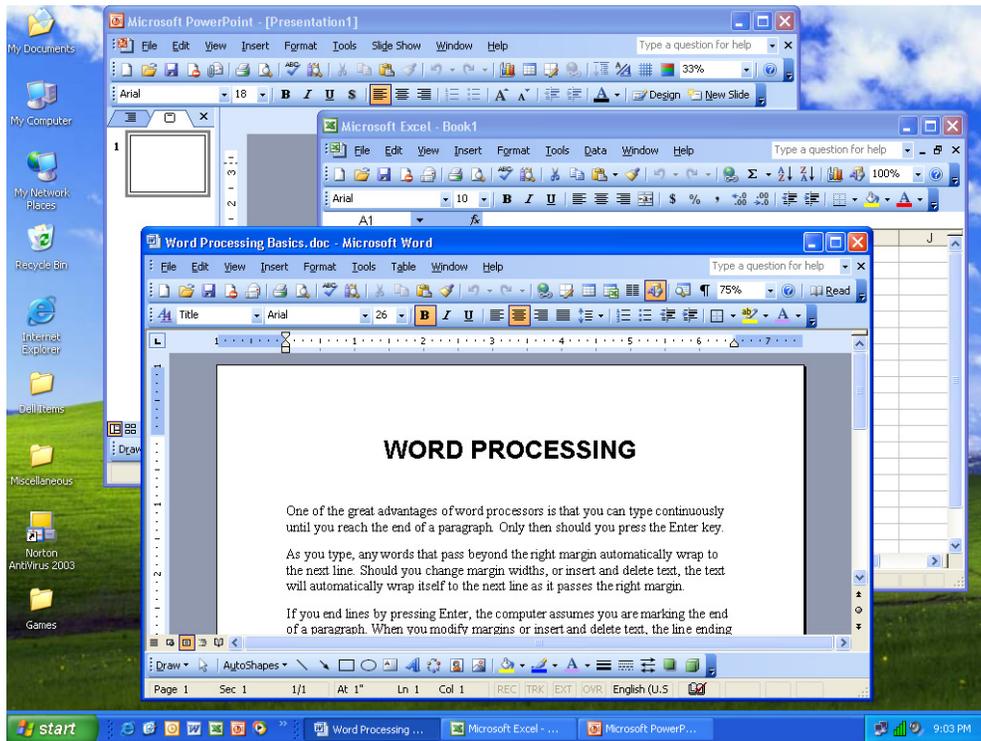
Microsoft Office Word 2003

When Word is started, a new document is automatically started for you. Some elements of the Word screen are:

Control Icon · Title Bar · Menu Bar · Toolbars · Ask a Question · Close · Maximize · Minimize · Rulers · Scroll Bars · Previous · Select Browse Object · Next · View Buttons · Status Bar · Task Pane
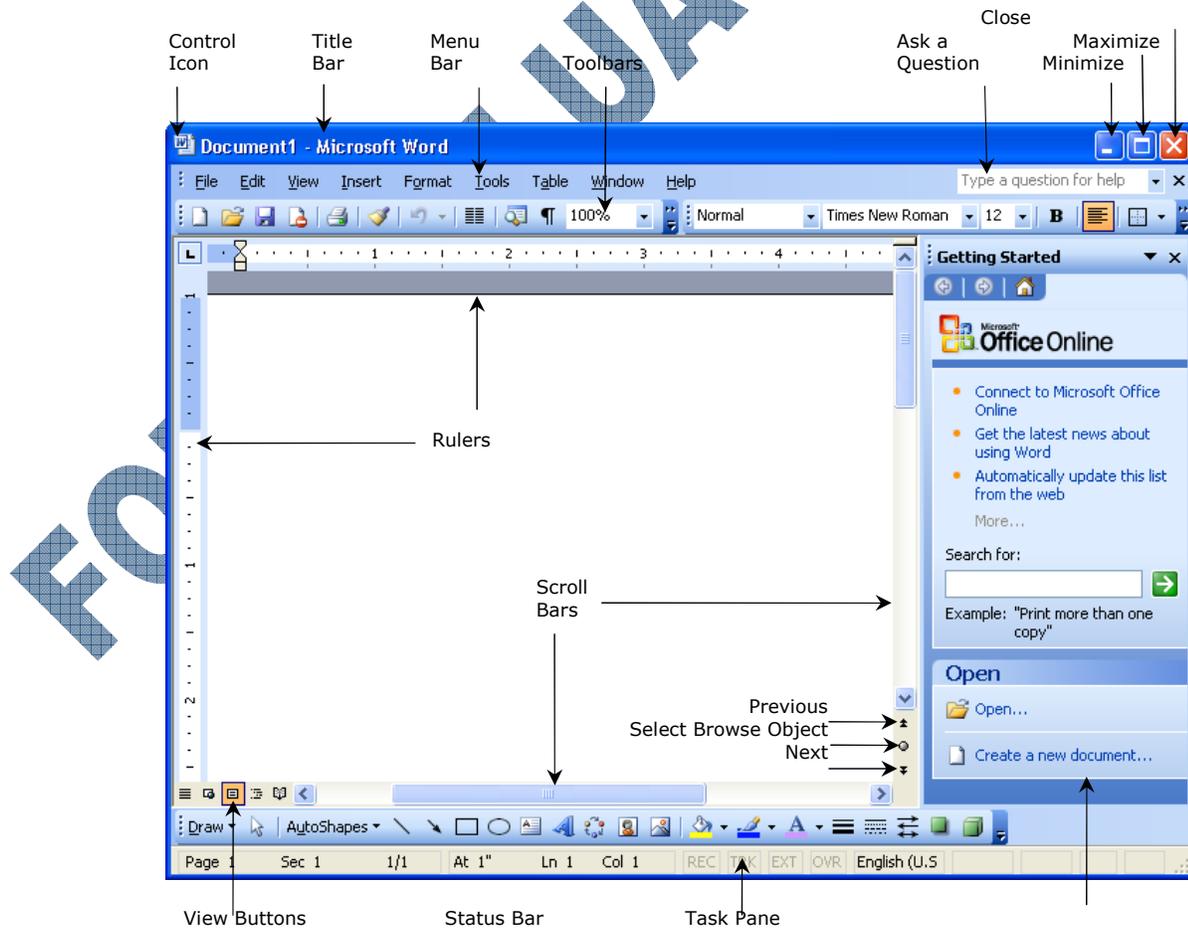
Microsoft Office Excel 2003 and Microsoft Office PowerPoint 2003

When you first start Excel and PowerPoint you will see screens similar to the following:
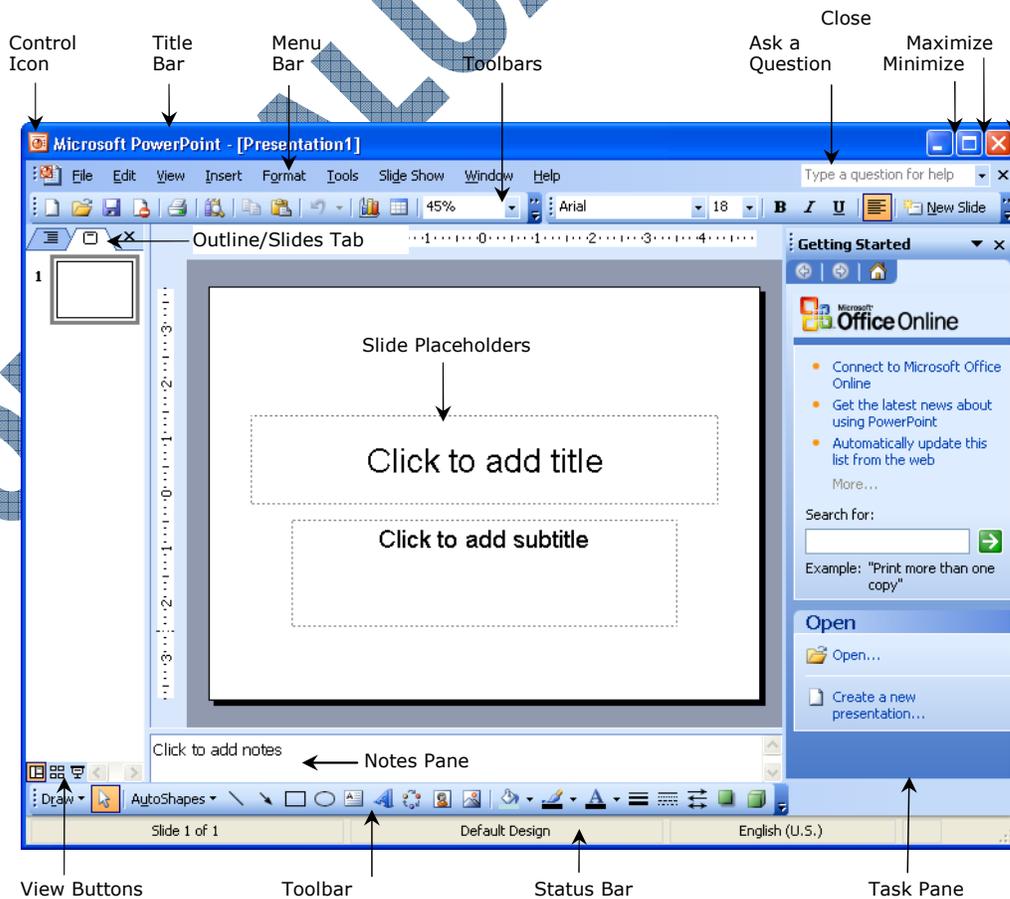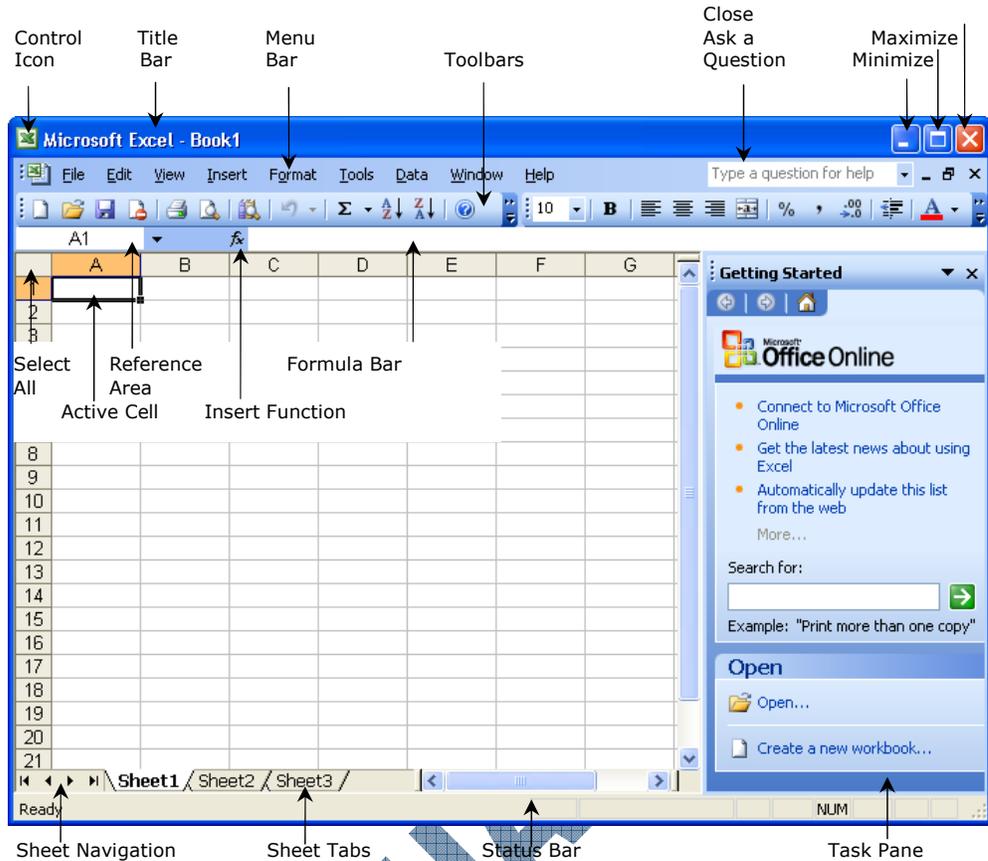
Descriptions of the most common elements found in these screens are described in the following:

Control Icon	Located on the far left side of the title bar, this allows you to perform important functions such as sizing, moving, and closing application windows.
Title Bar	Located at the top of a window, the title bar displays the name of the selected application (i.e., *Microsoft Word*, *Microsoft Excel*). If the document window is maximized, the title bar would include the name of the file (i.e., *Document1*, *Book1*).
Menu Bar	Located below the title bar, this contains the document processing commands (e.g., **File**, **Edit**, **View**, **Insert**, **Format**, etc.). Each of the menu items displayed contains a different set of commands.
Ask a Question	Located at the far right side of the menu bar, this field allows you to request help at any time by typing in the question. This, in essence, replaces the Office Assistant who used to appear automatically. To display the Office Assistant, you need to activate the **Show Office Assistant** command in the **Help** menu.
Minimize, Maximize/Restore, Close	Located in the upper right hand corner of the screen, these buttons let you minimize ( ) the application window to a button on the taskbar, maximize ( ) the program to full size, restore ( ) the window down to its original size, or close ( ) the application window. Notice that the button to close the document ( ) is different in appearance than when closing the application.
Toolbar	Toolbars provides quick access to frequently used commands, menus, and macros. A variety of different toolbar layouts are available and are easily turned on and off. You can also customize and save your own toolbars.
Scroll Bars	The vertical scroll bar is located at the right edge of the screen and the horizontal scroll bar is located at the bottom of the screen, above the status bar. You can use the scroll bars for viewing different portions of the document.
Status Bar	Located at the bottom of the screen, below the horizontal scroll bar. The status bar displays messages and system information, shows the position of the insertion point within the document, and identifies the modes currently being used.
Task Pane	Located at the far right of the screen, the task pane will change depending on the command activated. The task pane is designed to help you navigate or choose items quickly by having the items displayed here for easy access.

The following elements are specific to **Microsoft Word** only:

Ruler	Rulers are located at the top and left sides of the document. The ruler allows you to make quick changes to tabs, indents, and margins.
Previous, Next	These two buttons are located in the lower right hand corner of the screen, where the horizontal and vertical scroll bars meet. The **Previous**, and **Next** buttons are used to move to the previous or next item as defined by the **Select Browse Object** button.
Select Browse Object	This button allows you to choose what the **Previous** and **Next** buttons will find. For example, you may browse by **Page**, **Table**, **Headings**, **Edits**, etc.
View Buttons	Located on the far left side of the horizontal scroll bar, these buttons allow you to change quickly between four alternate views of the document on the screen.

The following items are specific to **Microsoft Excel** only:

Reference Area	Located on the left below the toolbar, this displays the cell address of the active cell. For example, if the Reference Area displays **A21**, this indicates the active cell is cell **A21**. In the example displayed, cell **A1** is selected and that cell address is displayed in the Reference Area, also called the **Name Box**.
Select All Button	The button to the left of the column headings and above the row headings. Clicking this button will select the whole worksheet.
Active Cell	The cell in which you are entering information, or the current location of the cell marker.
Insert Function	Click on this tool to open a dialog box that can help you choose and insert a built-in function.
Formula Bar	Located to the right of the Reference Area, the Formula bar displays the formula in the active cell. Under certain circumstances, the Formula bar can be used to make entries into the worksheet.
Column Headings	Sequential letters to track columns.
Row Headings	Sequential numbers to track rows.
Sheet Navigation Buttons	Located at the bottom left corner of the document window. Use these buttons to move the worksheet tabs being viewed. Buttons with a single triangle move the view one sheet for each click. Buttons with vertical lines before or after the triangles will move you to the first or last worksheet in the workbook. Note that this does not change the sheet you are viewing, only the tabs displayed at the bottom of the screen.

The following are specific to **Microsoft PowerPoint** only:

Outline/Slides Tab	Located at the left of the screen, use these tabs to move between working with text in the Outline tab, or to see a miniature of the slide contents in the Slides tab.
Slide Placeholders	These boxes assist in helping you enter specific types of objects onto the slides. Depending on the type of slide you select, PowerPoint will display the appropriate help text for the placeholder.
Notes Pane	Enter speaker notes, reminders, or comments in this area of the slide. You can then choose to print these as handouts for the audience, display them during the presentation, or use as a guide as you work on the presentation.

The previous screens display various commonly used parts of the Word, Excel, or PowerPoint screens. As you can customize the appearance of your screen, not all parts shown always appear.

Identifying any buttons on the screen is easy with *ScreenTips*. Simply move the mouse cursor onto the object and wait a second. A tip will pop up telling you the name of the button.

📖 Exercise

1 Click on the **Start** button, then **All Programs**, **Microsoft Office**, **Microsoft Office Word 2003**.

2 Take a few moments to identify the screen elements discussed in the previous pages within your screen display.

3 Move your mouse overtop of any of the buttons in the toolbar to see what appears. Try this with the buttons on the left side of the horizontal scroll bar.

4 Click on the **Start** button, then **All Programs**, **Microsoft Office**, **Microsoft Office Excel 2003**.

5 Repeat steps 2 and 3 with Excel to become comfortable with the screen elements here.

6 Click the ☒ button to exit Microsoft Excel.

7 Click on the **Start** button, then **All Programs**, **Microsoft Office**, **Microsoft Office PowerPoint 2003**.

8 Repeat steps 2 and 3 with PowerPoint to become comfortable with the screen elements here.

9 Click the ☒ button to exit Microsoft PowerPoint.

Using the Menus

1.2.1

The menus not only display the menu choice, but additionally provide an icon, for reference, and a keyboard shortcut beside many of the menu commands.

A new feature is the short menus. When this feature is turned on, only the most commonly-used, as well as the most recently-used, menus appear. In order to see the full menu, click on the �☆ (**More Menu Items**) button located at the bottom of the menu.
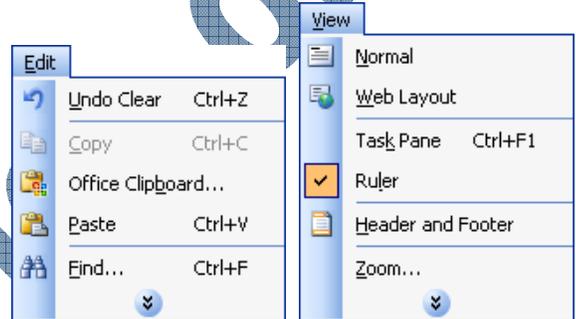
Using the Toolbars

1.2.2

Toolbars contain buttons that you can access by using the mouse. These buttons provide shortcuts for accessing many features. When you place the mouse cursor over an icon in a toolbar, its appearance changes into a button, and a ScreenTip appears to identify the title of the button.

Word, Excel and PowerPoint offer several toolbars plus the ability to customize and create your own. The **View**, **Toolbars** submenu allows you to toggle all toolbars on and off. Alternatively, you can also right-click on a toolbar to display the list of toolbars to turn on or off.

To choose any of the buttons on a toolbar, click on it with the left mouse button.

Some of the buttons, such as those in the Formatting toolbar, are toggle buttons. Clicking once on the button will turn the feature on, and the button will appear lighter in color. Clicking on the same button again will turn the feature off, and the color will return to normal.

Many of the menu items appear as buttons on the toolbars to enable you to use the application more quickly and efficiently.

The Standard and Formatting toolbars may be displayed on the same line, as shown in the following. In most cases, this is the default display for the toolbars when you access Word/Excel/PowerPoint.

Whenever toolbars share the same line, the toolbars will display a ☆ (**Toolbar Options**) button that provides access to additional buttons as well as the ability to choose which buttons remain visible.

There are two types of toolbars: *docked* and *floating*. Docked toolbars can be positioned around the four edges of the program window. Floating toolbars have a title bar and can be positioned anywhere on the document window.

Use the move handles (⋮) to either adjust the length of either toolbar, or to move the toolbar to a new location anywhere on the screen. A four-headed (✛) arrow will appear when you place the mouse cursor over top the handle. When this symbol appears, you can then drag the toolbar anywhere on the screen. If you drag it into the document window area, it will become a floating toolbar.

Docked Toolbars

Floating Toolbars
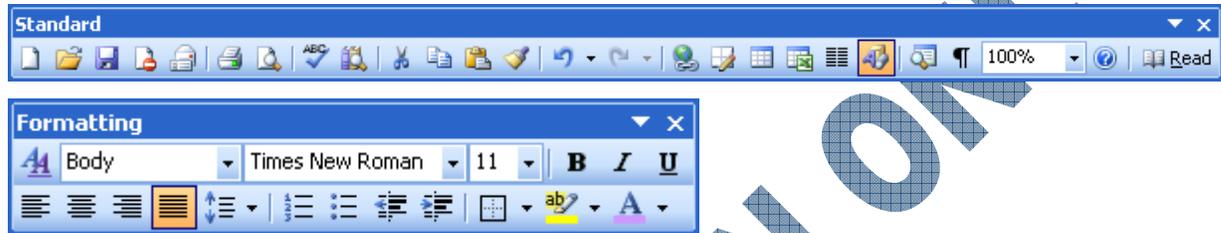
📖 Exercise

> For the purpose of demonstration, we will be using Microsoft Word to show how to activate some of the common elements. In most cases the process will be the same for Excel and PowerPoint; if a variation is found, then steps will be provided to demonstrate the same feature in Excel or PowerPoint.

1　Make sure Microsoft Word is active on your screen. Select **View**, and then **Toolbars**.

2　Click on **Standard** to turn off this toolbar.

　The toolbar no longer appears at the top of the screen.

3　Select **View**, and then **Toolbars**.

4　Click on **Formatting** to turn off this toolbar.

　The toolbar no longer appears at the top of the screen.

5　Repeat steps 1 and 2 to turn on the Standard toolbar.

6　Repeat steps 3 and 4 to turn on the Formatting toolbar.

7　Repeat the above procedures to turn on and off the Drawing toolbar.

8　Repeat the above procedures to turn on and off the Forms toolbar.

9　Select **Tools**, then **Customize**.

10　If necessary, select the **Options** tab.
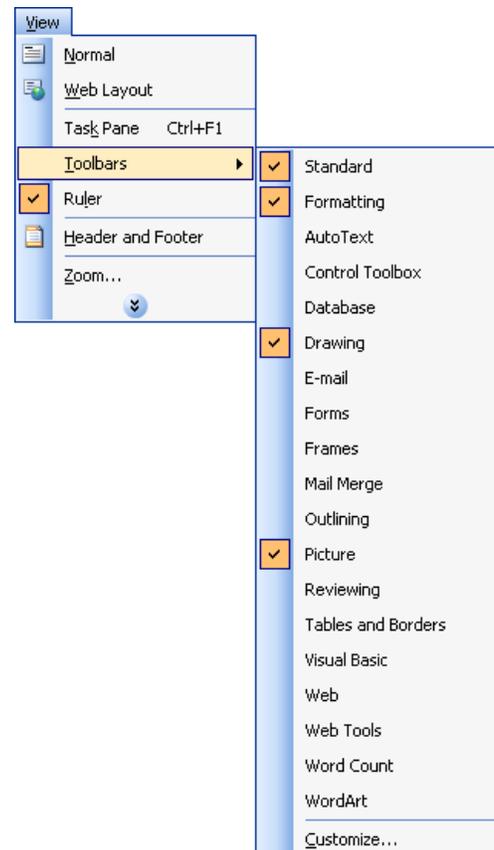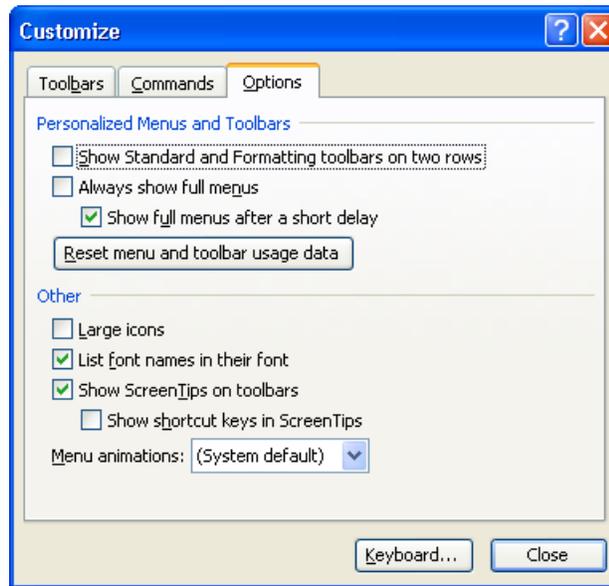
11 If necessary, turn on the **Show Standard and Formatting toolbars on two rows** option and then click on **Close**.

Notice how both toolbars now appear on two lines.

12 Click on the ¶ button on the Standard toolbar.

Notice that there is now a paragraph mark on the screen. These will appear every time you press the ⎛Enter⎞ key.

13 Click on the ¶ button on the Standard toolbar again.

Notice that the paragraph mark no longer appears on the screen. This is an example of a toggle button.

Practice Exercise

This exercise provides more practice with toolbars and menu options.

1 Point to the **Move Handle** on the Formatting toolbar where your mouse changes to a four headed (✛) arrow.
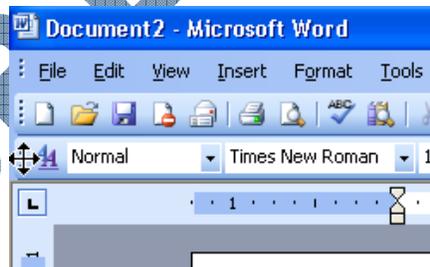
2 Click and drag your mouse downward into the document area.

A title bar appears and the Formatting toolbar changes to a floating toolbar, similar to the one shown below.

3   Resize the toolbar by positioning the mouse cursor over one of the edges of the toolbar until a double headed (↔) arrow appears. Drag the edge of the toolbar until it appears similar to the one shown here:
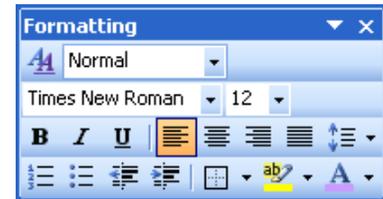
You can resize a floating toolbar to be a variety of widths and the length will adjust accordingly.

You will now dock the Formatting toolbar.

4   Point to the title bar of the Formatting toolbar and double-click.

Note that the toolbar returns to the previous position below the Standard toolbar.

5   Drag the Move Handle on the Formatting toolbar upward to share the same row as the Standard toolbar.

When you move a docked toolbar to the same line as another toolbar, the two toolbars will adjust to share the same row, similar to the ones shown below:

6   Drag the Move Handle of the Formatting toolbar until it docks below the Standard toolbar, as shown below:

7   Select **Tools**, **Customize** and then the **Options** tab.

8   Turn on the **Show ScreenTips on toolbars** and **Show shortcut keys in ScreenTips** options.

9   Click **Close**.

10   Point to the 🖫 button on the toolbar and note that Ctrl + S appears after the word **Save**.

11   Select **Tools**.

12   Select **Customize**, and then the **Options** tab.

13   Turn off the **Show shortcut keys in ScreenTips**.

14   If necessary, turn on the **Show full menus after a short delay** and then click **Close**.

15   Point to the 🖫 button and notice that the shortcut keys no longer appear.

Getting Help

There are numerous methods of obtaining support while working with a program. If you are in an office, there is likely someone who is available to answer questions you may have regarding specific tasks or features for that program. In large companies, a Help Desk system is generally available for this as well. However, if you don't have access to a Help Desk or a technical support person, there are other resources available to provide help, including:

- User's Guide included with the software. This manual generally provides the same type of information as can be found in the Help feature of the program.

- Books developed by third-party vendors. There are a variety of books that can be purchased, either from a courseware publisher or a retail store. The type of books can vary from instructor-led (generally features are illustrated with step by step exercises) to reference books (mainly theory with some exercises provided).

- Technical support options with Microsoft. This can be based on a service contract, pay-per-service call, or via their web site. Microsoft has an extensive database system for technical support for all of their programs, as well as an online contact link where you can submit questions or requests for suggestions of new or improved features on the software.

Which method you use to access help will depend on the type of help you need or what may be set up for your company. Certainly having access to an in-house technical support person is the easiest and in most cases the preferred method as this person can actually see what is on your screen and help you complete the task.

If this isn't available to you the next method may be to find help yourself online whether using the Help feature in the program, the Microsoft web site, or using resource books. This method can oftentimes be faster than waiting for a response from a busy Help Desk or the Microsoft Support telephone option. At the same time you enhance your research skills by targeting the specific help you want or need.

The Microsoft telephone support options are always available to you. Having a person to speak to about a problem helps to identify a solution for you as well as helping Microsoft to build their database. The major downside to this option is the cost factor whether paying long distance charges or for the help service.

The numbers for Microsoft Technical Support can be obtained by selecting **Help, About Microsoft Office Word** and then clicking on the **Technical Support** button.

Accessing Help Online

1.1.4

Word, Excel and PowerPoint provide you with a number of methods to access help, depending on how much detail is needed for the help topic. Some of these methods include:

- Select the **Help** menu to display different help options.
- Click on ⑦ (**Help)** or press F1 to go directly into the Help mode.
- Type a question, word or phrase in the **Ask a Question** field.
- Select **Help**, **Show the Office Assistant** to display the Office Assistant.
- Select **Microsoft Office Online** to go to Microsoft's web site (you will need to have an Internet connection for this option).

Once Help has been activated, you can go onto the web to search for specific help. This will take you to the Office web site, and from there, you can also go to other Microsoft web sites for more help.
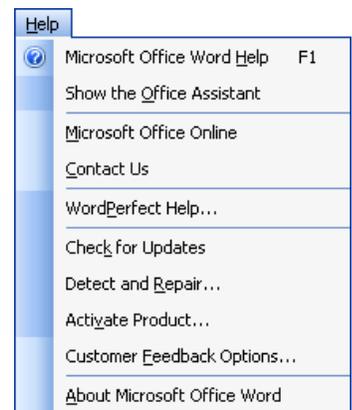
Using the Help Menu

The Help menu provides the most general mode for accessing help options. It also provides you with the opportunity to activate different types of help (i.e., learn how to accomplish the same task for those people who previously used WordPerfect or Lotus, fix a problem in the Office program, etc.).

📖 Exercise

1   Select **Help**.

2   Click on **Microsoft Office Online**.
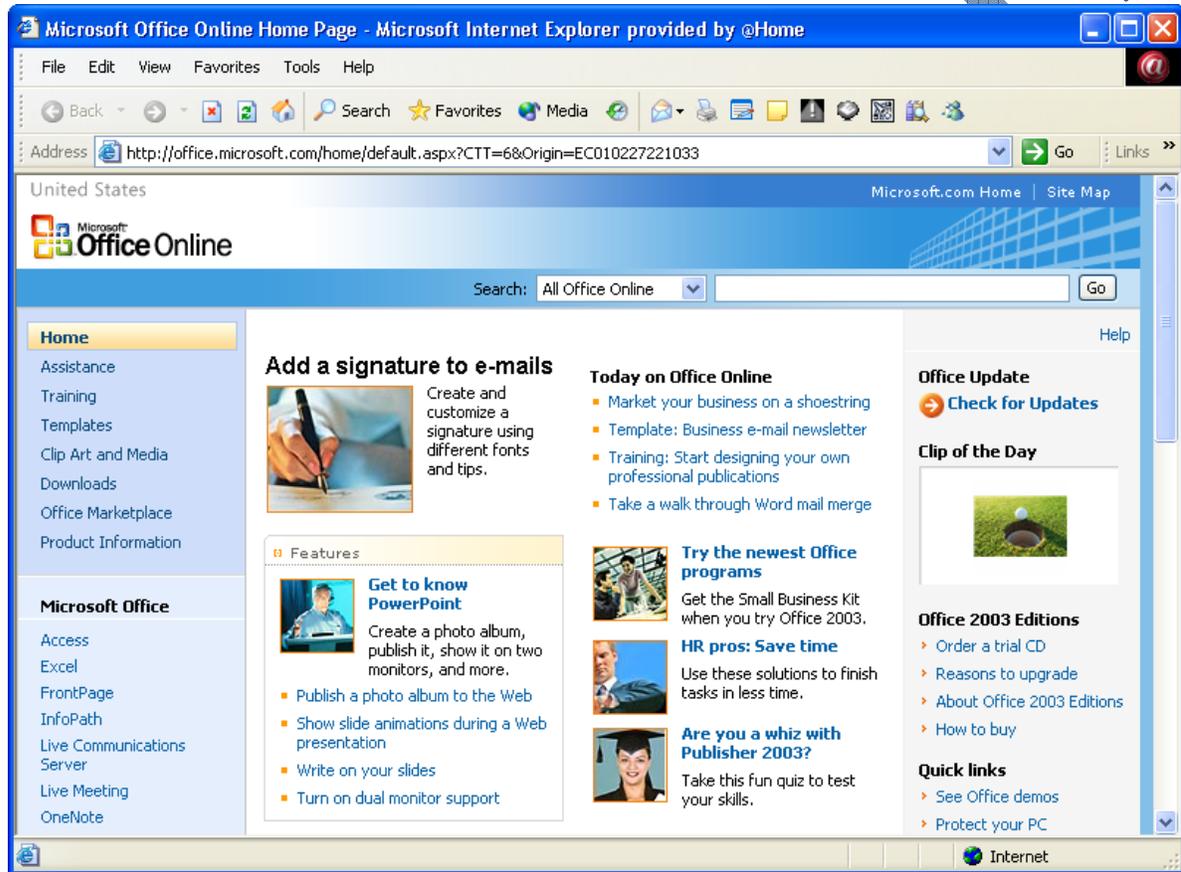
The contents of this web site will vary, depending on when you access it. In most cases, the left banner will remain similar to what is shown here. You may need to adjust the commands as provided in the following steps to match the updated web site.

3   Click on the **Check for Updates** link in the banner on the right side of the web site.

Notice that Microsoft then displays a list of options for possible updates to the version of Office (or a specific product in the Office suite).

4   In the **Search** field, type: wizards and then press ⌧Enter⌧.

Notice how Microsoft now displays a new page with results on your search criteria. You can then scroll through the list to find help on the topic, as required.

5   Click the ❌ button to exit the web browser.

6   Select **Help**, **Microsoft Office Word Help**.

The Word Help task pane opens.

7 Click on the **What's New** link.

Notice the arrows next to the links set up for specific topics.

8   Click on the **Improved readability** link.

9   Read the information and then click on the **What's new home** link to return to the previous window.

10   Click the ❌ button to close the Help window.

Using the Ask a Question Field

The Office Assistant is advantageous to use when first working with Word, Excel and PowerPoint. As you become more comfortable with the Assistant, you may not want to display it and access help quickly, only when needed. The **Ask a Question** field always appears on the right side of the menu bar, giving you quick access. You can pose a question as with the Office Assistant, or just type the text for the help required. Word, Excel and PowerPoint will return with a list of possible help options for you to select.

📖 **Exercise**

1   Start Word, if not already open on the screen.

2   In the | Type a question for help | ▾ | (**Ask a Question**) field, type: how do I center text and then press Enter .

Word now displays a new task pane called **Search Results** at the right side of the screen with any results it found from what was entered in the **Ask a Question** field.

Below the task pane title are three buttons which can be used to navigate between task panes used:

- The ⊕ (**Back**) button will move you back to the last task pane used.
- The ⊕ (**Forward**) button will move you forward to the next task pane used.
- The ⌂ (**Home**) button will move you to the Getting Started task pane (first one in the list).

There will be different icons that appear to the left of each result title. The number and variety will depend on the search criteria.

⊘ Indicates this is a help topic that will generally provide steps on how to activate that feature.

Indicates there is a feature within Word that can be used to create or apply the topic feature.

Indicates there is an article for more information on this topic or feature.

Indicates there is an online training module to show you more information on this topic or feature.

Indicates you can go the Office Marketplace web site for further information.

Indicates you can click on the search title to go to the Microsoft Design Gallery web site to find more items similar to the topic feature.

3 Scroll through the list to see all the different types of results it found.

4 Scroll down to the bottom of the Search Results task pane to show the additional help options that Microsoft suggests.
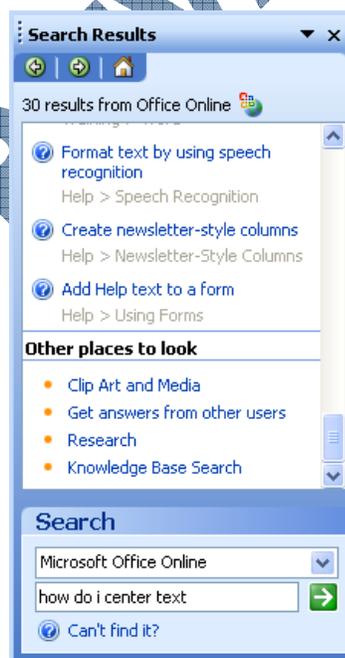
If the query entered in the **Ask a Question** field did not produce any results or not the results you wanted, you can navigate to the **Other places to look** area in the Search Results task pane and use these links to search for more information on the search criteria. These links can be found on the Microsoft web site and will offer further choices for specific types of information or help from other users or Microsoft. You will require access to the Internet in order to go to these web sites.

If you need to change the search query text, notice there is a field at the bottom of the task pane where you can enter text and then either click on the ➡ (**Start searching**) button or press ⌑Enter⌑ to begin the new search help.

5   Scroll back up the list of results in the Search Results task pane and then click on the **Center text** option.

The buttons below the title bar for this window can be used to navigate between different help options or screens.

Auto Tile   Forward

Back   Print
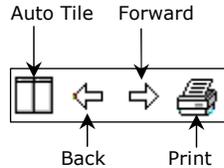
Within the Help window you will also see text that is shown in another color or underlined. These are links that will display more information or jump to another page for further information.

▪   When you click on the **Show All** link, you are asking Word to display any links in this window.

▪   When you click on the **See Also** link, this will display other search topics related to this topic. When you click on these links, you will jump to another window with further information based on the link text.

6   Click on the **Show All** link at the top of the Help window.
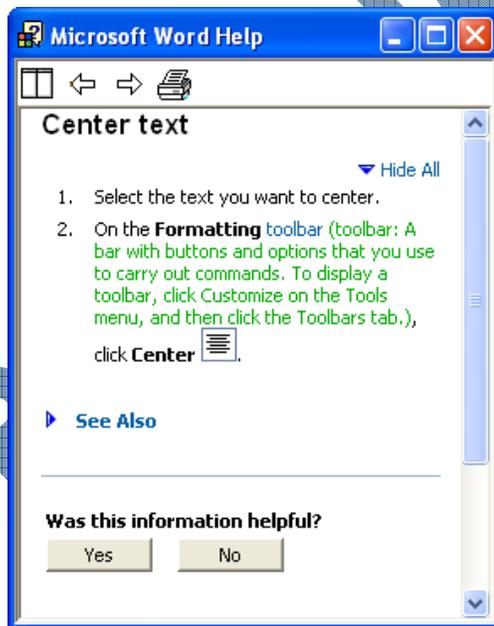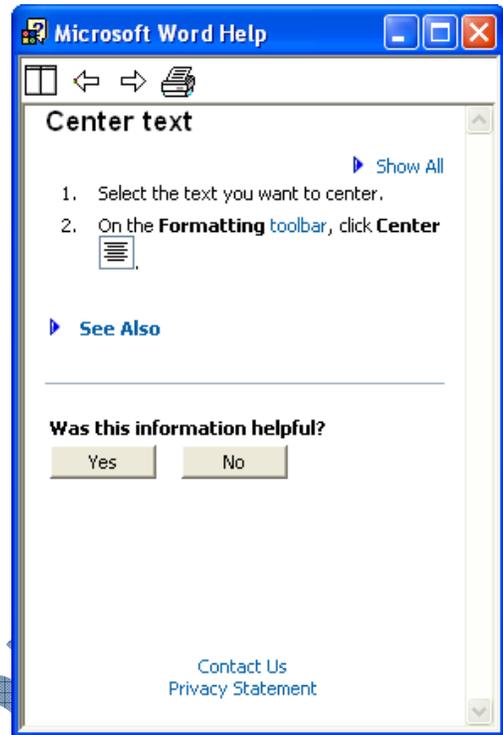
7   Click on the **See Also** link and then click on the **Align text left or right** link.
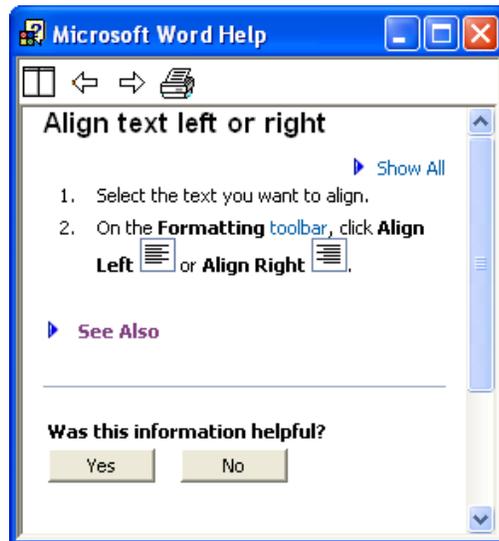
8 Click on the (**Back**) button in the Help toolbar.

9 Click on the button in the Microsoft Word Help window.

Using the Office Assistant

The Office Assistant does not automatically appear when you access the Help mode and is only activated when you select **Help, Show the Office Assistant**.

The Office Assistant that appears will be the Clippit character unless you had a previous version of office installed and another Assistant selected. This character can be customized or other characters downloaded from Microsoft's web site.

📖 **Exercise**

1 Select **Help**, **Show the Office Assistant**.

   The Office Assistant should now appear on your screen.

2 Position your cursor anywhere in the Office Assistant and then drag it to a new location on the screen.

   The Office Assistant should move to the new location. This can be useful if the Office Assistant appears in front of a dialog box or item on your screen that you would like to view.

3 Click on the Office Assistant to display the **Help** search field.
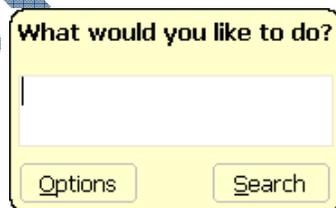
4 Type: how do I bold text in the field and then press ⌈ Enter ⌉.
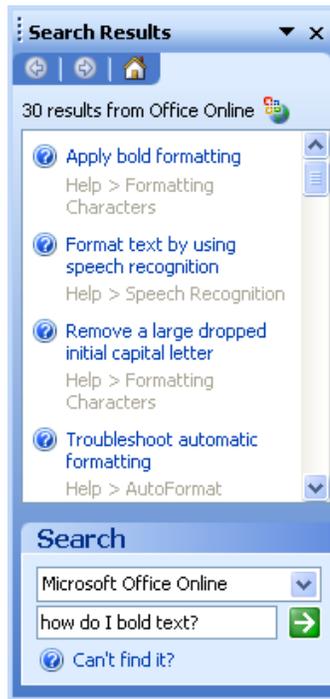
5 Click on the ☒ button on the Search Results task pane.

6 Right-click on the Assistant.

7 Click on **Choose Assistant**.
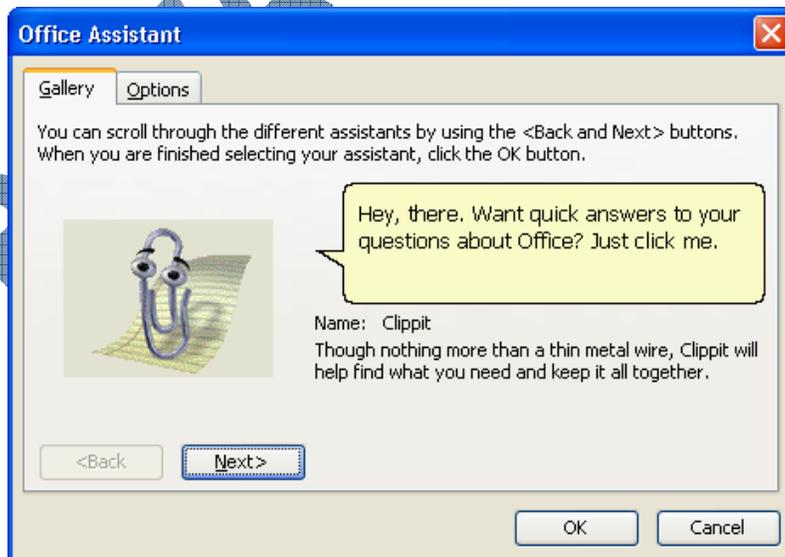
8 Click on **Next** to see each of the characters.

> You may not be able to actually select one of these characters in place of Clippit, depending on how Office 2003 was installed on your system.

9   Click **Cancel** to leave this option.

10   Right-click on the Assistant and then click on **Animate**.

The animations will vary each time you activate a feature or be random if you choose to animate the character independent of anything in your document.

11   Right-click on the Assistant and then click on **Hide**.

Working with Files

1.2.10

As you begin working with Word, Excel and PowerPoint, you will want to set up a system to manage your files. For example, you may decide on a strategy of saving all your new files in a folder with your name, regardless of the size, length, or type of file. Alternatively, you may want to set up different folders for the different kinds of files you handle, e.g., letters, budgets, procedures, etc.

Regardless of the file system you choose, handling your files is a relatively simple process, given the following:

- Files can be saved in a variety of formats, as needed. Once you activate the Save option, you can change the file type to the best format for another program, such as Text, WordPerfect, Lotus, etc.

- Files can be saved in any location on your computer or network, and if the location or folder doesn't exist at the time you activate the Save command, you can create it from within the application.

- Once saved, files can be opened from any location on your computer or network.

- Both the Save and Open dialog boxes provide you with a location bar to either go quickly to a folder, or to a list showing recently accessed files.

- You can open as many files as you need to; there are no limitations other than memory capability. Each open file can then be accessed from the taskbar (if the option is activated) or the Window menu.

- Files can be viewed at different magnifications or in different modes, depending on what you want to see in the file.

- Both Word, Excel and PowerPoint have a variety of pre-designed files or templates that can be used to create new documents.

- Editing and formatting tools are similar between the applications, thereby reducing the time to learn where all the tools may be. You can use the same keys to edit text (i.e., Backspace or Delete), and the most common formatting tools can be found in the Format menu or the Formatting toolbar, e.g., **B** (**Bold**), ☰ (**Center**), etc.

When working with files of a type different than either Word, Excel or PowerPoint, take note that when the file opens, you may need to do some editing or re-formatting of the file. Although Office comes with a variety of formats, this doesn't always guarantee an exact conversion from one program to the other.

Take note of some types of problems that may occur when working with files:

- A file may be corrupted and as such, will not open on the screen. This could be due to factors such as the disk drive containing the file having bad sectors, an electrical surge damaging the location where the file is stored on the disk, the file was not saved properly (e.g., computer shut down in the midst of saving), etc.

- The file type saved for the Word, Excel or PowerPoint file may be missing or is saved in a different format. If the file type (extension) is missing (e.g., .doc for Word and .xls for Excel), then the computer cannot associate this file with the program. Accordingly, the computer displays a message saying it does not recognize the file.

- The file may be saved in a different format than Word, Excel or PowerPoint, and may change in its formatting or layout/design to match that file type. For example, if a Word document is saved as a text file, all formatting is lost in that document. If an Excel file is saved as a text file, all formatting is lost and when you try to open this file in future, you see a dialog box asking you how to define the text separator (e.g., space, commas, etc.).

- Watch where you save the files. It is easy to save a document in a different location than what you may be expecting. Since Word, Excel or PowerPoint remember the last location you were at, they will display this location the next time you choose to save or open a file. Try to get into the habit of looking at the Location field to ensure you are in the right location to find or save your file.

- Accordingly, if you move files from one location to another, using any of the methods to retrieve a recently saved or opened file will display an error message as well. For instance, both Word and Excel display the last four to nine files (the number of files listed will depend on the your setup on your computer) in the File menu. If you moved a file since the last time you used it, selecting that file with the original location from the bottom of the File menu will display an error message.
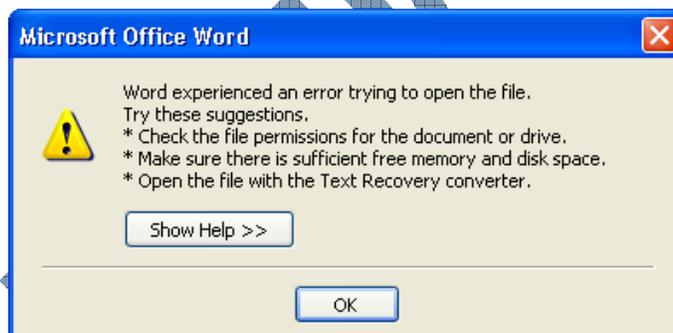
- If you see a compatibility error message, this could possibly be due to the file being saved in a higher version of the application, or the file being saved in a different platform. For example, if the file was saved in Word 2002, you cannot open this file in Word 97. Accordingly, if the file was saved on Word 98 for the Macintosh, you will not be able to open this file automatically on a Windows system without having to convert the file first.

- If you are on a network and share files with others in the office, you may see a message indicating the file is set for read-only or that someone is using the file. Depending on how your network has been set up for handling files, you may be restricted to opening the files with the original name, but are forced to save the file with a new name. In the case where the notification indicates that someone else is looking at the file, only one person can have the original file from a network drive open at a time.

Finding a solution for the error will depend on the type of error for the file:

▪ If the file type is incorrect or missing, use Windows Explorer to review the details for the file, and then rename the file accordingly with the appropriate file type.
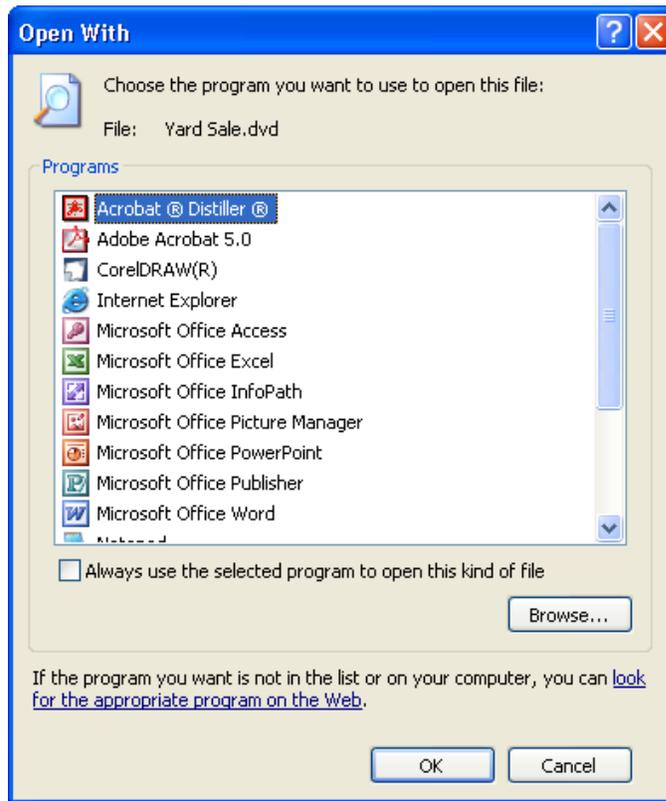
▪ If you cannot see the file at all in Windows Explorer (i.e., the computer is not reading the disk), then you may have a platform incompatibility problem. You will need someone who has that platform (e.g., Macintosh, Unix, Linux) to save the file into a correct platform version for you.

▪ If Windows Explorer can read the file, but you see a compatibility error message, you may need to have someone who has a higher version of the application open the file and then save it in a lower version (or the one for your system). Files are always upwards compatible (i.e., files saved in previous versions can always be read in the latest version of software) but are not always downwards compatible (e.g., files created in Excel 2002 may not always open in Excel 97).

▪ In the case where a file is corrupted, you will have to use a utilities program to run a repair utility on the file. Depending on the problem with the file, you may be able to recover the contents of the file.

Regardless of the error that has occurred with the file, you can always request help from your technical support person in-house. Oftentimes they have the software and resources available to help you recover the file.

> Many of the aforementioned items will be discussed in more detail in the upcoming topics, with exercises to demonstrate the feature.

Printing Files

IC³
1.4.5

When you want a hard copy of the file, you will need to send the file to print. Not all printers are created equal so there may be times when the hard copy may not match what is on your screen exactly, as well as the possibility of printing errors. Some of these include:

- Printed copies do not show all the information from the original file, e.g., pictures, fonts, etc. In a situation like this, check your printer to find out how much memory you have installed for the printer. If your file is large and contains a number of graphical elements like pictures or fancy fonts, your printer may not be able to print all these elements with a limited amount of memory. Also check to see if the fonts have been installed on your system and are available to the printer. Depending on the printer, you may be able to see the font for the text on the screen, but the printer cannot handle the exact look of the font.

- The printed copy shows text that goes beyond the edges of the paper or do not print at the edge, as shown on the screen. In this scenario, check the settings available for your printer. Even though the application program may show the color or text at the edge of the paper, most laser and inkjet printers have a default margin of at least 0.2″ around the edge of the paper that will not be used for printing. This "internal printing margin" has been set up to allow the internal mechanisms to move the paper through the printer. In most cases you will not be able to print to the actual edges of the paper unless you submit the file to a dedicated printing service, or you have a dot matrix printer.

- Printed hard copies don't appear from the printer. Check to see that the printer is online (i.e., plugged in or Online button is on), if there are any error messages displayed for the printer (e.g., paper jam, tray empty, toner low, etc.), printer is connected to the network, or if the right printer was selected. When you change printers in the program, that printer becomes the selected printer until you exit the program, or reset to the default printer. If you are on a network, make sure you are also logged in and have access to the printer. In some instances, the network printer may need to be turned off and on again in order to reset it.

> ⚠ **This document failed to print**
>
> Document name: 'Microsoft Word - Yard Sale.doc'
> Printer name: 'Generic / Text Only'
> Time sent: 10:03:47 AM 1/27/2005
>
> Click here to open the print queue, and then for assistance, click Troubleshooter on the Help menu.
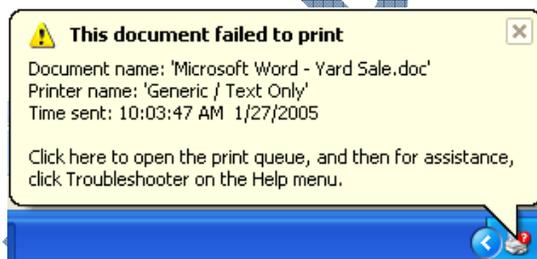
- If you continue to receive error messages from the printer, check to see that the printer is actually connected correctly. It's possible that the the printer port may have been changed or is not available (e.g., network adminstrator has taken the printer for maintenance and it is no longer connected to the network). In this instance you will need to reset the printer to the correct port or choose another printer until the other printer is available.

- If the printer is connected correctly and has not changed, check to see if anything else on your computer was changed. For instance, did you recently upgrade the operating system? A change such as this may make the existing printer driver obsolete and as such, is not recognized by the operating system. To resolve this situation, you will need the newest printer driver file for this printer. Depending on the age of the printer, you may have to either use one for the model closest to your printer or check with the manufacturer or technical support for an option on how to use the existing printer driver.

- If printing on a color printer, you may find that the colors do not match exactly what is shown on the screen. This oftentimes is a limitation of the printer, and with the exception of a color laser, your hard copies may print with a color similar to the original.

- If you have access to a printer with multiple trays or duplex (double-sided) printing capabilities, you may want to check the settings for your file before you send the document to print. For example, most Excel spreadsheets are printed in landscape (horizontal) orientation. With a duplex printer, you would need to change the page option to print on the short side, if the report will be bound at the left margin. Alternatively, if you have letterhead in the top tray and regular paper in the next tray, you will need to change the settings in the Word document to recognize that the first page should use the letterhead tray, and subsequent pages should use the regular paper tray.

One of the best things you can do in an office is become familiar with the printer and its settings. This will help you manage how files are printed, or how much is printed. For more technical problems with your printer, speak to your technical support person, as required.

Summary

In this lesson you looked at some of the common elements shared between Microsoft Windows applications, with specific emphasis on Word, Excel, and PowerPoint similarities. You should now be familiar with the following:

- How to start an application program
- Recognizing screen elements
- Using the menus

- Using the toolbars
- How to obtain online help
- Recognizing some common problems

Review Questions

1. You can start Word, Excel or PowerPoint using which method?

    a. Start, All Programs

    b. Desktop shortcut

    c. Microsoft Office Shortcut bar

    d. Quick Launch toolbar

    e. All of the above

    f. Only a, b or d

2. When you no longer need to use an application program, the best thing to do is to leave it running in Windows, provided all your files are closed.

    a. True

    b. False

3. Identify the noted items in the following image:
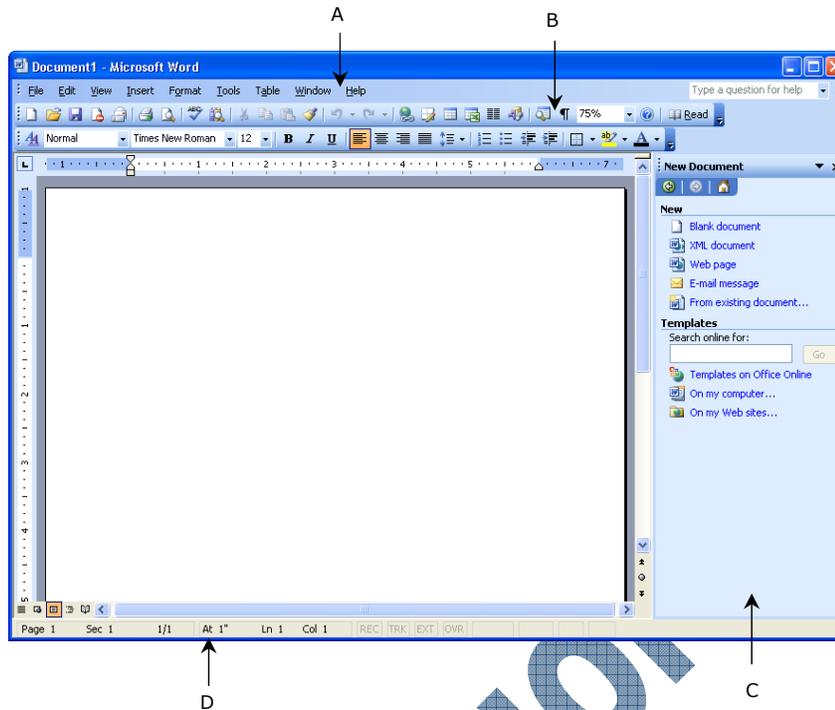
a. _____   c. _____

b. _____   d. _____

4. The toolbars in an application program are set and you cannot move or resize them.

    a. True   b. False

5. List at least two different ways you can access help within a Microsoft Office program.

6. You can only access help from within the application program.

    a. True   b. False

7. You can enter a question into the Ask a Question field in the same manner as if you were asking a question to an instructor.

    a. True   b. False

8. How can you access the Office Assistant?

    a. F1   c. From the Help menu

    b. (icon)   d. Any of the above

9. Provide some reasons as to why you are not able to access a file.

10. What should you check if the document hasn't printed?

    a. The printer is turned on and online

    b. You are logged onto the network so you have access to that printer

    c. The printer is still available to you for use and connected properly to the system or network

    d. All of the above

Unit 2:
Using Microsoft Office Word 2003

This unit includes the knowledge and skills required to perform functions specific to creating documents with a word processor (as opposed to common functions such as those identified in the first unit Common Elements). Topics include paragraph formatting (including line spacing, indenting and creating bulleted or numbered lists), document formatting (including headers and footers), applying styles and other automatic formatting options, creating tables, applying borders and shading to text and tables, and inserting graphics into document.

Lesson	Topic
1	Creating Documents
2	Manipulating Text
3	Formatting Text
4	Setting Tabs
5	Indenting Text Paragraphs
6	Proofing Your Document
7	Using Additional Formatting Features
8	Printing Documents
9	Working with Headers or Footers
10	Using Publishing Format Tools
11	Working with Pictures
12	Working with Objects
13	Working with Tables
14	Working with Others

Lesson 1: Creating Documents

Objectives

In this lesson you will look at how to create, save, open, close, and edit simple documents. On successful completion, you will be familiar with how to:

- Enter text
- Add or delete text
- Move around in the document
- Save a document for the first time
- Save changes to a previously saved document

- Save a document with a new name
- Save a document in a different file format
- Close a document
- Open one or more documents
- Switch between multiple documents

Entering and Editing Text

IC³

1.2.6
1.3.2
1.3.3

Typing involves using the keyboard to input text onto the screen. Editing includes such things as inserting and deleting single characters, words or multiple lines of text, correcting typos, as well as inserting or deleting blank lines between paragraphs.

The following are the basic concepts involved in typing and editing text:

Insertion Point
The vertical blinking bar on the screen is known as the *insertion point*. It shows the place where Word will insert typed text and pasted items. It moves as you type.

Typing Text
Word is set by default to "insert" text. This means that when you place the insertion point between two words and then type a new word, the existing text moves to the right to make room for the new text.

Removing Text
This is known as *deleting*. To delete a character to the right of the cursor, press the ⌊Delete⌋ key. To delete a character to the left, press the ⌊Backspace⌋ key. Backspacing is often used to correct errors as they are made.

Overtype
In order to "type over" existing text (instead of inserting new text and then deleting old text) press the ⌊Insert⌋ key to change to *Overtype* mode. Press the ⌊Insert⌋ key again to return to *Insert* mode. You can also toggle between Insert and Overtype mode by double-clicking on the **OVR** mode indicator in the status bar.

Word Wrap
All word processors utilize a feature called *word wrap*. This means that when you have typed enough words to fill a line, the next word will automatically wrap around to the next line. You no longer have to press the ⌊Enter⌋ key at the end of every line.

Ending Word Wrap
When you no longer want text to wrap around (such as at the end of paragraphs or on short lines) press the ⌊Enter⌋ key. This places a paragraph return instruction at the end of the line and stops the wrap around.

Blank Lines
To insert a blank line, place the insertion point at the beginning of a paragraph and press the ⌊Enter⌋ key or press the ⌊Enter⌋ key twice at the end of a paragraph. This places a paragraph return code between paragraphs. To remove a blank line, move to the left of the paragraph mark and press the ⌊Delete⌋ key.

When you have typed enough text to fill the page, Word will automatically begin a new page. A dotted line will be displayed across the screen (when in Normal view) and the Page indicator on the status bar is automatically adjusted.

Displaying Formatting Codes

As you enter text and then press certain keys, Word may display characters such as ¶ or →. These are known as non-printing characters and can help to identify where you have pressed certain keys. These non-printing characters can be turned on or off by clicking on the ¶ (**Show/Hide ¶**) button on the Standard toolbar, or you can customize which characters appear by selecting the appropriate item in the **View** tab of the **Tools**, **Options** menu. These characters only appear on the screen as a reference to what may have been used in the document; they do not print with the document.

Some of the common non-printing characters you will see include:

¶	Represents every time you press Enter.
→	Represents every time you press Tab.
·	Represents every time you press Spacebar.
....	Represents a soft page break (created automatically when Word reaches the bottom margin for one page and moves to the next page, visible only in Normal view).
................Page Break................	Represents a manual or hard page break (created when you activate the command to end the page at this location and move to the next page).

Many of these items are discussed in the courseware as you progress through the exercises.

Using the Ruler

Another tool you can use to help identify where text is positioned or where you can position text is the Ruler. By default, Word displays this tool for you to use. The width of the ruler will depend on the view being used as well as the size of your monitor.

The ruler will contain a number of options you will be able to use to position text, either to change the margins, line up the text based on tab settings, or to indent text. All of these options are discussed later in the courseware.

The measurements of the ruler are set for inches by default. You can change the measurements displayed by selecting a different unit of measure in the **Measurement units** field in the **General** tab of the **Tools**, **Options** menu. You can select from inches, centimeters, millimeters, points, or picas. The last two are generally used in the graphics/printing industries.

To turn the ruler on or off, select **View**, **Ruler**.

The ¶ shown here represents every time you need to press the Enter key.

📖 **Exercise**

1   Start Microsoft Word and type the following text. Use [Backspace] to make corrections as you type. Do not press [Enter] when you reach the right margin; only press [Enter] at the end of the paragraph or for a blank line.

> Basic Text Editing¶
> ¶
> ¶
> Typing simply means using the keyboard to input the text onto the screen.¶
> ¶
> Removing text is known as deleting. The Delete and Backspace keys are used for removing text.¶
> ¶
> Word wrap occurs when you have typed enough text to fill up a line and the next word will automatically wrap around to the next line. ¶

2   Leave the text displayed on the screen.

By default the ruler should be displayed on the screen. However, you will now practice turning the ruler on or off as needed.

3   Select **View**, and then **Ruler**.

The ruler should no longer be displayed.

4   Select **View**, **Ruler**. The ruler should be displayed again.

Moving the Insertion Point

The insertion point indicates the location where Word will insert typed text and pasted items.

IC³
1.3.1

Movement Desired	Keys to Press	Movement Desired	Keys to Press
Next character	[→]	Next line	[↓]
Previous character	[←]	Previous line	[↑]
Next word	[Ctrl]+[→]	Next paragraph	[Ctrl]+[↓]
Previous word	[Ctrl]+[←]	Previous paragraph	[Ctrl]+[↑]
Beginning of line	[Home]	Next screen	[PgDn]
End of line	[End]	Previous screen	[PgUp]
Beginning of document	[Ctrl]+[Home]	End of document	[Ctrl]+[End]

📖 **Exercise**

1   Press [Ctrl]+[Home] to move the insertion point to the beginning of the document.

2   Press [Ctrl]+[End] to move to the end of the document.

3   Press [Ctrl]+[↑] to move up one paragraph.

4   Press [Ctrl]+[↑] again to move up another paragraph.

5   Press [Ctrl]+[→] to move one word to the right.

6   Press [Ctrl]+[←] to move one word to the left.

Using the Scroll Bar

1.3.1

The *vertical scroll bar* is used to move (or scroll) the view of the screen through the document from top-to-bottom and vice-versa. The *horizontal scroll bar* is used to move (or scroll) the view from side-to-side, across the document.

There are three methods of moving:

- click the scroll bar arrows to move the scroll box up and down or left and right
- click on either side of the scroll box
- drag the scroll box

📖 Exercise

1 Carefully compare the text on your screen to the text that follows.

2 Add or delete text appropriately to make your screen text match the text word-for-word. Your text may wrap differently.

> Basic Text Editing¶
> ¶
> ¶
> Typing simply means using the keyboard to input the text onto the screen.¶
> ¶
> Editing includes such things as inserting and deleting single characters, words or multiple lines of text, correcting typos, as well as inserting or deleting lines between paragraphs.
> ¶
> Removing text is known as deleting. The Delete and Backspace keys are used for removing text.¶
> ¶
> Word wrap occurs when you have typed enough text to fill up a line and the next word will automatically wrap around to the next line. Word wrap is ended for a paragraph by pressing the Enter key.¶
> ¶
> Blank lines are created by pressing the Enter key. Blank lines are removed by deleting the Paragraph mark.¶
> ¶

3 Leave the text displayed on the screen.

Saving a New Document

1.2.8

It is important to save your documents as you work on them in order to be able to use them again at a later date. Word automatically assigns a *.doc* extension at the end of the file when you choose the default setting (Word). You can also choose to save the file in a different format, if needed (e.g., the file needs to be saved in a WordPerfect format for another user, it must be saved in a text format so it can be opened and formatted in an HTML or web design program, etc.).

When you want to save the file to a different location than the default folder (usually C:\My Documents), use the **Save in** field to go to the desired drive and folder location, e.g., 3½ Floppy A, network drive, C:\Data\Student, etc. Make sure you check the location first before clicking on the **Save** button. Otherwise, you will need to move the file later to the correct folder.

To save a document, use one of the following methods:

- Select **File**, **Save** (or **Save As**)
- Click on the 💾 **(Save)** button in the Standard toolbar
- Press Ctrl+S

The first time you save a document, you will always be taken to the Save As dialog box to enter a file name for the document. Word will also automatically apply the first line of text in the document in the File name field, on the assumption that this is the title of the document. You can either type overtop of this selection or make changes to the file name in the same manner as if you were changing text in the document, e.g., use the Backspace or Delete key to remove characters, move to the beginning to delete characters, etc.

File names can be up to 255 characters long, including the drive and path, e.g., C:\My Documents\Draft Proposals\January 29 Proposal to ABC Company.doc. You may want to consider how descriptive you want the names to be; build in your file management preferences when saving and storing files. For example, is it easier for you to have all files saved in one location, regardless of the length of the file name? Or would it be easier to create folders for the types of documents and save shorter descriptive names for the files in the appropriate locations?

The frequency that you save a document depends on how important the document is and how much work (or time) would be required to re-create it. We recommend that you save your document frequently, even with small amounts of changes, in order to prevent loss of data.

Using Document Summaries

A *document summary* can be added to a document when it is saved or at a later date. This summary can provide information to assist in locating this file based on specific search criteria. The document summary is referred to as the *properties* of a document. Summaries can be set up to appear every time you save a file or you can add them manually to a file using the **File, Properties** command.

📖 Exercise

The instructor will provide you with the particulars of the location where you will save your files, e.g., *C:\My Documents*, *G:\Student Data*, *A:,* etc. If no instructions are provided, you can either use the folder where the data files were stored (i.e., C:\Student) or one of your choice. We will be showing the files being saved in a folder created on the desktop (i.e., IC3 Data Files\Mod B Files).

You will be adding - *Student* at the end of the existing file name to help identify your own data files versus the original files provided with this courseware. Depending on how and where your own data files are located, you may want to replace Student with your own name or initials.

1   Click on the 💾 button in the Standard toolbar.
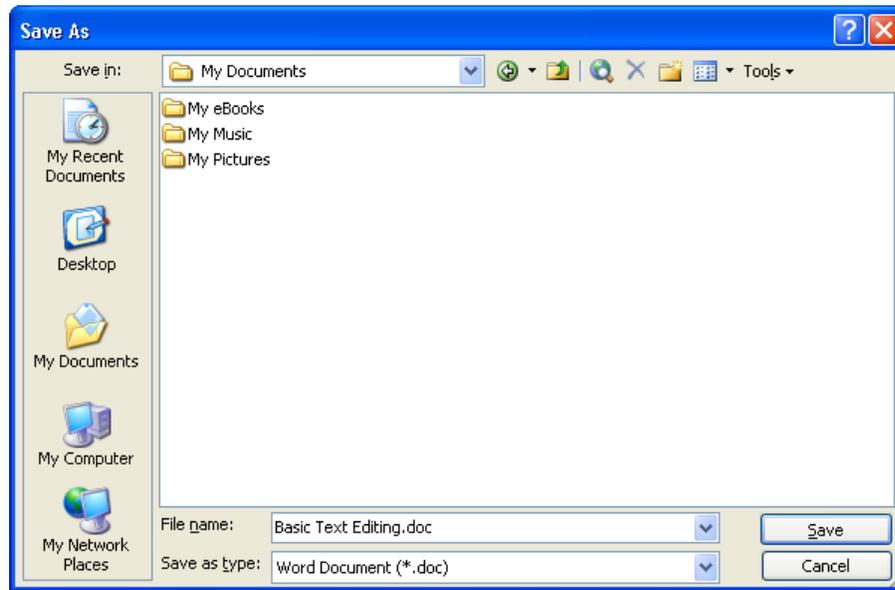
2   From the **Save in** field, select the location as indicated by the instructor (if applicable).

Notice the suggested name for the file, Basic Text Editing based on the first line of text in the document.

3   In the **File name** field, press (End) to move quickly to the end of the selected name. If you have the file type showing as seen in the previous screen, use the (Backspace) key to delete these characters and then type: - Student (include a space before the dash).

4   Choose **Save**.

5   Press (Ctrl)+(Home) to move your insertion point quickly to the beginning of the document.

6   Type your name and press (Enter) twice.

7   Select **File** and then **Properties**.

8   Type your name in the **Author** field, your instructor's name in the **Manager** field.

9   Click on the **Statistics** tab and review the total amount of text in the statistics list, e.g., number of words, sentences, paragraphs, etc.

10   Click **OK**.

11   Press (Ctrl)+(S) to save the document again.

Starting a New Document

IC³
1.2.6

When Word is initially started, a blank, ready-to-type screen appears for the first new document. After that, you will need to ask Word to create a new document when needed.

You can create a new blank document by clicking on the ▯ (**New Blank Document**) button from the Standard toolbar, or pressing (Ctrl)+(N). If you want to create a new document based on a template (pre-designed "blank" file created by Microsoft), you will need to use the **File**, **New** command. This will display the New Document task pane so you can select from a variety of options for the new document.

If you use one of the template options displayed in the New Document task pane, you can create documents with pre-designed layouts and elements from one of the templates provided by Microsoft. These templates help you create documents quickly with a consistent design format until such time as you establish your own format, if required.

Each time you start a new document, the document number in the title bar will increase (e.g., *Document 4*). This number is arbitrarily assigned by Microsoft each time you create a new file. When you leave this session of Word, the next time you start Word, the number sequence will begin with *Document 1* again.

📖 **Exercise**

1   Click on the 🗋 button from the Standard toolbar.

You should now have a new document with the next sequential number, e.g., *Document #*.

2   Select **File**, then **New**.

The New Document task pane should appear. Notice how you can select a blank document from the task pane to create a new document.

3   Click on the **On my computer** link.

The links and commands in the task pane will vary depending on which Windows version you are using, and what files or templates have been chosen previously. Likewise, the number of templates that appear in the Templates dialog box will vary, depending on what options were installed with Office XP. Alternatively, there may be additional templates created by someone in the office for everyone to use for company documents.
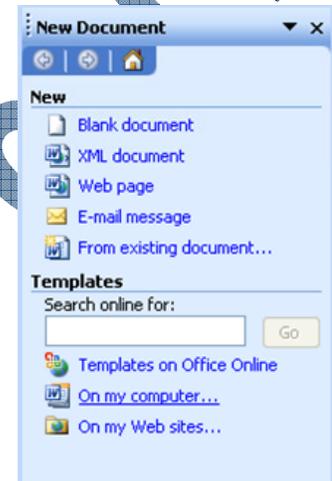
1.2.7
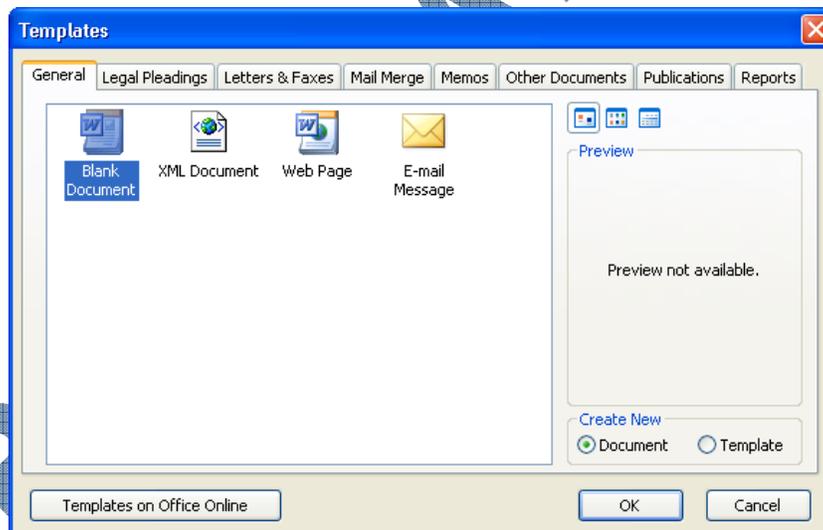
4   Select the **Blank Document** template and choose **OK**.

A new document window appears on the screen. The title bar reflects the latest document number.

5   Type your name on the first line and press Enter.

6   Type: Word - Level 1 on the second line and press Enter.

7   Type the current month and year on the third line and press Enter.

8   Click on the 🖫 button in the Standard toolbar.

9   In the **File name** field, type: Name Tag - Student and then click on **Save**.

The title bar reflects the name of the document.

Saving an Existing Document

1.2.8

If a document is open on the screen and changes have been made, you can save and update the file on disk with the same name. The original document file is then replaced with the updated changes.

Alternatively, if you wish to save an existing document with a different name (keeping the original intact), use the **Save As** command to enter a new name in the **File name** field.

When you choose to save an unnamed document, the Save As dialog box automatically appears.

📖 Exercise

1 Press Enter several times at the end of the document.

2 Type your instructor's name (where applicable) and press Enter twice.

3 Click on the 💾 button on the Standard toolbar.

The changes you made are now saved to the existing document. Depending on how fast your system is, you should see a percentage bar for completion of the save at the lower left corner of the screen.

4 Select **File**, **Save As**.

Notice how Word brings up the Save As dialog box with the same name. In this case, you want to keep the original and save this file with a new name in a different location.

5 Click on the 📁 button.

6 In the **Name** field, type: Misc for the new folder name.

7 Click **OK** to return to the Save As dialog box.

The **Save in** field will adjust to show the current folder as Misc.

8 Provided the file name is highlighted in the **File name** field, type your name as the file name.

Whenever text is highlighted in a field (e.g., Name Tag - Student.doc), you need only to begin typing to replace what's there with whatever you are entering. This saves you time from having to delete the characters first and then type in the new name.

9 Click on the **Save** button.

Notice that the new name is reflected in the title bar. You now have two versions of the same document: one in the original default folder for the files Name Tag - Student, and one in the new folder just created Your Name.

10 Move the cursor to the end of the file and type in today's date.

11 Click on the 💾 button.

Notice how Word automatically saves the changes into the same file.

On occasion, a dialog box appears when you try to save a file. This dialog box appears if there was a problem with your file and Word was able to recover this file. It will also appear when you try to save the contents of one document using the name of an existing document.
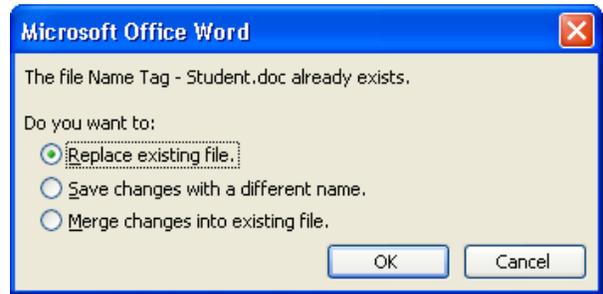
The following steps should be completed only if you have a floppy disk available to you.

12   Select **File**, **Save As**.

Notice how Word has taken you to the same location as the new folder created in the step 6.

13   Click in the **Save in** field and then click on **3½ Floppy (A:)**.

14   Leave the file name the same and then click on **Save**.

15   Select **File**, **Save As**.

Notice how Word now displays the contents for drive A.

16   Click in the **Save in** field and then click on the drive as specified by your instructor in the previous exercises for saving files, e.g., *C:\Data, G:\Student Data*, etc.

17   Click on the **Cancel** button in the Save dialog box.

Closing a Document

Once you have finished editing or revising a document, you should use the **Close** command to close the document. This clears the screen and memory, allowing you to start or open another document without leaving old documents to clutter up your screen. Closing your document is much like closing a book and putting it back on the shelf before opening another book.

Although you can have multiple documents open at one time, it is best to close those you do not currently need. This saves on memory and processing time.

When all of the files are closed, the document window becomes gray and most of the buttons on the toolbars are unavailable.
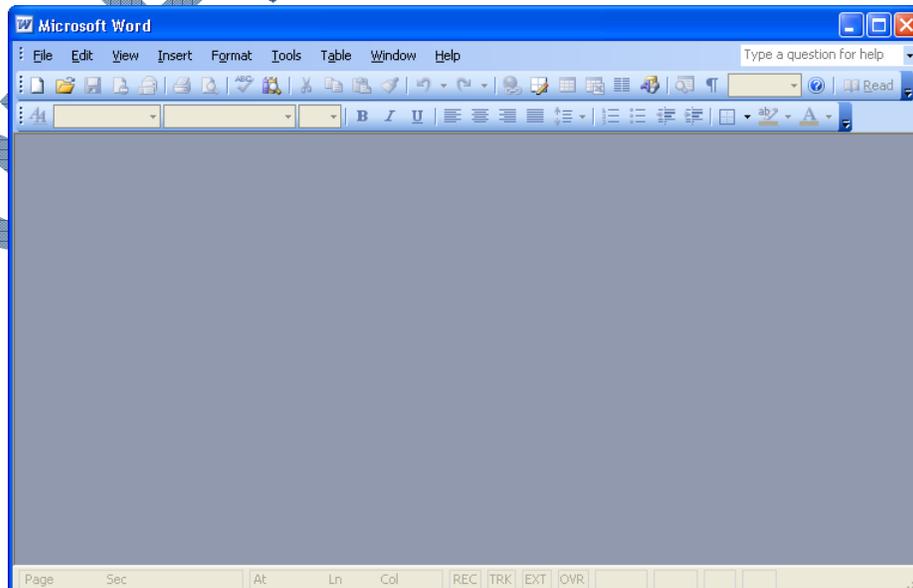
If you close a document without saving, Word always prompts you and gives you the option of saving the document.
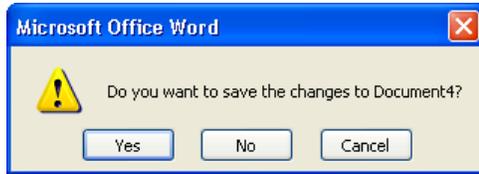
To close a document, use one of the following methods:

- Select **File**, **Close**.
- Click on the ☒ **(Close Window)** button for the document.
- Press Ctrl+F4, or Ctrl+W.

📖 **Exercise**

1 Select **File**, then **Close**.

The file with your name should disappear. However, the Basic Text Editing - Student document and new blank document should still be on the screen.

2 Click on the ☒ button to close all documents.

All documents should now be closed and the document window gray.

📚 **Practice Exercise**

1 Start a new document and type the following text. Use Backspace as needed to make corrections as you type. Allow word wrap to wrap your text to the next line (which may appear different than the text below) and only press Enter at the end of each paragraph.

> One of the great advantages of word processors is that you can type continuously until you reach the end of a paragraph. Only then should you press the Enter key.¶
> ¶
> As you type, any words that pass beyond the right margin automatically wrap to the next line. Should you change margin widths, or insert and delete text, the text will automatically wrap itself to the next line as it passes the right margin.
> ¶

2 Press Ctrl+Home to move to the top of your document.

3 Press the down ↓ arrow key to move to the second line of your first paragraph.

4 Press Ctrl+→ to move to the beginning of the next word.

5 Press the Insert key to turn on Overtype and then type: click

Note that the word *click* replaces the text.

6 Press the Insert key to turn off Overtype.

7 Click on the 💾 button on the Standard toolbar.

8 In the **File name** field, type: Word Wrap - Student

9 From the **Save in** field, select the location as indicated by the instructor (if applicable).

10 Choose **Save** and then click ☒.

Opening a Document

Once a file has been saved, you can open that document from disk and transfer it to the screen for further processing. Use one of the following methods to open a file:

- Select **File** and then **Open**.
- Click on the 📂 button in the Standard toolbar.
- Press (Ctrl)+(O) or (Ctrl)+(F12).
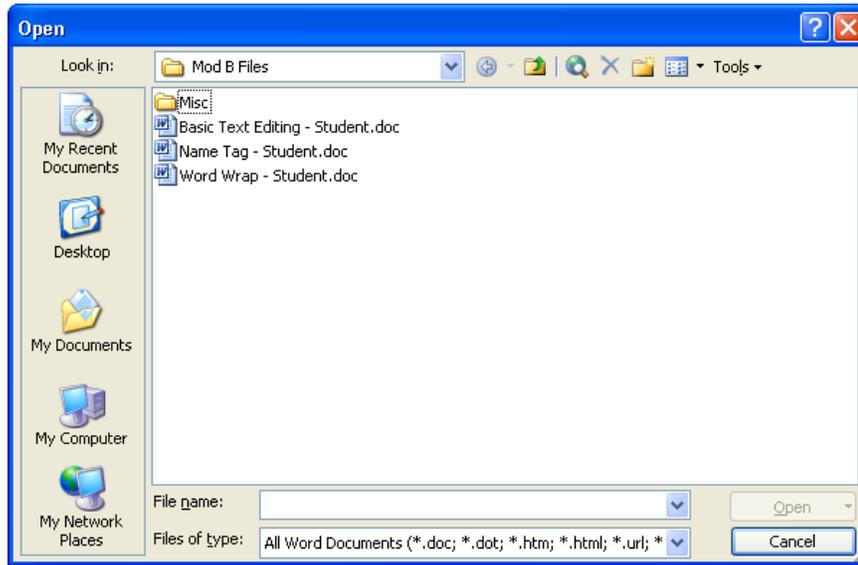
- Select **File** and then click on one of the files recently used from the list at the bottom of the menu.
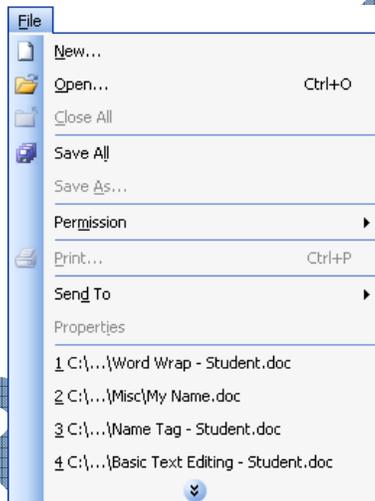
You can also open a file directly from My Computer or Windows Explorer, provided the file type is recognized by Microsoft Word. For instance, a file that has a file type of *.doc* or *.rtf* will automatically open in Word from one of the file management tools. When you double-click on a file in My Computer or Windows Explorer and the file does not open in Word, this is an indicator that the file type is not recognized by Word. You will then need to either change the file type, or open the file in the original program it was created in and resave the file using a format that Word will recognize. You may also see a dialog box in Word indicating that the file type needs to be converted to a format that Word will recognize; if this is the case, be sure to select Microsoft Word before clicking **OK**.

In the case of a system failure, Word will try to recover any documents that were open at the time of the system failure. A Recovery pane will appear on the left side allowing you to choose the appropriate file. If you do not see the Recovery pane, then the document could not be saved and recovered during the system reboot, and you will need to create the document again (or use a backup copy, if available).

📖 Exercise

1   Click on the 📂 button in the Standard toolbar.

2   In the **Look in** field, select your Student drive or folder.

3   From the displayed list, click on Name Tag - Student file.

4   Click on **Open**.

The document is now displayed on the screen.

5   Click on the 📂 button again.

6   Double-click on the Basic Text Editing - Student file.

Notice how this document now appears on the screen.

📚 Practice Exercise

1   Select **File**.

2   From the bottom of the **File** menu, select the file showing your name.

3   Click on ☒ to close this document.

Switching Between Documents

When you have multiple documents open or created on the screen, you can switch between documents quickly and easily by choosing the **Window** menu and selecting the document you want to change to.
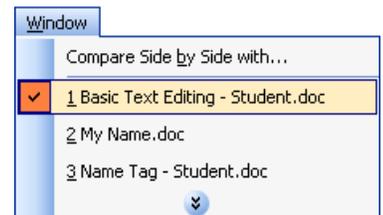
Alternatively, you might also see the open documents as buttons on the taskbar.

> If you do not have this option displayed on the screen, you can set it up by selecting **Tools**, **Options**. In the **View** tab, turn on the **Windows in Taskbar** option.

Opening several documents at the same time gives you the flexibility to review the files so you can compare the contents of different documents, copy or move information from one document to another, or set up consistent formatting (e.g., using the same styles).

📖 Exercise

1   Click on the **Window** menu.

2   Click on the Name Tag - Student file.

Notice you now have this file displayed on the top document window.

3   Click on the **Window** menu again and click on the Basic Text Editing - Student file.

4   Click on the 🗋 button on the Standard toolbar.

A blank document, ready to type, will appear.

5   Select **File**, **Close** for each window until all documents have been closed.

> If Windows is set for the taskbar to be **Always on Top**, then another method to switch between documents is to click on the button for the appropriate document in the taskbar. As you open or create a new document, Word will minimize the document active on the screen to the taskbar.

Saving Files in Different Formats

IC³

1.2.8

If you need to save the document in a different format than Word, use the **Save as type** field in the Save dialog box to choose the appropriate format from the list.
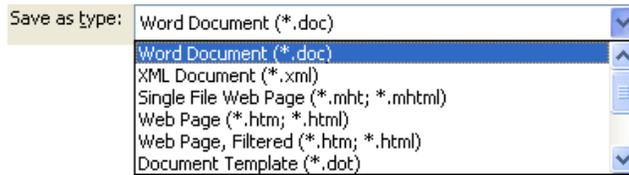
Word provides you with an extensive list of different formats for the most commonly used programs or formats required (e.g., web pages). Be sure to choose one that is closest to the format you need, if the version you want isn't displayed in the list. For example, no file type is available for WordPerfect 10, but there are a variety of types for older versions of WordPerfect. Depending on the content of the document, most of your formatting will be intact even when you open the document in the higher version of WordPerfect.

Notice that one of the options on the list is **Document Template (*.dot)**. This format allows you to save the document as a type of form called a boilerplate or template. As you begin using the different format tools available in Word, you can create files similar to blank forms that can be used by multiple users when you want or need a consistent look in your documents.

> We recommend you use the **File**, **Save As** command automatically when you want to save a file in another format. This keeps the original document intact as a Word document, and gives you the option to save (have) a copy in a different format.

📖 **Exercise**

1   Open the Basic Text Editing - Student document.

2   Select **File**, **Save As**.

3   Click on the down arrow for the **Save as type** field and click on **Rich Text Format (*.rtf)**.

4   Type: (Rich Format) before the - Student portion of the file name.

5   Click on the **Save** button.

You now have saved this document in a rich text format that could be inserted in another program, e.g., text for the newsletter to be formatted in PageMaker, a web page, another word processing program, etc.

6   Select **File**, **Close** to close this document.

Managing Your Files

IC³
1.2.10

As you begin working with files in Word, you may find that you need to do some file management on the files, e.g., saved the file with the wrong name, need to rename the file to make it more specific, delete a file, copy a file to a floppy disk, etc. Word gives you the flexibility of being able to manage your files from within the program instead of using the Windows Explorer.

Exercise

1   Click on the 📂 button on the Standard toolbar.

2   Right-click on Basic Text Editing (Rich Format) - Student.

Select
Open
Edit
New
Print
Open With ▸
Scan with Norton AntiVirus
Send To ▸
Cut
Copy
Create Shortcut
Delete
Rename
Properties
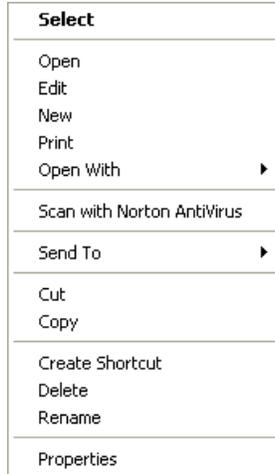
If you don't see the file listed in the Open dialog box, click on the down arrow for the File of type field and select All Files (*.*).

The number of commands that appear may differ than shown here, depending on what other programs are installed on your system. This menu can also be activated in the Save dialog box.

3   Click on **Rename**.

Notice how the file name is highlighted in a single line box, similar to the way it appears when you activate the Edit mode in Windows Explorer.

4   Press the (End) key to move the cursor to the end of the file name and using the different editing keys, change the file name to be Basic Text Editing (RTF) – Student

5   When the name has been changed, press (Enter) to exit the Edit mode.

6   Double-click on the file to open it to the screen.

Notice the file opens, even though the name has been changed.

7   Select **File, Close** to close the document.

8   Click on the 📂 button on the Standard toolbar.

9   Right-click on the Basic Text Editing (RTF) – Student file.

10   Click on **Delete** in the menu.

Confirm File Delete

Are you sure you want to send 'Basic Text Editing - Student.rtf' to the Recycle Bin?

Yes   No
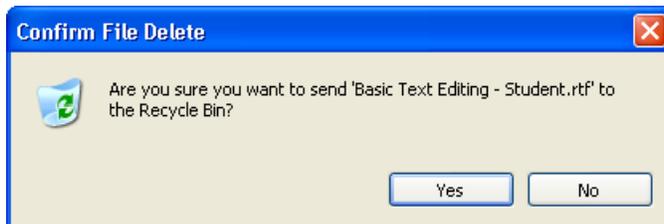
11   Click on **Yes**.

The file has now been deleted from this folder and placed in the Recycle Bin.

12   Click **Cancel** to close the Open dialog box.

Summary

In this lesson you looked at how to create, save, open, close, and edit simple documents. You should now be familiar with how to:

- Enter text
- Move around in the document
- Save changes to a previously saved document
- Save a document in a different file format
- Open one or more documents

- Add or delete text
- Save a document for the first time
- Save a document with a new name
- Close a document
- Switch between multiple documents

Review Questions

1. Once Word is started, you can begin typing a new document.

   a. True   b. False

2. Non-printing characters such as ¶ will print with a document unless you turn them off.

   a. True   b. False

3. Why is it important to save a document?

4. Explain the difference between using the Save and Save As commands.

5. Which option best describes why you would add a summary to a document?

   a. To add information to help you find this document later
   b. To see how many words were used in the document
   c. To see when the document was created or last modified
   d. All of the above

6. What's the difference between clicking on the ☐ button on the Standard toolbar and selecting File, New?

7. How can you close a document?

   a. Select File and then Close
   b. Press Ctrl + W

   c. Click on the Close Window button
   d. All of the above

8. Which method would you use to open a document?

   a. Select File and then Open
   b. Click on the 📂 button from the Standard toolbar
   c. Press Ctrl + O

   d. Select from the bottom of the File menu
   e. All of the above
   f. Only a, b, or c

9. There is only one file type saved with Word documents and it is .doc.

   a. True   b. False

10. In order to rename a Word document, you must use My Computer or Windows Explorer.

    a. True   b. False

Lesson 2: Manipulating Text

Objectives

In this lesson you will look at how to select text and then use different tools to manipulate the selected text. On successful completion, you will be familiar with the following:

- How to select specific amounts of text
- Using the selection bar
- Changing the view
- Adjusting the zoom percentage

- What editing text means
- Using the Undo, Redo, or Repeat actions
- Using the Cut, Copy, and Paste actions
- What the Office Clipboard is and how it works

Selecting Text

IC³
2.1.2

Selecting text is a fundamental step in Word. It is one of the initial steps to be carried out prior to formatting, moving, copying, or any other manipulation of text.

Selecting text allows you to tell Word what to work on. Selecting text is also referred to as *highlighting* text.

```
Basic Text Editing

Typing simply means using the keyboard to input the text onto the screen.

Editing includes such things as inserting and deleting single characters, words, or
multiple lines of text, correcting typos, as well as inserting or deleting lines between
paragraphs.

Removing text is known as deleting. The Delete and Backspace keys are used for
removing text.

Word wrap occurs when you have typed enough text to fill up a line and the next work
will automatically wrap around to the next line. Word wrap is ended for a paragraph by
pressing the Enter key.

Blank lines are created by pressing the Enter key. Blank lines are removed by deleting the
Paragraph mark.
```

Turning off a selection is as easy as clicking the mouse button anywhere in the text or pressing an arrow key. You may find that selecting text can be easier when you use the **¶** (**Show/Hide¶**) button on the Standard toolbar to display the ¶ (paragraph marks). This can be useful when you want to select specific text in the paragraph (e.g., the title text) or the entire paragraph, including the paragraph mark at the end of the paragraph.

The following methods can be used to select text:

Mouse The basic method of selecting text is to use the mouse to point at the beginning of the text to be selected, click and hold down the mouse button, then drag to highlight the text. You can increase or decrease the selection as long as you continue to hold the mouse button. Also, you can highlight forwards or backwards from the starting point.

Keyboard Position the insertion point, hold down the (Shift) key, and then move the arrow keys to highlight the text. Release the (Shift) key when the text is highlighted.

Some quick methods of selecting text with the mouse include:

Word	Double-click to highlight a word.
Sentence	Hold the Ctrl key and click anywhere within the sentence to highlight the entire sentence.
Paragraph	Triple-click anywhere within the paragraph to highlight an entire paragraph.
Entire Document	Select the **Edit** menu and then **Select All** to highlight the entire document, or press Ctrl + A .

If you inadvertently make the wrong selection, click anywhere to deselect the text, then begin the selection procedure again.

Using the Selection Bar

An alternative way to select larger amounts of text is to use the *selection bar*. The selection bar is located at the left edge of the text. When the mouse cursor is placed in the selection bar the mouse cursor changes to a white, right pointing arrow (⇗), as shown below:
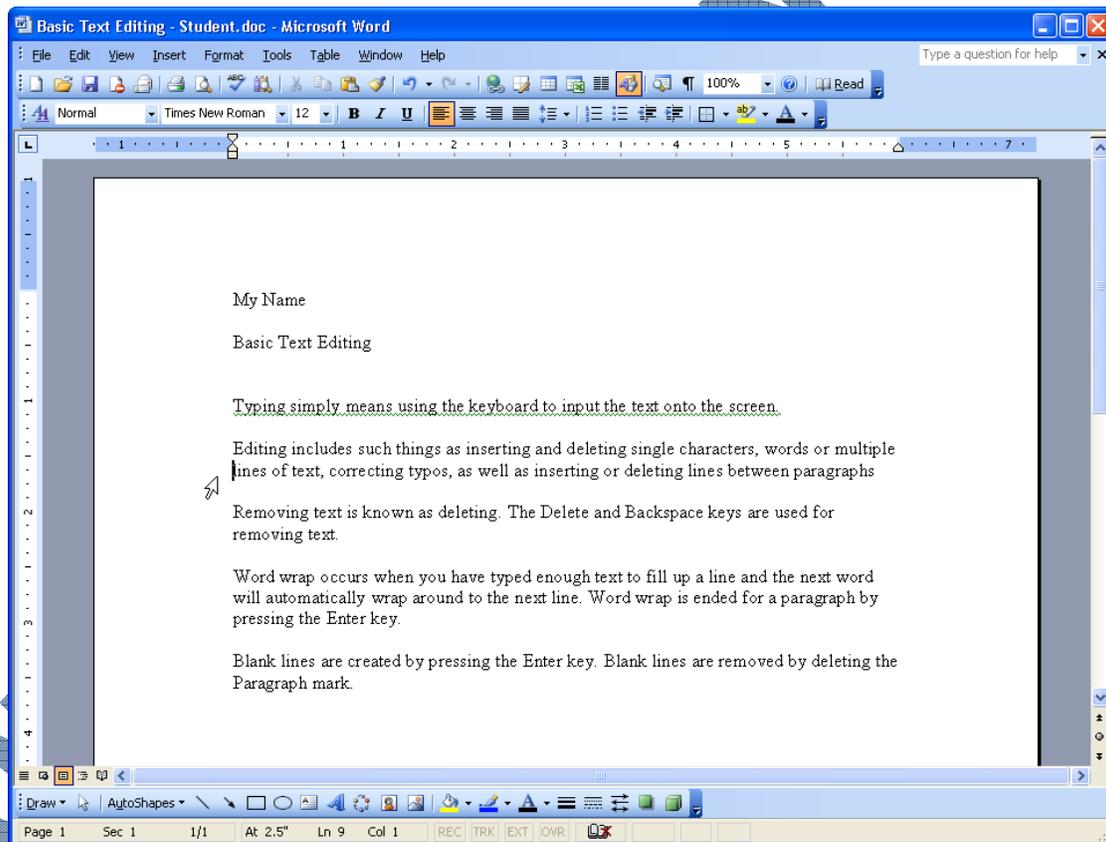
You can use the following methods to make selections using the selection bar:

Line of Text	Click at the left of the line of text in the selection bar.
Paragraph	Double-click at the left of the paragraph you want to select.
Entire Document	Triple-click anywhere in the selection bar. An alternative is to hold down the Ctrl key and click anywhere in the selection bar.

You can also move quickly to a piece of text or page in the document to select the text by using the *Go To* command in Word. This feature is discussed later in the Unit.

📖 **Exercise**

1 Open the Basic Text Editing - Student document.

2 Position the mouse cursor at the beginning of the heading, Basic Text Editing.

3 Click and hold down the mouse button, then drag to the right to select the three words.

4 Click anywhere in the document to deselect the text.

5 Drag to select the second line of text starting with *Typing simply means…*

6 Press the ➡ key to deselect the text.

7 Double-click to select a word of your choice.

8 Click anywhere in the document to deselect the text.

9 Press and hold the Ctrl key and click anywhere in the sentence *Word Wrap occurs when…*

Notice the entire sentence is selected.

10 Triple-click on the same paragraph.

Notice the entire paragraph is selected.

11 Select **Edit**, then **Select All**.

Notice the entire document is selected.

12 Click anywhere in the document to deselect the text.

13 Position the mouse cursor to the left of the paragraph starting *Editing includes such things…*

Notice the mouse cursor changes to a right-pointing arrow (⇗).

14 Click once.

The line is selected.

15 Double-click in the same spot.

The paragraph is selected.

16 Triple-click in the same spot.

The entire document is selected.

17 Click anywhere in the document to deselect the text.

18 Point in the selection bar and drag downward to select several lines of text, then click anywhere in the document to deselect the text.

19 Leave the document displayed on the screen.

Customizing the View

Word allows everyone to customize the way a document is displayed. You can adjust the way a document is displayed to suit your particular requirements by selecting the appropriate options from the **View** menu.

Normal – Appropriate for most typing, editing and formatting tasks.

Web Layout – Useful when creating a web page. Text wraps to the screen size, backgrounds appear and pictures appear the same as when using a web browser.

Print Layout – Adjusts the screen to appear the same as when printed. The margins will appear as white spaces around the text; header/footer information and page numbers will be displayed; columns are displayed side, by side, etc.

Reading Layout – Useful for reading the contents of a document as pages are adapted to the size of your monitor to increase the legibility of the document. Toolbars and menus are not displayed so you can focus on reading the document at the maximize size for your monitor.

Outline – Allows you to collapse a document so that only the headings and subheadings appear. This makes it very easy to rearrange a large document.

An alternative to using the **View** menu is to use the View buttons, located at the left side of the horizontal scroll bar.
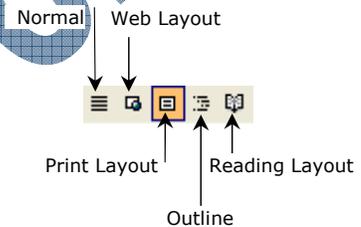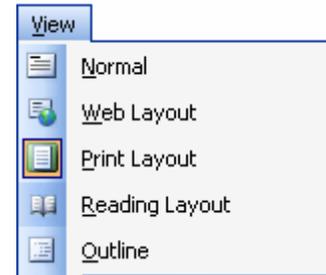
📖 Exercise

1   Make sure Basic Text Editing - Student document is active on the screen.

2   Select **View**, then **Normal**.

      Notice how you can see a lot of the text in this view.

3   Select View, then Print Layout.

      Notice that now you see the margins and white space surrounding the text. The document appears as it will be when printed out on paper. This view is useful for editing and formatting the document.

4   Toggle the view using the ☰ button, the ▣ button, and the 📖 button found at the left side of the horizontal scroll bar.

5   Click on the ▣ button.

      The document fills the screen edge to edge as it would if it were on the web and rewraps according to the screen.

6   Click the ☰ button.

📚 Practice Exercise

1   Open the Let's Communicate document from the data files for this course.

2   Turn off the ¶ button.

3   Select **View**, then **Normal**.

4   Select View, then Print Layout.

5   Scroll through your document.

6   Toggle the view using the ▤ button, the ▣ button, and the 🕮 button found at the left side of the horizontal scroll bar.

7   Click on the ▤ button.

8   Click on the ▣ button.

9   Close the document without saving any changes.

Adjusting the Zoom

You can enlarge or reduce the text display on the screen by using the **Zoom** feature.

The ability to enlarge the text display can be very useful when you are working with a small font size, whereas the ability to reduce the display is useful when you are working with landscape orientation.

▪   You can set the zoom percentage anywhere from 10% to 500% using the `100% ▾` **(Zoom)** command. This includes the ability to type in a number versus using one of the preset percentages.
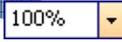
▪   You can have Word automatically adjust the magnification so that you can see the entire width of the page or text on the screen.
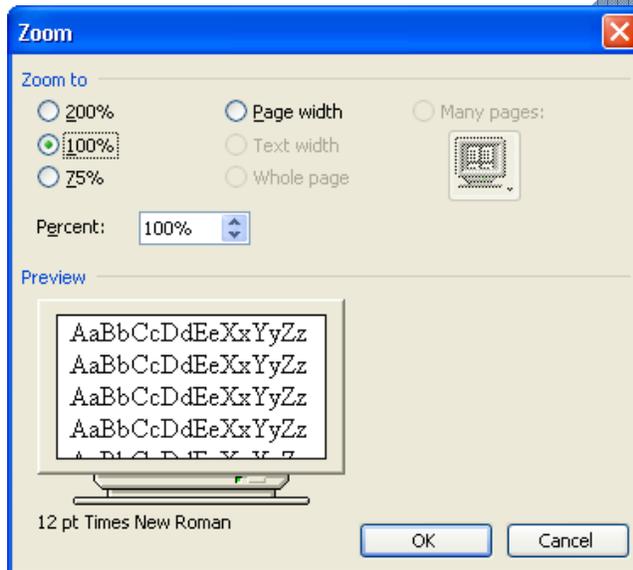
Keep in mind that the Zoom feature only controls the screen display. Changing the magnification has no effect on the document printout.

> The amount of text that will be displayed when you change the zoom percentage is determined by the size of your monitor. For example, if you have a 17" monitor or larger, you may see more of a document at 50% than someone who has a 14" or 15" monitor.

My Name

Basic Text Editing

Typing simply means using the keyboard to input the text onto the screen.

Editing includes such things as inserting and deleting single characters, words or multiple lines of text, correcting typos, as well as inserting or deleting lines between paragraphs

Removing text is known as deleting. The Delete and Backspace keys are used for removing text.

Word wrap occurs when you have typed enough text to fill up a line and the next word will automatically wrap around to the next line. Word wrap is ended for a paragraph by pressing the Enter key.

Blank lines are created by pressing the Enter key. Blank lines are removed by deleting the Paragraph mark.

100% Zoom

50% Zoom

📖 Exercise

1   Make sure you have a document active on the screen.

2   Click on the down arrow next to the 100% ▼ button on the Standard toolbar.

3   Click on the **50%** magnification.

The document on the screen should now be reduced by the specified amount.

When changing the view, the position of the insertion point will determine the zoom area.

4   Using the technique in steps 2 and 3, change the magnification to **100%**.

5   Change the magnification to **200%**.

6   Change the magnification to **Page Width**.

This view allows you to see the full width of the text on the screen.

7   Change to Print Layout view.

8   Repeat the above zoom variations and experiment with these methods until you feel comfortable with the concepts.

9   Close the document without saving.

Practice Exercise

1   Open the Let's Communicate document. It is currently in Print Layout view and 100% zoom.

2   Position the cursor at the beginning of the paragraph *It is an ability....*

3   Select **View**, then **Zoom**.

The options available in the **Zoom to** area will change, depending on the view currently being used in the document (e.g., Normal view).

4   From the **Zoom to** area, select **75%**.

The **Preview** area shows a sample of how the magnification will appear.

5   From the **Zoom to** area, select **200%**.

6   In the **Percent** field, specify **85%**.

7   Click **OK**.

8   Select **Whole Page** from the 100% button on the Standard toolbar.

9   Select **Text Width** from the **Zoom** button on the Standard toolbar.

10 Type: 95% in the **Zoom** area on the Standard toolbar and then press Enter.

11 Close the document without saving the changes.

Editing Text

The process of adding, deleting or changing text is referred to as editing. You can use the commands available in the **Edit** menu to alter the contents of your document. Many of the features available in the **Edit** menu are also available in the Standard toolbar, or as keyboard shortcuts. Notice that the **Edit** menu displays any buttons and shortcut keys that may be available.

Many of the features shown in this menu will be discussed in this courseware. For those features that aren't or if you are interested in more information, please refer to an advanced course on Word or refer to the User's Guide for Microsoft Office 2003.

Replacing Selected Text

One method of replacing text is selecting the text and typing the replacement. For example, if you highlight a word, you can then type the new word. The old text is automatically deleted and the new text inserted.

- To delete a few characters, use the Delete or Backspace keys.

- To delete a large amount of text, such as a few paragraphs, select the text and then press the Delete key to delete it from its location in the document.

Replacing text can be done quite easily by accident. For example, you might have a few paragraphs selected and accidentally press the Spacebar. Your text is immediately replaced with a space. To correct this, immediately use the **Undo** feature. Accidentally pressing the Enter key when text is selected will delete the text. Again, the Undo feature can be used immediately to correct this.
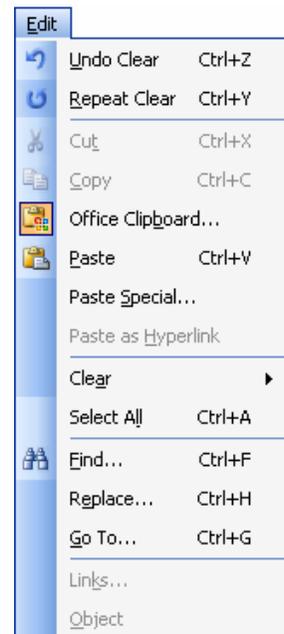
Using Undo

Any time you ask Word to perform an action and then need to reverse that action, you can easily undo that action (e.g., deleting text, formatting text, adding text, setting tabs, etc.) by using the Undo feature.

The Undo command can be activated using one of the following methods:

- Select **Edit** and then **Undo [Command]** where Command represents the last action taken.
- Click on the ⤺ ▾ (**Undo**) button on the Standard toolbar.
- Press Ctrl + Z.

Word keeps track of the actions you perform and thereby offers the ability to undo those actions. If you want to undo all the actions to a specific point, click on the down arrow of the ⤺ ▾ (**Undo**) button to display the list of actions that can be undone. If you only want to undo the last action, click on the ⤺ portion of the ⤺ ▾ button.
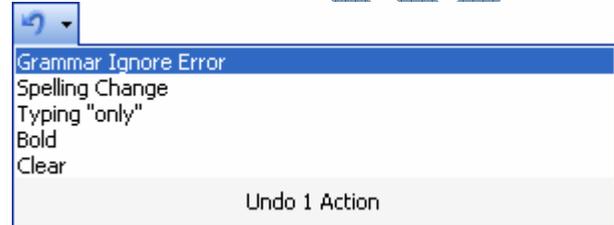
Using Redo

If you change your mind after doing an undo, you can ask Word to redo an action. Use one of the following methods to redo an action:

- Select **Edit** and then **Redo [Command]** where Command represents the last action to redo.
- Click on the ↻ ▾ (**Redo**) button on the Standard toolbar.

As soon as you undo an action, the **Edit** menu will display **Redo [Command]**.

As with the Undo command, Word keeps track of all the actions that are available to redo. If you want to redo all actions to a specific point, click on the down arrow of the ↻ ▾ (**Redo**) button to display the list of actions that can be redone. If you only want to redo the last action, click on the ↻ portion of the ↻ ▾ (**Redo**) button.
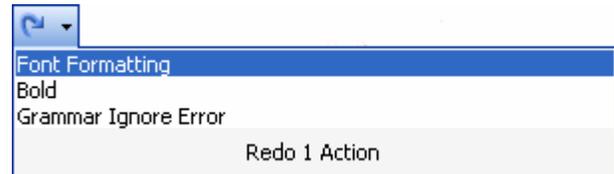
Using Repeat

The **Repeat** feature in Word is similar to the Redo feature except that it allows you to repeat the last action several times. The Redo feature is generally used to undo or reverse an action except that the Redo feature can reverse multiple actions whereas the Repeat feature only repeats the last action each time you activate it until you change the action.

To activate the repeat feature, use one of the following methods:

- Press Ctrl + Y.
- Press F4.

📖 **Exercise**

1 If necessary, open the Basic Text Editing - Student document.

2 Select the word *Basic* and press the ⎡Delete⎤ key.

3 Click on the 🔄 button.

The text is returned to its original position.

4 In the next paragraph, select the word *input* and immediately type the word: type

The word *input* has been replaced with the word *type*.

5 Click the drop-down list of the 🔄▾ button and select the action listed to undo the previous action.

📚 **Practice Exercise**

1 If necessary, open the Basic Text Editing - Student document.

2 Select the heading *Basic Text Editing* and press the ⎡Delete⎤ key.

3 Click on the 🔄 button.

The text is returned to its original position.

4 Click on the 🔁 button.

The text is removed once again.

5 Double-click the word *single* in the second paragraph and press ⎡Ctrl⎤+⎡Y⎤.

6 Click on the 🔄 button.

You have removed a word and then reversed the deletion.

7 In the same paragraph, select the word *text* and immediately type the word: data

The word *text* has been replaced with the word *data*.

⮞ Ensure the Overtype mode is not turned on by checking your status bar (the box with OVR is grayed out).

8 Select **Edit** and then **Undo Typing**.

The word *data* changes back to *text*.

9 Select **Edit** and then **Undo Clear**.

Once there is nothing left to undo, the **Edit** menu will display **Can't Undo**.

10 Click on the drop-down list of the **Redo** button and select all actions in the list.

11 Click on the drop-down list of the **Undo** button to undo the previous actions.

12 Turn on ¶ (**Show/Hide¶**).

13 Position the cursor at the end of the paragraph starting *Typing simply means...* and press the ⎡Delete⎤ key twice.

By removing the paragraph marks, you have combined the two paragraphs into one paragraph. However, the spaces between the sentences are missing.

14 Press the ⎡Spacebar⎤ to add space.

15   Repeat steps 12 and 13 for all ¶ (paragraph marks) in order to combine ALL of the paragraphs into one large paragraph.

16   Position the cursor at the beginning of the sentence *Word wrap occurs...*

17   Press the (Enter) key twice.

18   Press (F4).

Notice that by pressing (F4) you repeat the last action (inserting two paragraph marks). The large paragraph has now been separated into two separate paragraphs, as shown:

```
My·Name¶
¶
Basic·Text·Editing¶
¶
¶
Typing·simply·means·using·the·keyboard·to·input·the·text·onto·the·screen.·Editing·
includes·such·things·as·inserting·and·deleting·single·characters,·words·or·multiple·lines·of·
text,·correcting·typos,·as·well·as·inserting·or·deleting·lines·between·paragraphs.·
Removing·text·is·known·as·deleting.··The·Delete·and·Backspace·keys·are·used·for·
removing·text.·Word·wrap·occurs·when·you·have·typed·enough·text·to·fill·up·a·line·and·
the·next·word·will·automatically·wrap·around·to·the·next·line.··¶
¶
¶
¶
Word·wrap·is·ended·for·a·paragraph·by·pressing·the·Enter·key.·Blank·lines·are·created·by·
pressing·the·Enter·key.·Blank·lines·are·removed·by·deleting·the·Paragraph·mark.¶
¶
```

19   Close the document without saving.

Using Cut, Copy and Paste

Word uses the *Clipboard* to temporarily store any cut or copied items (such as text or graphics). You can then paste or restore these items as required and place them wherever you choose.

The **Cut** or **Copy** commands are used to transfer text from the screen into the Clipboard. The **Paste** command is used to transfer text from the Clipboard onto the screen at the cursor location.

To cut text means to move it to another location, either in the same or another document. Use one of the following methods to cut text once it has been selected:

- Select **Edit** and then **Cut**.
- Click on the (**Cut**) button on the Standard toolbar.
- Press (Ctrl)+(X).

To copy text means to make a copy of the original text selected and then place the copy in a new location, either in the same or another document. Use one of the following methods to copy text once it has been selected:

- Select **Edit** and then **Copy**.
- Click on the (**Copy**) button on the Standard toolbar.
- Press (Ctrl)+(C).

Once the Cut or Copy command has been activated, the selected item is placed in the clipboard. In order to place the item from the clipboard into a document, use one of the following methods:

- Select **Edit** and then **Paste**.
- Click on the (**Paste**) button on the Standard toolbar.
- Press (Ctrl)+(V).
- If the Office Clipboard task pane is displayed, click on the item in the Clipboard to be pasted in the new location.

You can also paste a special item like a picture from a web page into a document. The **Paste Special** command allows you to copy an object from another program into your document, and depending on that object, it may be linked to the original so that updates can be made to both copies, e.g., updating sales figures, web pages, etc.

Using the Office Clipboard

While the traditional Windows Clipboard offers the ability to store one item, Word offers the ability to store and retrieve up to twenty-four items. It will also show you the contents of the item in the Clipboard, along with an icon representing the software program where the original item was created, cut or copied.

To activate the Office Clipboard, use one of the following methods:

- Select **Edit** and then **Office Clipboard**.
- Press Ctrl+C twice.

Once an item has been cut or copied into the Clipboard, you can click on the item to automatically paste that item in the current cursor location. Alternatively, you can place the cursor on the item to display an arrow which you can click for other options.
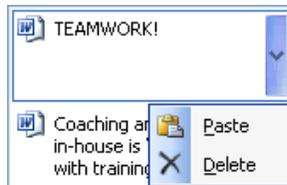
There are three buttons on the Clipboard that can be used to manipulate the items in the Clipboard:

Paste All — Use this button when you want to paste all the items in the same order as the list into the current cursor position in the document.

Clear All — Use this button when you want to clear everything from the Clipboard.

Options ▼ — Click on this button to set up how the Clipboard can work on your system.

If you have the **Show Office Clipboard Icon on Taskbar** option activated, you will see the icon on the taskbar when you cut or copy an item. A screen tip will appear each time you cut or copy an item, showing the number of items collected in the Clipboard.
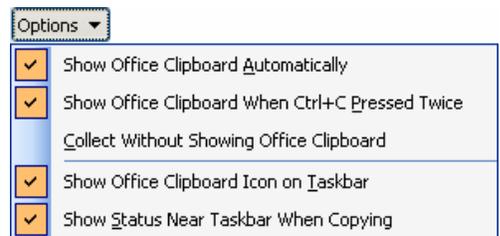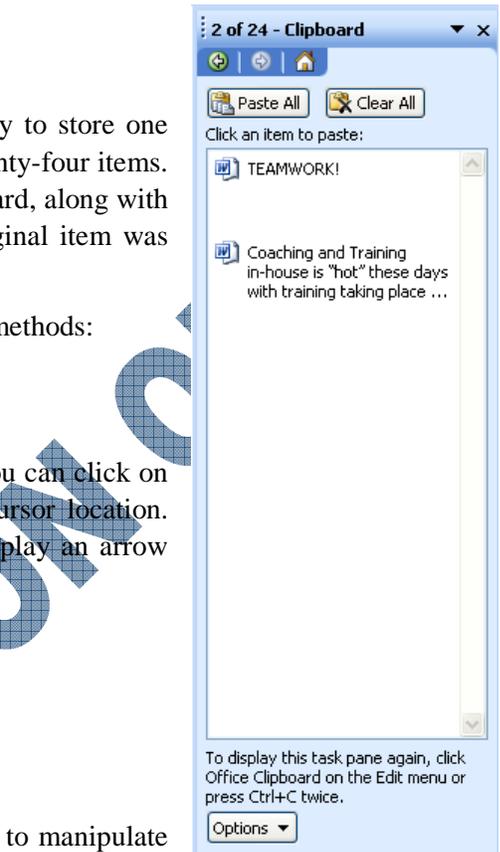
📖 Exercise

1 Open the Teamwork document from the data files.

2 Select all text except for the title in this document.

> When selecting paragraphs, always include the ¶ (paragraph mark) in the selection before you cut or copy. This will then ensure you always have a full paragraph when you place it in the new location.

3 Click on the button on the Standard toolbar.

Notice the Clipboard task pane now appears on the right side of your screen and shows the copied item listed with some of the text just copied.

> If the Clipboard task pane doesn't appear, select **Edit**, **Office Clipboard**.

4   Click on the ⬜ button on the Standard toolbar.

5   Type: Monthly Newsletter for the title of this document. Press ⟨Enter⟩ twice.

6   Click on the 📋 button on the Standard toolbar.

7   Click on the 💾 button on the Standard toolbar.

8   Type: ABC Newsletter - Student and click **Save**.

Once an item has been placed in the Clipboard, it can be used again until such time as you either clear this item or all items from the Clipboard.

9   Switch back to the Teamwork document. Position the mouse cursor overtop of the item in the Clipboard and then click on the down arrow.

10   Click on **Delete**.

Notice how the item is deleted from the Clipboard.

11   Click on the ❌ button for the task pane.

12   Close all files.

📚 Practice Exercise

1   Open the Teamwork 1 document.

2   Select **File**, **Save As** from the menu.

3   Type: Teamwork 1 - Student in the **File name** field and click on **Save**.

4   Open the ABC Newsletter - Student document.

5   Select the *Monthly Newsletter* heading and the ¶ (paragraph mark) below.

6   Press ⟨Ctrl⟩+⟨C⟩ to copy the heading to the Clipboard.

> You may need to press ⟨Ctrl⟩+⟨C⟩ twice in order to display the Clipboard. This feature can be turned on or off using the **Option** button from the bottom of the Clipboard task pane.

The Clipboard task pane now appears on the right side of your screen and shows the copied item listed. If it does not appear, select **Edit**, **Office Clipboard**.

7   Select the paragraph beginning *Teamwork continues...* and the ¶ (paragraph mark) below.

8   Right click on the selected text and choose **Copy**.

9   Select the paragraph beginning *Coaching influences...* and the ¶ (paragraph mark) below.

10   Right-click on the selected text and choose **Copy**.

11   Switch to the Teamwork 1 - Student document.

12   Place your cursor at the beginning of the paragraph *There's a misconception...* and click **Paste All** in the Clipboard task pane. (To view the Clipboard, select **Edit**, **Office Clipboard**.)

13   Click **Clear All** in the Clipboard task pane.

14   Select the *Monthly Newsletter* heading and the ¶ (paragraph mark) below.

15   Click on the ✂ button on the Standard toolbar.

16   Press Ctrl + Home to move to the top of your document.

17   Click on the down arrow to the right of the *Monthly Newsletter* item in the Clipboard task pane and choose **Paste**.

18   Click **Clear All** in the Clipboard task pane.

19   Click on the ✕ button for the task pane.

20   Click on the 💾 button on the Standard toolbar and close the document.

21   In the ABC Newsletter - Student document, click on the ✕ button for the task pane and then close the document without saving.

Summary

In this lesson you learned how to select text and then use different tools to manipulate the selected text. You should now be familiar with the following:

- How to select specific amounts of text
- Using the selection bar
- Changing the view
- Adjusting the zoom percentage

- What editing text means
- Using the Undo, Redo, or Repeat actions
- Using the Cut, Copy, and Paste actions
- What the Office Clipboard is and how it works

Review Questions

1.   Why do you need to select text?

2.   Identify the selection bar area on the following image:
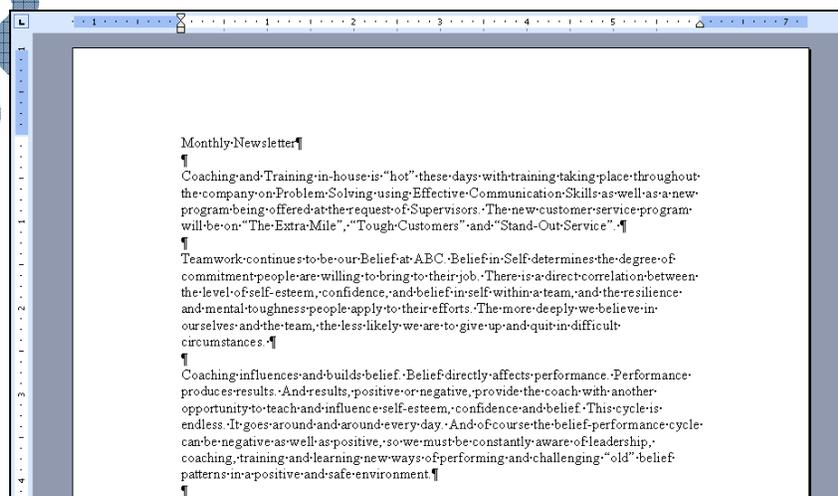
3. Identify each of the following view modes:

   a. [icon] _____   d. [icon] _____

   b. [icon] _____   e. [icon] _____

   c. [icon] _____

4. You can only zoom in or out of the document using the percentages shown in the [100% ▾] field.
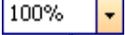
   a.   True   b.   False

5. How can you activate the Undo feature?

   a.   Select Edit and then Undo   c.   Press Ctrl + Z

   b.   Click on the [↶ ▾] button on the   d.   All of the above
         Standard toolbar
                                            e.   Only a or b

6. What's the difference between using Redo and Repeat?

7. Which option will activate the Cut command?

   a.   Select Edit and then Cut   c.   Press Ctrl + X

   b.   Click on the [icon] button on the Standard   d.   All of the above
         toolbar
                                            e.   Only b or c

8. Which option will activate the Copy command?

   a.   Select Edit and then Copy   c.   Press Ctrl + C

   b.   Click on the [icon] button on the   d.   All of the above
         Standard toolbar
                                            e.   Only a, b or c

9. Which option will activate the Paste command?

   a.   Select Edit and then Paste   d.   Click on the item from the Office
                                                  Clipboard

   b.   Click on the [icon] button on the   e.   All of the above
         Standard toolbar

   c.   Press Ctrl + V   f.   Only b or c

10. How many items can you cut or copy to the Office Clipboard?

   a.   1   c.   24

   b.   12   d.   36

Lesson 3: Formatting Text

Objectives

In this lesson you will learn how to apply format features to text, including changing the appearance or position of the text. On successful completion, you will be familiar with:

- What formatting text characters means
- Applying formatting to text characters
- How to use the Format Painter tool
- How to align text
- Adding borders or shading to text

Formatting Text Characters

IC³
1.3.8

Character formatting is the process that determines the appearance of characters on the screen and in print. You can control the following aspects of character formatting:

Font	The word *font* is used to describe the typeface and appearance of characters on the screen and in print.
Font Size	This aspect refers to the height of the characters; remember, as characters get taller, they also grow proportionally wider.
Character Formatting	Refers to the special stylized variations that are added to regular characters to make them stand out from other text. They include bold, italics, underline, etc.
Effects	You can add special effects to the text such as strikethrough, superscript or subscript, (e.g., M^c or H_2O), shadow, small caps, etc.

Font sizes are measured in points. There are 72 points to an inch. Keep this in mind when selecting font sizes. Font sizes are not restricted to the displayed point sizes. If you wish to select a font size not displayed, simply click on the 12 **(Font Size)** button and type in the size desired.

Formatting can be applied to text as you type or after the text is typed. It may be easier and faster to apply the formatting features after the text is typed, as multiple formatting options can be applied at the same time. You also do not need to remember to turn off any of the formatting options turned on before you begin typing the text.

Using the Toolbar

The Formatting toolbar allows you quick and easy access to the most commonly used character formatting options.
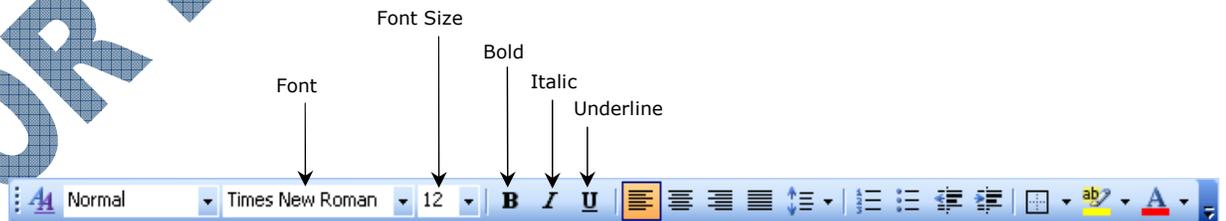
By clicking on a button in the Formatting toolbar, you can change the character formatting, as well as the current font or font size.

There are two basic ways to use the buttons on the Formatting toolbar shown above:

Format during typing	Click the button to turn the feature on, type the text, then click the button a second time to turn the feature off.
Format after typing	Select the text and click the button of the feature to turn the attribute on for the selected text only.

A number of the formatting features can be activated with shortcut keystrokes. Please refer to Productivity Tools Appendix in this courseware for a listing.

📖 **Exercise**

1 Make sure the Basic Text Editing - Student document is active on the screen.

2 Using **File**, **Save As**, save the document as Basic Text Editing 2 - Student

3 Select the *Basic Text Editing* title and then click on the **B** button on the Formatting toolbar.

Notice how Word highlights the button for you when you are ready to activate it, and then stays highlighted once it has been activated. Notice also that Word keeps the text selected so you can apply other effects.

4 Click on the *I* button on the Formatting toolbar.

5 Select the text, *Word wrap*, in the fourth paragraph.

6 Click on the *I* button.

7 Select the title text again.

8 Click the down arrow on the Times New Roman field in the Formatting toolbar.

Notice that the name of each font displays the printed appearance of the font. The fonts installed on your computer are shown (other computers may have different fonts installed). Some fonts, such as Borders or Bullet or Wingdings, appear as symbol characters. These are discussed in more detail in another section of this courseware.

9 Select a font of your choice from the drop-down list.

10 Save the document again.

📚 **Practice Exercise**

1 Open the Teamwork document.

2 Using **File**, **Save As**, save the document as Teamwork 2 - Student

3 Select the title, then click on the down arrow for the Times New Roman field on the Formatting toolbar.

4 Select a font of your choice.

5 With the title still selected, click on the 12 button on the Formatting toolbar.

6 Choose **24** for the font size.

7 Select the text, *hot* and click on the *I* button.

8 Select the text, *The Extra Mile* and click on the *I* button.

9 Repeat step 8 for all text in quotation marks.

10 In the second paragraph, select the word *Teamwork* and then click on the **B** button and the **U** button.

11 In the last paragraph, place your insertion point before the text *WAY TO GO TEAM!* and press (Enter) twice.

12 Select the text, *WAY TO GO TEAM!*

13   Click on the ⟨Times New Roman ▾⟩ and change to a font of your choice.

14   Click on the ⟨12 ▾⟩ and change the size to **20**.

15   Click on the ⟨**B**⟩ button.

16   Click ⟨💾⟩ and then close the document.

Using the Font Command

1.3.8

The Font dialog box contains basic formatting options, as well as additional choices not available on the Formatting toolbar. You would normally use this command when you want to access formatting options that are unavailable on the toolbar or want to apply several options all at once.
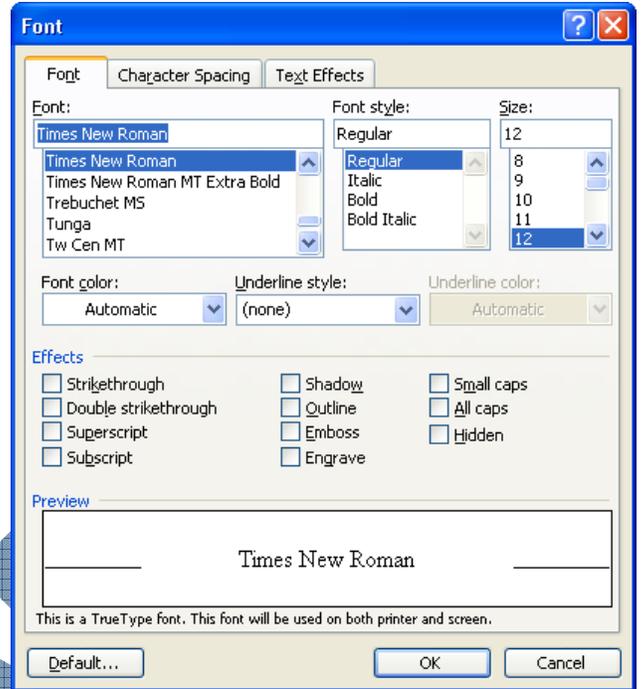
📖 Exercise

1   Make sure the Basic Text Editing 2 - Student document is active on the screen.

2   Press ⟨Ctrl⟩+⟨A⟩ to select all the text.

3   Select **Format**, then **Font**.

4   Select the **Font** tab.

5   Choose a different font from the one currently being used.

   The **Preview** box shows you a sample of how the text will appear with the formatting you apply.

6   Change the **Font style** to **Bold Italic**.

7   Change the **Size** to **13**.

   Notice how you can type overtop the listed size as opposed to choosing one of the noted sizes.

8   Click **OK**.

9   Select the *Basic Text Editing* title only.

10   Select Format, Font.

11   In the **Effects** area, turn on the **Shadow** option.

12   Change the font size to **16**.

13   Click **OK**.

14   Ensure the title is still selected and then select **Format**, **Font**.

15   Click on the down arrow for the **Font color** field and choose a color of your choice. Then click **OK**.

16   Click anywhere away from the text to deselect it.

   Notice how your title still has the previous shadow effects but now also is displayed in a different color.

17   Save the document again and close.

Practice Exercise

1   Open the Fonts document.

2   Using **File**, **Save As**, save the document as Fonts - Student

3   Select the heading, FORMATTING WITH THE FONT COMMAND.

4   Select **Format**, then **Font**.

5   Select the **Font** tab.

6   Choose a different font such as **Tahoma**.

7   Change the **Size** to **20**.

8   Select a different font color and then click on **Shadow**.

9   Click **OK**.

10 Select the Font Styles add interest text.

11 Select **Format**, then **Font**.

12 Under Font style, select Bold Italic.

13 Click **OK**.

14 Select the Underlined styles add interest and draw attention text.

15 Select **Format**, then **Font**.

16 Under Underline style, choose Words only.

17 Select an **Underline color** of your choice, and then click **OK**.

18 Select the *Outline* text.

19 Select **Format**, then **Font**.

20 In the **Effects** field, select **Outline**.

21 Change the size to **21** by typing in the size, and then click **OK**.

22 Click on 🖫.

23 Click on the *st* following the 1 in the *Superscript text is used for numbers …* line.

24 Press `Ctrl`+`D` to display the Font dialog box.

25 In the **Effects** field, select **Superscript**. Click **OK**.

26 Repeat for the *2nd* and *3rd* text in the same line.

> Select the *nd* text and then use `Ctrl` to select the *rd* text.

27 Select the *2* in the *H2O* text in the last line.

28 Press `Ctrl`+`D` to display the Font dialog box.

29 In the **Effects** field, select **Subscript**. Click **OK**.

30 Click on 🖫 and close the document.

Using the Format Painter

2.1.18

The **Format Painter** feature is handy when you want to repeat several formatting features on text located in different areas of your document. For example, you may have typed in the text for the Annual Report first, and now you want to format two occurrences of your company name in Arial font, size 14, italic style and in blue. Rather than having to add these format features every time you come across an occurrence of the company name, you can add the format features on the first occurrence and then use the 🖌 (**Format Painter**) tool to apply them to the next occurrence.

If you want to apply formatting features on several pieces of text, double-click on the 🖌 button and then click on each occurrence of text where the formatting features will be applied. When you double click the Format Painter it remains turned on; therefore, you must click the 🖌 button to turn it off when finished.

📖 Exercise

1   Open the Teamwork document.

2   Using **File, Save As**, save the document as Teamwork - Student

3   Double-click on the word, *Coaching* and then click on the **B** button.

4   Click once on the 🖌 button.

5   Click on the word, *Training*.

Notice how *Training* is now shown in bold and the 🖌 tool has been turned off.

6   Click anywhere in the word *Teamwork* in the second paragraph and then click on the **U** button.

7   Click on the 🖌 button and then select the *Belief at ABC* text.

8   Select the text, *level of self-esteem*, and then click on the **B** and **I** buttons.

9   Double-click on the 🖌 button.

10   Click anywhere within the word *confidence*.

Notice that this text is now shown in bold and italic, and the Format Painter tool is still active.

11   Select the *belief in self* text.

Notice how each piece of text has these formatting features applied to them. The Format Painter tool is still active and will remain so until you no longer want it.

12   Click on the 🖌 button to turn it off.

13   Save and close the document.

📚 Practice Exercise

1   Open the Fonts - Student document.

2   Select the *SHADOW* text.

3   Select **Format**, then **Font**.

4   From the **Effects** area, select **Shadow**.

5   Change the size to **18**.

6   Click **OK**.

7   On the blank line below the text *SHADOW*, type: Headings stand out better with a shadow effect.

8   Click anywhere in the *SHADOW* text.

9   Click on the [ ] button.

10   Select the text beginning, *Headings stand out…*.

Notice the selected text has a shadow and is the same size as the previous line.

11   On the line below the word *Engrave*, type: Engraving is best viewed when the text is large.

12   Apply the **Engrave** formatting to the new text and change the font size to **18**.

13   Click anywhere in the *SMALL CAPS* text.

14   Double-click on the [ ] button.

15   Select the text, You can choose from many varied fonts.

16   Select the text, *Apply some effects, such as:* and then turn off the Format Painter.

17   Save and then close the document.

Aligning Text

You can easily change the alignment of text in the paragraphs of your document using one of the four types of paragraph alignment:

Align Left   Aligns the text to the left margin. The right edge will be ragged.

Center   Aligns the text between the left and right margins.

Align Right   Aligns the text to the right margin. The left edge will be ragged.

Justify   Aligns the text so the left and right edges of the text will be flush with both margins, except for the last line of the paragraph.

Remember that all paragraph formatting (such as alignment) will affect the entire paragraph.

Text can be aligned either as you type the text into the document or on existing text. If changing the alignment of existing text, make sure the cursor is positioned in the paragraph, then choose the required alignment to affect the entire paragraph.

Align Left
Center
Align Right
Justify
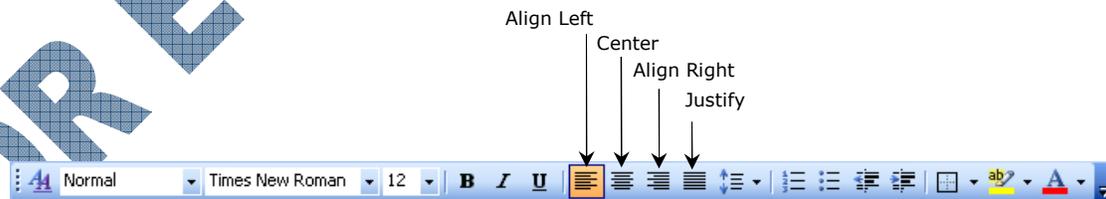
Alternatively, you can specify the alignment type for paragraphs using the **Format, Paragraph** menu, and then clicking on the down arrow for the **Alignment** field.

📖 **Exercise**

1   Open the Newsletter document and save the document as Newsletter - Student

2   Make sure the cursor is in the first line (i.e., the title).

3   Click on the ▤ button on the Formatting toolbar.

4   Select the rest of the document.

5   Click on the ▤ button on the Formatting toolbar.

6   Move the cursor to the end of the document.

7   Press ⟨Enter⟩ three times and then type your name. Do not press ⟨Enter⟩ after typing your name.

8   Click on the ▤ button on the Formatting toolbar.

9   Make sure your cursor is at the end of this line, and then press ⟨Enter⟩

Notice how Word has kept the alignment on this line. This is handy if the next line also requires the same alignment type. If it isn't, you need only to change the alignment to the required one.

10   Click on the ▤ button.

Notice how Word moves your cursor to the left margin line.

11   Save and close the document.

📚 **Practice Exercise**

1   Open the Alignment document.

2   Select the entire document.

3   Select Format, Paragraph, then the Indents and Spacing tab.

4   Set the alignment to **Centered** and click **OK**.

The entire document should now be centered.

5   Select Format, Paragraph.

6   Set the Alignment to **Right** and click **OK**.

The entire document should now be aligned at the right margin.

7   With the text still selected, select **Edit**, then **Undo Paragraph Formatting**.

8   Close the document without saving any changes.

Adding Borders

IC³
2.1.16

Borders are lines that can be placed around selected text, paragraphs, or even pages.

■ A variety of different border styles are available.

■ Borders may contain shading or 3D effects.

■ Borders may be placed equally on all four sides, or customized and placed differently on each side as specified.

■ Borders that are placed around pages can also be Border Art and consist of graphical images.
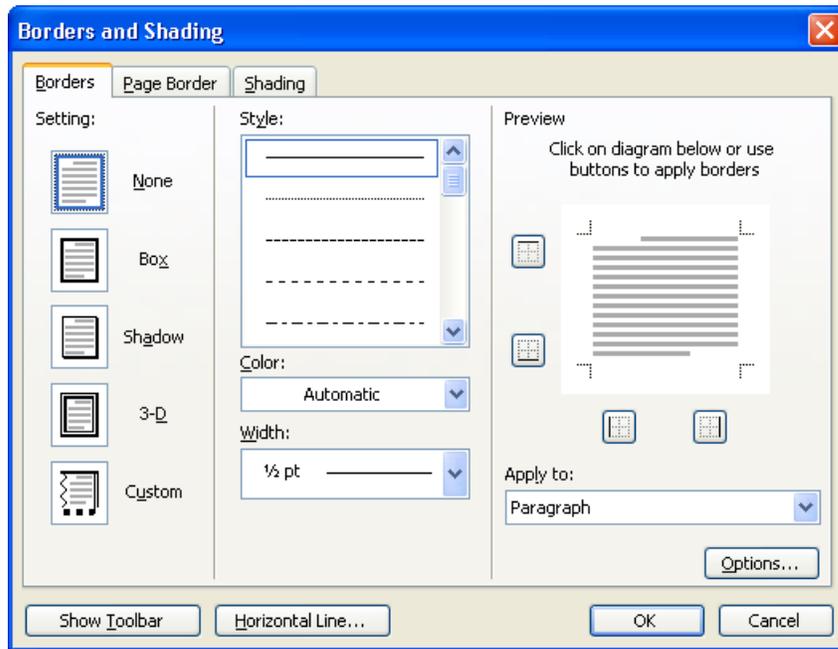
Setting	Choose a preset border style for the text.
Style	Choose a line style for the borders around the text.
Color	Choose a color for the borders around the text.
Width	Choose a width for the borders around the text.
Preview	Displays what the results of your choices will be on the selected text. You can turn on or off any border choice by clicking on the button representing the border side.
Apply to	Choose whether to apply the border to the paragraph (from left to right margin) or to the text (only around the selected text).
Options	Change the default amount of white space between the border line and the text for each side.
Show Toolbar	Displays the Borders and Shading toolbar on the screen.
Horizontal Line	Choose from a list of horizontal line styles.

Exercise

1   Open the Sample Will document.

2   Save the document as Sample Will - Student

3   Select the three title lines.

4   Select **Format**, **Borders and Shading**.

5   In the **Setting** area of the **Borders** tab, click on **Box**.

6   In the **Width** list box, click on **1½ pt**.

7   Make sure that **Paragraph** is in the **Apply to** field. Click **OK**.

Last·Will·and·Testament¶
of¶
(Your·Name)¶

I,·(Name),·a·resident·of·(City)·in·the·state·of·(State),·make·and·publish·this·my·Last·Will·and·Testament,·and·I·revoke·all·Wills·and·other·testamentary·instruments·previously·made·by·me.·¶

Article·1·-·Identification¶

I·am·married·with·(number)·children:·(List·names·of·Children).·¶

Article·2·-·Payment·of·Debts,·Expenses·and·Taxes·¶

Except·as·otherwise·provided·by·this·Will,·I·direct·that·my·legally·enforceable·debts,·last·illness·and·funeral·expenses,·expenses·of·the·administration·of·my·estate,·and·all·my·legally·enforceable·federal·and·

8 Go to the end of the document quickly by pressing Ctrl + End.

9 Move the cursor to the blank line before the note at the end of the document.

10 Select **Format**, **Borders and Shading**, then click the **Horizontal Line** button at the bottom of the dialog box.
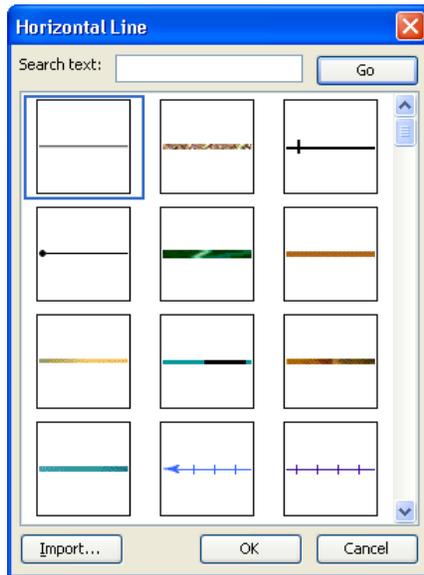
11 Scroll down the list to find the orange wavy line **(citrus punch)**. Click on it, then click **OK**.

Article·10·-·Testimonium¶

THIS·I·MAKE·AND·PUBLISH·as·my·Last·Will·and·Testament,·each·page·of·which·I·have·initialed·for·the·purpose·of·identification,·and·IN·WITNESS·WHEREOF,·I·have·hereunto·subscribed·my·name·in·the·presence·of·the·witnesses·whose·names·appear·below·who·have,·at·my·request·and·in·my·presence·and·in·the·presence·of·each·other,·also·subscribed·their·names·hereunto·as·attesting·witnesses,·on·this·___·day·of·_____,·200_.¶

_____·¶
(Your·Name)·(Testator)¶

*·Sample·will·created·by·pcwills.com¶

12 Save the document.

Adding Shading

2.1.16

Shading refers to a background color behind text. Be careful about the color schemes you use with shading as the document can quickly become "too busy", especially if you don't have a color printer.
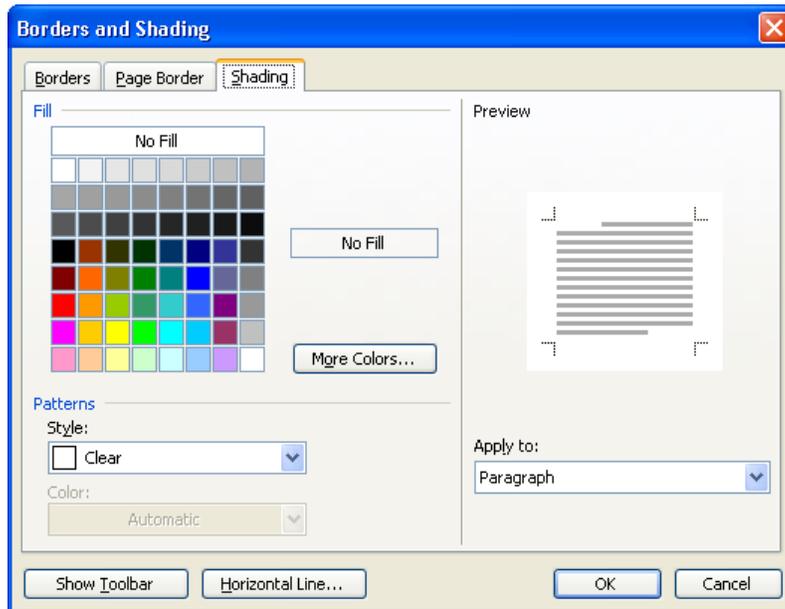
📖 **Exercise**

1   Make sure the Sample Will - Student document is active on the screen.

2   Move to the top of the document and select the three title lines.

3   Select **Format**, **Borders and Shading** and then click on the **Shading** tab.

4   Click on **Black**.

> As you click on each box, the name of the color will display in the box to the right of the color palette.

5   Click **OK** and then click anywhere away from the selected text.

Your document should look similar to the following:
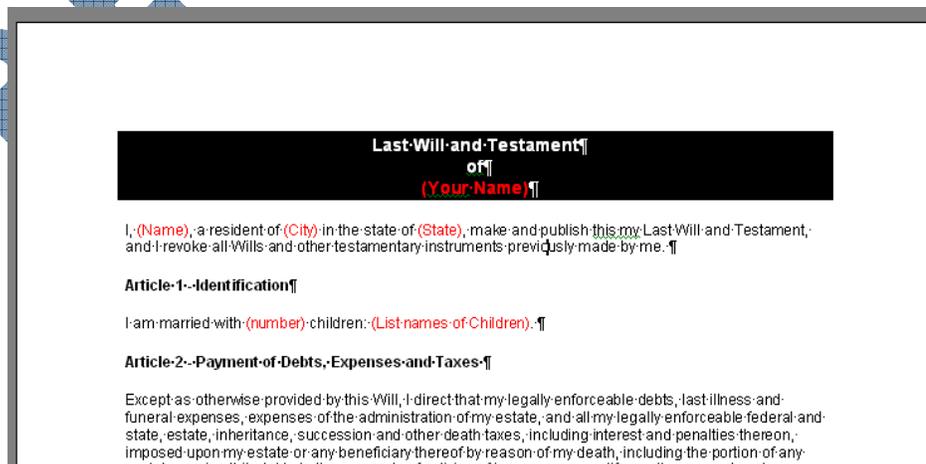
6   Select the *Article 1* text.

7   Select **Format**, **Borders and Shading**.

8   Make sure you are still in the **Shading** tab, and then click on a color of your choice.

9   In the **Apply to** field, click on the down arrow and then click on **Text**.

10   Click **OK**.
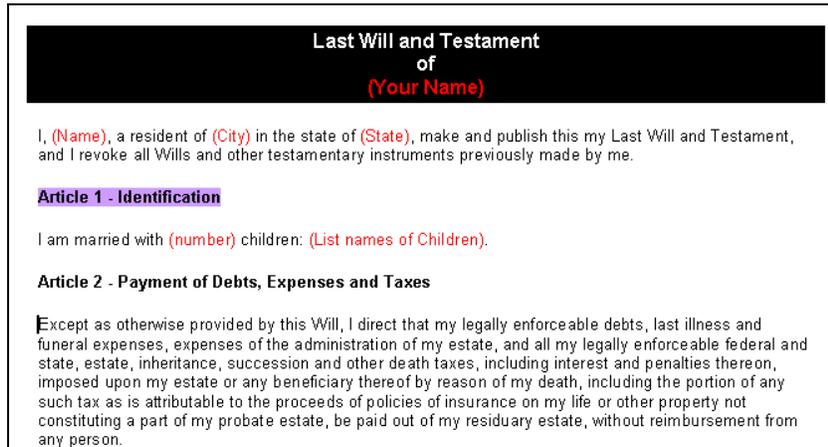
Notice how Word applied the shading only to the text and not the entire paragraph as before (i.e., from left to right margin).

11   Repeat the shading for each of the *Article* headings.

12   Save the document and then close it.

Practice Exercise

1   Open the Let's Communicate document and save it as Let's Communicate - Student

2   Select the title and then select **Format**, **Borders and Shading**.

3   Click on the **Borders** tab.

4   From the **Setting** area, select **Shadow**, set the color to **Green**, width to **4½ pt**, then click **OK**.

      A 4½ point green shadow box appears around the paragraph.

5   With the title selected return to the Borders and Shading dialog box and select **None** in the **Setting** area and then click **OK**.

      This will remove the current border settings.

6   Return to the Borders and Shading dialog box and select **Custom** from the **Setting** area.

7   In the **Style** area, scroll down the list until you find a thin and thick line together, and select it.

      Notice the **Width** reflects the current line selection.

8   In the **Preview** area, click the ▦ button, then click the ▦ button to add lines to these places.

9   In the **Color** area select **Plum**.

      Notice that the Preview area does not show the chosen color for the lines. You will now select the lines again to add the color.

10   Repeat step 8 to add the color. You will need to click each button twice; once to turn the selection off and once to turn it on again with the new color.

11   Click **OK** when done.

      A thin/thick line will be placed at the top and bottom of the title.

12   Save and close the document.

Summary

In this lesson you learned how to apply format features to text, including changing the appearance or position of the text. You should now be familiar with:

- What formatting text characters means
- Applying formatting to text characters
- How to use the Format Painter tool
- How to align text
- Adding borders or shading to text
-

Review Questions

1. What is character formatting?

2. Formatting options can be applied to text before or after text is typed.

   a. True   b. False

3. When you want to change the font for the text, you can only use the Font dialog box in order to preview the variety of fonts.

   a. True   b. False

4. Which method can you use to activate the Font dialog box?

   a. Select Format and then Font

   b. Press Ctrl + D

   c. Click on the 🔠 button on the Standard toolbar

   d. All of the above

   e. Only a or b

5. List some of the effects available when you use the Font dialog box.

6. When would you want to double-click on the Format Painter button?

7. Identify the following alignment buttons.

   a.   c.

   b.   d.

8. Borders can only be applied to whole paragraphs.

   a. True   b. False

9. To add a border between paragraphs, apply a bottom border on a blank line.

   a. True   b. False

10. If you add a shading color of black to a selected paragraph, Word will automatically change the color of the text to white.

    a. True   b. False

Lesson 4: Setting Tabs

Objectives

In this lesson you will work with tab settings. On completion of this lesson, you will be familiar with the following:

- What tab settings or positions are
- Why it is important to use tabs instead of spaces
- The different types of tab settings
- How to set a tab position
- How to edit a tab position

Understanding Tab Settings

IC³
2.1.1
2.1.11

Tab settings (tab stop positions) are markers used to position text at specific locations by using the tab character. Note the following regarding tabs:

- Never use spaces to align tabular columns, as changing the column location would be time consuming. Also, text will line up on the screen, but not on the printout. This is due to the font chosen; most fonts available are proportionally spaced font types (i.e., only use as much space for the character as needed).

- A tab setting is in effect at the paragraph location forwards until you create another tab setting, then the new tab setting is in effect.

- Left tab settings exist at every .5″ by default.

- You can set new tab positions as required either through the ruler or the **Tabs** command. The ruler is the fastest way of setting and adjusting tabs; however, you should use the **Tabs** command when you need precise tab positions or dot leaders.

- Tab settings can be set before you begin typing, or with existing text. You will need to select the text first before adding or changing the tab settings for that text.

- Use the **¶** (**Show/Hide ¶**) feature to display → every time you press the (Tab) key. This can be useful when you want to identify why the text doesn't line up with the tab positions set on the Ruler.

- If you want a precise measurement for the tab setting, press and hold the (Alt) key as you click on the ruler for where the tab setting will be placed.

Aligning Text with Tabs

When you create a tab setting, text can be aligned at the tab position using one of the following types (similar to aligning paragraphs of text):

Left Tab	Center Tab	Right Tab	Decimal.Tab
T. Lellie	VP, Computers	Data Processing	$65,082.3009
J. Vaughn	VP, Supplies	Purchasing	64,376.08
A. Graham	VP, Manufacturing	Manufacturing	62,000.152
Arcosa	VP, Operations	Administration	$61,705.297

Left	This is the default tab alignment, where all text and characters typed begin at the left and shift to the right.
Center	With center tab alignment, the text is centered over the tab position.
Right	With right tab alignment, text and characters begin at the right and shift to the left.
Decimal	This tab alignment is used for aligning columns of numbers. The typed numbers shift to the left (as with a right tab) until you type the decimal character; then the type shifts to the right.

Each of the tab alignments discussed can also include dot leader characters (a series of leader characters that precede the entry). Leaders can only be applied to tab settings when you use the **Format**, **Tabs** command.

When using this method to set up tabs, be sure to click on the **Set** button each time you enter a measurement and options for a new tab position. Do not click on **OK** until all the tab positions have been set to your requirements.

Setting Tabs on the Ruler

Tabs can be set using the ruler. You have the benefit of seeing where the tab will be placed relative to your text as the document window remains visible. This is sometimes referred to as "using the guesstimate approach" — use the ruler as a guide and guess where the tab should be.

Four tab alignments and their icons represented on the ruler are shown below:
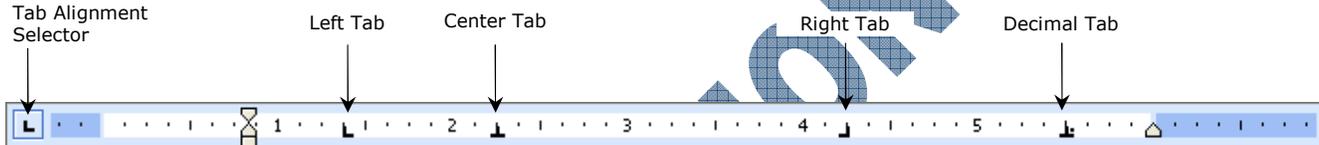
Another tab alignment is available from the tab alignment selector for setting vertical bars ⊡. This could be used when you want a separator between the figures in each column.

ScreenTips are also available on the ruler to help identify the different tab stop markers. Place the mouse cursor over the tab marker (or the tab alignment selector) to see a description for the marker.

📖 Exercise

1   Create a new document and save as Class List - Student

2   Click on the ¶ button in the Standard toolbar, if not already active.

3   Ensure the ruler is displayed and then make sure the character in the tab alignment selector is the ⌊. If not, click on the box until you see this character.

4   Click on the ruler at **1.5"**.
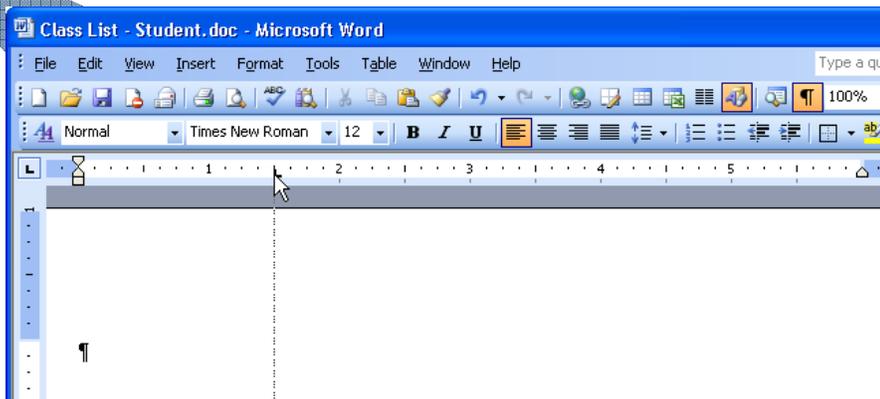
Word displays a dashed vertical line to indicate that the text will be lined up at this position.

5   Click on the tab alignment selector until you see ⌟.
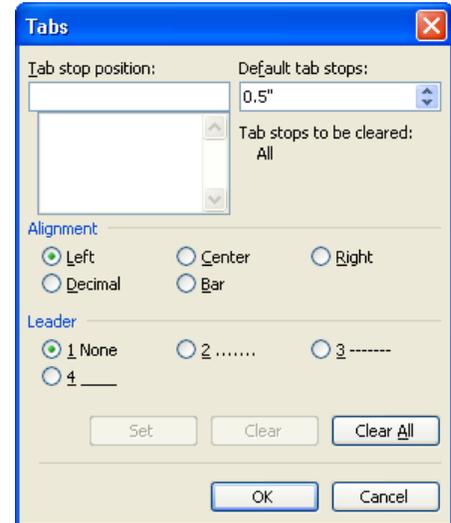
6   Click in the ruler at **3.5"** and at **5"**.

7   Type the following text, pressing the (Tab) key to move to the next column:

> Be sure to press the (Enter) key after typing each line of text, ensuring that your document appears with the same paragraph marks as shown. This will allow you to then change the tabs for the next text rather than affect the text previously entered.

```
                    →        Room      →     June·15     →     June·30¶
¶
Word·L2      →      A105      →        12      →        9¶
Excel·L1     →      A107      →         7      →        5¶
Outlook·L1   →      LG103     →         8      →        7¶
¶
```
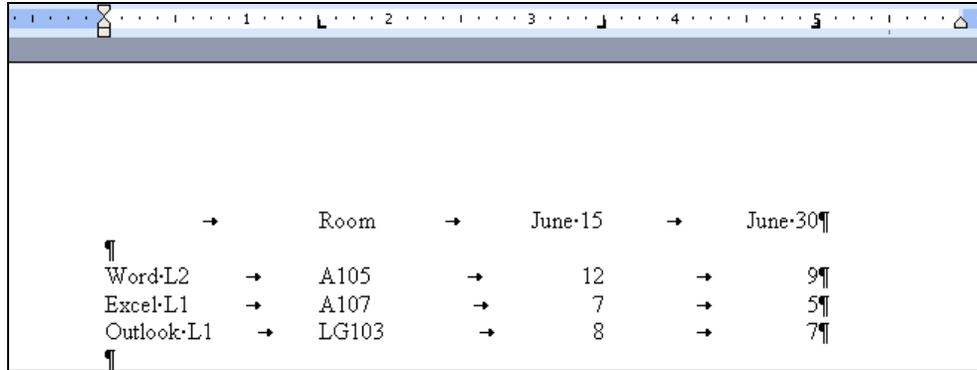
Notice the tab character appears → wherever the (Tab) key was pressed. This is a visual indicator to show where the text is currently positioned. These characters can be deleted as needed in order to align the text with the tab positions.

8   Save the document.

9   Click on the tab alignment selector until you see ⊥.

10   Click in the ruler at **3"**.

Nothing should have happened in your document other than the new tab position being placed on the ruler. This is because Word assumes you want the new tab position to take effect from this point forward. Once text has been typed in the columns, you need to select the text first before changing the tab settings.

11   Select all lines of text in the existing table, and click in the ruler at **3"**.

Notice now how all the text moves over to this tab position and has a different alignment. A tab can be inserted quickly and easily, and can also be deleted as easily.

12   Move the mouse cursor overtop of the ⊥ character in the ruler and drag it down off the ruler.

Notice how the tab character has now been deleted from the ruler.

13   Make sure every line in the table is still selected. Then position the mouse cursor over the ⌐ character at **3.5"**.

14   Drag this tab position to **3.25"**.

15   Position the mouse cursor over the ⌐ character at **5"** and drag this to **4.5"**.

You have now just moved the tab positions over in order to add a new tab position.

16   Click on the tab alignment selector until you see ⌐ and then click on **5.75"** in the ruler.

17   Add the following text as shown:

```
              →      Room     →    June·15    →    June·30    →    July·9¶
¶
Word·L2      →      A105      →       12      →       9      →       11¶
Excel·L1     →      A107      →        7      →       5      →        8¶
Outlook·L1   →      LG103     →        8      →       7      →       10¶
¶
```
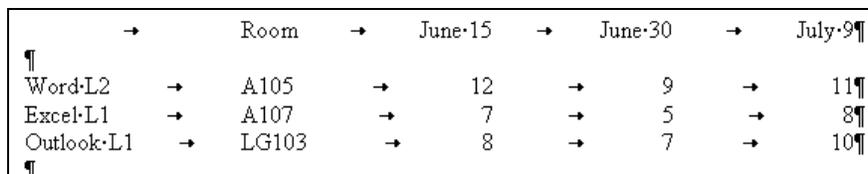
18   Save and close the document.

Practice Exercise

1   Open the Phone List document.

2   Using **File**, **Save As**, save the document as Phone List - Student

3   Ensure that the ruler is displayed. If it is not visible along the top of the document window, select **View**, then **Ruler**.

This simple phone list has been typed with tabs, but the tab locations have not been set, therefore, the columns do not align. The default tabs, located every **0.5"** are in effect.

You will now set tabs using the ruler.

4   Select all the text in the table.

5   Click on the tab alignment selector until you see the ⊥ icon.

6   Click in the ruler at **2"**.

The middle column *Position* is now moved to align with the new tab setting. Also notice the tab character appears as → wherever it was typed.

When a new tab is inserted on the ruler, all default tabs to the left of the new tab are cleared.

7   Click on the tab alignment selector until you see the ∟ icon.

8   Click in the ruler at **3.5"**.

9   Ensure all of the text is selected. Click on the ⊥ character at **2"** and drag this tab position to **3"**.

If your tab positions require "fine-tuning" and a more precise positioning, hold down the (Alt) key while dragging the tab position on the ruler.

10 Ensure all the text is selected. Click on the ∟ character at **3.5"** and drag this tab position to **5"**.

You will now delete a tab location.

11 Ensure all of the text is selected. Click on the ∟ character at **5"** and drag it down off the ruler.

The last column has returned to having the default tab settings every **0.5"** and doesn't align properly.

12 Click on the tab alignment selector until you see the ⌐ icon then click on the ruler at **5.75"**.

13 Add the 2 lines of text to make your list match the information as shown here:

Marketing·Facts·&·Products·Ltd.¶				
Telephone·List¶				
·¶				
¶				
·**Name**	→	**Position**	→	**Phone**¶
¶				
Tory·Seal	→	President	→	399-3990¶
Micheal·Perry	→	Vice·President	→	324-2034¶
Hilda·Summers	→	Corporate·Planning	→	274-9370¶
Jeffrey·Vaughn	→	Marketing	→	783-2778¶
Amy·Manda	→	Distribution	→	274-9535¶
Jesse·Post	→	Publicity	→	681-3769¶
Tina·Leslie	→	Computer·Division	→	783-7229¶
Ally·Graham	→	Manufacturing	→	682-2773¶
Sasha·Arcosa	→	Operations	→	534-0085¶
Marc·Taneka	→	Market·Expansion	→	242-3342¶
Marissa·Eton	→	Production	→	256-2499¶
¶				

14 Save and close the document.

Summary

In this lesson you worked with tab settings. You should now be familiar with the following:

- What tab settings or positions are
- Why it is important to use tabs instead of spaces
- The different types of tab settings
- How to set a tab position
- How to edit a tab position

Review Questions

1. Why is it important to set tab settings instead of spaces to line up columns of text?

2. Once you set tab positions, these remain in effect for the rest of the document and cannot be changed.

   a. True   b. False

3. What is the default measurement for tab settings in a document?

   a. 0.25″   c. 1.0″

   b. 0.5″   d. There are no default tab measurements.

4. Tab settings can be added before you begin typing text as well as after entering text.

   a. True   b. False

5. Why would you want to use the Show/Hide feature when working with tabs?

6. Identify the following tab characters:

   a. ⊥   d. ⊥

   b. ⅃   e. I

   c. ∟

7. How can you choose the type of alignment for the tab setting to be put on the ruler?

8. Which key would you use to help set a precise measurement for a tab setting on the ruler?

   a. Ctrl   c. Alt

   b. Shift   d. You must go through the Format, Tabs option in order to set precise tab settings.

9. To change the tab position for the fourth column of a table, you must select each line in that table before making the tab setting change.

   a. True   b. False

10. To delete a tab setting from the Ruler, you need to recreate the tab settings.

    a. True   b. False

Lesson 5: Indenting Text Paragraphs

Objectives   **Suggested Timing: 1 Hour**

In this lesson you will look at what indents are and how they can affect the position and appearance of paragraphs. On successful completion you will be familiar with the following:

- What indenting refers to
- The types of indents available
- How to set an indent
- How to adjust an indent
- Adding bullets and numbering

Working with Indents

An *indented* paragraph is a paragraph that wraps to a temporary left and/or right margin. Left and right indents are useful for emphasizing parts of your document or for items such as quotations or subparagraphs. You can create indents by using the ruler, the Formatting toolbar, the **Paragraph** command, or keyboard shortcuts.

You can create the following indents in Word:

An *indented* paragraph is a paragraph that wraps to a temporary left and/or right margin. Left and right indents are useful for emphasizing parts of your document or for items such as quotations or subparagraphs. You can create indents by using the ruler, the Formatting toolbar, the *Paragraph* command, or keyboard shortcuts.

> A paragraph with a **Left Indent** is indented from the left margin. This type of indent is often used with bullet lists.

A paragraph with a **Right Indent** is indented from the right margin. When combined with a left indent, this type of indent is often used in conjunction with left indents to create quotations.

> A **First Line Indent** paragraph only has the first line of the paragraph indented from the left margin. This is commonly used when the first line of every paragraph needs to start a specific position.

A paragraph with a **Hanging Indent** is indented from the left margin; however, the first line is left "hanging" out to the margin. The amount of indent space is determined by the tab position. This type of indent is commonly used for bulleted or numbered paragraphs, or for bibliographies.

Left Indent	The paragraph is indented from the left margin. This type of indent is often used with bullet lists.
Right Indent	The paragraph is indented from the right margin. This type of indent is often used in conjunction with left indents to create quotations.
First Line Indent	Only the first line of the paragraph is indented from the left margin.
Hanging Indent	The paragraph is indented from the left margin; however, the first line is left "hanging" out to the margin. This type of indent is commonly used for bullets or numbered paragraphs, and can also be used for bibliographies.

The amount of indent is determined by the current tab settings.

The ruler offers a quick and easy way of adjusting the indents by using the following indent markers:
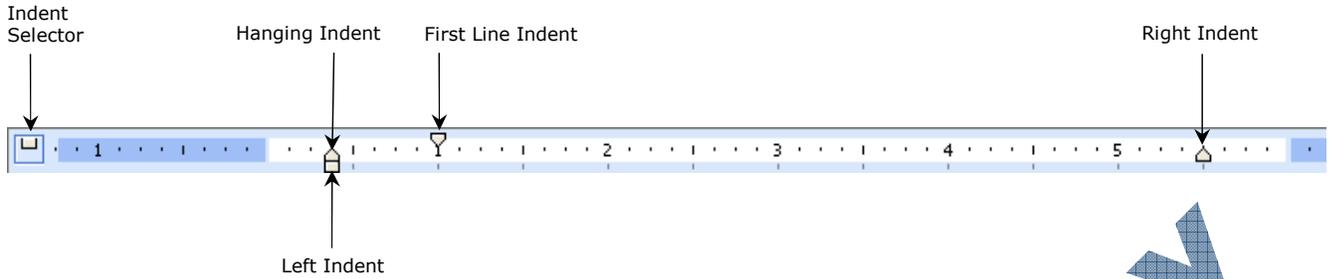
> ScreenTips are also available on the ruler to help identify the different indent markers. Place the mouse cursor over the marker to see a description for the marker.

Do <u>one</u> of the following, depending on the type of indent you are creating:

- Drag the appropriate indent marker to indent the paragraph as desired.
- Click on the indent selector (located at the left of the ruler) until the appropriate indent marker is displayed, then click on the ruler at the desired location.

Once the indents on text has been activated, you can also use the ▤ (**Increase Indent**) or ▤ (**Decrease Indent**) buttons to move the text in or out from its current location.

📖 Exercise

1   Open the What is Windows document.

2   Save the document as What is Windows - Student

Review the document. Assume you want to have the first line of every paragraph in the first section at a specific indent.

3   Click anywhere in the first paragraph.

4   Click on the indent selector until the ▽ marker is displayed, then click on the ruler at **0.75"**.

5   Select the next two paragraphs.

6   Click on the **1"** mark in the ruler.

Notice how Word keeps the selected indent option available as you move from paragraph to paragraph.

7   Click at the beginning of the *Active Desktop* line.

8   Select from here to the last paragraph at the end of the document, just before the note *"Excerpt taken…"*.

9   Click on the ▢ marker in the ruler and drag this to **0.5"** in the ruler.

> Make sure your mouse cursor is overtop the box and not the triangle. The box controls the left indent whereas the triangle controls the hanging indent.

10   Move the cursor to the *Excerpt* note at the bottom of the document.

11   Click on the △ marker in the ruler and drag this to **1"** in the ruler.

Your document should look similar to the following:

What·is·Windows?¶

¶
¶

An·Operating·System¶

Windows·is·the·latest·in·the·Microsoft·series·of·operating·systems·and·graphic·
user· interfaces.· These· operating· systems· are· designed· for· home· and· office· use· of·
computers.¶
¶
       Though· there· are· many· computer· operating· systems· available,· the·
Microsoft·series·of·operating·systems·are·those·must·used·by·home·and·office·computers·
in·North·America·today.·Because·of·their·extensive·use,·you·can·work·on·computers·at·
many·different·locations·and·become·quickly·familiar·with·a·computer's·operation.¶
¶
       As·you·may·be·aware,·computing·technology·is·ever·changing.·Windows·
was· developed· to· utilize· the· latest· in· computer· technology· as· well· as· add· newly·
developed·features·to·Microsoft's·previous·operating·system,·Windows·95.¶
¶

Features·and·Benefits¶

There·are·many·features·in·Windows.·Some·of·them·will·be·readily·noticeable·by·the·user·
to·improve·computer·usage·and·many·are·incorporated·within·the·operating·system·and·
run·automatically·without·you·being·aware·of·them.¶
¶
Some·of·the·most·important·Windows·features·are·listed·below.·This·workbook·will·
focus·on·those·features·that·will·allow·you·to·become·familiar·with·using·Windows·as·
quickly·as·possible.¶
¶

Active·Desktop¶

The·Windows·*Active·Desktop*·provides·the·user·with·an·easy·to·use·computer·
desktop·screen.·Software·you·use·can·often·be·activated·with·the·simple·click·of·
your·mouse·on·one·of·many·desktop·icons.·And·now·with·Windows,·the·Internet·
with·its·research·and·e-mail·capacities·is·more·easily·utilized·from·the·Windows·
screen.¶

Multi-Tasking¶

Multi-tasking·is·the·ability·to·have·a·number·of·computer·programs·running·at·the·
same· time· on· your· computer.· This· feature· has· been· greatly· improved.· Today's·
computer·user·can·save·a·lot·of·time·by·quickly·switching·back·and·forth·between·
the·computer·programs·used·during·a·session·of·computer·use.¶
¶

WYSIWYG¶
¶
WYSIWYG·(What·You·See·Is·What·You·Get)·provides·you·with·the·ability·to·see·
on·the·screen·exactly·what·will·be·printed.·Because·Windows·is·a·graphic-based·
environment·you·can·take·advantage·of·such·features·as·font·changes,·various·font·
sizes·and·graphic·images·placed·in·documents·created.¶
¶
Using· the· powerful· 32-bit· operating· system· Windows· will· let· you· take· full·
advantage·of·the·power·found·in·the·newest·computers·available·today.·You·will·
find·that·your·software·works·faster·and·that·you·can·take·full·advantage·of·the·
latest·software·available.¶
¶
Plug-and-Play¶

Plug-and-Play·is·a·feature·that·allows·for·the·simple·addition·of·new·hardware,·
letting·Windows·do·most·of·the·installation·automatically.¶
¶
And·Much·More:…¶

Windows·provides·a·stable·foundation·for·running·the·latest·in·multimedia.·For·
example,· *ActiveMovie*· allows· for· the· simple· viewing· of· video· and· Broadcast·
Architecture·lets·you·turn·your·computer·into·a·television·receiver.·Windows·will·
even·play·music·CDs·as·you·work·on·the·computer.¶
¶
A·number·of·systems·tools·such·as·*Maintenance·Wizard*·and·*Disk·Defragmenter*·
now·allow·the·average·user·to·perform·routine·computer·maintenance·with·easy·to·
follow·instructions.¶
¶
¶
*·Excerpt·taken·from·*Microsoft·Windows — Level·1*,·developed·by·CCI·Learning·
         Solutions·Inc.·®·2000.¶
¶

12   Save and close the document.

Practice Exercise

1   Open the Basic Text Editing 3 document.

2   Save the document as Basic Text Editing 3 - Student

3   Center the title, *Basic Text Editing*.

     Review the document. Notice that the first word(s) of each paragraph are bold and they are
     followed by a tab. These will be nicely formatted as hanging indents.

4   Select the text of the first paragraph *Typing simply means...*

5   Click on the indent selector until the ⬒ marker is displayed, then click on the ruler at **1.75"**.

     Notice that the first line of the paragraph remains at the margin, and the rest of the paragraph
     indents by **1.75"**. Also, the tab following the word *Typing*, enables the text of the first line to
     match the rest of the paragraph.

6   Select the text of the second paragraph *Editing includes such things...*

7   Repeat step 5 to set the same hanging indent for this paragraph.

Now you will set a hanging indent by dragging the hanging indent marker.

8   Select the text of the third paragraph *Removing text is known as deleting…*

9   Click on the △ marker in the ruler, then drag it to **1.75"** on the ruler.

10 Using the two methods described above, set hanging indents for the rest of the paragraphs, so that your document appears similar to the following example:

11 Save and close the document.

Using the Paragraph Command

You can use the **Paragraph** command to set very precise paragraph indents. The **Preview** area in the dialog box also allows you to see the effect of indent measurements entered before finalizing the settings.

Exercise

1 Open the Managing Your Files document.

2 Save the document as Managing Your Files - Student

Now you will create a first line indent using the **Paragraph** command.

3 Click anywhere in the first paragraph.

4 Select **Format**, then **Paragraph**.

5 Select the Indents and Spacing tab.

6 From the **Indentation**, **Special** field, select **First line**, then ensure **0.5″** is displayed in the **By** field.

7 Click **OK**.

Now you will create a left indent.

8 Click anywhere in the second paragraph.

9 Select **Format**, **Paragraph**.

10 In the **Indentation**, **Left** field, select **0.5″** and click **OK**.

Now you will set a hanging indent.

11   Select the third paragraph, beginning *Some characters, such as …*

12   Select **Format**, **Paragraph**.

13   From the **Indentation**, **Special** field, select **Hanging** and then **OK**.

Now you will set both right and left indents.

14   Select the fourth paragraph of text, beginning *Keep in mind that ...*

15   Select Format, Paragraph.

16   In the **Indentation**, **Left** field, select **0.5″**.

17   In the **Indentation**, **Right** field, select **0.5″** and click **OK**.

Notice that the four types of paragraphs are indented in four different ways to illustrate the different methods of indenting, as shown below:
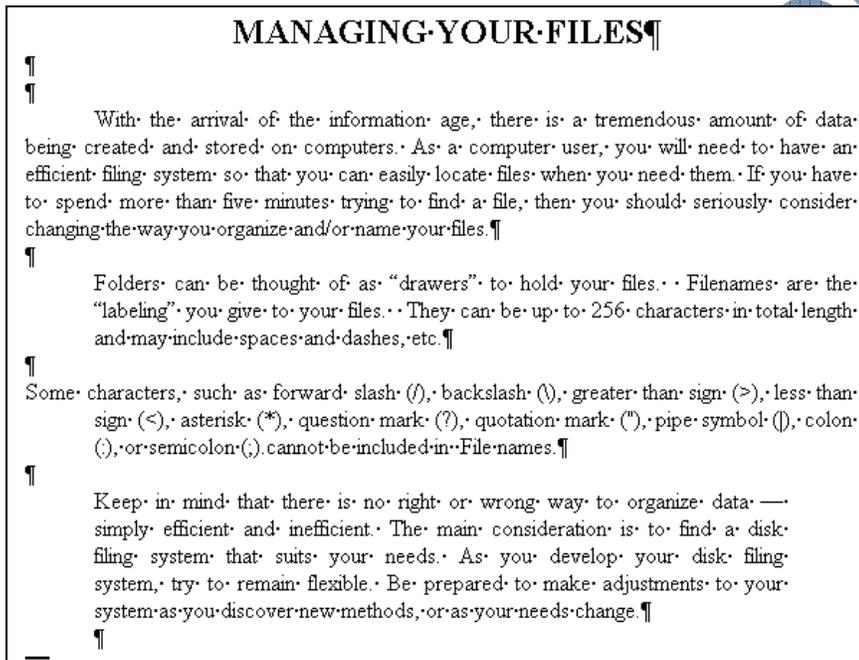
18   Save and close the document.

Using the Formatting Toolbar

You can use the Formatting toolbar to increase and decrease indented paragraphs quickly and easily.
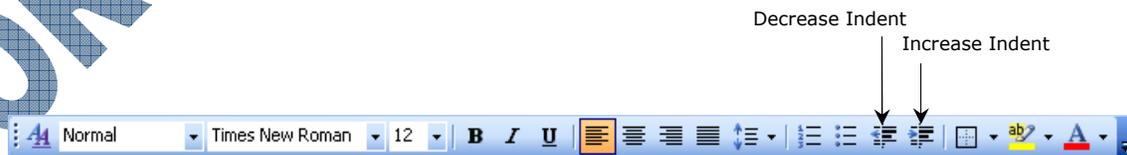
📖 **Exercise**

1   Open the WEBcable document.

2   Using **File**, **Save As**, save the document as WEBcable - Student

Notice there are three subheadings starting *WEBCABLE*. In this exercise, you will indent the three paragraphs following those subheadings using the Formatting toolbar.

3   Select the paragraph beginning, *A new way...*

4 Click twice on the [icon] button on the Formatting toolbar.

This indents the text two default tab stops to make a **1"** indent.

5 Repeat steps 3 and 4 for the other two paragraphs that follow the *WEBCABLE* subheadings.

You will now remove one indent from each of the three paragraphs (move them back one tab stop to the left).

6 Place your insertion point anywhere in the paragraph beginning *A new way*...

7 Click once on the [icon] button on the Formatting toolbar.

Notice the paragraph returns to the previous default tab location at **0.5"**.

8 Select the two remaining indented paragraphs and repeat step 7 to decrease the indent one tab position. Your document should appear similar to the following:

> **IT'S·HERE·…·WEBCABLE!**¶
> ¶
> ¶
> ·**WEBCABLE**¶
>   A·new·way·to·connect·to·that·wonderful·place·known·as·the·Internet.·
>   You·can·go·to·incredible·places,·find·information,·and·talk·to·the·
>   world·on·the·Internet.·It·truly·is·wonderful·…·but·wait·…·and·wait·…·
>   and·wait·again.·Moving·around·on·the·Internet·can·often·be·incredibly·
>   slow.·Now·the·waiting·is·over.·¶
> ¶
> ·**WEBCABLE**¶
>   Uses·a·coaxial·cable·and·a·high·speed·cable·modem·to·deliver·the·
>   Internet·at·incredible·speeds!·Up·to·100·times·faster·than·the·
>   telephone·lines·widely·used·today.·¶
> ¶
> ·**WEBCABLE**¶
>   Means·a·lot·of·traveling,·a·lot·of·information,·a·lot·of·chatting,·a·lot·
>   more·quickly!·It·also·means·a·lot·less·waiting.·Less·waiting·for·
>   finding·locations,·less·waiting·for·downloading·files·AND·less·waiting·
>   for·pictures·and·graphics·to·appear·on·your·screen!·¶
> ¶
> ¶
> ¶
>
>   **Call·1-800-68CABLE**↵
>   **to·order·your·WEBCABLE·today!**¶
> ¶

9 Save and then close the document.

Adding Bullets and Numbering

[IC³ 2.1.5]

There are two ways to create paragraphs that "list" information: **Bullets** or **Numbering**.

Both types are used as methods of listing points or steps, whether they are one-line paragraphs, or full paragraphs; and both types use the hanging indent feature in conjunction with automatically adding bullets or numbering to the paragraphs.

Bullets offers a variety of bullet styles, including round, square, diamond, arrow, filled or hollow, shadowed or plain, to name a few. You may also choose to customize the bullet, and choose from thousands of characters found in numerous symbol fonts.

❑ List information can be accentuated with a wide variety of bullets.

✓ List information can be accentuated with a wide variety of bullets.

• List information can be accentuated with a wide variety of bullets.

➢ List information can be accentuated with a wide variety of bullets.

For numbering paragraphs you can use decimal numerals, roman numerals, alphabetic numbering, uppercase or lowercase.

In addition to simple numbered paragraphs, you may use the **Outline** numbering feature, which allows you to use multiple levels of numbered paragraphs.

A) List information can be accentuated with a wide variety of numbering methods.

1) List information can be accentuated with a wide variety of numbering methods.

(a) List information can be accentuated with a wide variety of numbering methods.

(i) List information can be accentuated with a wide variety of numbering methods.

Bullets or numbering can be added to text before you begin typing, or on existing text in a document. Existing text needs to be selected prior to using either feature.

When you activate the bullets or numbering feature, Word will apply the default bullet or numbering style and indent position. If the bullet or numbering style was changed previously, Word will then apply the bullet or numbering style last selected. You can also alter the indent position for any bullet or numbering style to best suit the appearance of the list points.

📖 Exercise

1   Open the Word Today document.

2   Save the document as Word Today - Student

3   Ensure the Formatting toolbar is displayed on the screen.

4   Select the three paragraphs, starting from Word 1.0 through to Word 2002.

5   Click on the ⊟ button on the Formatting toolbar.

    Notice the three paragraphs now have bullets and are indented.

6   Click on the ⊟ button to move the indent location.

7   Click on the ⊟ button a second time to remove the bullets.

8   Click on the ⊟ button to return the text to the left margin.

9   Click on the ⊟ button on the Formatting toolbar.

    Notice the three paragraphs are now numbered 1 to 3 and are indented.

10 Click on the ⊟ button to move the indent location.

11 Click on the ⊟ button a second time to remove the numbering.

12 Click on the ⊟ button to return the text to the left margin.

If you find that the screen appears cluttered by the non-printing characters, click on the ¶ button to turn them off.

13 Use the [icon] and [icon] buttons to add bullets to the paragraphs in the first section as shown:

> *Microsoft Wor*
>
> **Microsoft Word** is a powerful word processing prog
> to suit your own preferences and requirements.
>
> Commonly known simply as "**Word**", it is the latest r
>
> - *Word* 1.0 through 5.5 were designed to run in the
> - *Word for Windows* 1.0 through 6.0 were designed
> - *Word 97, Word 2000 and Word 2002* are designed
>   environments.

14 Use the [icon] and [icon] buttons to add numbering to the *Word of the Present* section as shown:

> **Word of the**
>
> Today, with the Windows **graphical interfaces**, W
> has incorporated many desktop publishing features
> "type" documents – we publish them as well.
>
> 1. WYSIWYG or "**What-You-See-Is-What-You**
>   known as Print Preview. Today, you can view
>   as Normal View and even do all of your editing
>
> 2. **Pictures** and **graphics** are easily created or inc
>   thousands, if not millions, of pictures available
>   can be created, scanned or photographed!
>
> 3. **WordArt** is a special program that allows you
>   special effects such as interesting shapes, shad
>
> 4. **Web publishing** is as easy as saving "as a Wet
>   in and it is web-ready!

15 Use the [icon] and [icon] buttons to add bullets to the paragraphs in the *Word Today and Tomorrow* section as shown:

> As you can see, word processing is <u>no longer simply</u>
> advances in technology and software since the 1970'
> now incorporate more features than was once ever cc
>
> - word processing
> - desktop publishing
> - web publishing
>
> What will the future bring? Will we still be able to

16 Once you are finished, save and close the document.

Practice Exercise

1 Start a new document.

2 Save the document as Editing Text - Student

3   Type the following text using the formatting indicated:

Format	Item
Indent at 0.5"	First paragraph
Indented Bullet at 1.0"	5 paragraphs beginning, If you set…

Inserting and Editing Text¶

¶

The following points should be kept in mind when you are typing text:¶

¶

• If you set the font before you start to type, the text will have the format you set.¶

¶

• When you delete a selection, or Backspace over text and start typing without moving the insertion point first, the new text will have the same character format as the text you just deleted.¶

¶

• If you move the insertion point after you have set the font and then begin typing, the new text will have the same formatting as the character to its left (unless you are at the beginning of the paragraph).¶

¶

• If the insertion point is placed at the beginning of an existing paragraph and then you begin typing, the new text will have the same formatting as the first character in the original paragraph.¶

¶

• When the Formatting Toolbar is turned on, the highlighted icons represent the formatting that will be applied to the text typed at the insertion point.¶

¶

4   Center the heading, *Inserting and Editing Text*, change the font to **Arial** and the font size to **18**, and turn on **Bold**.

5   Change the bullets to numbered paragraphs.

Your document should appear similar to the following:

Inserting and Editing Text

The following points should be kept in mind when you are typing text:

1. If you set the font before you start to type, the text will have the format you set.

2. When you delete a selection, or Backspace over text and start typing without moving the insertion point first, the new text will have the same character format as the text you just deleted.

3. If you move the insertion point after you have set the font and then begin typing, the new text will have the same formatting as the character to its left (unless you are at the beginning of the paragraph).

4. If the insertion point is placed at the beginning of an existing paragraph and then you begin typing, the new text will have the same formatting as the first character in the original paragraph.

5. When the Formatting Toolbar is turned on, the highlighted icons represent the formatting that will be applied to the text typed at the insertion point.

6   Save and close the document.

Summary

In this lesson you looked at what indents are and how they can affect the position and appearance of paragraphs. You should now be familiar with the following:

- What indenting refers to
- The types of indents available
- How to set an indent

- How to adjust an indent
- Adding bullets and numbering

Review Questions

1. What is an indented paragraph?

2. Identify the following indent markers:

   a. ▽   c. ☐

   b. △

3. Why would you use a right indent for a quote instead of changing the right margin?

4. The amount of indent is determined by the current tab settings.

   a. True   b. False

5. Use the Paragraph command when you want to set very precise paragraph indents.

   a. True   b. False

6. Identify on the following toolbar which button you would use to increase the indent.

7. The solid circular bullet is the only bullet style available for listing points.

   a. True   b. False

8. How does the Outline numbering feature differ from the Numbering feature?

9. Bullets and numbers can be added to text before you begin typing the text.

   a. True   b. False

10. The indent measurement provided with bullets or numbers cannot be changed.

    a. True   b. False

Lesson 6: Proofing Your Document

Objectives   Suggested Timing: 1 Hour

In this lesson you will look at different ways to proof your document before sending it for distribution. On successful completion, you will be familiar with the following:

- Checking the spelling in the document
- Checking the grammar used in the document
- Finding items in a document
- Replacing items in a document

Checking the Spelling and Grammar

1.3.7
2.1.19

Before sending your document to print, you will want to proof your document for any errors, either spelling mistakes, grammar structure problems, or repetitive text. Word provides you with tools to help you automate some of the error checking so you can concentrate on the document content rather than the data entry.

The Spelling and Grammar feature in Word provides you with various options when you are checking for spelling and errors, including the ability to create custom dictionaries for special terms.

- The spelling portion of the feature will check for incorrect spelling, repeated words and some occurrences of incorrect capitalization.

- The grammar portion of the feature uses *natural language grammar* to more accurately detect sentences that contain grammatical errors or weak writing style. As well, you can choose to have the Office Assistant explain the reason for the grammatical error.

The automatic Spelling and Grammar feature works in the background to check for spelling and grammatical mistakes as you type.

- When a spelling mistake is detected, a *wavy red line* is displayed underneath the text.

- When a grammatical error is detected, a *wavy green line* is displayed underneath the text.

> You may also see a purple dotted line below specific pieces of text. These are *smart tags*; Word has detected a name or phrase that you may want to include in a feature such as the Address Book to save you time in re-entering this information at a later date.

This feature allows you to either correct the mistakes immediately, or to wait until you are finished creating the document.

To activate the Spelling and Grammar feature, use one of the following options:

- Select **Tools** and then **Spelling and Grammar**.
- Click on the ✓ (**Spelling and Grammar**) button in the Standard toolbar.
- Press F7.
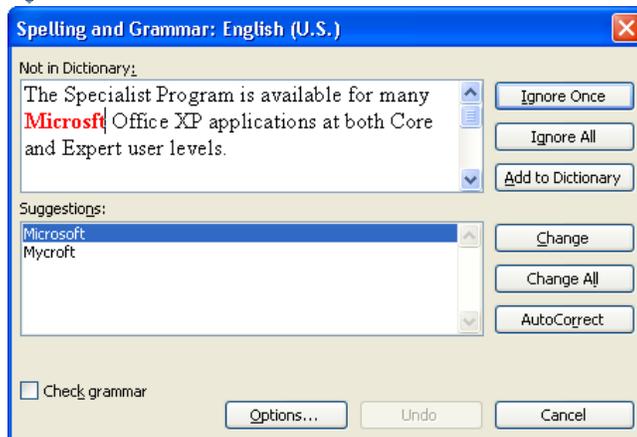
Once Word has found the first spelling error in the document the Spelling and Grammar dialog box is opened and a list of possible spellings for the error (in red) is displayed

Ignore Once	Ignore this occurrence and continue to find other words with the same spelling.
Ignore All	Ignore all occurrences of words with this spelling, e.g., person's name, specialized industry terminology, etc.
Add to Dictionary	Add the word to the custom dictionary. Word uses a custom dictionary in addition to the regular dictionary to check the spelling in your documents.
Change	Change this occurrence with the selected word in the **Suggestions** box.
Change All	Change all words with this spelling with the selected word in the **Suggestions** box.
AutoCorrect	Add this item to the AutoCorrect list so it will be corrected every time you misspell it.
Check grammar	Choose whether to have Word check the grammar at the same time as the spelling.
Options	Choose how the spelling and grammar options should work.

When Word discovers a grammar error, you see a screen similar to the following:
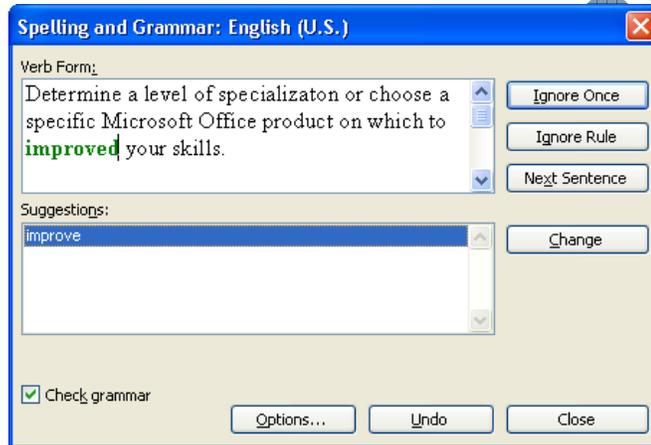
📖 **Exercise**

1   Open the MOS Promo document on the screen and save as MOS Promo - Student.

2   Click on the 🔤 button in the Standard toolbar.

3   Make sure that *Microsoft* is selected in the **Suggestions** box and then click on **Change**.

> As soon as Word finds an "error" in the document, a 📄 icon will appear in the status bar. You can also double-click on this icon to display the error and correct the first occurrence. You can use this option to correct individual errors as you type.

4   Continue with the rest of the spelling check in your document.

When complete, Word displays a screen similar to the one at the right:

5   Click **OK**.

Using the Thesaurus

2.1.19
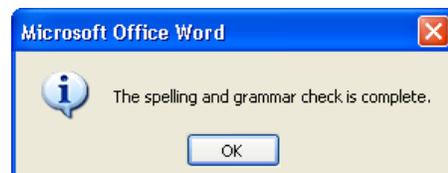
The Thesaurus feature gives you the opportunity to enhance the wording of your documents.

This feature searches for and displays synonyms (words with similar meanings) and antonyms (words with the opposite meaning) of words you select in a document. Word also provides a list of meanings for a selected synonym. You can look up the synonyms Word displays to find additional possible substitutions. Keep in mind the following when you are using the Thesaurus:

- You can look up as many words as you like by typing them into the dialog box.
- Listed alternatives are defined as verbs, nouns or antonyms.
- You can use all words in the **Meanings** list to look up additional possible substitutions.
- You can move the dialog box so that you can see the context of the word you want to replace.

To activate the thesaurus, use one of the following methods:

- Select **Tools**, **Language** and then **Thesaurus**.
- Press (Shift)+(F7).
- Press (Alt) as you click anywhere in the document to display the Research task pane. Then select the Thesaurus option with the appropriate language (as required) from the reference option field.

> The Research task pane can also be activated by clicking on the **Other Task Panes** button and selecting **Research**.

📖 Exercise

1 Make sure the MOS Promo - Student document is active on the screen.

2 Click on the word *benchmark* in the first paragraph of text.

3 Select **Tools**, **Language**, then **Thesaurus**.
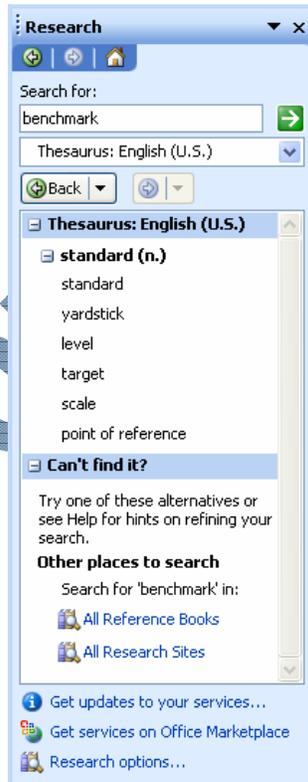
Search for Word or phrase being searched.

[Thesaurus] This field currently shows the reference type of material you are searching for, and provides multiple options for finding information when you click on the down arrow for this field.

> To access the Thesaurus for words with similar meanings only, you can right-click on the word and then select **Synonyms** on the shortcut menu.

4   Position the mouse cursor over the word *standard* and then click the down arrow.
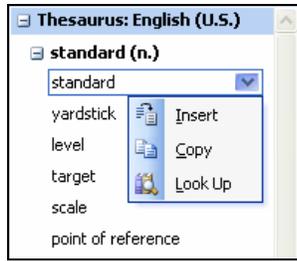
Use the expand (⊞) or collapse (⊟) button at the left of the suggested word to show more or less of this meaning. Alternatively you can click on the down arrow for the word to display more options for this word e.g. insert this word to replace the original, copy this word to the Clipboard for future use, or look up further meanings.

5   Click on **Look Up**.

Word provides you with other words for *standard*.

6   Click on 🔵 Back ▼ to go back to the previous list.
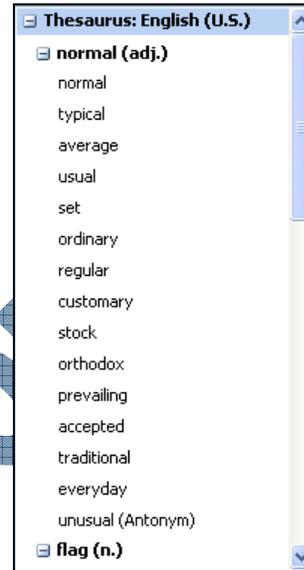
7   Click on the down arrow for *standard* and select **Insert**.

Notice how Word has replaced the word with the new one from the Thesaurus. If you didn't like the context of the sentence with the new word, you could undo the change.

8   Select *courseware* in the Step 2 paragraph.

9   Press (Shift)+(F7) to activate the Thesaurus.

Notice how Word didn't find any words to match this word in the existing Thesaurus.

10   Close the Research task pane.

11   Save and close the document.

Finding Items

Use the **Find** feature to move the insertion point to a specified location within a document. You can find a specific word, phrase, symbol or code, or any combination of these items. Once found, you can choose to replace the item with something else, or continue working with your document.

To activate the Find feature, use one of the following options:

- Select **Edit** and then **Find**.
- Double-click on the status bar, and then select the **Find** tab.
- Press ⌨Ctrl+⌨F.

📖 Exercise

1 Make sure the MOS Promo - Student document is active on the screen.

2 Select **Edit**, **Find**.
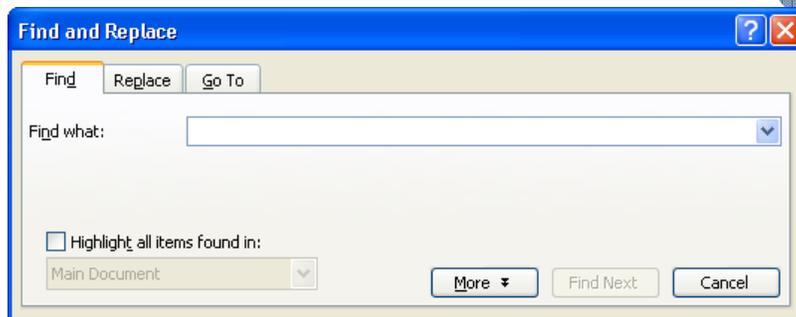
3 In the **Find what** field, type: Specialist

4 Turn on **Highlight all items found in**.

5 Click on the **Find All** button.

Notice that Word has found and highlighted all the occurrences it found of *Specialist* and leaves the Find and Replace dialog box on the screen in case you want to search for something else.

6 Click on the ❎ button.

The·Microsoft®·Office·Specialist·Program¶
¶
¶
The·Microsoft®·Office·Specialist·program·provides·a·benchmark·to·validate·users'·skills·in·using·
Office.··Customers·requested·a·program·like·this·to·measure·their·Office·skills·and·to·prove·their·
ability·to·get·the·most·out·of·Office.·The·Specialist·Program·is·available·for·many·Microsoft·
Office·XP·applications·at·both·Core·and·Expert·user·levels.¶
¶
Applications·in·the·Microsoft·Office·Suite·include:¶
Word¶
Excel¶
PowerPoint¶
Access¶
Outlook¶
FrontPage¶
Publisher¶
¶
Certified·Microsoft·Office·Specialists·distinguish·themselves·from·peers·and·become·more·
competitive·in·tight·job·markets.¶
▪·¶

7 Press ⌨Ctrl+⌨Home and then select **Edit**, **Find**.

Notice how Word displays the same criteria you searched for previously.

8 Click on the **More** button.
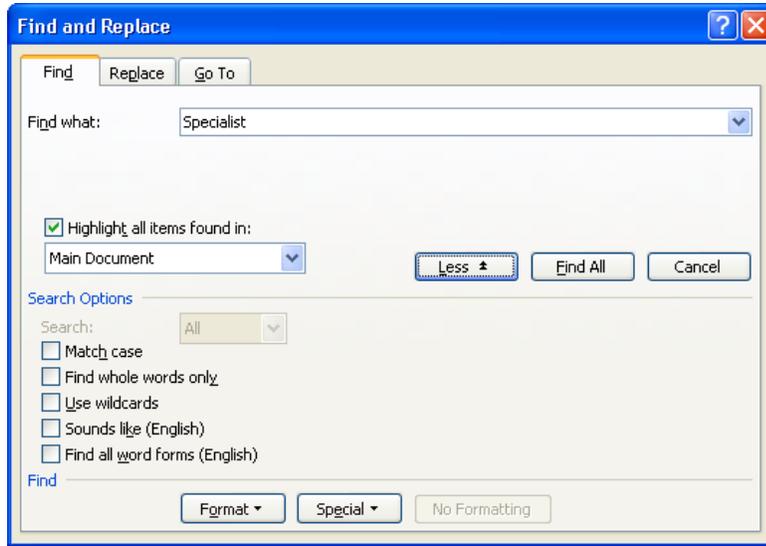
9 Click on the **Special** button.
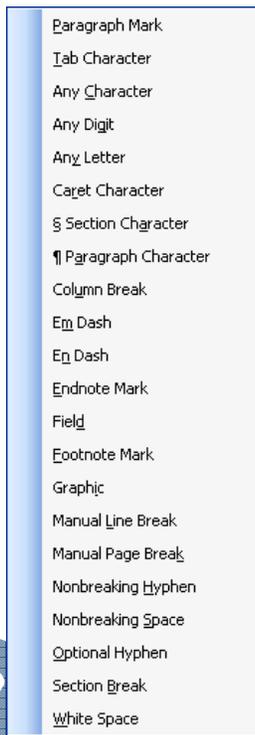
This is a list of all the special items you can also search for in your document, either alone or in combination with text.

10 Click on **Paragraph Mark**.

Notice how Word places a *^p* code in the **Find what** field.

11 Type: Step immediately after the code.

12 Turn off **Highlight all items found in** and then click on **Find Next**.

Word finds the first occurrence it found of a paragraph mark and then the characters *step*.

13 Click on the **Find Next** button again.

Notice how Word goes to the next occurrence of this search criteria.

14 Click on the **Cancel** button in the Find and Replace dialog box.

15 Save the document again.

Replacing Items

The **Replace** command gives you the ability to find and replace text. You can instruct Word to find text that matches the characters exactly as typed, as well as to find words, parts of words, or formatting. When finding and replacing text, you can choose to decide on each replacement individually, or let the replacement occur automatically.

It is recommended that you save your document before performing Replace. Therefore, if you decide after replacing the text that you really did not want the changes, you still have the original document saved.

To activate the Replace feature, use one of the following options:

- Select **Edit** and then **Replace**.
- Double-click on the status bar, and then select the **Replace** tab.
- Press Ctrl + H .

📖 **Exercise**

1   Make sure the MOS Promo - Student document is active on the screen.

2   Press Ctrl + Home to move to the beginning of your document and then select **Edit**, **Replace**.
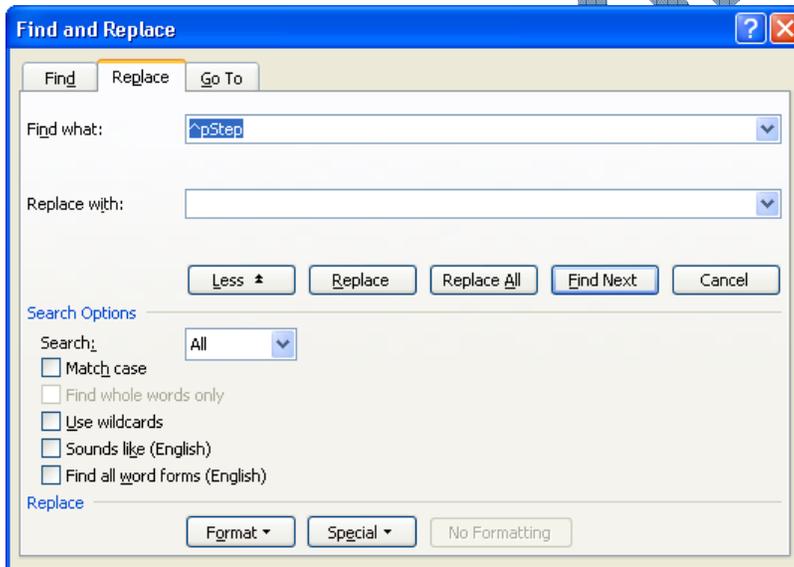
3   In the **Find what** field, press the Spacebar twice.

4   In the **Replace with** field, press the Spacebar once.

5   Click on **Replace All**.
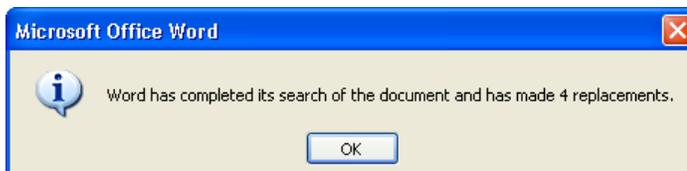
6   Click on **OK** and then close the Find and Replace dialog box.

Notice how Word has now replaced all the double occurrences of spaces with a single space character.

7   Save the document.

8   Press Ctrl + H to activate the **Replace** command again.

9 In the **Find what** field, type: Step and press the [Spacebar] once.

> Putting in the space after the text ensures that Word will look for every occurrence with these characters (i.e., Step only versus Steps). If you wanted Word to search for the entire word, turn on the **Find whole word only** option.

10 In the **Replace with** field, press [Ctrl]+[B] to activate the bold feature, type: Step and press the [Spacebar] once.

11 Click on the **Format** button at the bottom of this dialog box and click on **Font**.

12 Change the Font color to be **Red**. Click **OK**.
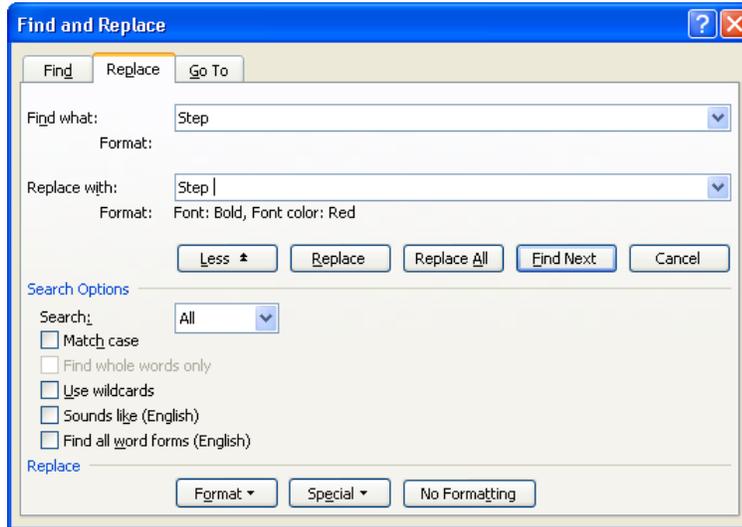
13 Click on the **Replace All** button.

14 Click on **OK** and then close the Find and Replace dialog box.

You will now search and replace all extra paragraph marks in order to set up styles for this document. Generally when a document is "desktop published", there will not be extra paragraph marks between the paragraphs.

15 Press [Ctrl]+[H] to activate the Find and Replace dialog box again.

16 In the **Find what** field, click on the **Special** button and then **Paragraph Mark**. Repeat this step again so that you have *^p^p* in the field.

17 In the **Replace with** field, delete the text *Step*, click on the **Special** button and then **Paragraph Mark**.

The dialog box should look similar to the following:
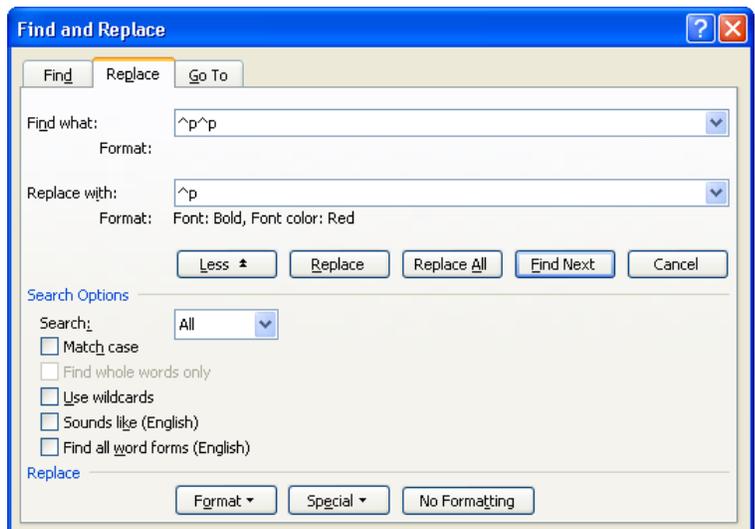
Notice that the **Replace with** field still has the formatting options from the previous action.

18　With the cursor still in the **Replace with** field, click on the **No Formatting** button.

19　Click on **Replace All**, click **OK** and then close the Find and Replace dialog box.

Your document should look similar to the following:

The Microsoft Office User Specialist Program

The Microsoft Office User Specialist program (known as MOUS) provides a standard to validate users' skills in using Office. Customers requested a program like this to measure their Office skills and to prove their ability to get the most out of Office. The Specialist Program is available for many Microsoft Office XP applications at both Core and Expert user levels.
Applications in the Microsoft Office Suite include: Word, Excel, PowerPoint, Access, Outlook, FrontPage, PhotoDraw, etc.
Certified Microsoft Office Users Specialists distinguish themselves from peers and become more competitive in tight job markets.

Steps to Becoming Certified
Step 1 - Choose
Determine a level of specialization or choose a specific Microsoft Office product on which to improve your skills. Microsoft can provide a list of the features and the level of knowledge and proficiency that are required to become certified.
Step 2 - Prepare
Get the training and experience. Some courseware is MOUS approved. It provides training for the range of topics that are required for certification. Then practice and apply your skills to gain a higher level of proficiency.
Step 3 - Certify
Get proof of your qualifications and knowledge of Microsoft Office products:
Take the Test!
If your knowledge meets the requirements, you will become a certified MOUS!

For more information, visit the website at http://www.mous.net

20　Save and close the document.

Summary

In this lesson you looked at different ways to proof your document before sending it for distribution. You should now be familiar with the following:

- Checking the spelling in the document
- Checking the grammar used in the document
- Finding items in a document
- Replacing items in a document

Review Questions

1. Why do you want to proof your document before sending the document to print?

2. When Word finds a word that does not exist in the current dictionary, how does this appear on the screen?

   a.　With a green wavy line
   b.　With a purple dotted line
   c.　With a red wavy line
   d.　The book in the status bar has an X in it

3. Which method can you use to activate the Spelling and Grammar feature for the entire document?

   a.　Select Tools and then Spelling and Grammar
   b.　Click on the 🔖 button in the Standard toolbar
   c.　Press F7
   d.　All of the above
   e.　Only a or b

4. What options does the thesaurus offer you?

    a.   Synonyms

    b.   Antonyms

    c.   Look up for other words

    d.   All of the above

    e.   Only a and b

5. How can you activate the Find feature?

    a.   Select Edit and then Find

    b.   Press Ctrl + F

    c.   Double-click on the status bar and then select Find

    d.   All of the above

    e.   Only a or b

6. Use the Find whole words only feature when you want Word to look for the entire word rather than just the text characters entered.

    a.   True   b.   False

7. Identify which option you would use if you wanted to find a specific non-printing character on the following:
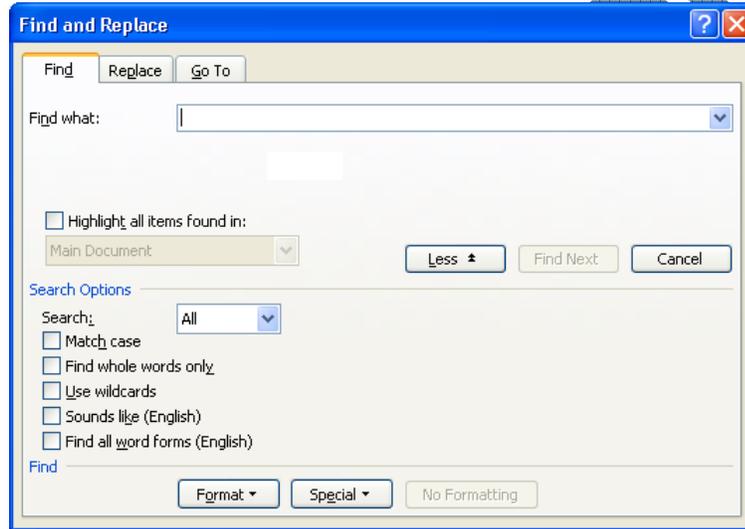
8. How can you activate the Replace feature?

    a.   Select Edit and then Replace

    b.   Press Ctrl + H

    c.   Double-click on the status bar and then select Replace

    d.   All of the above

    e.   Only a or b

9. You can find and replace non-printing codes such as paragraph marks or tab characters.

    a.   True   b.   False

10. If formatting was used in either the Find or Replace fields, Word will automatically remove it from the field when you next activate Find or Replace.

    a.   True   b.   False

Lesson 7: Using Additional Formatting Features

Objectives

In this lesson you will look at how to apply additional formatting features to further enhance your document. On successful completion, you will be familiar with the following:

- How to change the line spacing
- Inserting special characters
- Changing the paper size
- Changing the margins for a document

Changing the Line Spacing

2.1.3

Spacing refers to the amount of white space between each line of text; to be more precise, it is the amount of space between the bottom of one line and the top of the tallest character in the next line. This spacing can be altered for lines or paragraphs, depending on the layout and design of your document.

Line spacing refers to the standard space between lines of typed text, measured from one baseline to the next baseline of subsequent lines. Word can automatically adjust the amount of space between lines according to the size of characters being used.

You may choose to specify that line spacing be set **Exactly** to a specified point size. However, this setting will not adjust to accommodate larger fonts if the font size is changed.

You can increase or decrease line spacing as required by using either the **Paragraph** command or shortcut keys. However, if you decrease line spacing too much, either the lines of text will overwrite one another, or the text will not be displayed.

Line spacing can be adjusted using the **Indents and Spacing** tab in the Paragraph dialog box or the (**Line Spacing**) button on the Formatting toolbar.

> Shortcut keys are available for changing the line spacing. Please refer to the Productivity Tools Appendix for a complete list.

📖 Exercise

1. Open the WEBcable - Student document.
2. Turn on ¶ and select the heading, *IT'S HERE....*
3. Select **Format**, then **Paragraph**.
4. If necessary, select the **Indents and Spacing** tab.
5. From the **Line spacing** field, select **Double** and choose **OK**.
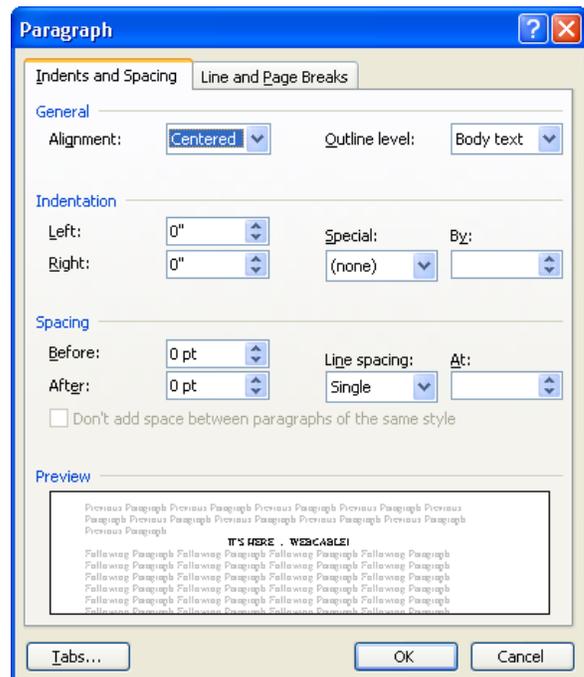
The heading text appears as double-spaced. Notice that the spacing appears below the text.

6   Select all lines from the first *WEBCABLE* text, down to and including the ¶ (blank line) below the paragraph ending *appear on your screen!*

7   Click the down arrow to the right of the [icon] button on the Formatting toolbar.
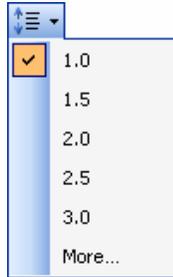
8   Choose **1.5**.

The text now has 1.5 line spacing and when the text is selected you can see that the spacing appears below each line of text.

9   Select the two lines at the bottom of the document, beginning, *Call 1-800-68CABLE...*

10   Click the down arrow to the right of the [icon] button on the Formatting toolbar and choose **More…**.

11   From the **Line spacing** field, select **At least** and in the **At** field type: 30 pt

12   Click **OK**.

The two lines now have 30 pt spacing per line, with the text situated at the bottom of the space.

13   Turn off [¶] and change the **Zoom** to **50%**.

IT'S HERE … WEBCABLE!

WEBCABLE

A new way to connect to that wonderful place known as the Internet. You can go to incredible places, find information, and talk to the world on the Internet. It truly is wonderful … but wait … and wait … and wait again. Moving around on the Internet can often be incredibly slow. Now the waiting is over.

WEBCABLE

Uses a coaxial cable and a high speed cable modem to deliver the Internet at incredible speeds! Up to 100 times faster than the telephone lines widely used today.

WEBCABLE

Means a lot of traveling, a lot of information, a lot of chatting, a lot more quickly! It also means a lot less waiting. Less waiting for finding locations, less waiting for downloading files AND less waiting for pictures and graphics to appear on your screen!

Call 1-800-68CABLE
to order your WEBCABLE today!

14   Save and close the document.

Setting the Paragraph Spacing

2.1.3

Paragraph spacing refers to the amount of white space between the bottom line of one paragraph to the top of the tallest character in the next paragraph. In most cases, people will press (Enter) between each paragraph for a blank line. The amount of space for that line is based on the size of the font being used, or the line spacing that may have been set.

You can alter this amount of space by setting paragraph spacing measurements to provide a more precise or consistent appearance for the text, regardless of the font size being used. Whether you add spacing before or after the text is based on the requirements of the document; do try to be consistent in adding the spacing in the same direction for the text in the document.

📖 Exercise

1   Open the Phone List - Student document.

2   Delete the two ¶ (blank lines) below the *Telephone List* subheading.

3   Select the *Telephone List* subheading.

4   Select **Format**, **Paragraph**.

5   In the **After** field in the **Spacing** area, click on the incremental button until the measurement is **12pt**. Click **OK**.

Marketing·Facts·&·Products·Ltd.¶		
Telephone·List¶		
Name →	**Position** →	**Phone**¶
¶		
Tory·Seal →	President →	399-3990¶
Micheal·Perry →	Vice·President →	324-2034¶
Hilda·Summers →	Corporate·Planning →	274-9370¶
Jeffrey·Vaughn →	Marketing →	783-2778¶
Amy·Manda →	Distribution →	274-9535¶
Jesse·Post →	Publicity →	681-3769¶
Tina·Leslie →	Computer·Division →	783-7229¶
Ally·Graham →	Manufacturing →	682-2773¶
Sasha·Arcosa →	Operations →	534-0085¶
Marc·Taneka →	Market·Expansion →	242-3342¶
Marissa·Eton →	Production →	256-2499¶
¶		

Notice how the spacing between the title and the column headings is similar in depth as if there were two blank lines.

6   Select every line of text below the column headings (i.e., all the people in the telephone list).

7   Select **Format**, **Paragraph**. In the **Spacing** area, click on the incremental button for the **Before** field to change this to **6pt**. Click **OK**.

Marketing·Facts·&·Products·Ltd.¶				
Telephone·List¶				
Name	→	Position	→	Phone¶
Tory·Seal	→	President	→	399-3990¶
Micheal·Perry	→	Vice·President	→	324-2034¶
Hilda·Summers	→	Corporate·Planning	→	274-9370¶
Jeffrey·Vaughn	→	Marketing	→	783-2778¶
Amy·Manda	→	Distribution	→	274-9535¶
Jesse·Post	→	Publicity	→	681-3769¶
Tina·Leslie	→	Computer·Division	→	783-7229¶
Ally·Graham	→	Manufacturing	→	682-2773¶
Sasha·Arcosa	→	Operations	→	534-0085¶
Marc·Taneka	→	Market·Expansion	→	242-3342¶
Marissa·Eton	→	Production	→	256-2499¶

8 Save and then close the document.

Changing the Paper Size

IC³
1.4.1

The default paper size is 8½" by 11" (Letter) with a portrait orientation. Word lets you change the paper size and page orientation for any document.

You may choose a standard paper size, such as **Letter** or **Legal**, (commonly used in North America), or **A4** and **B5** (commonly used in Europe and the UK, etc.). A variety of envelope sizes may also be specified.

If you want to create a document of another size, you may choose to set **Custom** paper sizes and type the horizontal and vertical measurements.

Orientation refers to the side the document will be printed: **Portrait** refers to long or up-and-down orientation, while **Landscape** refers to short or sideways orientation.

📖 Exercise

1 Open the Contact List document.

2 Save this as Contact List - Student

If you have to insert two columns of text into this report, one way to fit these additional columns is to change the paper size and/or orientation.

3 Select **File**, **Page Setup**, then click on the **Paper** tab.

Depending on the printer installed for your system, the paper description size may vary.
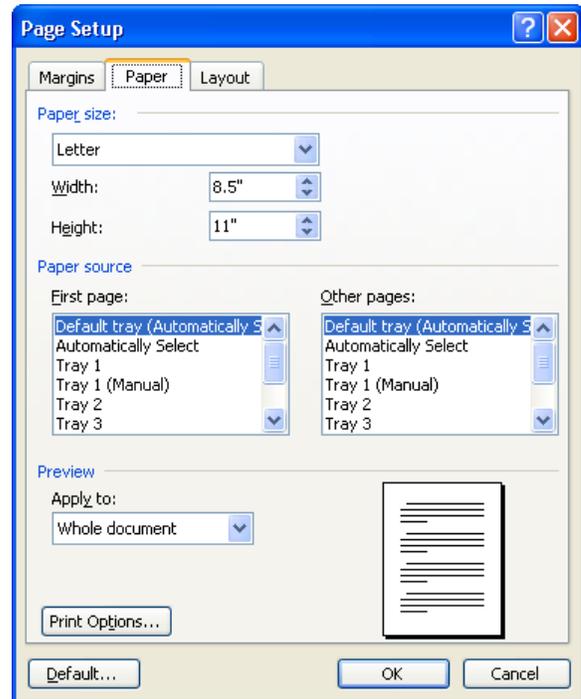
4 Check that the **Paper size** field is **Letter**, then click on the **Margins** tab.
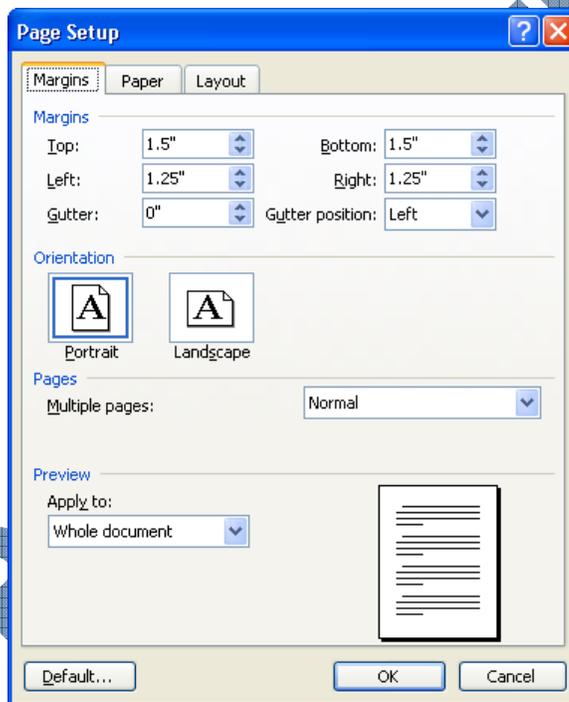
5 Click on the **Landscape** option in the **Orientation** area. Click **OK**.

6 Change the zoom to **50%** to view the change to the Page Setup.

7 Change the zoom back to **100%** and select all the text in the table.

8 Set a left aligned tab at **6.0"** and at **6.5"**.

9 Type the following additional text:

Contact List					
Name	**Company**	**E-mail Address**	**Phone Number**	**Ext**	
John Smith	ABC Company	jsmith@abc.com	206-444-8888	135	Branch Manager
Albert Lewis	ZY Restaurant	albert@zyrest.com	800-664-2200	200	Owner
Jane Fields	Country Realty	janef@countryrealty.com	415-225-1000		Realtor
Bob Aggar		bob900@hotmail.com	604-776-0003		
Sam Wei	BW Financial	sam_wei@bwfinancial.com	888-555-9999	255	

10 Save and close the document.

Practice Exercise

1 Open the Word Today - Student document.

2 If necessary, switch to Print Layout view, set the zoom to **Whole Page** and click on the ¶ button to turn it off.

This view will allow you to easily view the changes you are about to make. Note the document is currently set up for Letter size paper.

3 Select **File**, **Page Setup**, then the **Paper** tab.

4 From the **Paper size** field, select **Legal**, then **OK**.

Notice that the page is now legal-sized, 14" in length and that the text all fits on one page.

5 Close the document without saving.

Changing Margins

IC³
1.4.1

Margins determine the amount of space between the edge of the paper and the area where the text is printed. In Word, you can adjust the margin settings for the entire document or for different parts of your document.

When setting margins using the ruler, you must be in Print Layout view. This causes the margin boundaries to be displayed on the Rulers that appear at the top and the left of the document.

The margin boundaries for the top and bottom margins appear as the divider line between the lighter (inside margins) and darker (outside margins) shades on the ruler. They are easy to see.

The margin boundaries for the left and right margins appear on the top ruler, however, they may be partially obscured by the indent markers. You can access the left margin marker by pointing precisely between the left and first line indent markers. You can access the right margin marker by pointing above the right indent marker.

Left Margin Marker   Right Margin Marker

Top Margin Marker

Contact List

Name	Company	E-mail Address	Phone Number	Ext	
John Smith	ABC Company	jsmith@abc.com	206-444-8888	135	Branch Manager
Albert Lewis	ZY Restaurant	albert@zyrest.com	800-664-2200	200	Owner
Jane Fields	Country Realty	janef@countryrealty.com	415-225-1000		Realtor
Bob Aggar		bob900@hotmail.com	604-776-0003		
Sam Wei	BW Financial	sam_wei@bwfinancial.com	888-555-9999	255	

📖 Exercise

1   Open the Contact List - Student document.

2   Ensure the ruler is displayed. If not, select **View**, then **Ruler**.

3   Position the insertion point at the beginning of the document.

4   Double-click on any of the darker margin areas on the ruler.

5   Select the **Margins** tab.

6   Use the incremental buttons for the top and bottom margin to change them to **1"** each, and the left and right margins to **0.7"**.

7   Click **OK**.

Notice how Word adjusts the text automatically to reflect the margin changes.

8   Position the cursor at the top margin marker (you will see the ↕ symbol appear). Drag the marker down by approximately **0.5"**.

⮞   If you hold down the (Alt) key while dragging a margin boundary, the margin measurement will be displayed as you drag.

9   Drag the **Right Margin** boundary (watch for the ↔ symbol) while holding the (Alt) key until there is a **0.5"** right margin, then release the mouse button.

10   Adjust the tab settings for the last columns, as desired.

11   Save and then close the document.

📚 Practice Exercise

1   Open the Word Today - Student document.

2   Ensure you are in Print Layout view, then change the **Zoom** to **Two Pages**.

Notice the rulers show the left and right margins of **1"** and the top and bottom margins of **1"**.

3   Position the insertion point at the beginning of the document.

4   Select **File**, then **Page Setup**.

5   Select the **Margins** tab.

6   Use the incremental buttons for the top and bottom margin to change them to **0.5"** each, and the left and right margins to **0.7"**.

7   Click **OK**.

      The new margins have been applied to this document.

8   Double-click on any of the darker margin areas on the ruler.

9   Change the margins back to **1"**, then click **OK**.

10   Close the document without saving it.

Adding Special Characters

2.1.7

There are many occasions that require special characters. Whether they are characters commonly used, or characters from other languages, you can use the **Insert**, **Symbol** command.

©	®	™	½	¼	¾	£	¢	¥	§
¿	Â	Æ	Ç	É	Ï	Õ	Ù	Ý	Њ	Ж	Я	ж
چ	ن	ك	ق	ع	ط	ص	س	ج	ب	ئ	ؤ	ء	؟
☺	●	☼	♀	♂	♠	♣	♥	♦	♪	♫	◻	◙
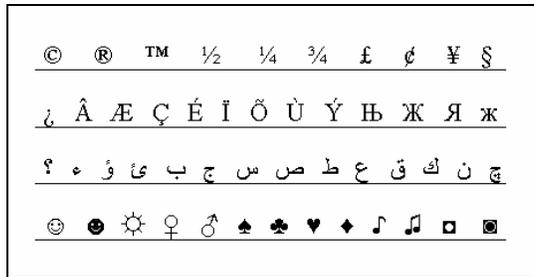
📖 Exercise

1   Start a new document.

2   Set the **Font Size** to 24.

3   Select **Insert**, **Symbol** and then select the **Special Characters** tab.

4   Select the © symbol, click on **Insert** and then **Close**.

         The © symbol appears at the cursor location.

5   Select **Insert**, **Symbol** and then the **Symbols** tab.
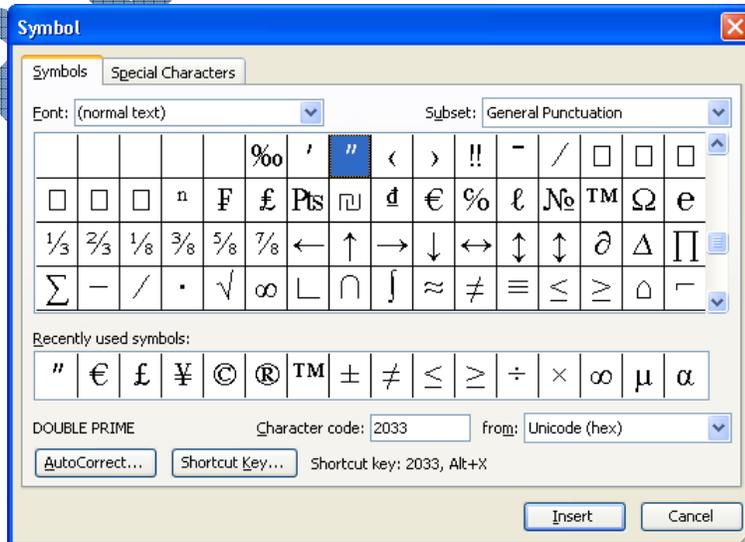
6   From the **Font** field, select **Wingdings**.
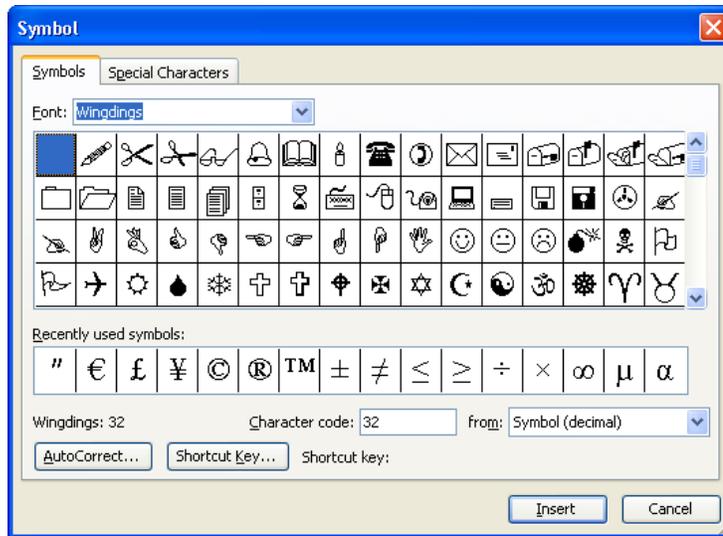
7   Select a symbol, then click on **Insert**.

8   Select another symbol and click on **Insert**.

9   Double-click on a third symbol and click on **Close**.

          The symbols now appear at the cursor location.

10   Experiment with using this method to insert other symbols of your choice.

11   When comfortable with inserting symbols, close this document without saving.

Practice Exercise

1   Create the following new document.

2   Save this as Membership Form - Student

          ABC Company Social Club¶
          Membership¶
          The Social Club was established three years ago to organize the company Christmas
          party. Since then the Club has expanded to include a number of social events (i.e.,
          Children's Easter Picnic, Summer Picnic, Turkey Draws, etc.). We are able to provide
          the funding for these events through membership dues; in addition, the company
          matches the total membership dues at the end of the year.¶
          Membership is voluntary. The cost is $15/year. Payment can be made in a lump sum
          or deductions made from your pay on a monthly basis ($1.25/month).¶
          Yes, sign me up. I want to:¶
          Pay a lump sum¶
          Have the fee deducted from the first pay of each month¶
          Have the fee deducted from the last pay of each month¶
          No, I'm not interested in joining at this time.
          ¶

3   Move the cursor to the beginning of the line, *Yes, sign me up*.

4   Select **Insert** and then **Symbol**.

5   If necessary, choose **Wingdings** in the **Font** field list.

6   Locate and click on the first hollow checkbox.

7   Click on the **Insert** button.

8   Click on the **Close** button.

9   Press (Tab).

10   Select the checkbox and the tab space. Then click on the 📋 button.

11   Move the cursor to the beginning of the *Pay a lump sum* text.

12   Click on the 📋 button.

13   Move the cursor to the beginning of the next line and click on 📋 again.

14   Repeat for the last two lines of text.

15   Change the line spacing, center the titles, justify the body text for the document, and then indent the subpoints so your document appears similar to the following:

ABC Company Social Club

Membership

The Social Club was established three years ago to organize the company Christmas party. Since then the Club has expanded to include a number of social events (i.e., Children's Easter Picnic, Summer Picnic, Turkey Draws, etc.). We are able to provide the funding for these events through membership dues; in addition, the company matches the total membership dues at the end of the year.

Membership is voluntary. The cost is $15/year. Payment can be made in a lump sum or deductions made from your pay on a monthly basis ($1.25/month).

☐ Yes, sign me up. I want to:

   ☐ Pay a lump sum

   ☐ Have the fee deducted from the first pay of each month

   ☐ Have the fee deducted from the last pay of each month

   ☐ No, I'm not interested in joining at this time

---

16   Save the document again and then close it.

Inserting the Date and Time

2.1.8

The **Date and Time** feature will insert the current date in the document (similar to a stamp for date of receipt), or you can have it display the original date, regardless of whether you open this document today, two weeks from today, or next year. This is handy if you use a document frequently but at different times during the year, such as an inventory list where you might be adding items and you want a printed copy with the date showing when it was last updated. You can select from a variety of date and time formats, as well as providing the option for automatically updating the date and time when the document is opened or printed.
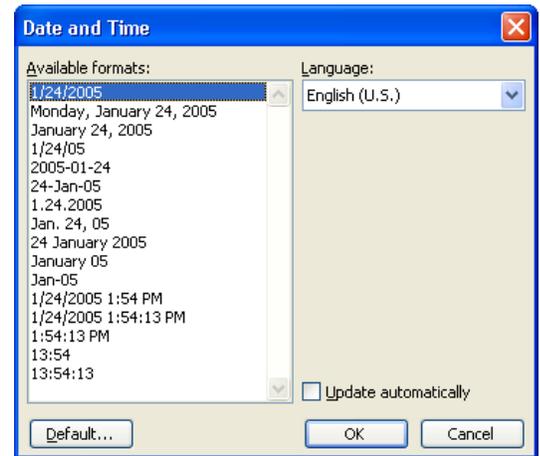
📖 **Exercise**

1   Start a new document.

2   Select **Insert** and then **Date and Time**.

3   Select the **Month Day**, **Year** (i.e. January 24, 2005) format and then click on **OK**.

Word should have inserted the date automatically for you.

4   Press (Enter) three times and then select **Insert**, **Date and Time**.

5   Choose another date format of your choice and click **OK**.

6   Close the document without saving.

Summary

In this lesson you looked at how to apply formatting features to further enhance your document. You should now be familiar with the following:

- How to change the line spacing
- Inserting special characters
- Changing the paper size
- Changing the margins for a document

Review Questions

1. What does spacing refer to?

2. What does line spacing refer to?

3. What does paragraph spacing refer to?

4. How can you activate the command to change the paper size?
    a. Select File, Paper
    b. Select File, Page Size
    c. Select File, Paper Setup
    d. Select File, Page Setup

5. If you wanted to create a report with multiple columns and have it print on the long side of the paper, which orientation would you use?
    a. Portrait
    b. Landscape

6. Where are the margin boundaries on the ruler?
    a. In the dark areas of the ruler
    b. The divider line between the light and dark areas of the ruler
    c. At the edge of the light area of the rulers
    d. Underneath the indent markers

7. You can use the Insert, Symbol feature to insert special characters such as the copyright symbol, a single opening quote, an em dash, etc.
    a. True
    b. False

8. You can use any font to insert a special character into the document.
    a. True
    b. False

9. You can have Word insert the date as a code that will update automatically regardless of when you open the document.
    a. True
    b. False

10. How can you insert the date and time?
    a. Type it in manually
    b. Double-click on the Task Notification area
    c. Select Insert, Date and Time
    d. All of the above
    e. Only a or c

Lesson 8: Printing Documents

Objectives

In this lesson you will look at previewing your document prior to printing and then printing the document. On successful completion, you will be familiar with the following:

- Previewing the document
- Changing the zoom for the previewed document
- Printing the document

Previewing the Document

1.4.2

The **Print Preview** feature lets you view the document as it will appear when printed. The headers, footers, multiple columns and page numbers appear in their appropriate locations.

You can edit in Print Preview, as well as make adjustments to the headers, footers, page breaks and page margin positions.

The print preview window has its own toolbar. The following options are available:
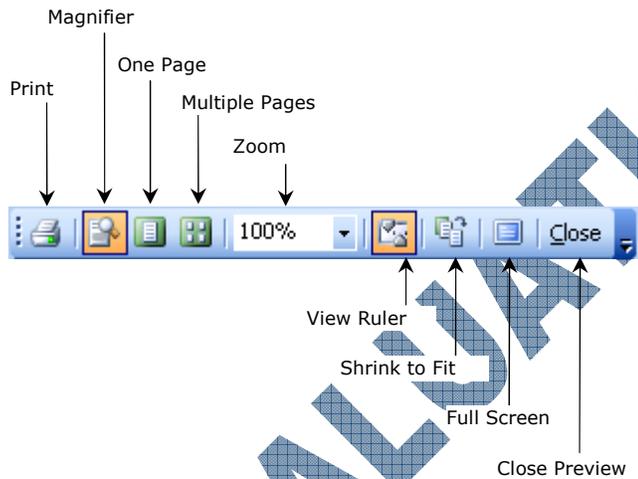
You can adjust the Print Preview to display one page at a time, or to display a *thumbnail* view of up to 50 pages at once, allowing you to move text and graphics easily between pages.

📖 Exercise

1 Open the Executive Summary document.

2 Click on the 📄 button on the Standard toolbar.
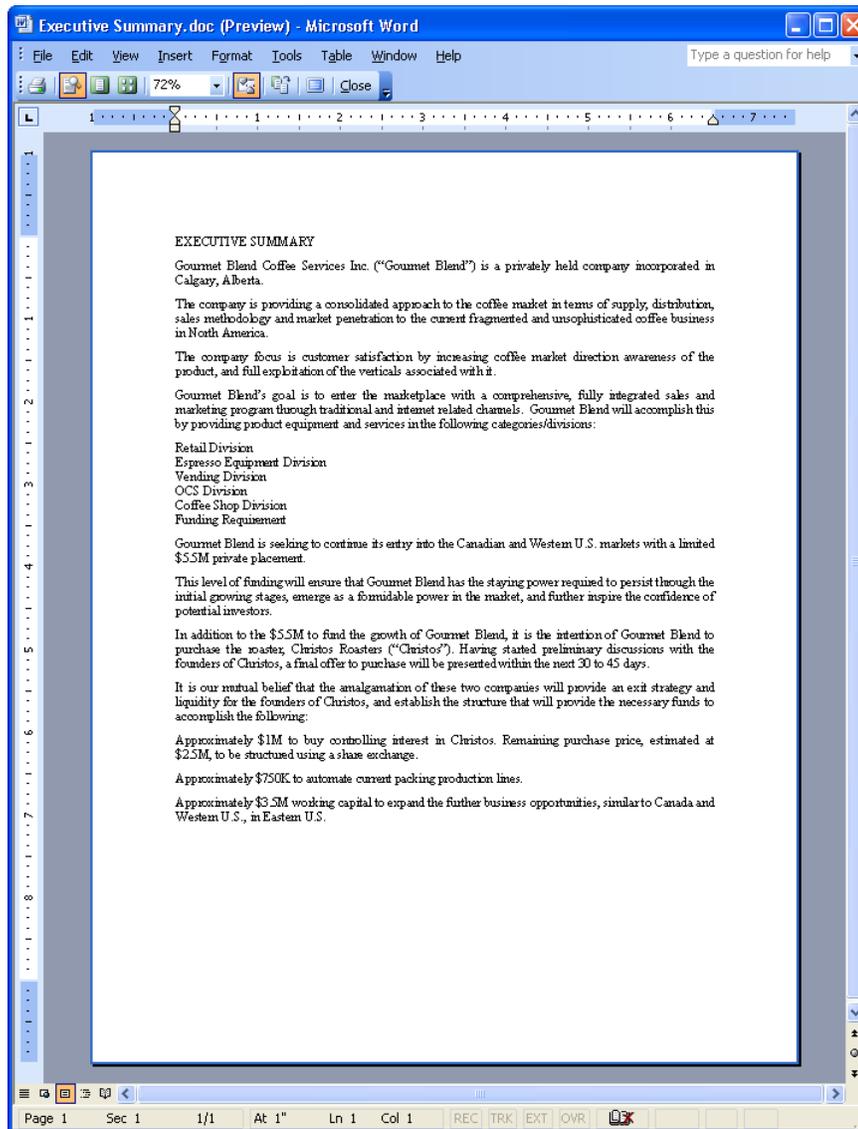
3 Ensure the 📄 button is turned on.

A 🔍 cursor indicates the magnifier will zoom in or out of wherever you click on the document.

4 Click the 🔍 on the top left quarter of the page.

The screen will zoom into the specified location and the Magnifier cursor will now have a minus to indicate zoom out.

5 Click the 🔍 on the page again to zoom out.

6 Use this feature to zoom in and out a few times at different locations on the page.

7 Click on the 🔲 button.

The document will now take up the full screen, less the top of the screen where the Print Preview toolbar remains. This allows you to study your print preview in more detail. Also notice that a toolbar appears containing the button to **Close Full Screen**.

8 Click on the 🔲 button again to return to normal print preview.

9 Click on the 🖳 button several times to turn on and off the ruler.

10 Click on the **Close** button to return to the document window and close the document.

Practice Exercise

1　Open the Sample Will document.

2　Click on the ![button] button on the Standard toolbar.

3　Click on the ![icon] icon.

Cancel
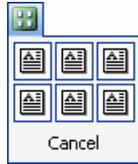
4　Move your mouse over the displayed menu until **1x 3 Pages** is selected.

5　Click on the ![icon] icon to return to viewing one page.

6　Click the **Zoom** down arrow and change the zoom to **100%**.

7　Ensure the ![button] button is turned off.

8　Select the first three heading lines of the document.

9　Select **Format**, **Font**, change the size to **18** and click **OK**.

10　Select **Edit**, **Undo Font Formatting**.

11　Click **Close** to return to the document window and then close the document without saving.

Printing a Document

![IC³ 1.4.3]

Word provides several different ways to print, and gives you the choice of printing all or part of your document. Since the type of printer selected in the Print dialog box determines how Word displays and prints your documents, make sure that you have selected the correct printer before formatting your documents.

It is a good idea to use the **Print Preview** feature before printing your documents, as this view shows the overall layout of your document.

To select specific options for printing the document, use one of the following options:

▪　Select **File** and then **Print**.
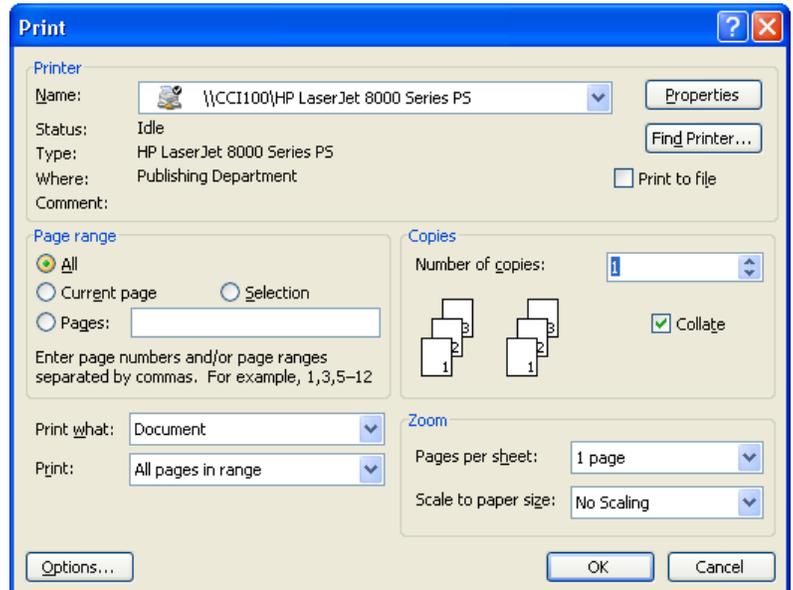
▪　Press Ctrl + P .

Printer	Select from the list of printers if you have the option to choose different printers, e.g., deskjet, color printer, duplex black and white printer on the fourth floor, etc. You can also choose other options regarding how the printer works, such as print the document to a file that you can take to the printer, change the printer from printing double-sided to single-sided, etc.
Page range	Select how much of the document you want to print. When you use the **Pages** field, you can enter specific information:

    # - #   Print from one page to another inclusive, e.g., 5-7

    #,#,#   Print only these noted pages, e.g., 3,7,10

    - #   Print from page 1 to the noted page only, e.g., -6

    # -   Print from the noted page to the end of the document only, e.g., 13-

Copies	Enter the number of copies to be printed. You can also select whether you want the copies collated or not.
Print what	Select what to print from the list:
Print	Select whether to print the entire document, or only the odd or only the even pages.
Zoom	If this is a draft, you may want to set multiple pages to print per sheet of paper. The larger the number of pages, or the smaller the percentage, the smaller the text will be when printed.
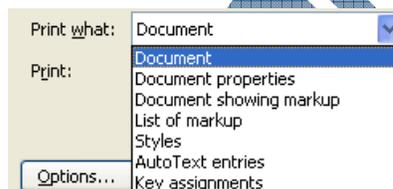
To print the entire document all at once, use one of the following options:

- Click on the 🖨 (**Print**) button on the Standard toolbar.
- Click on the 🖨 (**Print**) button on the Print Preview toolbar.

It is recommended that you save your document prior to printing. Therefore, if any problems arise during printing, you will not lose your work. If your document does not print or you are experiencing problems with the printer, use the Printing Files lesson in Unit 1 as a guide for troubleshooting the problem and finding a resolution.

📖 Exercise

1 Open the Executive Summary document.

2 Select **File**, **Print**.

3 In the **Page range** area, select **Current page**.

4 In the **Number of copies** field, specify 2.

5 Click **OK**.

The current page of this one page document will print twice.

6 Close the document without saving changes.

📚 Practice Exercise

1 Open the Sample Will document.

2 Select **File**, **Print**.

3   In the **Page range** area, select **Pages** and then type: 1-2 in the text box.

4   Choose **OK**.

     Only pages 1 and 2 of this three page document will be printed.

5   Close the document without saving the changes.

Summary

In this lesson you previewed documents prior to printing and then printed the document. You should now be familiar with the following:

- Previewing the document
- Printing the document
- Changing the zoom for the previewed document

Review Questions

1.   Why would you use the Print Preview feature?

2.   Use the Magnifier tool in Print Preview mode to help you zoom in or out of the document.

     a.   True   b.   False

3.   You can edit specific areas of the document such as the header or footer, margins, or page breaks.

     a.   True   b.   False

4.   Use the Full Screen feature when you want to take advantage of the entire screen to show as much of the document as possible, as it will appear when printed.

     a.   True   b.   False

5.   Which method can you use to activate the Print command and change some of the options for printing the document?

     a.   Type it in manually   c.   Press Ctrl + P

     b.   Click on the 🖨 button on the Standard   d.   All of the above
           toolbar

                                           e.   Only a or c

6.   You can only print to one printer (the default one set up for your system).

     a.   True   b.   False

7.   Explain how the following page ranges will print.

     a.   3-5   c.   2,8,9

     b.   -5   d.   3-7,9,15

8.   In addition to printing the document, you can also print the document summary, document with markup entries, AutoText entries, and Key assignments.

     a.   True   b.   False

9.   You can use the 🖨 button to print the entire document all at once.

     a.   True   b.   False

10. You should save your document prior to printing just in case there is a problem with the printer.

     a.   True   b.   False

Lesson 9: Working with Headers or Footers

Objectives   **Suggested Timing: 1 Hour**

In this lesson you will look at how to add text that needs to appear at the top or bottom of each page repetitively. On successful completion, you will be familiar with the following:

- Adding page numbers only
- Inserting page breaks
- Inserting section breaks

- Creating headers or footers
- Making changes to headers or footers

Adding Page Numbering

IC³
2.1.13

You can number the pages of a document automatically. The advantage of using automatic page numbering becomes evident when you add several new pages between already existing pages — Word will keep track of the pages and assign the appropriate number to each.

Page numbers are inserted in the header or footer section of a page. A header or footer is text that repeats across the top or bottom of a page. Headers and footers are discussed in further detail later in this courseware.

To insert page numbers into your document, select **Insert** and then **Page Numbers**.
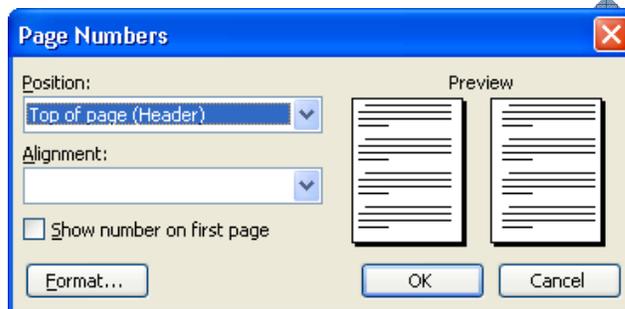
Position	Choose where you want the page number to appear, e.g., at the top in a header or the bottom in a footer.
Alignment	Choose whether the page number will be at the left, center, or right.
Show number on first page	Choose whether the first page should show the page number, e.g., title page.
Format	Choose a different numbering style (e.g., lowercase Roman numerals, uppercase alpha, etc.), or to have the page numbers start at a different number (instead of 1).

Inserting Page Breaks

IC³
2.1.1
2.1.12
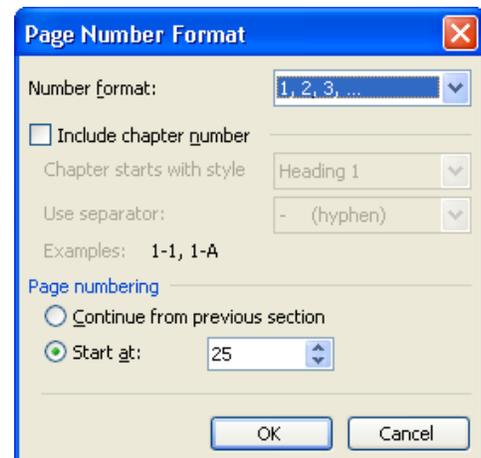
Although Word automatically paginates the document as you type, there may be occasions when you want to end a page at your discretion, such as when you are typing a title page containing only a few lines of text.

When Word calculates that enough text has been typed to fill the page, a *soft page break* is inserted. In Normal view, when the non-printing characters (e.g., ¶) are displayed, the soft page break appears as a dotted line:

On the other hand, when you choose to break the page at a desired location, you do so by inserting a *hard* or *manual page break*.

> Do not press (Enter) continuously until at a new page. The multiple ¶ makes editing awkward.

A manual page break line appears at the indicated location (visible only when the ¶ are displayed) as:

———————————————Page Break———————————————

A manual page break may be removed by pressing (Delete) while positioned on the page break line.

In the event that this person shall die, resign, refuse or for any reason cease or become unable to act as Executor prior to the termination of the administration of my Estate, I hereby name, constitute and appoint (Beneficiary) of (State), as successor Independent Executor of my Will and Estate. ¶

I direct that no bond or other security shall be required of my Executor in any jurisdiction and that no other action shall be had in any Court in relation to the settlement of my Estate other than the probating and recording of my Will and the return of an Inventory, Appraisement and List of Claims of my Estate.¶

My estate shall have all of the advantages of independent or similar administration in the state of (State), and my Executor shall be as free and independent of court supervision as the laws of (State) allow. ¶

My Executor shall have all of the powers and rights granted or permitted to executors by the laws of (State). It is my intent to grant to my Executor the maximum and broadest powers available to executors under the laws of (State). ¶

————————————————Page Break————————————————

Article 8 - No Contest Provision¶

If any person, either directly or indirectly, attempts to oppose or set aside the probate of this Will or to impair or invalidate any of the provisions of this Will, any devise, bequest or other provision I have made to or for that person under this Will is revoked and shall be of no force or effect.¶

Article 9 - Other Provisions¶

(← Soft Page Break)
(← Hard Page Break)

Insert a manual page break using one of the following methods:

▪ Select **Insert**, **Break** and then **Page break**.

▪ Press (Ctrl)+(Enter).

📖 Exercise

1 Open the Sample Will document.

2 Save the document as Sample Will 1 - Student

3 Select **View**, **Normal** to ensure you are in this view.

4 Scroll down the first page until you see the soft page break between the first and second pages.

Notice how the page break occurs in the middle of a paragraph. Depending on your company's standards for business documents, you may prefer to keep paragraphs together.

5   Position the cursor at the beginning of this paragraph and press `Ctrl`+`Enter`.

Article·3·-·Specific·Bequests·¶

I·wish·to·make·the·following·Specific·Bequests·(if·such·property·is·owned·by·me·at·my·death):··¶

(List·Bequests·with·names·of·Beneficiaries)¶

If·both·the·beneficiary·and·alternate·beneficiary·for·any·specific·bequest·die·before·me,·such·bequest·shall·pass·as·part·of·my·Residuary·Estate.·¶

—————————————————————————Page Break———————————————————————————

Spendthrift·Clause.··No·beneficiary·of·any·trust·created·hereunder·shall·have·the·right·or·power·to· anticipate,·by·assignment·or·otherwise,·any·income·or·principal·given·to·such·beneficiary·by·this·Will,·nor· in·advance·of·actually·receiving·the·same·have·the·right·or·power·to·sell,·transfer,·encumber·or·in·anywise· charge·same;·nor·shall·such·income·or·principal,·or·any·portion·of·the·same,·be·subject·to·any·execution,· garnishment,·attachment,·insolvency,·bankruptcy,·or·other·legal·proceeding·of·any·character,·or·legal·

6   Scroll down to between page 2 and 3.

Notice how the page break does fall at the end of a paragraph. However, there is only one paragraph after the heading. You might want to break the page at the heading title instead.

7   Position the cursor at the beginning of the text, *Article 7...*, and press `Ctrl`+`Enter`.

8   Scroll down to between page 3 and 4. Position the cursor at the beginning of the text, *Article 10 ...*, and press `Ctrl`+`Enter`.

9   Save the document.

Now that you have set up the pages of the document for text flow, you may want to add page numbers to know which page of the Will you are viewing.

10   Click the 🔲 button from the **View** buttons at the lower left corner of the screen.

11   Press `Ctrl`+`Home` to go to the beginning of the document.

12   Select **Insert**, **Page Numbers**.

Page Numbers

Position:
Bottom of page (Footer)

Alignment:
Right

☑ Show number on first page

Preview

Format...   OK   Cancel
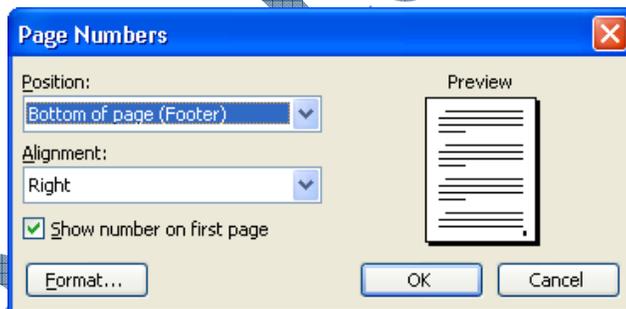
13   Click **OK** to accept these settings.

14   Scroll down the page to see the bottom of page 1.

Notice you now have a page number here.

15   Scroll through the rest of the document to make sure you have page numbers on every page.

16   Press `Ctrl`+`Home` to move quickly back to the beginning of the document.

17   Select **Insert**, **Page Numbers** and then click on the **Format** button.

18   Click on the down arrow for the **Number format** field and click on the **a, b, c, ...** option. Click **OK** twice to change the settings.

19   Scroll through your document to see how your page numbers appear.

20   Save and close the document.

Using Section Breaks

A *section break* is used to separate formatting elements such as margins, page orientation, headers and footers and page number sequences. There are four types of section breaks:

2.1.1
2.1.12
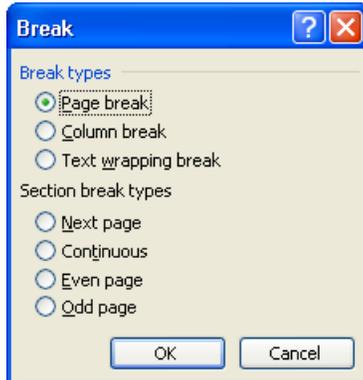
Next Page	Starts a new section on the next page.
Continuous	Starts a new section on the same page.
Odd Page	Starts a new section on the next odd page.
Even Page	Starts a new section on the next even page.

A section break can be inserted by either using the **Break** command, or by changing the margins, in the **Page Setup** and applying it to **This point forward**.

A section break line appears at the indicated location (visible only when the ¶ are displayed) with the appropriate type shown in parenthesis:

::::::::::::::::::::::::::::::::Section Break (Continuous):::::::::::::::::::::::::::::::::

A section break may be removed in the same way as a page break.

Exercise

1 Open the Newsletter document and save it as Newsletter 1 - Student

2 Go to page 1 and place your cursor at the start of the heading *What I Have Learned.*

3 Select **Insert**, then **Break**.

4 Click on **Continuous** in the **Section break types** area and click **OK**.

Notice the section break that appears in your document.

5 Go to page 2 and place your cursor at the start of the heading *Food For Thought.*

6 Repeat steps 3 and 4 to insert another section break.

7 Place your cursor in the heading *What I Have Learned.*

8 Select **File**, **Page Setup** and click on the **Margins** tab.

9 Change the left and right margins to **2"**.

10 In the **Preview** area, ensure **This section** is selected for the **Apply to** field.

11 Click **OK**.

Scroll through sections 1, 2 and 3 noticing the different margin settings for section 2.

Alternatively, instead of inserting continuous section breaks, select the text you wish to have formatted with a different margin setting. Then select **File**, **Page Setup**, **Margins** tab and in the **Preview** area, ensure **Selected text** is selected for the **Apply to** field.

12 Save and close the document.

Using Headers and Footers

IC³

2.1.14

Headers and *footers* are text or graphics that appear at the top or bottom of every page. The header and footer can contain simple information such as the document title, page number, or author's name; or they can contain sophisticated graphics (such as a company logo).

Headers and footers can be the same on every page, or you can alternate different headers and footers on even and odd numbered pages. As well, by dividing your document into sections, you can use different headers and/or footers for each section of the document.

The header is printed within the top margin and the footer is printed within the bottom margin; however, you can adjust the distance from the edge of the paper to the document text as required.

Headers and footers are created using the **Header and Footer** command. Once this command is selected, you will notice that the document view automatically switches to Print Layout view.

📖 Exercise

1   Open the Executive Summary Report document and save it as Executive Summary Report - Student

2   Select **View**, then **Header and Footer**.
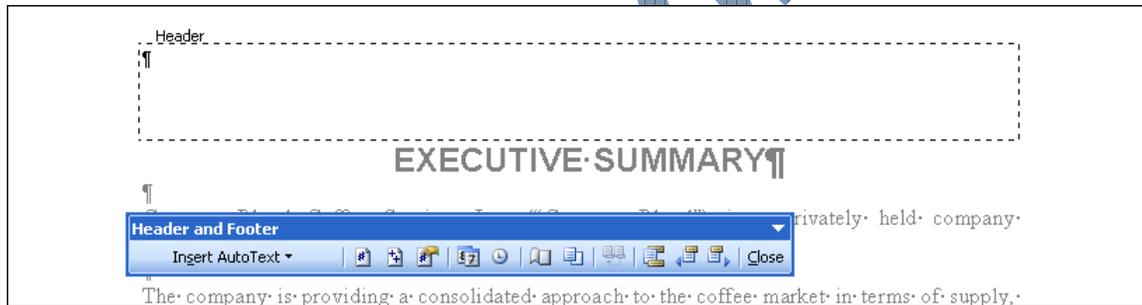
Word now displays the header area on the screen, enclosed within a dashed line. The Header and Footer toolbar appears, and the document text appears dimmed.

There are two default tab stops set up for headers and footers. The first centers the text; the second right aligns it (if necessary, you can adjust these tabs by using the ruler). In addition, you can change text alignment, insert indents and apply formatting.

3   At the left side of the header, type: Executive Summary

4   Press ⒯ab twice to move to the right tab, then click on the 🔢 button on the Header and Footer toolbar.

Notice that the right tab is not correctly aligned with the right margin.

5   Drag the right tab on the ruler to **6.5"** (the right margin).

6   Select all the header text, then change the font to **Arial** and the size to **14**.

7   Click on the 🔳 button on the Header and Footer toolbar.

The footer area is now displayed.

8   At the left side of the footer, type: Copyright Gourmet Blend Coffee Services Inc.

9   Press ⒯ab twice to move to the right tab, then click on the 🔢 button on the Header and Footer toolbar.

10   Drag the right tab on the ruler to **6.5"** (the right margin).

11 Select all the footer text, then change the font to **Arial**, **bold**, and the size to **8**.

Your footer should now appear similar to the one shown below:
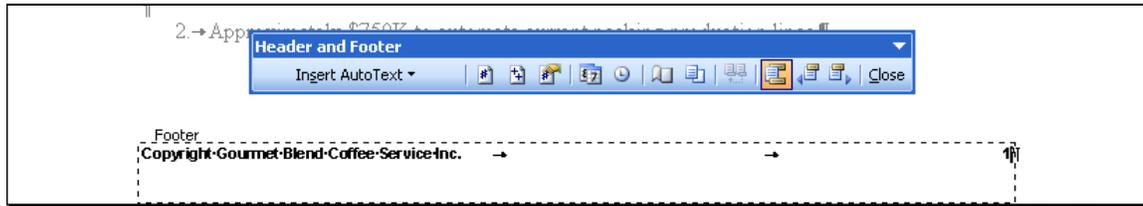
12 Click on the **Close** button on the Header and Footer toolbar.

If required, a header or footer can be edited.

13 Move to the bottom of page 1, then double-click in the footer area.

14 Position the mouse cursor in front of the page number, then type: Page and insert a space.

15 Click on the **Close** button on the Header and Footer toolbar.

16 Save and close the document.

Keep in mind that headers and footers do not display on the screen in Normal view. However, it does display them in their appropriate locations in Print Layout view or Print Preview.

Practice Exercise

1   Open the Corporate Profile document.

2   Save the document as Corporate Profile - Student

3   Select View, then Header and Footer.

4   At the left side of the header, type: Corporate Profile

5   Press [Tab] twice to move to the right tab, then type: Blue Chip Ventures Inc.

6   Drag the right tab on the ruler to **6.5"**.

7   Select all the header text, then change the font to **Arial**, the size to **12** and turn on **bold**.

8   Click on the button on the Header and Footer toolbar.

9   Press [Tab] to move to the center tab, then click on the button on the Header and Footer toolbar.

10 Select the footer text, then change the font to **Arial**, the size to **8** and turn on **bold**.

11 Choose the **Close** button on the Header and Footer toolbar.

12 Use Print Layout view and scroll through your document to view the header and footer.

You will now edit the header.

13 Move to the top of a page, then double-click in the header area.

14 Delete the text *Blue Chip Ventures Inc.* and then click on the button on the Header and Footer toolbar.

15 Click on the **Close** button on the Header and Footer toolbar.

16 Save the document, then close it.

Summary

In this lesson you learned how to add text that needs to appear at the top or bottom of each page repetitively. You should now be familiar with the following:

- Adding page numbers only
- Inserting page breaks
- Inserting section breaks
- Creating headers or footers
- Making changes to headers or footers

Review Questions

1. The page number can be placed either at the top or bottom of each page in a document.

   a. True   b. False

2. Page numbers must always appear on the first page of a document.

   a. True   b. False

3. Page numbers must always be numeric format (e.g., 1, 2, 3 …).

   a. True   b. False

4. Pressing ⎡Enter⎤ to move from where you are on the current page to go to the beginning of the next page has no effect when editing text.

   a. True   b. False

5. List the two ways that you insert a page break manually.

   a. _____   b. _____

6. When could you use a section break?

7. Which option would you use if you wanted to change the paper orientation from this point forward?

   a. Next Page   c. Continuous
   b. Even Page   d. Odd Page

8. You can only see the section break line code when you have the Show/Hide ¶ feature on.

   a. True   b. False

9. You must set up text for both a header and footer in the document before you can use this feature.

   a. True   b. False

10. The header or footer text must be the same on every page, even if you need to set odd or even pages.

    a. True   b. False

Lesson 10: Using Publishing Format Tools

Objectives

In this lesson you will look at using some formatting tools to provide a consistent look and feel to your documents. On successful completion you will be familiar with the following:

- What publishing refers to
- Using styles for a consistent look
- Using AutoFormat to automate formatting tools
- Using AutoText to help with inserting repetitive text
- Using the Outline feature to help structure a document

What are Publishing Format Tools?

Publishing format tools refer to tools that are commonly used for desktop publishing documents such as styles, manipulating pictures, automating repetitive text, outlining, etc. Many of these tools are similar to those you can find in a dedicated desktop publishing program. Word provides you with many of the same tools although they may not be as flexible as a dedicated desktop publishing program. However, using some of these tools will allow you to set up and maintain a consistent look between your published documents.

Published documents refer to any document you share with an audience, whether through your intranet to others in your company or the Internet via your web site. If you plan to share a number of documents with a variety of audiences, you will want to have a consistent look that can be identified with your company, the products or services being marketed, or even to identify who you are and what you represent. Using the publishing format tools available in Word will help you to establish and maintain this identity.

Working with Styles

Once you have formatted a paragraph or heading to look just the way you want, you can save the formatting as a style and then apply it to other headings or paragraphs as many times as required.

A *style* is a combination of character and paragraph formatting that you save with a unique style name. You can easily apply this style to any text that you want to share the same formatting characteristics.

Rather than formatting individual paragraphs, you can use styles to enhance the appearance of your entire document quickly and easily, without having to choose the formatting commands separately. As well, when you make changes to a particular style, Word automatically reflects the changes by updating all the paragraphs you format with that style.

Word can also be set up to automatically create styles when you perform certain types of formatting and text placement. For example, when you type a single line of text, and then change its formatting, Word will assume you are creating a heading and creates a style containing the formatting specified.

The automatic style creation can be turned off by choosing **Tools**, selecting **AutoCorrect Options**, selecting the **AutoFormat As You Type** tab, then turning off the **Define styles based on your formatting** option.

There are two main types of styles:

Paragraph Style	Affects the appearance and position of the entire paragraph. You do not need to select the whole paragraph before applying the style. Paragraph styles can include both paragraph-level formatting and character-level formatting.
Character Style	Affects a selected block of text (such as several words), and can include any formatting attributes found in the Font dialog box (e.g., font, size, bold, italics, etc.). Character styles include only character-level formatting.

Note the following regarding styles:

- Applying a paragraph style to a paragraph can change the appearance of the characters with a character style. For example, if you have a paragraph where two words are italicized and the paragraph style you apply has the italics attribute as part of its style, the two words would appear in normal text (i.e., no formatting). Character formatting such as bold and italics toggle on and off when they are selected, so that when the paragraph style containing italics is selected and applied over character-level formatting with the same attribute (i.e., italics), the paragraph style turns that attribute off.

- Several standard styles are supplied with Word that you can use to format typical or recurring portions of your document, such as headings. One of these standard styles, *Normal*, contains the default character and paragraph formatting, and Word automatically applies it to all new paragraphs in a document.

- The Styles and Formatting task pane contains a collection of existing standard styles with descriptive names. You can use these standard styles to format text with just a few keystrokes.

- Styles created for a particular template can be set to appear in all new documents based on that template. This allows you to standardize the appearance of various types of documents (e.g., reports, newsletters, memos).

- You can create paragraph styles, either from an existing paragraph, or by using the **Styles and Formatting** command to specify all the formatting. You can only create character styles by using the **Styles and Formatting** command.

To create a style, determine what formatting is repetitious and should be included in a style. Then you must create a naming structure for the various styles you create.
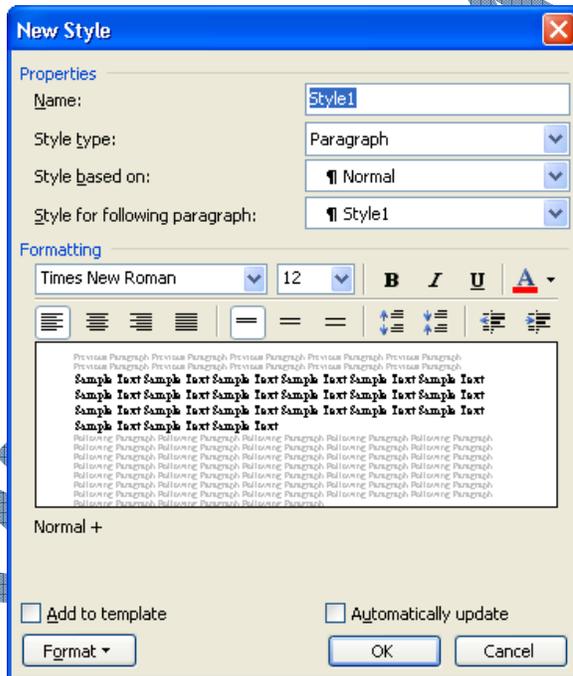
Properties
Enter or change the properties for this style, including the name, style type, if you want the style to have its attributes based on another style, and what style you want to use for the next paragraph or text.

Formatting
Similar to the Formatting toolbar, this contains the most common attributes used in a style.

Add to template
Adds the style to the current template attached to the active document, which makes the style available for subsequent documents based on the template. When this checkbox is unselected, the style is added only to the active document.

Automatically update   Redefines the style whenever manual formatting is applied to any paragraph formatted with this style. Word then updates all paragraphs in the current document that use the style.

Format   Displays a list of formatting commands available when creating the style.

Consider the following points when naming a style:

- You can use up to 253 characters for the style name, including any combination of characters and spaces, with the exception of the backslash (\), semicolon (;) or brace ({ }) characters.

- Style names are case sensitive in Word. For example, the program would regard *quotations* and *Quotations* as different styles.

- Each style name within a single document must be unique (i.e., you cannot duplicate style names within the one document).

To ensure consistency in your document, consider using the following style names:

- *Body Text* to identify the main body of the document.

- *Heading 1*, *Heading 2*, etc. to identify each heading level.

- *Header* and *Footer* to identify header and footer text.

Once you have defined a style, you can apply it to any text in the document (either before or after you type the text). The text will then contain all the formatting you specified for the style.

The **Style** drop-down list on the Formatting toolbar initially lists the commonly used built-in styles and the created styles, as well as the styles used in the document. If the style you want is not shown, hold down the (Shift) key, and then click the **Style** drop-down arrow to have all styles shown. Then, simply select the style you want from the list.

You can quickly apply styles to a document by using the AutoFormat command. Select **Format**, **AutoFormat**.

📖 Exercise

1 Open the DTP Today document and save it as DTP Today - Student

2 Select the *Desktop Publishing Today* title.

3 Click the down arrow for the | Normal ▾ | button on the Formatting toolbar.

Word will display a character at the right side of the style to tell you whether it is a paragraph (¶) or character (**a**) style.
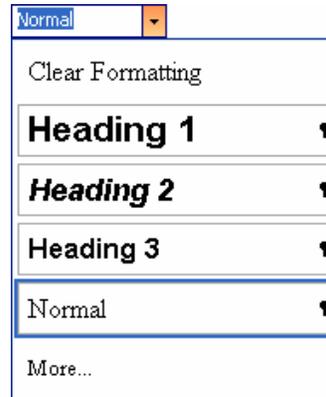
4 Click on **Heading 1**.

5 Select the first subheading, *Taking Effective Steps …*

6 Click on the down arrow for the | Normal ▾ | button on the Formatting toolbar.

7 Click on **Heading 2**.

8 Select the first two words, *Desktop publishing*, in the first paragraph.

9 Click on the **44** button in the Formatting toolbar.

Formatting of selected text	Shows the current formatting attributes applied on the selected text.
Select All	Select all text in the document.
New Style	Create a new style.
Pick formatting to apply	Pick one of the styles in the list to apply or modify for the selected text.
Show	Show a list of formatting options available, e.g., Available formatting (on selected text), Formatting in use, Available styles (this is a list of all the styles provided by Microsoft, such as Strong, Heading #, List, etc.), Styles in use, Custom.
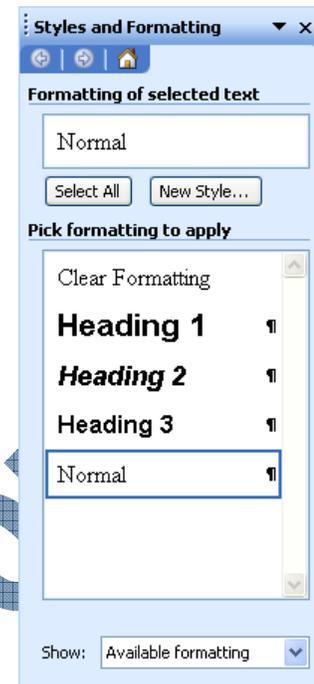
10   Click on **New Style**.

11   In the **Name** field, type: Terms

12   In the **Style type** field, choose **Character**.

13   In the **Formatting** area, click on the I button and change the color to **Blue**.

14   Click **OK**.

15   Click on the **Terms** style in the Styles and Formatting task pane to apply it to the selected text.

16   Select the word, *publisher*, in the second paragraph and then click on the **Terms** style in the Styles and Formatting task pane.

17   Apply the following styles for the noted text:

Text	Style
Corporate Publishing	Heading 2
design standardization	Terms
A Basic DTP System	Heading 2
Hardware	Heading 2
Software	Heading 2
Training	Heading 2
skill sets	Terms

18   Save and close the document.

Using AutoText

The **AutoText** feature allows you to store frequently used text and graphics, which can later be easily retrieved and inserted into a document.

Word now comes with a variety of common AutoText entries, such as header/footer information, salutations, closings, mailing instructions, etc.

📖 **Exercise**

1   Open the Monarch Letter document and save the document as Monarch Letter - Student

2   Press ⌨Ctrl+⌨End to go to the bottom of the document.

3   Select Insert, AutoText.

4   From the list of displayed categories, click on **Closing**, then **Sincerely**.

We thank you for your very thorough presentation, and we look forward to our next meeting.

Sincerely,

Notice how Word has inserted this piece of text automatically for you. Generally you would complete the closing salutation with the company name, the name of the author, and title. If this is text you enter frequently, you could use AutoText to store it for whenever you need it.

5   Delete the line with *Sincerely,* and then type the following:

> Sincerely,¶
> Rainbow Candies Ltd.¶
> ¶
> ¶
> ¶
> Rebecca Stone¶
> Purchasing Agent¶
> ¶

6   Select each line of the closing salutation just typed.

7   Select **Insert**, **AutoText**, then **New**.

Create AutoText

Word will create an AutoText entry from the current selection.

Please name your AutoText entry:

Sincerely,

OK   Cancel

8   Type: rs close as the name of your AutoText and click on **OK**.

> Even though Word suggested a name for this AutoText, you can enter any name you want. It is recommended that you keep the names brief so as to reduce the amount of data entry.

9   Save this letter and then close it.

10   Open the Ridgeway Letter and save it as Ridgeway Letter - Student

11   Move to the fourth blank line and select **Insert**, **Date and Time**. Click on a date format of your choice and choose **OK**.

12   Press ⌨Ctrl+⌨End to move to the end of the document.

13   Type: rs close and press the ⌨F3 key.

> If you don't remember the name of the AutoText entry, you can also select **Insert**, **AutoText**, **AutoText** and then scroll through the list to find the appropriate AutoText entry. Then click on the **Insert** button.

14   Save this document again and close.

Outlining a Document

IC³
2.1.6

Occasionally you may need to create a document from scratch, including the outline for the contents of the document. On other occasions you may have text that can be converted into an outline to help you structure your document. You can use styles in Word to help denote which level the information should be discussed. Most of the styles will be used with the titles to organize or structure the ideas.

Outline numbering is useful when you need several levels of numbering to show a progression in topics. You can choose from a variety of preset outline numbering styles for each level or customize the style for each level, as needed. Styles used with the outline numbering are the standard heading and body text styles, thereby setting a standard structure for the titles and content of your document.

When you want to create an outline, the outline numbering styles can be set before you begin typing, or select the text after it has been typed and apply the appropriate outline numbering style for that level. Switch to the Outline view in order to access the Outlining toolbar to help promote (move forward) or demote (move back) the text levels.
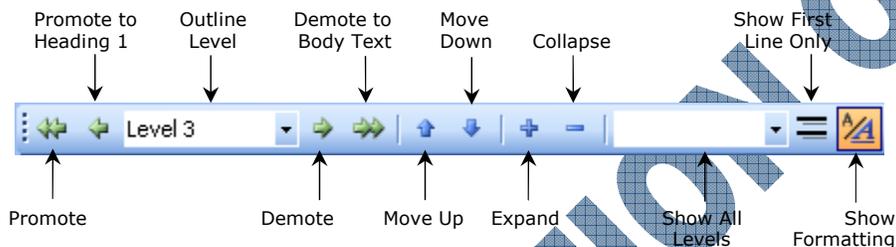
Consider the following when working outline numbering for text:

- To promote the text to a higher level, either click on the ⬅ (**Promote**) button on the Outlining toolbar or press (Shift)+(Tab).

- To demote the text to a lower level, either click on the ➡ (**Demote**) button on the Outlining toolbar or press (Tab).

- Each time you use the Promote or Demote options, the text will move forward or backward one level at a time.

- To demote the selected text to the body text style level, click on the ⏩ (**Demote to Body Text**) button on the Outlining toolbar.

- To promote the selected text to the Heading 1 style level, click on the ⏪ (**Promote to Heading 1**) button on the Outlining toolbar.

- The ⊕ and ⊟ symbols displayed at the left of the levels work in a similar manner to file management in Windows. Double-click on the ⊕ symbol to expand this line and display the text below this line, whereas the ⊟ symbol indicates all text at this level have been expanded and you can collapse the levels by clicking on this symbol.

- The text between the ⊕ symbols are referred to as a "family of text". This means you can move the entire family of text by clicking and dragging the ⊕ symbol to the new location. Individual levels can be moved as needed without affecting the "family".

- Use the 🅰 (**Show Formatting**) button to change the display of text from formatted or regular (normal). Displaying the text in an unformatted display allows you to see more of the outline and focus on the text.

- When you switch to Normal or Print Layout view, the text will display with the default styles set for the level.

📖 **Exercise**

1   Create a new document.

2   Save this as First Look at Computers Outline - Student

3   Click on the ▦ button from the **View** buttons at the lower left corner of the screen.

4   Type: A First Look at Computers and then press 〔Enter〕.

5   Type: Introduction and press 〔Enter〕.

6   Type: A Brief History of Computers and press 〔Enter〕.

7   Press 〔Tab〕, type: PC and press 〔Enter〕.

Notice how Word keeps you at this level in anticipation of more topics at this level to be discussed in your presentation.

8   Type: Mac and press 〔Enter〕.

9   Press 〔Shift〕+〔Tab〕, type: Types of PC Computers and press 〔Enter〕.

10   Click on the ➡ button on the Outlining toolbar, type: Mainframe and then press 〔Enter〕.

11   Continue typing the rest of the outline using either the 〔⬅〕, 〔➡〕 or the 〔Tab〕 and 〔Shift〕+〔Tab〕 keys as appropriate, so your document appears similar to the image shown:

- **A First Look at Computers**
- **Introduction**
- **A Brief History of Computers**
    - *PC*
    - *Mac*
- **Types of PC Computers**
    - *Mainframe*
    - *Mini*
    - *Desktop*
    - *Notebooks*
    - *PDAs*
- **What Makes Up a Computer**
    - *Storage Devices*
        - Hard Disk
        - Floppy Disk
        - CD-ROM/CD-RW
        - DVD
    - *Memory*
        - ROM
        - RAM
        - Cache
    - *Microprocessors*
    - *Monitors*
    - *Other Peripherals ("Toys")*
        - Scanner
        - Printer
        - Digital Camera
        - Video Camera
- **What Can I Do on a Computer**
    - *Word Processing*
    - *Spreadsheets*
    - *Internet*
    - *E-mail*
    - *Other*

12   Click on the ▣ button at the lower left of your screen.

13   Save and close the document.

Practice Exercise

1   Create a new document.

2   Save this document as Marketing Our Product - Student

3   Click on the ⊞ button in the lower left corner of the screen.

4   Type the following outline:

- Marketing 101
- Identifying the Group Members
- Revealing the Concept and Premise
    - *What is our product*
    - *Why we chose this product*
        - Research sources used
        - Economic trends identified
    - *Who our market will be*
- Creating the Prototype
    - *Manufacturing requirements*
    - *Cost analysis*
        - Our budget
        - Actual costs
- Preparing to go to Market
    - *Pricing*
    - *Locations for promotions*
    - *Costs of goods*
- Evaluation
    - *How did we do?*

5   Save and close the document.

Working with Footnotes or Endnotes

References, additional information and sources are often included as footnotes or endnotes, depending on the bibliographic system one uses. For example, you might use footnotes for detailed comments and endnotes for citation of sources.

Footnotes and endnotes are very similar features, with the main difference being their placement. Footnotes are located on the page containing the reference; endnotes are located at the end of the section or document.

Word provides a variety of options for controlling the position and numbering of footnotes and endnotes in a document. When creating notes, you can either use Word's default settings or customize the notes. Consider the following regarding footnotes and endnotes:

- Word automatically renumbers the footnotes and endnotes when you add, delete, move or copy them.

- Endnotes appear at the end of the document but can also be placed at the end of a section.

- A footnote or an endnote consists of two linked parts — the note reference mark and the corresponding note text.

- You can add note text of any length and format note text as you would any other text.

- Footnote and endnote reference marks are usually numbers; however, you can also use letters or characters (e.g., A or *).

- Endnote numbering is usually consecutive from the beginning of the document to the end text.

- Inserting a footnote or endnote in Print Layout view will show both the reference mark in the body text as well as in the area where you will enter the footnote or endnote. Normal view displays a separate pane at the bottom of the screen for entry of the footnote or endnote.

Creating Footnotes and Endnotes

Footnotes are references that usually appear at the bottom of the page; but may also be placed directly below the text. Each footnote has a numbered note reference mark, which often restarts on each page. The footnote reference mark is generally placed after the text you are referencing.

The difference between endnotes and footnotes is their placement. Endnotes are placed at the end of the document and generally are used to cite reference material. Endnotes are created similarly to footnotes.

You can view notes by resting the pointer on the note reference mark in the document — a preview window box appears containing the note text. To display the note text in a separate pane at the bottom of your screen, double-click the note reference mark.

Insert a footnote or endnote by selecting **Insert**, **Reference** and **Footnote**.

Location	Choose whether you are inserting a footnote or endnote, as well as where it will be inserted in the document.
Format	Choose the number format or a custom mark (e.g., asterisk, logo, etc.) for the footnote or endnote. You can also select if you want to start the number at a specific number or continue from previous footnotes or endnotes in the document.
Apply changes	Apply the footnote or endnote to the entire document or selected text.

You can manage footnotes and endnotes by working with the note reference mark. When you want to delete or move a note you use the note reference mark in the document window rather than the text in the note pane. If you move or delete an automatically numbered note reference mark, Word renumbers the notes in the new order.

You can also convert footnotes to endnotes or vice versa, depending on the needs of your document.

Exercise

1   Open the Executive Summary Report document and save as Executive Summary Review - Student

2   Place your insertion point at the end of the *Funding Requirement* subheading.

3   Select Insert, Reference, then Footnote.

4   Make sure that the **Footnotes** option is selected.

5   Ensure the **Number format** shows Arabic numbers (e.g., 1, 2, 3, etc.) and **Start at 1**.

6   Apply the changes to the **Whole document**. Click **Insert**.

Funding Requirement¶

¶

Gourmet·Blend·is·seeking·to·continue·its·entry·into·the·Canadian·and·Western·U.S.·markets·with·a·limited·$5.5M·private·placement.¶

¶

This·level·of·funding·will·ensure·that·Gourmet·Blend·has·the·staying·power·required·to·persist·through·the·initial·growing·stages,·emerge·as·a·formidable·power·in·the·market,·and·further·inspire·the·confidence·of·potential·investors.¶

¶

In·addition·to·the·$5.5M·to·fund·the·growth·of·Gourmet·Blend,·it·is·the·intention·of·Gourmet·Blend·to·purchase·the·roaster,·Christos·Roasters·("Christos").·Having·started·preliminary·discussions·with·the·founders·of·Christos,·a·final·offer·to·purchase·will·be·presented·within·the·next·30·to·45·days.¶

¶

It·is·our·mutual·belief·that·the·amalgamation·of·these·two·companies·will·provide·an·exit·strategy·and·liquidity·for·the·founders·of·Christos,·and·establish·the·structure·that·will·provide·the·necessary·funds·to·accomplish·the·following:¶

¶

> 1.→Approximately·$1M·to·buy·controlling·interest·in·Christos.·Remaining·purchase·price,·estimated·at·$2.5M,·to·be·structured·using·a·share·exchange.¶

¶

7 Type: Information taken from the Financial Statements area of Annual Report.

8 Go to the end of the paragraph before point number 1 at the bottom of page 1.

9 Select Insert, Reference, Footnote.

Footnote and Endnote

Location
- ⦿ Footnotes: [▾]
- ◯ Endnotes: [End of section ▾]

[Convert...]

Format

Number format: [1, 2, 3, ... ▾]

Custom mark: [   ] [Symbol...]

Start at: [0 ▴▾]

Numbering: [Continuous ▾]

Apply changes

Apply changes to: [Whole document ▾]

[Insert] [Cancel] [Apply]
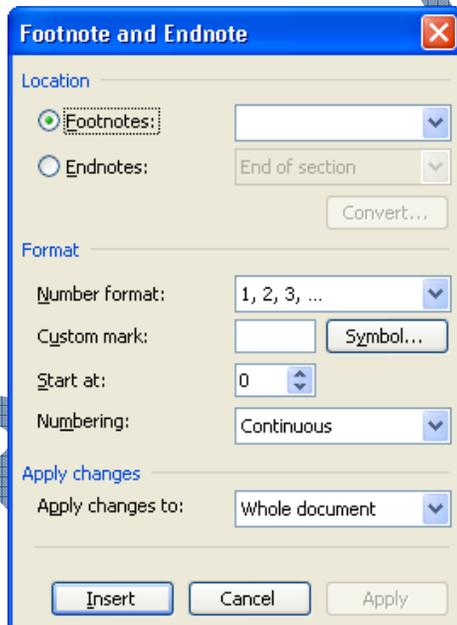
10 Change the **Location** to **Endnotes** and then click on **Insert**.

11 Type: As approved and stated in the Investors Report, June 30th

12 Save the document again.

13 Move the insertion point to the text, *Christos Roasters* in the third paragraph after the *Funding Requirement* title.

14 Select **Insert**, **Reference**, **Footnote**.

15   Change the **Location** to **Footnotes** and then click on **Insert**.

Word has now added a new footnote for you automatically.

16   Type: Licensed product from Express Coffee Services.

17   Save the document again.

Assume that the document was printed and given to your manager for review. After some time, your manager asks you if all the notes can be put at the back of the report.

18   Press (Ctrl)+(End) to go to the end of the document.

19   Select **Insert**, **Reference**, **Footnote**.

20   Click on the **Convert** button.
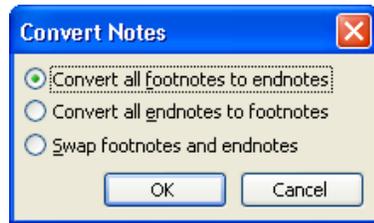
21   Ensure **Convert all footnotes to endnotes** is selected and then click **OK**.

22   Click **Close**.

23   Press (Ctrl)+(Enter) to insert a new page for the notes.

24   Type: Notes: for the title and press (Enter) twice.

Your document should then appear similar to the following:
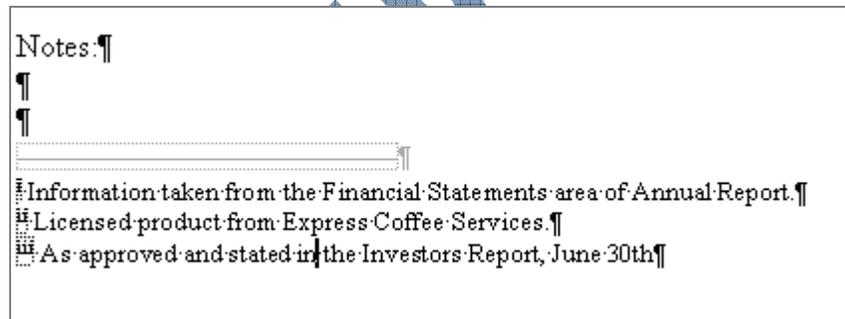
25   Save and close the document.

Summary

In this lesson you looked at using formatting tools to provide a consistent look and feel to your documents. You should now be familiar with the following:

- What publishing refers to
- Using styles for a consistent look
- Using AutoFormat to automate some formatting tools
- Using AutoText to help with inserting repetitive text
- Using the Outline feature to help you structure a document

Review Questions

1. What are publishing format tools?

2. What is a style?

3. A benefit of using styles to format a document is:

   a. Changes to formatting are reflected automatically once they have been made

   b. Provides a consistent look for formatting in your document

   c. Styles can be created automatically from the formatting used in the document

   d. All of the above

   e. Only b or c

4. List two ways you can create a style.

   a. _____   b. _____

5. What is the AutoText feature?

6. Word provides you with a number of common AutoText entries in addition to allowing you to create, modify or delete any AutoText entry.

   a. True   b. False

7. How are styles useful when working with outline numbering?

8. Which key(s) would you use to demote a line of text?

   a. [Enter]   c. [Shift]+[Tab]
   b. [Tab]   d. [Ctrl]+[Tab]

9. What's the difference between a footnote and an endnote?

10. Once you have inserted a footnote or endnote, they will always stay that way unless you manually create them again.

    a. True   b. False

Lesson 11: Working with Pictures

Objectives

In this lesson you will look at how to insert pictures and manipulate them in your document. On successful completion you will be familiar with the following:

- Inserting clip art images
- Inserting pictures saved as a file
- Sizing pictures

- Cropping or cutting out pictures
- Changing the properties for a picture
- Moving pictures

Inserting Pictures

IC³
1.3.9

You can easily add pictures to any document by using the **Picture** command which allows you to insert pictures from a variety of sources, such as the Clip Organizer, graphics files, scanned photographs, online from the Microsoft Clip Art site, etc. Word comes with an extensive selection of clip art images, as well as a variety of special backgrounds, bullets and lines.

When you activate the command to insert a clip art image for the first time, you will see this screen:

When you click on **Now**, Word will categorize all the pictures on your system to help organize them so you can retrieve them faster. The number of categories and clip art pictures displayed on your screen depends on what other programs may be installed on your system. Any clip art images from previous versions of Office or other graphic products (e.g., CorelDRAW, downloaded from the Internet, etc.) will be incorporated into the Clip Organizer and then categorized accordingly.

Generally Word will display the Clip Art task pane, giving you the opportunity to put in a keyword or search criteria to find matching images. You can also specify where Word should look for the images. Notice that Word also gives you the opportunity to find other clips online (the Clip art on Office Online web site) if you want or need more images. These images can be downloaded into your Clip Organizer for future use.
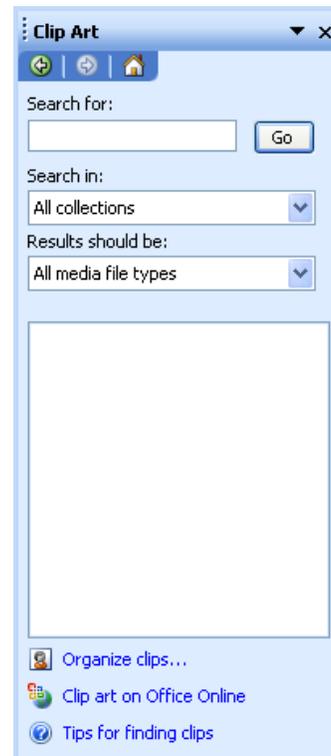
📖 **Exercise**

1   Open the Gourmet Blend document and save it as Gourmet   Blend - Student

2   Position the insertion point at the beginning of the first paragraph in the second column, *This level of funding…*

3   Select **Insert**, then **Picture**.

4   Click on **Clip Art**.

    The Clip Art task pane now appears.

5   Click on the **Organize clips** link near the bottom of the task   pane.

    Word now displays a window similar to Windows Explorer, displaying a folder list for you on the left pane, and any images in that folder on the right side. The number of folders displayed here will vary, depending on what is installed on your system.

6   Click on the + symbol at the left of the **Office Collections** folder.

7   Click on the **Business** folder in the left side.

▶ The number of images you see will depend on what was installed on your system. If you installed the Media CD from the Microsoft Office 2003 package, you will have a larger number of images displayed.

8   Locate and click on the down arrow for this image:

9   Click on **Copy**.
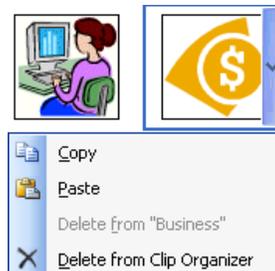
    Word has now copied the image into the Clipboard so you can move around in your document to determine which and where images are needed. You can then paste them as needed into the required location.

> If you do not see the Clipboard, select **Edit**, **Office Clipboard**. Alternatively, click on the **Other Task Panes** button in a task pane and then **Clipboard**.

10   With the Clipboard task pane visible, click on the picture to paste it into the document.

EXECUTIVE SUMMARY

Gourmet Blend Coffee Services Inc. ("Gourmet Blend") is a privately held company incorporated in Calgary, Alberta.

The company is providing a consolidated approach to the coffee market in terms of supply, distribution, sales methodology and market penetration to the current fragmented and unsophisticated coffee business in North America.

The company focus is customer satisfaction by increasing coffee market direction awareness of the product, and full exploitation of the verticals associated with it.

This level of funding will ensure that Gourmet Blend has the staying power required to persist through the initial growing stages, emerge as a formidable power in the market, and further inspire the confidence of potential investors.

> Don't worry about the picture being too big or in the wrong spot at this time. You will learn how to manipulate the picture in the next module.

11   Close the Clip Organizer.

12   Switch back to the Clip Art task pane.

13   In the **Search for** field, type: coffee and press (Enter).

Scroll through the images in the task pane and notice the small icon at the lower left corner of any images that match the search criteria. These icons appear to let you know where the image can be found. The number and type of images that appear in the box will depend on what images have been installed on your system.

🔵   Can be obtained online from the Microsoft web site.

❌   Not available from the existing collection (e.g., may have been deleted from the hard drive, etc.).

⭐   There is animation with this image.

As you place your cursor overtop an image, you will see a screen tip that shows some of the keywords that were included with this image to help match any search criteria.

> beverages, coffees, cups…
> 161 (w) x 257 (h) pixels, 24 KB, WMF

14   Close the Clip Art task pane.

15   Save the document again.

Search for:
coffee   Go

Search in:
All collections

Results should be:
All media file types

Practice Exercise

1   Open the Corporate Profile document and save as Corporate Profile Clipart - Student

2   Position the insertion point on the first page at the beginning of the *BLUE CHIP VENTURES INC.* text.

3   Select Insert, Picture then Clip Art.

4   Click in the **Search for** field, delete any entry from a previous search, type: business and then press Enter.

5   Locate the clip art shown or choose another similar type of image.

6   Click on the clip art to insert it into your document.

7   Locate the clip art shown or choose another similar type and insert it into your document.

> The clip art will be sized and moved later.

8   Close the Clip Art task pane.

9   Save the document.

Inserting Pictures from a Disk

IC³
1.3.9

You can also insert pictures saved in different formats than those provided with Microsoft Office, pictures created in another program, or general pictures you may have (these must be in a format that is recognized by Microsoft Office Word 2003).

Exercise

1   Make sure the Gourmet Blend - Student document is active on the screen.

2   Position the cursor at the beginning of the first paragraph in the first column, *Gourmet Blend Coffee Services…*

3   Select **Insert**, **Picture** and then **From File**.
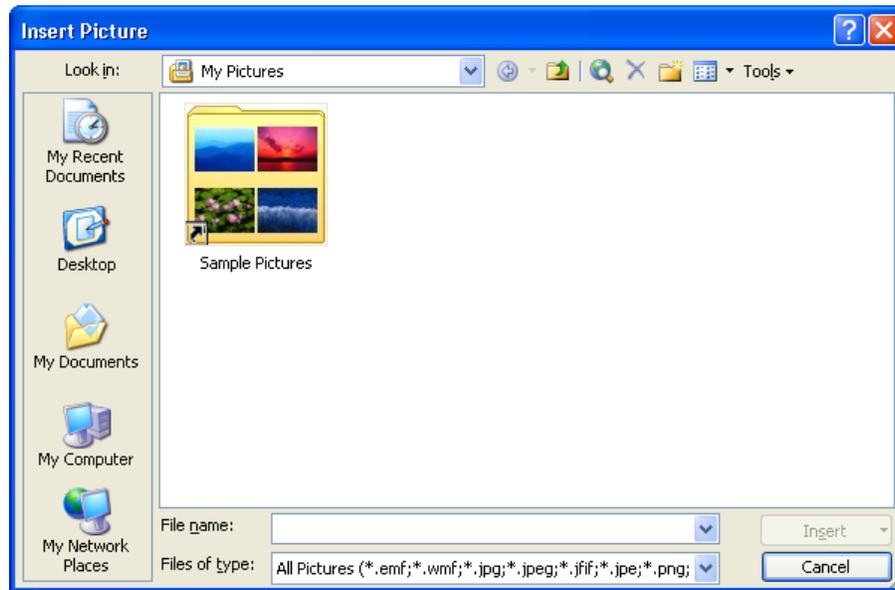
4   Navigate to the data disk file folder. Select the coffee logo.wmf file and then click on **Insert**.

5   Move the cursor to the beginning of the paragraph, *Gourmet Blend's goal is...*

6   Select Insert, Picture, From File.

7   Double-click on the coffee beans.jpg file.

> Don't worry about the placement or size of the images. You will be making changes in the next module.

8   Save the document again.

Practice Exercise

1   Ensure Corporate Profile Clipart - Student is displayed on the screen.

2   Position the insertion point at the end of the document on the last page.

3   Select Insert, Picture, From File.

4   Double-click on the Projects.jpg file.

5   Save and close the document.

Manipulating Pictures

1.3.10

When pictures are inserted into a document, they will either be inserted as an inline object (the default setting) or as a floating object. An *inline* object is one that can be treated as a text character in that paragraph, e.g., use the alignment options to position, press (Tab) to indent it, etc. A *floating* object means the picture is inserted as an object that does not have the same characteristics as that paragraph, e.g., no styles are applied to the picture, cannot use the alignment options to position it, etc. Regardless of how the picture is inserted, you can still edit the picture in the same manner. You can switch a picture to be an inline or a floating object.

Sizing a Picture

When you insert a picture into a document, the scale used in the original picture is maintained. However, you can easily resize and/or scale the picture to any proportions you want.

📖 **Exercise**

1 Make sure the Gourmet Blend - Student document is active on the screen.

2 Click on the first graphic (the blue coffee logo).

EXECUTIVE

Notice the eight black handles that appear around the picture; you can use these handles for sizing the picture.

et Blend Coffee Services Inc. ("Gourmet
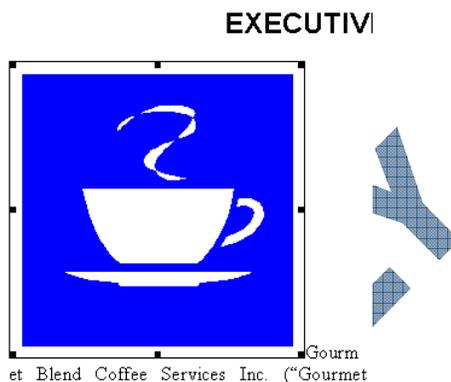
3 Position the mouse cursor over the top right corner handle.

4 Click and drag down to resize the graphic to approximately ½'' wide by ½'' high.

5 Click on the coffee beans picture.
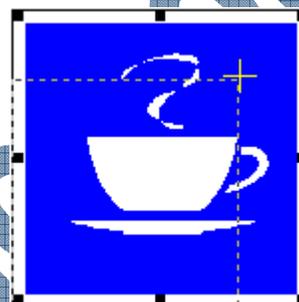
⟩ If you had white handles around this picture, this would indicate this picture is a floating object. You can still adjust the picture as with black handles.

6 Move the cursor to one of the corners and size the picture down to approximately ½'' wide and **1''** high.

7 Resize the $ image to approximately ½'' wide by ½'' high.

Your document will look similar to the following:

EXECUTIVE SUMMARY

Gourmet Blend Coffee Services Inc. ("Gourmet Blend") is a privately held company incorporated in Calgary, Alberta.

The company is providing a consolidated approach to the coffee market in terms of supply, distribution, sales methodology and market penetration to the current fragmented and unsophisticated coffee business in North America.

The company focus is customer satisfaction by increasing coffee market direction awareness of the product, and full exploitation of the verticals associated with it.

Gourmet Blend's goal is to enter the marketplace with a comprehensive, fully integrated sales and marketing program through traditional and internet related channels. Gourmet Blend will accomplish

markets with a limited $5.5M private placement.

This level of funding will ensure that Gourmet Blend has the staying power required to persist through the initial growing stages, emerge as a formidable power in the market, and further inspire the confidence of potential investors.

In addition to the $5.5M to fund the growth of Gourmet Blend, it is the intention of Gourmet Blend to purchase the roaster, Christos Roasters ("Christos"). Having started preliminary discussions with the founders of Christos, a final offer to purchase will be presented within the next 30 to 45 days.

It is our mutual belief that the amalgamation of these two companies will provide an exit strategy and liquidity for the founders of Christos, and establish the structure that will provide the necessary funds to accomplish the following:

8 Save the document again.

Cropping a Picture

Cropping refers to the ability to "cut out" certain portions of the picture to meet your requirements. Take note that this is a limited feature within Word and you can only crop horizontally or vertically; you do not have the flexibility of a dedicated graphics program to crop out different shapes from the picture.

The ⊬ **(Crop)** button on the Picture toolbar can be used to cut out certain sides of the picture.

When you activate this command, the cursor will then change to appear as ⊬. When you then place this new mouse cursor and click on one of the middle horizontal handles around the picture, it will change to appear as ⊥ (top) or ⊤ (bottom). When you click on one of the middle vertical handles, it will change to ⊣ (left) or ⊢ (right). When you click on one of the corner handles, it will appear as ⌐, with the right angle changing based on which corner handle is selected.

📖 **Exercise**

1   Make sure the Gourmet Blend - Student document is active on the screen.

2   Click on the coffee beans picture to select it.

3   Click on the ⊬ button in the Picture toolbar.

4   Move to the bottom middle handle, then click and drag up by about ¼**"**.

5   Save the document again.

Changing the Properties for a Picture

When a picture is inserted, it is inserted based on the properties set for this picture. You can make adjustments as needed, based on the effect you want in the document. Adjustments can be made using one of the following methods:

▪   Click on the picture and select **Format**, **Picture**.

▪   Click on the 🖼 **(Format Picture)** button in the Picture toolbar.

▪   Click on the appropriate effect for the picture in the Picture toolbar.

▪   Double-click on the picture.

📖 **Exercise**

1   Make sure the Gourmet Blend - Student document is active on the screen.

2   Click on the first graphic (the blue coffee logo).

3   Click on the 🖼 button in the Picture toolbar.
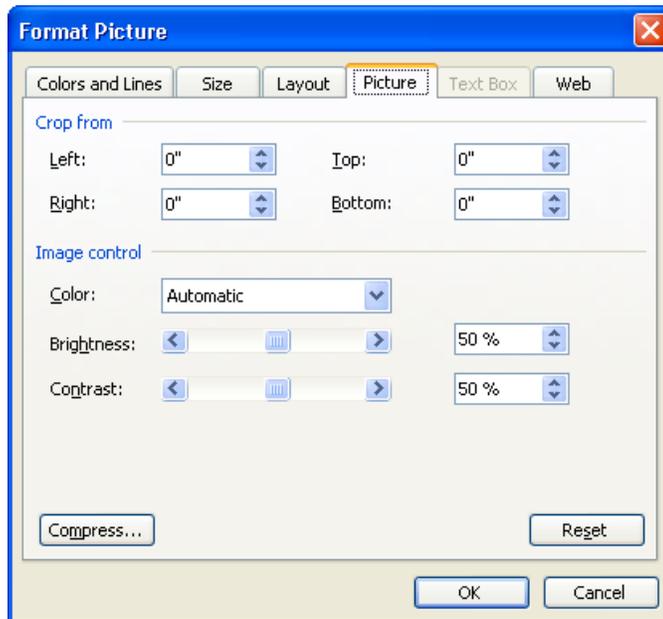
4   Click on the **Layout** tab.
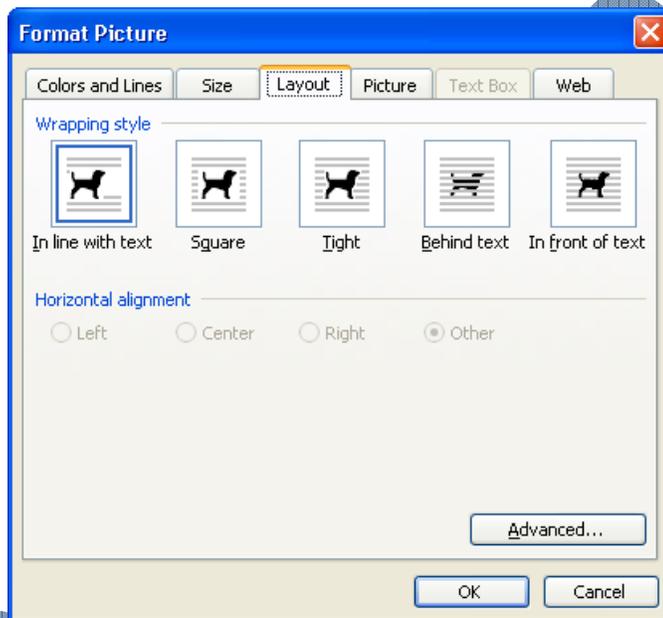
You can now determine the wrapping style for text around this picture. Use the previews as a guide to the effect you may want for the picture in the document.

5   Click on the **Tight** option and then **OK**.
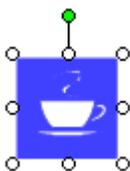
   Notice that the picture now has white handles around it to indicate it has changed to a floating object. The green dot allows you to rotate the picture, if required.

6   Grab the lower right corner handle and size the graphic to make it a bit larger (approximately ¾" wide and high).

7   Click on the coffee beans picture and then click on the ![icon] button in the Picture toolbar.

	In Line With Text
	Square
	Tight
	Behind Text
	In Front of Text
	Top and Bottom
	Through
	Edit Wrap Points
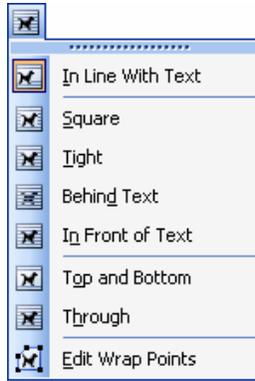
8   Click on the **Square** option.

9   Size this picture to be approximately **1″** wide by **1½″** tall.

10   Click on the $ picture and then click on the ![icon] button in the Picture toolbar.

11   Click on the **Tight** option.

It will look like the picture has disappeared from your document. Word has moved the picture to where it would fit in the natural flow of items in the document, based on their size and original position.

12   Scroll down towards the bottom of the page and then size this picture to be approximately **1″** wide by **1½″** tall.

13   Save the document again.

Moving a Picture

Pictures can be moved in the document using drag-and-drop. This method works like drag-and-drop for selected text. The top left corner of the picture ends up at the location of the dotted insertion point when you let go of the mouse button. Alternatively, you can use the arrow direction keys for a bit more control, if required.

If the picture is an inline object, it will take up as much space as it did in the original location with text flowing as if the picture was a text character. Changing a picture to a floating object allows you to determine how the text may wrap around it for a different effect in the document.

📖 Exercise

1   Make sure the Gourmet Blend - Student document is active on the screen.

2   Click on the coffee logo picture at the top of the document.

3   Press the ⬇ key until the top of the logo is in line with the top of the text characters in the first line of this paragraph.

4   Click on the $ picture.

5   Position your cursor inside this picture until you see ![cursor icon] .

6   Drag the picture to the middle of the paragraph that begins, *This level of funding…*

Your document should then look similar to the following:

7   Save the document again and then close it.

Summary

In this lesson you inserted pictures and manipulated them in a document. You should now be familiar with the following:

- Inserting clip art images
- Inserting pictures saved as a file on your system
- Sizing pictures
- Cropping or cutting out pictures
- Changing the properties for a picture
- Moving pictures

Review Questions

1. What types of pictures can be inserted into a Word document?

   a. Clip art images   d. All of the above

   b. Photographs   e. Only a or b

   c. Scanned images

2. You can only use the Clip Organizer to find a clip art image.

   a. True   b. False

3. What do these symbols mean when searching for clip art?

   a.   c.

   b.

4. If a picture is not part of the Microsoft Clip Organizer, you cannot insert it into your document.

   a. True   b. False

5. What's the difference between an inline and a floating object?

6. The size of a picture can only be adjusted in a dedicated graphics design program.

   a. True   b. False

7. Cropping a picture refers to the ability to cut out certain portions of the picture but only from a horizontal or vertical manner.

   a. True   b. False

8. Identify the Crop tool on the following image:

9. How can you change the format properties for a picture?

   a. Select Format and then Format Picture   c. Click on the appropriate effect for the picture on the Picture toolbar

   b. Click on the Format Picture button on the Picture toolbar   d. All of the above

        e. Only a or b

10. Pictures cannot be moved unless they have been changed to floating objects.

   a. True   b. False

Lesson 12: Working with Objects

Objectives

In this lesson you will look at how to draw simple objects and then manipulate them in a document. On successful completion you will be familiar with the following:

- What drawing objects are available
- How to draw a simple object
- How to draw an AutoShape
- Changing the drawing objects
- Arranging the objects

Drawing Objects

In addition to inserting graphics into your document, you can enhance your documents by creating your own drawings using the following tools available on the Drawing toolbar.

Note the following when working with objects:

- Most objects are created by clicking in the document window, and then dragging the mouse until the object is the desired size.

- To select an object, click on the (**Select Objects**) tool on the Drawing toolbar, then click on the object to be selected. As well, the tool can be used to drag a "selection box" around several objects you want to select on the screen, thus causing them to be selected at the same time. Alternatively, you can click on the first object and then press (Shift) to select other objects.

- The (Shift) key can be used to draw a perfect square, circle or straight line. Once you select the tool, press the (Shift) key to draw the object.

- Once an object is selected eight "handles" appear around the object, and it will stay selected until you click somewhere else in the document window. As a result, you can apply or remove as many options to the object as desired.

- To size an object, click on the object and the eight handles should appear. Point to one of the handles until the cursor appears as a double-headed arrow, then click and drag the handle until the object is the desired size.

- To move an object, click on the object to select it (the eight handles should appear). Point anywhere on the object (but not on one of the handles), until the cursor appears as a four-headed arrow, then drag it to its new location.

- To delete an object, click on the object to select it, then press (Delete).

Exercise

In this exercise, you will learn how to display the Drawing toolbar.

1   Open the Training Seminar document and save as Training Seminar - Student

2   Click on the button on the Standard toolbar.

The Drawing toolbar should now be displayed at the bottom of the screen.

Drawing Lines or Rectangles

The ◣ (**Line**) tool allows you to easily draw straight lines anywhere in the document. You can also use this tool to draw lines for a box or use the ▢ (**Rectangle**) tool.

📖 Exercise

1   Make sure the Training Seminar - Student document is active on the screen.

2   Move the cursor to the second blank line before the *Talk is best* point.

    You will eventually create the following drawing in this location:
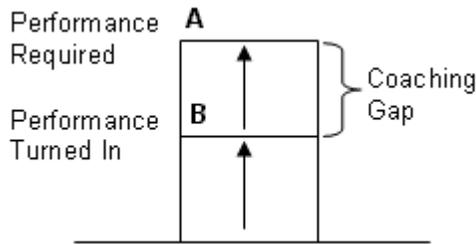
3   Click on the ◣ tool on the Drawing toolbar.

    Notice that the mouse cursor changes into a ✛ (cross-hair) when placed in the document window. Word also inserts a text box for you to create the objects so that they stay together.

• → Talk·is·best·(face·to·face)·—·negotiation·skills¶
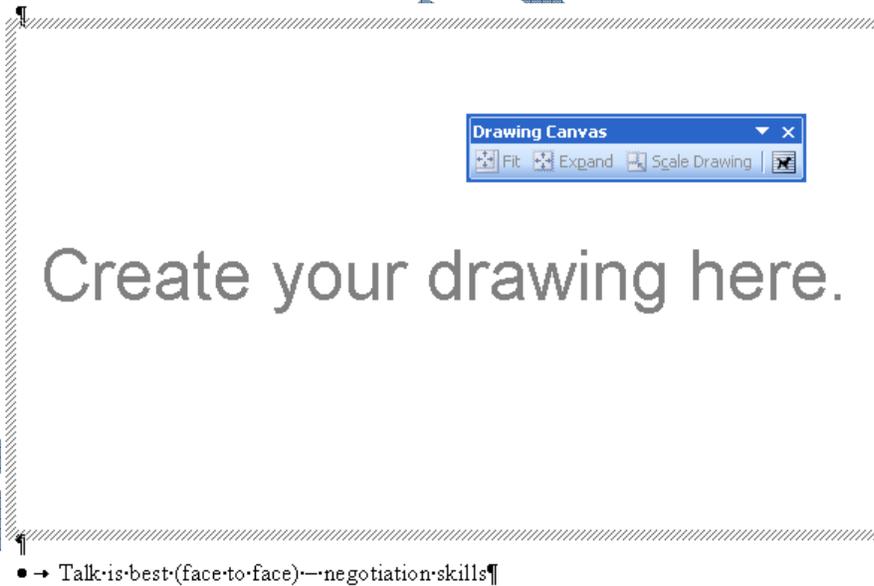
> You can turn this feature on or off by clicking on the **Automatically create drawing canvas when inserting AutoShapes** in the **General** tab of the **Tools**, **Options** menu. Alternatively, you can press ⌴Backspace⌴ to delete the canvas once it has been inserted by Word.

4   Position the cursor about **1.5"** from the bottom and side of the bottom left corner of the drawing canvas. Click and drag the mouse horizontally to the right until the line is approximately **3"** in length, then release the mouse button.

> If you are finding it difficult to keep the line straight, press the ⌴Shift⌴ key after you begin dragging the mouse to the right. The line will then remain straight regardless of which direction you move the mouse. You can constrain lines to angles of 15° by holding down the ⌴Shift⌴ key while dragging.

● → Talk·is·best·(face·to·face)·—·negotiation·skills¶
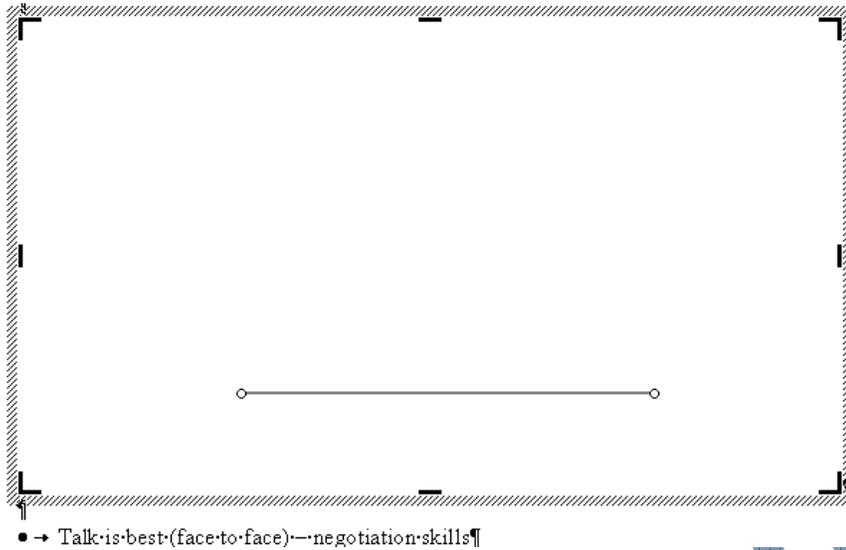
A horizontal line should now appear on the screen and the mouse cursor returns to normal.

5 Click on the ▢ tool on the Drawing toolbar.

6 Position the crosshair about **1"** from the left edge of the horizontal line and drag upwards to draw a rectangle approximately **2.5"** high and **1.5"** wide.
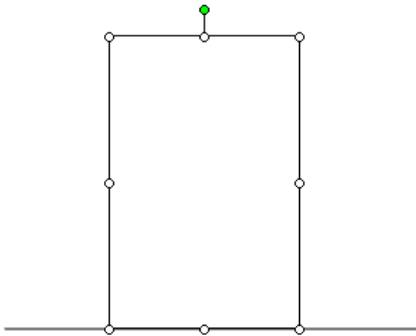
7 Save the document again.

8 Click on the ╲ tool again.

9 Position the crosshair about halfway up in the rectangle and draw a line across to split the box into two halves.

> Use the two handles in the middle of the rectangle as your guide.
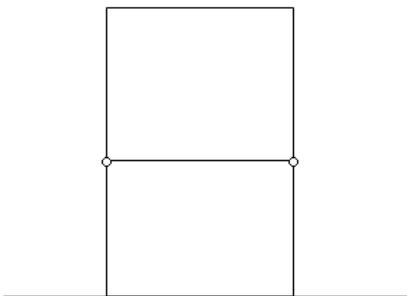
10 Save the document again.

Adding Arrows

Arrows are created in the same manner as lines, with the difference being that an arrow head is added to the end of the line.

📖 **Exercise**

1   Make sure the Training Seminar - Student document is active on the screen.

2   Click on the ↖ tool on the Drawing toolbar.

3   Position the ╋ about halfway in the bottom of the box and drag until just below the middle line.

4   Create the other arrow in the top box in the same manner.
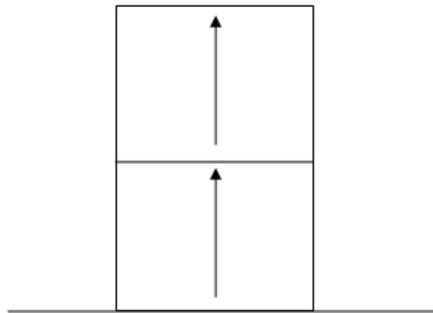
5   Save the document again.

Adding AutoShapes

The **AutoShapes** menu provides access to a variety of groups of shapes that can be added to your document. When you highlight one of the groups, a flyout menu is displayed where the desired AutoShape tool can be selected. This flyout menu has various tools available for that group and can be used to turn the menu into a floating menu, by dragging the top of the menu to anywhere on your screen, similar to a toolbar. This is handy when you want to create several AutoShapes.

> Depending on the shape you want, you can use the same techniques you used to draw an object. This courseware will only examine some of the AutoShape tools that are available; you are encouraged to try some of the other AutoShapes on your own for your requirements.

📖 **Exercise**

1   Make sure the Training Seminar - Student document is active on the screen and that the drawing canvas for your drawing is also active.

2   Click on the AutoShapes ▾ button and then click on **Basic Shapes**.

3   Click on the } shape.
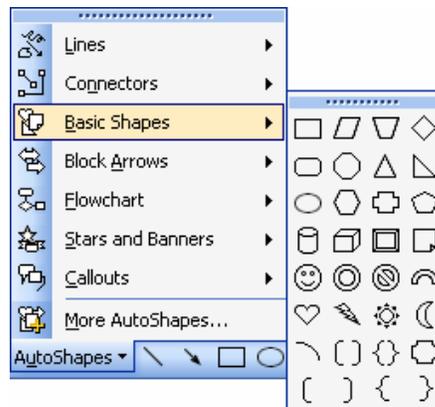
4 Starting at the top right corner of the top portion of the box, click and drag down to the middle line, and drag to the right to make the right brace noticeable.
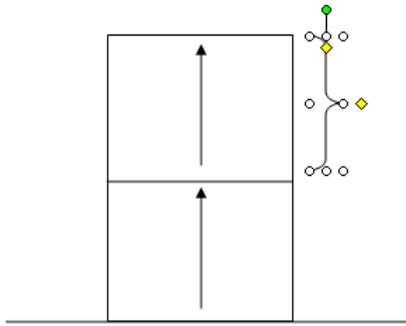
5 Save the document again.

Inserting Text Boxes

A text box looks very similar to a rectangle and allows you to enter text automatically when it's created. The text can be formatted in the box as if you were typing it in a document.

📖 Exercise

1 Make sure the Training Seminar - Student document is active on the screen.

2 Click on the 🖼 button in the Drawing toolbar.

3 Position the cursor slightly to the right of the point for the right brace, and drag out to insert a text box.

> Don't worry about making the box too small or too big for the text. The box can be sized and adjusted accordingly (discussed in the next module).
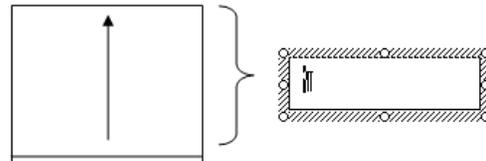
Notice how Word automatically inserts a text box with an outside border. You will remove this after entering the text.

4 Type: Coaching Gap for the text inside the box. Then click outside the box.

5 Create the other text boxes as shown in the following picture:
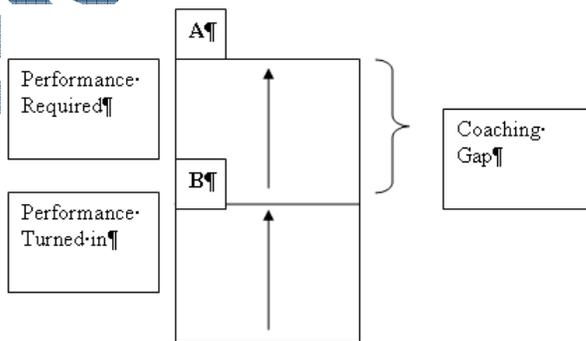
> To bold the two letters, turn on bold before you begin typing.

6 Save the document again.

Editing Objects

Editing can refer to sizing, moving, or enhancing the object and its properties. The object(s) must be selected before you can make any changes.

📖 Exercise

1   Make sure the Training Seminar - Student document is active on the screen.

2   Move your mouse cursor overtop a border of one of the text boxes.

Notice that the cursor changes from an arrow to

3   Click on the text box object.

Notice how the border of the box changes from diagonal lines to dotted lines. This indicates you are in Select mode versus Edit mode when changing the actual contents of the text box.
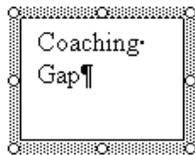
4   Click on the drop-down arrow of the button in the Drawing toolbar.

5   Click on the **No Line** option.

6   Repeat for the other text boxes.

7   Position the cursor over one of the corners of the text box.

The cursor will change to

8   Click and drag to size the box so the text appears on two lines. Repeat for the other text boxes as required.

Your drawing should look similar to the following:
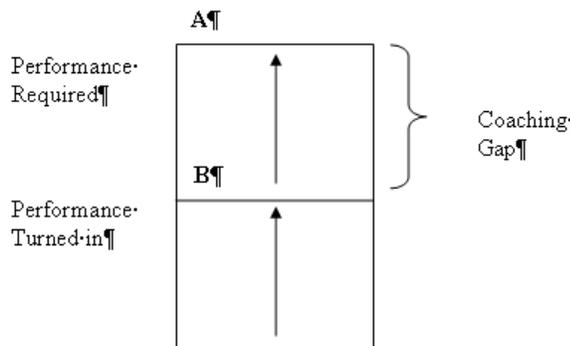
> Don't worry if your objects are not positioned in the same manner as shown in the previous diagram. You will learn how to move the objects as needed.

9 Save the document again.

10 Click on any of your text boxes. Then place the mouse cursor overtop the border.

Notice how the cursor changes to ✛.

11 Move the text object as needed to look more like the diagram shown in step 8.

12 Repeat for each object so that you are as close to the diagram as possible.

13 Save the document again.

Arranging Objects

Once you begin adding objects to the document, you may find it cumbersome to repeatedly select multiple objects that will share the same attributes or that may be moved to another place in the document.

As well, you may also need to control the stacking order of overlaid objects. These tasks can be accomplished using the following commands found in the **Draw** menu on the Drawing toolbar:

Group	Group all the selected objects and treat them as if they were a single object.
Ungroup	Takes all the components in the selected group(s) and returns them to being separate objects.
Regroup	Once you have ungrouped several objects and made changes to them, Word regroups only those objects that were grouped originally.
Order	Select the stacking order used for objects. The available options are **Bring to Front**, **Send to Back**, **Bring Forward**, **Send Backward**, **Bring in Front of Text**, and **Send Behind Text**.
Grid	Sets up a non-printing grid that can be used to align objects on the screen. As well, you can select to snap an object into place as you move the object. The available snap options are **Snap objects to grid** or **Snap objects to other objects**.
Nudge	Positions an object with great precision, by moving it in increments of one screen pixel at a time. Select the direction in which you want to nudge the object (or use the Ctrl+**arrow** keys).
Align or Distribute	Lines up or distributes several objects at the same point.
Rotate or Flip	Rotates or flips the object(s) in different directions.
Text Wrapping	Sets the wrapping style for the object, similar to setting the text wrapping for pictures.
Reroute Connectors	Reroutes connectors set by connecting objects.
Edit Points	Change or add points on the selected object.
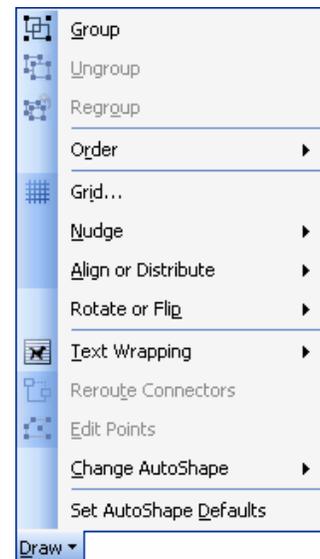
Change AutoShape	Change the shape of the selected object.
Set AutoShape Defaults	Change or set up new defaults for the AutoShapes, such as line color or fill color.

Consider using the **Group** command for those objects you want to treat as one object rather than having to select each separately. This reduces the amount of time it takes to select all the objects, and to select the right object(s) if there are many of them in one spot.

📖 **Exercise**

1   Make sure the Training Seminar - Student document is active on the screen.

2   Click on the [⬉] button in the Drawing toolbar.

3   Starting at the top left corner of the diagram, click and drag across to the lower right corner of the diagram.
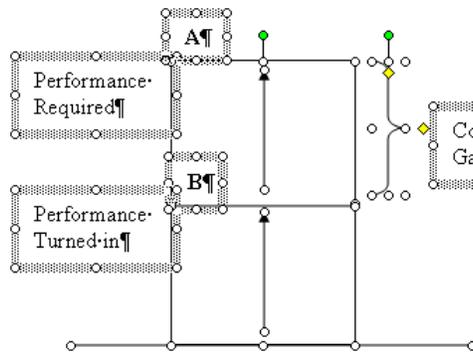
Notice that all the objects are now selected at the same time.

4   Click on the **Draw** menu and then click on **Group**.

You can also click the right mouse button on the selected objects, select **Grouping**, then **Group** or **Ungroup** from the displayed shortcut menu.
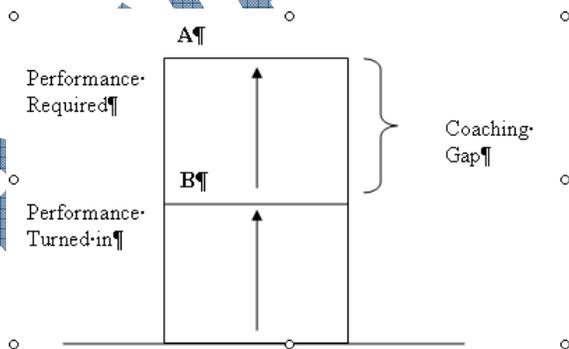
Notice how there are only one set of handles around the entire diagram now. You can now move the entire diagram as if it was one object.

5   Click on the [Fit] button to have Word resize the drawing canvas to fit the size of your grouped drawing.

6   Save the document again.

7   Now try creating the following diagrams for the rest of the document, using the features learned to this point:

Text shown before and/or after the diagram are the place markers for where you will draw the diagram.

- Talk is best (face to face) – negotiation skills

Process Time "How"   → | Outcome "What"

1. Give goals to each person (top 10)
2. More from less, only faster
3. Don't work harder, work different

Project Control

1   2
Loop   Teach Project

Benchmarks – looking at what average worker may be able to do in the same task
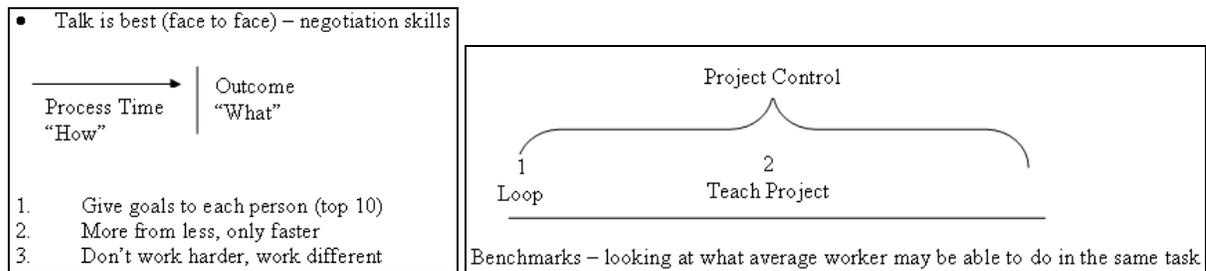
8   Save and close the document.

Practice Exercise

1   Open the Drawing document.

2   Use the tool to drag a selection box around all the objects to select them.

3   Click the right mouse button on the selected objects, select **Grouping**, then select **Group** from the displayed shortcut menu.

4   Drag the objects to another location on the screen, and notice that all of the objects move at the same time.

5   Ensure the grouped drawing is still selected.

6   Resize the object; notice that all of the objects change size.

7   Click the right mouse button on the selected objects, select **Grouping**, then select **Ungroup** from the displayed shortcut menu.

8   Select only the lightning bolt and move it to another location on the screen; notice that only the lightning bolt is moved.

9   Click on the button on the Standard toolbar to move the lightning bolt back to its original location.

10   Select the lightning bolt.

11   Click the right mouse button on the selected object, select **Order**, then select **Send to Back** from the displayed shortcut menu.

12   Select the rectangle.

13   Click the right mouse button on the selected object, select **Order**, then select **Bring to Front** from the displayed shortcut menu.

14   Select the lightning bolt.

15   Click the right mouse button on the selected object, select **Order**, then select **Bring Forward** from the displayed shortcut menu.

16   Select the rectangle.

17   Click the right mouse button on the selected object, select **Order**, then select **Send Backward** from the displayed shortcut menu.

18   Close the document without saving the changes.

Summary

In this lesson you inserted pictures and manipulated them in a document. You should now be familiar with the following:

- What drawing objects are available
- How to draw a simple object
- How to draw an AutoShape

- Changing the drawing objects
- Arranging the objects

Review Questions

1. Most objects can be created by clicking in the document window and then dragging the mouse to the required size for the object.

   a. True   b. False

2. You can apply or remove as many properties as you like for an object provided it is selected and the handles appear.

   a. True   b. False

3. Which key can you use to select multiple objects?

   a. Alt   c. Shift
   b. Ctrl   d. Enter

4. Which key can you use to draw a perfect square?

   a. Alt   c. Shift
   b. Ctrl   d. Enter

5. How can you make any of the AutoShape menus into a floating menu?

6. You can create a text box using the Rectangle tool.

   a. True   b. False

7. You do not have to select the drawing object before making any changes to it.

   a. True   b. False

8. Once an object has been drawn, you cannot enhance it by changing properties such as color or other effects such as shadows or 3-D.

   a. True   b. False

9. When would you want to use the Group command?

   a. To select a number of objects together
   b. To break down the objects for a grouped object
   c. To treat all selected objects as one large object
   d. All of the above

10. The Order feature from the Draw menu allows you to layer or stack the different objects.

   a. True   b. False

Lesson 13: Working with Tables

Objectives

Suggested Timing: 1½ Hours

In this lesson you will learn how to create simple tables, add data into them, and then manipulate the tables or information in the table to best suit your needs. On successful completion, you will be familiar with the following:

- How tables can be effective to use
- Using the Draw Table feature
- Creating a table using Insert Table
- Entering information into a table
- Selecting items in a table
- Formatting the table

- Adjusting borders (lines) or shading in a table
- Adding or removing rows or columns
- Merging or splitting rows or columns
- Splitting a table
- Converting text to a table or vice versa
- Sorting information in a table

Understanding How Tables Work

One of the quickest and easiest ways to arrange columns of text and numbers in Word is to use the *Table* feature. You can also use this feature to group paragraphs side by side, and you can create many types of forms by adding borders and shading to the table.

The Table feature is very similar to working with spreadsheet programs (such as Microsoft Excel), as it makes use of cells, rows and columns to arrange text and graphics. You can insert spreadsheets from Excel into your Word document, and then make changes to column widths or borders as appropriate. Similarly, you can insert tables you created in Word into an Excel worksheet. Excel treats the data like any other spreadsheet data.

Keep in mind the following when you are working with tables:

- You can create tables by using the **Draw Table** command, or the **Insert Table** command.

- Each horizontal line in a table is called a *row*. These rows are numbered consecutively downward (e.g., 1, 2, 3, 4, etc.).

- Each vertical line is called a *column*. These columns are listed alphabetically left to right (e.g., A, B, C, D, etc.).

- The intersection of a row and column is called a *cell*. Therefore, when working with a table, you are working with cells within the table. You reference these cells by the column letter and row number. For example, **B5** means you are in the second column, and five rows down. This is called the *cell address*.

- You may enter text, numbers or graphics into each cell. If you type more than one line of information in a cell, the height of the cell automatically increases.

- You can create a table either before or after you type the text. However, it is usually easier to create the table BEFORE you type the text.

- Before you type the text, first design the overall appearance and layout of the table. You can make adjustments to exact cell size later.

- By default, Word adds a single line border to the table; however, lines and shading can be adjusted as required.

- End of cell markers are displayed by default. This makes it easier to see where you are working in the table. When working with a complex table or if you want to see the final result of your work, you may want to hide the markers. To hide the markers, click on the ¶ (**Show/Hide¶**) button on the Standard toolbar.

- You can apply alignment and formatting to the cell contents, as well as aligning the text vertically at the top, center or bottom of a cell.

- Adjacent cells can be merged both horizontally and vertically.

- Text can be rotated within a cell by 90 degrees.

- A table can be created either by drawing it or inserting a table with a set number of rows and columns. Once the table is available in the document, you can use either option to create another table or make modifications to the existing table.

- When a table is created, it will be placed based on the default settings. You can move the table to any position on the document by dragging the ⊞ symbol. This symbol appears at the top left corner of a table when your cursor is in or near the table.

Drawing a Table

2.2.1

The **Draw Table** feature allows you to draw a table of any size and shape, creating rows, columns and cells of any height and width desired. As well, you can merge cells together by removing unwanted cell, column or row divisions. Using the tools on the Tables and Borders toolbar to create tables is very similar to drawing them on paper.

- Select **Table**, **Draw Table**.
- Click on the [icon] (**Tables and Borders**) button on the Standard toolbar.

📖 Exercise

1 Start a new document and save it as Announcements - Student

2 Click on the [icon] button on the Standard toolbar.

The Tables and Borders toolbar is now displayed on the screen.

Notice that the mouse cursor appears like a pencil cursor (i.e., ✎).

3 Place the ✎ where the top and left margins start, click and hold down the mouse button, then drag diagonally until the table is approximately **5.5"** wide by **3.0"** high, then release the mouse button.

The table should appear similar to the following:
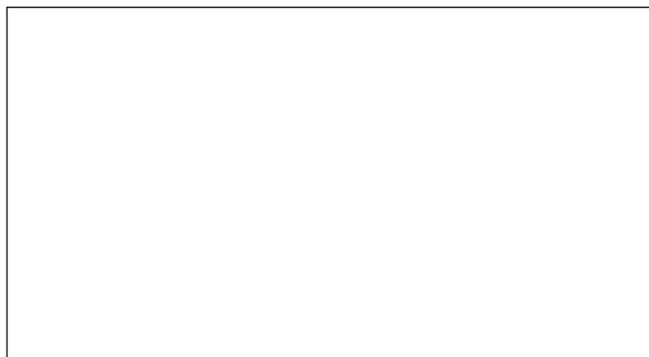
Notice how Word draws the lines for you and displays them with a dark single line border. By default, Word automatically provides you with a border for any lines drawn in a table; these can be turned off or changed in style, width, or color.

4   Make sure the 🖊 tool is selected and then starting from the left side of the box, click and drag across the table until you see the row (it will be a dashed line) appear.

5   Continue drawing the rest of the lines for each row, column, and cell as shown in the following:

6   Click on the 🖊 button on the Tables and Borders toolbar.

Notice that the mouse cursor appears like an ✐.

7   Click on each of the lines so your table appears similar to the one shown below:

8   Save and close the document.

Inserting a Table

)IC³
2.2.1

The **Insert Table** command is best used when you want to create a simple table. This command also allows you to specify the exact column width. There are two ways to insert a table:

▪   Select **Table**, **Insert**, **Table**.

▪   Click on the 🖽 **(Insert Table)** button on the Standard toolbar.

📖 **Exercise**

1   Open the Executive Summary and save as Executive Summary - Student

2   Got to the bottom of the document and then press Enter twice.

3   Click on the 🖽 button on the Standard toolbar.

4   Click in the first cell of the table grid and drag over to select **3** columns and drag down to select **6** rows.
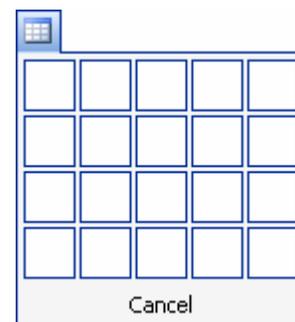
Notice how Word displays the number of columns and rows selected for the new table at the bottom of the selected grid.
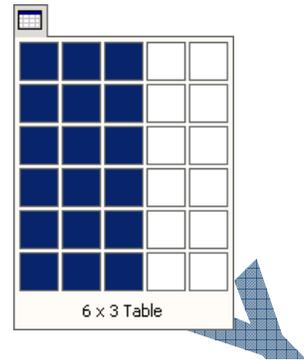
5 Release the mouse.

6 x 3 Table

Your page should look similar to the following:

Approximately $750K to automte current packing production lines.

Approximately $3.5M working capital to expand the further business opportunities, similar to Canada and Western U.S., in Eastern U.S.

6 Save the document. You will be adding text in the next exercise.

Working with Text

IC³
2.2.2

Once you have created a table layout, Word places the insertion point in the first cell of the table so that you are ready to begin typing.

You can use the following methods to move within a table:

▪ Press ⎡Enter⎤ if you want to add more lines of text in the same cell. This will increase the row height.

▪ Use the **arrow** keys to move through the text in the cell.

▪ Use the ⎡Tab⎤ key to move forward to the next cell.

▪ Use the ⎡Shift⎤+⎡Tab⎤ combination to move backward to the previous cell.

▪ If you need to insert a tab character, press ⎡Ctrl⎤+⎡Tab⎤.

📖 Exercise

1 Make sure the Executive Summary - Student document is active on the screen.

2 With the cursor in the first cell at the top left of the table, type: Board of Directors

3 Press the ⎡↓⎤ key to go down to the next cell below this one.

4 Type: John Smith and press ⎡Tab⎤ twice to go to the last column.

5 Type: Chief Executive Officer and press ⎡Tab⎤ to go to the next row.

6 Repeat the general procedure outlined above to complete the table as shown below:

Board of Directors		
John Smith		Chief Executive Officer
Bill Williams		President
Adelaide Marks		Comptroller
Douglas White		Vice-President, Operations
Janice Gates		Vice-President, Sales

7 Save the document again.

Selecting Items in the Table

In order to make changes to anything in the table, you need to select it. There are some fast methods of selecting a number of items:

- To select an entire column, move the cursor to the top of the column until you see ⬇. Then click and the entire column will be selected.

- To select an entire row, move the cursor to the selection bar (i.e., the left margin) and click. The entire row will be selected.

- To select multiple columns or rows, click and drag across the columns or rows.

- To select one cell, move the cursor to the lower left corner of that cell until you see ➦. Then click and the entire cell will be selected.

- To select multiple adjacent cells, click and drag across those cells.

📖 Exercise

1 Make sure the Executive Summary - Student document is active on the screen.

2 Move the cursor to the top of the *first* column until you see ⬇. Then click and the entire column will be selected.

3 Click outside of the selection to deselect.

4 Move the cursor to the lower left corner of the *President* cell until you see ➦. Then click and the entire cell will be selected.

5 Hold the left mouse button down as you drag down to select the remaining cells.

6 Click outside of the selection to deselect.

7 Close the document without saving.

Formatting the Table

When the table has been created, you can format it in the same manner as with regular text.

> You may find it easier to format or adjust items once the text has been typed into the table, especially in the case where there is a large amount of text. The amount of text in the cells can provide a guide for how you may want to format the table.

You have the same formatting options for text in a table as for text in a regular document; as well, you have a number of options for formatting the table itself from either the **Table** menu or the Tables and Borders toolbar.

In addition to formatting the text, you can also format the table by:

- adjusting its column widths or row heights
- add/remove borders and shading
- specify the horizontal or vertical alignment for the cell contents
- prevent rows from breaking onto the next page
- set header rows for tables that extend to multiple pages
- determine the alignment of the entire table

Using AutoFormat

AutoFormat is a feature that allows you to apply a pre-designed format on a table. This is a quick and easy way to enhance a table using a standard style.

IC³
2.2.4

Exercise

1   Start a new document and save it as Regional Sales - Student

> If you are adding a table to an existing document, you will need to position the insertion point at the location where you want to insert the table.

2   Select **Table**, **Insert**, then **Table**.

3   In the **Number of columns** field, type: 4

4   In the **Number of rows** field, type: 6

The **AutoFit behavior** area allows you to specify how the column width is determined.

5   From the AutoFit behavior area, select Fixed column width.

You can use the **AutoFormat** button if you want to apply predefined formatting to the table.

6   Click the **AutoFormat** button.
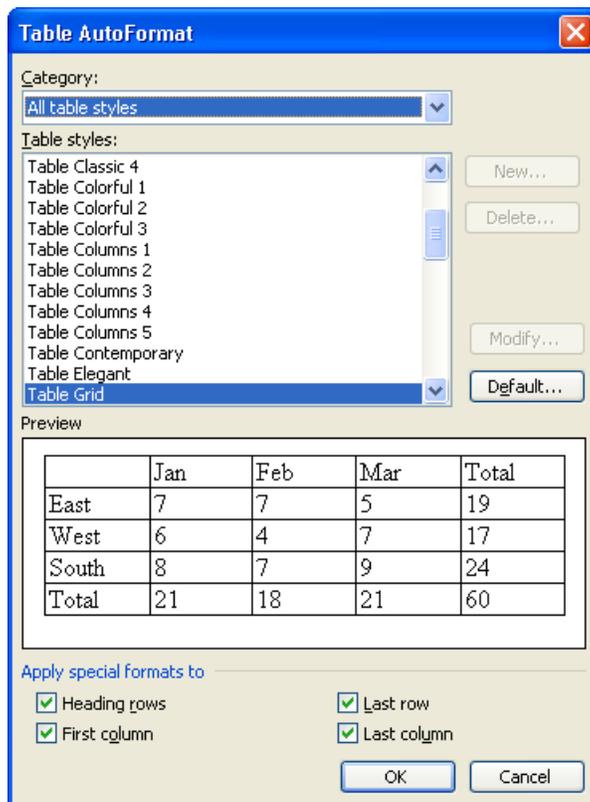
7   From the Table styles list, select Table Classic 2.

8   Click on **OK** twice.

9   Type the following into the table:

Region	Last Year	This Year	Total
Canada	1,549,879	2,456,872	
United States	5,331,259	7,454,236	
Europe	4,194,236	5,179,234	
Australia	698,781	715,436	
Total			

10 Save the document again.

11 Move the mouse cursor to the left side of the column headings row in the selection bar. Click once to select the entire row.

12 Click on the **B** button in the Formatting toolbar.

13 Move the mouse cursor to the top of the second column (i.e., Last Year). When you see the ↓, click and drag across to select the three columns.

14 Click on the ☰ button in the Formatting toolbar.

Your table should look similar to the following:

Region	Last Year	This Year	Total
Canada	1,549,879	2,456,872	
United States	5,331,259	7,454,236	
Europe	4,194,236	5,179,234	
Australia	698,781	715,436	
Total			

15 Save the document.

Practice Exercise

1 Start a new document and save it as Formatting Tables - Student

2 Create a table measuring 4 columns by 6 rows and type the text as shown:

	January	February	March
Printers	33	33	44
Monitors	82	88	75
Keyboards	61	65	84
Disk Drives	33	33	36
CPUs	54	48	58

3 Ensure the cursor is located in one of the cells within the table.

4 Select Table, Table AutoFormat.

5 From the **Category** list, ensure **All table styles** is selected.

6 From the Table styles list, select Table 3D effects 3.

7 In the Apply special formats to area, turn off First column and Last column.

8 Click **Apply**.

Your table should look similar to the following:

	January	February	March
Printers	33	33	44
Monitors	82	88	75
Keyboards	61	65	84
Disk Drives	33	33	36
CPUs	54	48	58

9 Save the document.

Modifying the Borders and Shading

The lines in a table can be modified to be different colors, styles, widths, or turned off completely. Lines can be modified individually or for the selected cells. The number of borders and shading you apply to a table can enhance the message of the table; be careful with the colors you use as they can cause the table to look very "busy" and detract from the message of the table.

Exercise

1 Make sure the Regional Sales - Student document is active on the screen.

2 Move the cursor to the left side of the title row and click once to select the entire row.

Make sure the Tables and Borders toolbar is displayed on the screen. If not, select **View**, **Toolbars**, **Tables and Borders** to turn it on.

3   Click the down arrow of the 🪣▾ button in the Tables and Borders toolbar.

4   Click on **No Fill**.

5   Click the down arrow for the A▾ button in the Formatting toolbar and click on any color other than **White**.

6   Click anywhere away from this row.

   Notice that the shading is no longer on this row and the text is a different color than the rest of the table. Even though the table was formatted using the AutoFormat option, you can make changes to the table for your own preferences.

7   Select the four country rows in the table below the title box.

8   Click on the down arrow of the ────── ▾ button in the Tables and Borders toolbar and then click on the - - - - - - - - style.

9   Click on the down arrow for the ⊞▾ button in the Tables and Borders toolbar and click on the ⊟ option.

   Notice that only the borders surrounding the selected rows have this dashed style.

10 Click on the down arrow for the ⊞▾ button and click on the ⊞ option.

11 Select the first column only for the four countries.

12 Click on the down arrow of the 🪣▾ button in the Tables and Borders toolbar, and click on **No Fill**.

13 Select the title row and add a shading color of your choice.

14 Select the **Total** row and add a shading color of your choice.

15 Close the document without saving it.

📚 Practice Exercise

1   Ensure the Formatting Tables - Student document is active on the screen.

2   Move the cursor to the left side of the first row and click once to select the entire row.

3   Click on the down arrow of the 🪣▾ button in the Tables and Borders toolbar.

4   Click on **Light Yellow**.

5   Click on the down arrow for the A▾ button in the Formatting toolbar and click **Red**.

6   Now, select the entire table.

7   Click on the down arrow of the ────── ▾ button in the Tables and Borders toolbar and then click on the ≋≋≋≋ style.

8   Click on the down arrow for the ⊞▾ button in the Tables and Borders toolbar and click on the ⊟ option.

Your table should look similar to the following:

	January	February	March
Printers	33	33	44
Monitors	82	88	75
Keyboards	61	65	84
Disk Drives	33	33	36
CPUs	54	48	58

9   Close the document without saving it.

Adjusting the Width or Height

2.2.3

You can adjust the width of each column, the height of each row, and the alignment of the table. You can also evenly space selected rows or columns in a table.

Use one of the following methods to adjust the column width or row height:

- Select **Table**, **Table Properties**, then click on the appropriate tab for the item to be adjusted.

- Place the cursor on a vertical line on either side of the column to be adjusted. When you see ◄╫►, click and drag the line left or right to the desired column width.

- Place the cursor on a top horizontal line for the row to be adjusted. When you see ≑, click and drag the line up or down to the desired row height.

- Click on the ▦ in the ruler for the column to be adjusted, and drag it to the desired width.

Changing the alignment of the table refers to the position of the table relative to the left and right margins for the document. The alignment will alter where the table lines up, not the text within the table. To change the alignment, select **Table**, **Table Properties** and click on the desired alignment from the options displayed in the **Table** tab.

To distribute the width for each column or height of each row evenly, use one of the following methods:

- Click on the ▦ (Distribute Columns Evenly) or ▦ (Distribute Rows Evenly) button, as appropriate.

- Select **Table**, **AutoFit** and then the required choice.

📖 Exercise

1   Open the Children's Christmas Party Notice Form document, and save it as Children's Christmas Party Notice Form - Student

2   Move your cursor down to the table and place your cursor above the line for the *Your Name* column. You should see the select column symbol (i.e., ↓).

3   Click to select the entire column. Then select **Table**, **Table Properties**.

4   Click on the **Column** tab.

Table Properties

Table | Row | Column | Cell

Size

Column 1:

☑ Preferred width: 1.58"   Measure in: Inches ▾

◄◄ Previous Column   Next Column ►►

OK   Cancel
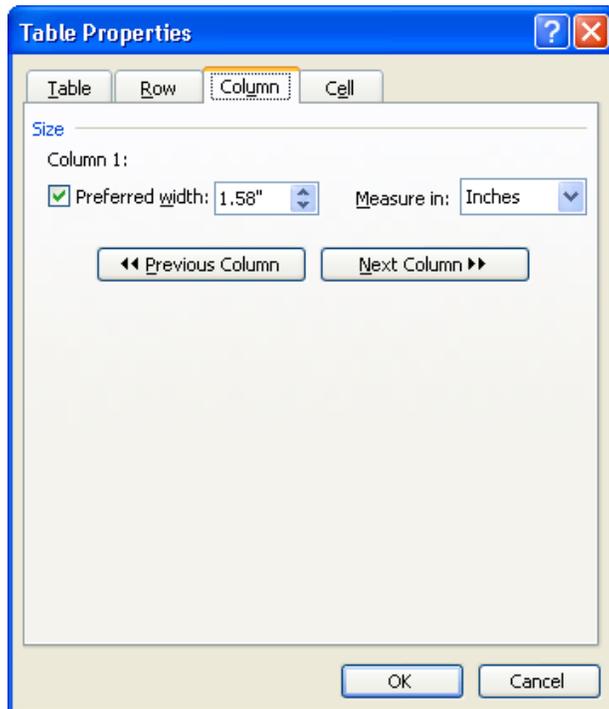
5   Click on the incremental button for the **Preferred width** field and change the measurement to **2″**. Then click **OK**.

Notice how the column is now larger than previously and has pushed the other columns to the right.

6   Position the mouse cursor somewhere on the vertical line between the *Your Location* and *Child's Name* column.

You should see the ⁺‖⁺ symbol, indicating you can drag this symbol to adjust the column width.

7   Click and drag to the right approximately ½″.

8   Click on the vertical line at the end of the last column (i.e., *Child's Age*) and drag to the left by approximately ½″.

9   Save the form.

Notice how the columns have been adjusted to accommodate the type of data that may be entered. However, the height of the rows are based on the font used when this form was created. You want the rows to be wider to accommodate handwriting.

10   Select every blank row in the table and then select **Table**, **Table Properties**. Click on the **Row** tab.

11   Click on **Specify height** and type: 0.3 for the measurement. Click **OK**.

Your table will then look similar to the following:

Your Name	Your Location	Child's Name	Child's Age
Social Club Use only:			
☐ Member	☐ Non-member		
☐ Branch Office	☐ Head Office		

Notice how the rows are larger now for people to write their information in without feeling they need to shrink their handwriting in the appropriate box(es).

12 Move the cursor to somewhere on the horizontal line below the column headings.

Your cursor should display the $\overline{\overline{}}$ symbol to indicate you can now adjust the row height.

13 Drag down about ¼ inch to adjust this row.

14 Select the entire row and change the font to **Arial**.

15 Save the form again.

📚 Practice Exercise

1 Open the Formatting Tables - Student document.

2 Select the entire table. Then select **Table**, **AutoFit**.

3 Click on the **AutoFit to Contents** command.

4 Select the first row (column headings) and change the font size to **16**.

5 Select the text in the first column and change the font size to **14**.

Your table should look similar to the following:

	January	February	March
Printers	33	33	44
Monitors	82	88	75
Keyboards	61	65	84
Disk Drives	33	33	36
CPUs	54	48	58

Notice how the rows and columns adjusted themselves when you changed the font size. This is due to the AutoFit Contents option that allows Word to adjust your table accordingly.

6 Save and close the document.

Inserting & Deleting Rows/Columns

IC³
2.2.3

You can easily insert, delete or move rows or columns once you have created a table. However, you must remember to select the appropriate rows or columns before performing any of these actions.

When inserting several rows, columns or cells at once, you must select the appropriate number of units in the table to insert the same number of rows, columns or cells you want.

Exercise

1   Open the Executive Summary - Student document.

2   Click in the selection bar area to select the entire second row of the table.

3   Click on the ⊟ button in the Standard toolbar.

> You can also select **Table**, **Insert**, then **Rows Above** (or **Rows Below**). The ⊟ button only appears when you select an entire row and will insert a row at this location.

Notice a new row has been added between the title and the text.

4   Select the second column.

5   Click on the ⊟ button in the Standard toolbar.

> You can also select **Table**, **Insert**, then **Columns to the Left** (or **Columns to the Right**). The ⊟ button only appears when you select an entire column and will insert a column at this location.

Notice a new column has been added.

6   Select **Table**, **Delete**, then **Columns**.

The selected column is now removed.

> If you choose **Cells** instead of **Columns** (or **Rows**) after selecting **Table**, **Delete**, you will see the dialog box shown:
>
> You can then make the appropriate choice based on what changes you want in the table.

Delete Cells

- ⦿ Shift cells left
- ○ Shift cells up
- ○ Delete entire row
- ○ Delete entire column

[OK]   [Cancel]
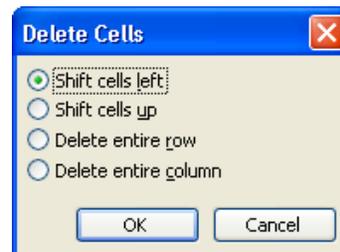
7   Select **Table**, **Table Properties** and click on the **Table** tab.

8   Click on **Center** for the table alignment then click **OK**.

9   Adjust the columns so that the table looks similar to the following:

Board of Directors		
John Smith		Chief Executive Officer
Bill Williams		President
Adelaide Marks		Comptroller
Douglas White		Vice-President, Operations
Janice Gates		Vice-President, Sales

10   Save the document again.

Merging and Splitting Cells

2.2.3

Table cells can be joined or *merged* to create a single cell, or a cell can be split into more columns or rows as required. Merging is particularly useful when creating a title row.

You can also split a table into a smaller table, depending on what is required for the table.

📖 Exercise

1   Make sure the Executive Summary - Student document is active on the screen.

2   Select the first two rows in the table.

3   Click on the 🔲 button in the Tables and Borders toolbar.

Board of Directors	
John Smith	Chief Executive Officer
Bill Williams	President
Adelaide Marks	Comptroller
Douglas White	Vice-President, Operations
Janice Gates	Vice-President, Sales

Notice how Word has merged the two rows together to make one large row. Depending on the effect you want, you could merge the cells for only one row, or create a larger one like this so you can change the cell alignment.

4   Select the cells for the first and second columns, starting at the second row.

5   Click the 🔲 button in the Tables and Borders toolbar.

Notice how Word has merged all these cells into one large cell. This is definitely not what you wanted, and you will now need to split the cells.

6   Click on the 🔳 button in the Tables and Borders toolbar.

7   Type: 1 for the **Number of columns** and type: 5 for the **Number of rows**.

> You can also use the incremental buttons for either field.

8   Click **OK**.
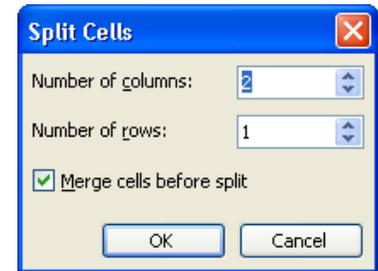
Board·of·Directors¤	
John·Smith¶ Bill·Williams¶ Adelaide·Marks¶ Douglas·White¶ Janice·Gates¤	Chief·Executive·Officer¤
¤	President¤
¤	Comptroller¤
¤	Vice-President,·Operations¤
¤	Vice-President,·Sales¤

> If you do not see the non-printing characters as shown here, click on the **Show/Hide¶** button from the Standard toolbar. This is a good example of choosing to turn on the non-printing characters to see how the lines are broken in the first cell.

Notice how Word gives you the five rows requested but the text did not go back into the individual rows. You will now have to move the text into the appropriate rows.

9   Select each name and drag it to the appropriate location. Delete the paragraph marks at the end of the first four names.

Your table should then look similar to the following:

Board of Directors	
John Smith	Chief Executive Officer
Bill Williams	President
Adelaide Marks	Comptroller
Douglas White	Vice-President, Operations
Janice Gates	Vice-President, Sales

10 Save and close the document.

Splitting a Table

IC³
2.2.3

On occasion you may find that you need to split a table. For example, you may have created a form with all the information that is needed. Then you decide you want to separate the information entered by a user and your requirements. Instead of creating a new table for your information, you can split the table at the point where it needs to, thereby creating two tables on your form.

📖 Exercise

1 Ensure the Children's Christmas Party Notice Form – Student document is active on the screen.

2 Move your cursor into the row with the text, *Social Club Use Only*.

3 Select Table, then Split Table.

Your table has now been split into two parts.

Your Name	Your Location	Child's Name	Child's Age

Social Club Use only:			
☐ Member	☐ Non-member		
☐ Branch Office	☐ Head Office		

4 Save the document and then close it.

Converting Text or Tables

2.2.1

You can convert text separated by tab characters, commas or paragraph marks into a table. Word uses these characters to place the text into individual cells.

Table size

Specify the number of columns and rows for the new table.

AutoFit behavior

Set how the information in the table should fit.

AutoFormat

Select a specific style for the table from the list of pre-designed formats.

Separate text at

Select the current separator item between the text to tell Word where the columns should begin.

Alternatively, you can convert a table into tab aligned text columns or with another character separating the text columns.

📖 Exercise

1. Open the Net Pay document and save it as Net Pay - Student

2. Select all the text.

3. Select Table, Convert, then Text to Table.

4. Ensure that the **Number of columns** field shows **4**.

5. Ensure that **Fixed column width** is selected in the **AutoFit behavior** area, and that **Auto** is specified.

6. From the **Separate text at** area, select **Tabs** and then click **OK**.

   Word converts your text to a table. Notice how Word fills the table to the margins. You will need to make some adjustments, as required.

7. Format the table and column widths, and add the first row as specified so it appears similar to the one shown:

NET PAYROLL			
Employee	Gross Pay	Deductions	Net Pay
R. Kennedy	3,200	1,280	1,920
B. Jensen	2,500	750	1,750
C. Wu	2,500	750	1,750
J. Mills	2,300	690	1,610

8   Save the document again.

Assume at this point you need to give a copy of this report to someone else who does not have a lot of experience working with tables but they are very familiar with tab settings.

9   Select **File** and then **Save As**. Save the new document as Net Payroll (tabs only) – Student

10   Select the entire table and then select **Table, Convert, Table to Text**.

11   Ensure that **Tabs** is selected and then click **OK**.

```
NET·PAYROLL¶
Employee    →    Gross·Pay  →    Deductions  →  Net·Pay¶
R.·Kennedy  →    3,200      →    1,280       →   1,920¶
B.·Jensen   →    2,500      →    750         →   1,750¶
C.·Wu       →    2,500      →    750         →   1,750¶
J.·Mills    →    2,300      →    690         →   1,610¶
¶
```

The reason the title is left aligned is due to the fact that there are no tab settings before or after the text; therefore, Word treated this text as text for the first column.

12   Save and close this document.

Sorting Information in a Table

Any information in a table can be sorted in ascending (e.g., A-Z, 0-9) or descending order (e.g., Z-A, 9-0). You need only to select the cells to be sorted and then click on the appropriate sort tool. Take note that your sort may not be exactly what you expected. This will be determined by the type of data in your table and how many columns there are for the information. For instance, the Net Payroll report shows the employee names with an initial for the first name and then their last name. If you chose to sort the table by the employee names, Word would sort them based on the first name initial, not the last name. If you wanted to sort by the last name, there should be a separate column for the first name and another for the last name.

You can activate the sort command quickly by using the ![Sort Ascending] (**Sort Ascending**) and ![Sort Descending] (**Sort Descending**) buttons on the Tables and Border toolbar. Alternatively, you can select **Table, Sort** to select multiple sort options.

Sort by
Select the first priority of the columns to be sorted. You can also set up the type of information in the cells.

Then by
Select the second and third priorities to be sorted.

My list has
Indicate to Word whether you have a header row of column headings. This will prevent the row immediately above the selected rows from being used as the **Sort by** or **Then by** fields.

📖 **Exercise**

1   Open the Net Pay – Student document.

2   Select the four rows of employees and then select **Table, Sort**.

As a title row was added to the table, the column headings will not appear in the Sort by fields. However, they will still be logical to determine which columns are to be sorted.

3   Set up the fields so they appear similar to the following:
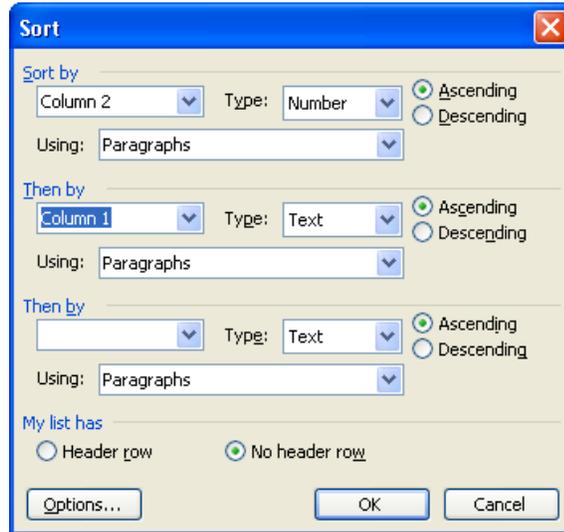
This tells Word to sort the employee information by the Gross Pay first, then by Employee.

4   Click **OK**.

5   Save and close the document.

Summary

In this lesson you learned how to create simple tables, add data into them, and then manipulate the tables or information in the table to best suit your needs. You should now be familiar with the following:

- How tables can be effective to use
- Using the Draw Table feature
- Creating a table using Insert Table
- Entering information into a table
- Selecting items in a table
- Formatting the table

- Adjusting borders (lines) or shading in a table
- Adding or removing rows or columns
- Merging or splitting rows or columns
- Splitting a table
- Converting text to a table or vice versa
- Sorting information in a table

Review Questions

1. List the three ways you can create a table.

   a. _____   c. _____

   b. _____

2. You can erase drawn lines in the same manner as when you created these lines.

   a. True   b. False

3. A benefit of using the Insert Table option to create a table is that you can select the number of rows and columns required for the table.

   a. True   b. False

4. Which key(s) would you use to insert a tab character in a cell?

   a. `Tab`   c. `Ctrl`+`Tab`
   b. `Shift`+`Tab`   d. `F4`

5. Which symbol allows you to select the entire column?

   a. ↗   c. ▽

   b. ↕   d. ↓

6. Formatting the table includes which of the following items?

   a. adjusting the column width   d. all of the above

   b. adding borders or shading   e. only a or b

   c. setting header rows

7. Why would you use the Table AutoFormat feature instead of adding formatting manually?

8. When you change the alignment of a table, what happens?

9. A new column will automatically be inserted to the right of the selected column.

   a. True   b. False

10. If you convert a tabbed report into a table, you cannot change it back to a tabbed report again.

   a. True   b. False

Lesson 14: Working with Others

Objectives   Suggested Timing: 1 Hour

In this lesson you will look at how to share information with others for reviewing purposes. On successful completion, you will be familiar with the following:

- What sharing information with others refers to
- How to insert and delete comments
- How to track changes made in documents
- How to accept or decline changes made in a document

Sharing Information with Others

Working within a workgroup can necessitate incorporating input from many sources. Sometimes this can be accomplished by comparing different documents to see where changes were made, or you may need to share documents with others for their comments.

As you (or others using this document) make changes or comments, these will be displayed on the screen. You can navigate through all or some items on the screen using the buttons on the Reviewing toolbar.

Comments are added in a balloon to the right or in a separate pane, and can be used to provide input without altering the document. To make editing easier, comments are marked with the reviewer's initials (when reviewed by more than one person) and a different color, as well as displays the type of change made, e.g., deletion, formatting, etc.

If you want to make changes directly in a document, use revision marks. Revision marks show where text has been added, deleted, moved or formatted, and are marked with different colors based on the user making the change. When you place the cursor overtop of the revision mark, a screen tip will display the User name and the reviewed date and time. Even if a document's changes were not tracked through revision marks, they can be added by comparing the document to the original. This can be handy to use when you need to track what changes are made in the document at different stages of the life of that document (e.g., contract negotiations). You can also print your document with the markup items as a hard copy for record purposes.

Working with Comments

When working with documents, you may find that you require other people's feedback on the document content or layout; or you may want to insert reminders to yourself regarding text or formatting changes. The Comment feature can be used in a similar manner as with post-it notes.

Comments are inserted into the document in balloon objects, or you can use the Reviewer's Pane to show more details on who made the comment and when; the document shows the comment only for your consideration. This makes it easy to identify who made the comment and to move from one comment to the next. Comments are only displayed on the screen; they will not be printed as part of your document, unless chosen otherwise.

When reviewing the comments, you can choose to remove them or to include them in the document. This is the same regardless of whether you inserted the comments or someone else reviewing your document inserted the comments. If your system is equipped with a sound card and a microphone, voice comments can be added to the document.

Take note of the following when using comments:

- Select **Insert** and then **Comment**.

- Click on the ⬛ **(Insert Comment)** button on the Reviewing toolbar.

- Use the ⬛ **(Previous)** or ⬛ **(Next)** button to move to the appropriate comment or change.

- To accept a comment, click on the comment and then click on the ⬛ ▾ **(Accept Change)** button on the Reviewing toolbar.

- To delete a comment, click on the comment to be deleted and then click on the ⬛ ▾ **(Reject Change/Delete Comment)** button on the Reviewing toolbar.

- To see all the comments or changes in a separate window, use the ⬛ **(Reviewing Pane)** button to open a window at the bottom of the screen where you can navigate through all the markup items. This can be handy when you want to turn off all the markup items, leaving your document in its final form, but still be able to see all the markup items.
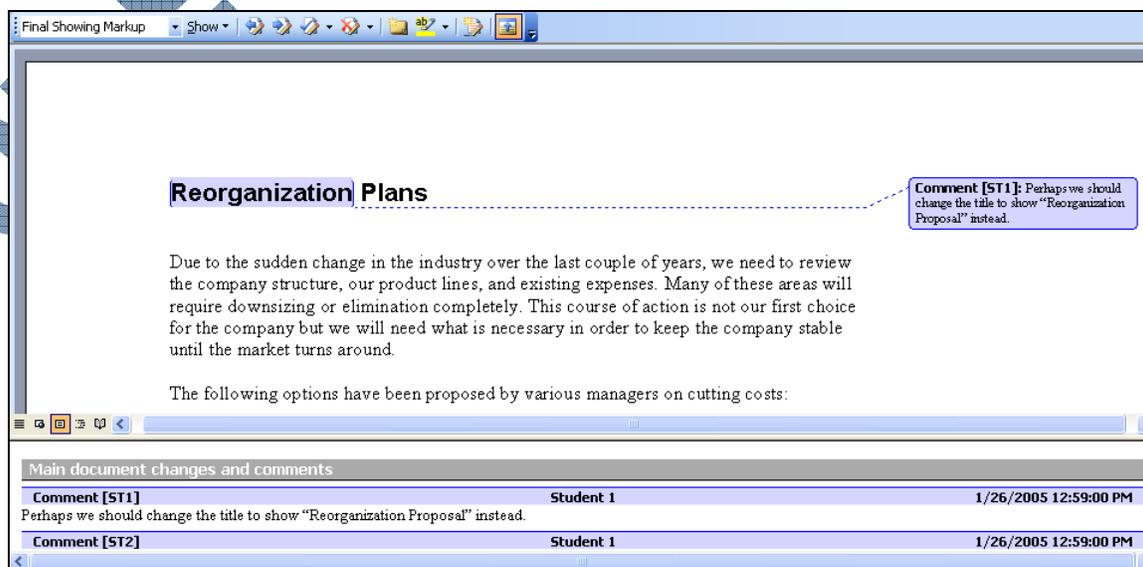
- You can also choose to print the markup items in the document, either as part of the document or as a separate list. Select **File, Print** and then use the options in the list for the **Print what** field to make the appropriate selection for how the markup items should print.

📖 Exercise

1 Open the Reorg Proposal document and save it as Reorg Proposal - Student

2 With the cursor at the beginning of the document, select **Insert** and then **Comment**.

Reorganization Proposal   Comment:

3 Type: Perhaps we should change the title to show "Reorganization Proposal" instead. into the comment balloon.

4 Move the cursor down to the beginning of the line, *Salary reduction ...*

5 Click on the 🖼 button on the Reviewing toolbar.

6 Type the following text into the second comment balloon:

We may not want to announce this just yet. There's a possibility this may not have to occur if we can get the bank to extend our credit line for a few months.

7 Click on the 🖼 button on the Reviewing toolbar.

8 Click on the down arrow of the Show▼ button and deselect everything there

Notice how all the markup items are gone but you can see them in the Reviewing Pane.

9 Turn off the Reviewing Pane and select everything in the Show▼ button again.

10 Move the cursor to the end of the line that begins with *Sales ...*

11 Click on the 🖼 button on the Reviewing toolbar.

12 Type the following text into the third comment balloon:

Is there any chance we might be able to reduce our Sales and Customer Service staff by half the amount shown here? This is one area we probably want to keep strong so that we can continue to reach our existing and new customers.
Suppose at this point, you decide not to use one of the comments. Comments can be inserted or deleted as needed.

13 In the document, click on the second comment balloon.

14 Click on the 🖼▼ button in the Reviewing toolbar.

Notice how Word has renumbered the comments in the document once this comment was deleted.

15 Save the document.

16 Select **File** and then **Print**. Click on the down arrow for the **Print what** field, and then click on **Document showing markup**. Click **OK**.

Word now prints the document with the comments. Notice how the printout is smaller in size due to the markup options on the document.

17 Select **File**, **Print** and then select **List of markup items** in the **Print what** field. Click **OK**.

18 Save the document.

Tracking Changes

C³
2.1.20

When you have a document that you want reviewed by others in your workgroup yet you want control over the final changes, one method to perform this task is to distribute copies to others with the Track Changes feature activated. You could also turn this feature on if you want to track the changes you want to make in an existing document (e.g., writing a paper and you want to rephrase specific portions of text). By tracking changes, any text that has been inserted, replaced, deleted, moved or formatted can be easily identified.

When turned on, Word displays the additions using the redlining feature, and deletions, replacements or formatting changes are shown with black-lining and balloons showing the original text. Each reviewer's changes are marked with a different color.

Reorganization Proposal

Comment: Perhaps we should change the title to show "Reorganization Proposal" instead.

Due to the sudden change in the industry over the last couple of years, we need to review the company structure, our product lines, and ~~our~~ existing expenses. Many of these areas will require downsizing or elimination completely. This course of action is not the first choice for the company but we will need what is necessary in order to keep the company stable until the market turns around.

Deleted: our

The following options have been proposed by various managers on cutting costs:

- Salary reduction of 10% company wide, regardless of seniority or location
- Amalgamating the two offices on the East coast
- Eliminating the office in the Mid-West
- Reducing extended health benefits to minimum options
- Eliminating any computer expenses for the next year
- Eliminating any training or professional development expenses for the next year

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

In the first look at the staff complement, the following cutbacks were suggested:

Shipping and Receiving	5 employees
Mail Room	3 employees
Production	10 employees
Sales	15 employees
Customer Service	7 employees
Administration	3 employees at Head Office
	1 employee from each branch

Formatted: Indent: Left: 0.5"

Comment: Is there any chance we might be able to reduce our Sales and Customer Service staff by half the amount shown here? This is one area we probably want to keep strong so that we can continue to reach our existing and new customers.

Nothing has been finalized. This document is just a starting point to open discussions at the Strategic Planning session next week on what other options are available to the company.

All managers are requested to look at their overall expenses and come to the meeting with suggestions on where cuts or revisions could be made to help sustain the company's losses for the time being.

To turn on the tracking feature, use one of the following methods:

- Select **Tools** and then **Track Changes**.
- Press Ctrl + Shift + E.
- Double-click on the TRK box in the status bar.

With the Track Changes option, you may want to use the Reviewing Pane here if you find all the balloon items too distracting on the screen. Turn off all the items in the Show▾ button and the Reviewing Pane will then list all the changes or comments in the order they appear in the document for easy reference. Take note of the following when working with the Reviewing Pane:

- Make changes or insertions as if the Reviewing Pane wasn't there. Once the change has been made, it will be inserted in the Reviewing Pane automatically in the appropriate location.

- To delete an item in the Reviewing Pane, click on the heading for that item and then click on the ▨▾ (**Reject Change/Delete Comment**) button in the Reviewing toolbar.

Be sure to turn off the Track Changes option when you no longer need it. You may also need to turn off the Reviewing toolbar when you move to another document.

📖 Exercise

1 Ensure the Reorg Proposal - Student document is active on the screen.

2 Select Tools and then Track Changes.

3 In the first sentence of the first paragraph, add the word our before the text, *existing expenses*.

4 In the third sentence of the first paragraph, replace the word *our* with the.

Notice how Word displays these changes in the same color as was used for the comments. This is because Word recognizes the User ID information as the same for when the comments were entered. In order to demonstrate how different colors are displayed when Word recognizes that a different user is using a file, you will now change the user name for this system.

5 Select **Tools** and then **Options**. Click on the **User Information** tab.

6 Type in your own name in the **Name** field and then your initials in the **Initials** field. Click **OK**.

You have now set the system to recognize a different user name who is making changes to this document. Generally, you would not perform this step when sharing documents with others; in most cases, documents will be either sent via e-mail to others or saved on a network for others to access.

7 Select the five points below the text that begins with *The following options ...*

8 Click on the ▤ button on the Formatting toolbar.

The formatting change just made should now appear in a different color.

9 Go to the end of the last point that starts with *Eliminating …*, press ⌴Enter⌴ and then type the following:

Eliminating any professional development or training for the next year

10 Select the list of departments and click on the ▤ button on the Formatting toolbar.

11 Change the number of employees for the Sales department to 10.

12 Move to the end of the document and type the following text:

All managers are requested to look at their overall expenses and come to the meeting with suggestions on where cuts or revisions could be made to help minimize the company's losses for the time being.

Your document should then appear similar to the following:

13   Select **Tools, Options** and click on the **User Information** tab, change the name and initials back to the original setting for this system.

14   Close the Reviewing toolbar and save and close the document.

Summary

In this lesson you looked at how to share information with others for reviewing purposes. You should now be familiar with the following:

- Sharing information with others
- How to insert and delete comments

- How to track changes
- How to accept or decline changes

Review Questions

1. What are revision marks?

2. When you place the cursor overtop of a marked item, what will the screen tip show?

   a. Contents of the marked item

   b. User name, the review date, and review time

   c. User name and contents of the marked item

   d. All of the above

3. How can you insert a comment into a document?

   a. Select Insert and then Comment

   b. Click on the Insert Comment button on the Reviewing toolbar

   c. Press Ctrl+Shift+E

   d. All of the above

   e. Only a or b

4. Identify the Reviewing Pane button on the following image:

5. When you print a marked up document, what options are available for printing this document?

   a. The document only in its final form

   b. The document with the markup items included

   c. A list only of the markup items

   d. All of the above

6. Once Track Changes has been activated, how does Word show these changes?

7. How can you activate the Track Changes feature?

   a. Select Tools and then Track Changes

   b. Double-click on the Track Changes box in the status bar

   c. Press Ctrl+Shift+E

   d. All of the above

   e. Only a or b

8. If you find the balloon items too distracting on the screen with the Track Changes feature activated, you can turn them off and then use the Reviewing Pane.

   a. True

   b. False

9. How can you display the Reviewing Pane?

   a. Select View, Reviewing Pane

   b. Split the window from the bottom

   c. Click on the button in the Reviewing toolbar

   d. All of the above

   e. Either a or c

10. When you change the Display for Review option to Final, all items in the Show button are then deselected.

    a. True

    b. False

Unit 3:
Using Microsoft Office Excel 2003

This unit includes the knowledge and skills required to analyze information in an electronic worksheet and to format information using functions specific to spreadsheet formatting (as opposed to Common Elements discussed in the first section). Topics include the ability to use formulas and functions, sort data, modify the structure of an electronic worksheet, and edit and format data in worksheet cells. Elements also include the ability to display information graphically using charts, and to analyze worksheet data as it appears in tables or graphs.

Lesson	Topic
1	Getting Started
2	Manipulating the Information
3	Working with Formulas
4	Formatting a Worksheet
5	Using Miscellaneous Tools
6	Working with Charts
7	Getting Ready to Print

Lesson 1: Getting Started

Objectives   **Suggested Timing: 1 Hour**

In this lesson you will look at some of the basic terminology needed to work with a spreadsheet program, and then create some new documents. On successful completion, you will be familiar with the following:

- Understand and recognize basic terminology
- Understand and recognize common symbols
- How to create a new workbook
- How to open a workbook

- How to save a workbook
- How to close a workbook
- How to enter numeric and text information
- Move around in the worksheet

Understanding Basic Terminology

3.1.1

A worksheet document is similar to a very large sheet of paper divided into rows and columns. In Excel, the rows are numbered from *1* to *65,536*. Each of the *256* columns is assigned a letter combination starting with *A* to *Z*, then *AA* to *AZ*, then *BA* to *BZ*, and so on. The final letter combination is *IV*.
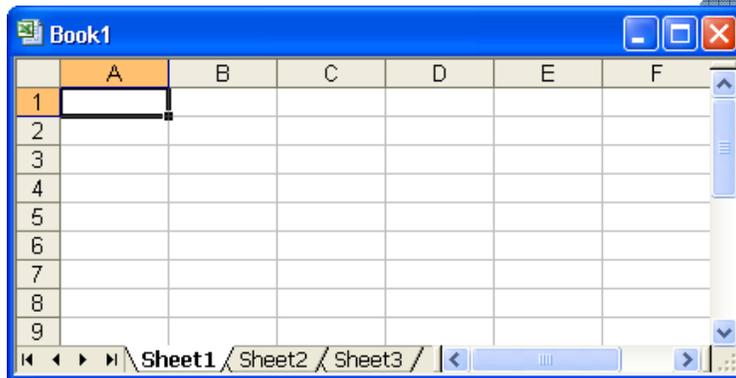
Workbook	A single Excel file containing one or more worksheets, e.g., Sheet1, Sheet2, Sheet3.
Worksheet	A single report or tab in a workbook. Each workbook is created with a default of three worksheets. Worksheets can be inserted or deleted, as required.
Cell	The intersection of a row and a column.
Cell Address	Excel has 16,777,216 cells available per worksheet (65,536 rows x 256 columns). Each cell has its own distinct *address* (its point of column-by-row intersection), such as *B7* (column *B* at row *7*). A cell can only contain one single value or formula.
Active Cell	The cell currently displayed in an almost solid box, with a small break with another box displayed in the lower right corner. The Reference Area displays this cell's address.
Sizing	When the worksheet is not maximized, the sizing button appears at the bottom right of the active window. Use the mouse to drag the corner to the desired size. In addition to this button, you can size any window by pointing at the border of the window and, when the double-headed arrow (↖) is displayed, drag the mouse button to change the width or height of the window.

Mouse Symbols

This section introduces some of the more common mouse symbols:

✛	Selects a cell or range of cells in the worksheet.
✛	Moves or copies selected cells by dragging and dropping.
↳	Selects items, command buttons, and menu options.
⟷, ↕, ↖	Sizes objects.
I	Edits text within the Formula bar or a cell.
╪, ╫	Changes the cell width or row height.
╪, ╫	Splits the window into panes.
⚲	Magnifies and zooms in the selected area in Print Preview mode.
⧗	Indicates that Excel is working on a command and you must wait.
✛	Indicates the use of the AutoFill feature to copy the contents of cells.
+	Selects or creates objects.
→	Selects an entire row.
↓	Selects an entire column.
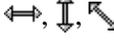
Creating a New Blank Workbook

IC³
1.2.6

Whenever you start up Excel, you are given a new workbook by default. Once you have completed that workbook and saved it, you can create a new workbook without having to exit and restart Excel.

Each time you ask for a new workbook in the current session, Excel will number it sequentially as *Book#* where # represents the number of new workbooks created during the current session. Once you exit Excel and load the program again at a later time, the numbering begins at 1 again.

To create a new workbook, use one of the following methods:

- Select **File** and then **New**.
- Click on the ▯ (**New**) button on the Standard toolbar.
- Press Ctrl + N .
- Click on the **Blank Workbook** link on the New Workbook task pane.

Once you have more than one workbook active on the screen, regardless of whether they are new or previously saved files, you can switch between the workbooks by clicking on the appropriate button on the Taskbar or use the **Windows** menu to display the list of open files.

Window
Compare Side by Side with Book2
Hide
Unhide…
Freeze Panes
1 Book2
✓ 2 Book1
⌄
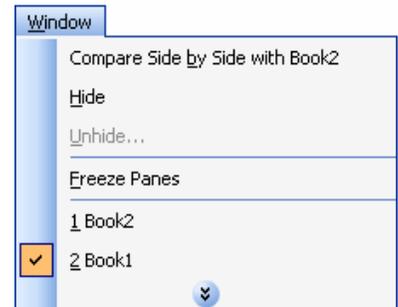
📖 **Exercise**

1   Start Microsoft Excel and select **File**, **New** in the menu bar.

2   Click on **Blank Workbook** from the **New** group in the New Workbook task pane.

Notice how your document title bar now displays the name *Book2* rather than *Book1*. You will also notice there are buttons for each of these worksheets on the taskbar.

📊 Book1	📊 Book2

▶ If this feature is not active, select **Tools**, **Options** then click on the **View** tab. Click the **Windows in Taskbar** option to turn it on.

3   Click on the **Book1** button from the taskbar to switch between the workbooks.

4   Select **Window** and click on **Book2**.

Creating a New Workbook from a Template

You can also create a workbook using a template or a pre-designed worksheet created by Microsoft. This can be handy when you need a consistent look for specific types of reports (e.g., invoices, cash flow reports, budgets, etc.).

The number of template and tabs appearing on your screen may be different, depending on whether a previous version of Excel was installed on your computer.

📖 **Exercise**

1   In the New Workbook task pane, click on the **On my computer** link in the **Templates** area.
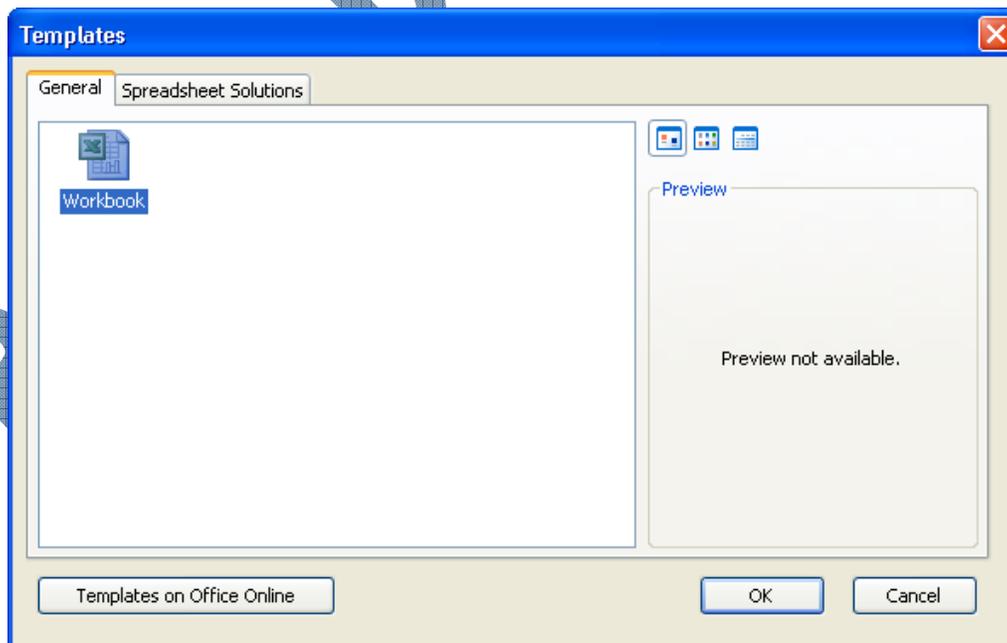
2   In the **General** tab, select the **Workbook** icon and click the **OK** button.

You should now have a *Book3* workbook open on your screen. Notice this is a blank one, similar to the one created in the previous exercise. If you wanted to use another template but do not have any available from the **General** tab, you could have selected one of the other options in the **Templates** area to get a template from an Internet site.

Opening Workbooks

1.2.7

If you want to work with a previously created workbook, you must first open it. As with creating new workbooks, you can have more than one workbook open in Excel at the same time. To ensure you are working with the right workbook, be sure to verify the name of the current workbook name in the title bar.

To open a file, use one of the following methods:

- Select **File** and then **Open**.
- Click on the **(Open)** button on the Standard toolbar.
- Press Ctrl + O.
- Click the required file from the list of recently opened files in the **Open** area in the New Workbook task pane.
- Select **File** and then click the file name from the list of recently opened files at the bottom of the menu.

You can also open a file directly from My Computer or Windows Explorer, provided the file type is recognized by Microsoft Excel. For instance, a file that has a file type of .xls will automatically open in Excel from one of the file management tools. When you double-click on a file in My Computer or Windows Explorer and the file does not open in Excel, this is an indicator that the file type is not recognized by Excel. You will then need to either change the file type, or open the file in the original program it was created in and resave the file using a format that Excel will recognize. You may also see a dialog box in Excel indicating that the file type needs to be converted to a format that Excel will recognize; if this is the case, be sure to select Microsoft Excel before clicking on **OK**.

In the case of a system failure, Excel will try to recover any documents that were open at the time of the system failure. A Recovery pane will appear on the left side allowing you to choose the appropriate file. If you do not see the Recovery pane, then the document could not be saved and recovered during the system reboot, and you will need to create the document again (or use a backup copy, if available).

📖 Exercise

1 Click on the button in the Standard toolbar.
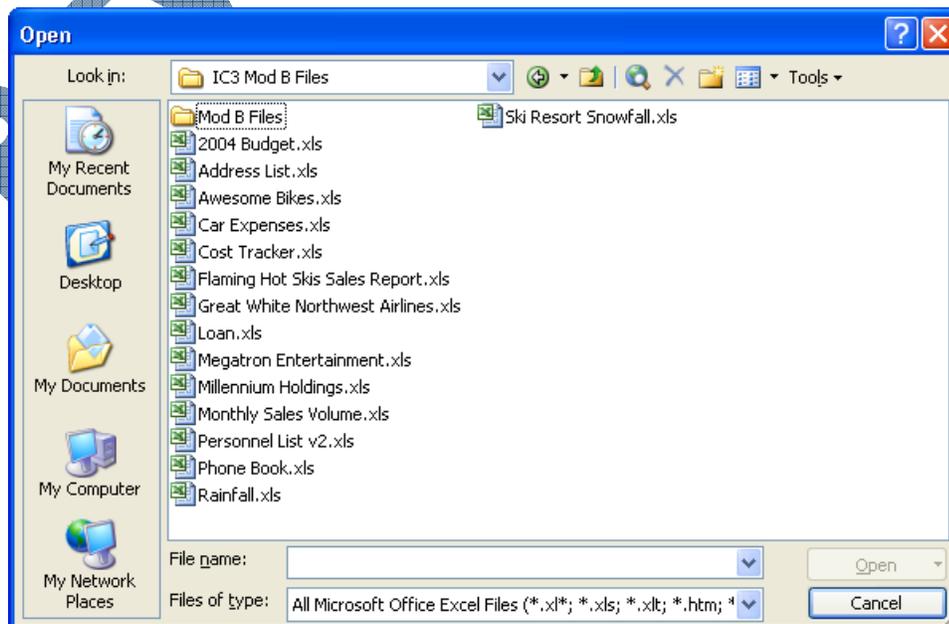
2   If necessary, select a different folder in the **Look in** text box as directed by your instructor.

3   Select the Awesome Bikes file.

4   Click on the **Open** button.

Practice Exercise

1   Press Ctrl+O to display the Open dialog box.

2   Make sure you are viewing the location for the data files.

3   Double-click on the Rainfall file.

The file should now be open on the screen and you should see at least two buttons in the Taskbar, showing the names of the open files.

Closing a Workbook

1.2.9

When you no longer want to work with the current workbook, you should remove it from the screen or close it. This will ensure any unsaved data for that workbook is saved onto the hard drive, and to protect the workbook from any accidental changes. Excel will remove the current worksheet from the screen, and then either display other open workbooks or a blank document window.

To close a workbook, use one of the following methods:

▪   Select **File** and then **Close**.

▪   Click on the ☒ (**Close Window**) button at the right side of the menu bar.

▪   Press Ctrl+W or Ctrl+F4.

Exercise

1   If necessary switch back to the Awesome Bikes file by selecting it on the taskbar at the bottom of the screen.

2   Select **File**, **Close**.

Notice that the Awesome Bikes file is no longer on the screen.

3   Select the Book3 workbook.

4   Press Ctrl+W on the keyboard.

You will leave the Book2 workbook open for now.

Practice Exercise

1   If necessary, switch to the Rainfall file by selecting it on the taskbar.

2   Click on the ☒ button.

3   Close all other workbooks other than Book2.

Saving Workbooks

To be able to recall your work at a later date or time, you must save your workbook before exiting Excel or turning off your computer.

It is a good idea to save work frequently during a session, prior to printing or prior to trying a process or procedure that you have not done before. That way, you will not lose your work if there is a power interruption, or experience a hardware, or some other kind of, failure.

The saved file also provides an excellent "fall back" option should you try something in your worksheet that does not work out and you are unable or unwilling to do all the steps to correct the problem.

Saving your workbook causes the *Undo History* to be lost. Although saving your workbook often is recommended, you should take into consideration that you cannot undo your previous actions when the workbook is saved.

When you save a workbook, you must assign a name to it. To name documents in Excel, follow the same basic rules for naming files under Windows. A document name (including the complete path to the file, the drive letter, server name, folder path, and file name), can contain up to 255 characters.

A document name cannot contain any of the following characters: forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (*), question mark (?), quotation mark ("), pipe symbol (|), colon (:), or semicolon (;).

There are two different types of save commands:

▪ Use **Save As** to save a new document or to save an existing document with a new name or new location.

▪ Use **Save** to save changes to the currently active file with the existing name in the existing location.

The first time you save a file, you will always be presented with the Save As dialog box. This gives you the opportunity to give the new spreadsheet a definite name for this file, as well as select the location for where the file will be stored.

Excel files can also be saved into another format as needed. For example, you may use Excel for your spreadsheets but a customer uses Lotus for Windows. You can then click on the down arrow for the **Save as type** field to select the appropriate file type.

File name:	Book2.xls
Save as type:	Microsoft Office Excel Workbook (*.xls)

Microsoft Office Excel Workbook (*.xls)
XML Spreadsheet (*.xml)
XML Data (*.xml)
Single File Web Page (*.mht; *.mhtml)
Web Page (*.htm; *.html)
Template (*.xlt)
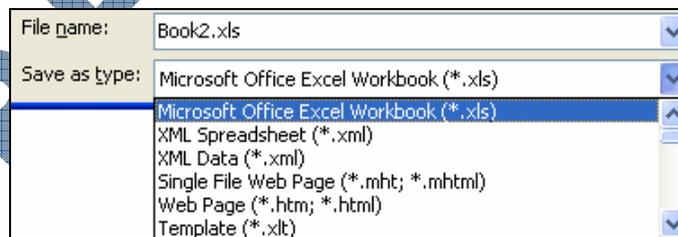
To save the changes made to an existing file, use one of the following methods:

▪ Select **File** and then **Save**.

▪ Click the 🔲 **(Save)** button on the Standard toolbar.

▪ Press Ctrl + S.

📖 **Exercise**

1   If necessary, select the Book2 workbook.

2   Select **File**, **Save** in the menu bar.
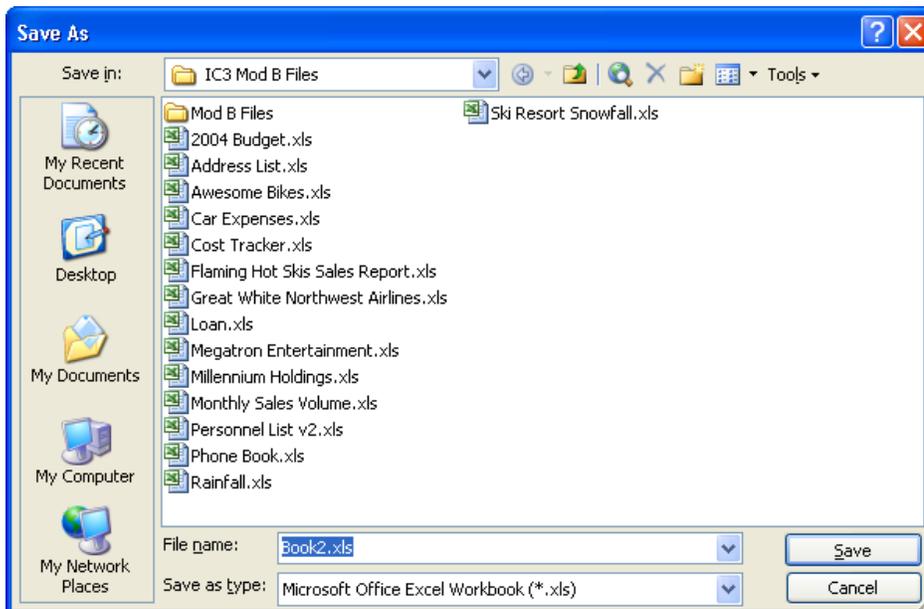
You should notice that Excel has presented the Save As dialog box even though you chose the **Save** command. This occurs because this is the first time you have saved this workbook.

3   Click in the **File name** field and type: First workbook - Student

4   Click the **Save** button.

Notice that your document title bar now displays the name First workbook - Student rather than Book1. If you wanted to save the file in a new location other than the default (i.e., generally \My Documents), you can either move to a different location or create a new folder.

5   Select **File**, **Save As**.

6   Click on the 📁 button in the dialog box.
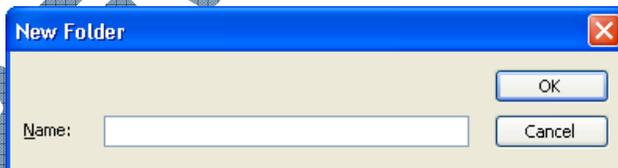
7   Type: Final as the name of the new folder and click **OK**.
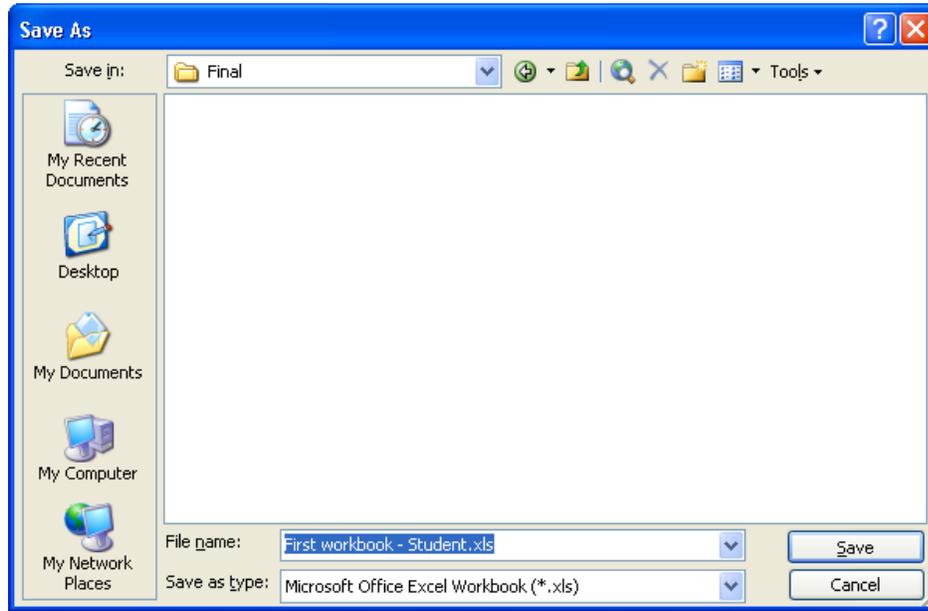
8 Leave the file name as is and click on the **Save** button.

You now have a copy of the same file in the default folder as well as the new folder just created.

Managing Your Files

As you begin working with files in Excel, you may find that you need to do some file management e.g., saved the file with the wrong name, need to rename the file to make it more specific, delete a file, copy a file to a floppy disk, etc. Excel gives you the flexibility of being able to manage your files from within the program instead of using the Windows Explorer.

📖 Exercise

1 Click the 📂 button in the Standard toolbar.

Notice how Excel takes you to the last location you were at when you saved or opened a file.

2 Click the 📗 button.

3 Right-click on the First workbook - Student file.

4 Click on **Delete**.

Confirm File Delete

Are you sure you want to send 'First workbook - Student.xls' to the Recycle Bin?

[Yes]   [No]

5 Click on **Yes** to actually delete this file.

6 Close the Open dialog box and the workbook.

For the purpose of this courseware, you will open and save workbooks in the default directory, as directed by your instructor.

Entering Data in the Worksheet

)C³
3.1.3

If you design and build it in a logical manner, an Excel worksheet is a very powerful tool. The basic building block of every worksheet is entering data into the cells.

There are three types of entries you can make when you are entering data into worksheet cells:

Labels   Labels are text entries that appear in the cells exactly as you enter them. If you enter a label that is wider than the cell, it will flow into the adjacent cells as long as those cells are empty. Labels default to left aligned.

Values   Values are numeric values you enter directly into a worksheet cell. Numeric values default to right aligned.

Formulas Formulas are composed of values, cell references, arithmetic operators and special functions.

Entering Text or Labels

To enter information, move the pointer to the desired cell and click within it; then type the entry. If you make a typing error, press the (Backspace) key to erase your mistake. When you are finished typing, press (Enter) to move automatically to the next cell below. Clicking on another c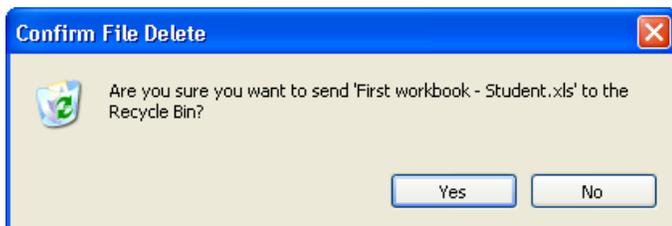ell with the mouse (or pressing any arrow key) will serve to enter the information you have typed into the current cell and move the cell pointer to the new location.

)C³
3.1.1

The best way to begin any worksheet is to enter labels that identify the values. When you enter the labels for the worksheet, you are creating an outline of the relationships you will later represent mathematically. For example, the report at the right has titles indicating quarterly intervals. Each row following the column labels is reporting the results for that quarter in the noted region. You can then see the revenue figures for Region 1 are increasing as you follow from Q1 to the Total column.

	A	B	C	D	E	F
1	ABC Company					
2		Q1	Q2	Q3	Q4	Total
3	Region 1	250,000	275,000	280,000	310,000	1,115,000
4	Region 2	125,000	127,000	122,000	126,000	500,000
5	Region 3	95,000	100,000	102,000	105,000	402,000
6	Total	470,000	502,000	504,000	541,000	2,017,000

When typing information, notice that Excel displays the text in two places:

▪ Data is normally entered or edited directly in the active cell where the editing cursor appears. Data can also be entered or edited in the Formula bar. The latter method is especially useful for very long data entries. In either case, the data is displayed in both places.

- Labels can be a maximum of 32,767 characters long, although a maximum of 1,024 can be displayed in a cell. If the label is longer than the width of the cell, it will extend past the column border after you have pressed ⌊ Enter ⌋, as long as there is nothing entered in the adjoining cells. Entries in adjoining cells will cause the display of the label to be truncated at the border. The entire label goes into the cell, but only that portion of it that fits in the available space will be displayed.

- By default, Excel aligns labels against the left side of the cell. You can easily change the appearance and alignment of a label.

- The maximum length of formula contents is limited to 1,024 characters.

📖 **Exercise**

1 Create a new blank workbook.

2 In cell **A1**, type: ABC Company - Staff Count and press the ⌊ Enter ⌋ key.

Notice that the current active cell is now **A2**. When you press the ⌊ Enter ⌋ key, Excel completes the entry of data in the current cell, then moves the cell pointer to the next cell directly below. Now try entering a label, and make corrections to it.

3 In cell **A2**, press the ⌊ Enter ⌋ key to go past this cell.

4 In cell **A3**, type: Admin and press the ⌊ Enter ⌋ key.

5 In cell **A4**, type: Sales - Inside and press the ⌊ Enter ⌋ key.

Notice how the text extends further than the default column width for this text entry. Depending on what (if any) data will be entered in the adjacent column, the text may appear to be "cut off".

6 In cell **A5**, type: Marketing and press the ⌊ Enter ⌋ key.

7 In cell **A6**, type: Warehouse and press the ⌊ Enter ⌋ key.

Now try a feature called *AutoComplete* in which Excel will look in cells above to determine if you are entering the same label again. If so, it will complete the rest of the cell for you and you simply press the ⌊ Enter ⌋ key to accept it. Excel determines if you are entering the same value by comparing the first few characters that match the labels already entered so far.

8 In cell **A7**, type: S

Notice how Excel automatically offers you a text label, based on what has been entered previously.

9 Press ⌊F2⌋, press the ⌊End⌋ key, and then ⌊Backspace⌋ to remove the word "Inside".

10 Type: Outside and then press the ⌊ Enter ⌋ key.

11 In cell **A8**, type: Accounting

Notice this time that the AutoComplete feature turned off automatically after you entered the second character, which did not match the second character of *Admin*.

12 In cell **D3**, type: Anticipated Yearly Revenue and press the ⌊ Enter ⌋ key.

Your screen should appear similar to the following:

	A	B	C	D	E	F
1	ABC Company - Staff Count					
2						
3	Admin			Anticipated Yearly Revenue		
4	Sales - Inside					
5	Marketing					
6	Warehouse					
7	Sales - Outside					
8	Accounting					
9						

13 Select **File**, **Save**.

14 Ensure you are in the Student data files location. Select the **File name** text box, and type: Staff List - Student

15 Click the **Save** button.

Entering Numbers or Dates

Numbers are constant values such as dollars and percentages. By default, Excel aligns values to the right side of a cell. If you enter characters that are not numbers, Excel treats the entry as a label and aligns it to the left of the cell. By default, Excel displays values with no formatting — i.e., no commas or extraneous zeros. You can format the values to your preference.

When entering dates, you have the option of entering them in their numeric form (i.e., 2-26-05) or as text (i.e., Month day, year). When entering dates, the following should be noted:

- The default format of the date value is M-d-yyyy.

> Check the **Regional and Language Options** feature in Control Panel to see if it has been set for another format.

- The date value does not have to be the full day, month, and year. It can be just the day and month (format is mmm-dd), or the month and year only (format is mmm-yy).

When entering the date, Excel will do its best to interpret what is entered. For example, the following are acceptable date values:

    September 13, 2002 (include the comma and one space after it)
    Sep 13, 02
    13-Sep-02
    09/13/02 (month, day, year sequence)
    9-13-02
    Sep 2002
    Sep 13

If Excel cannot interpret the date value, it will appear as a text label (left aligned in the cell).

📖 Exercise

1 Make sure the Staff List - Student spreadsheet is active on the screen.

2 In cell **B3**, type: 120

3 In cell **B4**, type: 150

Notice how as you entered the number in this cell, it looks like the information in cell A4 was cut off. The text has been truncated (cut off) on the screen, as the column is not wide enough to display the entire contents.

4 In cell **B5**, type: 50

5   In cell **B6**, type: 250

6   In cell **B7**, type: 75

7   In cell **B8**, type: 12

8   In cell **E3**, type: 4,500,789.56 and press the (Enter) key.

	A	B	C	D	E	F
1	ABC Company - Staff Count					
2						
3	Admin	120		Anticipate(	4,500,789.56	
4	Sales - Ins	150				
5	Marketing	50				
6	Warehous(	250				
7	Sales - Ou	75				
8	Accountin(	12				
9						

Excel can correctly interpret entered values as numeric and align them on the right side of their cells, even if you include commas and decimal points.

9   In cell **E4**, type: 2% to represent the possible staff increase for this year.

10 In cell **E5**, type: 2,9% to represent the possible revenue increase for next year.

Notice how the data aligned at the left side of the cell due to the fact that you entered a comma instead of the period.

11 Move back to cell **E5** and delete the number there.

12 Save the workbook again with the same name and then close it.

Moving Around the Worksheet

IC³
1.3.1

You can move around the cells of a worksheet very quickly by using either the keyboard, or scrolling with the mouse. Use one of the following methods to move around in the worksheet:

Scroll Bars   Click on the arrow buttons at either end of the scroll bars to move one row or column at a time. Click on the scroll box (the size will vary depending on the zoom percentage) and drag to display another location in the worksheet.

(←), (→),(↑),(↓)   Press one of these directional keys to move one cell at a time.

(Home)   Press this key to move to column **A** in whichever row the active cell is.

(Ctrl)+(Home)   Press this key to move to cell **A1**, regardless of where you may be in the worksheet.

(Ctrl)+(End)   Press this key sequence to move to the last cell in your data.

(Ctrl)+(G)/(F5)   Displays the Go To dialog box so you can move quickly to a cell reference, range name, bookmark, or use the **Special** button to find specific types of information, e.g., comments, blanks, etc.

Summary

In this lesson you looked at some of the basic terminology needed to work with a spreadsheet program, and then create some new documents. You should now be familiar with the following:

- Understand and recognize basic terminology
- Understand and recognize common symbols
- How to create a new workbook
- How to open a workbook
- How to save a workbook
- How to close a workbook
- How to enter numeric and text information
- Move around in the worksheet

Review Questions

1. What's the difference between a workbook and a worksheet?

2. A cell is:

   a. Any box in the worksheet

   b. The grey boxes at the top or left of the worksheet identifying the columns or rows

   c. The intersection of a column and a row

   d. All of the above

   e. Only a or c

3. How can you create a new blank workbook?

   a. Select File and then New

   b. Click on the New button on the Standard toolbar

   c. Click on the Blank Workbook link on the New Workbook task pane

   d. All of the above

   e. Only a, b, or c

4. Which command would activate the Template dialog box to create a new workbook?

   a. Select File and then New

   b. Click on the New button on the Standard toolbar

   c. Press Ctrl + N

   d. Click on the Blank Workbook link on the New Workbook task pane

5. How can you open a file?

   a. Select File and then Open

   b. Click on the Open button on the Standard toolbar

   c. Press Ctrl + O

   d. All of the above

6. Which method can you use to close a workbook?

   a. Select File and then Close

   b. Click on the Close Window button

   c. Press Ctrl + W

   d. All of the above

   e. Only a or b

7. What's the difference between Save and Save As?

8. You must always save a document in the My Documents folder, regardless of whether you have access to other drives.

   a. True

   b. False

9. Text is automatically aligned at the left side of the cell whereas numbers and dates are aligned at the right side of the cell.

   a. True

   b. False

10. Which key can you use to move to a specific cell?

    a. F5

    b. Ctrl + G

    c. Ctrl + Home

    d. Ctrl + F

    e. All of the above

    f. Only a or b

Lesson 2: Manipulating the Information

Objectives

In this lesson you will look at how to select items in a worksheet for the purpose of making changes or manipulating the data. On successful completion, you will be familiar with the following:

- Selecting cells or ranges of cells
- Making changes to the cell contents
- Using Undo or Redo
- Copying or moving data
- Filling cells with content automatically

- Changing the column widths or row heights
- Inserting or deleting rows or columns
- Hiding or unhiding rows or columns
- Managing worksheets

Selecting Cells

IC³
3.1.2

The ability to select a range of cells is a fundamental skill in Excel. Prior to issuing a command or undertaking a procedure, you must indicate what part of the spreadsheet you wish to affect with the command. Range selection is the means to indicate this area.

A range selection can be as small as a single cell, or as large as the entire spreadsheet. Excel keeps the cell(s) highlighted until you change or remove the selection. Clicking on a cell or using an arrow key will remove the selection.

In a worksheet, you can select <u>one</u> of the following:

- a single cell, i.e., the active cell
- a range — a rectangular section of a worksheet containing two or more cells
- multiple ranges

Excel displays the selected range by reversing the color of the cells. Within the selected range there will be one cell that appears in normal color. This is the active cell of the range.

To select a range using the mouse:

A single cell	Click on the cell.
Extend the selection	Click on the cell, hold the mouse button down and drag to the end of the desired range, then release the mouse button.
An entire row	Click on the row header.
An entire column	Click on the column header.
The entire worksheet	Click on the Select All button in the top left corner of the worksheet (the button to the left of the column headings and above the row headings).
Make a selection	Click on the beginning cell in the range, then point to the ending cell in the range and hold the (Shift) key down while clicking on the ending cell in the range.
Extend/shrink a selection	Hold down the (Shift) key, then click inside the previously selected range to shrink the selection; or click outside the range to extend the selection.

Other selection techniques include:

Non-adjacent columns, rows or cells	Click on the cell, column or row. Move the pointer to the next cell, column or row, hold the Ctrl key down, then click and drag.
Extend the row selection	Click on the row number, hold the left mouse button down and drag.
Extend the column selection	Click on the column letter, hold down the left mouse button and drag.

In some cases, you may want to use the keyboard to select cells by using the Shift key with the arrow keys. Generally, you have better control when selecting large cell ranges with the keyboard, especially when having to scroll to other parts of the worksheet at the same time. Note that you cannot select non-adjacent rows, columns or cells using the keyboard only.

Making Changes to the Contents

Once you have entered your data into a worksheet, you may want to rearrange the data or change it to suit your needs and preferences. If you were working with the manual method on columnar sheets, you would have to reconstruct the worksheet each time your requirements changed. Now, you can use Excel's tools to make quick changes to the display and arrangement of the data on the worksheet.

The most obvious method of changing the contents of a cell is to simply enter the new contents in its entirety, and press Enter. Excel then replaces the old information with the new information. This is often used because it does not require the use of any special keys or modes.

If you make errors while entering numbers or text into a cell, you may correct them by pressing the Backspace key prior to pressing the Enter key. You can also use your mouse to move around the current cell contents, and then type additional text. You can also use the Backspace and Delete key to remove unwanted text. Once you press the Enter key, Excel will replace the original cell entry with the entry you typed.

If the label is long and the editing change relatively small, you can also activate Excel's *Edit* mode by pressing the F2 key. The primary advantage of the Edit mode is that it is easier and less error-prone than retyping the cell contents. When you activate the Edit mode, Excel displays the cursor in the cell you want to change. Use the arrow, Backspace, Delete, Home and End keys to make the changes. Note that anything you type is added to whatever is there. You can also type over the cell contents by pressing the Insert key while you are in the Edit mode. You may still have to delete any stray characters from the previous text.

You can also activate Edit mode by double-clicking on the data in a cell.

Using Undo, Redo, or Repeat

1.3.4

Excel has an **Undo** function that allows you to undo commands that you have executed in your worksheet. To undo the last action performed, use one of the following methods:

- Select **Edit** and then **Undo [Command]** where Command is the last action performed.
- Click on the 🔄 of the 🔄 ▾ (**Undo**) button on the Standard toolbar.
- Press Ctrl + Z.

Excel allows you to undo a maximum of 16 commands that were most recently used. This "undo history" is lost if you close the workbook, or if you save it. This adds another consideration to the saving of your work. This history can be displayed when you click on the down arrow of the 🔄 ▾ (**Undo**) button.

In addition to undo, Excel will allow you to redo commands. If you reverse a command, then immediately decided that you need to "undo your undo", you can redo the command to put it back in your worksheet. The **Redo** function is only available if one or more commands were undone.

To redo the last action performed, use one of the following methods:

- Select **Edit** and then **Redo [Command]** where Command is the last action performed.
- Click on the 🔁 of the 🔁 ▾ (**Redo**) button on the Standard toolbar.
- Press Ctrl + Y.

As with the Undo feature, a history is kept of the last 16 actions performed for the Redo feature. In order to display the list of actions to redo, click on the down arrow of the 🔁 ▾ (**Redo**) button.

You can also repeat an action by using the F4 key. For instance, if you apply a shading color with specific borders to selected cells and find you need to add the same shading and borders to a few more cells in the worksheet, you can select those cells and then press F4 to repeat the last action (applying the formatting options). Take note that the Repeat feature differs from the Redo feature in that the Repeat feature only repeats the last action performed; it does not have a history of actions that can be repeated. The moment you chose a different action, pressing F4 will only repeat the new action just performed.

📖 **Exercise**

1   Create a new workbook by clicking the 🗋 button in the Standard toolbar.

2   Create this spreadsheet:

	A	B	C
1			
2			
3		Automobile	
4		123456	
5		3-Jun	
6			
7			

3   Press F5 and type: B3 in the **Reference** field. Click **OK**.

4   Type: Car and press Enter.

Now try making changes to the noted cells and their contents.

5   Move to cell **B3** again.

6   Press F2 to enter the **Edit** mode.

7   Press the ← key once to position the insertion bar between the last two characters of *Car*.

8 Type: n opene and press [Enter].

9 Use the [F2] key again to change cell **B4** to 124456 (remember to press [Enter] after the change).

10 Use the [F2] key again to change cell **B5** to 3/6/05 (remember to press [Enter] after the change).

11 Click on cell **B3** and drag down to cell **B5**.

12 Press and hold the [Ctrl] key then click on cells **C3**, **C6**, **D4**, and **E6**.

	A	B	C	D	E	F
1						
2						
3		Can opener				
4		124456				
5		6-Mar				
6						
7						

This demonstrates how you can select a range, then extend it to include other cells. Once the cells are selected, you can activate any command or sequence of commands to the selected cell(s).

13 Press [Delete].

14 Click the [↶] button in the Standard toolbar.

The text is redisplayed in the cells.

15 Select Edit, Undo Typing '3/6/05' in B5.

16 Click the [↷] button in the Standard toolbar.

17 Select cell **B3** and then press [Delete].

18 Click on cell **B5** and then press [F4].

19 Click in cell **D4** and type your name.

20 Discard the current workbook by selecting **File**, **Close**. Select **No** in the dialog box to not save this workbook.

Copying and Moving Data

Excel allows you to copy or move cell contents and their formats to simplify editing tasks and streamline worksheet construction. There are very significant differences between these two features.

You can copy cells and ranges to a different part of the worksheet or to another worksheet without affecting the original cells. This allows the use of summary or other data on other spreadsheets or on the original spreadsheet in another location.

Moving the contents of a cell removes the value from the original location and places it in the new location.

The commands for copying and moving in a worksheet are on the **Edit** menu:

Cut Allows you to remove the contents of a cell or a range of cells and place them in a new area in a worksheet.

Copy Allows you to copy the contents of a cell or a range of cells to a new area in a worksheet.

Paste After you have used Cut or Copy, this option allows you to place the contents of the cut or copied cells into a new cell location.

Paste Special Allows you to modify the effects of the paste option (i.e., you can paste the contents or format only). The paste option is non-selective and will paste all features of the originating cells.

When you select either the **Cut** or **Copy** command, a marquee (a moving dotted rectangle) will appear around the selected cell range. This marquee identifies the cell range that can be pasted to another part of the worksheet or to another worksheet. To remove the marquee, use one of the following methods:

- Press (Esc).
- Continue with the editing process on your spreadsheet. As soon as you type the first letter, number or symbol on a new entry, the marquee will disappear.
- Press (Enter) to indicate you want to paste the cut or copied item into this location only.

If you want to copy an item to several cells, ensure the marquee is still displayed on the original item, then select the **Paste** function as many times as necessary in various cells. When you no longer need the marquee, use one of the previous methods to remove the marquee and end the copy action.

Excel allows you to cut or copy more than one cell range, and retain up to 24 cell ranges in the Office Clipboard at one time. You can then paste any or all of these cell ranges from the Office Clipboard in any sequence you need.

The Office Clipboard is a feature only available in the Office applications. The Windows Clipboard is separate, and continues to store only the last item copied into it. The Clipboard can be displayed with the task pane or through the **Edit** menu.

📖 Exercise

1   Create a new workbook and then enter the following information:

	A	B	C
1	Department Budget		
2		Jan	
3	Rent	500	
4	Telephone	70	
5	Office	50	
6	Courier	25	
7	Postage	15	
8	Books	50	
9	Meals	25	
10	Travel		
11			

2   Save this as Budget - Student

3   In cell **C2**, type: Feb and press (Enter).

You will now learn how to copy expenses that are the same rather than retype them for every month.

4   Move the cursor to cell **B4** and drag down to select cell **B5**.

5   Click the 📋 button in the Standard toolbar and then click in cell **C4**.

6   Click the 📋 button.

> You could also have pressed the (Enter) key to paste the entries into this location.

Notice how Excel has copied both cells from the original cell references into the correct place, even though you only choose one cell. Excel will automatically replace the contents of the existing cell(s) with the copied entries.

7   Move the cursor to cell **B7** and click the 📋 button again.

8   Click in cell **C7** and then click on the entry in the Clipboard.

> If you do not see the Clipboard, select **Edit**, **Office Clipboard**. You can also click on the **Options** button to have this pane open automatically whenever copy or move is used a second time.

9   Click in cell **B3** and then click the 🔲 button once more.

The Clipboard should now have three entries in it.
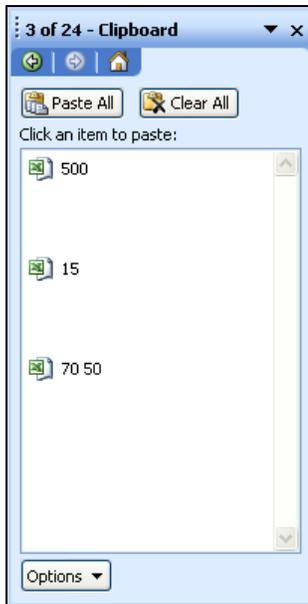
10   Click on cell **C3**.

11   Click the down arrow next to the 500 entry in the Clipboard by moving the mouse over the 500.
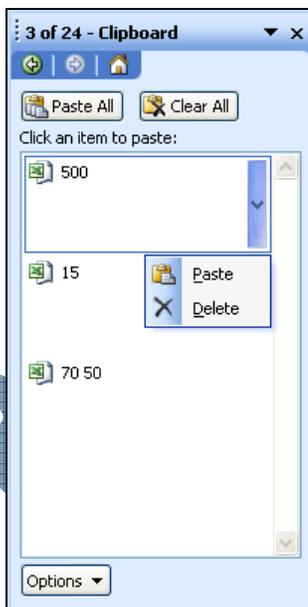
12   Click on the **Paste** command.

Using the down arrow for each entry gives you the choice of pasting this entry or deleting it from the Clipboard.

13   Save the spreadsheet again.

You could have also clicked on the 500 entry to paste the entry.

Using AutoFill

Another method of copying data is to use a feature called *AutoFill*. This feature allows you to have Excel automatically fill in data based on the original contents. This could be data in a single cell, or a range of cells where a specific pattern or trend exists.

📖 Exercise

1   Ensure the Budget - Student workbook is open on the screen.

2   Move the cursor into cell **B2**.

3   Move the cursor to the lower right corner of this cell until you see the AutoFill symbol (i.e., **+**).

Department Budget		
	Jan	
Rent	500+	500

4   Click and drag across to cell **G2**.

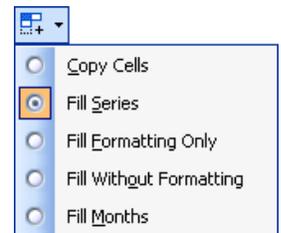|	A	B	C	D	E	F	G	H
1	Department Budget							
2		Jan	Feb	Mar	Apr	May	Jun	
3	Rent	500	500					
4	Telephone	70	70					
5	Office	50	50					
6	Courier	25						
7	Postage	15	15					
8	Books	50						
9	Meals	25						
10	Travel							

Excel should now have filled these new cells with the months. This occurs because Excel has set up AutoFill entries to recognize trends for specific labels (i.e., weekdays, month names, etc.) or when an interval has been established between two or more cells (e.g., if three cells had 10, 20, 30 in them respectively, Excel would recognize a pattern of 10 between the values and automatically insert 40 as the next data entry).

Notice the new symbol (i.e.,) that appears at the bottom of the cells you just filled. Dragging to fill cells is the easiest method to copy information from one cell to another. If you need to set up a different type of fill pattern, position the cursor over this icon and then click on the down arrow to see the other options.

- ○ Copy Cells
- ◉ Fill Series
- ○ Fill Formatting Only
- ○ Fill Without Formatting
- ○ Fill Months

5   Select cells **C3** to **C5** and then position the cursor at the lower right corner of this range.

6   Drag this across to column **G**.

7   Select cell **C7** and fill cells **D7** to **G7**.

Your worksheet should then look similar to the following:

	A	B	C	D	E	F	G	H
1	Department Budget							
2		Jan	Feb	Mar	Apr	May	Jun	
3	Rent	500	500	500	500	500	500	
4	Telephone	70	70	70	70	70	70	
5	Office	50	50	50	50	50	50	
6	Courier	25						
7	Postage	15	15	15	15	15	15	
8	Books	50						
9	Meals	25						
10	Travel							

8   Save the workbook again.

Changing the Column Widths

3.1.4

As you begin working with data in Excel, you may want to adjust the columns or rows in order to see more characters in that column or row. Changing the column width or row height to be larger than the default is another way of adding more "white space" to the rows or columns.

The standard column in a new worksheet may not be wide enough to accommodate the entries you make in the cells. If the adjacent cells are empty, Excel will display your entire label by overflowing into those cells. If the adjoining cells have entries, your cell entry will be truncated at the cell boundary.

	A	B	C	D	E	F	G	H
1	Awesome Bikes Inc.							
2	List of Department Staff							
3	As of:	########						
4								
5	Employee	Last Name	First Name	Position	Date Hired	Seniority (	Group RRSP	
6	A0001	Lee	Jonathan	President	15-Jul-01	1.4	35000	
7	A0002	Wong	Sue	General M	15-Jul-01	1.4	25000	
8	A0003	Gnadowsk	Ken	Manager,	15-Jul-01	1.4	22000	
9	A0004	Young	Susan	Manager,	18-Jul-01	1.4	30000	
10	A0005	Parhar	Jasbir	Manager,	########	1.3	18000	
11	A0006	Erroll-Smit	Jacqueline	Stock Cler	1-Oct-01	1.2	2000	
12	A0007	Cybulchuk	Lisa Marie	Sales Cler	1-Oct-01	1.2	0	
13	A0008	Davis	Roger	Accountin	1-Oct-01	1.2	1500	
14	A0009	Blaine	Earl	Accountin	3-Nov-01	1.1	1750	
15	A0010	Winston	Shane	Sales Cler	3-Nov-01	1.1	450	
16	A0011	McClanag	Andrea	Personnel	3-Nov-01	1.1	850	
17	A0012	Kostur	Joe	Sales Cler	3-Nov-01	1.1	700	
18	A0013	Moen	Gerald	Stock Cler	3-Nov-01	1.1	600	
19	A0014	Schmidt	Wolfgang	Sales Cler	4-Mar-02	0.8	300	
20	A0015	Damberge	Mary	Secretary	15-Apr-02	0.7	100	
21								
22	No. of Sta	15						

You can select between zero and 255 for the width of your column. When you change a column width, the stored contents of the cells do not change; only the number of the characters displayed. You can also hide a column and its contents totally if it suits your needs.

If you enter values bigger than can be displayed in the cell, Excel stores the data but displays the number in scientific format. If you expand the width of the cell sufficiently to allow display of the original number, Excel will show the number.

To change the width of a column, use one of the following methods:

▪ Select **Format**, **Column** and then **Width**.

Position the cursor on the line at the right side of the column to be adjusted (the curosr will be sitting on the line between two columns). When you see ✛, click and drag to the required width for the column.

A quick way of checking the width of the column is to click on the vertical bar between the columns, or reference area. The width is displayed in a tip box above and to the right of the mouse pointer.

📖 Exercise

1 Open the Awesome Bikes workbook.

2 Save as Awesome Bikes - Student

3 Select any cell in column **A**.

4   Select **Format**, **Column**, **Width** in the menu bar.

5   Type in the **Column width** field: 11 and press the (Enter) key.

6   Repeat steps 4 and 5 for columns **B** and **C** with appropriate widths for those columns.

Now use the mouse to adjust the width of column **D**.

7   Point to the vertical line at the right of the column heading — i.e., the line separating columns **D** and **E**.

The pointer changes to a vertical bar with arrows on each side (i.e., ✛).

8   Click and drag to the right to widen the column (or to the left to reduce the width).

Notice how as you drag the column width, a screen tip appears giving you the current column width as a visual reference. You can expect to repeat steps 7 and 8 several times in order to determine an appropriate column width.

9   Release the mouse button when the dotted line is to the right of the long labels.

10   Change the widths of columns **E**, **F**, and **G** using the method of your choice.

The screen should appear similar to the following:

	A	B	C	D	E	F	G
1	Awesome Bikes Inc.						
2	List of Department Staff						
3	As of:	13-Dec-03					
4							
5	Employee ID	Last Name	First Name	Position	Date Hired	Seniority (Years)	Group RRSP
6	A0001	Lee	Jonathan	President	15-Jul-01	1.4	35000
7	A0002	Wong	Sue	General Manager	15-Jul-01	1.4	25000
8	A0003	Gnadowski	Ken	Manager, Marketing	15-Jul-01	1.4	22000
9	A0004	Young	Susan	Manager, Operations	18-Jul-01	1.4	30000
10	A0005	Parhar	Jasbir	Manager, Finance	19-Aug-01	1.3	18000
11	A0006	Erroll-Smith	Jacqueline	Stock Clerk	1-Oct-01	1.2	2000
12	A0007	Cybulchuk	Lisa Marie	Sales Clerk	1-Oct-01	1.2	0
13	A0008	Davis	Roger	Accounting Clerk	1-Oct-01	1.2	1500
14	A0009	Blaine	Earl	Accounting Clerk	3-Nov-01	1.1	1750
15	A0010	Winston	Shane	Sales Clerk	3-Nov-01	1.1	450
16	A0011	McClanaghan	Andrea	Personnel Assistant	3-Nov-01	1.1	850
17	A0012	Kostur	Joe	Sales Clerk	3-Nov-01	1.1	700
18	A0013	Moen	Gerald	Stock Clerk	3-Nov-01	1.1	600
19	A0014	Schmidt	Wolfgang	Sales Clerk	4-Mar-02	0.8	300
20	A0015	Damberger	Mary	Secretary	15-Apr-02	0.7	100
21							
22	No. of Staff:	15					

11   Save the workbook again.

Using AutoFit

Another way of adjusting the column width so that the contents of every cell in that column are clearly visible is to use the *AutoFit* feature. Microsoft realized that users are adjusting column widths frequently — therefore they designed Excel to automatically adjust the width so that it is just wide enough for the widest value in the entire column.

To adjust the width of a column to automatically fit the longest content in that column, use one of the following methods:

▪ Select **Format**, **Column** and then **AutoFit Selection**.

▪ Double-click on the line at the right side of the column to be adjusted.

Similarly, the height of a row can be adjusted manually or with the AutoFit feature.

▪ Select **Format**, **Row** and then **AutoFit**.

▪ Double-click on the line at the bottom of the row to be adjusted.

📖 **Exercise**

1   Make sure the Awesome Bikes - Student workbook is open on the screen.

First use AutoFit for column **G**.

2   Select cell **G5**.

3   Select **Format**, **Column**, **AutoFit Selection** in the menu bar.

Now see what happens if the same is done for column **A**.

4   Select cell **A2**.

5   Select **Format**, **Column**, **AutoFit Selection**.

Notice that Excel made column **A** wider than the values in rows **5** to **22**. The reason is that Excel made the column wide enough to accommodate cell **A2**.

Now try using AutoFit for multiple columns.

6   Select cells **A5** to **F5**.

7   Select **Format**, **Column**, **AutoFit Selection**.

Notice that columns **B** and **D** are still not wide enough to display every label in those columns. The reason is that the AutoFit Selection function will only adjust the width to be wide enough for the cells that were selected in step 6. In fact, the width of column **D** was reduced for the column title of *Position*. This is further demonstrated in the next two steps.

8   Select cells **A6** to **G20**.

9   Select **Format**, **Column**, **AutoFit Selection** in the menu bar.

The columns were now made wide enough for these selected cells, but the column titles have been cut off for many of the columns.

10   Select cells **A5** to **G20**.

11   Select **Format**, **Column**, **AutoFit Selection** in the menu bar.

Notice that column **A** is the correct width, unlike the result of step 5 previously.

The screen should now appear similar to the following:

	A	B	C	D	E	F	G
1	Awesome Bikes Inc.						
2	List of Department Staff						
3	As of:	13-Dec-03					
4							
5	Employee ID	Last Name	First Name	Position	Date Hired	Seniority (Years)	Group RRSP
6	A0001	Lee	Jonathan	President	15-Jul-01	1.4	35000
7	A0002	Wong	Sue	General Manager	15-Jul-01	1.4	25000
8	A0003	Gnadowski	Ken	Manager, Marketing	15-Jul-01	1.4	22000
9	A0004	Young	Susan	Manager, Operations	18-Jul-01	1.4	30000
10	A0005	Parhar	Jasbir	Manager, Finance	19-Aug-01	1.3	18000
11	A0006	Erroll-Smith	Jacqueline	Stock Clerk	1-Oct-01	1.2	2000
12	A0007	Cybulchuk	Lisa Marie	Sales Clerk	1-Oct-01	1.2	0
13	A0008	Davis	Roger	Accounting Clerk	1-Oct-01	1.2	1500
14	A0009	Blaine	Earl	Accounting Clerk	3-Nov-01	1.1	1750
15	A0010	Winston	Shane	Sales Clerk	3-Nov-01	1.1	450
16	A0011	McClanaghan	Andrea	Personnel Assistant	3-Nov-01	1.1	850
17	A0012	Kostur	Joe	Sales Clerk	3-Nov-01	1.1	700
18	A0013	Moen	Gerald	Stock Clerk	3-Nov-01	1.1	600
19	A0014	Schmidt	Wolfgang	Sales Clerk	4-Mar-02	0.8	300
20	A0015	Damberger	Mary	Secretary	15-Apr-02	0.7	100
21							
22	No. of Staff:	15					

12   Save the workbook again.

Adjusting the Row Height

3.1.4

Sometimes you may want to adjust the row height so the row is much smaller or larger than others in the worksheet. To adjust the height for a row, use one of the following methods:

▪ Select **Format, Row** and then **Height**.

▪ Place the mouse cursor at the bottom of the row heading to be adjusted. When the cursor changes to ✛, click and drag to the new height required.

📖 Exercise

1 Make sure the Awesome Bikes - Student file is active on the screen.

2 Move the cursor to cell **A21**.

3 Select **Format**, **Row** and then **Height**.

4 Type: 6 and press [Enter].

19	A0014	Schmidt	Wolfgang	Sales Clerk	4-Mar-02	0.8	300
20	A0015	Damberger	Mary	Secretary	15-Apr-02	0.7	100
21							
22	No. of Staff:	15					
23							

5 Save and close the workbook.

Inserting Rows, Columns, and Cells

3.1.4
3.1.5

Excel has the ability to insert new rows and columns, even between rows or columns of data. This feature allows you to add information to a previously created spreadsheet, or to separate parts of your spreadsheet with blank rows or columns.

Any new row or column is added at the current cell position. That is, rows are inserted above and columns are inserted to the left of the cell that you select before issuing the insert command. You can insert one or more rows or columns at the same time.

If you only need to insert a few cells in your worksheet, be careful about what is selected at the time you activate the command. This may change the column contents for specific columns inadvertently.

You should be careful using these commands as they affect the entire spreadsheet and thus may affect areas of the spreadsheet you are not viewing on the screen.

To insert a column to the left of the selected column(s), use one of the following methods:

▪ Select **Insert** and then **Columns**.

▪ Press [Ctrl]+[+] from the numeric keyboard.

▪ Right-click on the selected column and then click on **Insert**.

To insert a row above the selected row(s), use one of the following methods:

▪ Select **Insert** and then **Rows**.

▪ Press [Ctrl]+[+] from the numeric keyboard.

▪ Right-click on the selected row and then click on **Insert**.

📖 **Exercise**

1   Ensure the Budget - Student workbook is active on the screen.

2   Select any cell in row **3**.

3   Select **Insert**, **Rows**.

	A	B	C	D	E	F	G
1	Department Budget						
2		Jan	Feb	Mar	Apr	May	Jun
3							
4	Rent	500	500	500	500	500	500
5	Telephone	70	70	70	70	70	70
6	Office	50	50	50	50	50	50
7	Courier	25					
8	Postage	15	15	15	15	15	15
9	Books	50					
10	Meals	25					
11	Travel						

4   Click on the gray heading for rows **6** and **7**.

Notice the row heading symbol that appears (i.e., ➡) to show you that the entire row will be selected.

5   Select **Insert**, **Rows**.

	A	B	C	D	E	F	G
1	Department Budget						
2		Jan	Feb	Mar	Apr	May	Jun
3							
4	Rent	500	500	500	500	500	500
5	Telephone	70	70	70	70	70	70
6							
7							
8	Office	50	50	50	50	50	50
9	Courier	25					
10	Postage	15	15	15	15	15	15
11	Books	50					
12	Meals	25					
13	Travel						

6   Click on the heading for column **B**.

Notice the column heading symbol that appears (i.e., ⬇) to show you that the entire column will be selected.

7   Select **Insert**, **Columns**.

8   Enter the following values:

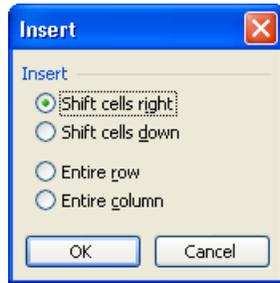|	A	B	C	D	E	F	G	H
1	Department Budget							
2			Jan	Feb	Mar	Apr	May	Jun
3								
4	Rent		500	500	500	500	500	500
5	Telephone		70	70	70	70	70	70
6	Long Distance		25	25	25	25	25	25
7	Internet		50	50	50	50	50	50
8	Office		50	50	50	50	50	50
9	Courier		25	35	50	50	25	25
10	Postage		15	15	15	15	15	15
11	Books		50	100		100	50	50
12	Meals		25	50	50	50	25	25
13	Travel				500		300	

⚠ Remember that you can use AutoFill to copy the values for the new entries in row 6 and 7 instead of typing them in directly.

9   Save the workbook again.

📚 Practice Exercise

1 Open the Personnel List v2 workbook and save as Personnel List v2 - Student

First add a new column to indicate the position title of each employee.

2 Select cells **C3** to **C12**.

3 Select **Insert**, **Cells**.

4 If necessary, click on **Shift cells right** and then click on **OK**.

5 Select cell **C3**, and type: Position

6 Enter the following values:

Cell	Value
C4	Sales Mgr
C5	Sales Rep
C6	Clerk
C7	Sales Rep
C8	Admin
C9	Sales Rep
C10	President
C11	General Mgr
C12	Clerk

Now add three rows for new employees.

7 Select the three row headers **6** to **8**.

8 Select **Insert**, **Rows** in the menu bar.

9 Enter the following values for these new rows:

Gerluk	Tracy	Clerk	900	15-Jun-03
Havisbeck	Joe	Admin	1250	18-Jun-03
Moonin	Ho Singh	Sales Rep	1750	20-Jun-03

The screen should appear similar to the following:

	A	B	C	D	E
1	Personnel List				
2					
3	Employee		Position	Salary	Hire Date
4	Bell	Jeffrey	Sales Mgr	1125	31-Mar-02
5	Caplin	Karen	Sales Rep	1860	15-Apr-94
6	Gerluk	Tracy	Clerk	900	15-Jun-03
7	Havisbeck	Joe	Admin	1250	18-Jun-03
8	Moonin	Ho Singh	Sales Rep	1750	20-Jun-03
9	Queen	Ellen	Clerk	850	########
10	Reed	Greg	Sales Rep	1980	8-Jun-87
11	Smith	John	Admin	1250	25-Sep-84
12	Tommbs	Lorna	Sales Rep	1762	1-Dec-01
13	Upton	Harry	President	3785	15-Jan-01
14	Ward	Frank	General M	2466	4-Nov-84
15	Yates	Norman	Clerk	675	30-Sep-99

10 Save the workbook.

Now look at another part of the worksheet where data is also stored.

11 Click on the button for column **A** and then press $\boxed{Ctrl}$+$\boxed{+}$ from the numeric keypad.

12 Press the $\boxed{PgDn}$ key.

Notice the blank column in this data.

Try not to place different groups of data on the same worksheet — they should be put into separate worksheets so that added rows and columns do not affect them accidentally.

13 Close the workbook without saving.

Deleting Rows, Columns, and Cells

Just as Excel allows you to insert new rows and column, it also allows you to delete unnecessary rows and columns. You may also choose to delete one or several cells, and shift cells over to take the place of the deleted cells.

You may also delete the contents of one or more cells by simply pressing the $\boxed{Delete}$ key. Unlike deleting the cell itself, the $\boxed{Delete}$ key will leave the structure of the worksheet intact.

When deleting entire rows or columns, it is easy to accidentally delete valuable data in the same rows or columns if they are not currently displayed on the screen. Be sure to view the entire worksheet before deleting any rows or columns.

To delete the selected column(s), use one of the following methods:

- Select **Edit** and then **Delete**.
- Press $\boxed{Ctrl}$+$\boxed{-}$ from the numeric keyboard.
- Right-click on the selected column and then click on **Delete**.

To delete the selected row(s), use one of the following methods:

- Select **Edit** and then **Delete**.
- Press $\boxed{Ctrl}$+$\boxed{-}$ from the numeric keyboard.
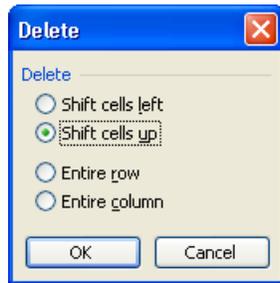- Right-click on the selected row and then click on **Delete**.

📖 **Exercise**

1   Make sure the Budget - Student workbook is active.

2   Select cell **G13**.

3   Press the (Delete) key.

Note that the (Delete) key removes any contents of the cell, except for cell formatting. The structure of the spreadsheet is also unaffected. Now remove an entire row.

4   Click on the ⟲ button to reverse the deletion.

5   Click anywhere in row **3**.

6   Select **Edit**, **Delete**.

7   Click on the **Entire row** option and then click on **OK**.

8   Click the gray column selector button for column **B**.

9   Select **Edit**, **Delete**.

10   Adjust the column width for column **A**.

11   Save the workbook.

📚 **Practice Exercise**

1   Open the Personnel List v2 - Student workbook.

First delete the contents of a cell.

2   Select cell **C10** and press the (Delete) key.

Now delete cell **C10** and shift the cells over as well.

3   With cell **C10** as the current active cell, select **Edit**, **Delete** in the menu bar.

4   Select the **Shift cells left** option button and click the **OK** button.

Notice that the contents of cells **D10** and **E10** have now moved to the left by one cell. Now remove a row using the **Edit**, **Delete** command.

5   Select any cell in row **6**.

6   Right-click and select **Delete**.

7   Select the **Entire row** option button and click the **OK** button.

Now try removing a block of cells.

8   Select cells **B11** to **D13**, then select **Edit**, **Delete** in the menu bar.

9   Select **Shift cells up** and click the **OK** button.

Try removing an entire column from the worksheet.

10   Select column **B** by clicking on the column **B** header, then select **Edit**, **Delete** in the menu bar.

The worksheet should now appear as follows:

	A	B	C	D
1	Personnel List			
2				
3	Employee	Position	Salary	Hire Date
4	Bell	Sales Mgr	1125	31-Mar-02
5	Caplin	Sales Rep	1860	15-Apr-94
6	Havisbeck	Admin	1250	18-Jun-03
7	Moonin	Sales Rep	1750	20-Jun-03
8	Queen	Clerk	850	########
9	Reed	1980	8-Jun-87	
10	Smith	Admin	1250	25-Sep-84
11	Tommbs	Clerk	675	1-Dec-01
12	Upton			15-Jan-01
13	Ward			4-Nov-84
14	Yates			30-Sep-99

11   Page (PgDn) to move to the bottom part of this worksheet.

	A	B
24		
25		
26		Frank
27	Office List	Harry
28	Office #	Lorna
29	101	John
30	102	Greg
31	103	Ellen
32	104	Norman
33	201	Jeffrey
34	202	Karen
35	203	
36	302	
37	303	

This is an example of why you should try to avoid putting multiple parts of a report on the same worksheet. When you deleted the cells in step 9, shifting the rest of the cells up also altered this part of the worksheet.

12   Close the workbook without saving the changes made in this exercise.

Hiding/Unhiding Rows & Columns

On occasion, you may need to hide one or more rows or columns in your spreadsheet. This may be necessary if you do not want other users to see these hidden rows or columns or to show more of the worksheet on the screen.

You can identify hidden cells by the gaps in the row or column headers. They will remain hidden until you unhide them again. Any formulas in hidden cells, or formulas in visible cells that reference hidden cells will continue to be calculated correctly.

Hidden rows or columns will not appear even if you print the worksheet, until you unhide them again.

To hide a column or row, select the appropriate column(s) or row(s) first, and then use one of the following methods:

▪   Select **Format**, **Column/Row** and then **Hide**.

▪   Right-click on the selected column(s) or row(s), and then click on **Hide**.

To unhide a column or row, select the appropriate column(s) or row(s) first, and then use one of the following methods:

▪   Select **Format**, **Column/Row** and then **Unhide**.

▪   Right-click on the selected column(s) or row(s), and then click on **Unhide**.

📖 **Exercise**

1   Open the Megatron Entertainment workbook.

2   Select columns **D** and **E**.

3   Select Format, Column, Hide.

Columns **D** and **E** are now hidden, similar to the following:

	A	B	C	F
1	Megatron Entertainment			
2	Sales Report - April 2004			
3				
4		Gross Sales	Commission	
5	Hardware			
6	Carlotti, L	12250	1585	
7	Jang, C	8155	975	
8	Jenner, P	11560	1485	
9	Schneider, W	6720	760	
10	Williams, J	7905	935	
11	Subtotal			
12				
13	CD's/Tapes			
14	Fernandez, J	5620	595	
15	Manson, R	8227	985	
16	Roberge, T	6444	715	
17	Sandhu, P	10840	1375	
18	Subtotal			
19				
20	Videos/DVD's			
21	Barnston, G	5928	640	
22	Cooper, N	7166	825	
23	Sigismund, A	4975	495	
24	Subtotal			

Notice the gap in the column header sequence. Now unhide columns **D** and **E**.

4   Select columns **C** through to column **F**.

5   Select **Format**, **Column**, **Unhide**.

> Another way of unhiding a column is to right-click on a selected column header, then choose **Unhide** from the shortcut menu. Alternatively, you can also position the mouse pointer in the column header, slightly to the right of where the hidden column is located. The mouse pointer will change to a double-headed arrow, with a pair of vertical lines. Click and drag the right edge of the hidden column until the desired width is attained.

6   Close the workbook without saving.

Managing Worksheets

3.1.4

An Excel workbook is actually a collection of several worksheets. Each of these worksheets can be treated as an independent spreadsheet from each other. Typically though, these worksheets are related to each other — for example, one worksheet may contain the list of expenses for a company, another worksheet contains the revenues for each product sold, and a third with the summary of both the revenues and expenses. A different workbook would contain the list of employees for the company.

Worksheets can be renamed, added, deleted, copied, and moved in a workbook. You can add as many worksheets as required; the only limitation is the amount of memory available for your system. Use the tab scrolling buttons to help you move between the sheets quickly.

First Sheet

Next Sheet

Last Sheet
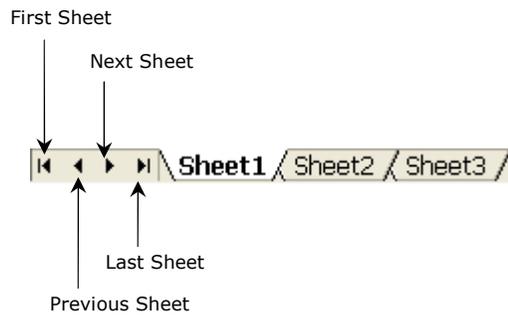
Previous Sheet

Naming Worksheets

Excel's use of Sheet1, Sheet2, Sheet3, etc. is useful to identify the different sheets when you first access your workbook. However, it is not very descriptive after you have entered some information on the various sheets.

Fortunately, you can name the tabs with more descriptive names. This makes navigating your sheets much easier, particularly when you have used several sheets to enter the information.

As you rename the tabs, Excel will adjust the size based on the number of characters. You can only type a maximum of 31 characters for a sheet tab name.

To rename a worksheet tab, use one of the following methods:

▪ Select **Format**, **Sheet** and then **Rename**.
▪ Double-click on the sheet tab and then type the new name.

📖 Exercise

1 Make sure the Budget - Student workbook is active.

2 Check that you are on *Sheet1*.

3 Select **Format**, **Sheet**, **Rename**.

The tab label for the current sheet is now highlighted.

4 Type: 2004 Budget as the tab label and then press ⌨Enter.

5 Click on *Sheet2*.

6 Select the **Format**, **Sheet**, **Rename** option in the menu bar.

7 Type: 2005 Budget for the tab label and then press ⌨Enter.

8 Click on *Sheet3*.

9 Select the **Format**, **Sheet**, **Rename** option in the menu bar.

10 Type: 2006 Budget and press ⌨Enter.

11 Click on the *2004 Budget* sheet tab.

The worksheet should now appear as follows:

	A	B	C	D	E	F	G
1	Department Budget						
2		Jan	Feb	Mar	Apr	May	Jun
3	Rent	500	500	500	500	500	500
4	Telephone	70	70	70	70	70	70
5	Long Distance	25	25	25	25	25	25
6	Internet	50	50	50	50	50	50
7	Office	50	50	50	50	50	50
8	Courier	25	35	50	50	25	25
9	Postage	15	15	15	15	15	15
10	Books	50	100		100	50	50
11	Meals	25	50	50	50	25	25
12	Travel			500		300	
13							
14							

\ **2004 Budget** / 2005 Budget / 2006 Budget /

12 Save the workbook.

Inserting or Deleting Worksheets

When a new workbook is created, Excel automatically includes three worksheets by default. More worksheets can be added at any time by selecting **Insert**, **Worksheet** in the menu bar. The new worksheet will be added between the current active worksheet and the previous worksheet.

To insert a new worksheet, use one of the following methods:

▪ Select **Insert** and then **Worksheet**.

▪ Right-click on the sheet tab where the new sheet is to be inserted, click on **Insert** from the shortcup menu, then choose **Worksheet** from the Insert dialog box and click **OK**.

If there are more worksheet tabs than the status bar can display at one time, the tab scrolling buttons can be used to display the other worksheet tabs.

As well, when worksheets are no longer needed they can be removed from the workbook. You should save your workbook before deleting a worksheet. Once deleted, a worksheet cannot be retrieved with the Undo command. You should also check every worksheet for error messages after deleting the worksheet — there may have been formulas (discussed in the next section) in the deleted worksheet that will affect the values in the rest of the worksheets.

📖 Exercise

1 Make sure the Budget - Student workbook is active.

2 Select the *2004 Budget* tab.

3 Select **Insert**, **Worksheet**.

Note that the new worksheet is added before the current active worksheet.

The worksheet should now appear as follows:
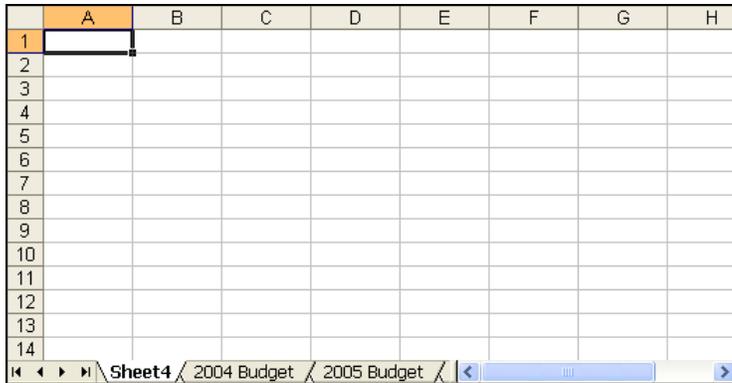
4   Click on the *2004 Budget* worksheet again.

5   Click in the new worksheet and type your first name in cell **A1**.

6   Select **Edit**, **Delete Sheet**.
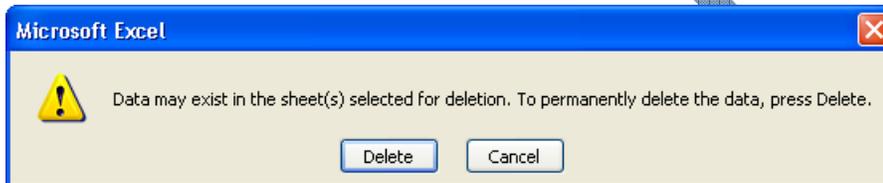
If nothing had been entered into the worksheet, Excel would delete the worksheet automatically. This is a warning reminder from Excel regarding any data contents that might affect other data in the workbook.

7   Click on the **Delete** button.

The worksheet is now deleted from the workbook.

8   Repeat for the *2005 Budget* and the *2006 Budget* tabs.

9   Close the workbook without saving the changes.

Summary

In this lesson you selected items in a worksheet for the purpose of making changes or manipulating the data. You should now be familiar with the following:

- Selecting cells or ranges of cells
- Making changes to the cell contents
- Using Undo or Redo
- Copying or moving data
- Filling cells with content automatically

- Changing the column widths or row heights
- Inserting or deleting rows or columns
- Hiding or unhiding rows or columns
- Managing worksheets

Review Questions

1. A range can be as small as a single cell, or as large as the entire spreadsheet.

    a.   True   b.   False

2. Which key can you use to select multiple non-consecutive ranges of cells?

    a.   Ctrl   c.   Alt

    b.   Shift   d.   Enter

3. Which key activates the Edit mode?

    a.   Delete   c.   F3

    b.   F2   d.   Enter

4. When you click on the Undo button itself, Excel will undo the last action performed only, whereas if you click on the down arrow for the Undo button, you can undo multiple actions.

    a.   True   b.   False

5. When you activate the Cut or Copy command, a marquee appears around the selected cell(s) to be used with the Cut or Copy command. How can you remove the marquee?

    a.   Press Esc   c.   Continue entering data in new areas

    b.   Press Enter   d.   All of the above

                                e.   Only a or c

6. How many items can the Office Clipboard hold for insertion into an Excel worksheet?

    a.   12   c.   1

    b.   24   d.   36

7. What is the AutoFill feature?

8. How can you adjust the width for a column?

    a.   Select Format, Column, Width   d.   All of the above

    b.   Select Format, Column, AutoFit   e.   Only a or c

    c.   Click and drag the line at the right
          side of the column heading

9. When you insert a new row, where is it inserted?

10. The names of each of the sheets cannot be changed.

    a.   True   b.   False

Lesson 3: Working with Formulas

Objectives   **Suggested Timing: 1 Hour**

In this lesson you will look at how to work with formulas in Excel, including creating simple formulas and using some of the built-in formulas available. On successful completion, you will be familiar with the following:

- What formulas are
- How formulas are structured
- Using some common built-in functions
- Understanding what absolute and relative formulas are
- Being careful working with formulas

Creating Simple Formulas

IC³

3.2.3
3.2.5
3.2.6

The primary reason why worksheets are so popular is because every cell is capable of using a formula. A formula is simply a calculation using numbers (or other types of data) in a cell or from other cells — this is known as using cell references. This seemingly simple concept (using formulas) is actually a very powerful feature for worksheets which then makes it possible to:

- automatically calculate sum totals horizontally and vertically, quickly and without any calculation errors

- perform "what-if" analysis by having the worksheet recalculate a large number of formulas simultaneously to display the end result, saving a tremendous amount of manual work and avoiding calculation errors — this allows an almost endless cycle of trial-and-error use of base numbers in formulas which can be analyzed quickly

- create a budget worksheet as a template for future budgets by removing the numbers — thereby leaving only the structure and formulas — and creating new budgets much faster by simply entering only the new numbers

Worksheets can contain formulas to refer to other worksheet cells. Then, when these values or amounts change, changes to other dependent cells are not forgotten.

Begin your formulas in the cell that you want the answer to appear. To prepare Excel for a formula, start by typing the equal sign =.

A formula can be as simple as a single cell reference, or as complex as many cell references plus built-in functions. For example, if the cursor were in cell **C8** and you entered a formula of =*B6*, cell **C8** would then display the same contents as in cell **B6**. If you then changed the figure in cell **B6**, the contents in cell **C8** would also reflect the change.

If you had manually typed in the contents in cell **C8**, then when cell **B6** changed, you would have to change cell **C8** as well in order to keep them the same.

There are two ways to enter a cell address into a formula:

- typing the cell addresses directly
- pointing to the cells

The formula you type into a cell is not displayed in the worksheet, only the result of the formula. To view the formula, select the cell and view the formula and cell references in the Formula bar.

Formulas can also be copied to other cells, in which Excel will make a copy of the formula and the format except that cell references will be automatically adjusted for the offset distance and direction. This may appear illogical at first, but is actually a very desirable feature in worksheets because the copied formulas are usually supposed to refer to different sets of input values.

Formulas are usually used to perform calculations, such as ordinary arithmetic. Excel calculates formulas in "natural order". This means that calculations are performed in the following order:
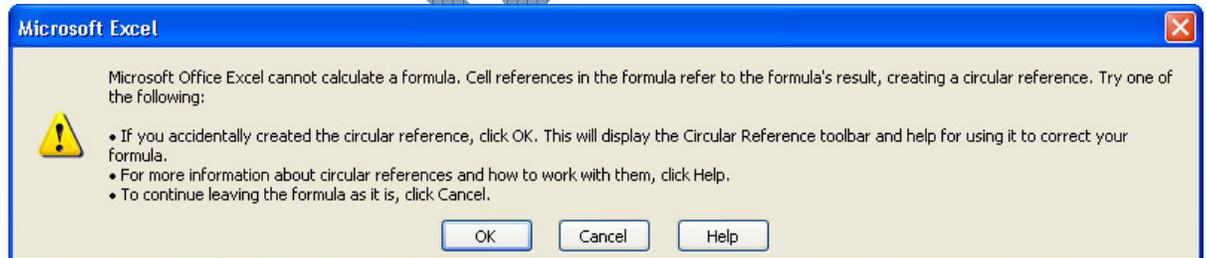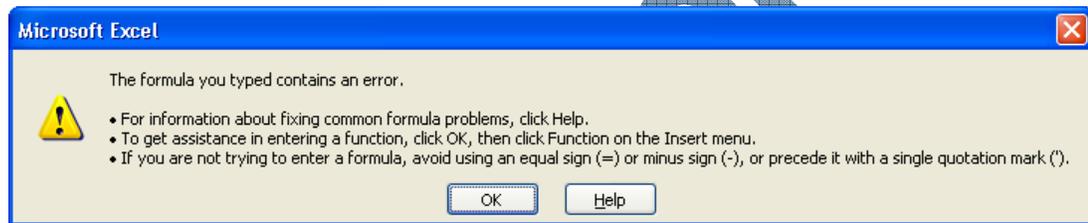
- Exponents
- Multiplication and Division
- Addition and Subtraction

This natural order of calculation can be altered by placing components of the formula within parentheses. The portion of the formula in parentheses will be calculated before any of the items listed above. Thus, you can control the natural order by the judicious use of parentheses in your formulas.

The following shows the symbols used in Excel for the standard mathematical operators:

- ***** Multiplication
- **/** Division
- **+** Addition
- **-** Subtraction

A helpful feature when entering formulas in a worksheet is that Excel will prompt you when it detects an error or inconsistency in your formula, with a suggestion of how to fix it. The type of error message displayed will depend on the error detected in the formula.

Microsoft Excel

The formula you typed contains an error.

- For information about fixing common formula problems, click Help.
- To get assistance in entering a function, click OK, then click Function on the Insert menu.
- If you are not trying to enter a formula, avoid using an equal sign (=) or minus sign (-), or precede it with a single quotation mark (').

[OK] [Help]

Microsoft Excel

Microsoft Office Excel cannot calculate a formula. Cell references in the formula refer to the formula's result, creating a circular reference. Try one of the following:

- If you accidentally created the circular reference, click OK. This will display the Circular Reference toolbar and help for using it to correct your formula.
- For more information about circular references and how to work with them, click Help.
- To continue leaving the formula as it is, click Cancel.

[OK] [Cancel] [Help]

Excel displays a symbol (⊤) for easy identification whenever a formula has changed from a trend in the worksheet. This can be very handy if you need to review the worksheet for differences or discrepancies.

Excel is designed to help you analyze the data in your report, even without adding the formulas in as yet. Using formulas such as totals or percentage changes helps to identify any trends or patterns that may occur in the data. For instance, when tracking the sales figures over a period of time, you should be able to see whether there is an upward or downward pattern in your sales. However, when working with a budget, you may not notice a trend in the same way as for sales figures (i.e., going up each month) but you may notice that office expenses are increasing every year. This could be proportional to any increases in staff complement; if not, then this may set off a warning flag to enquire why the expenses are growing and where there may be duplications or excess spending. Putting data into a worksheet can assist in breaking down the information for analysis or comparison. You can then take this information and put it into a chart to show where trends or patterns may exist.

📖 **Exercise**

1 Open the Budget - Student workbook, and select the *2004 Budget* sheet tab.

2 Click on row headings **3** to **6**. Then press Ctrl + + from the numeric keypad.

3 Type the following text into the rows that have just been inserted:

	A	B	C	D	E	F	G
1	Department Budget						
2		Jan	Feb	Mar	Apr	May	Jun
3	Chargeouts	3500	5500	5000	6000	7500	6000
4	Royalties	750	700	500	600	500	500
5							
6							
7	Rent	500	500	500	500	500	500
8	Telephone	70	70	70	70	70	70
9	Long Distance	25	25	25	25	25	25
10	Internet	50	50	50	50	50	50
11	Office	50	50	50	50	50	50
12	Courier	25	35	50	50	25	25
13	Postage	15	15	15	15	15	15
14	Books	50	100		100	50	50
15	Meals	25	50	50	50	25	25
16	Travel			500		300	

4 In cell **B5**, type: =b3+1000

Notice how Excel shows you which cell(s) you have selected as part of the formula. This is a visual tool you can use to see what is happening on the screen when you set up a formula.

Department Budget		
	Jan	Feb
Chargeouts	3500	5500
Royalties	750	700
	=b3+1000	

5 Press Enter to complete the formula. Then move back into cell **B5**.

Notice that Excel displays the answer of 4500 in cell **B5**. Note the formula in the Formula bar.

B5	▼	*fx* =B3+1000	← Formula displayed in the Formula bar

	A	B	C
1	Department Budget		
2		Jan	Feb
3	Chargeouts	3500	5500
4	Royalties	750	700
5		4500	
6			

6 In cell **B3**, type: 4000 and press Enter.

Notice the formula results in cell **B5** changed. This demonstrates the advantage of using formulas in a worksheet, as well as using a cell reference rather than the actual cell contents.

7 In cell **B4**, type: 500 and press Enter.

Notice how the formula did not change this time, even though you changed the value in cell B4. Remember that the original formula only has a cell reference for the first cell, and not the second. To take advantage of the formula, all the cells need to be shown as their cell references rather than the contents so the results of the formula can change when the cell contents are changed.

8 In cell **B5**, press F2, delete the '1000' characters and replace it with: B4 (press Enter after typing in the cell reference).

Notice how Excel now updates the formula results. Once a formula has been entered into the worksheet, you can then copy the formula to another location if the formula operation is the same for that new location. For instance, in this case, you want to add the two revenue figures for the remaining five months. The formula operation is the same; what's different is the cell contents. Rather than having to enter the formula five times in the individual columns, you can copy the formula.

9   Make sure you are in cell **B5**, and then click the 🔲 button in the toolbar.

10   Select cells **C5** to **G5**, and click the 🔲 button in the toolbar.

	A	B	C	D	E	F	G	H
1	Department Budget							
2		Jan	Feb	Mar	Apr	May	Jun	
3	Chargeouts	4000	5500	5000	6000	7500	6000	
4	Royalties	500	700	500	600	500	500	
5		4500	6200	5500	6600	8000	6500	
6								
7	Rent	500	500	500	500	500	500	
8	Telephone	70	70	70	70	70	70	

Notice how the formula has been pasted into the cells and adjusted accordingly. This is known as *relative addressing*.

11   Save the workbook.

📖 Practice Exercise

1   Open the Rainfall workbook.

2   Save the workbook as Rainfall – Student

Now create a formula in cell **B11** that will add up all the expense numbers for January, and copy it to the other cells in the same row.

3   In cell **B11**, type: =B4+B5+B6+B7+B8+B9+B10 and press ⌨Enter.

4   In cell **B11**, click the 🔲 button in the toolbar.

5   Select the cell range from **C11** to **E11**, and click the 🔲 button in the toolbar.

Create a sum total formula in cell **F11**, but this time use the mouse to point at cells to get the cell reference.

6   In cell **F11**, type: = (but do not press ⌨Enter yet).

7   Click the mouse in cell **F4**.

Notice that cell **F11** now says *=F4* and cell **F4** is outlined in color. Now continue to get additional cell references.

8   Type: + (but do not press ⌨Enter yet).

Cell **F11** now says *=F4+*

9   Click the mouse in cell **F5**.

10   Repeat steps 8 and 9 for the remainder of cells **F6** to **F10** so that the formula will show: *=F4+F5+F6+F7+F8+F9+F10*

Station 4	Station 5
9.1	1.0
10.0	5.0
9.3	3.9
7.0	0.5
	8.9
6.9	8.5
4.4	5.9
46.7	=F4+F5+F6+F7+F8+F9+F10

11   Press Enter.

The worksheet should appear similar to the following:

	A	B	C	D	E	F
1	Rainfall at Weather Stations					
2						
3		Station 1	Station 2	Station 3	Station 4	Station 5
4	Monday	9.2	3.5	2.6	9.1	1.0
5	Tuesday	8.5	7.0	4.2	10.0	5.0
6	Wednesday	8.1	1.4	9.6	9.3	3.9
7	Thursday	9.6	7.2	2.0	7.0	0.5
8	Friday	7.4	9.4	9.0		8.9
9	Saturday	7.2	1.1	5.4	6.9	8.5
10	Sunday		1.3	3.0	4.4	5.9
11	Total Rainfall for Week	50.0	30.9	35.8	46.7	33.7

12   Save the workbook.

Using Common Built-In Functions

IC³
3.2.4
3.2.5

Typing cell addresses and plus signs will work for a small number of cells to be added. However, if the column contains 50 numbers to be summed, entering a formula in this fashion would become onerous (and would soon exceed the maximum cell contents limits). It would be very inefficient to enter something like *"=B1+B2+B3+B4+...B49"* for each cell you wanted to include.

Excel provides you with a library of over 220 built-in functions to facilitate this and other mathematical and data operations. More details are available in the *CCI Microsoft Office Excel 2003 – Level 2* courseware, or in the *Excel Function Reference Manual*. In this courseware, you will examine the most commonly used functions.

Functions accept numbers, values and cell references as arguments within parentheses. An Excel built-in function follows this general format:

       =FUNCTION(numbers or values or cell reference)

The functions you will examine in this courseware are:

=SUM   Sums the range of specified cells.

=AVERAGE   Averages the specified cells (totals the range and divides the total by the number of entries).

=MIN   Displays the minimum value of specified cells.

=MAX   Displays the maximum value of specified cells.

=COUNT   Counts the number of non-blank cells in the specified range.

You need only enter the function and the cell range in parentheses. The format of the cell range specification in a function is as follows:

<first cell address>:<last cell address>

Examples:

A10:B15
D25:B5
C5:C25

You can specify the range either by typing the cell reference(s) directly, or by using the "point-to" method.

For example, to calculate the sum total of the cell range of **C6** to **C18**, you can enter the formula as any one of the following:

=C6+C7+C8+C9+C10+C11+C12+C13+C14+C15+C16+C17+C18
=SUM(C6:C18)
=SUM(C6,C7,C8,C18,C17,C15,C16,C9,C10,C11,C12,C13,C14)
=SUM(C6:C8,C9,C10,C11,C12:C17,C18)

A shortcut method of entering the SUM function into a cell is to use the Σ ▾ **(AutoSum)** tool from the Standard toolbar. Excel provides this icon because the sum total function is very commonly used in worksheets. Excel will select the range of cells immediately above or to the left of the selected cell.

When using the Σ ▾ tool, be sure to verify the correct cell range is selected. Excel will display a range based on what was entered into the worksheet, e.g., a range will begin or end when at least one blank cell exists between cells, when Excel finds a label in a cell, etc.

Notice that there is a down arrow next to the AutoSum tool. When you select this arrow, it will display other common built-in functions that you can use in your formulas.
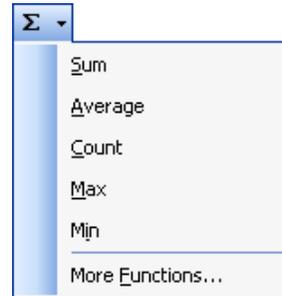
When entering a cell range for a SUM, AVERAGE or other similar formula manually, you can use the mouse to click and drag to select the cell range. This method has the advantage of visually identifying the cell range, which reduces the possibility of entering the incorrect cell references. This is often referred to as the *pointing* method.

📖 **Exercise**

1 Make sure the Budget - Student workbook is active on the screen, and the 2004 Budget sheet is displayed.

2 Select cell **B17**.

3 Click the Σ icon in the Standard toolbar.

7	Rent	500	500	500
8	Telephone	70	70	70
9	Long Distance	25	25	25
10	Internet	50	50	50
11	Office	50	50	50
12	Courier	25	35	50
13	Postage	15	15	15
14	Books	50	100	
15	Meals	25	50	50
16	Travel			500
17		=SUM(B7:B16)		
18		SUM(**number1**, [number2], …)		

Notice that the cell now shows *=SUM(B7:B16)*, with the cell range **B7:B16** highlighted, and a marquee showing around that cell range. Notice how Excel also reminds you of how else you could enter this formula using individual data values.

4 Press (Enter) to accept the formula as displayed.

5 Select cell **B17** again, and copy it to cells **C17** to **G17**.

6 Select cell **H3**, and click the Σ button in the Standard toolbar, and press (Enter) after confirming that Excel has selected the correct range.

7 Copy the formula in cell **H3** to cells **H4** to **H17**.

8 Type: Total in cell **H2**.

9 Delete the zero in cell **H6**.

This worksheet should appear similar to the following:

	A	B	C	D	E	F	G	H
1	Department Budget							
2		Jan	Feb	Mar	Apr	May	Jun	Total
3	Chargeouts	4000	5500	5000	6000	7500	6000	34000
4	Royalties	500	700	500	600	500	500	3300
5		4500	6200	5500	6600	8000	6500	37300
6								
7	Rent	500	500	500	500	500	500	3000
8	Telephone	70	70	70	70	70	70	420
9	Long Distance	25	25	25	25	25	25	150
10	Internet	50	50	50	50	50	50	300
11	Office	50	50	50	50	50	50	300
12	Courier	25	35	50	50	25	25	210
13	Postage	15	15	15	15	15	15	90
14	Books	50	100		100	50	50	350
15	Meals	25	50	50	50	25	25	225
16	Travel			500		300		800
17		810	895	1310	910	1110	810	5845

10 Save the workbook.

11 In cell **I2**, type: LY Total and press (Enter).

12 Click the button in the Standard toolbar and then double-click on the 2004 Budget file.

13 Switch back to the Budget - Student file and click in cell **I3**.

14 Type: = (equal sign) and then click in the 2004 Budget worksheet.

15 Click on **H3** in the 2004 Budget worksheet and press (Enter) and then click in cell **I3**.

The formula bar should show the following:

='2004 Budget.xls'!$H$3

You have just created a formula using another worksheet; in fact, you have set up a "link" between the two worksheets. Notice how the format is structured as *'[File name]Worksheet name'Cell reference*. This tells Excel where to find the data contents. The $ symbols in the cell reference make this cell *absolute*. We will discuss what absolute cell references are in the next module.

16 Click in the formula bar on **$H$3** and press (F4) three times to remove the $ symbol in the cell references, e.g., it should show as **H3** only when they are removed. Press (Enter).

17 Copy the formula in cell **I3** to cells **I4** to **I17**.

18 Delete the zero in cell **I6**.

19 Type: % Change in cell **J2**.

Your worksheet should look similar to the following:

	A	B	C	D	E	F	G	H	I	J
1	Department Budget									
2		Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
3	Chargeouts	4000	5500	5000	6000	7500	6000	34000	31000	
4	Royalties	500	700	500	600	500	500	3300	1125	
5		4500	6200	5500	6600	8000	6500	37300	37000	
6										
7	Rent	500	500	500	500	500	500	3000	3000	
8	Telephone	70	70	70	70	70	70	420	420	
9	Long Distance	25	25	25	25	25	25	150	185	
10	Internet	50	50	50	50	50	50	300	285	
11	Office	50	50	50	50	50	50	300	300	
12	Courier	25	35	50	50	25	25	210	210	
13	Postage	15	15	15	15	15	15	90	60	
14	Books	50	100		100	50	50	350	300	
15	Meals	25	50	50	50	25	25	225	350	
16	Travel			500		300		800	1500	
17		810	895	1310	910	1110	810	5845	6610	

20 Save the workbook again.

You will now be entering a formula to calculate the percentage change from last year's figures. The formula is:

This Year – Last Year
    Last Year

21 In cell **J3**, type: =(H3-I3)/I3 and press Enter.

22 Copy this formula to cells **J4** to **J17**. Delete the error in cell **J6**.

Your worksheet should look similar to the following:

Department Budget									
	Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
Chargeouts	4000	5500	5000	6000	7500	6000	34000	31000	0.096774
Royalties	500	700	500	600	500	500	3300	1125	1.933333
	4500	6200	5500	6600	8000	6500	37300	37000	0.008108
Rent	500	500	500	500	500	500	3000	3000	0
Telephone	70	70	70	70	70	70	420	420	0
Long Distance	25	25	25	25	25	25	150	185	-0.18919
Internet	50	50	50	50	50	50	300	285	0.052632
Office	50	50	50	50	50	50	300	300	0
Courier	25	35	50	50	25	25	210	210	0
Postage	15	15	15	15	15	15	90	60	0.5
Books	50	100		100	50	50	350	300	0.166667
Meals	25	50	50	50	25	25	225	350	-0.35714
Travel			500		300		800	1500	-0.46667
	810	895	1310	910	1110	810	5845	6610	-0.11573

Let's say you also need to look at some statistics on the department expenses.

23 Type the following in the noted cells:

Cell	Type
A19	Minimum
A20	Maximum
A21	Average
B19	=min(h7:h16)
B20	=max(h7:h16)
B21	=average(h7:h16)

Department Budget									
	Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
Chargeouts	4000	5500	5000	6000	7500	6000	34000	31000	0.096774
Royalties	500	700	500	600	500	500	3300	1125	1.933333
	4500	6200	5500	6600	8000	6500	37300	37000	0.008108
Rent	500	500	500	500	500	500	3000	3000	0
Telephone	70	70	70	70	70	70	420	420	0
Long Distance	25	25	25	25	25	25	150	185	-0.18919
Internet	50	50	50	50	50	50	300	285	0.052632
Office	50	50	50	50	50	50	300	300	0
Courier	25	35	50	50	25	25	210	210	0
Postage	15	15	15	15	15	15	90	60	0.5
Books	50	100		100	50	50	350	300	0.166667
Meals	25	50	50	50	25	25	225	350	-0.35714
Travel			500		300		800	1500	-0.46667
	810	895	1310	910	1110	810	5845	6610	-0.11573
Minimum	90								
Maximum	3000								
Average	584.5								

Don't worry about the look of your worksheet. At this point it is important to make sure the data is accurate; enhancing the look of the worksheet can take place at a later date. We will be looking at formatting in the next lesson.

24   Save and close both budget workbooks.

Practice Exercise

1   Make sure the Rainfall - Student workbook is active.

Enter a Sum formula manually to calculate the total rainfall for each day of the week.

2   Select cell **G3**, and type: Total

3   Select cell **G4**, and type: =SUM(B4:F4)

Now use the **AutoSum** button to generate the SUM function.

4   Select cell **G5**.

5   Click the Σ button in the Standard toolbar.

6   Confirm the cell range **B5** to **F5** is selected, then press Enter.

You can also manually select the range of cells for the SUM function.

7   In cell **G6** type: =SUM(but do not press the Enter key yet.

8   With the mouse, highlight cells **B6** to **F6** and press the Enter key.

9   Select cell **G6** and click the button in the Standard toolbar.

10   Select the cell range **G7** to **G11**, and click the button.

Now try some of the other common functions.

11   Type the following in the noted cells:

Cell	Type
A13	Average Rainfall
A14	Lowest Rainfall
A15	Highest Rainfall
A16	# of Days of Rain

12   Select cell **B13**.

13 Click on the f_x button in the Reference Area.

14 If the Office Assistant appears, select **No, don't provide help now**.

The Insert Function dialog box appears as follows:
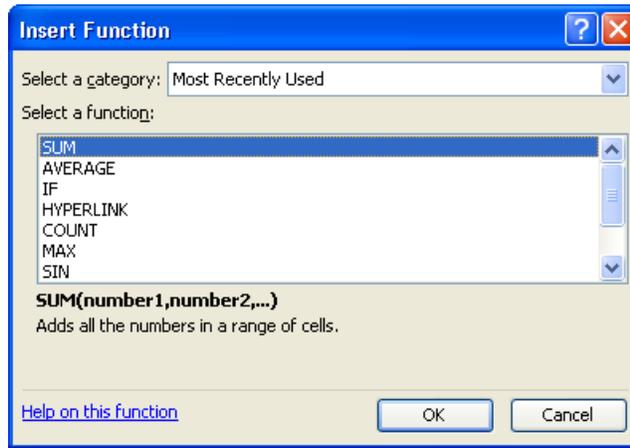
This dialog box will display the functions that have been recently used on this computer.

15 Select the **AVERAGE** function under **Select a function**. If it does not appear there, click the drop-down button in the **Select a category** list box and select **Statistical**, then select **AVERAGE**. Click the **OK** button.
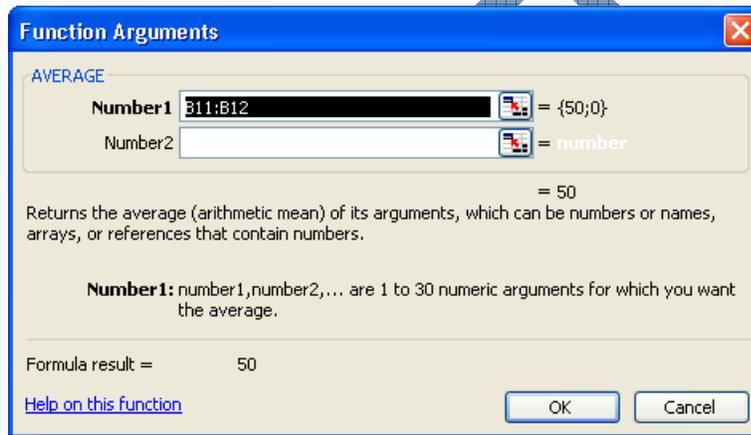
The **Number1** and **Number2** text boxes are the arguments that you will include in the **Average** formula. Since the **Average** function is capable of evaluating multiple cell ranges, Excel will display more than one text box. In this case, you only need to enter the one cell range in the **Number1** text box. If the cell range is not correct, you must enter the correct range. You can either type in the range in the appropriate area, or if you wish to point at the cells in the worksheet, click on the button on the right of the cell area. The dialog box will disappear temporarily while you point at the range.

16 Click the button on the right of the **Number1** text box.

17 On the worksheet, select cells **B4** to **B10** and press ⌷Enter⌷.

The Function Arguments dialog box is redisplayed.

18 Click on the **OK** button to complete the **Average** formula.

Now calculate the other formulas using the Insert Function feature.

19 Repeat steps 13 to 18 to calculate the minimum (MIN) value, maximum (MAX) value, and number of rainy days (COUNT) for each station.

Note that the AVERAGE, MIN, MAX, and COUNT functions ignore empty cells. Depending on the purpose of the calculation, this may or may not be desirable. Copy these formulas to the other station readings.

20   Copy cells **B13** to **B16** over to cells **C13** to **F16**.

This worksheet should appear similar to the following:

Rainfall at Weather Stations						
	Station 1	Station 2	Station 3	Station 4	Station 5	Total
Monday	9.2	3.5	2.6	9.1	1.0	25.4
Tuesday	8.5	7.0	4.2	10.0	5.0	34.7
Wednesday	8.1	1.4	9.6	9.3	3.9	32.3
Thursday	9.6	7.2	2.0	7.0	0.5	26.3
Friday	7.4	9.4	9.0		8.9	34.7
Saturday	7.2	1.1	5.4	6.9	8.5	29.1
Sunday		1.3	3.0	4.4	5.9	14.6
Total Rainfall for Week	50.0	30.9	35.8	46.7	33.7	197.1
Average Rainfall	8.3	4.4	5.1	7.8	4.8	
Lowest Rainfall	7.2	1.1	2.0	4.4	0.5	
Highest Rainfall	9.6	9.4	9.6	10.0	8.9	
# of Days of Rain	6	7	7	6	7	

21   Save and close the workbook.

Using Absolute & Relative Addresses

IC³
3.2.2

Most formulas that are entered into an Excel worksheet are *relative*. If you copy a formula with a relative cell address, it will automatically adjust for the new location. For example, suppose you have a formula that adds three rows together within one column. You can copy this formula to another column to add the same three rows in the new column. The formula is relative to the column in which you place it.

This automatic adjustment feature is a great advantage when you are creating sheets like a budget sheet that requires the same formula repeated across many months or line items. However, this automatic adjustment feature can be problematic under certain circumstances.

Fortunately, Excel provides you with the opportunity to make cell addresses absolute or fixed. An *absolute* cell address refers to an exact location on the worksheet.

To change a relative cell address to an absolute (fixed) cell address in a formula or function, enter a dollar sign before the row number and/or column letter (e.g., *$E$5*). This ensures that when you copy the original formula, absolute cell addresses will not be adjusted for the new location.

Another method to obtain the absolute signs in cell addresses is to press (F4) once you have typed the cell address. You can also go back to formulas you have typed previously, edit them and position the insertion point in the cell address you wish to make absolute and press (F4).

The (F4) key provides several options besides changing both the column and cell references to absolute values. The first press on the (F4) key will make both the column and row reference absolute; pressing again will result in only row references set to absolute; a third press will result in only the column reference set to absolute; and a fourth press will remove the absolute references on both column and row.

Cell addresses do not have to have absolute column and row references. You can make the cell reference mixed. The column reference can be absolute and the row reference relative (i.e., $E5). If a formula including this reference were copied to a new location, only the column reference ($E) would be constant, the row reference would be adjusted for the new location.

Conversely, if a formula including a cell reference with an absolute row reference but relative column reference (i.e., E$5) were copied to a new location, only the column reference would be adjusted for the new location. This adds great flexibility to your creation of cell formulas and will become increasingly important to you as your worksheets become more complex.

📖 Exercise

To illustrate the use of absolute cell references, suppose you are the purchasing agent for a computer manufacturing operation. One of your duties is to keep close track of component costs for the cost accountant. One of the components that you must add into the total cost of a component is a government tax on the materials. This tax is subject to fluctuation, and in order to accommodate this changing tax rate, you may wish to create a worksheet that will allow you to change the tax rate in one area and have that change reflected in all the costs on your worksheet.

1   Open the Cost Tracker workbook and save as Cost Tracker - Student

Now create the formula that will take the value in column **B** and multiply it by the tax rate (shown in cell **B2**).

2   Select cell **C5,** type: =B5*B2 and press Enter.

Now copy this formula to the other cells in column **C**.

3   Select cell **C5** and click the 🗐 button in the Standard toolbar.

4   Select cells **C6** to **C12** and click the 📋 button.

At first, it might appear that you can copy the formula into the other cells in column **C**. However, the result will show:

	A	B	C
1	Cost Tracker - Manufacturing Materials		
2	Tax Rate:	7%	
3			
4	**Item**	**Cost**	**Tax on Item**
5	Motherboard	215	15.05
6	Video card	98	0
7	Case	75	#VALUE!
8	Modem	124	26660
9	Memory	136	13328
10	Processor	145	10875
11	Hard Drive	265	32860
12	Floppy Drive	50	6800

Clearly, the answers provided by this copy are incorrect — one result is zero, another is a *#VALUE!* error message. Examine the formulas you had copied in column **C**:

C6	contains	=B6*B3	yielding zero
C7	contains	=B7*B4	B4 contains a label, thus the #Value error
C8	contains	=B8*B5	B5 contains the motherboard cost figure
C9	contains	=B9*B6	B6 contains the video card cost figure
C10	contains	=B10*B7	B7 contains the case cost figure
C11	contains	=B11*B8	B8 contains the modem cost figure
C12	contains	=B12*B9	B9 contains the memory cost figure

As you can see, Excel has adjusted both cell addresses for each cell where you copied the formula. This adjustment process that was so useful in the creation and copy of other formulas, is now causing a problem. You can fix this problem by returning to cell **C5** and editing the formula. The formula must have an absolute value for the **B2** cell reference. Thus, the formula in cell **C5** should be =B5*$B$2.

5   Select cell **C5**, then press ⟨F2⟩ to activate the Edit mode.

6   Press the ⟨F4⟩ key to put the absolute value signs around the nearest cell reference in the formula (i.e., B2).

7   Press ⟨Enter⟩ to accept this formula.

Note that the amount in cell **C5** does not change.

8   Copy the formula from cell **C5** to cells **C6** through to **C12**.

Your worksheet should now look like the following:

	A	B	C
1	Cost Tracker - Manufacturing Materials		
2	Tax Rate:	7%	
3			
4	**Item**	**Cost**	**Tax on Item**
5	Motherboard	215	15.05
6	Video card	98	6.86
7	Case	75	5.25
8	Modem	124	8.68
9	Memory	136	9.52
10	Processor	145	10.15
11	Hard Drive	265	18.55
12	Floppy Drive	50	3.5

Check the formulas now entered in column **C**:

C6   contains   =B6*$B$2
C7   contains   =B7*$B$2
C8   contains   =B8*$B$2
C9   contains   =B9*$B$2
C10   contains   =B10*$B$2
C11   contains   =B11*$B$2
C12   contains   =B12*$B$2

By making the reference to cell **B2** absolute, you have anchored the reference to the tax cell.

9   Save and close the workbook.

Being Careful with Formulas

IC³
3.2.6
3.2.8
3.2.9

Worksheets have now become prevalent in the business world to the point where almost every analysis includes at least one. In addition, the results are usually accepted at face value and decisions are made based on these worksheets.

The difficulty is that many users — including experienced ones — do not take the extra time to verify that the formulas were entered correctly. This usually results in some inconvenience and embarrassment for the individuals involved. In more serious cases of incorrect decisions, it could result in the loss of customers (i.e., prices are too high) or the loss of jobs (i.e., costs are perceived to be too high).

As a worksheet user, you should always be diligent in double-checking every formula. This often means selecting every cell in the worksheet and looking at the Reference Area to verify that it is correct, or performing an independent check of the calculations using a calculator.

Formulas can be corrected in the same manner as with data in a cell. However, be careful where your cursor is at the time you edit the formula, and be sure to check the cell references in the formulas. Oftentimes it is better to use the point and click method to insert the cell references rather than typing them in yourself. With Excel, a visual clue provided is the different color of the selection marquee at the time you enter the cell references.

Some common types of errors you may see when working with formulas include:

Circular Reference   The cell where the formula was entered is included as part of the formula.

Circular Reference	▼ ✕
$B$7	▼ ⌐₿ ₿⌐ 🔍

DIV#/0!   The formula contains a reference that is divided by 0.

	LY	YTD	FE	%Chg
Gas	1250	1000	550	0.806452
Parking	275	0	0	#DIV/0!
Tune-ups	285	350	192.5	0.525346

#VALUE!   The formula contains an incorrect data reference.

100	250	25000
150	350	52500
250	n/a	#VALUE!
200	0.5	100
275	0.25	68.75

Operand   Something is wrong in your formula, as noted in the error message.

Microsoft Excel

The formula you typed contains an error.

- For information about fixing common formula problems, click Help.
- To get assistance in entering a function, click OK, then click Function on the Insert menu.
- If you are not trying to enter a formula, avoid using an equal sign (=) or minus sign (-), or precede it with a single quotation mark (').

[OK]   [Help]

As you enter (or correct) formulas in your worksheet, you can then review your worksheet to see what trends may be set or appear as a result. Depending on what information you are putting into a worksheet to track or audit, the results can help you break down areas where more information may be needed (e.g., actual sales figures versus total sales for each region, percentage changes between quarters or years, etc.).

📖 **Exercise**

To demonstrate how you can catch formula errors as you're working with Excel and what the information can show you, suppose you were tracking how much you were spending on general car expenses for the year for your own business. Since you've expanded your business to include another country, you also want to know how much it is costing you to convert to the foreign currency. Once you have these figures, you then want to know how much your expenses have increased (or decreased) with the expansion to another country.

1   Open the Car Expenses workbook and save as Car Expenses - Student

2   Move to cell **B7**, type: =SUM(B3:B7) and press ⌷Enter⌷.

Microsoft Excel

Microsoft Office Excel cannot calculate a formula. Cell references in the formula refer to the formula's result, creating a circular reference. Try one of the following:

- If you accidentally created the circular reference, click OK. This will display the Circular Reference toolbar and help for using it to correct your formula.
- For more information about circular references and how to work with them, click Help.
- To continue leaving the formula as it is, click Cancel.

[OK]   [Cancel]   [Help]

Excel has determined that you have a circular reference error in your formula. Remember that cell **B7** is the cell where the formula is to be entered, and by including this cell in the actual formula, you have now created a circular reference.

3   Click **OK**.

Excel now displays a 0 in cell **B7** to indicate that there's a problem with the formula with a new toolbar (i.e., Circular Reference). You can use this toolbar to show you which cell(s) contains a circular reference error. Excel also displays the Help window for online help, if required.

4   Close the Help window. Move the cursor back to cell **B7** and press ⟨F2⟩.

5   Use the ⟨←⟩ key to change *B7* to B6 and press ⟨Enter⟩ when done. Copy this formula to cells **C7** and **D7**.

Now create the formula to determine the cost of buying the foreign currency.

6   Move the cursor to cell **D3**, type: =C3*$H$1 and press ⟨Enter⟩. Copy this formula from cells **D4** to **D6**.

Now create the formula to determine the percentage change from last year.

7   Move the cursor to cell **E3**, type: =((C3+D3)-B3)/B3 and press ⟨Enter⟩. Copy this formula from cells **E4** to **E6**.

Notice how cell **E5** displays a #DIV/0! error to indicate one of the cell references in the formula was divided by 0.

8   Move to cell **B5**, type: 375 and press ⟨Enter⟩

Notice how the formula fixed itself once you entered a value accordingly. If the cell was meant to be zero, you could then type a zero in the formula cell to replace the noted error.

Your worksheet should look similar to the following:

	A	B	C	D	E	F	G	H
1	Car Expenses						Exchange Rate	0.55
2		LY	YTD	AE*	%Chg			
3	Gas	1250	1000	550	0.24			
4	Parking	275	300	165	0.690909			
5	Tires	375	145	79.75	-0.40067			
6	Tune-ups	285	350	192.5	0.903509			
7		2185	1795	987.25				
8								
9								
10	*Additional expense for rate of exchange paid.							

Notice how the formulas show you the result of changes in your expenses from last year and so far this year. The percentage change in the expenses gives you an idea of how much has increased or decreased in the costs for your car since expanding your business.

9   Save and close the workbook.

Summary

In this lesson you worked with formulas in Excel, including creating simple formulas and using some of the built-in formulas available. You should now be familiar with the following:

- What formulas are
- How formulas are structured
- Using some common built-in functions

- Understanding absolute and relative formulas
- Being careful working with formulas

Review Questions

1. What is a formula?

2. What are the two ways you can enter a cell address into a formula?

   a. _____   b. _____

3. What is the natural order that calculations are performed?

   a. Exponents, multiplication or division, addition or subtraction

   b. Multiplication or division, exponents, addition or subtraction

   c. Multiplication or division, addition or subtraction, exponents

   d. It doesn't matter which operand is used; calculations are performed from left to right

4. Look at the following table of information, and then indicate what conclusion you can make from the numbers:

Production Summary	Week 1	Week 2	Week 3	Week 4
Widgets	80	85	90	80
Gadgets	150	175	200	180

   a. It takes longer to produce widgets than gadgets in the month.

   b. There was more production during the first three weeks of the month.

   c. Almost twice the amount of gadgets are being produced than widgets.

   d. All of the above

   e. Only b or c

5. Identify the Formula bar in the following image:
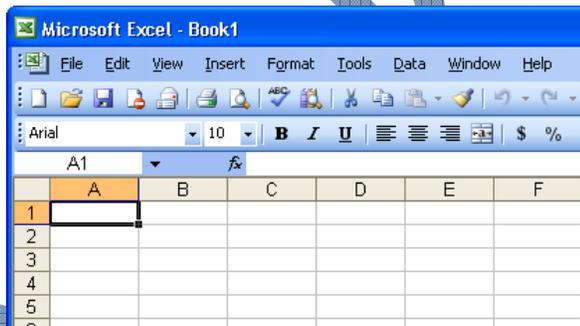
6. What is the format for entering a formula using a built-in function? Also provide an example of how this might appear in the Formula bar.

7. Which key would you use to make a cell address into an absolute address?

   a. F2   c. F4

   b. F3   d. F5

8. When might you want to change a relative address to an absolute address?

9. Explain what a circular reference is.

10. It is important to double-check every formula in your worksheet to check that they are correct before distributing your report.

    a. True   b. False

Lesson 4: Formatting a Worksheet

Objectives

Suggested Timing: 1 Hour

In this lesson you will look at what formatting means and how it can be used in a worksheet. On successful completion you will be familiar with the following:

- What is formatting
- How to format numbers and text
- How to change the alignment for data
- Using borders or shading in cells
- How to use the AutoFormat feature
- How to use the Format Painter

What Does Formatting Mean?

How your worksheet is presented is almost as important as the data in it. Formatting is all about changing the appearance of the data. You are using the various features of Excel to draw attention to parts of the worksheet, or make the numbers presented easier to understand. When you change the format of a cell, you do not alter its underlying value.

You should note the following important points:

- You can format a cell or range of cells at any time — i.e., before or after you enter the data.
- A cell remains formatted even after you clear the contents of the cell, unless you also clear the format, or reformat the cell. When you enter new data in the cell, Excel displays the data in the existing format.
- When you copy or fill a cell (or cells), you copy its format along with the cell contents. This feature will allow you to save time if you format before copying.

Some of the tools provided to change the appearance of your document are bold, italic, different fonts or sizes of text, borders around a cell or cells, and shading of cells. The most commonly used formatting features are displayed in the Formatting toolbar.

To apply formatting from the dialog boxes, use one of the following methods:

- Select **Format** and then **Cells**.
- Press Ctrl + 1.
- Right-click on the selected cell(s) and then click on **Format Cells** from the shortcut menu.

Formatting Numbers and Decimal Digits

IC³
1.3.3
3.1.5

When you enter numbers into an unformatted cell, Excel will display them exactly as you had entered them except trailing zeros after the decimal point will be dropped. Also, numbers larger than the width of the cell will be changed to scientific notation format. The difficulty with this general format is that the various cells containing the numbers are inconsistent, which makes the worksheet difficult to read — the various cells will have one, two, three or more decimal digits. Percentage values should show the percent sign inside the cell, and currency values should show the appropriate currency symbol (e.g., $ symbol). Some individuals are especially concerned about the appearance of negative numbers — they should automatically appear in red — and prefer to use round brackets around them instead of the minus sign.

The number of digits appearing after the decimal point can also be adjusted. If necessary, you need to round off the number if there are more decimal digits than you want to display.

To meet all of these demands, Excel provides a rich set of standard formats with changeable options. In addition, Excel provides a **Special** format category for commonly used formats that do not fit into other categories, such as phone numbers and zip codes.

If you cannot find the exact format you wish in the other categories, you can create a format of your own choosing by using the **Custom** format category.

📖 Exercise

This exercise will allow you to examine some of the numeric formats available in Excel.

1 Open the Budget - Student workbook.

> If you see a dialog box asking you whether you want to update the data sources, choose **Update**. This is due to the fact that the data for the LY Totals column came from another workbook that is not open.

2 Select the ranges **B3:I4** and **B7:I16**.

> Remember that you can select multiple cells by selecting the first cell(s) and then holding down the `Ctrl` key as you select other cells.

	A	B	C	D	E	F	G	H	I	J
1	Department Budget									
2		Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
3	Chargeouts	4000	5500	5000	6000	7500	6000	34000	31000	0.096774
4	Royalties	500	700	500	600	500	500	3300	1125	1.933333
5		4500	6200	5500	6600	8000	6500	37300	37000	0.008108
6										
7	Rent	500	500	500	500	500	500	3000	3000	0
8	Telephone	70	70	70	70	70	70	420	420	0
9	Long Distance	25	25	25	25	25	25	150	185	-0.18919
10	Internet	50	50	50	50	50	50	300	285	0.052632
11	Office	50	50	50	50	50	50	300	300	0
12	Courier	25	35	50	50	25	25	210	210	0
13	Postage	15	15	15	15	15	15	90	60	0.5
14	Books	50	100		100	50	50	350	300	0.166667
15	Meals	25	50	50	50	25	25	225	350	-0.35714
16	Travel			500		300		800	1500	-0.46667
17		810	895	1310	910	1110	810	5845	6610	-0.11573
18										
19	Minimum	90								
20	Maximum	3000								
21	Average	584.5								

3 Select **Format**, **Cells**.

4 Click on the **Number** option from the **Category** list.
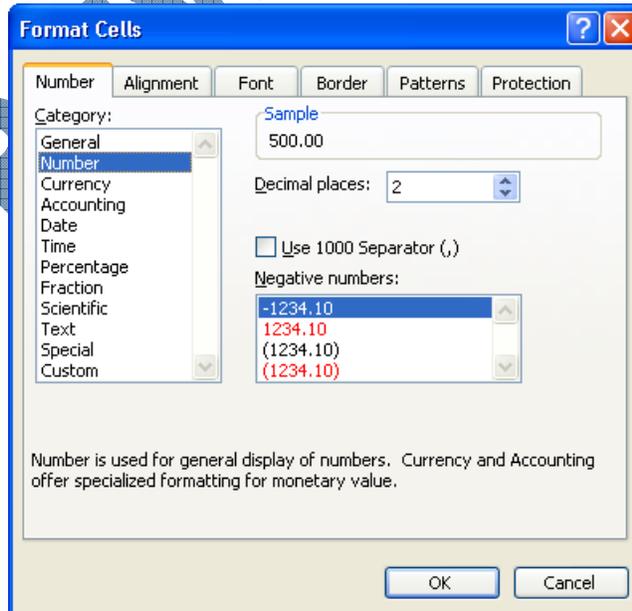
Notice that the default **Number** format has two decimal digits, no thousands separator, and the minus sign is used to indicate negative numbers. These options can be changed.

5   Click on the **Use 1000 Separator (,)** checkbox to turn it on.

As the options are selected, the sample box at the top of the dialog box will show what the number will look like with the options.

6   Click **OK** to apply the formats.

Department Budget									
	Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
Chargeouts	4,000.00	5,500.00	5,000.00	6,000.00	7,500.00	6,000.00	34,000.00	31,000.00	0.096774
Royalties	500.00	700.00	500.00	600.00	500.00	500.00	3,300.00	1,125.00	1.933333
	4500	6200	5500	6600	8000	6500	37300	37000	0.008108
Rent	500.00	500.00	500.00	500.00	500.00	500.00	3,000.00	3,000.00	0
Telephone	70.00	70.00	70.00	70.00	70.00	70.00	420.00	420.00	0
Long Distance	25.00	25.00	25.00	25.00	25.00	25.00	150.00	185.00	-0.18919
Internet	50.00	50.00	50.00	50.00	50.00	50.00	300.00	285.00	0.052632
Office	50.00	50.00	50.00	50.00	50.00	50.00	300.00	300.00	0
Courier	25.00	35.00	50.00	50.00	25.00	25.00	210.00	210.00	0
Postage	15.00	15.00	15.00	15.00	15.00	15.00	90.00	60.00	0.5
Books	50.00	100.00		100.00	50.00	50.00	350.00	300.00	0.166667
Meals	25.00	50.00	50.00	50.00	25.00	25.00	225.00	350.00	-0.35714
Travel			500.00		300.00		800.00	1,500.00	-0.46667
	810	895	1310	910	1110	810	5845	6610	-0.11573
Minimum	90								
Maximum	3000								
Average	584.5								

Notice how Excel has now applied the noted formats to the selected cells. This format could also have been applied by clicking on the [,] button in the Formatting toolbar.

7   Select the ranges **B5:I5**, **B17:I17**, and **B19:B21**.

8   Click on the [$] button in the Formatting toolbar.

Department Budget									
	Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
Chargeouts	4,000.00	5,500.00	5,000.00	6,000.00	7,500.00	6,000.00	34,000.00	31,000.00	0.096774
Royalties	500.00	700.00	500.00	600.00	500.00	500.00	3,300.00	1,125.00	1.933333
	$4,500.00	$6,200.00	$5,500.00	$6,600.00	$8,000.00	$6,500.00	$37,300.00	$37,000.00	0.008108
Rent	500.00	500.00	500.00	500.00	500.00	500.00	3,000.00	3,000.00	0
Telephone	70.00	70.00	70.00	70.00	70.00	70.00	420.00	420.00	0
Long Distance	25.00	25.00	25.00	25.00	25.00	25.00	150.00	185.00	-0.18919
Internet	50.00	50.00	50.00	50.00	50.00	50.00	300.00	285.00	0.052632
Office	50.00	50.00	50.00	50.00	50.00	50.00	300.00	300.00	0
Courier	25.00	35.00	50.00	50.00	25.00	25.00	210.00	210.00	0
Postage	15.00	15.00	15.00	15.00	15.00	15.00	90.00	60.00	0.5
Books	50.00	100.00		100.00	50.00	50.00	350.00	300.00	0.166667
Meals	25.00	50.00	50.00	50.00	25.00	25.00	225.00	350.00	-0.35714
Travel			500.00		300.00		800.00	1,500.00	-0.46667
	$ 810.00	$ 895.00	$1,310.00	$ 910.00	$1,110.00	$ 810.00	$ 5,845.00	$ 6,610.00	-0.11573
Minimum	$ 90.00								
Maximum	$3,000.00								
Average	$ 584.50								

9   Save the worksheet again.

10 Select cells **J3:J17**.

11 Click on the [%] button.

Notice how Excel automatically converts the decimal places to integer numbers to show the percentage.

12 Click on the [.0] to show one decimal place for the percentage numbers.

Department Budget									
	Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
Chargeouts	4,000.00	5,500.00	5,000.00	6,000.00	7,500.00	6,000.00	34,000.00	31,000.00	9.7%
Royalties	500.00	700.00	500.00	600.00	500.00	500.00	3,300.00	1,125.00	193.3%
	$4,500.00	$6,200.00	$5,500.00	$6,600.00	$8,000.00	$6,500.00	$37,300.00	$37,000.00	0.8%
Rent	500.00	500.00	500.00	500.00	500.00	500.00	3,000.00	3,000.00	0.0%
Telephone	70.00	70.00	70.00	70.00	70.00	70.00	420.00	420.00	0.0%
Long Distance	25.00	25.00	25.00	25.00	25.00	25.00	150.00	185.00	-18.9%
Internet	50.00	50.00	50.00	50.00	50.00	50.00	300.00	285.00	5.3%
Office	50.00	50.00	50.00	50.00	50.00	50.00	300.00	300.00	0.0%
Courier	25.00	35.00	50.00	50.00	25.00	25.00	210.00	210.00	0.0%
Postage	15.00	15.00	15.00	15.00	15.00	15.00	90.00	60.00	50.0%
Books	50.00	100.00		100.00	50.00	50.00	350.00	300.00	16.7%
Meals	25.00	50.00	50.00	50.00	25.00	25.00	225.00	350.00	-35.7%
Travel			500.00		300.00		800.00	1,500.00	-46.7%
	$ 810.00	$ 895.00	$1,310.00	$ 910.00	$1,110.00	$ 810.00	$ 5,845.00	$ 6,610.00	-11.6%
Minimum	$ 90.00								
Maximum	$3,000.00								
Average	$ 584.50								

13 Save the workbook again.

Changing Cell Alignment

IC³
3.1.7

Alignment refers to the position or placement of the data within the cell. In Excel, you can align the cell contents horizontally as well as vertically; however, horizontal alignment is the most commonly used by far. Any new value entered into a worksheet is assigned the **General** alignment option by default. This means that numbers (including dates) are automatically right-aligned, while text labels are left-aligned.

You can also center a text label across several cells, which is very useful when grouping more than one column together with a heading. This technique is known as *merge and center*. Alternatively, you can also choose to wrap text in a cell or rotate it to create another effect.
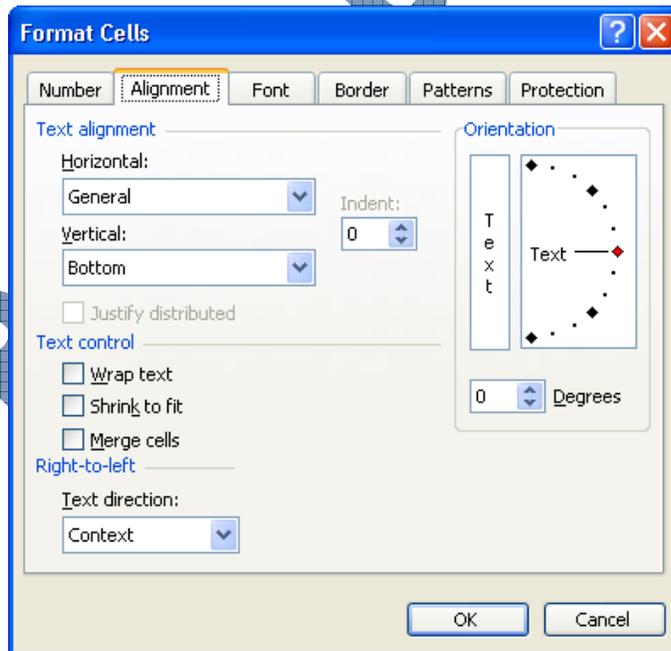
There are a number of alignment options available from the Format Cells dialog box:

Horizontal – General, Left (Indent), Center, Right (Indent)	By default, Excel right-aligns numbers. This allows for a "natural" alignment of a column of numbers. However, Excel left-aligns text labels by default and this can cause problems in determining which label applies to which numbers. You can change the alignment of the contents of any cell to general, left, right or center.
Horizontal – Fill	This option duplicates the cell contents to fill the cell's width completely.
Horizontal – Justify	Justifies the text on both the left and right sides of the cell. Excel automatically wraps the text when justify is used.
Horizontal – Center Across Selection	This feature centers a title across multiple columns and is useful for headings or titles for the spreadsheet. It eliminates the guesswork in centering the title in the exact middle of the worksheet — especially if you are likely to be changing the column widths or adding/deleting columns.

> You can activate several of these options quickly by clicking on the desired icon on the toolbar, i.e., ▤ **(Center)** or ▦ **(Merge and Center)**.

Indent	This option allows you to indent labels from the left of the cell.

> You can also use the ▦ **(Increase Decimal)** and ▦ **(Decrease Decimal)** buttons on the Formatting toolbar to change the indent amount.

Vertical – Top	Aligns the cell contents at the top of the cell, regardless of what the horizontal alignment is.
Vertical – Center	Aligns the cell contents in the center of the cell based on the row height, regardless of what the horizontal alignment is.
Vertical – Bottom	Aligns the cell contents at the bottom of the cell, regardless of what the horizontal alignment is.
Vertical – Justify	Justifies the cell contents between the top and bottom of the merged cell.
Vertical – Distributed	Distributes the cell contents evenly from top to bottom in the merged cell.
Orientation	By default, Excel displays the entry horizontally in the cell. Alternatively, you can rotate the values to any angle you choose between 90º up to -90º down. Excel can also display the entry vertically in the cell, with letters or numbers on top of each other. Excel will adjust the cell height automatically.
Wrap text	Causes Excel to fit a label in the existing column width by creating additional lines and expanding the height of the row.
Shrink to fit	This feature will automatically adjust the text size to fit the available space.
Merge cells	This feature will allow you to remove the border(s) between cells and treat the "new" cell as if it were one large cell. Center and right-align functions will work as if you are working with a single cell. Cells can be merged horizontally, vertically or both.
Text Direction	Allows characters to be displayed right-to-left when entering text in Hebrew, Arabic, Farsi, etc.

Like the number formatting features, the most commonly used alignment options are readily available in the Formatting toolbar.

📖 **Exercise**

1   Make sure the Budget - Student workbook is active on the screen.

2   Select cells **B2:J2**.

3   Click on the ▤ button on the Formatting toolbar.

4   Click on row heading **2** and press (Ctrl)+(+) from the numeric keypad to insert a new row.

5   Move to cell **I2** and type: Comparison Figures and press (Enter).

6   Select cells **I2:J2** and then click on the ▦ button on the Formatting toolbar.

Notice how Excel has now merged the two cells together and centered the title between the two cells.

	G	H	I	J
			Comparison Figures	
	Jun	Total	LY Total	% Change
	6,000.00	34,000.00	31,000.00	9.7%
	500.00	3,300.00	1,125.00	193.3%
	$6,500.00	$37,300.00	$37,000.00	0.8%
	500.00	3,000.00	3,000.00	0.0%

▸ If you change your mind regarding having these columns merged into one, make sure the cell is selected and then click on the ▦ **(Merge and Center)** button to split the cells back into their original cells.

7   Select cells **A1:J1** and then click on the ▦ button on the Formatting toolbar.

▸ Remember that although you have merged cells together and the data contents are now centered between these cells, the data was entered in the original cell, and in order to make changes to those contents, you need to go back to the original cell, e.g., A1.

8   Select cells **A20:A22**.

9   Click on the ▤ button from the Formatting toolbar.

Your worksheet should look similar to the following:

	Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
Department Budget									
								Comparison Figures	
Chargeouts	4,000.00	5,500.00	5,000.00	6,000.00	7,500.00	6,000.00	34,000.00	31,000.00	9.7%
Royalties	500.00	700.00	500.00	600.00	500.00	500.00	3,300.00	1,125.00	193.3%
	$4,500.00	$6,200.00	$5,500.00	$6,600.00	$8,000.00	$6,500.00	$37,300.00	$37,000.00	0.8%
Rent	500.00	500.00	500.00	500.00	500.00	500.00	3,000.00	3,000.00	0.0%
Telephone	70.00	70.00	70.00	70.00	70.00	70.00	420.00	420.00	0.0%
Long Distance	25.00	25.00	25.00	25.00	25.00	25.00	150.00	185.00	-18.9%
Internet	50.00	50.00	50.00	50.00	50.00	50.00	300.00	285.00	5.3%
Office	50.00	50.00	50.00	50.00	50.00	50.00	300.00	300.00	0.0%
Courier	25.00	35.00	50.00	50.00	25.00	25.00	210.00	210.00	0.0%
Postage	15.00	15.00	15.00	15.00	15.00	15.00	90.00	60.00	50.0%
Books	50.00	100.00		100.00	50.00	50.00	350.00	300.00	16.7%
Meals	25.00	50.00	50.00	50.00	25.00	25.00	225.00	350.00	-35.7%
Travel			500.00		300.00		800.00	1,500.00	-46.7%
	$ 810.00	$ 895.00	$1,310.00	$ 910.00	$1,110.00	$ 810.00	$ 5,845.00	$ 6,610.00	-11.6%
Minimum	$ 90.00								
Maximum	$3,000.00								
Average	$ 584.50								

10   Save the workbook again.

Practice Exercise

1   Open the Great White Northwest Airlines workbook and save as Great White Northwest Airlines - Student

2   Select cells **B4** to **G4**.

3   Select **Format**, **Cells**.

4   If necessary, select the **Alignment** tab.

5   Click the **Wrap text** checkbox to turn it on, and set the **Horizontal** alignment to **Center**. Click the **OK** button.

6   Adjust the width and height of cells **B4** to **G4** so that these cells show two lines of titles.

7   Select cells **A1** to **G1** and then click on the 🔲 button on the Formatting toolbar.

8   Select cells **A2** to **G2** and click on the 🔲 button on the Formatting toolbar.

9   Adjust the width of column **A** to accommodate the longest text for cells **A5** to **A17**.

Your sheet should now look like the following:

	Greater Vancouver	Vancouver Island	Kootenays	Thompson Okanagan	Northern BC	Total British Columbia
Great White Northwest Airlines						
Passengers Carried						
January	24,941	9,290	1,875	1,240	659	38,005
February	23,742	7,690	2,893	1,250	1,625	37,200
March	24,497	8,699	4,721	1,244	1,264	40,425
April	19,431	9,370	4,970	1,520	758	36,049
May	11,058	9,010	1,753	1,455	1,247	24,523
June	26,378	7,151	4,994	1,459	974	40,956
July	17,079	8,306	1,948	1,733	1,102	30,168
August	16,807	8,548	3,305	1,923	1,582	32,165
September	18,849	3,007	3,071	1,389	1,007	27,323
October	18,961	4,684	4,868	1,581	999	31,093
November	21,137	6,580	2,209	1,285	570	31,781
December	19,460	7,365	2,444	1,190	1,645	32,104
Total for Year	242,340	89,700	39,051	17,269	13,432	401,792

10   Right-click on cell **G4** and then click on **Format Cells** in the submenu.

11   If necessary, click on the **Alignment** tab.

12   In the **Orientation** area, either click in the Preview display box or the field box to change the rotation to be **-45** degrees.
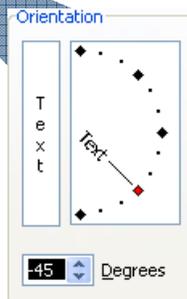
13   Click **OK**.

Notice how the text now runs into the cell at the left. In most cases, when you rotate the contents of a cell, you may also want to rotate the contents of any adjacent cells to provide a uniform appearance.

14   Click on the ⮌ button in the Standard toolbar.

15   Save and close the workbook.

Changing Fonts and Sizes

A font is a style of text. Changing fonts will alter how the text and numbers will appear in the worksheet. Try not to use more than three different fonts in a worksheet — one or two fonts are generally preferred as too many fonts on the worksheet can be distracting to the audience.

In addition to style, Excel provides the opportunity to change the size and some of the other highlighting options (such as bold, italics, underline and font color).

The **Font** tab is one of the tabs that is offered in the **Format Cells** menu item. Accessing this tab will provide the following options:
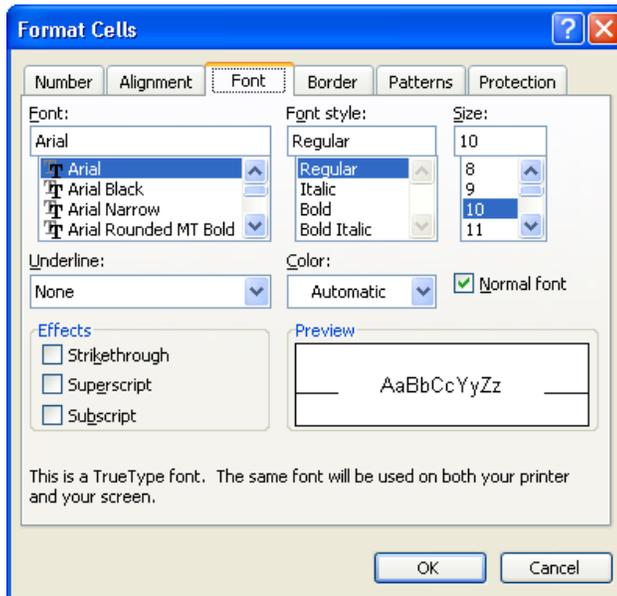
Font	This refers to the typeface of the text characters Excel displays. A set of characters in the same typeface is a *font*. Typewriters typically had one font — often Courier.
Font style	Most fonts allow you to bold, italicize, or both.
Size	Size refers to the height of a letter or digit, with a proportionate width. Most of the fonts are scalable; that is, they have a variety of sizes.
Underline	You can select various underline styles, such as single, double, single accounting and double accounting. The accounting options underline the numbers not the whole cell.
Color	You can select and change the color of the characters.
Effects	You can use special character effects, such as **Strikethrough**, Superscript and Subscript. Note that the latter two are mutually exclusive — you can use either one but not both.

As you select different options in this dialog box, the Preview box will show sample text with the options displayed.

Note that the most commonly changed font options (i.e., font, point size, bold, italics, underline and font color) can be changed on the Formatting toolbar.

📖 **Exercise**

1   Make sure the Budget - Student workbook is active on the screen.

2   Click in cell **A1**.

3   Select **Format**, **Cells** and then click on the **Font** tab.

4   Scroll through the list of fonts and choose **Times New Roman** for the font, **Bold** for the font style, and **16** for the size.

5   Click **OK**.

6   Select the range **B2:J3** and click on the ⊞**B** button in the Formatting toolbar.

The top of your worksheet should appear similar to the following:

Department Budget									
								Comparison Figures	
	Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
Chargeouts	4,000.00	5,500.00	5,000.00	6,000.00	7,500.00	6,000.00	34,000.00	31,000.00	9.7%
Royalties	500.00	700.00	500.00	600.00	500.00	500.00	3,300.00	1,125.00	193.3%
	$4,500.00	$6,200.00	$5,500.00	$6,600.00	$8,000.00	$6,500.00	$37,300.00	$37,000.00	0.8%

7   Save the workbook.

Applying Cell Borders

IC³

3.1.6

Borders serve to separate groups of data on a worksheet from each other to improve its readability, especially when the worksheet has a large volume of numbers.

The border feature allows you to draw lines around any or all of the four edges of a cell or range of cells. The dialog box displayed has several presets, line thickness, color and style options, and an area to specify where the lines are to appear.
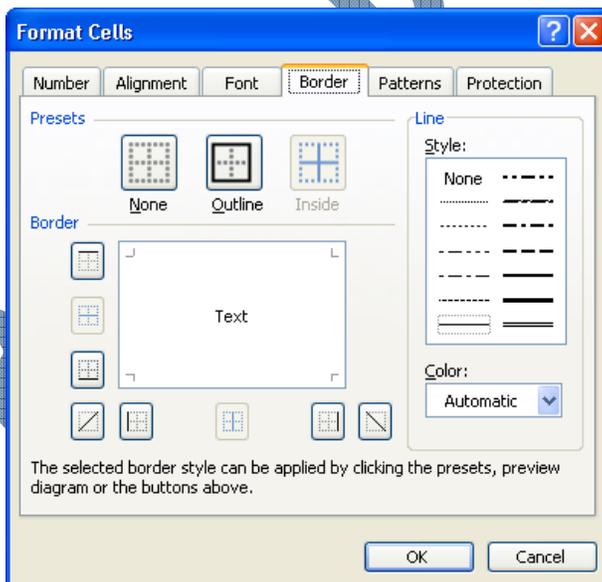
Presets	Choose one of these options to preset the type of borders for the selected cells.	
Border	Use the buttons to turn on or off any lines. The picture in the buttons help you see which border will be turned on or off.	
Line	Choose a line style or color for the border(s). If you want different lines or colors for specific borders, you need to select the style or color, and then click in the Border area for the appropriate border.	

Some of these options are provided from the ⊞ ▾ (**Borders**) button on the Formatting toolbar, which is a subset of all the options available in the dialog box. In addition, this button contains the **Draw Borders** option that allows you to add the border around the cells you now select. This is very handy when you want to draw lines or borders around several cells that may be non-adjacent.

📖 Exercise

1 Make sure the Budget - Student workbook is active on the screen.

2 Select cells **I2:I18**.

Notice how Excel highlights both columns **I** and **J**. This is due to the fact that the first cell you selected was a merged cell.

3 Select **Format**, **Cells** and then click on the **Border** tab.

4 Choose options similar to the following (the color is blue):
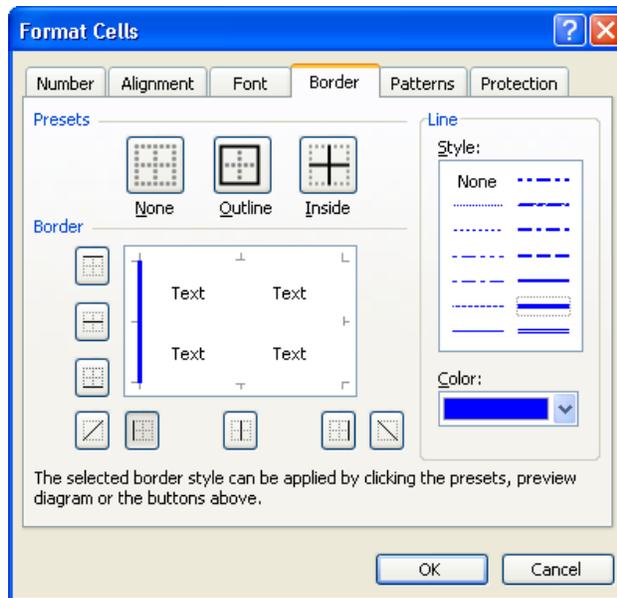
5 Click **OK**.

6 Click anywhere away from the selected cells to see the results.

	H	I	J
		Comparison Figures	
	Total	**LY Total**	**% Change**
	34,000.00	31,000.00	9.7%
	3,300.00	1,125.00	193.3%
	$37,300.00	$37,000.00	0.8%
	3,000.00	3,000.00	0.0%
	420.00	420.00	0.0%
	150.00	185.00	-18.9%
	300.00	285.00	5.3%
	300.00	300.00	0.0%
	210.00	210.00	0.0%
	90.00	60.00	50.0%
	350.00	300.00	16.7%
	225.00	350.00	-35.7%
	800.00	1,500.00	-46.7%
	$ 5,845.00	$ 6,610.00	-11.6%

7 Select cell **I7**.

8   Click on the down arrow for the ⊞▾ button in the Formatting toolbar.
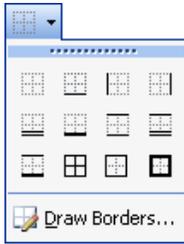
9   Click on the ⊞ button.

10   Save the workbook.

11   Click on the down arrow for the ⊞▾ button and then click on **Draw Borders**.

Excel has now changed the mouse cursor to a pencil (✎) and a new toolbar appears.

Line Style

Erase Border   Line Color

Draw Border
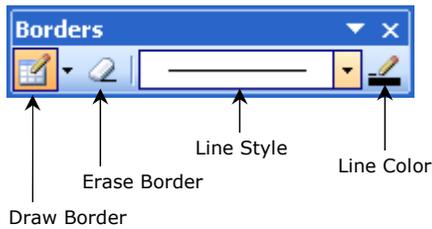
12   Click on the down arrow for the ⟨———▾⟩ button and choose the **double line** (i.e., ═══════).

13   Click on the ✎ button and click on **Bright Green**.

14   Select cells **B18:H18**.

Department Budget									
								Comparison Figures	
	Jan	Feb	Mar	Apr	May	Jun	Total	LY Total	% Change
Chargeouts	4,000.00	5,500.00	5,000.00				34,000.00	31,000.00	9.7%
Royalties	500.00	700.00	500.00				3,300.00	1,125.00	193.3%
	$4,500.00	$6,200.00	$5,500.00				$37,300.00	$37,000.00	0.8%
Rent	500.00	500.00	500.00	500.00	500.00	500.00	3,000.00	3,000.00	0.0%
Telephone	70.00	70.00	70.00	70.00	70.00	70.00	420.00	420.00	0.0%
Long Distance	25.00	25.00	25.00	25.00	25.00	25.00	150.00	185.00	-18.9%
Internet	50.00	50.00	50.00	50.00	50.00	50.00	300.00	285.00	5.3%
Office	50.00	50.00	50.00	50.00	50.00	50.00	300.00	300.00	0.0%
Courier	25.00	35.00	50.00	50.00	25.00	25.00	210.00	210.00	0.0%
Postage	15.00	15.00	15.00	15.00	15.00	15.00	90.00	60.00	50.0%
Books	50.00	100.00		100.00	50.00	50.00	350.00	300.00	16.7%
Meals	25.00	50.00	50.00	50.00	25.00	25.00	225.00	350.00	-35.7%
Travel			500.00		300.00		800.00	1,500.00	-46.7%
	$ 810.00	$ 895.00	$1,310.00	$ 910.00	$1,110.00	$ 810.00	$ 5,845.00	$ 6,610.00	-11.6%
Minimum	$ 90.00								
Maximum	$3,000.00								
Average	$ 584.50								

15   Click on the ◇ button.

Notice how Excel now changes the cursor to an eraser (i.e., ✎).

16   Select cells **B18:H18** again.

Excel has now removed the borders for you just as easily as when you drew them in the worksheet.

17   Close the Borders toolbar and save the workbook again.

Applying Colors and Patterns

3.3.2

This option sets the background color and pattern for a cell or group of cells. Patterns and color can help to draw a viewer's attention to particular parts of your worksheet, or serve to "divide" it off visually from the balance of the information.

This can prove useful when trying to highlight the sum totals line, or differentiate heading information from data.

Patterns and colors should be viewed as distinctly different features. If you are printing on a black and white printer, use patterns only, as colors will be translated by your printer into varying shades of gray, and the results may not be satisfactory.

Dark colors and dense patterns may serve to hide the information entered in the cells and are best avoided.

The Formatting toolbar contains buttons to change the cell background color; however, you must access the **Format Cells** menu item for pattern options.
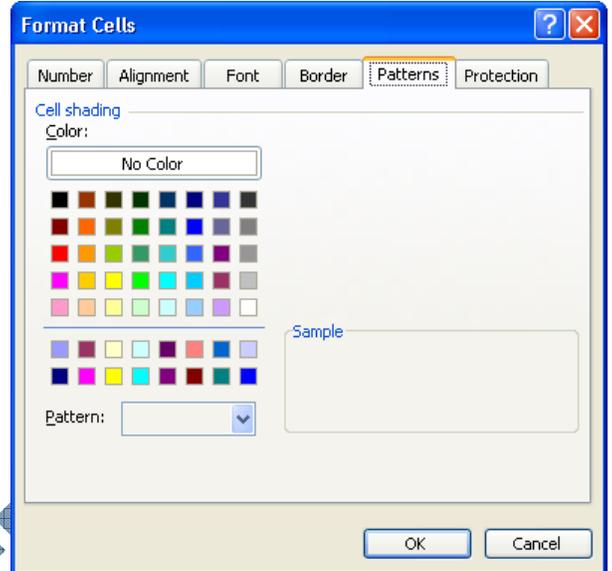
📖 Exercise

1 Make sure the Budget - Student workbook is active on the screen.

2 Select cells **I2:J18**.

3 Select **Format**, **Cells**, and then click on the **Patterns** tab.

4 Click the **Pattern** drop-down list button.
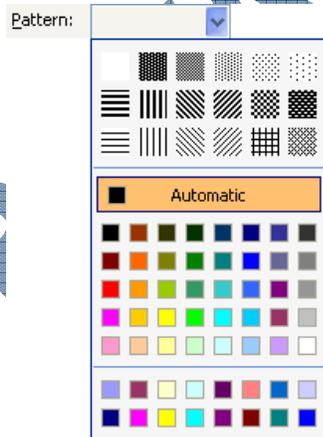
5 Click on the **6.25% gray** choice ⬚. Click **OK**.

6 Select cells **I7:J7**.

7 Click on the down arrow of the button and then click on **No Fill**.

8 Save and close the workbook.

Using AutoFormat

IC³
3.1.8

Excel provides a feature called **AutoFormat** to help you apply a standard set of formats to your worksheets. Excel includes 16 formatting sets, covering a variety of common presentations. The AutoFormat will only cover the main table in your worksheet. Headers, footers, and other notes have to be formatted separately.

AutoFormat is accessed from the **Format** menu. When you access the dialog box, Excel provides a sample to allow you to evaluate the formats before applying them to your worksheet.

Excel allows you to modify the preset options in the various AutoFormat options. You can remove selected features (number, border, font, patterns, alignment, and width/height) from the AutoFormat. To do so, click the **Options** button on the right of the dialog box, which will display the Options list at the bottom of the dialog box. You may then turn individual features on or off by clicking in the checkbox to the left of the option.

You must select the entire range of cells that you wish to automatically format before selecting the AutoFormat function.

Alternatively, you may select one cell within that range, and Excel will guess at what it thinks is the range of cells to autoformat — a rectangle with blank cells on the outer edges.

If you accidentally select a single cell with blank cells on all four sides, Excel will display an error message to indicate that it cannot proceed with the autoformat.

📖 Exercise

1 Open the Staff List - Student workbook.

2 Adjust any columns widths, as necessary. Then select the range from **A3** to **B8**.

3 Select **Format**, **AutoFormat** in the menu bar.
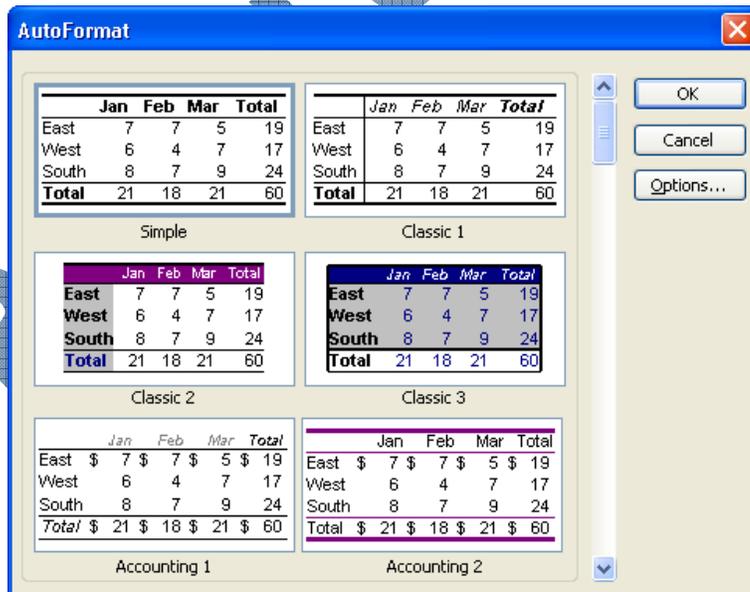
4 Scroll through the list, select **Colorful 2** and then click **OK**.

Notice that the AutoFormat does not format any cells outside of the selected range of cells.

5 Select cell **E3**.

6 Select **Format**, **AutoFormat**, click on the **Classic 3** option and then click **OK**.

	A	B	C	D	E
1	ABC Company - Staff Count				
2					
3	*Admin*	*120*		*Anticipated Yearly Revenue*	*4,500,789.56*
4	Sales - Inside	150			2%
5	Marketing	50			
6	Warehouse	250			
7	Sales - Outside	75			
8	Accounting	12			

Notice how Excel fills all the three cells around the selected one.

7 Save and close the workbook.

Using the Format Painter

3.3.6

Once you have established formatting "standards" for your spreadsheet, you will want to duplicate the formatting options on the other parts of your spreadsheet. For example, you may decide to format a heading with a different font, point size and you may want it bolded and italicized.

Excel provides a tool to allow you to copy formats from one area on the worksheet to another. This tool is called the ✍ (**Format Painter**) on the Standard toolbar.

You must click on the cell that contains the formatting you wish to copy. There are two ways to activate this icon:

Click Click once on the ✍, then click on the cell that you wish to format with the same features. The ✍ turns off as soon as you click on the target cell.

Double-click Double-clicking on the ✍ will cause the **Format Painter** to remain on while you click several cells. When you are finished formatting the cells, turn off the **Format Painter** by clicking on the icon again or press (Esc).

📖 Exercise

1 Open the Megatron Entertainment workbook and save as Megatron Entertainment - Student

2 Select cells **A1** to **E1**.

3 Use the Formatting toolbar to perform the following operations: 🔳 , **B** and change the font size to **16** pt.

4 Click the ✍ , then click in cell **A2**.

5 Select cells **B4** to **E4**.

6 Click the **B** , **U** and ≡ icons.

7 Select cell **B4**, then double-click on the ✍ button.

8 Click on cells **A5**, **A13**, **A20**, and **A26**.

9 Click on the ✍ button to turn it off.

10 Select cell **A11**, then click the **B** , *I* and ≡ icons.

11 Double-click the ✍ button.

12 Click on cells **A18**, **A24**, and **A30**.

13 Click on the ✍ button to turn it off.

14 Select cell **A31**, increase font size to **12** pt., and click the **B** and ≡ icons.

Your sheet should now look like the following:

Megatron Entertainment				
Sales Report - April 2004				
	Gross Sales	Commission	Salary	Earnings
Hardware				
Carlotti, L	12250	1585	2200	3785
Jang, C	8155	975	2100	3075
Jenner, P	11560	1485	2500	3985
Schneider, W	6720	760	1800	2560
Williams, J	7905	935	2100	3035
Subtotal				
CD's/Tapes				
Fernandez, J	5620	595	1800	2395
Manson, R	8227	985	1600	2585
Roberge, T	6444	715	2100	2815
Sandhu, P	10840	1375	1800	3175
Subtotal				
Videos/DVD's				
Barnston, G	5928	640	1550	2190
Cooper, N	7166	825	1800	2625
Sigismund, A	4975	495	1700	2195
Subtotal				
Books				
Essenden, R	7921	940	2000	2940
Lee, S	6084	665	1800	2465
Wakabayashi, K	4913	485	1800	2285
Subtotal				
Total				

15 Save and close the workbook.

📚 Practice Exercise

1 Open the Millennium Holdings workbook and save as Millennium Holdings - Student

2 Select cells **A1** to **D1**. Click the 🔳 icon in the Formatting toolbar. Click the **B** icon in the Formatting toolbar.

3 Double-click on the 🖌 icon in the Standard toolbar.

4 Click on cell **A2** and then on cell **A3**.

5 Click on the 🖌 icon again in the Standard toolbar to turn it off.

6 Format the rest of the worksheet as it appears here, using the Format Painter to copy the formatting options.

Millennium Holdings International				
Balance Sheet				
As at December 31, 2003				
		Current Year		Previous Year
Assets				
Cash		35,430		44,536
Other Short Term Assets		58,930		75,930
Short Term Investments		2,389,494		2,389,494
Long Term Investments		30,577,349		23,947,065
Total Assets	$	33,061,203	$	26,457,025
Liabilities				
Accounts Payable		47,569		36,096
Other Short Term Liabilties		34,859		76,894
Mortgage Payable		9,000,000		7,000,000
Other Long Term Debt		15,000,000		12,000,000
Total Liabilities	$	24,082,428	$	19,112,990
Shareholders' Equity				
Share Capital		100,000		100,000
Retain Earnings		8,878,775		7,244,035
Total Shareholders' Equity	$	8,978,775	$	7,344,035
Total Liabilties and Equity	$	33,061,203	$	26,457,025

7 Save and close the workbook.

Summary

In this lesson you looked at what formatting means and how it can be used in a worksheet. You should now be familiar with the following:

- What is formatting
- How to format numbers and text
- How to change the alignment for data

- Using borders or shading in cells
- How to use the AutoFormat feature
- How to use the Format Painter

Review Questions

1. What does formatting mean?

2. You can format the contents of a cell before or after the data is entered.

    a. True   b. False

3. Numbers can only be formatted with dollar signs, commas, and two decimal places.

    a. True   b. False

4. Alignment refers to the placement or position of the data within the cell, which means you can adjust the alignment horizontally as well as vertically for the contents of the cell.

    a. True   b. False

5. What is the maximum number of fonts that you should use in your worksheet before it becomes too distracting to the audience?

    a. Two   c. Four
    b. Three   d. There is no maximum

6. Once you set up borders around the entire cell, you cannot adjust the style or appearance of any of the sides.

    a. True   b. False

7. How can adding colors or patterns to a cell be useful?

8. What is the AutoFormat feature?

    a. A command that automatically applies the default formatting options for a worksheet.
    b. A standard set of formats for worksheets.
    c. A feature that allows you to turn this worksheet format into a template.
    d. All of the above

9. You must select the entire range of cells that you wish to automatically format before activating the AutoFormat command.

    a. True   b. False

10. What's the difference between single- and double-clicking on the Format Painter?

Lesson 5: Using Miscellaneous Tools

Objectives   **Suggested Timing: 1 Hour**

In this lesson you will look at some miscellaneous tools you can use to display different parts of the worksheet, or to check or proof the data in the worksheet. On successful completion, you will be familiar with the following:

- How to use the spell checker
- Sorting data
- Displaying different parts of the worksheet at the same time
- Displaying different parts of multiple workbooks at the same time

Using the Spell Checker

1.3.7

You can use the spell checking feature common for word processing software in Excel. It can only be used on text labels because it cannot verify the accuracy of numbers, dates, and time values. Like word processors, this feature does not eliminate the need for you to check the spelling of any text labels.

While the spell checker is running, it will display any words that it does not find in its dictionary (and therefore could be spelled incorrectly). You can then choose one of the following:

Ignore Once	Ignore this apparent misspelling and proceed to the next word in the worksheet.
Change	Replace the incorrect word (next to the **Not in Dictionary**) with the word displayed in the **Suggestions** box.
Add to Dictionary	Add the identified word to the dictionary and proceed to the next word in the worksheet. By adding the word to the dictionary, the spell checker will no longer identify it as a misspelled word.
AutoCorrect	Adds this word to the **AutoCorrect** list so that the **AutoCorrect** feature will make the corrections as you type.
Ignore All	Same as **Ignore Once** above, except that it will skip over the same word in the rest of the worksheet.
Change All	Same as **Change** above, but will change all instances of the same word in the worksheet.

To activate the Spelling feature, use one of the following methods:

- Select **Tools** and then **Spelling**
- Click on the ☑ (**Spelling**) button in the Standard toolbar

📖 Exercise

1. Open the 2004 Budget workbook and save it as 2004 Budget - Student

2. Move to cell **A1** and click the ☑ button in the Standard toolbar.

   The spell checker now starts up. The Spelling dialog box appears in every instance that it could not find the label in its dictionary.

The first word and possible alternatives could not be found in the dictionary. You will have to enter it in manually.

3   Click at the end of the **Not in Dictionary** field and move the cursor until between the 'o' and 't'. Type: u and then click on the **Change** button.
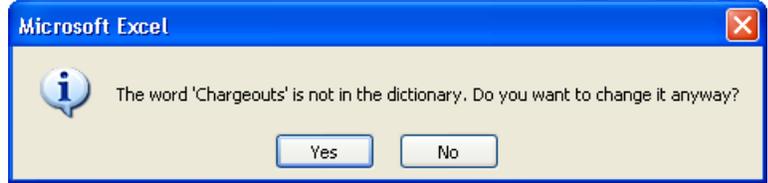
4   Click on **Yes**.

5   Make the spelling changes for the rest of the words it displays in the spell checker.

When Excel has completed checking the spelling of all text in your worksheet, it will display a screen similar to the following:

6   Click the **OK** button to close the spell checker.

7   Save and close the workbook.

Sorting Data

Excel provides a sorting tool that allows you to organize or sort the data in a worksheet based on the values in selected columns. For instance, if you have a large list of names and addresses, you may want to sort the data by customer or city, depending on how you need to view the data. After sorting, the data becomes more readable. You can sort and re-sort the data as many times as required, using different sort criteria each time.

You can choose up to three columns as sort keys if the primary sort key contains repeating values.

When you activate the sort function, the Sort dialog box will appear.

The Sort dialog box allows you to select three different columns and sort in either ascending or descending order. The sorting is applied in the order the columns are selected. If the range you are sorting does not contain column headers, select the **No header row** option. If you select this option for a list with a mixture of text labels and values, and your worksheet has no actual column headings (i.e., header row), the text labels will be sorted along with the values.

The options in the Sort dialog box are as follows:

Sort by   Determines the first column Excel will use to sort the database — the primary sort key. Select whether you want the data to be sorted in **Ascending** (A-Z, 0-9) or **Descending** (Z-A, 9-0) order.

Then by   Determines the next column to be used for sorting — the secondary and third sort keys, if necessary. When there are multiple rows that match the primary sort key, this determines the sort order within the first column grouping. Select whether you want the data to be sorted in **Ascending** (A-Z, 0-9) or **Descending** (Z-A, 9-0) order. There are two **Then by** options giving you three fields to sort by.

My list has   Tells Excel whether or not the first row should be treated as data or as field labels.

📖 **Exercise**

1   Open the Phone Book workbook and save it as Phone Book - Student

2   Position the cell pointer anywhere within the data area.

3   Select **Data, Sort** from the menu bar.

4   Select the **Last Name** field from the **Sort by** drop-down list box and ensure the **Ascending** button is selected.

5   Select the **First Name** field from the first **Then by** drop-down list box and ensure the **Ascending** button is selected.

6   Make sure the **Header row** button is selected and click **OK**.

Last Name	First Name	Address	City	Prov/State	Post/Zip C	Country
Bell	Graham	67-119A Ave	Calgary	AB	T3R 6T5	Canada
Bunyan	Paul	123 Forest Lane	Vancouver	WA	98004	USA
Cooper	Peter	2382 Hockey Circle Ave	Montreal	PQ	H3A 1W7	Canada
Fish	Codd	7402 Atlantic Avenue	Halifax	NS	B2Y 1N3	Canada
Fish	Wanda	#115-311 Ocean Drive	Vancouver	WA	98004	USA
Jones	Byron	3042 123 Street	Chicago	IL	60657	USA
McKay	Tyler	8420 Main Street	Winnipeg	MB	R3C 1P5	Canada
Rabbitt	Bunnie	555 Circle Valley	Dallas	TX	75248	USA
Rabbitt	Peter	3123 Cottontail Crescen	Vancouver	BC	V5C 1L8	Canada
Smith	Adelaide	433 Crescent Lane	Toronto	ON	T5D 2S1	Canada
Smith	Joseph	440 Quarter Hill Ave	Richmond	VI	24290	USA
Thompson	Margaret	#10-414 Bute Street	Vancouver	BC	V5C 3E4	Canada

Notice that any duplicate last names have been sorted into alphabetical order according to their first names.

7   Save and close the workbook.

Practice Exercise

1   Open the Address List workbook.

First sort by last name only, using the toolbar option.

2   Select any cell in column **A** (between cells **A1** to **A13**).

3   Click the ![A-Z] button in the Standard toolbar.

Last Name	First Name	Address	City	Prov/State	Post/Zip Code	Country
Bell	Graham	67-119A Ave	Calgary	AB	T3R 6T5	Canada
Bunyan	Paul	123 Forest Lane	Vancouver	WA	98004	USA
Cooper	Peter	2382 Hockey Circle Ave	Montreal	PQ	H3A 1W7	Canada
Fish	Wanda	#115-311 Ocean Drive	Vancouver	WA	98004	USA
Fish	Codd	7402 Atlantic Avenue	Halifax	NS	B2Y 1N3	Canada
Jones	Byron	3042 123 Street	Chicago	IL	60657	USA
McKay	Tyler	8420 Main Street	Winnipeg	MB	R3C 1P5	Canada
Rabbitt	Peter	3123 Cottontail Crescent	Vancouver	BC	V5C 1L8	Canada
Rabbitt	Bunnie	555 Circle Valley	Dallas	TX	75248	USA
Smith	Joseph	440 Quarter Hill Ave	Richmond	VI	24290	USA
Smith	Adelaide	433 Crescent Lane	Toronto	ON	T5D 2S1	Canada
Thompson	Margaret	#10-414 Bute Street	Vancouver	BC	V5C 3E4	Canada

The data is now sorted in last name order. However, there are individuals who have the same last name as others and are sorted in the wrong sequence. The sort should have been made on both *Last Name* and *First Name*.

4   Select any cell in the range of **A1** to **G1**.

5   Select **Data**, **Sort** in the menu bar.

6   Click the **Header row** option button to ensure it is selected.

7   If necessary, click the drop-down list button in the **Sort by** list box and select **Last Name**.

8   Click the drop-down list button in the first **Then by** list box, and select **First Name**.

9   Click the **OK** button.

Now sort by *Country*, *Prov/State*, and then *City*.

10   Select any cell within the range of **A1** to **G1**.

11   Select **Data**, **Sort** in the menu bar.

12   Click the **Header row** option button to ensure it is selected.

13   Click the drop-down list button in the **Sort by** list box and select **Country**.

14   Click the drop-down list button in the first **Then by** list box, and select **Prov/State**.

15   Click the drop-down list button in the second **Then by** list box, and select **City**.

16   Click the **OK** button.

The worksheet should appear similar to the following:

Last Name	First Name	Address	City	Prow/State	Post/Zip Code	Country
Bell	Graham	67-119A Ave	Calgary	AB	T3R 6T5	Canada
Rabbitt	Peter	3123 Cottontail Crescent	Vancouver	BC	V5C 1L8	Canada
Thompson	Margaret	#10-414 Bute Street	Vancouver	BC	V5C 3E4	Canada
McKay	Tyler	8420 Main Street	Winnipeg	MB	R3C 1P5	Canada
Fish	Codd	7402 Atlantic Avenue	Halifax	NS	B2Y 1N3	Canada
Smith	Adelaide	433 Crescent Lane	Toronto	ON	T5D 2S1	Canada
Cooper	Peter	2382 Hockey Circle Ave	Montreal	PQ	H3A 1W7	Canada
Jones	Byron	3042 123 Street	Chicago	IL	60657	USA
Rabbitt	Bunnie	555 Circle Valley	Dallas	TX	75248	USA
Smith	Joseph	440 Quarter Hill Ave	Richmond	VI	24290	USA
Bunyan	Paul	123 Forest Lane	Vancouver	WA	98004	USA
Fish	Wanda	#115-311 Ocean Drive	Vancouver	WA	98004	USA

17   Close the workbook without saving.

Working with Windows

Each time you open a new workbook, you are opening a new window. Sometimes it is difficult to see enough of the worksheet to do your work.

If you are doing some "what if" evaluations, you often want to see distant parts of one large worksheet or workbook on the screen at the same time. You may wish to have more than one workbook on the screen to "cut and paste" between, or you may experience difficulty working on your large worksheet because you cannot see the row and column headings when making entries.

Fortunately, Excel offers a number of tools to facilitate different views. These tools are primarily listed under the **Window** menu.
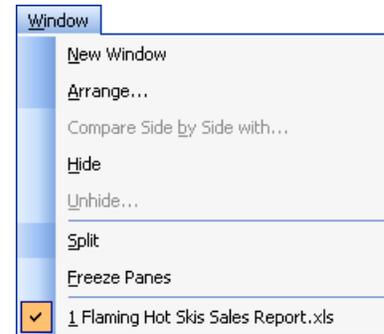
New Window	This option will allow you to open another view of the current worksheet.
Arrange	Provides several view options. Clicking on this menu item opens the Arrange Windows dialog box with the following options:

Tiled – presents all of the open files in a tile arrangement.

Horizontal – presents all open files with a horizontal split between each.

Vertical – presents all open files with a vertical split between each.

Cascade – layers open files one on top of the next with only the top file in view.
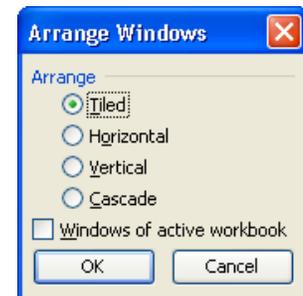
Hide	Hides the active window from the screen; useful when you are working with numerous windows and you only want Excel to display particular windows.
Unhide	Displays a dialog box listing the windows you have hidden so that you can select and redisplay specific windows.
Split	Splits the window into two or four sections, depending on which cell is selected when the menu is accessed. This option allows you to scroll different parts of the screen to view different parts of the spreadsheet.

Freeze Panes	Locks text to the left and above the cell pointer. This option is useful to "hold" the headings on the screen when you are working in cells remote from those headings.
Window List	The bottom of the Window menu presents a list of the documents currently open in Excel. The documents are numbered and can be accessed by clicking on the document you wish with the mouse, or by typing the number displayed to the left of the listed documents.

Only one document window will be active. You can make entries only in the active spreadsheet.

If you cascaded documents, the active document will be the top document. If you chose one of the tiled options, the active document will have color in the title bar.

You can change the active window by clicking on any portion of the spreadsheet.

Creating New Windows

New Window is the option in the Window menu that allows you to open another view of the active spreadsheet. You can then arrange the windows to allow you to view different parts of the spreadsheet without having to move around excessively.

For example, you may wish to do some "what if" evaluations on a spreadsheet. This evaluation may require that you make changes at the top of your spreadsheet while you view the effects on the totals at the bottom of the spreadsheet. Using at least two windows on the same spreadsheet would facilitate this process.

There is no limit to the number of views you can open, although the size of your screen will limit the number you can effectively use at one time.

📖 Exercise

1   Open the Flaming Hot Skis Sales Report workbook.

2   Select **Window**, **New Window**.

Note that if the document window is maximized, nothing appears to happen when you have selected this option.

This new window will be identified in the title bar as Flaming Hot Skis Sales Report.xls:2, while the original window will be identified as Flaming Hot Skis Sales Report.xls:1.

3   Select **Window**, **Arrange**.

4   Select the **Tiled** option button and click the **OK** button.

Note that the two views are now arranged side by side. If you had more than two views or other files opened, they would be tiled in several rectangles.

The active window can be identified by the bright blue title bar and the presence of the window scroll bars. The title bars in the inactive windows are a lighter color without scroll bars.

5   Click on the horizontal scroll bar of the active window to move to the right of that worksheet.

6   Click anywhere in the other window to activate it.

7   Click on the vertical scroll bar to move down the worksheet.

Notice how this demonstrates that the two windows can be scrolled around independently of each other, even though they are both showing the same worksheet.

The screen should now appear as follows:
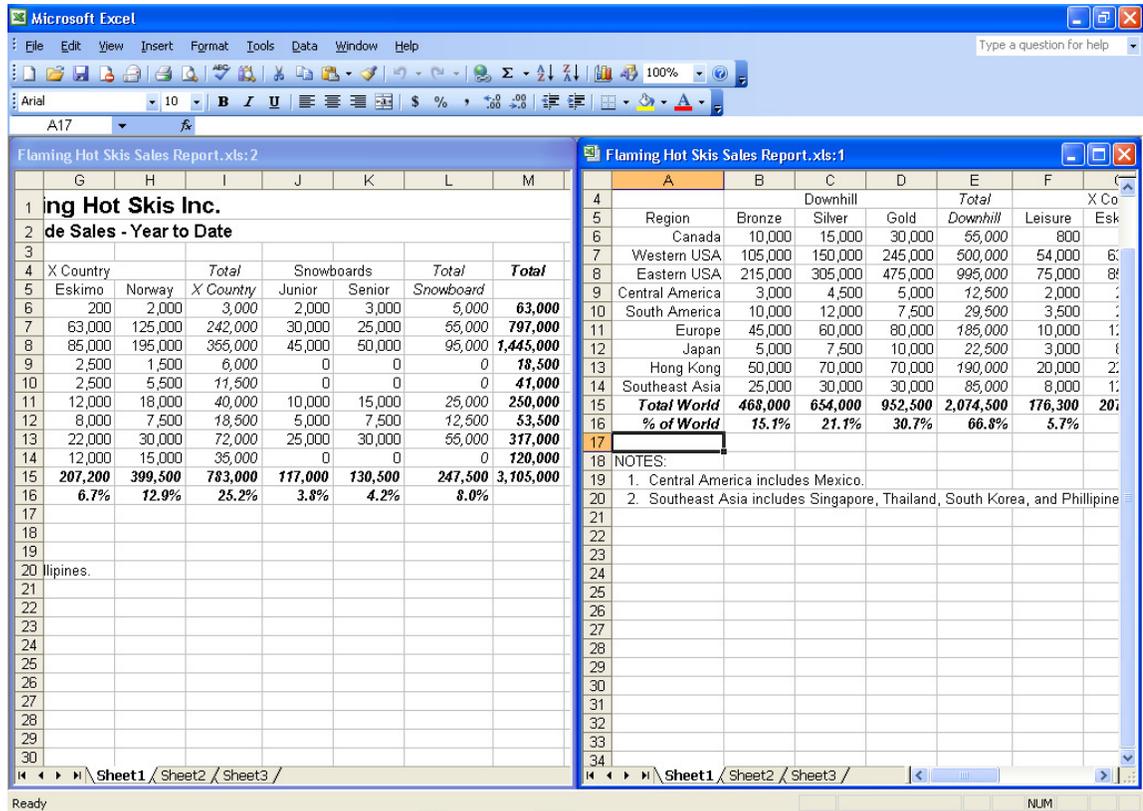
8 Close all open workbooks.

Getting Panes

Split is the option in the Window menu that allows you to split the view of the active spreadsheet. You can then arrange the parts of the split view to allow you to watch different parts of the spreadsheet without having to move around excessively.

You can split a window into two panes, either horizontally or vertically, or into four panes with one horizontal and one vertical component.

The following illustrates the position of the horizontal and vertical split bars:
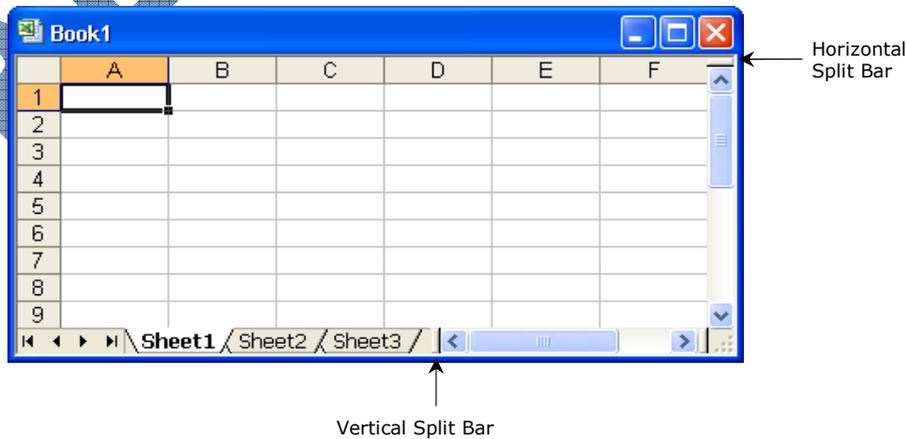
You can alter the position of the split bar using your mouse. To move a split bar, position your mouse pointer over top of the bar. When the double-headed arrow is displayed, press and hold the mouse button and move the bar to the desired location.

📖 **Exercise**

1 Open the Flaming Hot Skis Sales Report workbook.

2 Select cell **F4**.

3 From the **Window** menu, select **Split**.

	A	B	C	D	E	F	G	H	I	J	K
1						**Flaming Hot Skis Inc.**					
2						Worldwide Sales - Year to Date					
3											
4			Downhill		*Total*		X Country		*Total*	Snowboards	
5	Region	Bronze	Silver	Gold	*Downhill*	Leisure	Eskimo	Norway	*X Country*	Junior	Senior
6	Canada	10,000	15,000	30,000	*55,000*	800	200	2,000	*3,000*	2,000	3,000
7	Western USA	105,000	150,000	245,000	*500,000*	54,000	63,000	125,000	*242,000*	30,000	25,000
8	Eastern USA	215,000	305,000	475,000	*995,000*	75,000	85,000	195,000	*355,000*	45,000	50,000
9	Central America	3,000	4,500	5,000	*12,500*	2,000	2,500	1,500	*6,000*	0	0
10	South America	10,000	12,000	7,500	*29,500*	3,500	2,500	5,500	*11,500*	0	0
11	Europe	45,000	60,000	80,000	*185,000*	10,000	12,000	18,000	*40,000*	10,000	15,000
12	Japan	5,000	7,500	10,000	*22,500*	3,000	8,000	7,500	*18,500*	5,000	7,500
13	Hong Kong	50,000	70,000	70,000	*190,000*	20,000	22,000	30,000	*72,000*	25,000	30,000
14	Southeast Asia	25,000	30,000	30,000	*85,000*	8,000	12,000	15,000	*35,000*	0	0
15	*Total World*	*468,000*	*654,000*	*952,500*	*2,074,500*	*176,300*	*207,200*	*399,500*	*783,000*	*117,000*	*130,500*
16	*% of World*	*15.1%*	*21.1%*	*30.7%*	*66.8%*	*5.7%*	*6.7%*	*12.9%*	*25.2%*	*3.8%*	*4.2%*
17											
18	NOTES:										
19	1. Central America includes Mexico.										
20	2. Southeast Asia includes Singapore, Thailand, South Korea, and Phillipines.										
21											

‖ ◀ ▶ ▶‖ \ Sheet1 / Sheet2 / Sheet3 / ◀ ▶

4 Drag the horizontal split line down so that it is in the middle of the screen.

5 Use the vertical scroll bar to scroll down the worksheet.

Notice how the upper two window panes scroll down together.

6 Click on the horizontal scroll bar in the bottom left and bottom right panes to observe how the windows change.

Notice how the two window panes in a column scroll left or right together.

7 Click on the various scroll bars so that cell **G10** is visible in the middle of every pane.

8 Select cell **G10** in any of the panes.

9 Type: 2000 and press ⌨ Enter .

	E	F	G	H	I	J	E	F	G	H	I	J
6	*55,000*	800	200	2,000	*3,000*	2	*55,000*	800	200	2,000	*3,000*	2,000
7	*500,000*	54,000	63,000	125,000	*242,000*	30	*500,000*	54,000	63,000	125,000	*242,000*	30,000
8	*995,000*	75,000	85,000	195,000	*355,000*	45	*995,000*	75,000	85,000	195,000	*355,000*	45,000
9	*12,500*	2,000	2,500	1,500	*6,000*		*12,500*	2,000	2,500	1,500	*6,000*	0
10	*29,500*	3,500	2,000	5,500	*11,000*		*29,500*	3,500	2,000	5,500	*11,000*	0
11	*185,000*	10,000	12,000	18,000	*40,000*	10	*185,000*	10,000	12,000	18,000	*40,000*	10,000
12	*22,500*	3,000	8,000	7,500	*18,500*	5	*22,500*	3,000	8,000	7,500	*18,500*	5,000
13	*190,000*	20,000	22,000	30,000	*72,000*	25	*190,000*	20,000	22,000	30,000	*72,000*	25,000
14	*85,000*	8,000	12,000	15,000	*35,000*		*85,000*	8,000	12,000	15,000	*35,000*	0
15	*2,074,500*	*176,300*	*206,700*	*399,500*	*782,500*	*117*	*2,074,500*	*176,300*	*206,700*	*399,500*	*782,500*	*117,000*
4	*Total*		X Country		*Total*	S	*Total*		X Country		*Total*	Snow
5	*Downhill*	Leisure	Eskimo	Norway	*X Country*	Jur	*Downhill*	Leisure	Eskimo	Norway	*X Country*	Junior
6	*55,000*	800	200	2,000	*3,000*	2	*55,000*	800	200	2,000	*3,000*	2,000
7	*500,000*	54,000	63,000	125,000	*242,000*	30	*500,000*	54,000	63,000	125,000	*242,000*	30,000
8	*995,000*	75,000	85,000	195,000	*355,000*	45	*995,000*	75,000	85,000	195,000	*355,000*	45,000
9	*12,500*	2,000	2,500	1,500	*6,000*		*12,500*	2,000	2,500	1,500	*6,000*	0
10	*29,500*	3,500	2,000	5,500	*11,000*		*29,500*	3,500	2,000	5,500	*11,000*	0
11	*185,000*	10,000	12,000	18,000	*40,000*	10	*185,000*	10,000	12,000	18,000	*40,000*	10,000
12	*22,500*	3,000	8,000	7,500	*18,500*	5	*22,500*	3,000	8,000	7,500	*18,500*	5,000
13	*190,000*	20,000	22,000	30,000	*72,000*	25	*190,000*	20,000	22,000	30,000	*72,000*	25,000
14	*85,000*	8,000	12,000	15,000	*35,000*		*85,000*	8,000	12,000	15,000	*35,000*	0
15	*2,074,500*	*176,300*	*206,700*	*399,500*	*782,500*	*117*	*2,074,500*	*176,300*	*206,700*	*399,500*	*782,500*	*117,000*

‖ ◀ ▶ ▶‖ \ Sheet1 / Sheet2 / Sheet3 / ◀ ▶

10 Remove the split bars by selecting **Window**, **Remove Split**.

11 Close the workbook without saving any changes.

Summary

In this lesson you looked at some of the tools you can use to display different parts of the worksheet, or to check or proof the data in the worksheet. You should be familiar with the following:

- How to use the spell checker
- Sorting data
- Displaying different parts of the worksheet
- Displaying different parts of multiple workbooks

Review Questions

1. The spell checker in Excel has a built-in feature to verify the accuracy of numbers, dates, and time values.

   a.   True   b.   False

2. How many columns can be set up as sort keys?

   a.   Two   c.   Four
   b.   Three   d.   There is no limit

3. What is the header row?

4. Ascending order sorts the data in alphabetical or numerical order, whereas descending order sorts the data in reverse alphabetic or numeric order.

   a.   True   b.   False

5. You can create a new window for the same file in order to see different parts of the same file.

   a.   True   b.   False

6. How can you arrange the windows open on the screen?

   a.   Tiled   d.   Cascade
   b.   Horizontal   e.   All of the above
   c.   Vertical   f.   Only b or c

7. When you create or open windows, all windows are active at the same time.

   a.   True   b.   False

8. There is no limit to the number of windows or views you can open other than the size of your screen.

   a.   True   b.   False

9. How can you split the window?

   a.   Horizontally   d.   You cannot split the window
   b.   Vertically   e.   All of the above
   c.   Four panes

10. Identify on the following image where the horizontal split bar is.
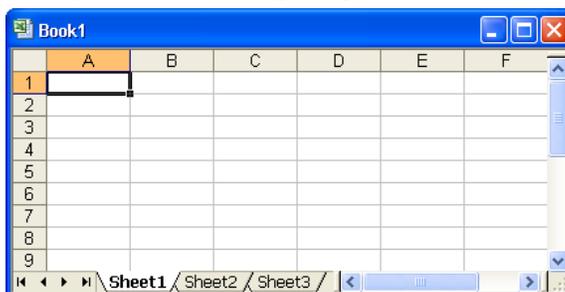
Lesson 6: Working with Charts

Objectives

Suggested Timing: 1 Hour

In this lesson you will look at how to turn your numerical data into a chart as well as what options are available with charts. On successful completion, you will be familiar with the following:

- What charts are and how they interpret numerical data
- How to select the correct chart type for your data
- Creating the chart
- Making changes to the chart

Understanding Charts

3.2.10

A *chart* is a pictorial representation of the data you enter in a worksheet. Often a chart can be a more descriptive way of representing your data. As a result, the people receiving the information provided by your spreadsheets may be more willing to examine a chart than try to read rows of numbers.

Excel can display worksheet information in a variety of different ways. Incorporating fonts, patterns, symbols, graphics and 3-D (three-dimensional effects), Excel's charting function is an extremely professional presentation tool.

You create a chart by selecting data from the worksheet, and then follow the prompt of the *Chart Wizard* to create the chart. Once you have created your chart, if you save the workbook, the chart will be saved with the data. It does not matter whether you have created a separate sheet for the chart or placed it on the spreadsheet with the data. Using the Chart Wizard, you can create an embedded chart. An embedded chart is a chart that is displayed on the same sheet as the data. You can also create charts that are contained on their own chart sheet.

Each set of data in the graph is called a *series* — for example, the six-month figures for Advertising expenses comprise one series, the six-month figures for Taxes comprise another series, etc. The graph's horizontal line is referred to as the **X-Axis**. The graph's vertical line is the **Y-Axis**. You will have the opportunity to apply labels for both axes. If the information you are plotting contains several data series, you may wish to add a **Legend** to explain the meaning of each line in a line chart, or bar in a bar chart.

The color charts that Excel creates are interesting to look at on the screen, but you may get very different results when you send the chart to your black and white printer. To ensure that you get the best results, try using gray shades, cross hatching, or the black/white options to differentiate the data on your graph. You may also want to print each choice to see what the final result is, e.g., some printers print the shading darker (or lighter) than shown on the screen, colors are different than shown on the screen, patterns are too distracting with side by side bars, etc.

One of the biggest advantages of having a chart feature is the ability to display the data in a format that can be used in presentations or reports. Charts tend to show obvious trends or patterns for specific items; this can be used for impact when delivering presentations to others (e.g., showing the success of each product line to sales staff, annual staff meeting to discuss the company's progress, etc.).

To create a chart, use one of the following methods:

- Select **Insert** and then **Chart**.
- Click on the 📊 **(Chart Wizard)** button from the Standard toolbar.

📖 **Exercise**

1   Open the Monthly Sales Volume workbook and save it as Monthly Sales Volume - Student

2   Select the range of cells from **A3** to **G7**.

Note that the row and column titles were included in this range. However, the total values were not because you want the chart to include detailed data. Including the totals will make the final chart appear confusing in this case.

3   Click the 📊 button from the Standard toolbar.

The first dialog box of the Chart Wizard will now display and ask you to select the kind of chart you wish to use to represent the data.

If you are unsure which chart type may be the most appropriate, you can click on the **Press and Hold to View Sample** button to preview the chart type with the currently selected data.
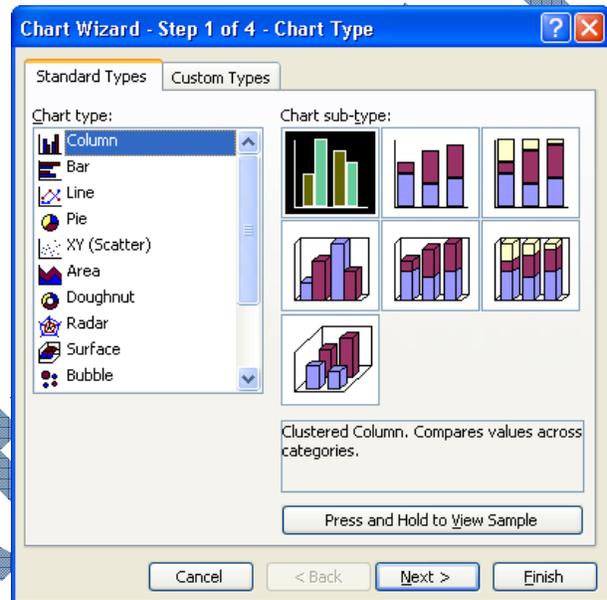
4   If necessary, select **Column** in the **Chart type** and **Clustered Column** (upper left) in the **Chart sub-type** selection boxes.

5   Click on the **Press and Hold to View Sample** button to preview the chart, then release and click on the **Next** button.
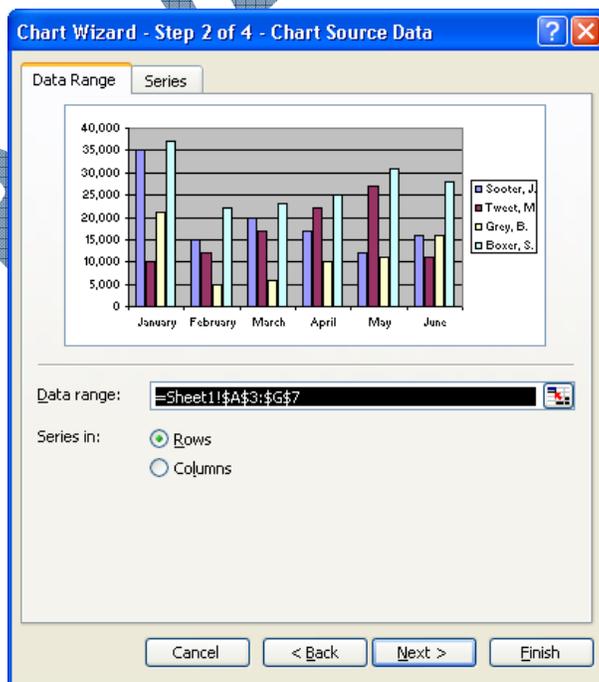
The wizard will then display a sample of your chart and indicate the range that you selected in step 2.

If you did not specify a range in step 2, or you noticed that the range you selected was inappropriate, you could re-specify the range at this point. It also allows you to alter the display to change the way the information is displayed in the chart. Switching between rows and columns will swap the information displayed on the X-axis and the legend.

Note that when you selected the range in step 2, you included the column and row headings in the range. When you include the headings in the range, Excel will include them as the X-axis labels and in the legend in the chart display. If you do not include any headings in the range, Excel will use the generic text descriptions **Series (n)**.

6   Select the **Columns** option button and view the sample chart that now appears.

7   Select the **Rows** option button again.

8   Click the **Next** button.

The chart wizard then displays a dialog box in which you can change various options about how the chart will appear:
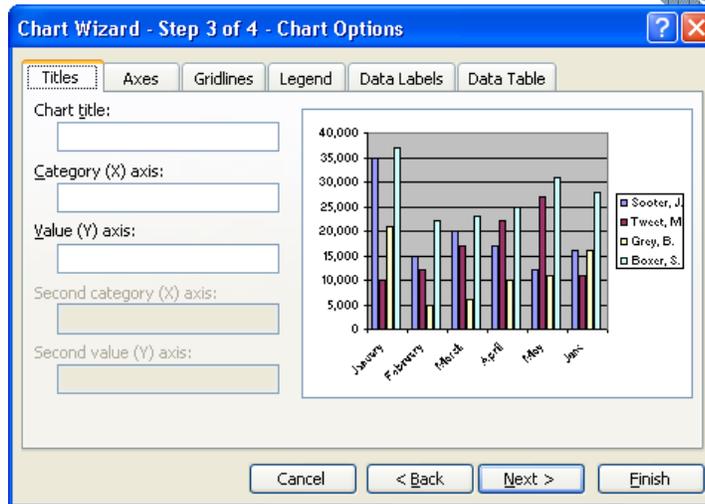
This dialog box has several tabs to change how the chart will appear when the Chart Wizard is completed:

Titles	Allows you to add a chart title and titles for the X (horizontal) and Y (vertical) axes. These can also be entered after the chart is created.
Axes	Indicate whether the labels are to appear on the X or Y axis.
Gridlines	Indicate what gridlines you wish at the back of your chart.
Legend	Indicate whether you want a legend (tells the audience what is being charted) and where to place it.
Data Labels	Indicate whether you want data labels to appear on the chart. These will be the same as the labels used in the X axis.
Data Table	Indicate whether you want the data used to create the chart to appear under the chart.

9   In the **Titles** tab, click in the **Chart title** text box, type: Monthly Sales Volume and press the (Tab) key.

10 In the **Category (X) axis** text box, type: Month and press the (Tab) key.

11 In the **Value (Y) axis** text box, type: Dollars and press the (Tab) key.

Notice that the sample chart automatically updates with the entry that you make in each text box whenever you exit that text box.

12 Select the **Axes** tab.
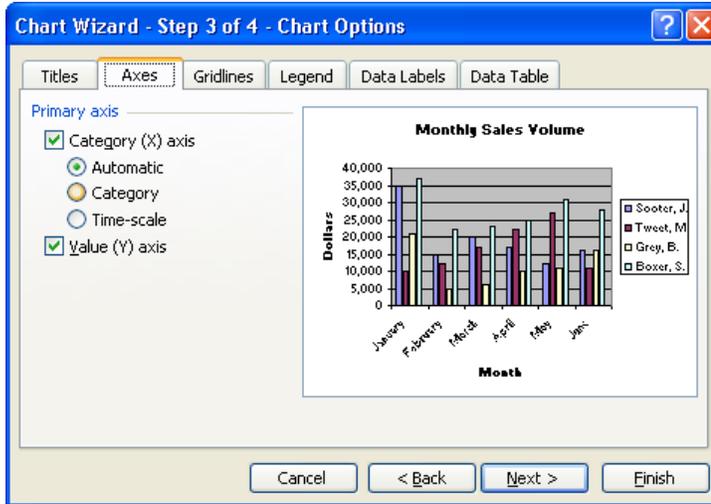
This tab allows you to display (the default) the scale values on the X and/or Y axes.

13 Click the **Category (X) axis** and **Value (Y) axis** checkboxes to turn them off.

14 Click on these two checkboxes again to turn them on.

15 Select the **Gridlines** tab.
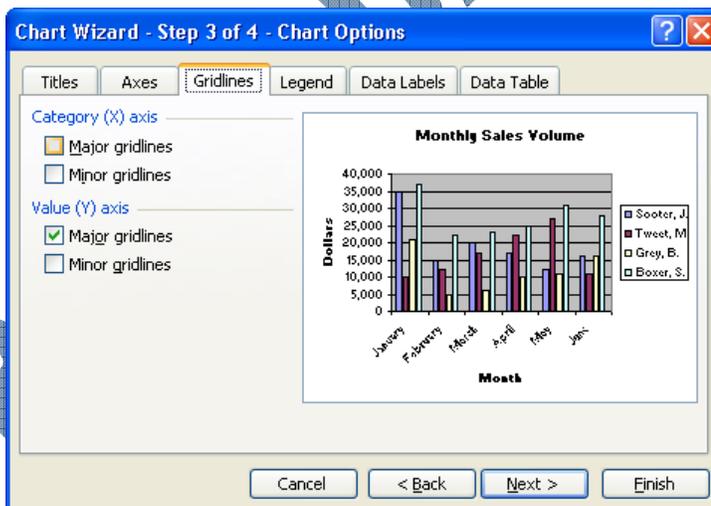
The Gridlines tab allows you to display gridlines on the X and Y axes.

16 Click the **Major gridlines** and **Minor gridlines** checkboxes in the **Category (X) axis** section to turn them on.

17 Click the **Minor gridlines** checkbox in the **Category (X) axis** section to turn it off again.

18 Click the **Major gridlines** in the **Value (Y) axis** section to turn it off, and the **Minor gridlines** checkbox to turn it on.

19 Turn off all gridlines.

20   Click the **Major gridlines** in the **Value (Y) axis** section to turn it on.

21   Select the **Legend** tab.
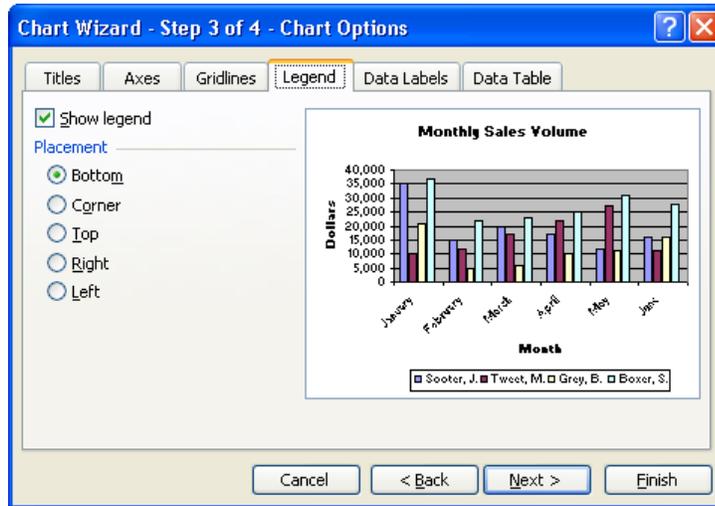
This tab allows you to display the legend for the chart (the default), or turn it off. You can also change the placement of the legend on the chart.

22   Click the **Show legend** checkbox to turn it off.

23   Click the **Show legend** checkbox to turn it on again.

24   Select each of the **Placement** option boxes to observe the changes to the sample box. Select the **Bottom** option button.

25   Select the **Data Labels** tab.
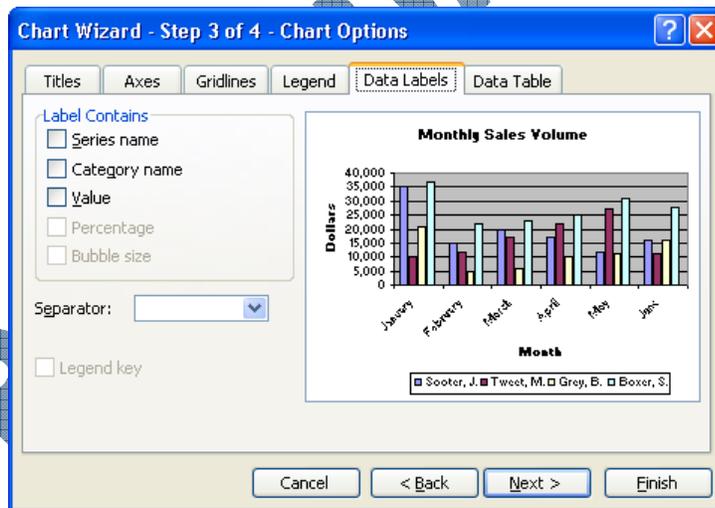
26   Select the **Value** checkbox, and observe the changes to the sample chart.

27   Select the **Series name** checkbox.

Notice how Excel gives you the option to display the values or series names with the chart, if required. Remember that too much information on your chart can be just as distracting as not enough.

28   Turn off the **Value** and **Series name** options.

29   Select the **Data Table** tab.
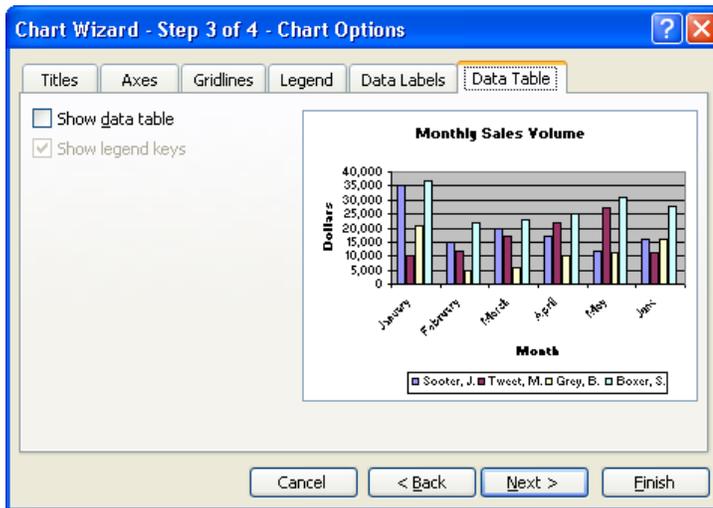
30   Click the **Show data table** checkbox to turn it on. Select the **Legend** tab and turn off the **Show legend** checkbox to gain some more space.

31   Click the **Show legend** checkbox to turn it on again, and select the **Data Table** tab. Click the **Show data table** checkbox to turn it off.

32   Click the **Next** button.
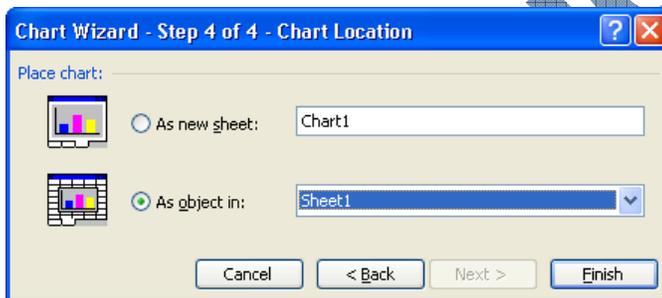
The fourth and final dialog box in the Chart Wizard provides you with the opportunity to determine where the chart is to be displayed. The two choices allow you to select between creating the chart on the same sheet as the data or on a separate tab containing only the chart information.

33   Click the **Finish** button.

The Chart toolbar opens and the chart is displayed on **Sheet1**.

34   Click in any white area of the chart, and drag it down so that the top left corner of the chart is in cell **A10**.

35   If necessary, scroll down the worksheet to view rows **10** to **32**.

The chart is inserted based on a default size for the data, and can be resized by dragging any of the eight handles around the edge of the chart. These handles indicate the chart is selected and will display the chart options in the Menu bar and toolbars so you can make changes to the chart. If you do not see these handles, then you are in the worksheet mode of Excel.

36   Click on the bottom right corner of the chart, and drag it down to cell **G32**.

The chart should appear similar to the following:
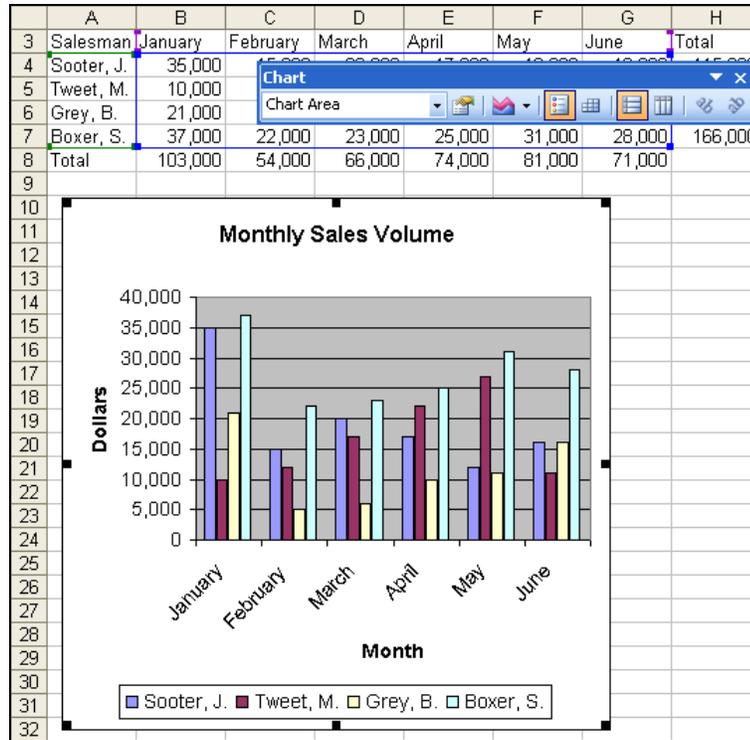
37 Save the workbook.

Selecting Chart Types

You may decide that the type of chart you selected is not suitable to display the spreadsheet information appropriately. Excel provides the opportunity to change the chart type.

The type of chart that you select will depend on what you are trying to show. Line charts are better for trends, bar charts are better to show volume and pie charts are better when trying to show portions of the total.

Excel provides a variety of chart types and several subtypes within each major type. The following explains the uses for some of the chart types:

Column	Use to compare values over time or categories. This is a vertical presentation.
Bar	Use to compare values over time or categories. This is a horizontal presentation.
Line	Use to compare continuous trends.
Pie	Use to compare series that make up the whole.
XY (Scatter)	Use to determine data patterns.
Area	Use to compare a continuous change in volume.
Doughnut	Similar to the pie chart, but for more than one set of data points.
Radar	Use to determine patterns or trends with points matched up by lines.
Surface	Use to display trends in values with a 3-D presentation and a continuous surface.
Bubble	Use to compare three values. The values are displayed like a scatter chart, but the points are presented by bubbles.

Stock	Use to display high-low-close data. In order to use this display, you must have at least three sets of data.
Cylinder	Similar to bar and column charts, but using a cylinder shape.
Cone	Similar to bar and column charts, but using a cone shape.
Pyramid	Similar to bar and column charts, but using a pyramid shape.

There are two-dimensional and three-dimensional choices. Three-dimensional charts can be more interesting to look at, but may be more difficult to interpret.

Make sure the chart is selected before you use one of the following methods to change the chart type:

- Select **Chart** and then **Chart Type**.
- Click on the down arrow for the ⬜▾ **(Chart Type)** button.

📖 **Exercise**

1   Make sure the Monthly Sales Volume - Student workbook is active on the screen.

2   Click anywhere inside the chart.

3   If the Chart toolbar is not displayed, select **View**, **Toolbars**, **Chart** from the menu bar.

4   Click on the down arrow for the ⬜▾ button.
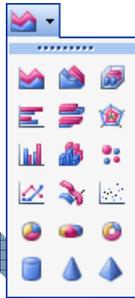
5   Select the ⬜ chart type.

The chart should then look like the following:
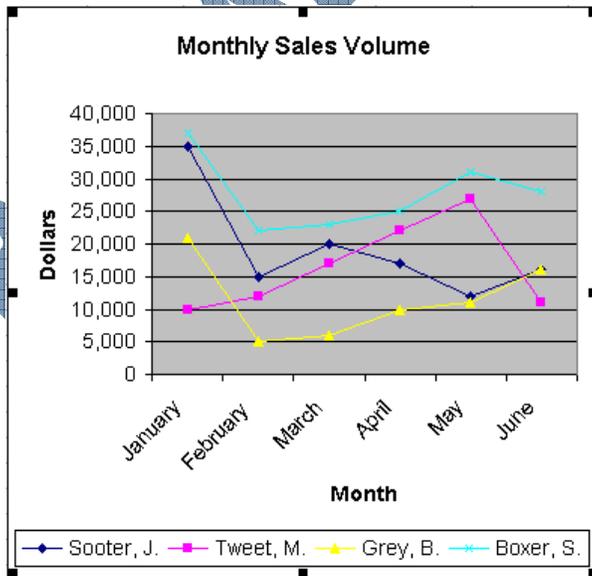
6   Click on the down arrow for the ⬜▾ button.

7   Select the ⬜ chart type.

The chart should now appear similar to the following:
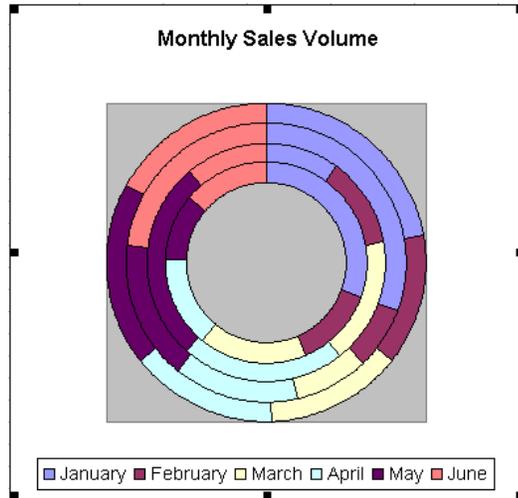
8   Save the workbook again.

Making Changes to the Chart

3.2.10

Once the chart has been created, you can still make changes to the appearance of the chart by selecting one of its elements, such as series color or pattern, or position of the legend.

📖 Exercise

1   Make sure the Monthly Sales Volume - Student workbook is active on the screen.

2   Click anywhere inside the chart.

3   If the Chart toolbar is not displayed, select **View**, **Toolbars**, **Chart** from the menu bar.

4   Click on the down arrow for the ⬙⬙ button and click on the 📊 button.

Your chart should now be in the 2-D columnar chart type.

5   Double-click on any of the bars for the *Sooter* series (blue columns).
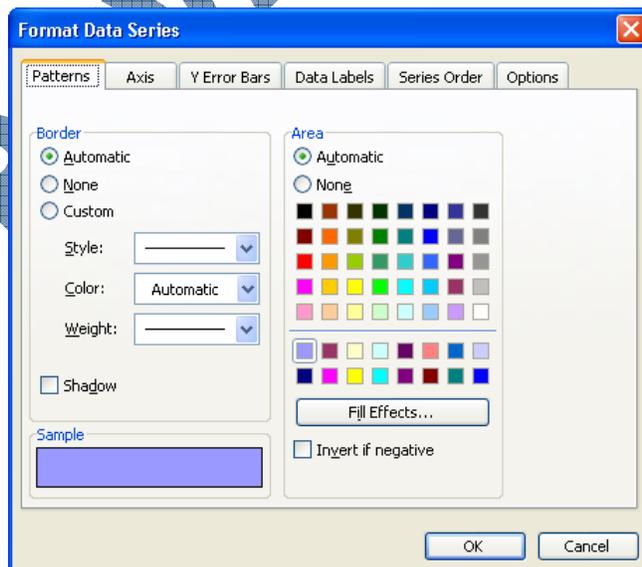
6   Pick another color of your choice and click **OK**.

Excel now changes the color for this series.

7   Double-click on the legend.
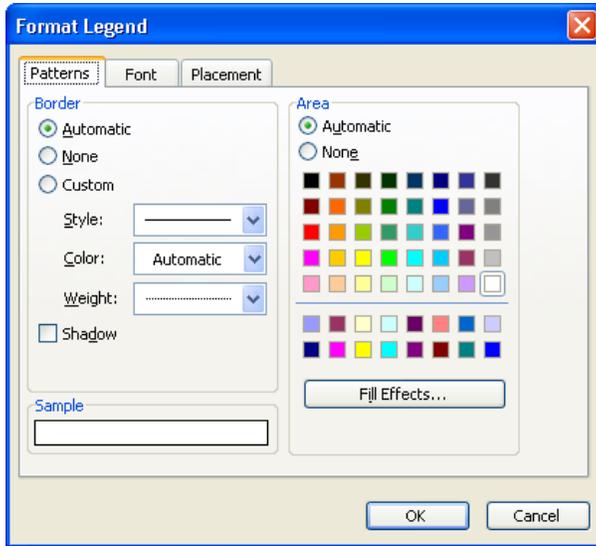
8   Click on the **Font** tab and change the size of the legend text to be **8** pt.

9   Click on the **Placement** tab and change the location of the legend to be **Right**. Click **OK** to see your changes.
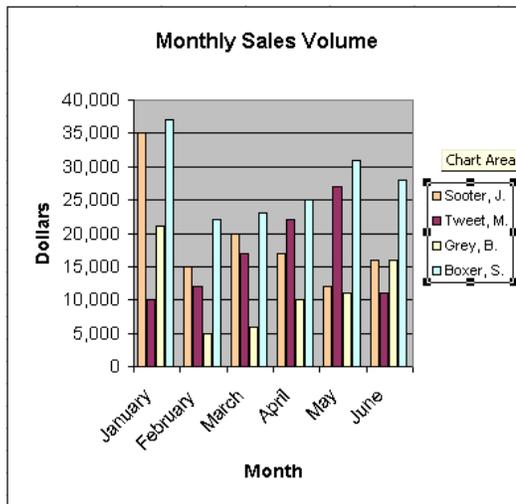
10   Double-click in the plot (gray) area of the chart.
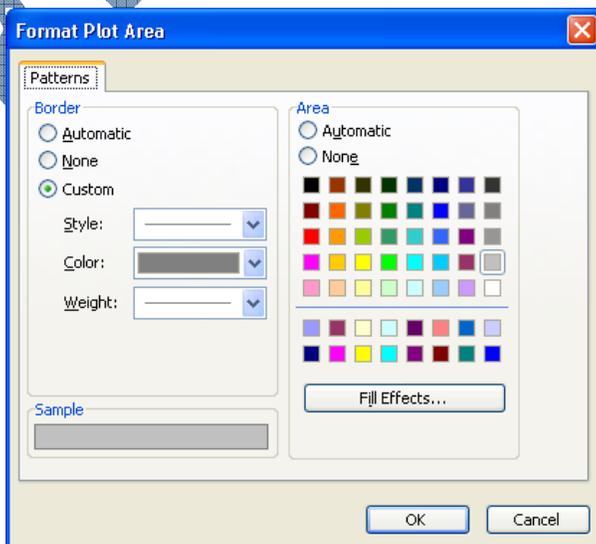
11 Click on **None** from the **Area** section. Click **OK**.

12 Select Chart, then Chart Options.

13 Click on the **Gridlines** tab.

14 Click on the **Major gridlines** option in the Y axis, if not already selected.

15 Click on the **Legend** tab.

16 Click on the **Bottom** option and then click **OK**.

17 Double-click on the legend and then click on the **Font** tab.

18 Change the size to be **9** pt, then click on **OK**.

19 Double-click on the text for the X-axis (i.e., January, February, etc.) and change the size for this text to be **9** pt and click **OK**.

20 Double-click on the text for the Y-axis (i.e., Dollars) and change the size of this text to be **9** pt and click **OK**.

Your chart should look similar to the following:
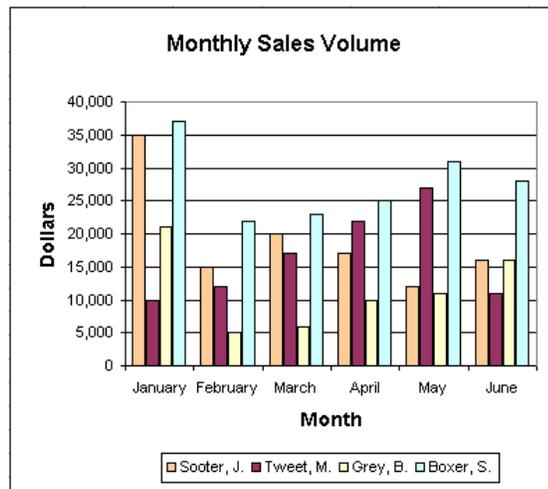
21 Save and close the workbook.

Summary

In this lesson you looked at how to turn your numerical data into a chart as well as what options are available with charts. You should now be familiar with the following:

- What charts are and how they interpret data
- How to select the correct chart type
- Creating the chart
- Making changes to the chart

Review Questions

1. What is a chart?

2. List the two ways you insert a chart.

   a. _____   b. _____

3. You can only select one chart type whenever you create a chart; you can change it after the chart is created though.

   a. True   b. False

4. What does the term "Series" refer to?

   a. The data being used in the chart

   b. The type of chart being created

   c. The group of charts for the different types of data being charted

   d. The title for the chart

5. What do the X and Y axes refer to?

6. If you wanted to compare a continuous trend, which type of chart would you create?

   a. Column   c. Line
   b. Bar   d. Pie

7. An area chart type can be used to compare continuous trends in volume.

   a. True   b. False

8. Identify the 3-D bar chart type in the following diagram:

9. Excel chooses the colors for the items in the chart and you cannot adjust the color of these items.

   a. True   b. False

10. In addition to changing the placement of the legend, you can also change the size of the font or the font used.

    a. True   b. False

Lesson 7: Getting Ready to Print

Objectives

In this lesson you will look at how to preview your worksheet to ensure it has the information displayed as required and then how to print the worksheet. On successful completion, you will be familiar with the following:

- How to preview the worksheet
- Adding or removing page breaks
- Changing the page settings
- Changing the margins or orientation

- Adding a header or footer
- How to have column titles repeat on every page
- Customizing other options before printing
- How to print

Previaving the Worksheet

1.4.2

Prior to sending your worksheet to the printer, you can preview it on the screen almost exactly as it would appear when printed.

Previewing a worksheet before printing is environmentally friendly because it saves unnecessary paper waste in many cases.

The following toolbar will appear at the top of the print preview screen:

| Next | Previous | Zoom | Print... | Setup... | Margins | Page Break Preview | Close | Help |

Next	Moves to the next page in the printed document (if a next page exists in the proposed printout).
Previous	Moves to the previous page in the report (if a previous page exists in the proposed printout).
Zoom	Zooms into or out of a specific area. You can use the scroll bars to move around the worksheet. Alternatively, zoom in and out of particular areas of the preview by moving the magnifying glass to the desired area and clicking on the left mouse button. The first click will zoom you in on the desired area, the second click will zoom out. You can only do this with the mouse.
Print	Opens the Print dialog box allowing you to set printer options and send the document to be printed.
Setup	Provides access to the Page Setup dialog box to make changes.
Margins	Changes the display to show the page and column margins. You can click and drag to change the margins.
Page Break Preview	Displays the page breaks in the document. You can point at the page breaks and drag them to a new location to change the location of the page breaks.
Close	Closes the preview screen and returns you to the main worksheet.
Help	Selects Help for print preview.

Notice that the total number of pages in the printout is displayed in the status line at the bottom of the screen. This can be a helpful reminder of how many pages will be in the printed output.

To preview the worksheet, use one of the following methods:

- Select **File** and then **Print Preview**.
- Click on the ![icon] (**Print Preview**) button in the Standard toolbar.

If you have a chart in the worksheet, take note that where the chart previews or prints is determined by where it was placed in the worksheet. If the chart was created to be on the same worksheet as the data, the chart will be seen on the same page as the data. This can be changed by moving the chart to a new worksheet, or putting a page break between the data and the chart. Also take note that if you are using a black and white printer, the chart will also appear in varying shades of gray; it will only appear in color if you have changed the printer to one that prints in color.

📖 Exercise

1   Open the Budget - Student workbook.

> If you see a dialog box asking you whether you want to update the data sources, choose **Update**. This is due to the fact that the data for the LY Totals column came from another workbook that is not open.

2   Select **File**, **Print Preview**.

3   Point at any part of the worksheet on the screen and click the left mouse button.

Note that you zoomed in on the worksheet at the position you chose when you clicked your mouse.

4   Click again and you will return to a full page view.

5   Click the **Zoom** button.

Note that the **Zoom** button also performs the same function as the mouse.

6   Use the vertical and horizontal scroll bars to view other parts of the worksheet.

7   Click on the **Zoom** button again and you will return to a full page view.

8   Click the **Next** button to view the second page.

9   Click the **Previous** button to view the first page again.

10   Click on the **Close** button.

11   Close the workbook without saving any changes.

Adding Page Breaks

IC³
2.2.1

As you prepare to print a worksheet, Excel determines where the page breaks will be on the output. Often these page breaks do not coincide with "natural" divisions as represented by breaks in the data.

You can insert page breaks where you need them in the worksheet using the **Insert**, **Page Break** option from the menu bar. The position of the cursor prior to selecting this menu option will control where the page break occurs.

You can remove a page break by selecting the same cell, then select **Insert**, **Remove Page Break**. You can also remove all page breaks in the worksheet at the same time by selecting the entire worksheet first.

Excel will ignore any page breaks that you add in if you select the **Fit to** option in the **Page** tab of the Page Setup dialog box.

The positioning of page breaks is often a trial-and-error process. Excel offers a tool to assist you with the process of changing the page breaks. When you select **Print Preview**, you will note a **Page Break Preview** button on the toolbar. Clicking on this button will provide a special view of the spreadsheet with the page numbers highlighted on the screen.

In this mode you can drag the page breaks to the area you wish to have them. Excel will make the adjustments necessary to accommodate the information in the space you have indicated.

📖 **Exercise**

1 Open the Flaming Hot Skis Sales Report workbook.

2 Select cell **F4**.

3 Select **Insert**, **Page Break** in the menu bar.

	A	B	C	D	E	F	G	H	I	J	K
1						Flaming Hot Skis Inc.					
2						Worldwide Sales - Year to Date					
3											
4			Downhill		Total	X Country			Total	Snowboards	
5	Region	Bronze	Silver	Gold	Downhill	Leisure	Eskimo	Norway	X Country	Junior	Senior
6	Canada	10,000	15,000	30,000	55,000	800	200	2,000	3,000	2,000	3,000
7	Western USA	105,000	150,000	245,000	500,000	54,000	63,000	125,000	242,000	30,000	25,000
8	Eastern USA	215,000	305,000	475,000	995,000	75,000	85,000	195,000	355,000	45,000	50,000
9	Central America	3,000	4,500	5,000	12,500	2,000	2,500	1,500	6,000	0	0
10	South America	10,000	12,000	7,500	29,500	3,500	2,500	5,500	11,500	0	0
11	Europe	45,000	60,000	80,000	185,000	10,000	12,000	18,000	40,000	10,000	15,000
12	Japan	5,000	7,500	10,000	22,500	3,000	8,000	7,500	18,500	5,000	7,500
13	Hong Kong	50,000	70,000	70,000	190,000	20,000	22,000	30,000	72,000	25,000	30,000
14	Southeast Asia	25,000	30,000	30,000	85,000	8,000	12,000	15,000	35,000	0	0
15	Total World	468,000	654,000	952,500	2,074,500	176,300	207,200	399,500	783,000	117,000	130,500
16	% of World	15.1%	21.1%	30.7%	66.8%	5.7%	6.7%	12.9%	25.2%	3.8%	4.2%
17											
18	NOTES:										
19	1. Central America includes Mexico.										
20	2. Southeast Asia includes Singapore, Thailand, South Korea, and Phillipines.										
21											

Sheet1 / Sheet2 / Sheet3

Notice page break lines now appear in the worksheet to indicate where the page breaks are. There are no other indicators of page breaks.

4 Select **File**, **Print Preview** in the menu bar. Click on the **Page Break Preview** button in the toolbar.

Welcome to Page Break Preview

You can adjust where the page breaks are by clicking and dragging them with your mouse.

☐ Do not show this dialog again.

OK
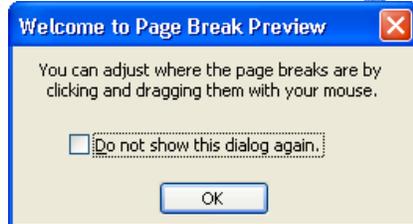
5 Click to turn on the **Do not show this dialog again** option and then click **OK**.

6 Depending on how much is displayed, use the PgDn key to view the pages.

7 Select **View**, **Normal** to return to the worksheet.

8 Make sure you are in cell **F4** and then select **Insert**, **Remove Page Break**.

9 Select cell **J4**, then select **Insert**, **Page Break**.

10 If necessary, select cell **J4** again. Select **Insert**, **Remove Page Break**.

Customizing the Printout

1.4.2

Excel will make some assumptions about how you want your document printed out. Normally, the page settings will be:

- for a portrait (vertical) orientation
- scaled to print the way it appears on your screen
- on the default paper size for the printer you are using
- 1" top and bottom margins; ¾" left and right margins
- no header or footer
- no gridlines or row and column headings
- if the worksheet is larger than one page, then divide the worksheet into vertical strips, and print down each consecutive strip starting from the left-most strip

You can change these and other settings by selecting the appropriate sections of the Page Setup.

Page Settings

Page is the tab in **Page Setup** that allows you to change the page characteristics of the printed output.
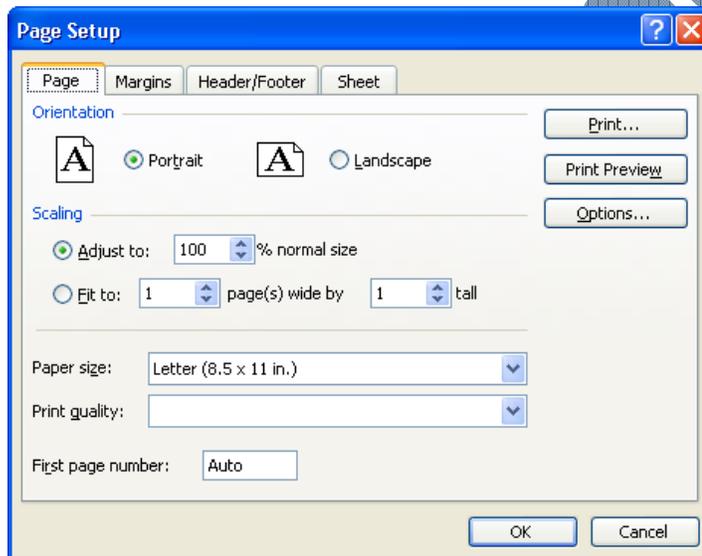
The following shows the items you can change on the **Page** tab of the Page Setup dialog box:

Orientation   The page orientation options are **Portrait** (vertical) or **Landscape** (horizontal).

Scaling   This option allows you to magnify or shrink the size of the worksheet proportionally, or to use the automatic scaling feature to "fit" the worksheet into the specified number of pages.

Paper size   This option lets you specify what size of paper to print. The options will be limited by the print capabilities of your printer and you must remember to load the appropriate paper, or select the correct tray from which to print.

Print quality   This option determines the density of the print characters. Generally, the higher the print quality, the more slowly your printer will produce the document.

First page number   You can use this option to specify the starting page number for the printed worksheet. This may be useful if you are fitting some Excel output into another printed document and you want the page numbering to follow properly. Note that this is only effective if you include a page number in a header or footer.

📖 Exercise

1 Make sure the Flaming Hot Skis Sales Report workbook is active on the screen.

2 Select **File**, **Page Setup**.

3 If necessary, click on the **Page** tab.

4 Select Landscape in the Orientation area.

5 Ensure the **Paper size** is **Letter**.

> Not all printers are created alike; therefore, the printer installed for your system may show the measurements for the paper size, while others will only show the paper size name.

6 Click the **Print Preview** button.

Note that the worksheet now appears sideways and the page is wider. More of the worksheet now fits on one page, but not all of it.

7 In the Print Preview window, click on the **Setup** button.

8 In the **Page** tab, click the **Fit to** option button in the **Scaling** area, and verify that the number **1** (one) appears in both text boxes to the right of this option button. Click the **OK** button.

The entire worksheet now fits on one page.

9 In the Print Preview window, click on the **Setup** button.

10 In the **Page** tab, click the **Adjust to** option button, and type: 160 in the text box or use the incremental buttons to roll the number up to 160. Click the **OK** button again.

The worksheet will look similar to the following:

		Downhill		Total
Region	Bronze	Silver	Gold	Downhill
Canada	10,000	15,000	30,000	55,000
Western USA	105,000	150,000	245,000	500,000
Eastern USA	215,000	305,000	475,000	995,000
Central America	3,000	4,500	5,000	12,500
South America	10,000	12,000	7,500	29,500
Europe	45,000	60,000	80,000	185,000
Japan	5,000	7,500	10,000	22,500
Hong Kong	50,000	70,000	70,000	190,000
Southeast Asia	25,000	30,000	30,000	85,000
Total World	*468,000*	*654,000*	*952,500*	*2,074,500*
% of World	*15.1%*	*21.1%*	*30.7%*	*66.8%*

NOTES:
1. Central America includes Mexico.
2. Southeast Asia includes Singapore, Thailand, South Korea, and Phillipines.

11   In the Print Preview window, click on the **Close** button.

Margins Tab

You can use the **Margins** tab to specify the following options or print parameters:

- how much white space (measured in inches) to leave on each side of the page

- the distance between the Header and the top edge of the page, and between the Footer and the bottom edge of the page, if they are present

- whether to center the worksheet on the page horizontally, vertically, or both

📖 Exercise

1   Make sure the Flaming Hot Skis Sales Report workbook is active on the screen.

2   Select **File**, **Page Setup**.

3   Select the **Page** tab. Change the **Scaling** to 80%.

4   Select the **Margins** tab.
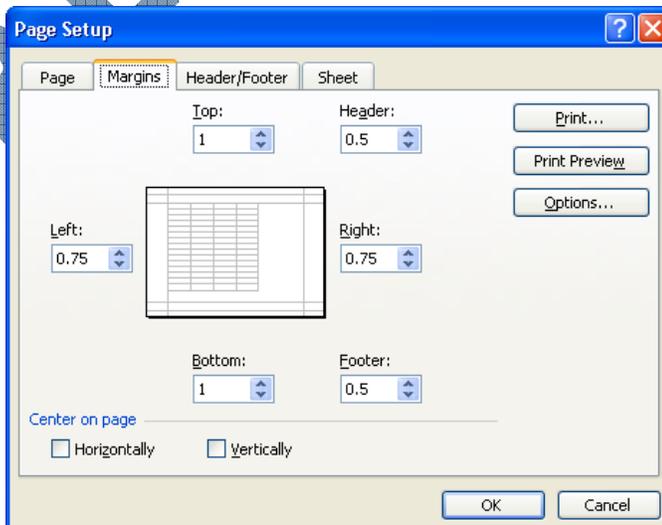
5   In the **Center on page** section, click on **Horizontally** and **Vertically** to turn them on.

6   Click on the **Print Preview** button to see the effects of the changes.

7   Click on **Setup** and turn off the **Horizontally** and **Vertically** options. Click on **OK** to see how the worksheet would appear without centering.

8   Close from the Print Preview mode and close the workbook without saving.

Header/Footer Tab
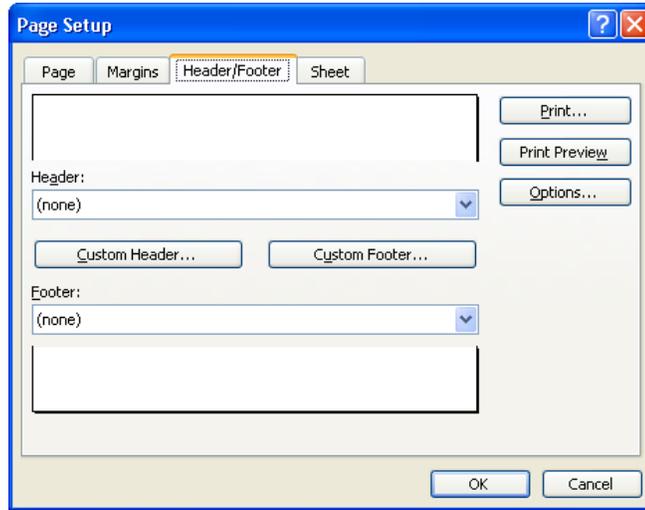
A *header* is the text printed at the top of every page of the worksheet. A *footer* is the text printed at the bottom of every page. The default is to have nothing in the header or footer. The **Header/Footer** tab is located in the Page Setup dialog box.

Excel provides several standard header or footer options, or you can create custom configurations. You may find it helpful to add page numbers on print jobs that extend beyond one page or to put the print time and date on graphs that you are developing. These prompts will help to determine which is the most current printout.

When you access the **Custom Header** or **Custom Footer** buttons, you will be presented with the following dialog box:
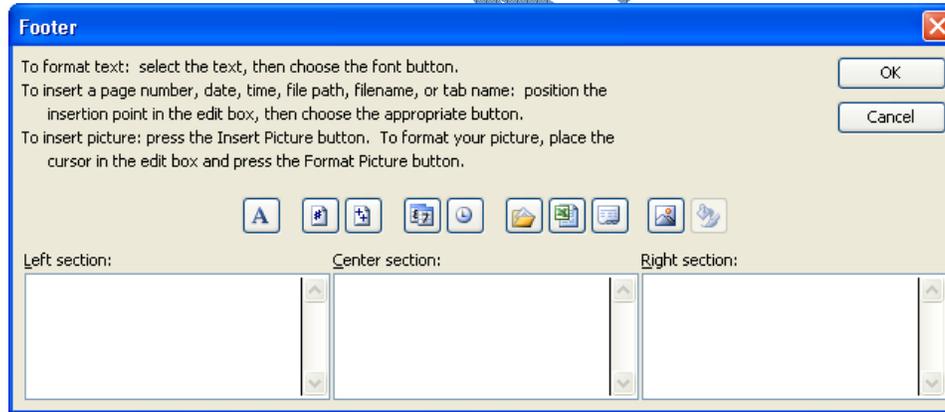
The header or footer consists of three sections: the **Left**, **Center** and **Right**. These represent the left, center and right parts of the header or footer.

In the middle of the dialog box, there are ten buttons. You use these buttons to insert commonly used variables into the header or footer.

	Font	This button allows you to change the font and size of the text you have entered into one of the three sections.
	Page Number	When you click on this button, a code (*&[Page]*) is displayed in the selected section of the header or footer. The page number will automatically start at 1 unless you have changed the starting page number in the **Page** tab.
	Total Page Number	Clicking this button will cause the code *&[Pages]* to be displayed. This will be converted into the total number of pages printed. This is often used with the Page number code to show the page number as a total of all pages (i.e., Page 1 of 4).

	Date	Inserts the current date (from the computer) into the report. Displayed as the code *&[Date]*.
	Time	Inserts the current time (from the computer) into the report. Displayed as the code *&[Time]*.
	Path & File	Inserts the current path (drive and folder location) and file name into the header or footer. Displayed as the code *&[Path]&[File]*.
	File name	Inserts the name of the file into the header or footer. Displayed as the code *&[File]*.
	Tab Name	Inserts the name of the current worksheet. Displayed as the code *&[Tab]*.
	Picture	Inserts a picture into the header or footer. Displays as the code *&[Picture]*.
	Format Picture	Allows you to change the properties for the picture.

📖 Exercise

1   Open the Budget - Student workbook.

2   Select File, Print Preview.

3   Click the **Setup** button. Change the orientation to be **Landscape** and the **Scaling** to be **110%**.

4   Click on the **Header/Footer** tab.

5   Click on the drop-down arrow for the **Header** field. Select the preformatted header that shows as Budget - Student.xls.

6   Click on the drop-down arrow for the **Footer** and select the preformatted footer near the bottom of the list (<user name>, *Page 1*, <today's date>).

7   Click the **OK** button.

Note the standard header and footer entries on each page.

8   Close your print preview.

9   Save and close the workbook.

Practice Exercise

1   Open the Ski Resort Snowfall workbook.

2   Select **File**, **Page Setup** in the menu bar.

3   Click on the **Header/Footer** tab.

4   Click on the **Custom Header** button.

5   Click in the **Left section** text box.

6   Type: Page click the [#] button to enter the *&[Page]* code, type: of then click the [+] button to enter the *&[Pages]* code.

> Put a space after each element added, i.e., Page &[Page] of &[Pages].

7   Click in the **Right section** text box.

8   Type: Filename: then click the [ ] button to enter the *&[File]* code.

9   Click the **OK** button.

10   Click on the **Custom Footer** button.

11   Click in the **Left section** text box.

12   Type: Date printed then click the [ ] icon to enter the *&[Date]* code.

13   Click in the **Center section** text box and type your name.

14   Click in the **Right section** text box, type: Time printed: and click the [ ] icon to enter the *&[Time]* code.

15   Click the **OK** button.

16   Click the **Print Preview** button to view the results of your changes.

The screen should appear similar to the following:

17   Close the print preview.

18   Close the workbook without saving.

Sheet Tab

The last of the sheet tabs in the Page Setup area is the **Sheet** tab. It allows you to change various settings relating to how the worksheet will be printed.
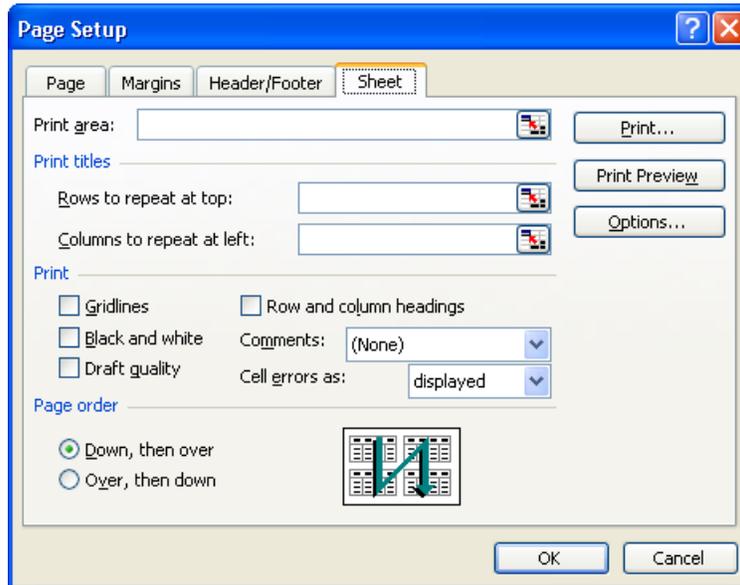
Print area	This option allows you to select what portion of the worksheet is to be printed. If left empty, the entire worksheet is printed. It is useful if you want to print only part of the worksheet (e.g., half of the report, only two or three columns, non-adjacent areas, etc.).
Print titles	This area is used if you wish column or row titles repeated with each printed page. This is very useful if/when you have many rows and columns of data that span more than one page.
Print	This area controls the printing of gridlines, notes, row and column headings as well as the quality of the print and whether the spreadsheet is printed in black and white. Take note that gridlines controlled in this section are for printing purposes only and that any borders or shading applied to cells takes precedence over gridlines.
Page order	This option is used to change the order in which multiple pages will be printed.

If you open the Page Setup dialog box from the Print Preview screen, Excel will not allow you to make changes to the Print area or Print titles section of the **Sheet** tab. Only certain options will be available based on the fact that you are in the Preview mode currently; you will need to close this view prior to making changes to the setup of your worksheet.

📖 Exercise

1   Open the Loan workbook.

2   Select File, Page Setup.

3   Click on the **Sheet** tab.

4   Click on the 📑 button for the **Rows to repeat at top** field.

5   Click on the row **12** header in the worksheet. If necessary, move the Page Setup dialog box to select the row.

	A	B	C	D	E	F
1	Amount of Loan	$ 100,000				
2	Interest	10.00%				
3	Term of Loan	25				
4	Mth/year of first payment	January-04				
5	Ending Balance					
6	Payment Due					
7						
8	Payment/Month	$ 908.70				
9	Total/Term	$ 272,610.22				
10	Total Interest	$ 172,610.22				
11						
12	Month	Beginning Principal	Interest Paid	Principal Paid	Ending Balance	
13	January-2004	$ 100,000.00	$ 833.33	$ 75.37	$ 99,924.63	
14	February-2004	$ 99,924.63	$ 832.71	$ 76.00	$ 99,848.64	
15	March-2004	$ 99,848.64	$ 832.07	$ 76.63	$ 99,772.01	
16	April-2004	$ 99,772.01	$ 831.43	$ 77.27	$ 99,694.74	
17	May-2004	$ 99,694.74	$ 830.79	$ 77.91	$ 99,616.83	
18	June-2004	$ 99,616.83	$ 830.14	$ 78.56	$ 99,538.27	
19	July-2004	$ 99,538.27	$ 829.49	$ 79.22	$ 99,459.05	
20	August-2004	$ 99,459.05	$ 828.83	$ 79.88	$ 99,379.18	

Page Setup - Rows to repeat at top: $12:$12

6 Click the 🖳 button to return to the Page Setup dialog box.

7 Click on the **Gridlines** option. Then click **OK**.

8 Click on the **Print Preview** button. Press the ⌨PgUp and ⌨PgDn keys to see how the worksheet will appear if printed now.

> At step 5, you can choose any contiguous rows, such as rows **1** to **12**, to display at the top of every page.

The print preview screen for the last page should appear similar to the following:

9 Close the Print Preview window.

Suppose you now want to print a copy of the main criteria for the loan (how much and what the payments will be) and what the payment schedule would be like in 2006 (how much is left on the mortgage).

10 Select **File**, **Page Setup**. Click on the **Sheet** tab (if not already there).

11 Click on the 🖳 button for the **Print area** field.

12   Select cells **A1:B10** and then scroll down until you see the *January 2006* text in cell **A37**. Then press the Ctrl key as you select cells **A37:E48**.

The Print area window should appear similar to the following:

Page Setup - Print area: ? ✕
$A$1:$B$10,$A$37:$E$48

13   Close the Page Setup - Print area dialog box.

14   Click on the **Print Preview** button.

Notice you now have a two page worksheet to be printed, with the first part of the loan criteria shown here on page 1.

15   Press the PgDn key to go to the second page.

You should see the payments for 2006 on the second page.

16   Close from the Print Preview mode.

17   Close the workbook without saving.

Printing the Worksheet

IC³
1.4.3

Once you have previewed the worksheet on the screen and made sure it is ready to print, you can select the **Print** option. Excel takes advantage of a printer's ability to produce presentation quality work.

By default, Excel will only print the current active worksheet of the workbook. You can also choose to print all worksheets in the workbook, or only a selected range of cells.

Whether you are printing on a dot matrix, ink jet or laser printer, Excel uses the special fonts, borders and shading to their maximum potential. Excel takes the *WYSIWYG* ("What You See Is What You Get") screen display and delivers it to the printer for a very professional presentation.
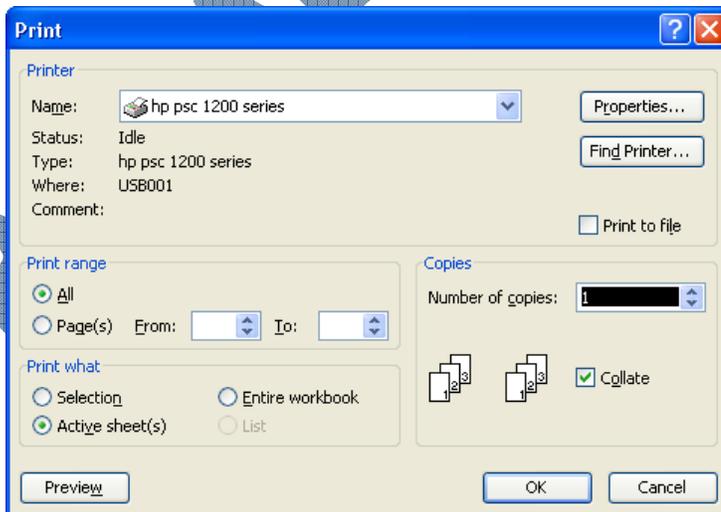
To make changes to the printer setup or what will be printed, use one of the following methods to activate the Print dialog box:

▪   Select **File** then **Print**.

▪   Press Ctrl + P .

▪   Click on the **Print** button in the Print Preview mode.

Printer	Select from the list of printers if you have the option to choose different printers, e.g., ink jet, color printer, duplex black and white printer on the fourth floor, etc. You can also choose other options regarding how the printer works, such as printing the document to a file that you can take to the printer or changing the printer from printing double-sided to single-sided.
Print range	Select whether to print the entire worksheet, or selective pages.
Copies	Enter the number of copies to be printed. You can also select whether you want the copies collated or not.
Print what	Select whether to print the selection in the worksheet only, the entire workbook, or just the current active sheet(s).
Preview	Activate the Print Preview mode.

To print the entire document all at once, click on the 🖨 **(Print)** button on the Standard toolbar.

It is recommended that you save your document prior to printing. Therefore, if any problems arise during printing, you will not lose your work. If your document does not print or you are experiencing problems with the printer, use the Printing Files lesson in Unit 1 as a guide for troubleshooting the problem and finding a resolution.

📖 **Exercise**

Check with your instructor first, before setting the printer for your computer. If you are working on a stand-alone computer, make sure you have a printer available for printing. If you have not already done so, set your printer up properly.

Generally, your printer should already be set up properly. You may want to check to make sure that there is a printer connected to your computer, or that you have selected the printer you want to use.

1   Open the Budget - Student workbook.

2   Select **File**, **Print**.

3   Click the **OK** button.

4   Save and close the workbook.

Summary

In this lesson you looked at how to preview your worksheet to ensure it has the information displayed as required and then how to print the worksheet. You should now be familiar with the following:

- How to preview the worksheet
- Adding or removing page breaks
- Changing the page settings
- Changing the margins or orientation

- Adding a header or footer
- How to have column titles repeat on every page
- Customizing other options before printing
- How to print

Review Questions

1. Why would you want to preview a worksheet prior to printing?

    a. To see how it will appear when printed
    b. Prevents wasting paper if changes are needed
    c. Determine whether changes are necessary for the layout of the report
    d. All of the above

2. List the two ways you can activate the Print Preview mode.

    a. _____ b. _____

3. If you have a chart on the same worksheet, the chart will always print in color while the data prints in black and white.

    a. True   b. False

4. How can you insert a page break?

    a. Select Insert, Page Break
    b. Select Insert, Break, Page
    c. Press Ctrl + Enter
    d. Select Insert, Break, Page Break

5. Which tab would you use in the Page Setup dialog box to change the orientation of the report?

    a. Page   c. Header/Footer
    b. Margins   d. Sheet

6. Margins can be changed from the Preview mode as well as the Setup option.

    a. True   b. False

7. Identify what each of the following icons represent:

    a. _____   d. _____
    b. _____   e. _____
    c. _____   f. _____

8. Why would you want to set print titles?

9. To print the entire workbook, click on the button on the Standard toolbar.

    a. True   b. False

10. When using the Print dialog box, you can print:

    a. The entire workbook
    b. A selection in the current worksheet
    c. Only the current worksheet
    d. Specific pages of the current worksheet
    e. Any of the above
    f. Only a, b, or c

Unit 4: Using Microsoft Office PowerPoint 2003

This unit includes the knowledge and skills required to communicate effectively with presentation software such as Microsoft PowerPoint, and to use simple functions specific to creating and editing presentations (as opposed to common functions included in Unit 1: Common Elements). Topics include the ability to create and modify slides in a presentation, create different types of presentation output and identify the most effective ways to use a presentation program to communicate with others.

Lesson	Topic
1	Getting Started
2	Setting Up the Presentation
3	Working with Text
4	Formatting Text
5	Working with Objects
6	Enhancing the Presentation
7	Bringing It All Together

Lesson 1: Getting Started

Objectives

The objectives of this lesson are to introduce the basic features of Microsoft PowerPoint to create a simple presentation. Upon successful completion of this section, you should be able to do the following:

- Move around in PowerPoint
- Create a presentation using the AutoContent Wizard
- Create a presentation using a blank slide

- Open, save and close a presentation
- Add and edit text in different views

What is a Presentation Manager?

A presentation manager program is designed to create, edit, and manipulate slides, transparencies, or on-screen presentations.

When creating the components for a presentation, this type of program allows you to enter text, draw objects, create charts, and add graphics. Printing the presentation can be done through a printer (usually a laser printer) or can be sent to a designated printing company to produce the slides. You can even do your presentations over the Internet. Most presentation manager programs also have the ability to distinguish and produce the components in color, if a color printer is available.

What is PowerPoint?

IC³
4.1.1

Microsoft Office PowerPoint 2003 (commonly referred to as PowerPoint) is a presentation manager program that allows you to quickly and easily create professional looking presentations including slides, speaker notes, and audience handouts.

Some of PowerPoint's key features are as follows:

- a **Slides** tab is included with the **Outline** tab in the Normal view so you can see a thumbnail or miniature view of your slides for layout and design, or switch back to Outline view to type the text for the slide
- a grid is displayed on the slide to help you line up objects on the slide
- multiple templates to select when creating a presentation
- some frequently used dialog boxes may appear in a separate window (task pane) on the side of the screen instead of sitting over top of the slide
- a preview of the presentation in the Open File dialog box
- the Clip gallery allows you to add multiple images to your presentation
- the ability to manipulate the graphics or objects, e.g., rotating, multiple selection, Text AutoFit, optimization, etc.
- the ability to save selected objects or backgrounds as a picture
- the ability to draw a variety of objects to enhance your slides
- the Graph features that allow you to easily create charts and graphs
- the Animation Effects features that allow you to animate objects and text in the presentation, as well as control the timing on these effects
- organization chart effects and diagram charts to add in the presentation
- options for handling a variety of effects once the presentation is saved to an HTML format for the Internet or intranet

- ability to track changes in the presentation when it is sent to others via e-mail
- the PowerPoint Viewer that allows you to view your presentation on computers that do not have PowerPoint installed
- access to the World Wide Web directly from within PowerPoint
- the ability to convert your presentation into web pages

Microsoft Office PowerPoint 2003 is a program designed to run under Microsoft Windows, therefore utilizing the program's ability to easily integrate data from other Windows applications.

Working with Presentations

4.1.2

When you start PowerPoint, you can select one of the options in the New Presentation task pane to work with a presentation.

Blank presentation	Create a new presentation using a blank design where no colors have been set for any element in the presentation, such as the text or background.
From design template	Create a new presentation using a file that contains design elements created by Microsoft or a third party vendor such as a color scheme, set graphics for specific slide layouts, etc.
From AutoContent wizard	Create a new presentation using the wizard provided by Microsoft as a guide for specific types of presentations. These presentations contain general information that is commonly found in those types of presentations, requiring you only to change the text to suit your presentation.
From existing presentation	Create a new presentation using information found in another presentation saved on your system.
Photo album	Create a new presentation that presents pictures in a format similar to a photograph album.
Search online for	Go search on the Internet to find a specific design template.
Templates on Office Online	Go to the Microsoft Office web page to find and download a template either created by Microsoft or by a third party whose template has been approved and adopted by Microsoft to be downloaded from their web site.
On my computer	Go to the location on your system that contains templates that can be used in PowerPoint. These may contain the ones available at the time of installation of Microsoft Office or templates that may have been downloaded or created and saved by other users at your site.
On my Web sites	Go to specific web sites you may have bookmarked or set up. This list will include any web sites you have bookmarked, not just ones where there may be some templates or presentations.

Each slide you insert and include in the presentation has *placeholders*. Placeholders contain the content you want included on the slide, and displays with a help message indicating you can click in that placeholder to either enter text or insert an element, such as a picture, chart or sound clip. Whenever you see a dashed line box with a tip on what to do, this is a placeholder.

Click to add title

Double click to add clip art
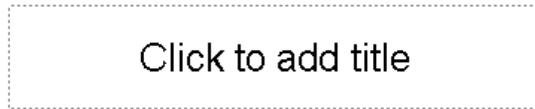
The placeholders shown here require you to click inside the placeholder in order to insert text or a picture. When you see a placeholder similar to the following, PowerPoint wants you to click on one of the icons in the box within the placeholder to insert the appropriate object.

Click icon to add content

As you place the mouse cursor over the icon, PowerPoint will display a screen tip indicating what object will be inserted if you click on it.

Insert Clip Art

To move from one placeholder to another on a slide, either click in the appropriate placeholder or press Ctrl + Enter .

Creating a Presentation

IC³
1.2.6

There are three main methods for creating new presentations in PowerPoint (see previous page for other methods available):

Blank presentation   Generally the most common method, you start with a blank presentation and then customize for colors, backgrounds, images, etc. to suit your needs.

From design template   These are pre-designed themes using specific backgrounds and colors that Microsoft has set up for you. Similar to the AutoContent Wizard, you need only to change the text to match the contents for the presentation.

From AutoContent wizard   A wizard that takes you through a step at a time in selecting certain aspects of the presentation. In most cases, these presentations are pre-designed and you need only to change the text to match the contents for the presentation.

As you create your presentation, consider saving it so you can access it at a later date. It will also save you time in case you have to recreate it. Once a file has been saved, you can also save it with a new name in case you want to keep the original intact.

You can also create more than one presentation at a time, and switch between the multiple presentations to add or change items as needed.

In addition to creating a blank presentation using the New Presentation task pane, you can also create a blank presentation quickly by using one of the following methods:

▪ Select **File**, **New** and then **Blank Presentation**.

▪ Click on the 🗋 button on the Standard toolbar.

▪ Press Ctrl + N .

Before creating your presentation, give some consideration to the following:

- Plan your presentation in draft form before creating on the computer; this will give you a starting point from which new slides can be added or modified as the presentation evolves.

- Keep the text consistent in format and layout as too many variations of the text can be distracting. Also, keep in mind that text is generally read from left to right, top to bottom.

- Keep the number of colors used to a minimum. Too many colors on one slide can be distracting and take away from the message of the slide.

- Use contrast to emphasize a message. For example, be aware of the color used for the background of the slides. If the background is white or too light in color, your text may be "lost" due to the glare of the background.

- Keep points to a minimum. The standard is six points per slide. Also, make the points brief; too much reading per slide causes your audience to lose attention quickly.

- Try adding special effects to the slides, but keep these effects consistent and use only when necessary for effect. For example, if a slide has six points, consider using an effect that displays one point after the other.

- If using graphs or charts, keep the information to a minimum or split the information into several slides. The rule is: "if it takes you a long time to create the slide, it will take just as long for the audience to read and figure it out".

- Once you've entered the items and enhanced the presentation, be sure to check that the presentation also clearly identifies who you are. For instance, you may want to show your company name and logo on the title page, but also continue to show a smaller logo at the lower left corner of every slide. This helps the audience to remember that the presentation was delivered by you.

Remember that the appearance and delivery method of the presentation will determine how successful you are in reaching your target audience. One of the factors in delivering presentations is being able to reach the audience and entice them to buy or want more information about your service or product. This can be accomplished by producing the most appropriate presentation to match your audience.

Entering Text

There are a couple of ways that text can be entered onto a slide. Neither method is better than the other; both have advantages and disadvantages. Focus should be placed on what is easiest for the user: entering all the text at one time in the Outline pane, or using the Slide pane to see exactly where to insert items.

Using the Outline Tab

Text can be added either in the Outline tab (similar to using a word processor), or directly in the slide. The Outline tab is meant to allow you to enter text only. Most people will begin their presentation by creating all the text first and then adding the enhancement features required for the presentation. This feature can be very handy for this purpose.

Take note of the following:

- The Outline tab may also display with `☰` if this pane is too small to display the full names of each tab (i.e., Outline). Click on this tab to display the Outline tab in full.

- The first line next to the slide icon `▦` will always be the title for the slide. As you type text on this line, the text will be inserted into the Title placeholder box.

- If you press `Enter` after typing in the title, a new slide will appear, generally in the Title and Text slide layout.

- To insert text for the next text placeholder, press `Ctrl`+`Enter`.

- If the slide has the Title and Text slide layout applied, when you press `Ctrl`+`Enter` after typing in the title line, PowerPoint will move you to the Bulleted List placeholder. When you press `Enter` after typing in the first bullet point, PowerPoint will then display another bullet for the next point.

- To move in a level or create a subpoint, press `Tab`.

- To move back a level for the subpoint, press `Shift`+`Tab`.

- To create a new slide after entering all the points in a bulleted list, press `Ctrl`+`Enter`.

- When you want to select the entire slide in the Outline tab, click on the slide icon for the slide. This will select everything in the slide, even though you will only see the text for the slide.

Using the Slide Pane

In most cases, you will use the Slide Pane to insert or modify items on the slides. Since this view allows you to see everything on the slide, most people prefer to work with this mode, even when entering text. The placeholders are clearly shown on the slides, thereby providing you with a guide as to where you may want to enter the text.
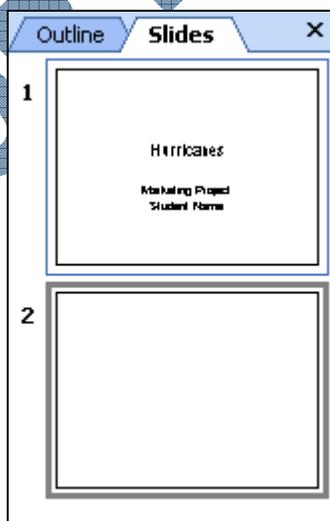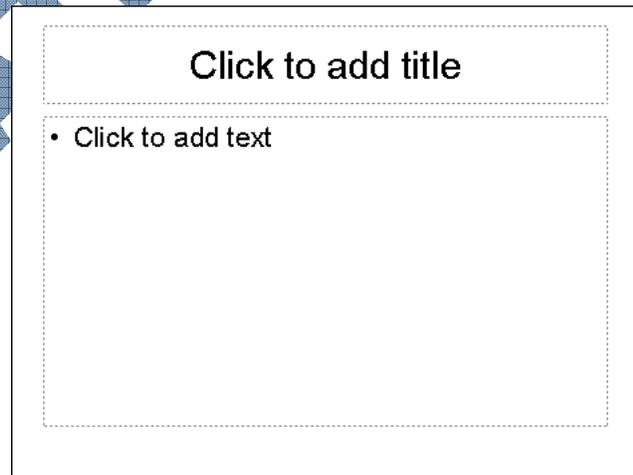
Do not confuse the Slide pane with the Slides tab. The Slides tab displays miniatures of your slides so you can see how the information is flowing or appears in different areas of the presentation. You cannot make changes directly to the slide; this is meant to work similar to an "instant preview" of the presentation. The Slides tab may also display as `▢` if this pane is too small to show the full name of the tab, i.e., Slides.

Use the split bar between the Outline and Slide Panes to show more or less of each pane. For example, if you prefer to enter all the text for the slides at one time, drag the split bar to the right to show more text in the Outline Pane.

Vertical Split Bar   Horizontal Split Bar
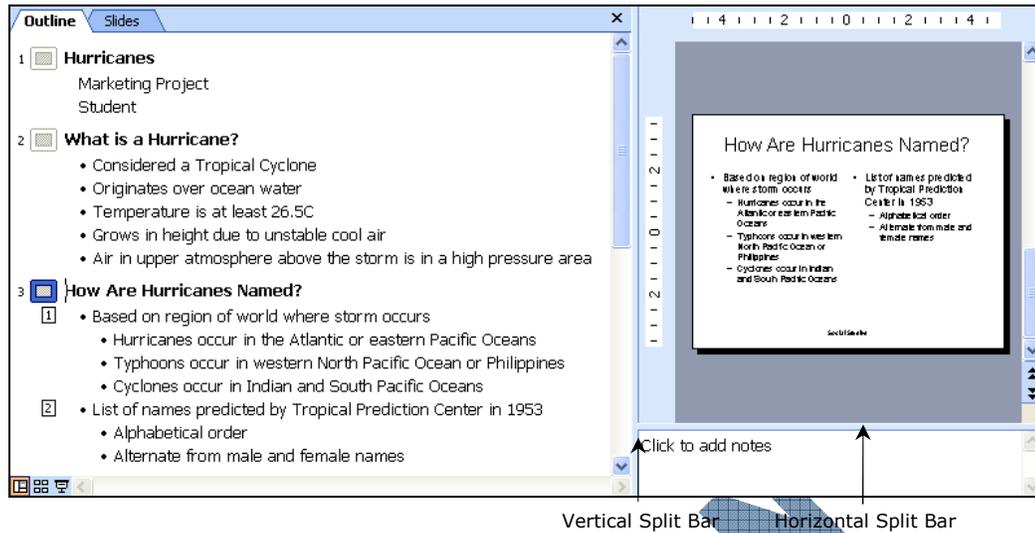
📖 Exercise

As part of a marketing project, you have been asked to present information on some of the weather phenomena over the past few years. Your group has been given the topic of hurricanes. Some research on the Internet or periodicals will be needed and while you may not have all of the information, you decide to begin the presentation with the information previously compiled. You will create a new presentation using the Blank Presentation option.

1 Start PowerPoint, if not already active on the screen.

2 Click in the first text placeholder on the slide that shows **Click to add title**.

3 Type: Hurricanes

4 Click in the second text placeholder on the slide that shows **Click to add subtitle**.

5 Type: Marketing Project and press Enter . Type your name on the second line.

6 Press Ctrl + Enter .

PowerPoint now displays a new slide for you with a Title placeholder and a bulleted list placeholder. This is the default slide after a title slide.

7 Click on the 🗋 button on the Standard toolbar.

Notice how PowerPoint creates a new blank presentation for you to use.

8 Press Ctrl + N .

PowerPoint should now have created another blank presentation (i.e., Presentation3) for you. There are no restrictions as to the number of new presentations you can create at any time other than hardware restrictions on your system, such as the amount of RAM.

9 Leave all presentations open on the screen.

Managing Your Files

As you begin to work with presentations, you will need to manage the files for quick retrieval, saving to different locations or types, closing the files when they are no longer needed, or switching between open presentations for multiple tasks.

Switching Between Presentations

You can switch between the different presentations by using the **Window** menu, or selecting the required presentation from the Taskbar. As you save files and leave them open on the screen, PowerPoint minimizes each and displays a button for that presentation in the Taskbar.

📄 Presentation1	📄 Presentation2	📄 Presentation3

Saving a Presentation

As with any other files, it is important to save your presentations as you work on them in order to be able to use them again at a later date. PowerPoint automatically assigns a .ppt extension at the end of the file when you choose the default setting (Presentation). The presentation can also be saved as a .pps making it a PowerPoint show; this can be handy when you want to send a presentation file via e-mail and you are unsure if the recipient has PowerPoint installed.

The first time you save a presentation, you will always be presented with the Save dialog box:
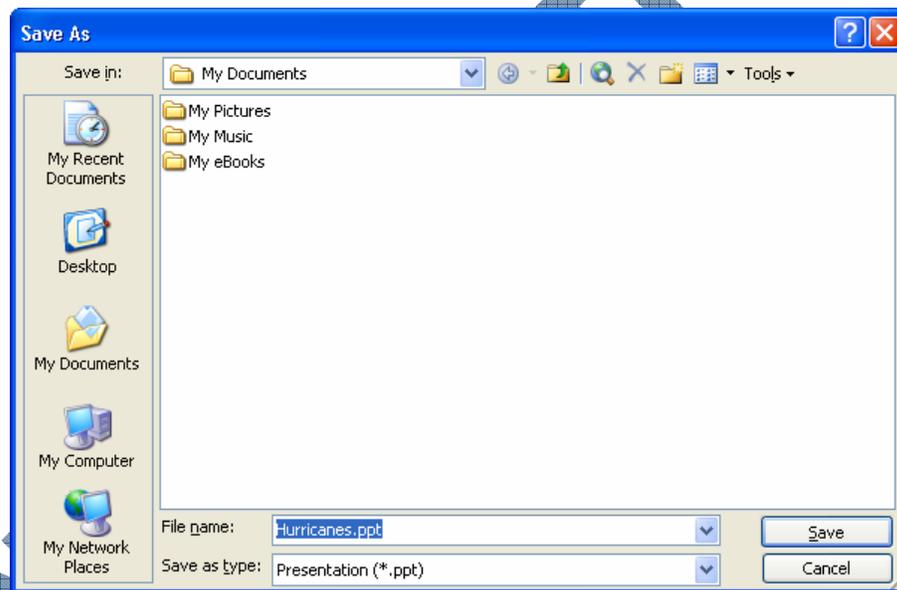
PowerPoint will display a file name as a suggestion based on the text entered on the title slide. You can accept this name or enter another name. PowerPoint will also display the default folder (i.e., My Documents) as well.

When you want to save the changes made to the existing presentation, use one of the following methods:

- Select **File** and then **Save**.
- Click on the 💾 button on the Standard toolbar.
- Press Ctrl + S.

If you want to save an existing file with a new name, you will need to select **File** and then **Save As**.

Closing a Presentation

1.2.9

Once you have completed creating or editing a presentation, be sure to save the presentation and then close it if you no longer need to work on it. This clears the screen, allowing you to start a new presentation or to open an existing one.

To close a document, use one of the following options:

- Selecting **File** and then **Close**
- Click on the ☒ (**Close Window**) button at the far right of the menu bar
- Press Ctrl+W.

Once the last presentation on screen has been closed, the Document window becomes gray and most of the buttons on the toolbars are unavailable.

Opening a Presentation

1.2.7

Once you've closed a presentation, you can open it very easily if you need to use it again. A presentation file can only be opened if it has been saved previously. Use one of the following methods to open a presentation file:

- Select **File** and then **Open**
- Click on the 📂 button on the Standard toolbar
- Press Ctrl+O
- Click on the appropriate file in the **Open a presentation** area on the New Presentation task pane.
- Click on one of the recently used files listed at the bottom of the **File** menu.

You can also open a file directly from My Computer or Windows Explorer, provided the file type is recognized by Microsoft PowerPoint. For instance, a file that has a file type of .ppt or .pps will automatically open in PowerPoint from one of the file management tools. When you double-click on a file in My Computer or Windows Explorer and the file does not open in PowerPoint, this is an indication that the file type is not recognized by PowerPoint. You will then need to either change the file type, or open the file in the original program it was created in and resave the file using a format that PowerPoint will recognize.

In the case of a system failure, PowerPoint will try to recover any documents that were open at the time of the system failure. A Recovery pane will appear on the left side of the window allowing you to choose the appropriate file. If you do not see the Recovery pane, then the document could not be saved and recovered during the system reboot, and you will need to create the document again (or use a backup copy, if available).

📖 Exercise

1   Select **Window**.

2   Click on **Presentation1**.

This should be the presentation with text entered in the title page.

3   Click on the 💾 button on the Standard toolbar.

4   If necessary, move to the Student data files location, type: Hurricanes - Student in the **File name** field, and then click on the **Save** button.

5   Close this presentation by clicking on the ☒ button at the far right of the menu bar.

PowerPoint will then display the next open presentation on the screen so you can continue to close the presentations in sequential order. If, however, you want to close only specific ones, you will need to either switch to that presentation from the **Window** menu or the taskbar.

6   Press [Ctrl]+[W] to close this presentation.

7   Close any remaining presentations.

Everything should now be grayed out on the screen. Whenever you see this, it means that there are no new or open presentations on the screen. To close any dialog boxes on the screen, you can click on the ☒ button for that dialog box.

8   Click on the ☒ button for the task pane.

9   Click on the 📂 button on the Standard toolbar.

10   Click on the down arrow for the ▦ ▾ button.

11   Click on the **Preview** option.
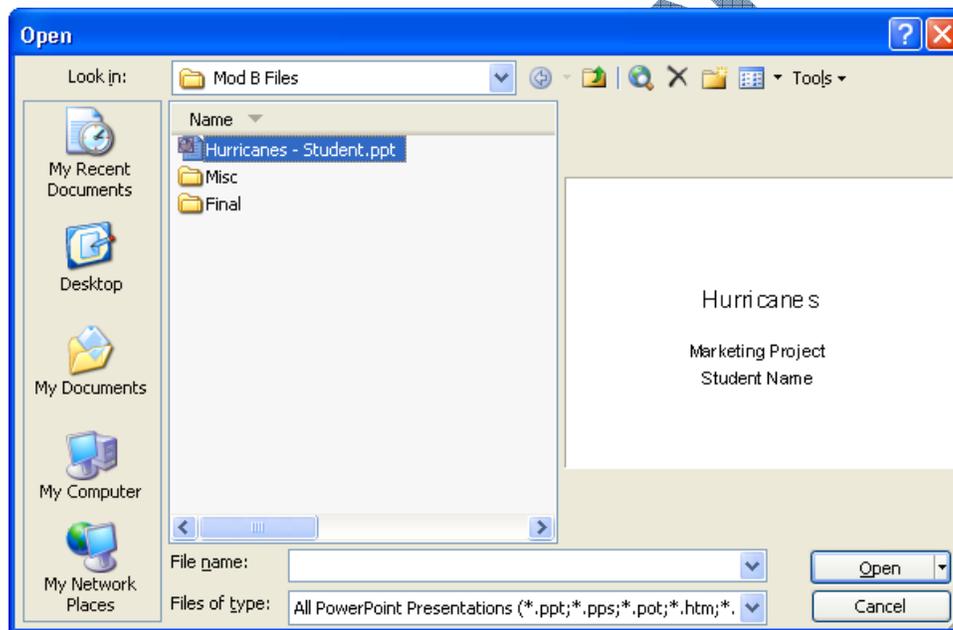
12   If necessary, from the **Look in** field, select the drive and/or folder where the Hurricane - Student file is stored.

13   Click on this file and then click **Open**.

The file is now displayed on your screen.

🕮 Practice Exercise

1 Select **File**, **New** to create a new presentation.

2 Click on the **From AutoContent wizard** link in the New Presentation task pane.

3 Click on **Next**.
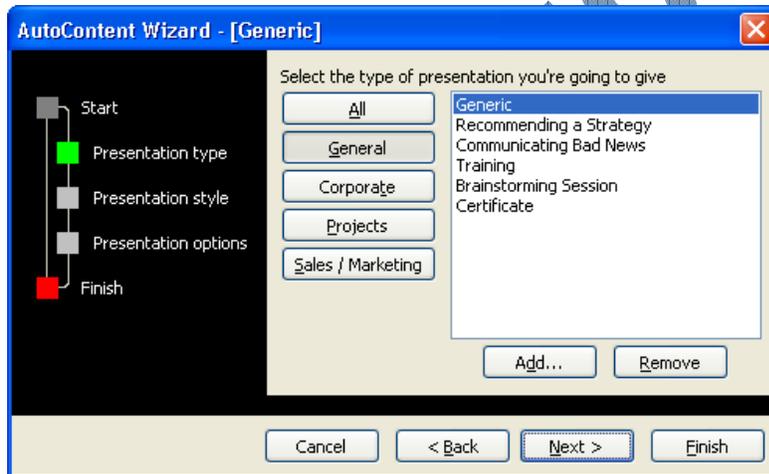
4 Click on **Corporate**. Select the **Business Plan** presentation if it is not already highlighted.

5 Click **Next**.
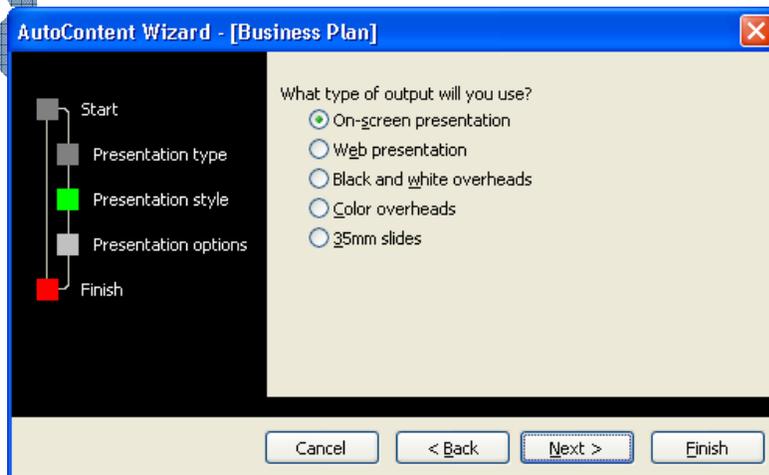
6 Select **Black and white overheads**. Click **Next**.
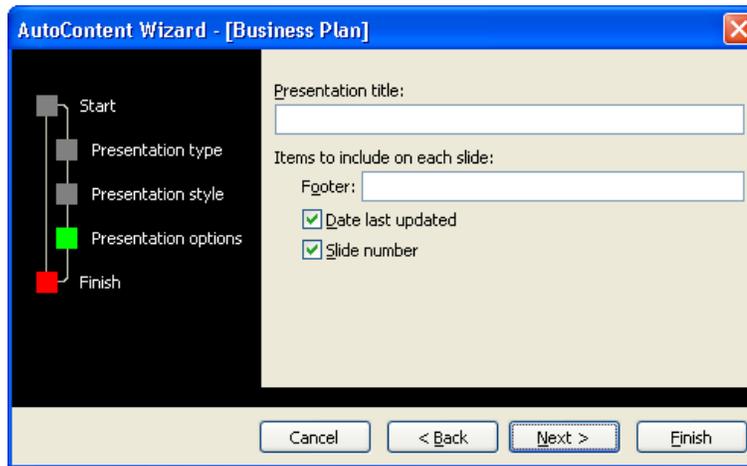
7   Type: New Project Business Plan in the **Presentation title** field. Click **Next**.
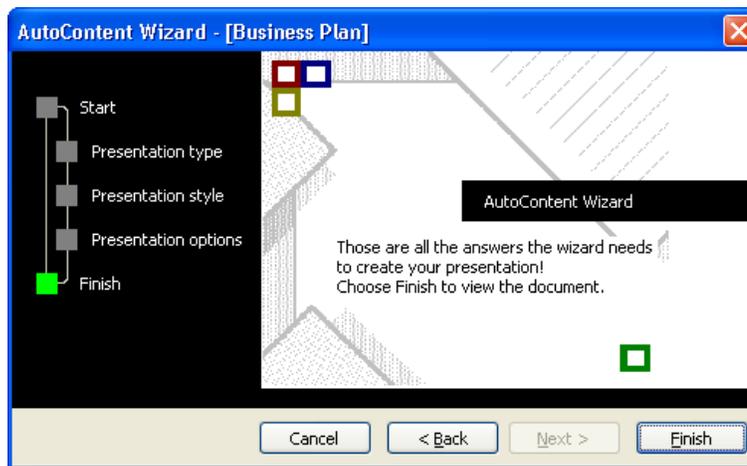
8   Click **Finish**.

Your presentation should look similar to the following:
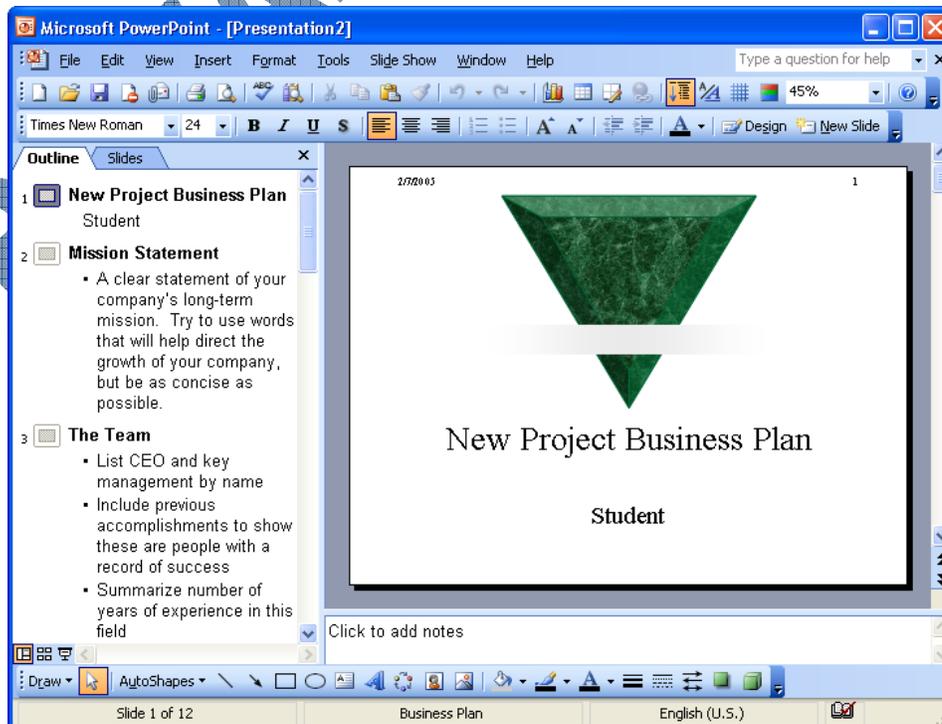
9   Press Ctrl+S. Type: New Project - Student in the **File name** field and press Enter.

10   Press Ctrl+W to close the presentation.

Displaying Information in the Presentation

Once the presentation is open on the screen, you can add or change anything in the presentation. You may also want to change the view so you can see more (or less) of the slide contents. Each view will change the way that PowerPoint displays your slides.

To change the view of the presentation, use one of the following methods:

▪   Select **View**:

Normal   This view has three panes: Slide, Outline, and Notes. Everything you need to work on your presentation is available in one screen. Each pane can be adjusted in size, depending on which pane you want to use.

Slide Sorter   View multiple slides on one screen in miniature. The number of slides you see will depend on the zoom percentage as well as the size of your monitor, and the number of slides contained in the presentation.

Slide Show   Enables you to run and view the slide show for the presentation at any time.

Notes Page   Add text, graphics or audio to your speaker notes. You can type your notes in the Notes pane of Normal view, and then change to this view to add graphics and audio. Alternatively, use this view to enter all items for the speaker notes.

Master   This option has a fly-out window that lists all of the available Masters in PowerPoint.

▪   Click on one of the view buttons at the bottom left hand side of your screen:

The **Normal View** button displays the three panes you generally see when you start PowerPoint.

The **Slide Sorter View** button allows you to see smaller versions of the slides with the intent of rearranging or sorting the slides in the presentation.

The **Slide Show View** runs the slides in the presentation as a slide show, similar to if you were delivering the presentation to an audience.
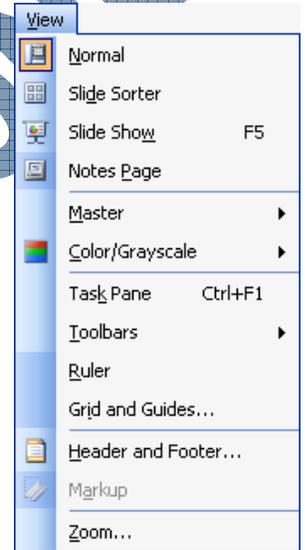
Exercise

1   Ensure the Hurricanes - Student presentation is active on the screen, then select **View**.

2   Make sure you are in the Normal view.

3   Click on the **Outline** tab, and then click at the right of the slide 2 icon.

4   Type: What is a Hurricane? as the main title for this slide.

Notice that as you begin typing, the text also appears in a larger display in the Slide pane. However, the cursor displays in the content lines for slide 2 in the Outline tab.

5   Press Ctrl+Enter to allow you to enter text in the second text box.

PowerPoint now displays a bullet and waits for you to begin entering text. When working with bulleted points, the bullet symbol used for each point is considered a level. The • is the first level. When you press Tab, PowerPoint moves you down (demotes) to the second level. Each time you press Tab, the point will be demoted to the next level. To move back (promote) a level, press Shift+Tab.

6 Type: Considered a Tropical Cyclone and press Enter.

> **Outline** | Slides   ✕
> 1 ▦ **Hurricanes**
>   Marketing Project
>   Student Name
> 2 ▣ **What is a Hurricane?**
>   ▪ Considered a Tropical Cyclone

Notice that PowerPoint ends this line and moves you to the next line where another bullet is available for the next point.

7 Type: Originates over ocean water and press Enter.

8 Type the following points for this slide:

> Temperature is at least 26.5C
>
> Grows in height due to unstable cool air
>
> Air in upper atmosphere above the storm is in a high pressure area

9 Click the 💾 button to save the presentation.

10 Press Ctrl+Enter.

> **Outline** | Slides   ✕
> 1 ▦ **Hurricanes**
>   Marketing Project
>   Student Name
> 2 ▦ **What is a Hurricane?**
>   ▪ Considered a Tropical Cyclone
>   ▪ Originates over ocean water
>   ▪ Temperature is at least 26.5C
>   ▪ Grows in height due to unstable
>   cool air
>   ▪ Air in upper atmosphere above
>   the storm is in a high pressure
>   area
> 3 ▣ |
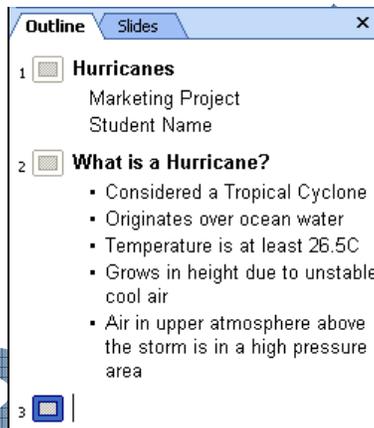
PowerPoint will display a new slide icon for the new slide. Notice how the Slide pane displays another Title and Text slide layout.

11 Click in the title placeholder of the slide in the Slide pane.

12 Type: How Are Hurricanes Named?

13 Click in the second text placeholder and type the following points (press [Tab] to demote the subpoints and [Shift]+[Tab] to promote points as appropriate):

- Based on region of world where storm occurs
  - Hurricanes occur in the Atlantic or eastern Pacific Oceans
  - Typhoons occur in western North Pacific Ocean or Philippines
  - Cyclones occur in Indian and South Pacific Oceans
- List of names predicted by Tropical Prediction Center in 1953
  - Alphabetical order
  - Alternate from male and female names

Your slide should look similar to the following:

14 Click on the 💾 button on the Standard toolbar again.

📚 Practice Exercise

1 Press [Ctrl]+[N] to create a new blank presentation.

2 Press [Ctrl]+[S] to activate the Save command. Type: Competition - Student in the **File name** field and then press [Enter].

3 Click on the **Outline** tab if it is not already selected.

4 Place your cursor to the right of the slide 1 icon.

5 Type: Our Competition as the presentation title.

6 Press [Ctrl]+[Enter].

Notice that the cursor moves to the next line on the Outline pane and to the next text box on the actual slide. If you had pressed [Enter], you would have created a new slide.

7 Type: Joan Citizen as the subtitle.

8 Press [Ctrl]+[S].

9 Press [Ctrl]+[W] to close this presentation.

Moving Around in the Presentation

IC³
1.3.1

As you begin adding more slides to the presentation, occasionally you may want to move around the slides. Use one of the following methods to move between the slides:

- Click on the ⬆ (**Previous Slide**) button or press (PgUp) to move to the previous slide in the presentation.
- Click on the ⬇ (**Next Slide**) button or (PgDn) to move to the next slide in the presentation.
- In the Outline pane, click on the slide you want to move to in the presentation, or use the (↑) or (↓) keys to move between the slides.

📖 Exercise

1   Ensure the Hurricanes - Student presentation is active on the screen.

2   Click on the ⬆ and ⬇ buttons to move between the slides in your presentation.

3   Click on the icon for slide 1 in the **Outline** tab.

4   Use the scroll bar to display the contents for slide 3. Click any line on slide 3 in the **Outline** tab.

PowerPoint displays slide 3 now in the Slide pane even though your cursor is blinking in the Outline pane.

Summary

The objectives of this lesson were to introduce the basic features of Microsoft PowerPoint to create a simple presentation. You should now be able to do the following:

- Move around in PowerPoint
- Create a presentation using the AutoContent Wizard
- Create a presentation using a blank slide
- Open, save and close a presentation
- Add and edit text in different views

Review Questions

1. What type of software is PowerPoint considered?
   a.   Slide Presentation   c.   Graphics
   b.   Presentation Manager   d.   Word Processor

2. Placeholders contain the content you want included on the slide and display a help message indicating what can be entered into the placeholder.
   a.   True   b.   False

3. List the three types of new presentations you can create using the New Presentation task pane:
   a. _____   c. _____
   b. _____

4. Which method can you use to create a new blank presentation?

    a.   Click on the [ ] button on the Standard toolbar
    c.   Click on Blank presentation on the New Presentation task pane

    b.   Press Ctrl + N
    d.   All of the above

    e.   Only a or b

5. When entering points onto a slide, how many points should you try to limit on a slide?

    a.   6
    c.   10

    b.   8
    d.   There is no limit

6. What's the difference between the Outline and the Slides tab?

7. How can you save a file for the first time?

    a.   Select File and then Save
    d.   Press Ctrl + S

    b.   Select File and then Save As
    e.   All of the above

    c.   Click on the [ ] button on the Standard toolbar
    f.   Only b, c, or d

8. How can you close a presentation?

    a.   Select File and then Close
    d.   All of the above

    b.   Press Ctrl + W
    e.   Only a and b

    c.   Click on the Close Window button at the far right of the menu bar

9. Which method can you use to open a presentation?

    a.   Select File and then Open
    d.   Select the file from the bottom of the File menu

    b.   Click on the [ ] button on the Standard toolbar
    e.   Select the file from the New Presentation task pane

    c.   Press Ctrl + O
    f.   All of the above

10. Identify each of the view modes:

    a.   [ ]   _____

    b.   [ ]   _____

    c.   [ ]   _____

Lesson 2: Setting Up the Presentation

Objectives

In this lesson you will look at setting up some of the consistent elements that you may want in your presentation. On successful completion, you will be familiar with the following:

- What a master slide is
- How to insert a master slide
- What headers or footers are
- How to insert headers and footers

- How to change the design for the slides
- How to change an existing slide layout
- How to change the order of the slides

Creating a Master Slide

A *master* is used to determine and control the placement and formatting of text in the presentation. The master also allows you to add elements that you want repeated on every slide of the presentation (such as a company logo). Four different types of masters are available:
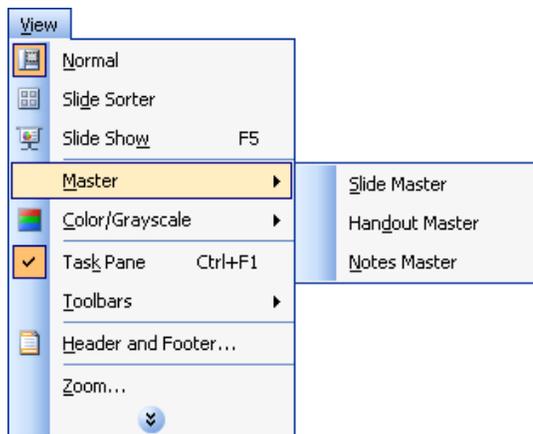
Slide Master	Changes made on the Slide Master will also be made on all the other slides. If desired, you can also remove any of the objects, graphics, etc. that appear on the slide master from individual slides.
Title Master	Create a new master for any and all title slides that may be in your presentation to keep the formatting or objects on these slides to affect only the title slides.
Notes Master	This master affects the appearance of the Speaker Notes pages when viewed or printed.
Handouts Master	Use this master when you want to change how the handouts for your audience will appear when printed.

Changes made directly to an individual slide will override the formatting specified on the master slide.

📖 **Exercise**

1   If necessary, open the Hurricanes - Student presentation to the screen.

2   Select **View, Master** and then **Slide Master**.
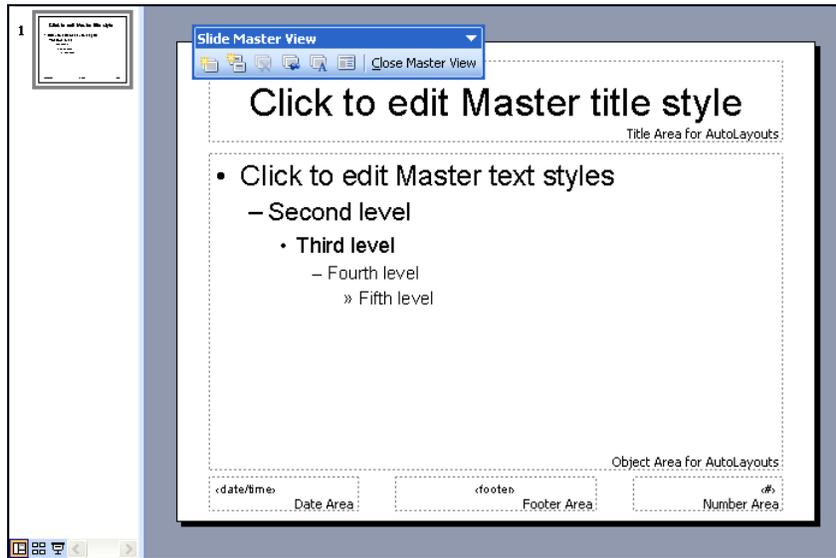
Notice how the Slide pane shows a new slide that is linked to the original title slide. This is a visual confirmation that any changes made here will affect every slide. You should also have all the toolbars as if you were working in the presentation itself.

3   Click anywhere in the title box.

Notice how the text is highlighted in the box.

4   Click on the `Arial` field from the Formatting toolbar and select **Comic Sans MS**. Ensure the `44` field shows **44**. Click on the **B** button.

You have now essentially changed the format style for the text in the title box of the Title slide only. You could also have clicked on the border of the title placeholder box in order to apply the formatting to the text in the box. Notice how the text wraps down to the next line; this is a visual clue that if the title of your slide is long, this is how it will appear on the slide.

In addition to changing the formatting options, you can also add or change any of the items already set up. These items are also placeholders and include such items as the date, slide number, or a footer.

5   Click on the border for the **Number Area** placeholder.

6   Click on the `14` button and change this to be **10**.

7   Click on the `Close Master View` button in the Slide Master View toolbar.

8   Click on the 💾 button.

Practice Exercise

1   Open the Sales Training presentation.

2   Select **File**, **Save As** and type: Sales Training - Student for the file name. Click on **Save**.

3   Select **View**, **Master**, **Slide Master**.

4   Click on slide 1 in the left pane. Then click on the title box.

5   Click on the Arial field and select **Times New Roman**. Click on the 44 field and select **60**. Click on the **B** button.

6   Click on slide 2 in the left pane.

7   Click on the title box set the font size to **54**.

8   Click on the button at the bottom of the left pane.

9   Click on the button and close the presentation.

Inserting Headers and Footers

A *header* or *footer* is text that is repeated on every slide, either at the top (header) or the bottom (footer). Slides can only display footers, and Notes and Handouts can use both headers and footers.

While you can set up headers and footers separately, they are also part of the Master slide so you may want to set these at the time you make changes to the Master Slide, if applicable.

Headers or footers can be inserted by selecting the command from the **View** menu.
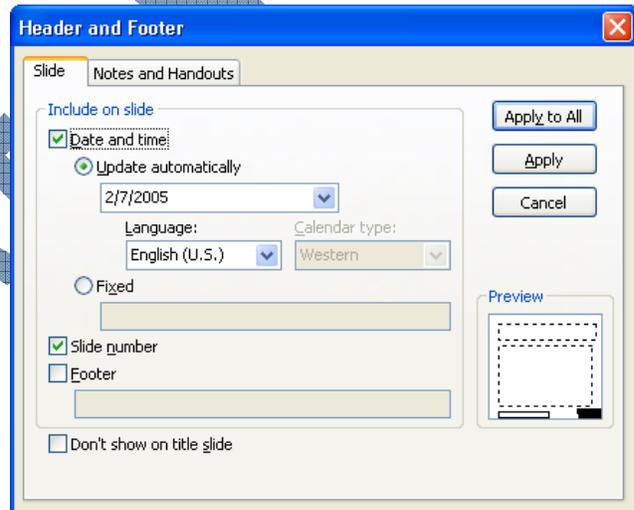
Date and time   Select whether to include the date and time on each slide with either the date this feature was activated, or have PowerPoint automatically update the date and time each time you open this presentation.

Slide number   Click this to have the page or slide numbers appear in the Number Area placeholder.

Footer   Insert the text you want to be repeated in the Footer placeholder on every slide. This could be your name, company name, course name, etc.

Don't show on title slide   Use this feature when you want the information previously entered to not appear on the title slide.

Exercise

1   Make sure the Hurricanes - Student file is displayed on the screen.

2   Select **View**, **Header and Footer**.

3   Click on the **Date and time** option to turn it off.

4   Ensure the **Footer** option is on, and type: Social Studies in the field.

5   Click on the **Don't show on title slide** option.

6   Click on **Apply to All**.

How Are Hurricanes Named?

- Based on region of world where storm occurs
  - Hurricanes occur in the Atlantic or eastern Pacific Oceans
  - Typhoons occur in western North Pacific Ocean or Philippines
  - Cyclones occur in Indian and South Pacific Oceans
- List of names predicted by Tropical Prediction Center in 1953
  - Alphabetical order
  - Alternate from male and female names

Social Studies

7   Save the presentation again.

📚 Practice Exercise

1   Switch to the Sales Training - Student presentation.

2   Select **View**, **Header and Footer**.

3   Select the **Date and time** option. Select the **Fixed** option and enter today's date.

4   Click on **Footer** to turn this option on, and type: Acme Sales Department

5   Check **Don't show on title slide**.

6   Click on **Apply to All**.

7   Move to the second slide, if not already there and notice the new footer and date.

8   Close the presentation without saving.

Managing the Slides

IC³ 4.1.2

As you begin to work with the slides in the presentation, you may find you want to insert a new slide, make a copy of a particular slide, no longer need the slide, or the slides need to be reorganized for a better flow.

Inserting New Slides

When a new presentation is created, PowerPoint will display a title slide by default. You can change this slide layout or insert a new slide, as required for your presentation.

To insert a new slide, use one of the following methods:

- Select **Insert** and then **New Slide**.
- Click on the New Slide button on the Formatting toolbar.
- Press Ctrl + M.
- At the last placeholder (usually at the bottom or far right), press Ctrl + Enter.
- Right-click on the slide in the Outline or Slides tab and then click on **New Slide** from the shortcut menu.

The first two options will display the Slide Layout task pane where you can select from a variety of layouts to suit the slide contents. The last two options will automatically insert a Bulleted slide as the second slide generally would include text to introduce the presentation.

The layout of a slide can also be changed by selecting **Format** and then **Slide Layout**. Be sure you are viewing the slide whose layout is to be changed.
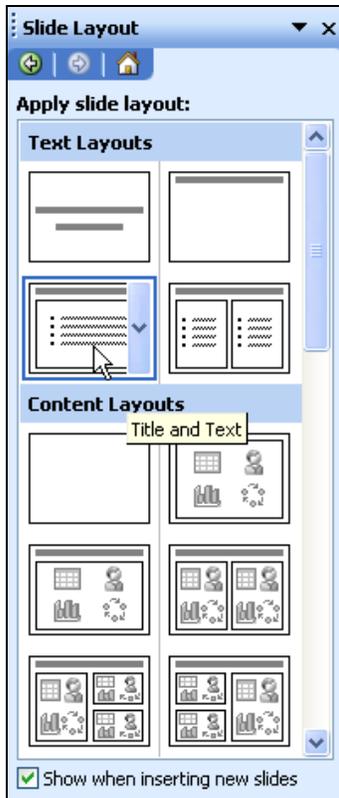
The Slide Layout task pane allows you to choose the type of slide you want to insert. As you move your cursor over top of each slide layout, you will see the name of that layout, e.g., Title, Title and Text, Title and 2-Column Text, etc.

By default, PowerPoint automatically inserts a Title and Text slide layout. You can click on another slide layout from this list to change the layout of the existing slide.

Alternatively, use the Slide Layout task pane to help you change selected slides already created for the presentation. Click on the down arrow for the slide layout to select other options:
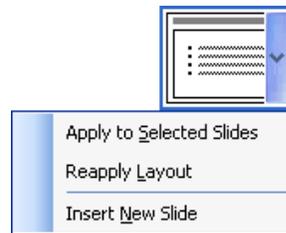
Apply to Selected Slides	Apply the new layout to selected slides only.
Reapply Layout	Change the existing layout of the current slide.
Insert New Slide	Insert a new slide with this selected layout in this location.

📖 Exercise

1   Make sure the Hurricanes - Student presentation is active on the screen.

2   If necessary, press Ctrl+End to move quickly to the end of the presentation.

3   Click on the New Slide button to add a new slide.

4   Click on the **Title and 2-Column Text** slide layout.

PowerPoint has now changed the existing slide layout from one column to two columns for text entry.
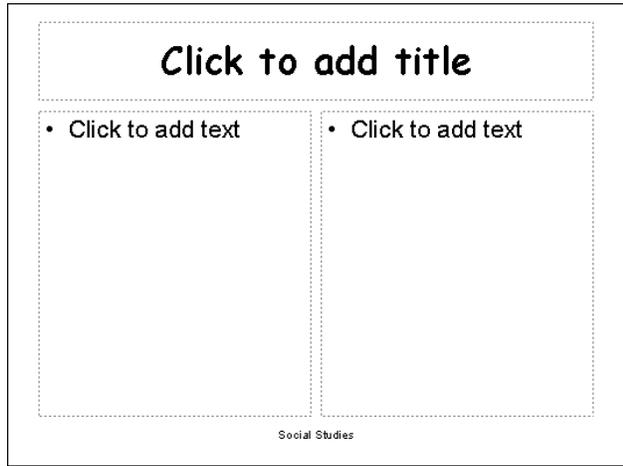
Notice there is a new slide icon in the Outline tab, ready for text entry. As well, notice that the Slide Layout task pane stays on the screen so that you can insert more slides as needed.

5 Type: What Can You Do? for the title. Then press (Ctrl)+(Enter).

6 Ensure you are in the column at the left and then type the following points, pressing (Enter) after each line:

- If evacuating:
  - Heed the warning!
  - Plan where to go, e.g., out-of-town friend's home, motel, designated shelter, etc.
  - Bring supply kit
  - Bring contact information, e.g., phone numbers
  - Bring road map
  - Don't drive in or over standing water

7 Click in the second text box and type the following points:

- Supply Kit should include:
  - First aid kit and necessary medications
  - Canned food and Can opener (manual)
  - Lots of bottled water
  - Flashlights, battery-powered radio, and lots of extra batteries
  - Raingear, protective clothing, and sleeping bags
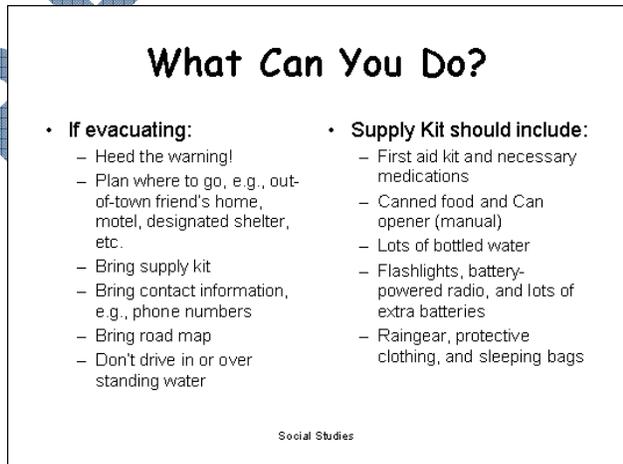
Whether you enter text for the slide in the Outline pane or Slide pane is a matter of preference. Some people prefer the Outline pane as it allows for continuous typing; others prefer the Slide pane for the flexibility of moving between boxes quickly.

8   Save the presentation.

9   In the Slide Layout task pane, scroll down until you see the **Title and 4 Content** layout and click on the down arrow for this slide layout, then click on **Insert New Slide**.

10   Click in the title placeholder and type: Types of Damage

11   Close the Slide Layout task pane and save the presentation again.

Practice Exercise

1   Open the Competition - Student file.

2   Click on the New Slide button.

3   Ensure you are using the **Title and Text** layout.

4   Make sure your cursor is next to the slide 2 icon and then type: Types of Competition as the slide title.

5   Press Ctrl + Enter to move to the second text box.

6   Type the following points:

      Local
      International
      Indirect

```
Outline   Slides          ×
1 □  Our Competition
       Joan Citizen
2 □  Types of Competition
       ▪ Local
       ▪ International
       ▪ Indirect
```

7   Save and close this presentation.

Duplicating Slides

When you want to have an exact copy of one of the slides in your presentation, you can duplicate it quickly in PowerPoint. The slide must be selected in the Slides tab of the Outline pane prior to activating the Duplicate command. To duplicate a slide, use one of the following methods:

▪   Select **Edit** and then **Duplicate**.

▪   Press Ctrl + D.

Deleting Slides

When you no longer need a slide, select the slide and then use one of the following methods to delete the slide from the presentation:

▪   Select **Edit** and then **Delete Slide**.

▪   Press Delete.

▪   Right-click on the selected slide and then click on **Delete Slide**.

📖 **Exercise**

1   Ensure the Hurricanes - Student presentation is active on the screen.

2   Make sure you are viewing the last slide in the Outline or Slides pane.

3   Press Ctrl+D.

You should now have a duplicate of the Types of Damage slide. This now saves you some time in having to insert a new slide with this slide layout, and then insert the text for the title.

Assume you realize you no longer need this second slide as you will only have time to enter four pictures instead of eight. You now need to delete this slide.

4   Make sure that slide 6 is selected in the Outline or Slides pane.

5   Press the Delete key.

The slide should now be gone.

6   Save the presentation again.

Rearranging the Slides

4.1.8

As you progress in the presentation, you may find you need to change the order of the slides. This often happens when you create all the text for the slides, and then begin to format or customize the slides using different designs, objects, pictures, text effects, animation, etc.

The order the slides appear in the presentation can be changed using the Slide Sorter view or the Outline pane. Use one of the following methods to rearrange the order of the slides:

▪   When using the Slide Sorter, you can click on the entire slide and drag it to its new location.

▪   If you wanted to rearrange the slides using the Outline tab, click on the slide icon for the slide to be moved. When the entire slide contents is selected, you can then drag the slide up or down in the tab to the new location in the presentation.

▪   To rearrange the order of the slides in the Slides tab, click on the slide to be moved and then drag it up or down in the tab to the new location in the presentation.

📖 **Exercise**

1   Ensure the Hurricanes - Student file is active on the screen.

2   Click on the ⊞ button from the buttons on the lower left of your screen.

3 Click on slide 4 and then drag it to the right side of slide 5.

PowerPoint displays a vertical line to confirm that you want to move the slide and place it in this location.

4 Release the mouse at this new location.

PowerPoint has now moved the slide to the new location.

5 Save the presentation.

You can also use the Slide Sorter view to move to another slide and open it for display.

6 Double-click on slide 1 in this view.

PowerPoint now displays this slide in the Outline and Slide panes for further action.

Practice Exercise

One of the product partners that ABC Books & Things distributes for also has presentations that customers can download from ABC's web site. One of these presentations is about Microsoft Office Specialist certification. They have sent a file that needs to be rearranged.

1 Open the Office Certification presentation and save it as Office Certification - Student

2 Click on the button on the lower left of your screen.
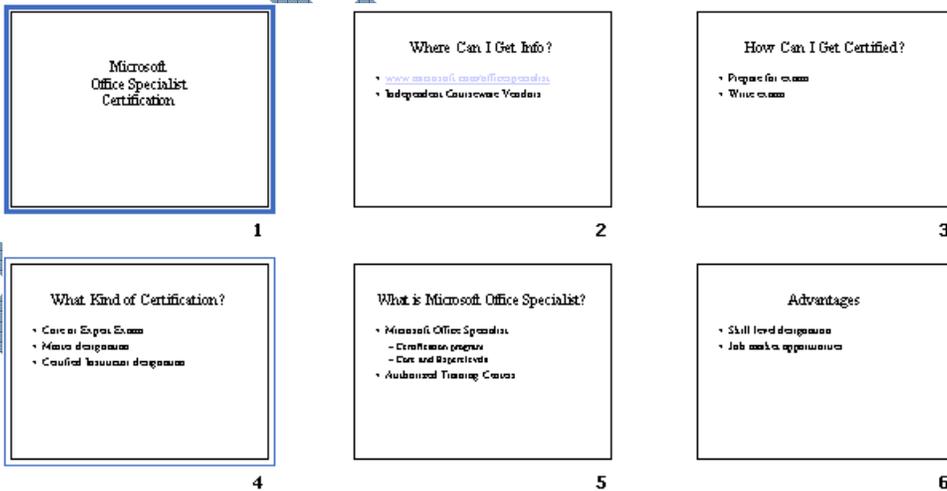
3 Click on the current slide 2 and drag it to the end of the presentation.

Notice as you drag the slide, that a vertical line appears at the end of the last slide to confirm that this will be the new location for the slide.

4 When the mouse cursor is in place release the mouse button.

5   Rearrange the following slides into the required location:

Slide Title	Location
What is Microsoft Office Specialist?	slide 2
Advantages	slide 3
How Can I Get Certified?	slide 5

Your presentation should look similar to the following:
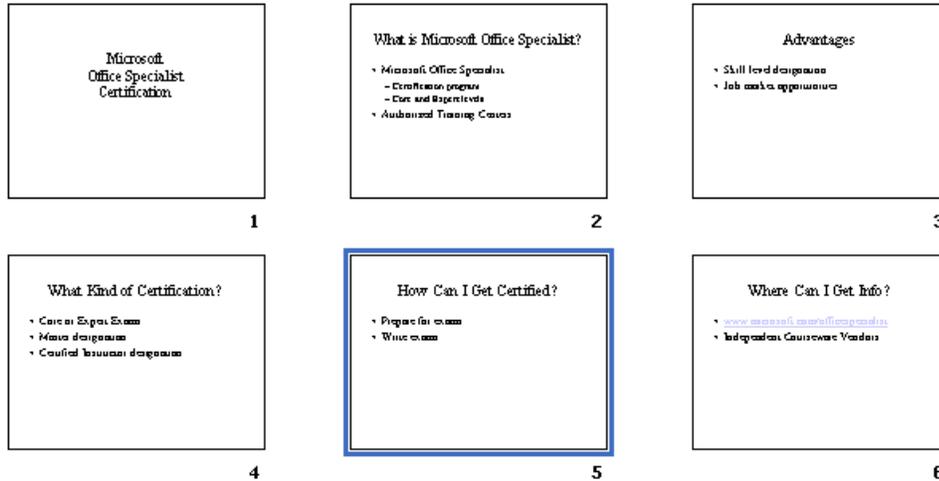
6   Save the presentation and then close it.

Changing the Slide Design and Layout

4.1.5

The slide layout or design for the slides in a presentation can be changed even though the text or data has already been entered into the slide. If you want more templates or designs than provided with the Microsoft Office CD, you can also go to Microsoft's web site (http://office.microsoft.com/templates) to download more templates or designs.

> If this web site address has changed since the publication of this book, go to www.microsoft.com and find the Templates link in the left banner.

You can change the layout for a slide by using one of the following methods:

▪   Select **Format** and then **Slide Layout**.

▪   Click on the ⯆ button in the active task pane and then click on **Slide Layout**.

When the Slide Layout task pane is displayed, click on the appropriate slide layout to be applied to this slide. Alternatively, you can click on the down arrow for the required slide layout and then click on **Reapply Layout**.

Changing the slide design of a presentation refers to changing the color scheme used for individual elements in a presentation. The designs available to you were pre-designed by Microsoft and can be applied (or turned off) at any time when you are working with the presentation.

To apply a design, use one of the following methods:

▪   Select **Format** and then **Slide Design**.

▪   Click on the ⯆ button in the active task pane and then click on **Slide Design**. If you want to know you want to use a specific color design or one of the designs that contains animation, click on the **Slide Design - Color Schemes** or **Slide Design – Animation Schemes** task pane option (these are discussed in Lesson 6).

▪   Right-click on the slide and then click on **Slide Design**.

📖 **Exercise**

1   Make sure you have the Hurricanes - Student presentation active on the screen.

Assume you decide that a two column format might be easier to read for those slides with a large amount of text.

2   Go to slide 3 and then select **Format**, **Slide Layout**.

3   Click on the **Title and 2-Column Text** layout in the Slide Layout task pane.
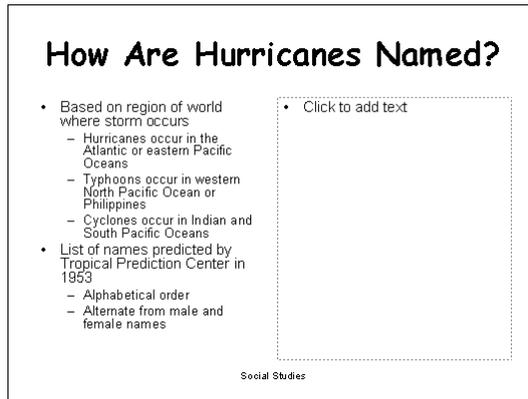
Generally at this point you would look to balance the text from one column to the other. At this point in the courseware, you will ignore this step with the intent to change it in the next lesson.

4   Go to slide 1.

5   Save the presentation.

Given that you will be delivering this presentation to a large audience in a classroom, you would like to add some designs to make the slide more attractive.

6   Select **Format** and then **Slide Design**.

PowerPoint shows you which template is currently applied, which templates can be used, or if this feature has been used previously, those templates that have been used on other recent presentations.

7   Scroll down the list until you see the **Globe** design.
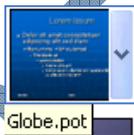
> If you do not have this design, check with your instructor on which template to apply to the presentation. Otherwise, you will need the Microsoft Office 2003 CD before you apply the new design, if requested.

8   Click on the down arrow for this design.

| Apply to All Slides |
| Apply to Selected Slides |
| Use for All New Presentations |
| Show Large Previews |

PowerPoint gives you the option of applying the design to the entire presentation, or only certain slides.

9   Click on **Apply to All Slides**.

10   Save and close the presentation.

📚 Practice Exercise

1   Open the Marketing in the Millennium presentation.

This presentation already has a design applied to it. However, you have been asked to change it to another design while keeping the elements simple.

2   Select **Format, Slide Design**.

3   Scroll down the list until you see the **Pixel** design.

4   Click on the down arrow for this design and click on **Apply to All Slides**.

The title slide should look similar to the following:
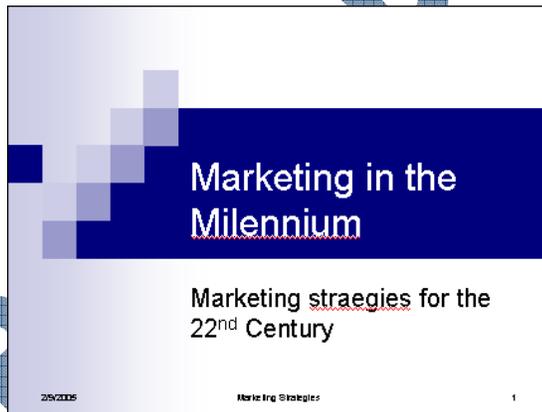
5   Close the presentation without saving.

Summary

In this lesson you looked at setting up some of the consistent elements that you may want in your presentation. You should now be familiar with the following:

- What a master slide is
- How to insert a master slide
- What headers or footers are
- How to insert headers and footers

- How to change the design for the slides
- How to change an existing slide layout
- How to change the order of the slides

Review Questions

1. What does the master slide do?

2. What are the four different types of masters you can create?

    a. _____   c. _____

    b. _____   d. _____

3. Explain what a header or footer does.

4. When you select to have slide numbers on every slide, you cannot turn this feature off for the title slide.

    a.   True   b.   False

5. How can you insert a new slide?

    a.   Select Insert and then New Slide

    b.   Click the New Slide button on the Formatting toolbar

    c.   Press Ctrl + M

    d.   Right-click on the slide in the Outline or Slides tab and then click on New Slide

    e.   All of the above

    f.   Only a, b, or c

6. If you wanted to duplicate a slide, the best way is to use the copy command.

    a.   True   b.   False

7. Which key(s) would you use to delete a selected slide in the Outline tab?

    a.   Ctrl + D   c.   Delete

    b.   Ctrl + X   d.   Ctrl + Delete

8. Which view could you use to rearrange the slides?

    a. _____   c. _____

    b. _____

9. How can you apply a design to a presentation?

    a.   Select Format and then Slide Design

    b.   Click on the Other Task Panes button and then click on Slide Design

    c.   Click on the Other Task Panes button and then click on Slide Design - Color Schemes

    d.   Right-click on the slide and then click on Slide Design

    e.   All of the above

    f.   Only a, b or d

10. List the two ways you can change the slide layout:

    a. _____   b. _____

Lesson 3: Working with Text

Objectives

The objectives of this lesson are to examine the various features used to manipulate text in a presentation. Upon successful completion of this lesson, you should be able to do the following:

- Select text objects
- Cut, copy or paste text

- Use the proofing tools

Selecting Text Objects

4.1.3

An *object* is any shape, picture or text box that is inserted or placed onto a slide. In order to make changes to the object, it must first be *selected* or highlighted. Once the object is selected, you can manipulate it for tasks such as:

- deletion
- adding tab positions
- indenting text

- cut, copy or paste in another location
- formatting (enhancing the appearance or position)
- adding bullets or numbers for list points

Using Select vs Edit Mode

Once an object has been selected, there are squares called *handles* that appear around the object. These handles can be used to resize the object. You can also click to select the object and then drag the object to move it around the slide.

These handles also allow you to move or size the object, using one of the following methods:

- Click on one of the handles on any side and drag to the required size.
- Click on one of the corner handles to size two adjacent sides of the object.

When the border around the text box has diagonal lines in the border, you are in *Edit mode*. This means you can select specific areas of the text within the box for changes, such as adding formatting, changing the font or size, etc.

Selecting Text in Slides

When the border around the text box contains small dots, you are in *Select mode* and can affect the entire contents of this object. For example, if you wanted the text in this box to be size 36 with a red background, with this border displayed the formatting changes will be applied to the entire text box. To activate Select mode quickly, position the mouse cursor at one of the edges of where the text placeholder may be positioned, and then click when you see ⊕.

Selecting Text in Slides

To make changes to specific pieces of text in the box, you need only to select at the beginning of the specified text to the end of the specified text. You can only select one piece of text at a time; you can select multiple text boxes only if you want to affect the entire contents of those text boxes.

Manipulating Text

Manipulating text refers to any feature that allows you to edit, cut, copy, or paste selected text or text placeholders. Consider the following (these apply also to objects other than text):

- To insert text into existing text, click in the text placeholder to display the blinking cursor and then move the cursor to the appropriate place for the new text.

- To delete text, use the (Backspace) or (Delete) keys appropriately.

- To cut or move text, select the text first and then use one of the following methods:
  - Select **Edit** and then **Cut**.
  - Click on the 🔧 button on the Standard toolbar.
  - Press (Ctrl)+(X).
  - Right-click on the selected text and then click on **Cut** from the shortcut menu.

- To copy text, select the text first and then use one of the following methods:
  - Select **Edit** and then **Copy**.
  - Click on the 🔧 button on the Standard toolbar.
  - Press (Ctrl)+(C).
  - Right-click on the selected text and then click on **Copy** from the shortcut menu.

- To paste text, position the cursor first and then use one of the following methods:
  - Select **Edit** and then **Paste**.
  - Click on the 🔧 button on the Standard toolbar.
  - Press (Ctrl)+(V).
  - Right-click on the selected text or cursor position and then click on **Paste** from the shortcut menu.

A feature of Office 2003 is the *Office Clipboard* that can be used for moving and/or copying multiple items. You can collect up to 24 items in the Office Clipboard and then paste them in any order required in the presentation.

- To paste an item from the clipboard, click on the item. Alternatively, you can click on the down arrow for that item and then click on **Paste**.
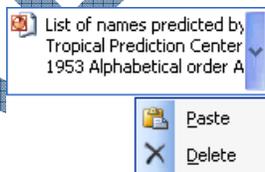
- To paste all of the items in the Clipboard, click on the 🔧 Paste All button at the top of the Clipboard.

- To delete an item from the Clipboard, click on the down arrow for that item and then click on **Delete**.

- To clear all contents in the Clipboard, click on the 🔧 Clear All button at the top of the Clipboard.

- To manipulate a text item, only the item is selected. If you move or copy an entire slide, you are rearranging the order of the slides.
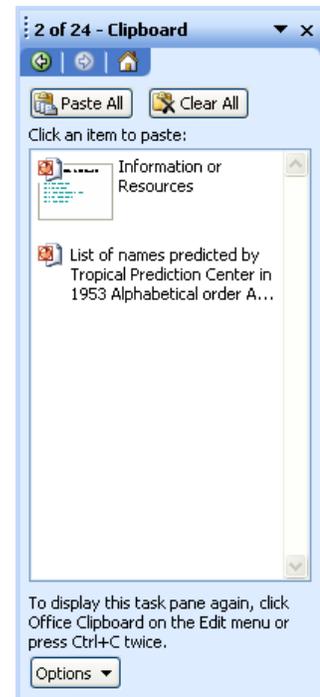
▪ Use the Options ▾ button to set up how the Office Clipboard will work, e.g., automatically appears when you use the Copy command twice, etc.
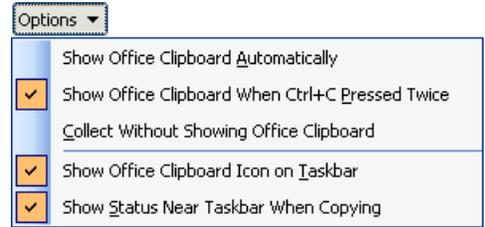
When active, a small icon 📋 appears in the taskbar notification area to show you how many items have been collected to the Office Clipboard.

	Show Office Clipboard Automatically
✓	Show Office Clipboard When Ctrl+C Pressed Twice
	Collect Without Showing Office Clipboard
✓	Show Office Clipboard Icon on Taskbar
✓	Show Status Near Taskbar When Copying

📖 **Exercise**

1 Open the Hurricanes - Student presentation.

2 If the file opens in Slide Sorter view, click on the ▣ button and ensure you are viewing slide 1.

3 Click anywhere in the title text, *Hurricanes*.

Look at the border around the text placeholder. Notice how the border shows diagonal lines, indicating you are now in Edit mode. In addition, the cursor should be blinking where you clicked in the text.

4 Click on the text placeholder border.

Notice how PowerPoint has now changed this to show small dots as confirmation that you are in select mode.

5 Select **Edit** and then **Office Clipboard**. Then move to slide 3.

6 Select the second bullet point starting with *List of names ...* and ending with ... *male and female names*

7 Click on the ✂ button on the Standard toolbar.

8 Click in the second column and then click on the 📋 button on the Standard toolbar.
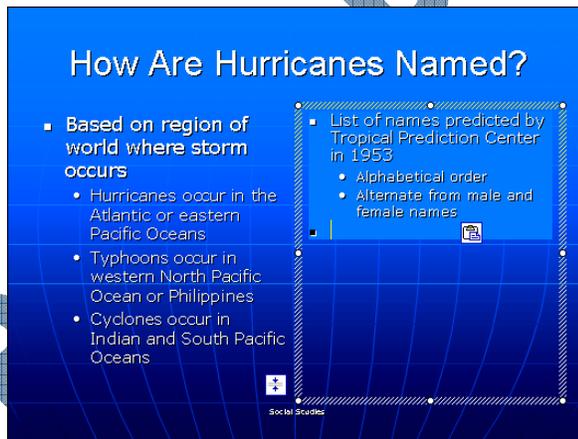
9 Save the presentation.

10 Press Ctrl + End to move quickly to the end of the presentation.

11 Click at the bottom of slide 5 in the **Outline** tab to show the blinking horizontal line.

12 Open the Weather Disasters presentation from your data files location.

13 In the Slides tab, click on slide 4.

14 Press Ctrl + C to copy this slide.

15 Switch back to the Hurricanes - Student presentation and at the bottom of slide 5, click on the 📋 button on the Standard toolbar.

PowerPoint has now inserted the new slide at the end of the presentation.

16   Switch to the Weather Disasters presentation and move to slide 3.

17   Click on the picture of the house being flooded, and then click on the ![icon] button on the Standard toolbar.

PowerPoint has collected the cut or copied items in the Clipboard, regardless of the type of item that was cut or copied. You can collect up to 24 items in any order you prefer. In most cases, if you know you want to cut or copy a number of items from one presentation to another, try to collect as many as you can to reduce the amount of time spent switching between presentations.

18   Move to slide 2.

19   Click on the picture of the hurricane (last one on this slide) and then click on the ![icon] button on the Standard toolbar.

20   Click on the picture of the trees bent by the wind (to the left of the hurricane picture) and then click on the ![icon] button on the Standard toolbar.

The Clipboard should appear similar to the one shown at the right, displaying the contents of everything you have either cut or copied from a presentation and collected in the Clipboard. Notice how the Office Clipboard also displays an icon indicating the program used to display the file with the contents you want to cut or copy for another file.

21   Move to slide 4 of the Hurricanes - Student presentation.

22   Click on the top left content placeholder and then click on the flooded house picture in the Clipboard task pane.

PowerPoint has now copied this picture which came from another presentation into this location of this presentation. Don't worry about the size or placement of this picture as you will be changing this in the next lesson.

23   Click in the content placeholder to the right of the first picture and then click on the hurricane picture in the Clipboard task pane.

24   Click in the content placeholder at the bottom left of the slide and then click on the trees picture in the Clipboard task pane.

25   Click on the border of the last content placeholder and then press `Delete`.

26   Save the presentation again.

27   Click on the ![Clear All] button in the Clipboard task pane and then close the task pane.

28   Close the Hurricanes - Student presentation, and then close the Weather Disasters presentation without saving.

Practice Exercise

The sales manager has sent you some information for the presentation that you are developing for her. You will now practice copying text from one presentation to paste into another presentation.

1   Open the Building a New Home presentation and save as Building a New Home - Student

2   Open the Choosing a Site presentation.

3   Select all the bulleted text on slide 1. Press Ctrl + C to copy the text.

4   Switch to the Building a New Home - Student presentation and move to slide 3.

5   Click on the **Click to add text** in the second text box on the slide.

6   Press Ctrl + V to paste the new text onto the slide.

7   Click on the title placeholder on the slide and type: Choosing a Site

8   Switch back to the Choosing a Site presentation and go to slide 2.

9   Click on the picture to select it.

10 Click on the 🖺 button in the Standard toolbar.

11 Switch to the Building a New Home - Student presentation and go to slide 4.

12 Click on the picture in the Office Clipboard. (If necessary, select **Edit**, **Office Clipboard** to open the Clipboard task pane.)

13 Clear the contents of the Clipboard and then close it.

14 Save the presentation and then close both presentations.

Checking the Spelling

The Spelling feature in PowerPoint provides you with various options when you are checking for spelling errors, including the ability to create custom dictionaries for special terms.

The automatic Spelling feature works in the background to check for spelling mistakes as you type. When a mistake is detected, a wavy red line is displayed underneath the spelling mistake. This feature allows you to either correct the mistakes immediately, or to wait until you are finished creating the presentation. In addition to the wavy line, PowerPoint also displays this icon 📖✗ in the status bar to indicate there are some words being used it does not recognize in the current dictionary. This icon is known as the Spelling Status icon; if you use Word, you will be familiar with this option. This icon only appears after you make your first spelling error; if you open a file with some typographical errors, this icon will appear after you correct any errors on a slide.

Although the automatic Spelling feature is selected by default, you may want to conserve memory by turning the feature off, and then using the Spelling feature when you are ready to check your presentation. You can do this by turning off the **Check spelling as you type** option found in the **Spelling and Style** tab of the **Tools**, **Options** menu.

The Spelling Checker can use two dictionaries at once:

▪ a main dictionary that reflects the language of choice

▪ a user-created custom dictionary of special terminology (e.g., company names, medical or legal terms, abbreviations, etc.), any or all of which you can use during a spelling check

PowerPoint also gives you the option to run the spell check to find all misspelled words in the presentation. You may find this the most efficient way to check the spelling in a presentation if most of the words highlighted as a misspelled word are proper names.

To activate the spelling feature for the entire presentation, use one of the following methods:

▪ Select **Tools** and then **Spelling**

▪ Click on the ABC✓ button on the Standard toolbar.

▪ Press (F7).

Spelling		
Not in Dictionary:	compeition	
Change to:	competition	Ignore / Ignore All
Suggestions:	competition / competitions	Change / Change All
		Add / Suggest
Add words to:	CUSTOM.DIC	AutoCorrect / Close
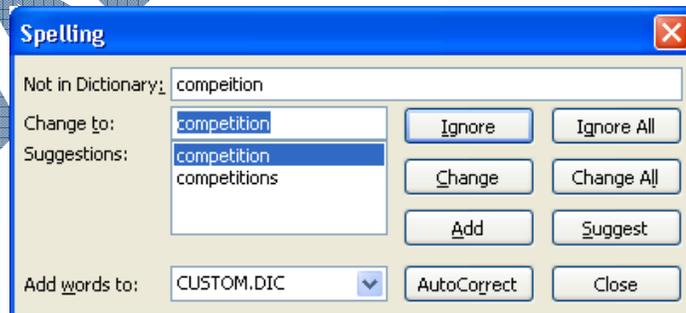
Not in Dictionary	Displays the unrecognized word if it is not found in any of the selected dictionaries.
Change to	Displays the word highlighted in the **Suggestions** box. This area can also be used to type a correction for the word if no appropriate suggestions are listed (you can type spaces and punctuation marks as needed to make the correction).
Suggestions	Lists possible corrections for the unrecognized word. You can scroll through the list and then select the correction you want.
Ignore	Leaves the word as is for this occurrence only, without adding it to the dictionary, and continues to search all other occurrences.

Ignore All	Leaves the word as is for the reminder of the document, without adding it to the dictionary. The word will remain recognized for the duration of the current spell check session only.
Change	Changes the text in the slide to the word selected in the **Suggestions** box or typed in the **Change to** box.
Change All	Changes all occurrences of the word in the presentation to the word selected in the **Suggestions** box or typed in the **Change to** box.
Add	Adds the current word to the custom dictionary.
Suggest	Displays a list of possible corrections for the misspelled word if the options are not set to automatically display suggestions.
AutoCorrect	Adds the misspelled word and its correct spelling to the **AutoCorrect** list.
Close	Stops the spell checking process (any changes made to this point remain).

If you want to check the spelling of individual words, use one of the following options:

- Right-click on the word with the red wavy line and then choose the appropriate spelling in the shortcut menu (if available).

- Double-click on the Spelling Status icon 🔖 to move to the first word considered to be misspelled. Then click on the correct spelling for this word, if available. When there are no misspelled words in the presentation, the Spelling Status icon appears as 🔖 .

Be sure to read the slides in the presentation over before committing to final. Performing a spell check only checks the accuracy of the spelling in your slides; you still need to proofread your presentation to ensure you are using the correct words. Remember that the appearance of your presentation includes how professional your slides are, from the way the slides display to the way the text is spelled!

📖 **Exercise**

Even though the presentation isn't final, you want to ensure that there are no spelling errors in the presentation before giving it to the rest of the group for review.

1   Open the Marketing in the Millennium presentation and save it as Marketing in the Millennium - Student

2   Scroll through the presentation to see the contents of the slides.

Notice the red wavy lines below certain words, indicating that PowerPoint does not recognize these words in its dictionary.

3   Right-click on the first misspelled word on slide 1.

Millennium
Millenniums
Ignore All
Add to Dictionary
ABC Spelling…
📖 Look Up…
✂ Cut
📋 Copy
📋 Paste
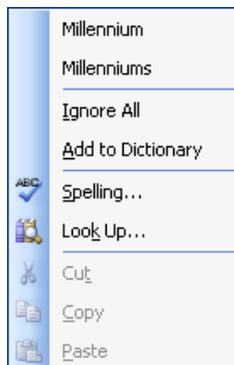
PowerPoint now displays a list of suggestions for this mistake.

4   Click on the correct spelling.

Notice that there is now a red "X" over the book in the Status bar.

You have just checked the spelling on an individual word in the presentation and changed it appropriately. Instead of checking individual words, you can choose to check the spelling on the entire presentation.

5   Click on the 🔤 button in the Standard toolbar to begin checking the entire presentation.

PowerPoint will look for the first misspelling it finds in your presentation. Depending on which mistakes exist in your presentation, you may see a different word in this dialog box.

6   Click on the correct word for the mistake in your slide in the **Suggestions** list (i.e., Strategies), and then click on **Change**.

7   Continue making the appropriate choice for any other errors found.

When the spelling check gets to slide 15, notice that the misspelled word does not exist in the list of suggestions.
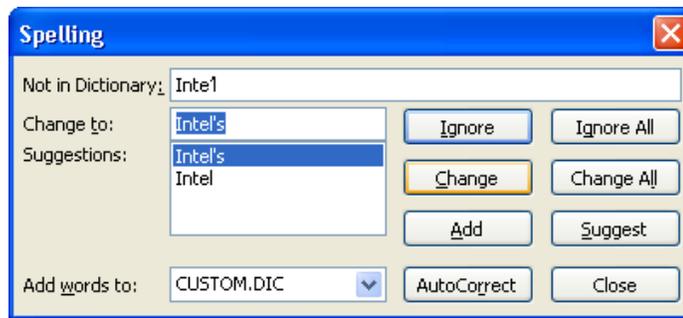
You can also change the spelling of the highlighted word directly in the **Change to** field.

8   Click in the **Change to** field, delete the word and replace it with: Int'l
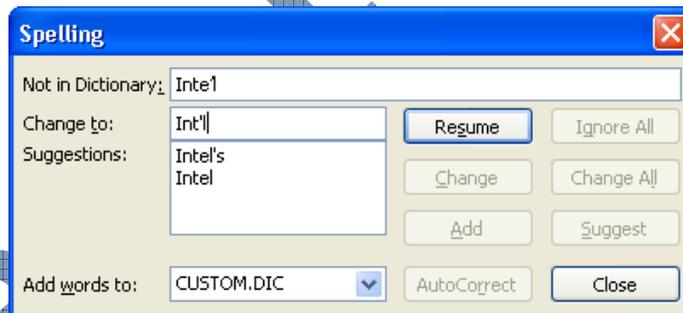
9   Click on **Change All**.

10   When the spelling check is complete, click **OK**.

11   Move to slide 6.

Notice how the word 'bye' is not the correct spelling for the context being used in this point; however, it isn't a spelling error and as such, PowerPoint did not add it to the list of misspelled words. There currently is no grammar checker available for PowerPoint. This is an example of why it is crucial that you still proofread your presentation. Even though PowerPoint found actual spelling errors, it does not check to make sure you have the correct grammar structure for information on the slides.

12 Make the change appropriately.

13 Save and close the presentation.

Summary

The objectives of this lesson were to examine the various features used to manipulate text in a presentation. You should now be able to do the following:

- Select text objects
- Cut, copy or paste text
- Use the proofing tools

Review Questions

1. In order to make changes to any object, it must first be selected.

   a.   True   b.   False

2. When you click on a placeholder, what are the small squares within the placeholder border and what can you do with these squares?

3. What's the difference between Select and Edit mode? Also explain how you can tell the difference on screen.

4. How can you cut or move text?

   a.   Select Edit and then Cut

   b.   Click on the Cut button from the Standard toolbar

   c.   Press Ctrl + X

   d.   Right-click on the selected object(s) and then click on Cut

   e.   All of the above

   f.   Only a, b, or c

5. How can you copy text?

   a.   Select Edit and then Copy

   b.   Click on the Copy button from the Standard toolbar

   c.   Press Ctrl + C

   d.   Right-click on the selected object(s) and then click on Copy

   e.   All of the above

   f.   Only a, b, or c

6. How can you paste text?

    a. Select Edit and then Paste

    b. Click on the Paste button from the Standard toolbar

    c. Press Ctrl + V

    d. Right-click on the selected object(s) and then click on Paste

    e. All of the above

    f. Only a, b, or c

7. How many items can you collect to the Clipboard?

    a. 6

    b. 12

    c. 24

    d. 48

8. To insert an item from the Clipboard, you can click on that item.

    a. True

    b. False

9. Identify on the following screen which option you would use to check the spelling of an individual word:
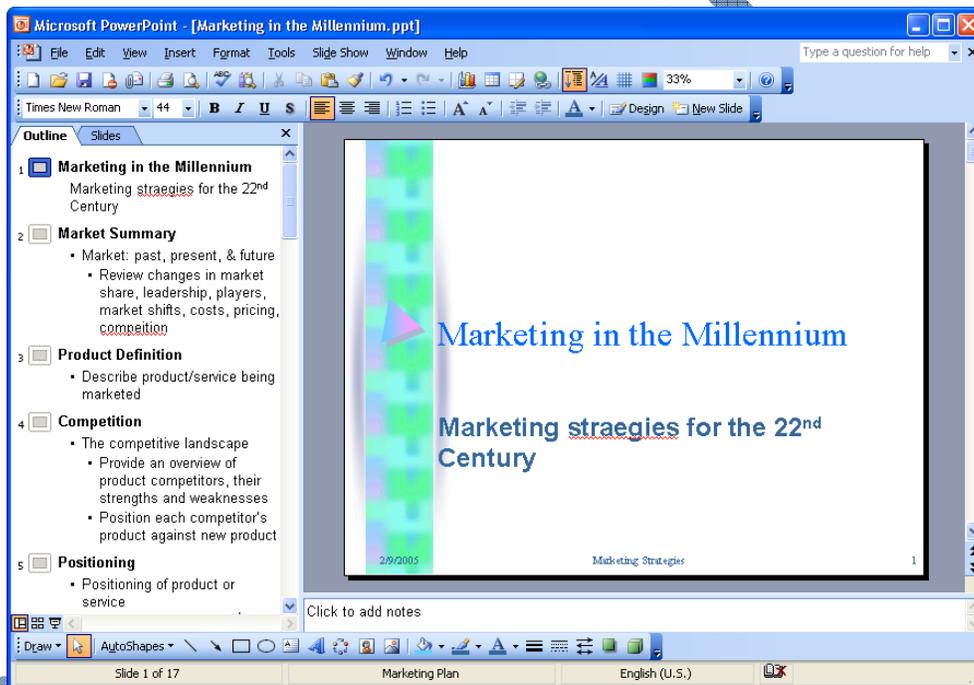
10. Which method would you use to check the spelling on the entire document?

    a. Select Tools and then Spelling

    b. Press F7

    c. Click on the Spelling button from the Standard toolbar

    d. Press Shift + F7

    e. All of the above

    f. Only a, b, or c

Lesson 4: Formatting Text

Objectives

In this lesson you will look at how to format text using a variety of methods. On successful completion, you will be familiar with the following:

- What formatting means
- How to apply formatting to characters

- How to change the alignment of text
- How to add bullets to selected text

What Does Formatting Mean?

1.3.8

There are numerous features available for changing the appearance and position of text (or other objects) on a slide. The formatting of text can be changed using the Formatting toolbar, the **Font** command or the keyboard.
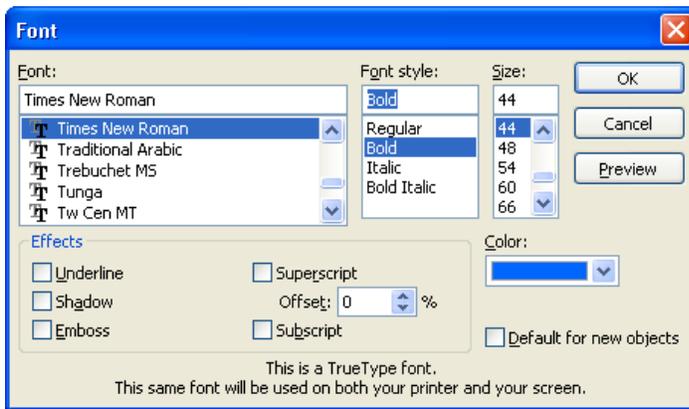
The **Font** command provides access to the basic formatting options, as well as to additional options not available on the Formatting toolbar and can be used when you want to display the text in color (text will only be printed in color if you have a color printer), or for making multiple formatting changes at once.

Font	Select the name of the font you want to use. The printer and software installed on your system determine the fonts displayed in the list.
Font style	Select the type of character formatting to be applied.
Size	Select or type the point size desired.
Effects	Select the type of effects to be applied. The available options are **Underline**, **Shadow**, and **Emboss**. You can also select the appropriate position for the characters by choosing **Superscript** or **Subscript**.
Color	Select the text color you wish to use.

The Formatting toolbar allows quick, easy access to the commonly used character formatting options.

All the formatting features can be found in the **Format** menu, with the most popular features on the Formatting toolbar. Occasionally, you may find that the shortcut keystrokes may also save you time in adding formatting features to text. PowerPoint shares many of the same shortcut keystrokes used for Word, Excel, and other Windows applications. Using the Font dialog box allows you to select multiple formatting features at the same time, and then preview the formatting prior to applying it to the text. If you are familiar with Word, you will notice that many of the options here are similar to the Font dialog box in Word; however, PowerPoint does not have as many features nor is it as flexible as Word in some instances.

Any formatting changes you make to text on the slides will override formatting options applied in the master. Give some thought to whether you want to change an element on one slide versus all the slides; if you want all the slides to have the same formatting, be sure to change it in the Master slide.

📖 **Exercise**

Now that you have some text in the presentation, you may want to begin looking at applying a consistent look to the slides in the presentation, using a color and font style to best suit the presentation.

1   Open the Hurricanes - Student presentation to the screen.

2   Move to slide 1 and click in the title text. Then click on the text placeholder border to put it into Select mode.

3   Click on the **B** on the Formatting toolbar.

4   Click on down arrow for the 18 ▾ button on the Formatting toolbar and then click on **66**.

5   Click on the down arrow for the **A** ▾ button on the Formatting toolbar, click on **More colors** and then click on a light yellow color.

6   Click in the subtitle text and then click on the text placeholder border to put this into Select mode.

7   Select **Format** and then **Font**.

8   Change the **Font style** to be **Bold**.

9   Click on the down arrow for the **Color** option and then click on **More colors**. Choose a shade of green of your preference. Then click **OK**.

10   Click on **Preview**.

Notice the text in the slide now changes to the color selected in the Font dialog box. If the dialog box hides the view of the text, move the dialog box to another location by dragging its title bar.

11   Click on **OK** and then save the presentation.

📚 **Practice Exercise**

1   Open the Building a New Home - Student presentation.

2   Move to the slide 4. Click on the 🗐 New Slide button on the Formatting toolbar.

3   Type: Financial Arrangements in the title box of the new slide.

4   Type the following text in the second text box:

- Mortgage options
- Interest rates
- Government assistance programs
- Legal fees

5   Select the bullet points of this slide.

6   Click on the **B** button on the Formatting toolbar.

7   Click on the down arrow of the **A** ▾ button on the Formatting toolbar and the click on **More Colors**. Choose yellow and click **OK**.

8   Select the word, *assistance*, in the third bullet point. Press Ctrl + U to apply underline for emphasis.

9   Save and close the presentation.

Aligning Text

1.3.8

Depending on which slide layout is chosen, the text will be aligned according to the defaults for that slide layout. Occasionally you may want to change how the text is aligned:

Align Left aligns each line of text at the left side of the text box, creating jagged right edges.

Center aligns each line of text between the left and right sides of the text box.

Align Right aligns each line of the text at the right side of the text box, creating jagged left edges

Justify aligns each line of text evenly between the left and right sides of the text box, creating even edges at both sides.

You can choose the alignment for text using one of the following methods:

▪ Select **Format**, **Alignment**. Then click on the appropriate alignment option from the displayed list.

▪ Click on the appropriate alignment button from the Formatting toolbar.

▪ Press the shortcut keystroke for the alignment required:

Align left	Ctrl + L
Center	Ctrl + E
Align right	Ctrl + R
Justify	Ctrl + J

📖 **Exercise**

1   Ensure the Hurricanes - Student presentation is active on the screen.

2   Move to slide 3. Click on the border of the first column of the bulleted points text placeholder and then select **Format**, **Alignment**.

3   Click on **Justify**.

In some cases, justify alignment may not be as noticeable when applied. It may also make the information harder to read, depending on how much white space there is between the words.

4   Click on the 📄 button in the Formatting toolbar again.

How Are Hurricanes Named?

- Based on region of world where storm occurs
  - Hurricanes occur in the Atlantic or eastern Pacific Oceans
  - Typhoons occur in western North Pacific Ocean or Philippines
  - Cyclones occur in Indian and South Pacific Oceans
- List of names predicted by Tropical Prediction Center in 1953
  - Alphabetical order
  - Alternate from male and female names

Social Studies

Changing Bulleted Information

4.1.3
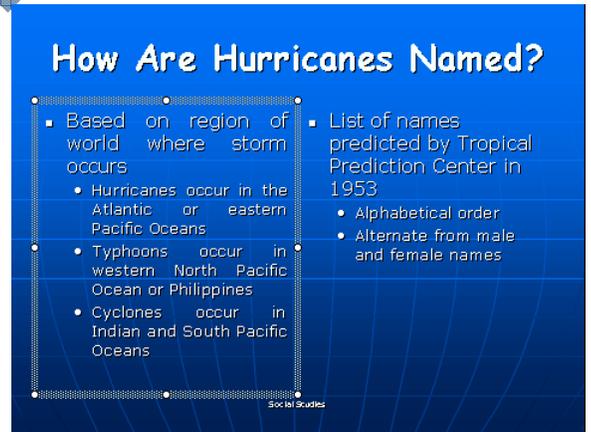
Bullets are a quick and easy way to organize the information on the slides in your presentations. They can be added to text using one of the following methods:

▪ Choose a slide layout with a bulleted list format. Bullets are preformatted on this slide, and when you press Enter at the end of the paragraph, another bullet will appear.

▪ Use the 📋 **(Bullets)** button from the Formatting toolbar. This allows you to turn on (or off) bullets on any slide.

▪ Select **Format**, **Bullets and Numbering**.
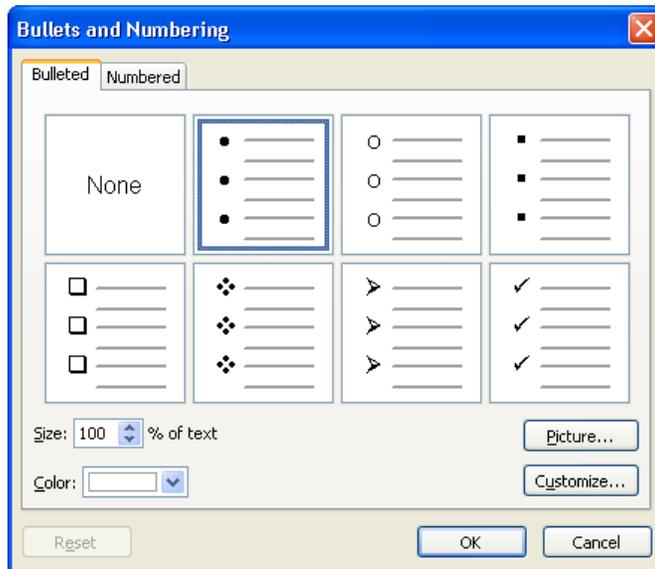
Size	Set the size of the bullet against the text size.
Color	Choose the color of bullets you desire.
Picture	Use a picture as a bullet instead of the standard options.
Customize	Choose a different character to be displayed as bullets.

▪ Right-click on the bulleted text and then click on **Bullets and Numbering** from the shortcut menu. The Bullets and Numbering dialog box will appear for further actions.

Once bullets have been added to text, they can be adjusted using different formatting effects, e.g., size, color, style, etc. You can also select the bullet points and then click on the 📋 button to change from bullets to numbers (or vice versa), as required. Alternatively, select **Format, Bullets and Numbering** and then click on a numbering style from the **Numbered** tab.

📖 **Exercise**

1 Ensure the Hurricanes - Student presentation is active on the screen.

2 Move to slide 2, if not already there and select the bulleted text placeholder.

3 Click on the 📋 button from the Formatting toolbar to turn off the bullets.

PowerPoint has turned off the bullets so that the first line of each point lines up at the left edge of the placeholder. Depending on the content in the slide, this effect may be what you want for the information. Remember that presentations are meant to interest your audience in what information is being shared; therefore, you may want to keep your points short in order to keep their attention during the presentation.

4 Click on the 📋 button from the Formatting toolbar to turn on the bullets.

5 Select **Format**, **Bullets and Numbering**.

This front dialog box shows the most commonly used bullets available. These are not the only ones though; you can customize the bullet to be a different character than shown here.

6 Click on the square bullet style (last one in the first row) and then click **OK**.

PowerPoint has now changed the bullet to another bullet style.

Now try customizing the bullet to be a custom symbol.

7   Select **Format, Bullets and Numbering**. Then click on the **Customize** button.
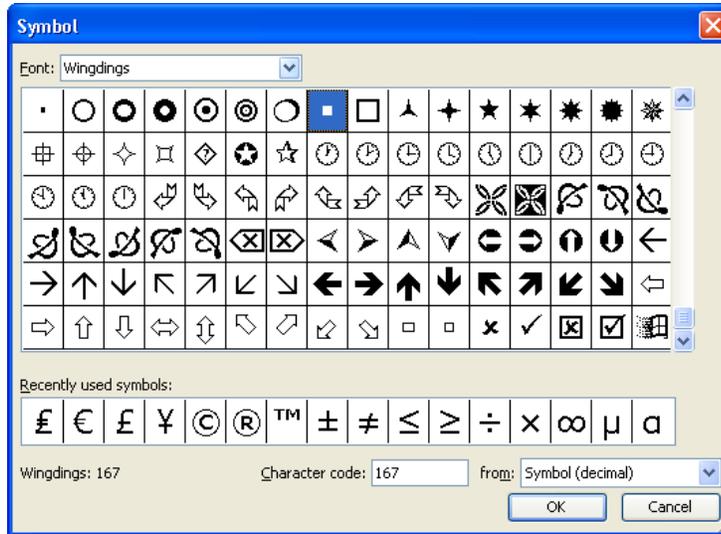
8   Click on the down arrow for the **Font** field, scroll through the list, and then click **Webdings**.

9   Scroll down the list until you see the hurricane symbol ( ) and click on it. Then click **OK**.

10   Change the size to be **90%** of the text size and click **OK**.
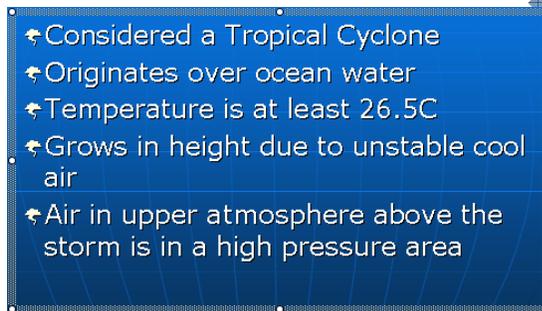
11   Save the presentation again and close it.

Practice Exercise

1   Open the Building a New Home - Student presentation.

2   Go to slide 2.

3   Right-click on the third bulleted text item and select **Bullets and Numbering** in the shortcut menu.

4   Select the tick mark style and click **OK**.

Notice that only the bullet of the third point has changed to a tick mark.

5   Click on the border of the bullet text box. Select **Format**, **Bullets and Numbering**.

6   Click on **Customize**.

7   If necessary, click on the down arrow for the **Font** field, and select **Wingdings**.

8   Select a symbol of your choice and click **OK**.

9   Click **OK** again.

Observe the change on the slide.

10   Close the presentation without saving.

Summary

In this lesson you looked at how to format text using a variety of methods. You should now be familiar with the following:

- What formatting means
- How to apply formatting to characters
- How to change the alignment of text
- Add bullets to selected text

Review Questions

1. What does formatting mean?

2. All the formatting options found on the Font dialog box are also available on the Formatting toolbar.

    a.   True   b.   False

3. PowerPoint has the same formatting features and flexibility as Word.

    a.   True   b.   False

4. How can using the Preview button from the Font dialog box be helpful when selecting formatting options?

5. Formatting applied to a slide will override the formatting applied on the master slide.

    a.   True   b.   False

6. List the different types of alignment available for text.

    a. _____   c. _____

    b. _____   d. _____

7. How can you change the alignment for text?

    a.   Select Format and then Alignment   c.   Press the appropriate shortcut keystroke for the alignment required

    b.   Click on the appropriate alignment button from the Formatting toolbar   d.   Any of the above

8. How can you apply bullets to a list of points in a text placeholder?

    a.   Apply one of the slide layouts with bulleted list placeholders   d.   Right-click on the selected text and then click on Bullets and Numbering

    b.   Select Format and then Bullets and Numbering   e.   Any of the above

    c.   Click on the Bullets button on the Formatting toolbar   f.   Only a, b, or c

9. List the two methods you could use to change the bulleted list to a numbered list.

    a. _____   b. _____

10. The bullets provided by PowerPoint are the only ones you can use.

    a.   True   b.   False

Lesson 5: Working with Objects

Objectives

In this lesson you will focus on how to insert picture, table, or drawing objects. On successful completion of this lesson, you will be familiar with the following:

- How to add graphics
- How to size or move graphics
- How to insert a table onto a slide
- How to format the contents of the table
- How to insert a chart onto a slide
- How to draw an object
- How to adjust or edit an object
- How to arrange an object

Inserting Graphics

PowerPoint allows you to add professional images to your presentation from a variety of sources such as the Clip Gallery, from a file, scanned photographs, etc.

You can easily add pictures to any slide by using the **Picture** command which allows you to insert pictures from a variety of sources, such as the Clip Organizer, graphics files, scanned photographs, online from the Microsoft Clip Art and Media web site, etc. PowerPoint comes with an extensive selection of clip art images, as well as a variety of special backgrounds, bullets and lines.

When you activate the command to insert a clip art image for the first time, you will see the Add Clips to Organizer window.

When you click on **Now**, PowerPoint will then categorize all the pictures on your system to help organize them so you can retrieve them faster. The number of categories and clip art pictures displayed on your screen depends on what other programs may be installed on your system. Any clip art images from previous versions of Office or other graphic products (e.g., PhotoShop, downloaded from the Internet, etc.) will be incorporated into the Clip Organizer and then categorized accordingly.

To insert a picture onto a slide, use one of the following methods:

- From the Slide Layout task pane, select a slide layout that contains Clip Art as part of the slide layout title (e.g., Title, Text and Clip Art). Then double-click on the Clip Art icon to insert a clip art image.
- Select **Insert**, **Picture** and then **Clip Art**.
- Click on the [icon] (**Insert Clip Art**) button on the Drawing toolbar.
- Click on the Insert Clip Art icon in a Content placeholder where multiple items can be inserted.

> If there are no graphic or picture files displayed, they may not have been installed. You will need the Microsoft Office 2003 CD to install the files before you can insert any graphics. Alternatively, you can download them from the Microsoft Clip Art and Media web site as required. For the purpose of this courseware, the files referenced are also provided with the data files.

📖 **Exercise**

Previously you inserted a picture in the presentation by using the copy and paste feature. You will now insert some clip art images directly into some slides.

1 Open the Hurricanes - Student presentation and move to slide 1.

2 Select **Insert**, **Picture**, then **Clip Art**.

The Clip Art task pane appears on the right side, giving you the opportunity to put in a keyword or search criteria to find matching images. You can also specify where PowerPoint should look for the images. Notice that PowerPoint also gives you the chance to find other clips online (the Microsoft Clip Art and Media web site) if you want or need more images. These images can be downloaded into your Clip Organizer for future use.
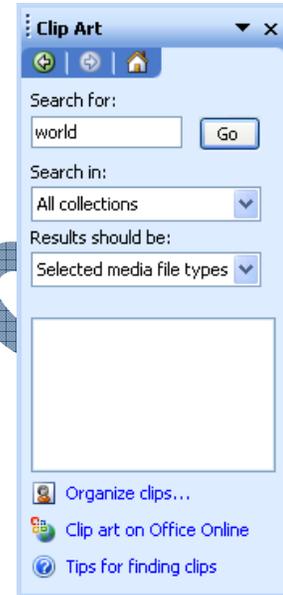
3 Click on the **Organize clips** link to open the Microsoft Clip Organizer and find an image appropriate for the presentation.
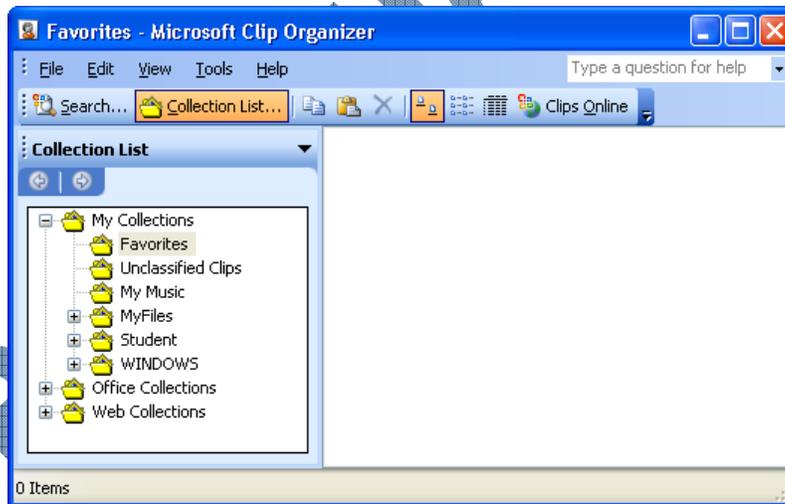
PowerPoint now displays a window similar to Windows Explorer, displaying a folder list for you on the left pane, and any images in that folder on the right side. The number of folders displayed here will vary, depending on what is installed on your system.

4 Click on the + symbol at the left of the **Office Collections** folder.

5 Scroll down the list and click on the **Weather** folder in the left side.

You may not have the exact same pictures on your computer as shown here based on what else may be installed on your computer or who else may have downloaded clip art images. If so, choose other pictures or those indicated by your instructor. Although the clip art image you use may not have a similar theme to this presentation, the purpose of this exercise is to demonstrate how to insert a clip art image.

6 Click on the down arrow that appears at the right of the storm cloud image.

7 Click on **Copy**.

PowerPoint has copied the image into the Clipboard. By copying the image into the Clipboard, you can move around in your presentation to determine which images are needed in the presentation, and then paste them as needed wherever they're needed.
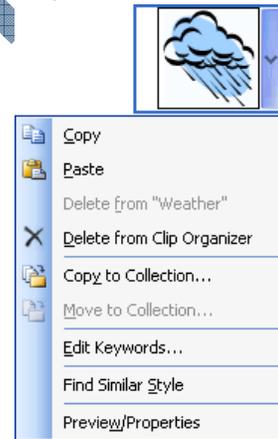
8 Close the Microsoft Clip Organizer window.
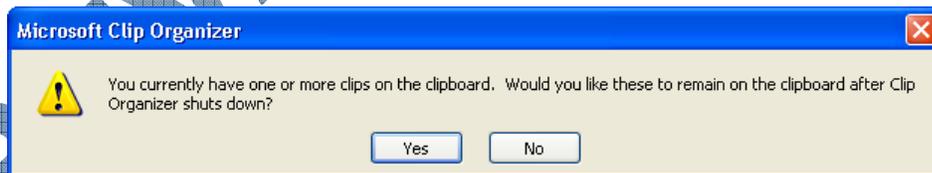
This message appears because the pictures were copied to the Clipboard but you haven't done anything with them as yet. The Microsoft Clip Organizer window can be minimized instead of being closed if you want to work with more pictures.

9 Click on **Yes** to keep the picture in the Clipboard.

10 Make sure you are on slide 1, click on the ▼ at the right of the task pane to display the list of other task panes, and click on **Clipboard**. Then click on the picture that you copied to the Clipboard.
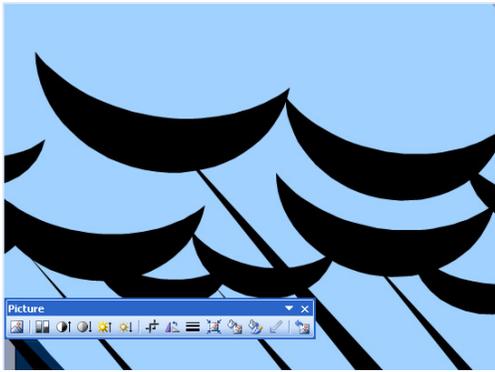
PowerPoint has now inserted the picture into the slide, although it is too large to see in its entirety (you will resize the picture in the next topic). This may occur occasionally based on the size of the original picture and how PowerPoint inserts it.

The Picture toolbar should also appear when an image is inserted and selected. More detail about the buttons on this toolbar can be found in the Productivity Tools appendix at the back of this courseware.

Now try to find an image using the search field available in the Clip Art task pane.

11 Click on the ▼ button to display the other task panes and then click on **Clip Art**.

12 In the **Search for** field, type: world and then press ⎡Enter⎤.

PowerPoint will now do a search of all the clip art images in the Clip Organizer that match the criteria. When PowerPoint has found all matches, the images will be displayed in the viewer.

13 Move to slide 6 and then click on the clip art image of your choice from the displayed list.

Notice how in this case PowerPoint inserted the clip art image but in a smaller size than the previous one. With this picture, you should see white circles around the perimeter of the image. These circles are called *handles* and indicate the picture is selected for further manipulation.

14 Save the presentation again.

15 Close the task pane by clicking on the ☒ button at the far right of the task pane.

📖 Practice Exercise

1 Open the Building a New Home (June Seminar) presentation and save it as Building a New Home (June Seminar) - Student

2 Make sure you are on slide 1.

3   Select **Insert**, **Picture**, then **Clip Art**.

4   Click on the **Clip Organizer** link.

5   Click on the + symbol at the left of the **Office Collections** folder.

6   Click on the **Buildings** folder in the left side.

7   If necessary, scroll through the list of images until you see the picture shown here:

> If you do not have the same image available, choose another picture of your choice.

8   Click on the down arrow that appears at the right of this picture and click on **Copy**.

9   Close the Microsoft Clip Organizer window and switch back to the presentation. Click on **Yes** to keep the picture in the clipboard.

10   Press $\boxed{\text{Ctrl}}$+$\boxed{\text{V}}$ to paste the picture onto slide 1.

11   Save the presentation.

Manipulating the Pictures

Manipulating pictures refers to sizing, moving or making some modifications to the actual picture. Not all images will allow you to make changes to the actual picture; it will depend on which program was used to create the picture.

Making changes to the actual pictures is beyond the scope of this courseware. If you are interested in looking at these types of features, it is recommended that you look at working with dedicated graphics programs such as Illustrator, CorelDRAW or PhotoShop.

A new toolbar displays on the screen when a picture is selected. Use this toolbar to help you manipulate some aspects of the picture. More details are available for the buttons on this toolbar in the Productivity Tools appendix at the back of this courseware. If the Picture toolbar does not appear when you click on the picture, select **View**, **Toolbars**, **Picture** or right-click on any toolbar to display the list of toolbars and then click on **Picture**.

Consider the following when working with pictures in PowerPoint:

- You must select the picture first prior to making any changes to the picture. A selected picture has white dots around it; these dots are called *handles*.

- Use the appropriate handle to size the picture to the required size. The mouse cursor will change appropriately based on the handle selected for resizing. A horizontal handle (↔) will only size the width of the picture whereas a vertical handle (↕) will size the height of the picture. Using one of the corner handles (↘) will affect the two sides connected to that handle.

- When you want to move a picture, place the mouse cursor anywhere inside the picture. When you see ✥, click and drag the picture to the required location.

- The green handle for a picture allows you to rotate the picture at any angle required. Click and drag the green handle to the rotation angle required for the picture.

- All of the features on the Picture toolbar can also be accessed from the Format Picture dialog box as well as sizing the picture by specific measurements, if required. In order to activate this box, select the picture first and then click on the 🖼 button from the Picture toolbar or select **Format, Picture** or right-click on the picture and then click on **Format Picture**.

- If you insert a picture without using one of the slide layouts that include a picture placeholder, you may need to reapply an appropriate slide layout or adjust the placeholders on that slide individually.

- There is no way to wrap the text around a picture as in Word. You must decide whether you want the picture to be in a separate placeholder than the text placeholder, or whether you want to manipulate the text so it appears to flow around the picture.

📖 Exercise

1 Ensure the Hurricanes - Student presentation is active on the screen.

2 Move to slide 1 and place the cursor overtop of the image.

The mouse cursor should change to a ⇖ .

In order to be able to see the image, you will now resize it using the Picture Properties feature.

3 Click on the 🖾 button in the Picture toolbar and then click on the **Size** tab.

Format Picture
Colors and Lines | **Size** | Position | Picture | Text Box | Web
Size and rotate
Height: 20.92"   Width: 19.88"
Rotation: 0°
Scale
Height: 100 %   Width: 100 %
☑ Lock aspect ratio
☑ Relative to original picture size
☐ Best scale for slide show
Resolution: 640 x 480
Original size
Height: 20.92"   Width: 19.88"   Reset
OK   Cancel   Preview
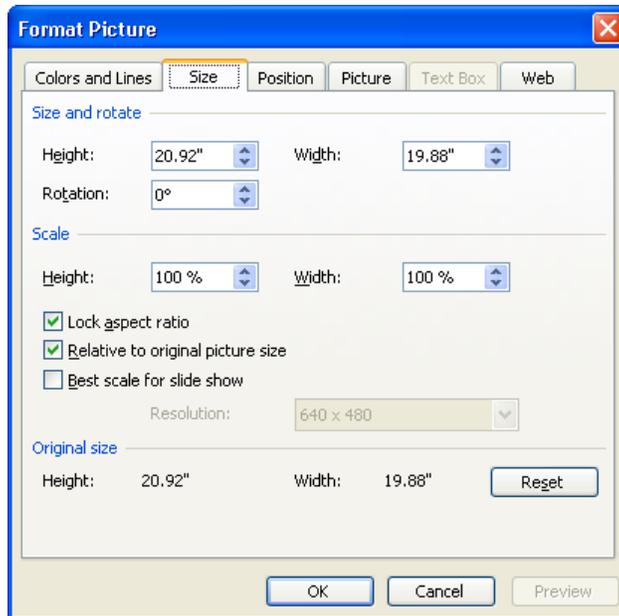
4 In the **Scale** area, click in the **Height** field and type: 15 for the percentage and then click **OK**.

It will appear as if the picture has disappeared but it is now located in an area away from the slide based on the new size.

5 Scroll up and to the left in the Slide Pane until you see the picture.
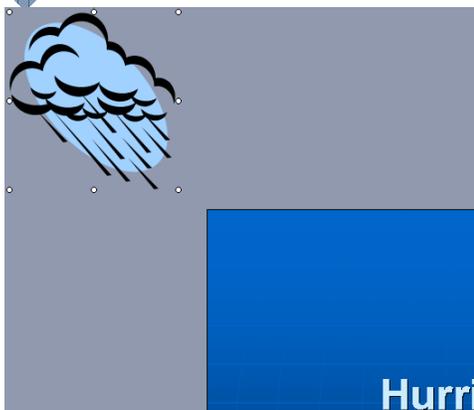
Notice the handles around this picture to indicate it is still selected.

6 Position your cursor anywhere in the image so you see the ⬩ and then drag it to the top right corner of the slide, similar to the following:

7 Now move the cursor to the bottom right corner handle.

The mouse cursor should change to ⬩ .

8 Click and drag up to the left to further decrease the size of the picture.

9 Move the picture to reposition it on the left side of the slide.

10 Move to slide 6.

11 Click on the picture and resize it to be approximately 3″ wide by 2.5″ high.

12 Click on the text placeholder and resize it to fit approximately two thirds of its original width.

13 Move the picture and adjust the size of the web site links so that your slide looks similar to the screen at the right:

14 Save the presentation again.

15 Move to slide 4.

16 Click on the flood picture to display the handles.

17 Position the cursor at one of the corner handles and make the picture bigger by ½″ in height and width.

18 Repeat steps 11 and 12 for the hurricane picture.

19 Click on the tree picture and drag it to the right until it is approximately in the center of the slide.
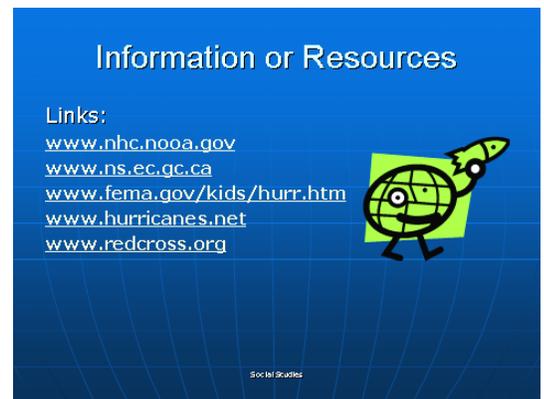
20   Reposition the first two pictures so there is some space between the bottom of these pictures and the top of the trees.

Your slide should appear similar to the following:
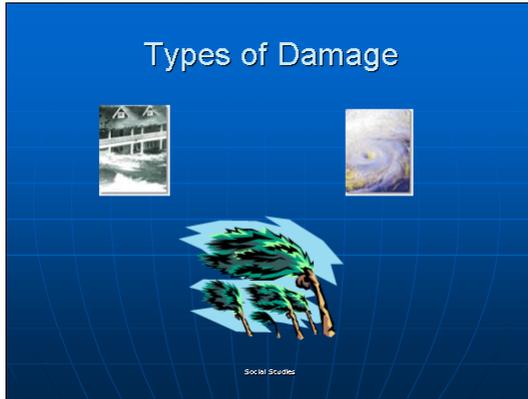
21   Save the presentation again.

📖 Practice Exercise

1   Ensure the Building a New Home (June Seminar) – Student presentation is active on the screen.

2   Move to slide 1.

3   Click on the picture to select it. Press the ⬇ key several times to move the picture to the bottom of the slide.

4   Click in the title box. Then press the (Shift) key and click on the second text box. Both text boxes should now be selected.

5   Press the ⬆ key several times to move the text boxes higher up on the slide.

6   Select the picture again. Click and drag the upper right handle upwards to enlarge the picture somewhat.

7   Press the ⬅ key several times to move the picture to the center of the slide.

Your slide should look similar to the following:

8   Save the presentation.

Inserting Graphics from Other Sources

At times you may need to include a picture in your presentation that is not included in the Clip Organizer, such as your company logo, a picture saved on a disk or a picture with a different format than those in the Clip Organizer.

Depending on where you want to insert picture files, you may want to consider changing the slide layout for the slide prior to inserting the picture, especially if you want to associate the elements with the appropriate placeholder. Alternatively, you can adjust the placeholders accordingly in relation to the picture.

To insert a picture file, use one of the following methods:

- Select **Insert, Picture** and then **From File**.
- Click on the 🖼 **(Insert File)** button from the Drawing toolbar or from within a Content placeholder.

📖 **Exercise**

1 Ensure the Hurricanes - Student presentation is active on the screen.

The clip art image placed on slide 1 is interesting to look at but does not truly show how a hurricane can appear. Accordingly, you are aware of a photograph that can be used instead.

2 Go to slide 2.

3 Select **Format, Slide Layout** and then click on the **Title, Text, and Content** layout.

4 In the Content placeholder, click on the 🖼 icon.
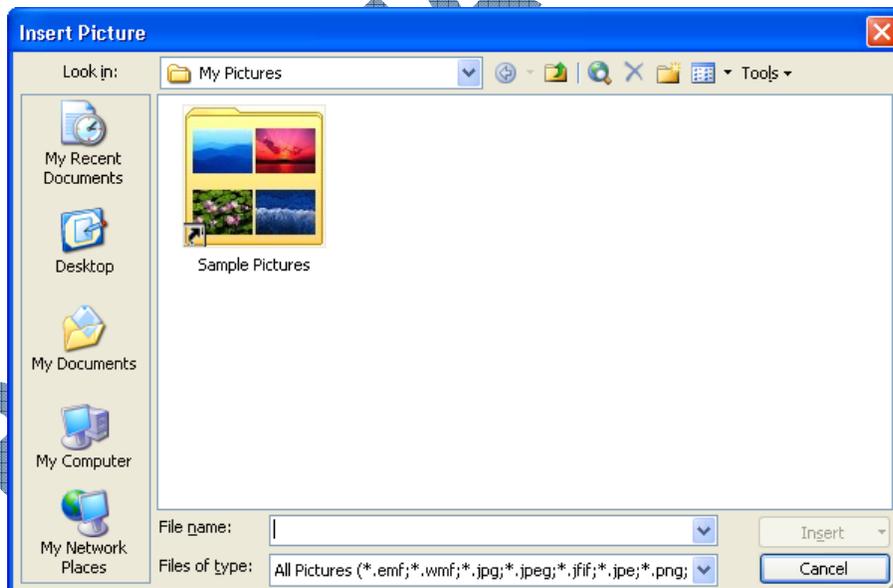
PowerPoint defaults to the *My Pictures* folder within the My Documents folder on Drive C. You can move to any location on your computer or network to locate an image file.

5 From the **Look in** field, click on the drop list arrow and click on the folder where your data files have been stored.

6 Double-click on the Hurricane.jpg file.

The graphic now appears in the Content placeholder on the slide. Even though this is a photograph instead of clip art, PowerPoint allows you to manipulate it in the same manner as if it was a clip art image.

7   Size and position the picture similar to the following:
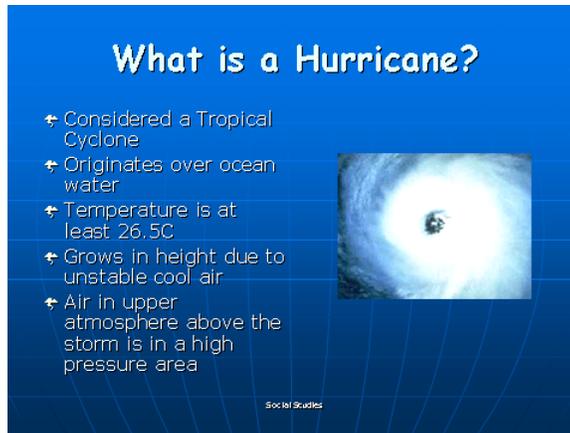
8   Save the presentation again.

📖 Practice Exercise

1   Open the Building a New Home (June Seminar) - Student presentation.

2   Go to slide 5.

3   Select **Insert**, **Picture**, then click **From File**.

4   Browse to where your data files have been stored and select the financing.wmf file. Click **Insert**.

5   Move the picture to the right of the slide.

6   Select the second text box and resize it appropriately.
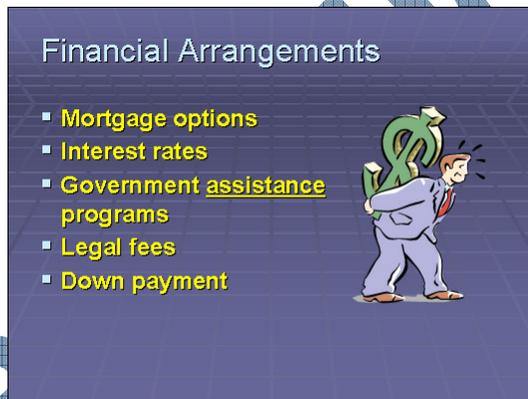
7   Save and close the presentation.

Creating and Using Tables

4.1.3

A *table* is a grid made up of rows and columns where data can be entered. The intersection of a row and column is called a *cell*. Using a table is the fastest way to enter text in a columnar format without having to try and determine tab positions to ensure that the text lines up in each column. Once the table has been created, you can then format it per your needs, e.g., merge cells together to make a title cell, add or change the line styles, add shading or background color, etc.

You can also insert a table within a table, as needed. This option is handy when you need to line up the text on a web page.

You can insert a table using one of the following methods:

- Insert a new slide using the **Title and Table** layout.
- Click on the 🎞 **(Insert Table)** button in the Standard toolbar.
- Select **Insert**, **Table**.

When a table has been inserted, a new toolbar will appear to help you manipulate or format the table. Please refer to the Productivity Tools appendix for more details on the buttons in this toolbar.

Consider the following when working with tables:

- Each box of the table is referred to as a cell. This is very similar to using Excel.
- To type text into a cell, you can either click in that cell and begin typing, or press Tab to move from one cell to another.
- To insert a tab position within a cell, press Ctrl+Tab.
- To make changes to an existing table, click on the Table ▾ button in the Tables and Border toolbar. A menu will display giving you options for where to insert the new row or column.
- To resize the entire table at one time, click on the placeholder border for the table and use the appropriate handle to size the table accordingly.
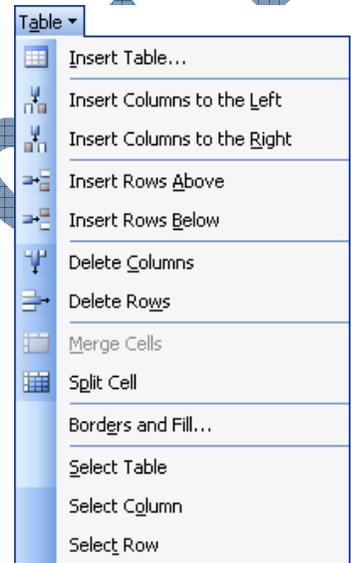
Table ▾
Insert Table...
Insert Columns to the Left
Insert Columns to the Right
Insert Rows Above
Insert Rows Below
Delete Columns
Delete Rows
Merge Cells
Split Cell
Borders and Fill...
Select Table
Select Column
Select Row

📖 Exercise

1 Ensure the Hurricanes - Student presentation is active on the screen.

2 Press Ctrl+End to move quickly to the end of the presentation.

3 Click on New Slide to insert a new slide.

4 In the Slide Layout task pane, click on the **Title and Table** layout.

5 Type: 5 Most Intense Measured Atlantic Hurricanes for the title.

6 Double-click on the table placeholder.

Insert Table

Number of columns:
2

Number of rows:
2

OK   Cancel
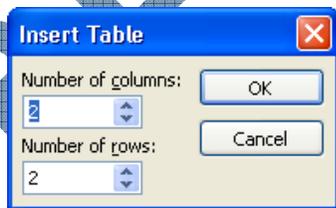
7 Type: 4 for the number of columns and 6 for the number of rows and then click **OK**.

8 Enter the following information into the table, pressing Tab to move between the cells:

Hurricane Name	Year Occurred	Low Pressure	High Winds
Mitch	1998	905 millibars	287 kph
Andrew	1992	922 millibars	250 kph
Hugo	1989	918 millibars	260 kph
Gilbert	1988	888 millibars	299 kph
Camille	1969	964 millibars	320 kph

Notice that the table appears to be too big for the slide. You can choose at this point whether to resize the table, or change some of the formatting used as default by PowerPoint.

9   Save the presentation again.

Practice Exercise

1   Open the Building a New Home (June Seminar) - Student presentation.

2   Move to the last slide.

3   Click on the New Slide button on the Formatting toolbar and apply the **Title and Table** layout.

4   Double-click on the table icon.

5   Type: 3 for the number of columns and 6 for the number of rows. Click **OK**.

6   Starting from the first cell of the first row, type the following text, using Tab to move between the cells:

Item	Month	Amount
Site, legal fees & plan	1	$30,000
30% completion	3	$15,000
60% completion	5	$15,000
Construction complete	7	$15,000
Finishing and landscaping	8	$20,000

7   Save the presentation.

Formatting the Table

You can format the table in a similar manner as with text, either formatting the data in the table or formatting the table itself. Formatting a table also refers to manipulating the cells and subsequently, the contents within those cells. Some formatting options include:

- adjusting the width of columns or the height of rows
- merging cells together to make larger cells
- splitting cells to make smaller cells
- adding, changing, or removing the border style for selected cells
- adding, changing, or removing shading or fill backgrounds for selected cells

Before you can make any changes to any part of the table, you must select the appropriate information in the table. You can either select items individually using the mouse or keyboard, or use the Table button for the appropriate selection.

Exercise

1   Ensure the Hurricanes - Student presentation is active on the screen.

2   Click on the placeholder border for the table to select the entire table.

3   Click on the down arrow for the 18 button and then click on **24**.

4   Click on the vertical line between the **Hurricane Name** column and the **Year Occurred** column.

5   Click and drag to make the **Hurricane Name** column a bit smaller.

6 Adjust the rest of the columns so the table appears similar to the slide shown here:

Hurricane Name	Year Occurred	Low Pressure	High Winds
Mitch	1998	905 millibars	287 kph
Andrew	1992	922 millibars	250 kph
Hugo	1989	918 millibars	260 kph
Gilbert	1988	888 millibars	299 kph
Camille	1969	964 millibars	320 kph

7 Adjust the height of the rows.

8 Bold the headings and use [Enter] to have the column headings all be on two lines.

9 Center the headings and the data only for the **Year Occurred**, **Low Pressure** and **High Winds** columns.

Your slide should now look similar to the slide shown:

5 Most Intense Measured Atlantic Hurricanes

Hurricane Name	Year Occurred	Low Pressure	High Winds
Mitch	1998	905 millibars	287 kph
Andrew	1992	922 millibars	250 kph
Hugo	1989	918 millibars	260 kph
Gilbert	1988	888 millibars	299 kph
Camille	1969	964 millibars	320 kph

Social Studies

10 Save and close the presentation.

Practice Exercise

1 Switch to the Building a New Home (June Seminar) - Student presentation and ensure you are on the last slide containing the table.

2 Select columns 2 and 3. Click on the ☰ button in the Formatting toolbar.

3 Click in the title box and type: Payment Schedule

4 Select all the cells in the column titles row and press [Ctrl]+[B].

5 Click on the down arrow for the 🎨▾ button in the Tables and Borders toolbar. Click on the **Green** color (shown as **Follow Fills Scheme Color**).

6   Adjust the width of each column so that your slide appears similar to the one shown:

7   Save and close the presentation.

Creating a Chart

IC³
4.1.3

Adding charts to a slide allows you to represent numerical data in a much more understandable and visual manner. PowerPoint allows you to select a variety of 2-D and 3-D graph charts, as well as allowing you to adjust the various chart elements.

Charts, also known as graphs, can either be created by importing the information from a spreadsheet application, or by entering the data into a datasheet.

Consider the following when working with data charts:

- The terminology "data chart" and "graph chart" are interchangeable.
- Charts may have a title and possibly a subtitle.
- Bar and line graphs have horizontal (X) and vertical (Y) axes that can also have titles.
- A series is one set of data (e.g., one series for each year reported).
- If the chart displays more than one series of data, each series is displayed in a legend.
- Each data point on a series can have a label displaying the value at that point.
- A graph can display grid lines and tick marks on the axis.
- Changing the type of chart is simple and can help in producing a more effective presentation.

To insert a chart, use one of the following methods:

- Select **Insert** and then **Chart**.
- Click on the 📊 (**Insert Chart**) button on the Standard toolbar.

Once you activate the chart feature, the screen changes to appear as:
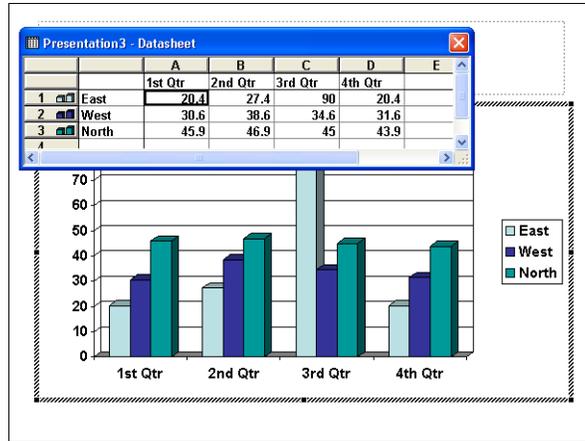
The PowerPoint menus and toolbars will also be replaced by those from Microsoft Graph, indicating that you are now in another application that was designed to work with PowerPoint.

Many of the buttons on these two toolbars share the same features as found in Word or Excel, thereby reducing the learning curve if these are familiar to you already. More information can be found on the buttons of these toolbars in the Productivity Tools appendix.

The window in the background contains a copy of what the graph looks like based on the data entered in the datasheet window. As changes are made to the sample data, the graph will also change. Notice the different icons available on the toolbars while working with this feature.

A *datasheet* is similar to an Excel spreadsheet. It consists of rows and columns and displays sample data which can be changed. A *cell* is the intersection of a column and a row. Each cell is identified by its column letter followed by its row number. For example, cell **B5** is located at the intersection of column **B** row **5**.
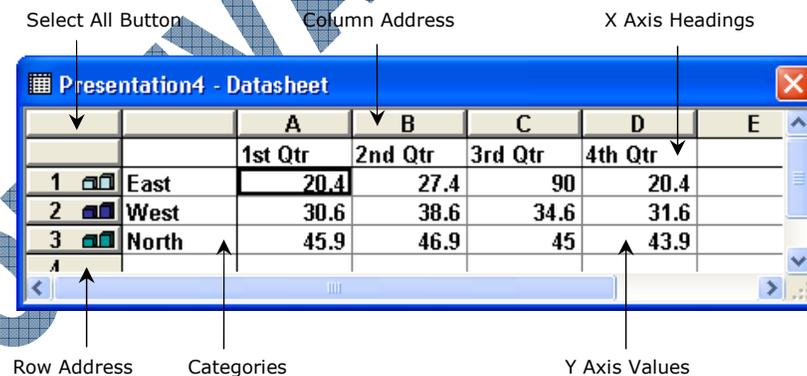
Select All Button	Click this button to select every cell in the datasheet.
Column Address	Alphabetic character representing the column where the value or label resides.
X Axis Headings	By default, PowerPoint will place these column headings on the X axis.
Row Address	Number representing the row where the value or label resides.
Categories	By default, PowerPoint will chart these items and set up a legend for these categories.
Y Axis Values	These are the values that will be charted.

Selecting Items in a Datasheet

The ability to select a range of cells is a fundamental skill in a datasheet. Prior to issuing a command or undertaking a procedure, you must indicate what part of the datasheet you wish to affect with the command. Range selection is the means to indicate this area.

A range selection can be as small as a single cell, or as large as the entire datasheet. A datasheet keeps the cell(s) highlighted until you change or remove the selection. Clicking on a cell or using an arrow key will remove the selection.

In a datasheet, you can select one of the following:

- a single cell (the active cell)
- a range — a rectangular section of a datasheet containing two or more cells

A datasheet displays the selected range by reversing the color of the cells. Within the selected range there will be one cell that appears in normal color. This is the active cell of the range.

To select a range using the mouse:

A single cell	Click on the cell.
Extend the selection	Click on the cell, hold the mouse button down and drag to the end of the desired range, then release the mouse button.
An entire row	Click on the row header.
An entire column	Click on the column header.
The entire worksheet	Click on the **Select All** button in the top left corner of the worksheet (the button to the left of the column headings and above the row headings).
Make a selection	Click on the beginning cell in the range, then point to the ending cell in the range and hold the ⓢ Shift key down while clicking on the ending cell in the range.
Extend/shrink a selection	Hold down the ⓢ Shift key, then click inside the previously selected range to shrink the selection; or click outside the range to extend the selection.
Extend the row selection	Click on the row number, hold the left mouse button down and drag.
Extend the column selection	Click on the column letter, hold down the left mouse button and drag.

In some cases, you may want to use the keyboard to select cells by using the ⓢ Shift key with the arrow keys. Generally, you have better control when selecting large cell ranges with the keyboard, especially when having to scroll to other parts of the datasheet at the same time. Note that you cannot select non-adjacent rows, columns or cells.

To select a cell, click on the desired cell or use the following keys on the keyboard.

ⓣ Tab	Move to the cell to the right.
ⓢ Shift + ⓣ Tab	Move to the cell to the left.
→	Move to the right.
←	Move to the left.
↑	Move up one line.
↓	Move down one line.

📖 **Exercise**

1   Click on the ☐ button from the Standard toolbar to create a new presentation. Save it as Working with Charts - Student.

2   Make sure the Slide Layout task pane is displayed.

3   Click on the **Title and Chart** layout to apply it to the slide.

> Click to add title
>
> Double click to add chart

4   Double-click the slide where indicated.

5   Click on the **Select All** button to highlight the entire table and then press (Delete) to remove all existing data.

6   Enter the following information as shown below:

Working with Charts - Stud... - Datasheet

			A	B	C	D	E
			2004	2003	2002	2001	
1	🔳	Books	5700	5500	5250	5600	
2	🔳	CDs	3000	3200	3500	3400	
3	🔳	DVDs	2500	2250	2000	1500	
4							

The chart is updated as you enter the data.

7   Click the ❌ button on the datasheet window.

8   Return to Slide view by clicking outside the area of the chart.

Notice the menus and toolbars return to PowerPoint's commands.

9   Type: Product Sales for the title.

10   Return to chart mode by double-clicking on the chart.

A visual indication of chart mode is the slash lined border that surrounds the outside edge of the chart.

11   To return to the datasheet window, click the 🔲 button on the toolbar.

12   Save the presentation.

Changing the Chart Type

There are many different chart types that come with Microsoft Graph; the type you use will depend on the type of data being charted:

Column	Use to compare values over time or categories. This is a vertical presentation.
Bar	Use to compare values over time or categories. This is a horizontal presentation.
Line	Use to compare continuous trends.
Pie	Use to compare series that make up the whole.
XY (Scatter)	Use to determine data patterns.
Area	Use to compare a continuous change in volume.
Doughnut	Similar to the pie chart, but for more than one set of data points.
Radar	Use to determine patterns or trends with points matched up by lines.
Surface	Use to display trends in values with a 3-D presentation and a continuous surface.
Bubble	Use to compare three values. The values are displayed like a scatter chart, but the points are presented by bubbles.
Stock	Use to display high-low-close data. In order to use this display, you must have at least three sets of data.
Cylinder	Similar to bar and column charts, but using a cylinder shape.
Cone	Similar to bar and column charts, but using a cone shape.
Pyramid	Similar to bar and column charts, but using a pyramid shape.

To activate the Chart Type feature, use one of the following methods:

▪ Select **Chart** and then **Chart Type**.

▪ Click on the down arrow for the ![icon] (**Chart Type**) button on the Standard Chart toolbar.
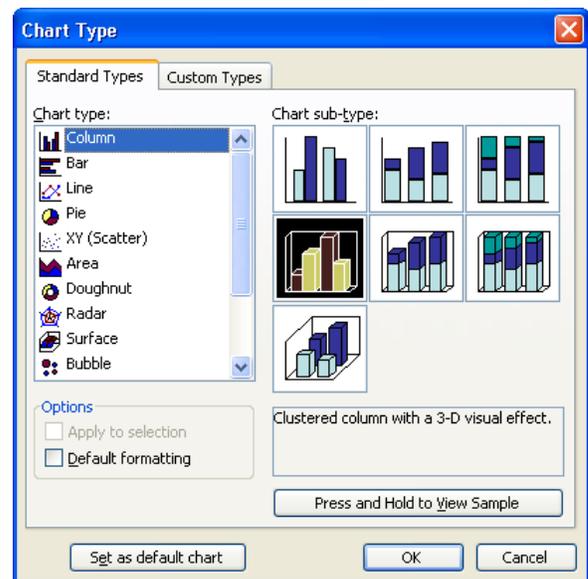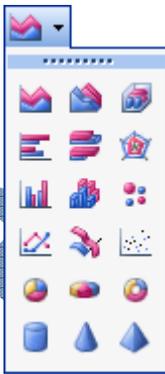
📖 **Exercise**

1   Ensure the Working with Charts - Student presentation is active on the screen.

2   Ensure the placeholder border for the chart is displayed and then click on the down arrow of the ⊠▾ button on the Standard Chart toolbar.

3   Click on the 🔺 option to change to a 3-D Area chart type.

Changing the chart type is easy and quick to do but can sometimes display the information in a way that doesn't convey the message of the chart. For instance, in this case, using the area chart type provides a variation on the display of the data but the area for the Books item prevents you from seeing the data for the DVD line.

4   Click on the down arrow of the ⊠▾ button on the Standard Chart toolbar and then click on the 📈 option to change to a Line chart type.

How does this display work for you in displaying the values? Using lines in your chart always gives you a good indication as to whether there is a trend in your product line but the chart may not be as visually exciting if you were wanting to emphasize a specific item.

5   Click on the down arrow of the ⊠▾ button on the Standard Chart toolbar and then click on the 📊 option to change to a 3-D Column chart type.

Notice this time that although you chose the column type, using the 3-D chart type presents the same type of display as with the area type. Occasionally you may need to select different chart types to find the most appropriate one to suit the data in the chart.

6   Click on the down arrow of the ⊠▾ button on the Standard Chart toolbar and then click on the 🟥 option to change to a 3-D Bar chart type.

7   Save the presentation again.

Adjusting the Data Series

In addition to adjusting the entire chart, you can change the *data series* properties. A series is a set of data that is graphically represented in the chart. You can adjust items such as the bar shape, fill attributes and the line style.

Use one of the following options to change the data series:

▪   Select **Format, Selected Data Series**.

▪   Click on the 🔲 (**Format Data Series**) button on the Standard toolbar.

▪   Press Ctrl + 1.

▪   Click the right mouse button on the series, then select **Format Data Series** from the displayed shortcut menu.

▪   Double-click on the series bar to be changed.
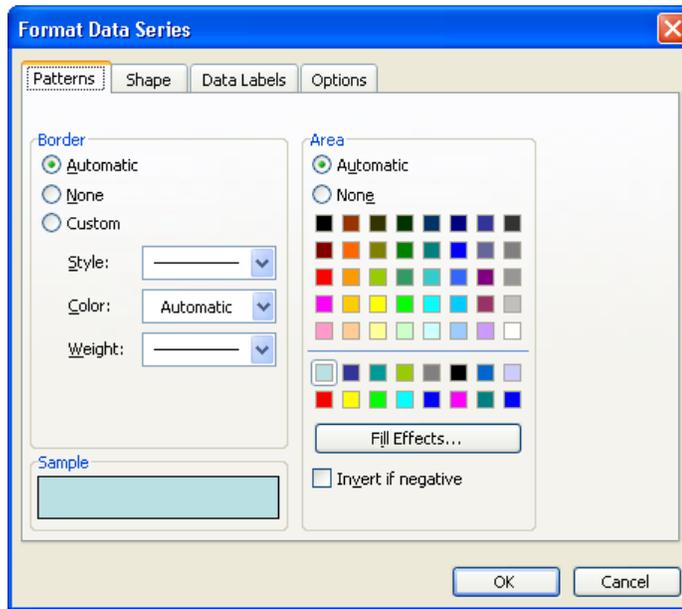
The number of formatting options available depends on the type of chart selected. For example, a clustered column chart will display different tabs in the Format Data Series dialog box than a pie chart. While you have numerous options available for formatting the chart, consider two reasons for why you don't want to add a lot of information or formatting options to the chart:

- The more information there is for the audience to read, the less likely they will pay attention to you as they can see and read the information for themselves.

- How easy is it to read and are there too many distracting items on the chart that may make it more confusing to read?

📖 Exercise

1   Ensure the Working with Charts - Student presentation is active on the screen.

2   Double-click on one of the **Books** series bars.

3   Choose another color of your choice and then click **OK**.

4   Repeat step 2 and 3 for the other two series, i.e., CDs and DVDs.

5   Double-click on the legend at the right side of the chart and click on the **Placement** tab.

6   Click on **Bottom** and then click on the **Font** tab.

7   Change the **Size** to be **14** and then click on **OK**.

8   Double-click anywhere in the values on the X axis.
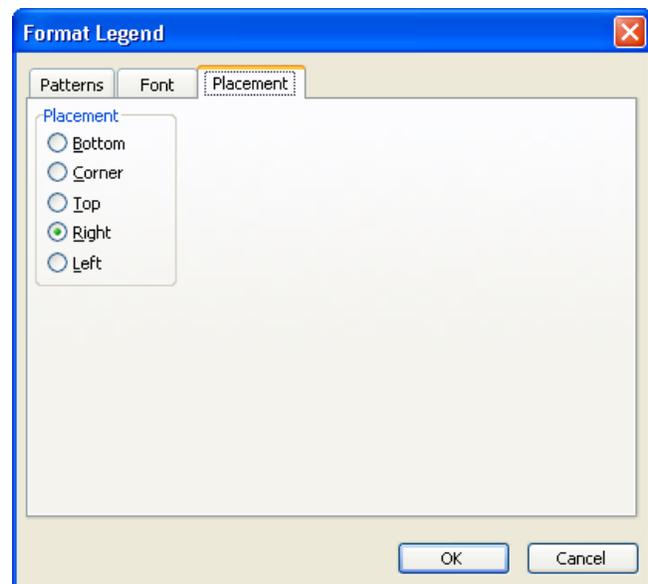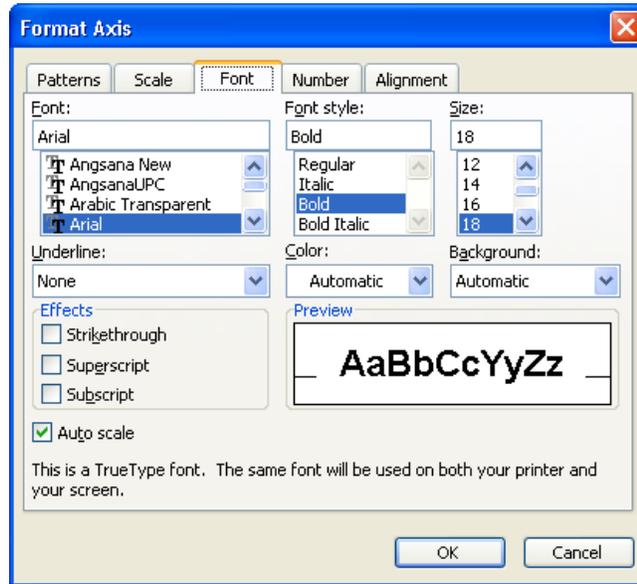
9   Click on **16** for the **Size** and then click **OK**.

10   Repeat steps 8 and 9 for the Y-axis values.

Your presentation should appear similar to the following:
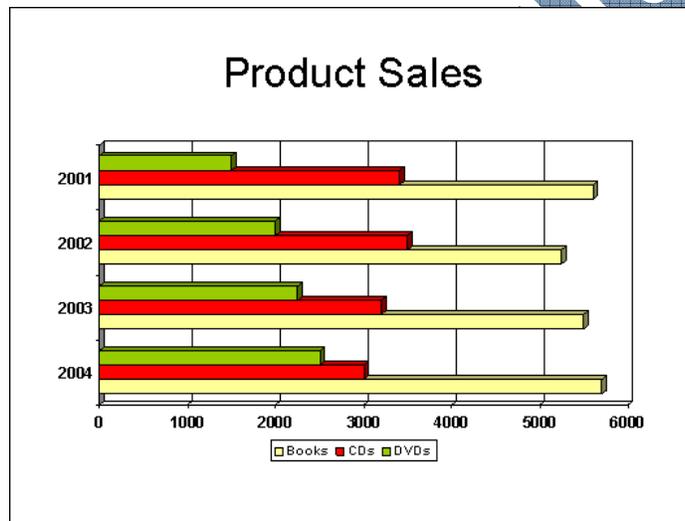
11   Save the presentation and then close it.

Creating Objects

In addition to entering text into the slides, you can enhance your slides by creating your own drawings. These objects can be added using the Drawing toolbar.

Objects you can create with this toolbar include:

- Lines
- Arrows
- Rectangles or squares
- Ovals or circles

- Text boxes
- WordArt
- Diagrams or organization charts

You can also create objects using the **AutoShapes** menu which includes a number of objects created by Microsoft. You can use the same method to create these objects as with the other objects.

Most objects are created by clicking where you wish the top left of the object to start, and then dragging the mouse to the desired size for the object. Once the object has been created, you can then manipulate the shape or color of those objects.

When using the **AutoShapes** menu, a fly out menu will appear when you click on one of the groups. This fly out menu contains various tools that are available for that group. Some of these tools will be discussed in this section.
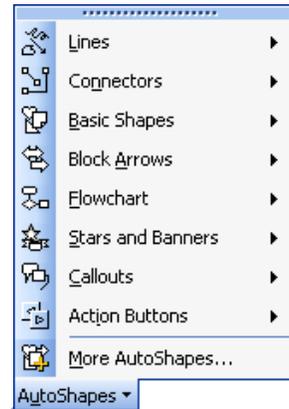
📖 Exercise

1   Open the Hurricanes - Student presentation to the screen.

2   Move to slide 5.

3   Click on the AutoShapes ▾ button on the Drawing toolbar.

4   Click on the **Basic Shapes** group and then click on the button to draw a Lightning Bolt shape.

5   Move the cursor to the top left corner of the slide. Click and drag down to just before the bulleted text begins.

6   Click on the New Slide button on the Formatting toolbar and then create the slide shown here:
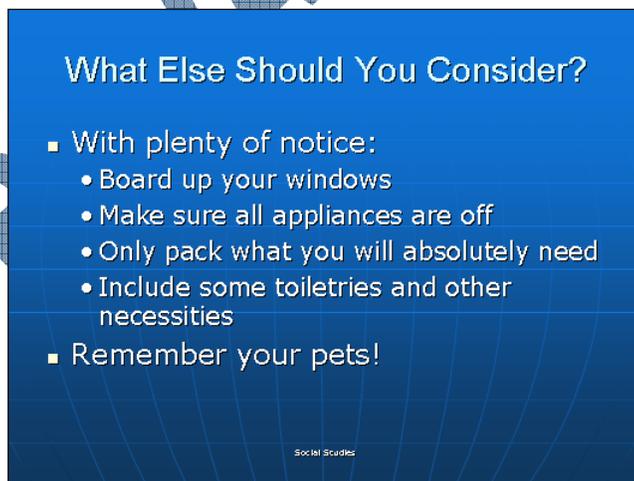
7 Click on the AutoShapes ▾ button and from within the **Stars and Banners** grouping, draw the two objects as shown:
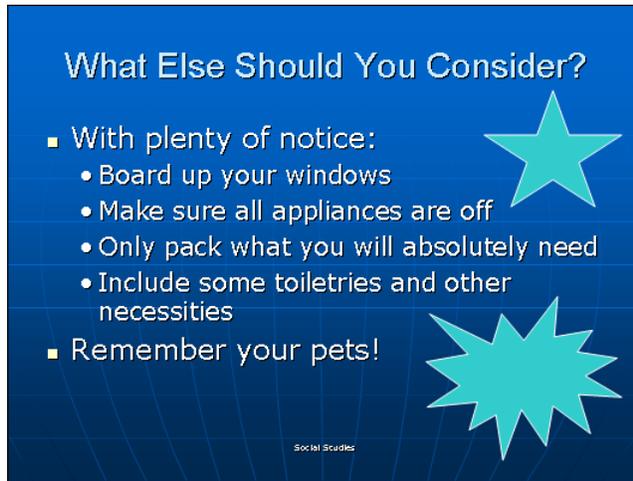
8 Save the presentation again.

Formatting Objects

Drawing objects can be formatted in a similar manner to formatting text. You need only to select the object(s) before applying the formatting feature. The Drawing toolbar provides you with a number of features you can use to change the color, style, or fill of the object.

📖 **Exercise**

1 Ensure the Hurricanes - Student presentation is active on the screen and move to slide 6.

2 Click on the star to select it and then click on the down arrow for the ⬦▾ button on the Drawing toolbar.

3 Click on the yellow color in the displayed menu.

4 Click on the down arrow for the ⬦▾ button on the Drawing toolbar again and then click on **More Fill Colors**.
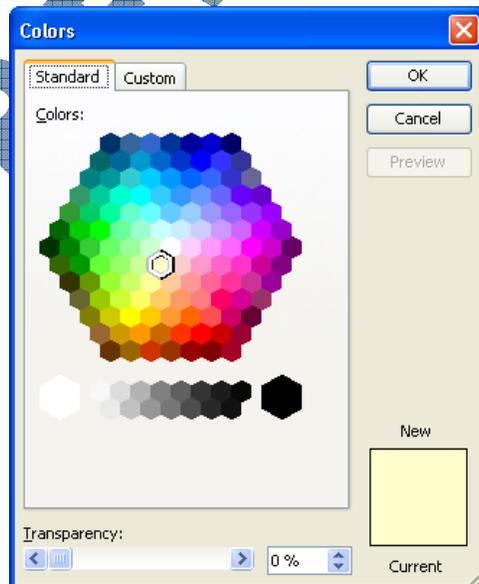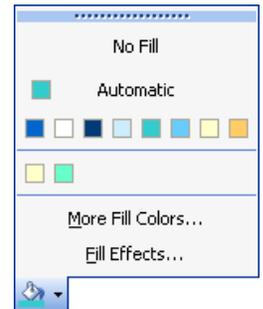
PowerPoint now displays a palette of colors to choose from for the fill color of the object. If you want to use a specific color and you know the exact values for that color, you can use the **Custom** tab to enter those values. A benefit of using this feature is the ability to preview how the selected color will appear with the rest of the slide.

5 Click on a gold color and then click **OK**.

Notice how the fill color has changed but the outline around the star is still white. Once you set a color for an object, that color is then added to the row of colors in the menu for either the fill or line color. This makes it easy to change the line or fill color to match the previous color used.

6 Click on the down arrow of the ![pencil button] button and click on the gold color used for the fill color.

The star should now have the same color for the outline and the content.

7 Click on the starburst object. Click on the down arrow for the ![fill button] button and then click on **Fill Effects**.
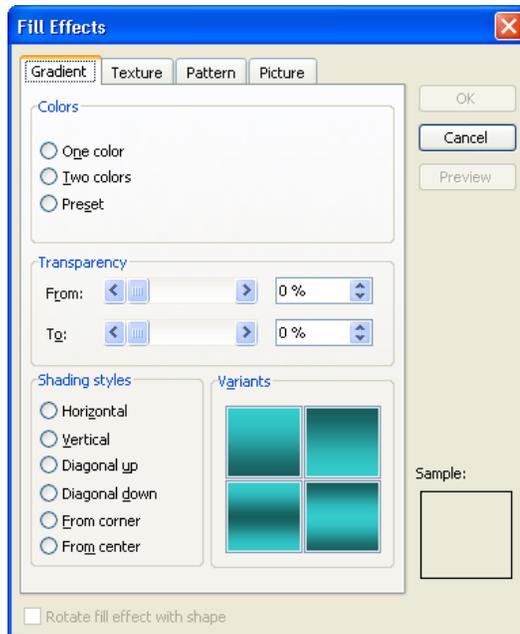
8 Click on the **Texture** tab.
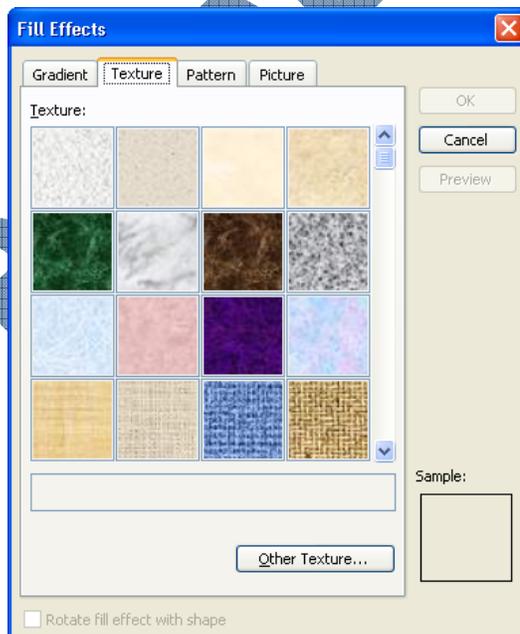
9 Scroll down the list until you see the **Water droplets** texture and then click on it. Click on **Preview** to see how it will appear on the slide.

10 Click on **OK**.

11 With the starburst still selected, click on the ⬛ (**3-D Style**) button.
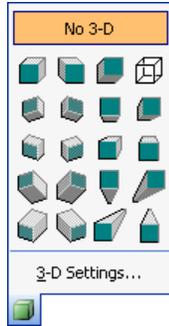
12 Click on the ⬛ (**3-D Style 6**) style.

13 Click on the star object. Click on ⬛ and then click on the ⬛ (**3D-Style 9**) style.

The slide should appear similar to the following:
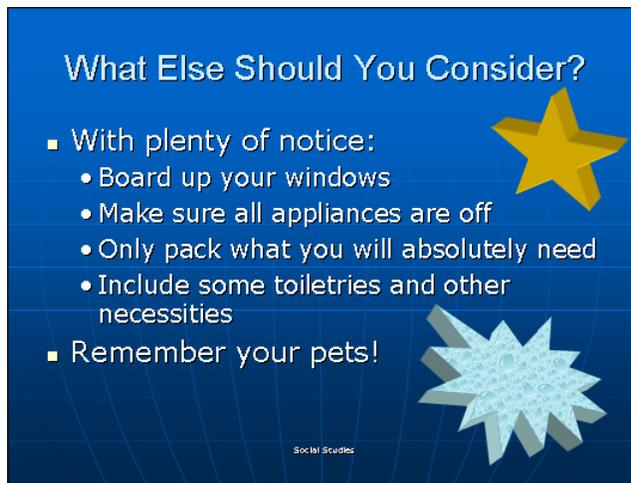
14 Move to slide 5 and add any formatting options you prefer to the lightning bolt.

15 Save and close the presentation.

🕮 Practice Exercise

1 Open the Building a New Home (June Seminar) - Student presentation.

2 Move to slide 2.

3 Click on the AutoShapes ▾ button in the Drawing toolbar. Click on the **Basic Shapes** option.

4 Click on the **Smiley Face** object.

5 Move the cursor to the right of the last bullet point and then click and drag to create a smiley face next to the text.

6 Click on the ⬛ ▾ button and change the color to bright yellow.

7 Click on the down arrow for the ⬛ ▾ button in the Drawing toolbar, click on **More Line Colors**, select **Black** and click **OK**.

8 Move to slide 5.

9 Press Ctrl + M to create a new slide.

10 Click in the title box and type: The Contract

11   Click on the AutoShapes ▾ button in the Drawing toolbar. Click on the **Basic Shapes** option and select the **Folded Corner** object.

12   Move the cursor to the center of the slide and then click and drag to create a folded corner object on the slide.

13   Click on the AutoShapes ▾ button in the Drawing toolbar. Click on the **Stars and Banners** option and select a 16-point star object.

14   Draw a small 16-point star on the lower right corner of the folded corner object.

15   With the star still selected, click on the 🎨 ▾ button and change the color to **Red**.

16   Click on the 🄰 button in the Drawing toolbar.

17   Click and drag a text box on the top of the folded corner object.

18   Click in the new text box and type: Building Contract

19   Size and position the folded corner, star object and text box to appear similar to the following:

20   Save and close the presentation.

Editing and Adjusting Objects

Take note of the following when working with objects:

▪   To select an object, click on it once. To draw a selection box around all objects that you want to select at the same time, click your mouse before the first object, then drag it until you have included all the objects you desire.

▪   To move an object, click on it once, and you will see the sizing handles (eight handles) appear. When the mouse turns into a four-headed arrow, click on the object and drag it to its new location.

▪   To size an object, click on it once to select it. Click and hold down the mouse button on one of the sizing handles (the cursor should appear as a two-headed arrow), then drag the handle until the object is the desired size. If you want to maintain the proportions of the object when resizing, hold down the (Shift) key as you are dragging the corner handles.

▪   Once an object is selected, it will stay selected until you click somewhere else in the Slide pane, the Outline pane or in the Notes pane.

Arranging Objects

Once you begin creating objects and adding text to the slides, you may find it cumbersome to select multiple objects that will share the same attributes or that may be moved to another place in the slide. As well, you may also need to control the stacking order of overlaid objects.

Each object on a slide is on its own layer. An object on the top layer will appear to be in front of a lower object. You can move an object backward or forward through the layers. Once objects have been carefully placed in relation to each other, they can be grouped so that their placement and order will not change.

These tasks can be accomplished using the commands found in the **Draw** menu on the Drawing toolbar.
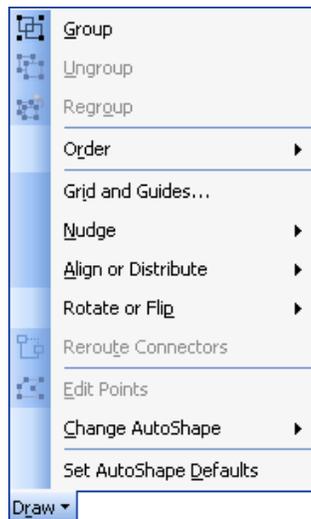
Group	Allows you to group all the selected objects and treats them as if they were a single object.
Ungroup	Takes all the components in the selected group(s) and breaks them down into separate objects.
Regroup	Once you have ungrouped several objects and made changes to them, PowerPoint regroups only those objects that you grouped originally.
Order	Allows you to select the stacking order used for objects. The available options are **Bring to Front**, **Send to Back**, **Bring Forward** and **Send Backward**.
Grid and Guides	When selected, this displays a set of grid lines to help you line up objects.
Nudge	When selected, it allows you to nudge a selected object **Up**, **Down**, **Left** and **Right**.
Align or Distribute	Aligns or distributes several objects to the same alignment.
Rotate or Flip	Rotates or flips the objects(s) in different directions.
Reroute Connectors	Reroutes connectors set by connecting objects.
Edit Points	Turns on the editing points for a selected object. You can add editing points to change the shape of an object.
Change AutoShape	Changes the shape of the selected object.
Set AutoShape Defaults	Saves the attributes of a selected object as default settings.

Exercise

1 Create a new blank presentation and save as Moonlight and Magic (Trade Show) - Student.

2 Change the slide layout to be **Blank**.

3 Click on the AutoShapes button in the Drawing toolbar. In the **Basic Shapes** menu, click on the **Moon** shape and then draw a crescent about 2″ high by 1″ wide.

4   Click on the AutoShapes button in the Drawing toolbar and click on the
     Stars and Banners group. When the submenu appears, click on the dotted
     line at the top of the menu and drag it to another location on the slide to turn
     it into a floating menu.

5   Using the **5-Point Star**, draw varying sizes of stars near the moon so your
     slide appears similar to the following:
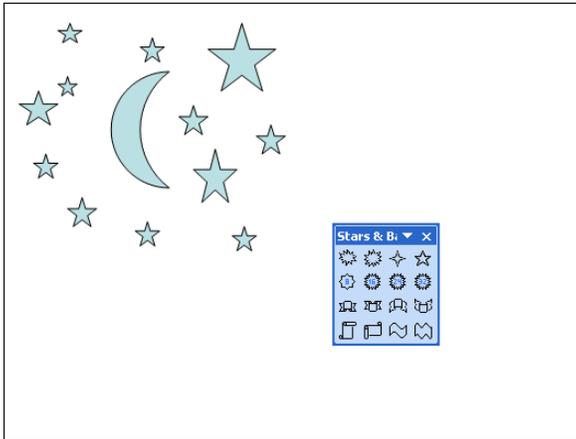
6   Save the presentation again.

7   Using the [cursor] button on the Drawing toolbar, start at the top left of the slide and drag a marquee
     down to the bottom right of the slide.
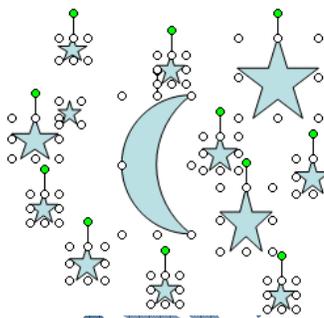
     All the objects should now be selected. If you wanted to change the colors or fills of any of these
     objects, it would be best to make those changes prior to selecting all of the objects. For the
     purpose of this exercise, we will leave the color and style as created.

8   Click on the Draw button and then click on **Group**.
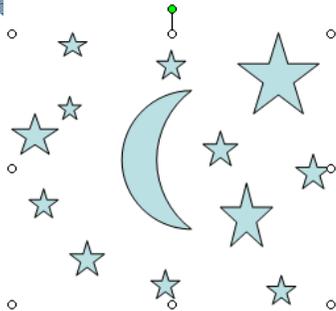
     PowerPoint has now grouped all these objects into one large object.

9   Resize this object down to ¼ of its original size and position it to be 1" from the top and left edge
     of the slide.

10 Click on the button and click to the right of the object. Type: Moonlight and Magic Inc.

11 Position the text box so it is centered vertically between the top and bottom of the object and change the font to **24** pt **bold**.

12 Press the (Shift) key and then click on the object.

13 Click on the Draw button and then click on **Group**.

14 Reposition the object and then create another textbox on the slide so it appears similar to the following:
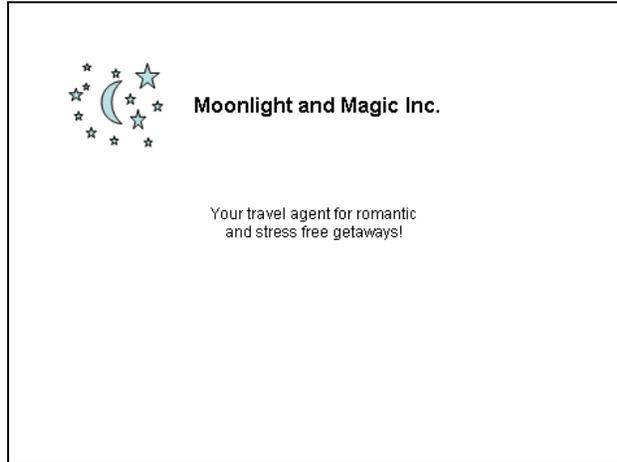
15 Save and close the presentation.

Practice Exercise

1 Open the Building a New Home (June Seminar) - Student presentation.

2 Move to slide 6.

3 Click on the AutoShapes button in the Drawing toolbar. Click on the **Lines** option and select **Freeform**.

4 Click once somewhere on the slide, then move the mouse pointer down and click a second time. Carry on in this way until you have drawn a ribbon similar to the one shown at the right:

5 Click and drag the ribbon onto the red star. You may need to resize the ribbon.

Your slide should now look similar to:

6 Click on the red star to select it. Then click on the Draw ▾ button and then select **Order**, **Bring to Front**.

7 Select the ribbon again. Click on the down arrow of the button and then click on **Fill Effects**.

8 Click on **One color** from the **Colors** area and then click on **Preview**.

9 Click on the down arrow of the **Color 1** field and choose **medium blue (Follow Accent and Hyperlink Scheme Color)**.

10 Select **Diagonal up** in the **Shading styles** area. Click **OK**.

11 Select the Building Contract text box and change the font color to **Black**.

12 Select the folded corner object. Click on the down arrow of the button and then select the off-white color.

13 Click below the bottom right corner of the folded corner object (outside the content box) and drag a selection box around all the objects. Notice that all the objects are now selected.

14 Right-click on the selection and select **Grouping**, **Group** in the fly out menu.

Your building contract should look similar to the image shown here:

15 Save and close the presentation.

Summary

In this lesson you looked at how to format text in a variety of methods. You should now be familiar with the following:

- How to add graphics
- How to size or move graphics
- How to insert a table onto a slide
- How to format the contents of the table

- How to work with charts on a slide
- How to draw an object
- How to adjust or edit an object
- How to arrange an object

Review Questions

1. You can insert pictures from a variety of sources such as the Clip Art Organizer, pictures saved as files, scanned pictures, or online from the Microsoft Office Clip Art and Media web site.

   a.   True   b.   False

2. How can you insert a picture onto a slide?

   a.   Select Insert and then Picture   d.   All of the above

   b.   Click on the Insert Clip Art button from   e.   Only a, or c
        the Drawing toolbar.

   c.   Apply one of the slide layouts that has
        picture placeholders

3. You can make changes to a picture in PowerPoint in the same way as if you were using a dedicated graphics design program.

   a.   True   b.   False

4. What's the difference between the white handles and the green handle when you select a picture?

5. List the different ways you can insert a table onto a slide.

   a.   _____   c.   _____

   b.   _____   d.   _____

6. List the two methods you can use to insert a chart onto a slide.

   a.   _____   b.   _____

7. When would you consider using a line chart type instead of a column type?

8. If you wanted to create a special shape that is not a box or oval, which feature would you use?

9. Identify the button(s) on the following toolbar that you could use to format an object:

10. Which of the following best describes why you might want to group objects together?

   a.   To treat the objects as one large object   c.   To resize all the objects by the same
                                                       proportions

   b.   To apply any formatting features to all   d.   All of the above
        the selected objects at one time

Lesson 6: Enhancing the Presentation

Objectives   **Suggested Timing: 1 Hour**

In this lesson you will look at how to manipulate the items on the slides before finalizing for delivery. On successful completion, you will be familiar with the following:

- How to change the background color
- How to animate slide objects and text
- How to customize animation effects
- How to apply slide transition

Changing the Background Color

You can change the background color (color of the slide behind the text) for one or all slides. Use care when selecting background and text colors as the selections may make the presentation difficult to read or see. Changing the background does not remove any design templates applied on the presentation; it will change the background color only. If you no longer want the design template, you will need to set the presentation to the default design (blank).

To change the background for one or all the slides, use one of the following methods:

- Select **Format**, **Background**.
- Click the right mouse button on a blank area of the slide, and then select **Background** from the displayed shortcut menu.

📖 **Exercise**

1   Open the Hurricanes - Student presentation to the screen.

2   Select **Format** and then **Slide Design**.

3   In the Slide Design task pane, click on the **Default Design** template.

    The presentation should now have a blank background.

4   Select **Format** and then **Background**.

5   Click on the down arrow for the custom color list.
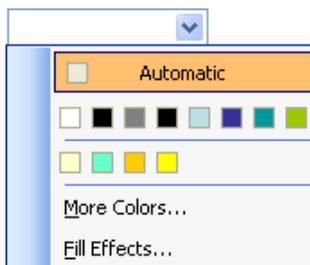
6   Click on **More Colors**.

7   Choose **light blue** as the color and then click **OK**.

8   Click on **Apply** to apply the background color change to the current slide.

Notice how only the one slide has the new background color applied. If you wanted all the slides to have this new color, you would have chosen **Apply to All**.

Now add a background with a fill effect to see the different effect you could also apply.

9   Select **Format**, **Background**.

10   Click on the down arrow for the custom color list, and then click on **Fill Effects**.

11   Click on the **Texture** tab.

Depending on the background you want for the slide, use the **Texture**, **Pattern** and **Picture** tabs separately. Otherwise, the background could look too busy for your audience. To see the name of a texture or pattern, click on the selection and the texture name will appear under the Texture or Pattern area.

12   Click on the **Parchment** texture and then click **OK**.

13   Click on **Apply to All** to apply the custom background to all slides.

14   Change the text for the title to be black so it is readable.

15   Save the presentation.

Practice Exercise

1   Open the Building a New Home (June Seminar) - Student

2   Select **Format**, **Background**.

3   Click on the down arrow for the custom color list and click on **Fill Effects**.

4   Click on the down arrow for the **Color 1** field and choose a **medium blue**. Click **OK**.

5   Choose **Apply** to apply the background color change to the current slide.

6   Select **Format**, **Background**. Click on the down arrow for the custom color list and click on **Fill Effects**.

7   Click on the **Texture** tab.

8   Scroll through the list of textures and choose **Oak**, click **OK**, and then choose **Apply**.

9   Close the presentation without saving.

Animating Objects

PowerPoint has an animation feature for objects and text to increase the effect of your slide shows. This feature allows you to customize how your text, objects and graphics arrive on the slide.

To add animation, use one of the following methods:

- Select **Slide Show** and then **Animation Schemes**.
- Click on the ▼ to display the list of task panes and then click on **Slide Design - Animation Schemes**.

Try to be consistent in the number and style of animation schemes used for the elements on the slides. Consider who your audience is and choose the speed and effect accordingly. Too many variations can be distracting to your audience.

📖 Exercise

1. Ensure the Hurricanes - Student presentation is active on the screen.

2. Make sure you are in slide 1.

3. Select **Slide Show**, then **Animation Schemes**.

4. Make sure the **AutoPreview** option is turned on. Click on **Appear and dim**.
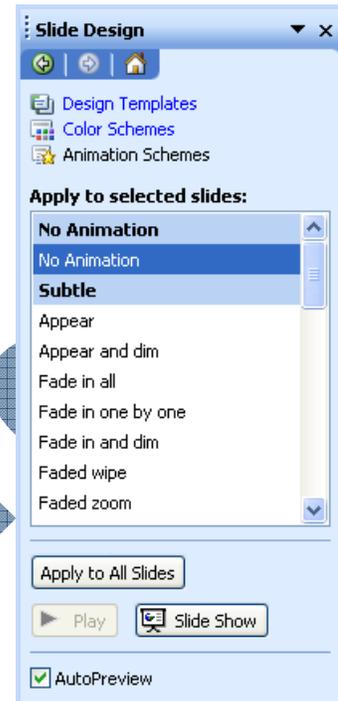
   Notice how PowerPoint gives you a quick preview of how the elements in the slide will appear.

5. Scroll down the list until you see the **Moderate** area, then place the mouse cursor overtop the **Elegant** animation option.
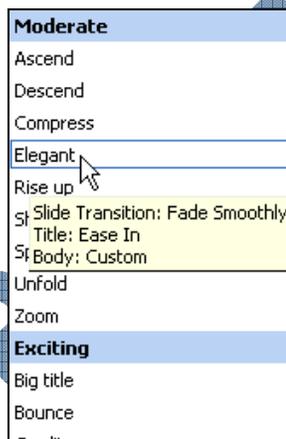
   PowerPoint displays information of what the animation effects will be if you apply this effect.

6. Click on some of the different effects to see how they animate.

7. Scroll down to the **Exciting** area and click on each of these effects to see how they animate. Then click on **Title arc**.

8 Go to each slide and apply the following animation:

Slide	Area	Animation
2	Subtle	Faded wipe
3	Subtle	Faded wipe
4	Moderate	Rise up
5	Moderate	Compress
6	Moderate	Rise up
7	Moderate	Rise up
8	Subtle	Appear and dim

9 Save the presentation.

Practice Exercise

1 Open the Building a New Home (June Seminar) - Student presentation.

2 Go to slide 1.

3 If necessary, select **Slide Show**, then **Animation Schemes**.

4 With the **AutoPreview** option turned on, click on **Zoom** in the **Moderate** area of the Animation Schemes task pane.

5 Apply animations to the other slides as follows:

Slide	Area	Animation
2	Subtle	Faded wipe
3	Subtle	Faded wipe
4	Moderate	Elegant
5	Moderate	Elegant
6	Moderate	Descend
7	Subtle	Fade in all
8	Subtle	Fade in all

6 Save the presentation.

Customizing the Animation

You can adjust or customize how the animation will occur during the presentation. This includes speed, direction of the animation, or order of appearance.

To customize the animation, use one of the following methods:

- Select **Slide Show** and then **Custom Animation**.
- Click on the ▼ **(Other Task Panes)** button to display the list of task panes and then click on **Custom Animation**.
- Right-click on the placeholder and then click on **Custom Animation**.
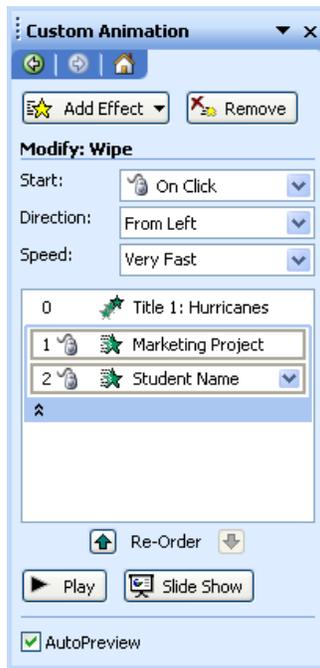
As you select each element to be animated, PowerPoint provides you with the option of when or how you want the element to appear. These choices can make the slides very interesting to watch but they can be distracting as well.
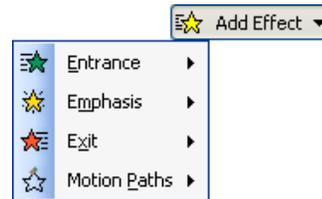
Also be careful which effect you use for elements in your presentation. Some options will require you to set up more options as in the case of the Motion Paths but they can also create a very special type of animation effect.

Be sure to check the speed and when the animation should start and then play the animation to be sure all the animation applied on a slide works well. The name of this button will change if there is an animation effect applied on the item previously.

Once you begin applying animation to the elements on the slide, PowerPoint will place numbered boxes on the slide to indicate the order that the items will appear. The Custom Animation task pane will also list the animation in numeric order. You can rearrange the elements by using the **Reorder** 🔼 or 🔽 arrows near the bottom of the task pane accordingly. The numbers on the slides will automatically reset themselves.

You can further customize the animation effect for the item in the task pane. The options available to you will vary with the item that was animated.
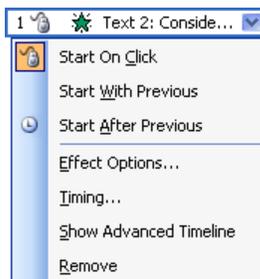
Be careful when adding custom animation and always preview how the animation will appear and the order that it appears. Regardless of whether you animate all or only some of the elements on the slide, be sure to check that this is how you want them to appear to your audience. You may also want to keep some elements, such as titles, static during the show to provide a focus point.

You can also further customize the animation by using the **More Effects** command. The variety of effects that can be used to animate specific elements on your slides will vary with the **Add Effect** command chosen. Be sure to test each animation prior to setting it up for the final presentation.

When you no longer want or need an animation, remove it from the Custom Animation task pane list.
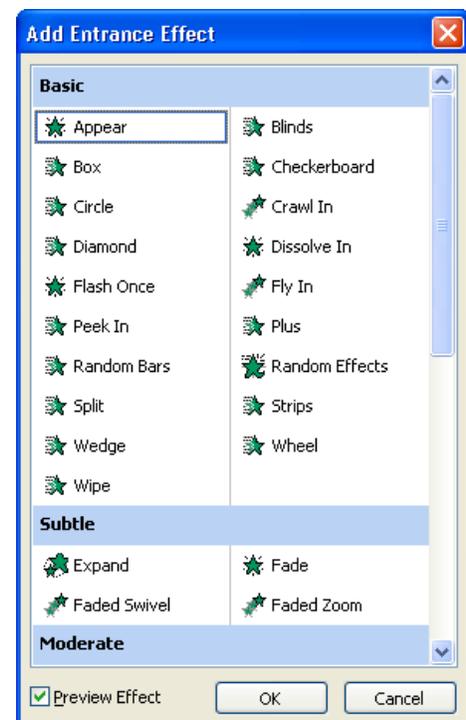
📖 **Exercise**

1 Ensure the Hurricanes - Student presentation is active on the screen and move to slide 1.

2 Select **Slide Show**, then **Custom Animation**.

PowerPoint has placed numbered boxes on the slide to indicate which elements were animated in the previous exercise, and in which order they will appear.

3 Click on the **0** box on the slide, then click on the down arrow for the **Change** button in the Custom Animation task pane.

4 Click on **Entrance** and then **More Effects** from the submenu that appears.

5 Click on **Fly In** and then click **OK**.

6 Click on the stormy weather picture and if necessary, drag it to the top left corner of the slide.

7 Click on the down arrow for the **Add Effect** button in the Custom Animation task pane.

8 Click on **Motion Paths** and then **More Motion Paths**.
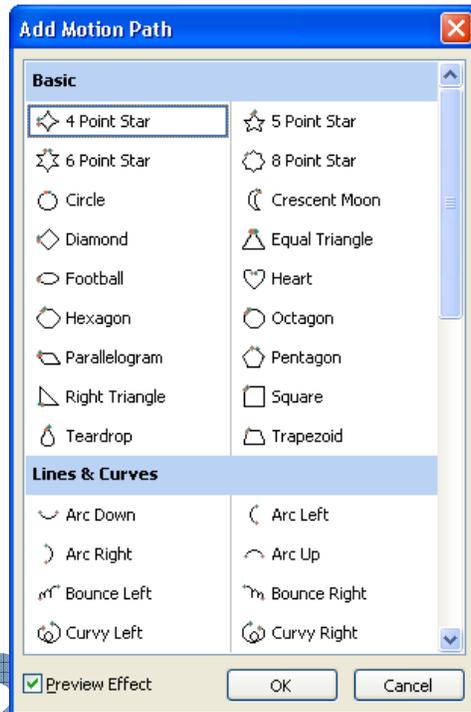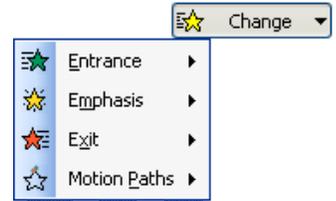
9 Click on **Curvy Right** and then **OK**.

10 Click on the handles for the motion path and resize it to stop near the top right corner. In addition, try rotating the path using the green handle.
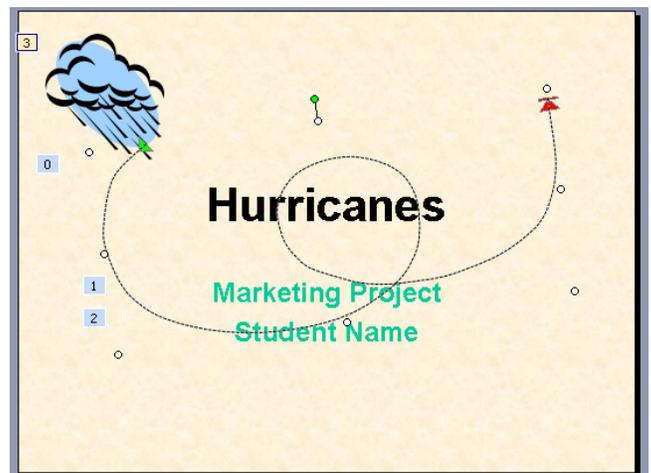
11   Click on slide 4 in the Slides tab.

12   Click on the tree picture in the slide, click on the down arrow for the **Add Effect** button, click on **Emphasis**, then **More Effects**. Scroll down the list and click on **Teeter**. Click **OK**.

13   Save the presentation.

14   Move to slide 2.

15   Select the bulleted text placeholder and then click on the **Remove** button in the Custom Animation task pane.

16   Ensure the text placeholder is still selected, click on the **Add Effect** button, click on **Entrance** and then **Fly in**.

17   Click on the down arrow for the **Direction** field and then click on **From Left**.

18   Click on the down arrow for the **Speed** field and then click on **Medium**.

19   Once the preview is finished click on the down arrow for the **1** item in the list of animations and then click on **Effect Options**.
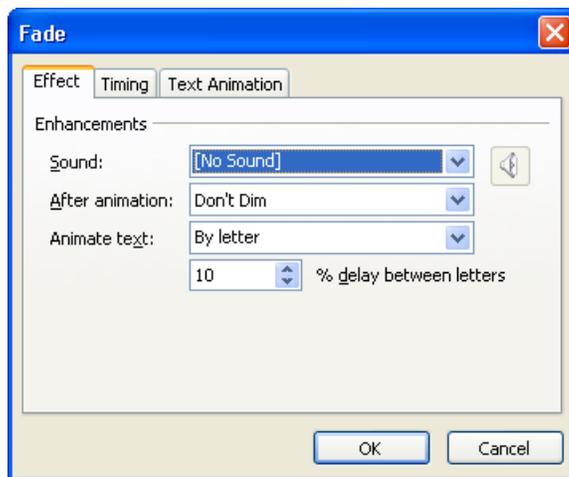
20   Click on the **Text Animation** tab and then click on the down arrow for the **Group text** field.
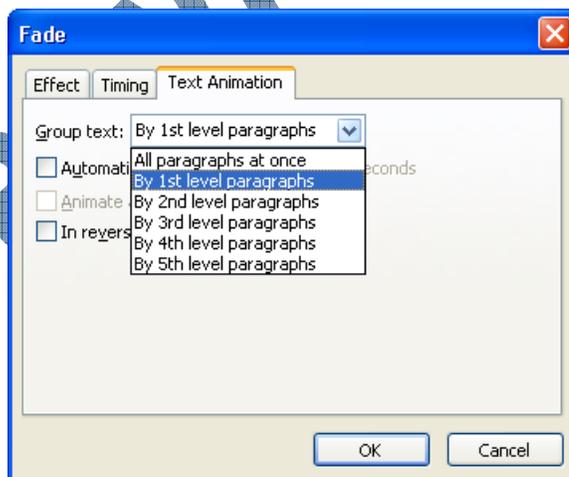
21   Click on **By 2nd level paragraphs** and click **OK**.

22   Repeat steps 15 to 21 for slides 3 and 5 and for those two slides have the text in the left text placeholder appear first by 2nd level paragraphs from the left, and then the second text placeholder points should fly in from the right, also by 2nd level paragraphs.

23   Repeat steps 19-21 for slides 6 and 7.

24   Save the presentation.

📖 Practice Exercise

1   Make sure the Building a New Home (June Seminar) - Student presentation is active on the screen and that you are on slide 1.

2   If necessary, open the Custom Animation task pane.

3   Click on the **0** box. Then click on the down arrow for the **Change** button in the Custom Animation task pane.

4   Click on **Entrance** and then click on **Fly In**.

5   Select the picture on the slide and then click the down arrow for the **Add Effect** button in the task pane.

6   Click on **Entrance, More Effects**, then select **Dissolve In** and click **OK**.

7   Move to slide 4 and click on the people picture. Resize it to approximately 3½″ wide by 3″ high and then center the picture on the slide.

8   Click on the down arrow for the **Add Effect** button in the task pane. Then click on **Entrance**, **More Effects**, **Spiral In** and click **OK**.

9   Move to slide 5 and click on the **1** object.

10   Click on the down arrow for the **Speed** button and click on **Medium**.

11   Save the presentation.

Applying Slide Transitions

Slide transition is a special effect you can apply to slides as they appear during the slide show. As with animation effects, be careful about using too many different slide transitions as they can be distracting to the audience. Try to be consistent in the transition between specific types of slides, e.g., bulleted lists, charts, etc.

To apply a slide transition, use one of the following methods:

- Select **Slide Show** and then **Slide Transition**.
- Click on the ▼ **(Other Task Panes)** button to display other task panes and then click on **Slide Transition**.

📖 Exercise

1   Ensure the Hurricanes - Student presentation is active on the screen.

2   Ensure you are on slide 1.

3   Select **Slide Show**, **Slide Transition**.

4   Scroll through the **Apply to selected slides** area and then click on **Shape Circle**.

5   Click on the down arrow for the **Sound** field.

The number of sounds that appear depends on what has been installed on your system. If you do not have a sound card installed on your system, you will not see any items listed here.
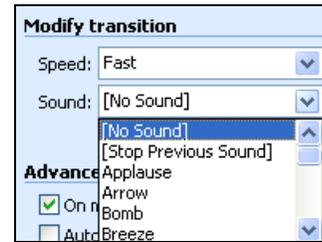
6   Scroll to the bottom of the list and click on **Other Sound**.

7   Move to where the data files are located and then double-click on the storm.wav file.

8   Click on slide 2 and apply the **Uncover Right-Down** transition.

9   Click on the down arrow for the **Speed** field and click on **Medium**.

10 Click on each slide and apply the following transitions at medium speed:

Slides	Transition
3, 4, 5	Blinds Horizontal
6, 7, 8	Uncover Right-Down

11 Save the presentation again.

12 Close both the task pane and the presentation.

📚 Practice Exercise

1   Make sure the Building a New Home (June Seminar) - Student presentation is active on the screen.

2   Move to slide 1.

3   Select **Slide Show**, **Slide Transition**.

4   In the **Apply to selected slides** area, click **Box Out**.

5   Set the **Modify transition**, **Speed** to **Slow**.

6   Click on **Apply to All Slides**.

7   Save and close the presentation.

Summary

In this lesson you looked at how to manipulate the items on the slides before finalizing for delivery. You should now be familiar with the following:

- How to change the background color
- How to animate slide objects and text
- How to customize animation effects
- How to apply slide transition

Review Questions

1. If you change the background color for the slides, it is applied to all the slides in the presentation.

   a. True   b. False

2. If you have a slide design applied to a presentation, when you change the background color, PowerPoint will automatically turn off the slide design and apply the new background color only.

   a. True   b. False

3. How can you add animation to a placeholder on a slide?

   a. Select Slide Show and then Animation Schemes

   b. Click on the Other Task Panes button and then click on Slide Design - Animation Schemes

   c. Right-click on the placeholder and then click on Animation

   d. All of the above

   e. Only a or b

4. Why should you try to be consistent in the number and style of animation schemes used in the presentation?

5. How can you customize the animation for a placeholder?

   a. Select Slide Show and then Custom Animation

   b. Click on the Other Task Panes button and then click on Custom Animation

   c. Right-click on the placeholder and then click on Custom Animation

   d. Any of the above

6. What are the four different types of effects you can add to an object?

   a. _____

   b. _____

   c. _____

   d. _____

7. You need to consider the order of the animation before you activate the Custom Animation feature as you cannot change the order after the animation has been set.

   a. True   b. False

8. Once you apply an animation effect to an object, you cannot further customize it.

   a. True   b. False

9. What does slide transition mean?

10. How can you apply a slide transition to the slide?

    a. _____

    b. _____

Lesson 7: Bringing It All Together

Objectives

Suggested Timing: 1 Hour

The objectives of this lesson are to examine the features available for adding the finishing touches to the presentation. On successful completion of this section, you should be able to do the following:

- Print the presentation and use special printing options
- Run and view the slide show
- Create notes and handouts

Printing the Presentation

4.1.9

Anything created in PowerPoint such as slides, notes or handouts can be printed. The method you choose to print will determine how much time and effort is required when creating the slides. For example, if you plan to print the slides on a laser printer, it does not matter what colors are used as everything will be printed in black and white (unless you have a color laser printer). If you plan to print the slides to a file, and then forward it to a Service Bureau (a company that can create slides or color transparencies), choose the colors wisely. If you are planning to print the slides onto overhead transparencies directly off your printer, be sure to use the transparency sheets designed for a laser printer. Otherwise, the objects on the slides may "bleed" or smudge as they are printed and handled.

If your presentation is going to be printed by a Service Bureau, you should find out the file format they require, as well as installing their printer drivers. You can check the results of your print settings with Print Preview.

To send a presentation to print, use one of the following methods:

- Select **File** and then **Print**.
- Press Ctrl + P.
- To print the entire presentation, click on the (**Print**) button on the Standard toolbar.

Within the **Print what** field, you can choose to print other items for the presentation. You will need to change this option is you want to print items other than the slides (default option. For example, if you want a printout of all speaker notes and a miniature of the slide contents, you need to change this option to be Notes Pages (discussed in the next topic.
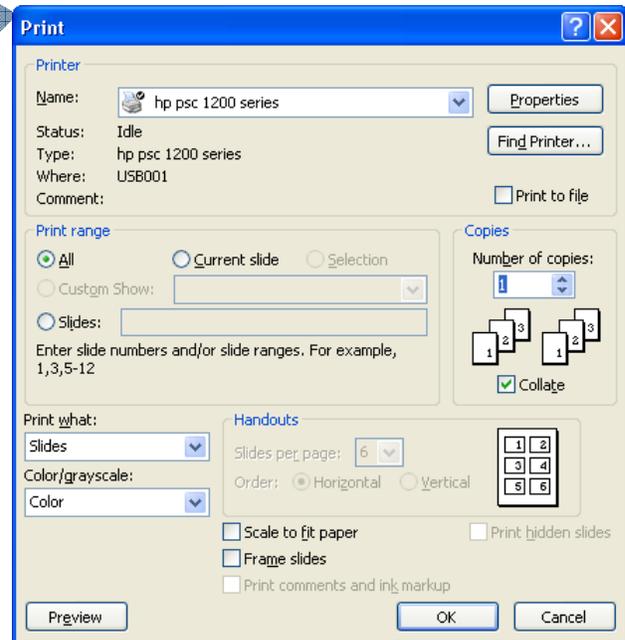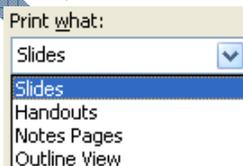
PowerPoint provides you with a Print Preview option although it may not be necessary if the presentation is to be delivered in color via a projection device. However, consider using Print Preview to view items that you may be distributing to your audience, or just to verify that the elements on the slides of the presentation appear in the manner you activated. Take note that the preview will always match to the printer type available. For instance, if you have a black and white printer, you will only be able to view the presentation in varying shades of black and gray. However, if you have a Deskjet printer that prints in color, the slides will appear in color during the preview.

📖 **Exercise**

Not all classrooms are set up to print, so check with the instructor before printing.

1 Open the Hurricanes - Student presentation.

2 Select **File**, then **Print**.

3 Ensure that the **Printer** displayed is correct. If not, click on the down arrow next to the **Name** field, then select the right printer.

4 In the **Print range** area, select **Current slide**.

5 In the **Copies** area, set 1 as the **Number of copies** you want printed.

6 In the **Print what** field, select **Slides**.

7 Select any other options required (check with your instructor, as applicable, as to whether to choose the **Pure Black and White** option to save time and toner).

8 Once you are ready to print, choose **OK**.

Creating Notes and Handouts

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4.1.9

One of the major advantages of using PowerPoint is being able to create speaker notes and audience handouts based on the presentation. This means you can have PowerPoint generate notes and handouts for the presentation quickly and easily, rather than having to copy and paste from a word processing program.

Creating Notes

Notes are a convenient way to organize your thoughts about each slide. The Notes pane in Normal view allows you to add notes about each slide as you are creating your slides. This can be handy for the speaker or for distribution to your audience.

You can create notes at the same time that you create your slides. You do not need to wait until the presentation is complete to add your notes.

To see more of the Notes pane in Normal view, point to the top border of the Notes pane until the pointer becomes ⬍, then drag until the pane is the required size. Take note that you can only enter text although you can also format it while in this view.

To see a miniature of the slide and either view or enter notes for a slide, switch to the **Notes Pages** view. With this view, you can also add drawing objects or pictures to the text notes. When you return back to the Normal view, any objects or pictures inserted in the notes using the Notes Pages view are not displayed.
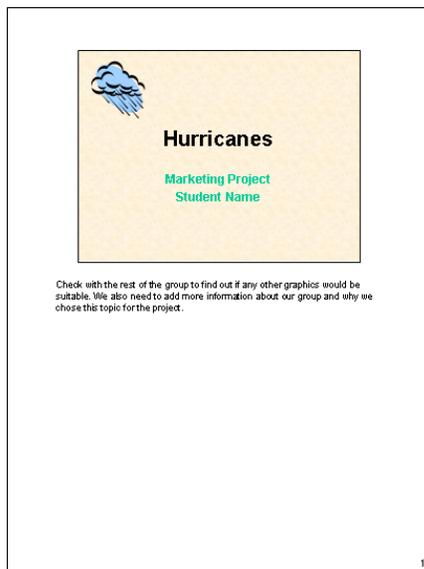
Depending on the amount of text, objects, or pictures you want or need to enter for the slide, you may have to change the size of the text in order to fit the information within the default text box provided for notes. Alternatively, you can set up these options using the Notes Master feature, similar to changing options for the slides in the presentation.

It is also possible to display and/or add more notes for specific slides during the delivery of the presentation (discussed in the Running the Slide Show topic).

📖 Exercise

1. Ensure the Hurricanes - Student presentation is active on the screen.

2. Go to slide 1 (if not already there).

3. Click and drag upwards to increase the size of the Notes pane. Click inside the Notes pane and then type the following:

    Check with the rest of the group to find out if any other graphics would be suitable.

    We also need to add more information about our group and why we chose this topic for the project.

4. Click on slide 2 in the **Slides** tab.

5. Click in the Notes pane and type the following:

    We may want to set up additional slides to describe the elements that define a hurricane.

6. Select **View** and then **Notes Page**.

7. Scroll between page 1 and 2 to see the how helpful these pages may be when reviewing the presentation.

8. Select **View** and then **Normal**.

9. Save the presentation again.

📚 Practice Exercise

1. Open the Building a New Home (June Seminar) - Student presentation.

2. Move to slide 1 and type the following text in the Notes pane: Remember to thank the audience for coming to your presentation.

3. Move to slide 3.

4. Click in the Notes pane and type the following: Give examples from actual projects we have dealt with, and how the site affected the design and cost.

5. Select **View** and then **Notes Page**.

6. Save the presentation.

Printing Notes

When printing the notes, PowerPoint prints the corresponding slide with the note. This provides a visual guide for the slide and any notes for the presentation. This can be handy if you want to see a copy of the presentation for proofing purposes, or to use during the actual presentation to an audience.

📖 Exercise

1   Ensure the Hurricanes - Student presentation is active on the screen.

2   Select **File**, then **Print**.

3   From the **Print what** field, click on **Notes Pages**.

4   Once you are ready to print, click **OK**.

📚 Practice Exercise

1   Switch to the Building a New Home (June Seminar) - Student presentation.

2   Press Ctrl + P .

3   From the **Print what** field, click on **Notes Pages**.

4   Click on the **Preview** button to see how the slides would print with notes.

5   Click on the **Close** button on the Print Preview toolbar.

Creating Handouts

Handouts are printed copies of the slides in your presentation, usually with the intent of distributing to others. You can specify how many slides to print on each page (up to a maximum of nine per page) so your audience can refer to the slides.

Handouts are created by making the appropriate selection in the Print dialog box. If you select three slides per page, PowerPoint will provide you with lines to the right side of the slide so the audience can make notes for themselves, as appropriate. All handouts will have enough space on the page to allow the audience to make notes; the difference lies in the larger the number of slides per page, the smaller the view of each slide is on the page.

📖 Exercise

1   Ensure the Hurricanes - Student presentation is active on the screen.

2   Press Ctrl + P .

3   From the **Print what** field, click on the **Handouts** option.

4   From the **Slides per page** field, choose **9**.

5   In the **Copies** area, set 1 as the **Number of copies** you want printed.

6   Once you are ready to print, click **OK**.

📚 **Practice Exercise**

1   Switch to the Building a New Home (June Seminar) - Student presentation.

2   Press Ctrl + P and click on the **Handouts** option from the **Print what** field.

3   From the **Slides per page** field, choose **4**.

4   Click on **Preview** to see the result.

5   Click **Close**.

Running the Slide Show

Several different options are available for viewing the slide show. You can print the slides directly onto transparencies (either color, or black and white, depending upon your printer). This requires only that the proper transparency type be used in the printer prior to printing.

Slide shows can also be viewed directly on the computer. This is probably the most advantageous for anyone who plans to combine other audio or visual displays with the slide show such as movies or sound.

Running a slide show is easy with PowerPoint as the slide show is displayed on the screen, without the menus and tools that appear when working with the program.

Viewing the Slide Show

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4.1.11

Now that you have done the preliminary setup for the slide show, you can view it and then make any changes as necessary. A slide show can be activated from any slide at any time, although you may want to automatically move to slide 1 before activating the slide show.

To view a slide show, use one of the following methods:

▪   Select **Slide Show** and then **View Show**.

▪   Click on the 🖵 button on the lower left corner of the screen.

▪   Press F5.

The slide show will take advantage of the size of your monitor and display in full screen mode. When you get to the end of the slide show, by default PowerPoint displays a blank screen. If there are some options you want to set up for the slide show, use one of the following methods:

▪   Select **Slide Show** and then **Set Up Show**.

This option can be useful if you plan to deliver the presentation in a different manner than with a speaker. For example, if the presentation will be shown on a computer at your booth during a trade show, you may want to set the presentation to play continuously so the audience can get information about the product without having to speak to someone at the booth directly.

You can also set up multiple monitors, as required. This could be used if you have a television that will display what you see on your notebook or monitor.
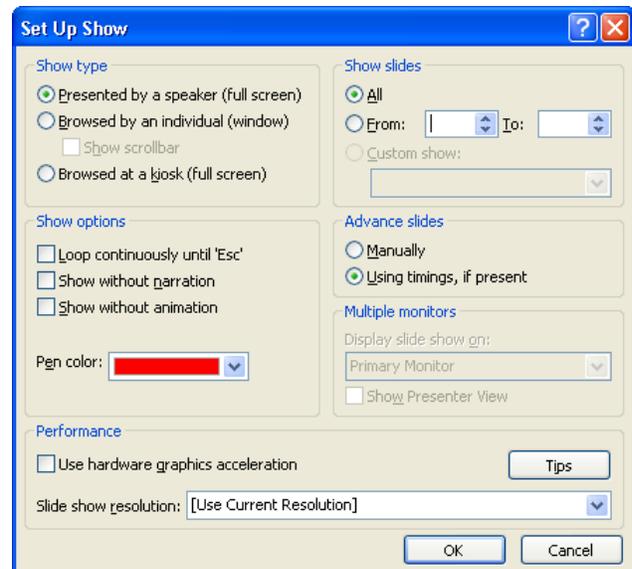
■ Select **Tools**, **Options** and then the **View** tab.
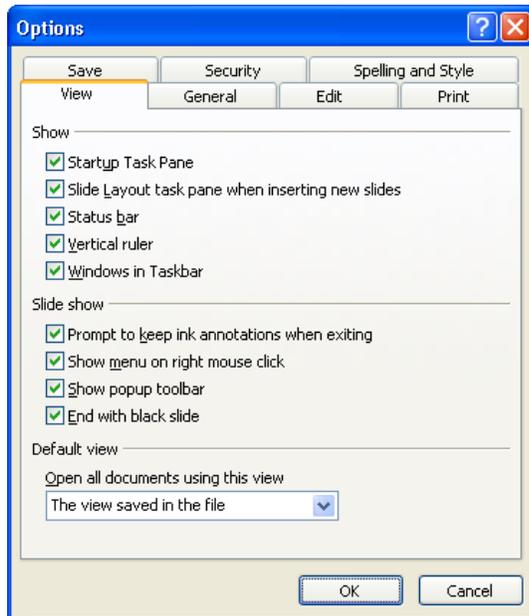
Anything you set up here for the slide show will become the default setting for all presentations you create in PowerPoint. For example, you may want to ensure every presentation ends with a black slide to tell the audience the presentation is over.

Take note of the following when running a slide show:

■ If you choose to advance the slides automatically, PowerPoint will build the text and objects on the slide, and then advance to the next slide (according to the time interval set).

■ If you choose to advance the slides manually, you can use one of the following methods to advance the slides:

  – click the left mouse button to move forward to the next slide (or to display bullets points or objects on the slide)

  – press (Enter).

■ When you start the slide show, you will see ⇦ ∕ ▭ ⇨ appear at the lower left corner of the slide show screen. You can use these buttons to help you navigate or activate specific options during the show.

■ Use the ▭ (**Annotation**) button to display a menu for other options to activate during the presentation. The first two options are the same as using the ⇦ (**Previous**) or ⇨ (**Next**) buttons from the lower left corner. This menu can also be activated by right-clicking anywhere on the slide during the slide show.

■ Use the **Go to Slide** option in the Annotation menu to navigate quickly to another slide in your presentation. This can be handy when a member of the audience has a question relating to information on another slide. Each slide in your presentation will be displayed by its title in the submenu.

■ Use the **Screen** option in the Annotation menu to change how the screen displays such as if you want to display a black screen while the audience takes a short break. This option allows you to display the speaker notes or to enter additional information provided by the audience or for yourself.
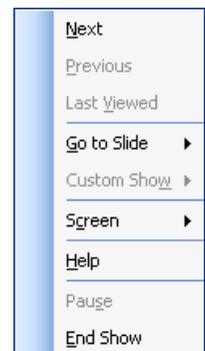
- Use the ✐ button on the screen to allow you to write or emphasize items during the presentation. You can also adjust the settings for the pen by using **Arrow Options** or to change the ink color. Be sure to test these out before your presentation in order to check that the colors do not clash and can be seen from anywhere in the room, based on the color scheme or backgrounds used in the presentation. Once activated, the mouse cursor changes to the pen style selected and then allows you to use it as you were holding a pen instead of the mouse.
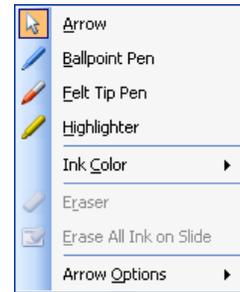
- To stop the slide show at any point, click on the ▭ **(Annotation)** button or right-click anywhere on the slide to display the Annotation menu, then select **End Show**. Alternatively, you can press (Esc) to end the show at any time.

📖 Exercise

1   Ensure the Hurricanes - Student presentation is active on the screen.

2   Move to the first slide.

3   Select **Slide Show**, then **View Show**.

     After a few seconds, the slide is displayed on the screen.

4   Click anywhere on the slide and watch the individual elements come to the screen.

     Notice how some of the elements seem to be coming in the wrong way or need you to click on them. This is one of the advantages of running the slide show so you can see what needs to be fixed or changed in the slide show.

5   Click on each slide to see the elements and at the last slide in the presentation, press (Esc).

6   Click on slide 1 in the Slides tab, then select **Slide Show**, **Custom Animation**.

7   Click on the 3 for the motion path in the slide.

8   Click on the down arrow of the **Start** field and click on **With Previous**.

9   Press (F5) to run the slide show again to see the impact of this change in the presentation.

10 Press (Esc) once all items for this slide are complete.

11 Save and close the presentation.

📚 Practice Exercise

1   Switch to the Building a New Home (June Seminar) - Student presentation.

2   Press the (F5) key.

3   Click to move through each element on each slide.

4   When you are done viewing the slide show, press (Esc).

5   Close the presentation.

Summary

The objectives of this lesson examined the features available for adding the finishing touches to the presentation. You should now be able to do the following:

- Print the presentation and use special printing options
- Run and view the slide show
- Create notes and handouts

Review Questions

1. If you wanted to print a presentation but change some of the options for printing, which method would you use?

    a. Select File and then Print

    c. Press Ctrl + P

    b. Click on the Print button from the Standard toolbar

    d. All of the above

    e. Only a or c

2. In addition to the slides for the presentation, what else can you choose to print?

3. When creating notes, what are you actually creating?

    a. Speaker notes

    c. A way to organize your thoughts as you work on the presentation

    b. Reminders of things to do for the presentation

    d. All of the above

4. Notes can only be created in the Notes pane.

    a. True

    b. False

5. Why would you want to create handouts?

6. How can you run a slide show?

    a. Select Slide Show and then View Show

    c. Press F5

    b. Click on the Slide Show View button

    d. Any of the above

7. What would be a benefit of setting up your presentation to end with a black slide?

8. During the show, if you wanted to emphasize a point, you could activate the pen option and draw or circle the point on the slide.

    a. True

    b. False

9. If you are on slide 3 and you want to move to slide 5, how could you move to that slide?

    a. _____

    b. _____

10. To stop a slide show at any time, which button could you press?

    a. Enter

    c. Delete

    b. Esc

    d. Any direction key

Appendices

Appendix A: Productivity Tools

Microsoft Word – Standard Toolbar

(New Blank Document)
Create a new blank document.

(Open)
Open an existing document or file type previously saved.

(Save)
Save the active document on the screen to disk.

(Permission)
Activate the Information Rights Management feature to set or change access rights on documents or folders.

(E-mail)
Send this document via e-mail to a recipient.

(Print)
Print every page of the active document on the screen.

(Print Preview)
Preview the active document on the screen.

(Spelling and Grammar)
Activate the spelling and grammar checker program.

(Research)
Display the Research task pane to search for files, web pages, or items.

(Cut)
Cut or move the selected items from the active document into the Clipboard.

(Copy)
Copy the selected items in the active document into the Clipboard.

(Paste)
Paste the selected items from the Clipboard into the new location.

(Format Painter)
Apply or paint the selected text or paragraph with the same formatting as the original text.

(Undo)
Undo or reverse the last action(s) performed. Click on the drop-down list to display all of the actions that can be reversed.

(Redo)
Redo or repeat the last action(s) performed. Click on the drop-down list to display all the actions that can be redone.

(Insert Hyperlink)
Insert a link between documents; generally used for documents saved as web pages.

(Tables and Borders)
Display a toolbar that allows you to create/edit a table and/or add borders to a table.

(Insert Table)
Create a table by specifying the number of rows and columns from a grid.

(Insert Excel Worksheet)
Insert an object that contains a worksheet created in Microsoft Excel. Once inserted, use or make changes to the object as if you were using Excel.

(Columns)
Create or set up columns for the selected text.

(Drawing)
Display a toolbar to create different objects in the document such as lines, boxes, circles, arrows, miscellaneous common shapes, etc. You can also modify these objects using the toolbar.

(Document Map)
Change to Document Map view where you can display a "table of contents" in a window on the left side. Click on each heading to move quickly to that area in your document.

(Show/Hide ¶)
Show or hide the non-printing characters, e.g., paragraph marks, tab markers, spaces, etc.

(Zoom)
Zoom in or out of the current view for the active document.

(Microsoft Word Help)
Activate the Help mode.

(Read)
Switch to the Reading Layout view.

Formatting Toolbar

![Formatting Toolbar]

(Styles and Formatting)
Display the Styles and Formatting task pane to list all styles currently available, or chose others from a separate list.

(Style)
Apply a different style for the selected paragraph.

(Font)
Change the font for the selected text.

(Font Size)
Change the size of the selected text.

B (Bold)
Boldface the selected text.

I (Italics)
Italicize the selected text.

U (Underline)
Underline the selected text.

(Align Left)
Align the text at the left margin.

(Center)
Center the text between the left and right margins.

(Align Right)
Align the text at the right margin.

(Justify)
Align the text so the text is evenly spaced between the left and right margins.

(Line Spacing)
Choose a different spacing for each line of text.

(Numbering)
Add or remove automatic numbering to the selected text.

(Bullets)
Add or remove bullets to the selected text.

(Decrease Indent)
Reduce the amount of indent for the selected text.

(Increase Indent)
Increase the amount of indent for the selected text.

(Borders)
Add or remove borders or lines to the selected text.

(Highlight)
Mark the selected text as if using a highlighter pen.

(Font Color)
Change the color of the selected text.

Picture Toolbar

(Insert Picture)
Insert a picture into the document.

(Color)
Change the color of the picture.

(More Contrast)
Increase the contrast between the colors in the picture.

(Less Contrast)
Decrease the contrast between the colors in the picture.

(More Brightness)
Add more light to the picture; colors will begin to fade in the background.

(Less Brightness)
Remove light from the picture; colors and background will become darker.

(Crop)
Cut the picture at a specific area.

(Rotate Left)
Rotate the picture to the left by 90°.

(Line Style)
Change the line style around the picture.

(Compress Pictures)
Make the picture smaller either by cropping it, compressing its file size, or changing the pictures resolution.

(Text Wrapping)
Determines how the text will wrap around the picture.

(Format Picture)
Change the properties for this object.

(Set Transparency Color)
Change the selected area of the picture to be transparent.

(Reset Picture)
Set the default options for the picture.

Drawing Toolbar

Draw ▾
Display a menu with a number of different features on how to manage objects.

(Select Objects)
Select an object. Use the Shift key to select multiple objects.

AutoShapes ▾
Display a menu with a number of different shapes that can be inserted into a document.

(Line)
Create a line in the document. Use the Shift key to create a straight line.

(Arrow)
Create an arrow in the document. The first click starts the arrow line, the next click places the arrowhead.

(Rectangle)
Create a square or rectangle box in the document. Use the Shift key to draw a square box.

(Oval)
Create a circle or oval in the document. Use the Shift key to draw a perfect circle.

(Text Box)
Create a lined box to enter text that can be formatted in the same manner as within a document.

(Insert WordArt)
Insert a text box where you can apply art effects to the text (e.g., 3-D, curved, angle up, etc.).

(Insert Diagram or Organization Chart)
Insert a diagram or organization chart object into the document.

(Insert Clip Art)
Insert a clip art image into the document.

(Insert Picture)
Insert a picture into the document.

(Fill Color)
Add or change a color to fill the object.

(Line Color)
Change the color of the line.

(Font Color)
Change the color of the text.

(Line Style)
Choose from a variety of styles for the line.

(Dash Style)
Choose from a variety of dash styles for the line.

(Arrow Style)
Choose from a variety of arrowheads and styles for the arrows.

(Shadow Style)
Add or change a shadow effect to the object(s). You can pick which direction the shadow appears for the object.

(3-D Style)
Add or change a 3-Dimensional effect to the object(s). You can select from a variety of 3-D effects.

Tables and Borders Toolbar

(Draw Table)
Change the mouse pointer to a pencil so you can draw lines for the table.

(Eraser)
Change the mouse pointer to an eraser to erase any of the lines in the table.

(Line Style)
Change the line style for the selected cell(s) in the table.

(Line Weight)
Change the line weight for the selected cell(s) in the table.

(Border Color)
Change the line color for the selected cell(s) in the table.

(Border)
Change where the line will be applied for the selected cell(s) in the table.

(Shading Color)
Add or change shading for the selected cell(s) in the table.

(Insert Table)
Insert a table within the table.

(Merge Cells)
Merge the selected cell(s) together.

(Split Cells)
Split the selected cell(s) into smaller cells.

(Align)
Choose the alignment for the selected cell(s) for top, middle, or bottom at the left, center, or right of the cell(s).

(Distribute Rows Evenly)
Make the height for the selected rows the same.

(Distribute Columns Evenly)
Make the width for the selected columns the same.

(Table AutoFormat)
Choose from one of the formats provided by Word for tables.

(Change Text Direction)
Change the direction of the text from horizontal (default) to another direction.

(Sort Ascending)
Sort the selected cells in ascending order (e.g., A-Z, 0-9).

(Sort Descending)
Sort the selected cells in descending order (e.g., Z-A, 9-0).

(AutoSum)
Totals the contents of the selected cells in the formula and places it in the current cell. There must be numbers in the selected cells or you will see an error message.

Header and Footer Toolbar

Insert AutoText ▾
Insert an AutoText entry into the header or footer.

(Insert Page Number)
Insert a page number into the header or footer.

(Insert Number of Pages)
Insert the total number of pages (determined by Word) in the header or footer.

(Format Page Number)
Format the page number (e.g., Arabic (1-9), roman numerals (i-x), I-VIII), alpha (a-z, A-Z), etc.).

(Insert Date)
Insert the date into the header or footer.

(Insert Time)
Insert the time into the header or footer.

(Page Setup)
Display the Page Setup dialog boxes to adjust as necessary for each page of the document.

(Show/Hide Document Text)
Show or hide the text in the document while working in the header or footer.

(Link to Previous)
Make (or remove) the header or footer the same as the previous header or footer.

(Switch Between Header and Footer)
Switch or toggle between the header or footer to add or make changes.

(Show Previous)
Show the previous header or footer.

(Show Next)
Show the next header or footer.

Close
Close this toolbar.

Reviewing Toolbar

Final Showing Markup ▾ (Display for Review)
Choose which version you want to use to review the changes in the document.

Show ▾
Pick whether to show all comments, inserted or deleted text, and/or all formatting changes.

(Previous)
Show the previous comment, or change.

(Next)
Show the next comment, or change.

(Accept Change)
Accept the change for this occurrence or all changes in the document.

(Reject Change/Delete Comment)
Reject the selected change or all changes in the document. Delete the selected comment or all comments in the document.

(New Comment)
Insert a new comment.

(Insert Voice)
Insert a recording of your comment.

(Highlight)
Add or remove highlighting to the document.

(Track Changes)
Turn on or off the tracking for any changes.

(Reviewing Pane)
Display or hide the pane that shows all changes in different areas of the document.

Reply with Changes...
Appears only when you open a document sent for review. Send the reviewed document back to the person who sent this document originally.

End Review...
Appears only when you open a document sent previously for review. Use this to end the reviewing cycle.

Common Shortcut Keys

Bold	`Ctrl`+`B`
Center	`Ctrl`+`E`
Close Document	`Ctrl`+`W`
Copy	`Ctrl`+`C` or `Shift`+`F2`
Cut	`Ctrl`+`X` or `F2`
Double Underline	`Ctrl`+`Shift`+`D`
Find	`Ctrl`+`F`
Font	`Ctrl`+`Shift`+`F`
Font Size	`Ctrl`+`Shift`+`P`
Go To	`Ctrl`+`G`
Hanging Indent	`Ctrl`+`T`
Indent	`Ctrl`+`M`
Insert AutoText	`F3`
Italics	`Ctrl`+`I`
Justify	`Ctrl`+`J`
Line Break	`Shift`+`Enter`

Line Spacing (1.5)	`Ctrl`+`5`
Line Spacing (Double)	`Ctrl`+`2`
Line Spacing (Single)	`Ctrl`+`1`
New Document	`Ctrl`+`N`
Normal Formatting	`Ctrl`+`Spacebar`
Open	`Ctrl`+`O`
Paste	`Ctrl`+`V`
Page Break (Manual)	`Ctrl`+`Enter`
Print	`Ctrl`+`P`
Replace	`Ctrl`+`H`
Save	`Ctrl`+`S`
Select All	`Ctrl`+`A`
Shrink a Selection	`Shift`+`F8`
Spell Check	`F7`
Style	`Ctrl`+`Shift`+`S`
Thesaurus	`Shift`+`F7`
Underline	`Ctrl`+`U`
Undo	`Ctrl`+`Z`

Moving Around a Document

Beginning of Document	`Ctrl`+`Home`
Beginning of Line	`Home`
Bottom of the Window	`Ctrl`+`PgDn`
End of Document	`Ctrl`+`End`
End of Line	`End`
New Blank Line	`Enter`
Next Character	`→`
Next Line	`↓`
Next Paragraph	`Ctrl`+`↓`

Next Screen	`PgDn`
Next Tab Position	`Tab`
Next Word	`Ctrl`+`→`
Previous Character	`←`
Previous Line	`↑`
Previous Paragraph	`Ctrl`+`↑`
Previous Screen	`PgUp`
Previous Tab Position	`Shift`+`Tab`
Previous Word	`Ctrl`+`←`
Top of the Window	`Ctrl`+`PgUp`

Microsoft Excel – Standard Toolbar

(New)
Creates a new blank workbook.

(Open)
Opens an existing workbook.

(Save)
Saves the current workbook on the screen.

(Permission)
Activates the Information Rights Management tool. This tool is used to protect workbooks containing sensitive information from being copied, edited, or forwarded.

(E-mail)
Creates an electronic (e-mail) message with the current worksheet or workbook as an attachment, to be sent through the Internet or a local area network (LAN).

(Print)
Prints the current workbook on the screen.

(Print Preview)
Previews the current worksheet in the workbook displayed on the screen.

(Spelling and Grammar)
Checks the spelling of the text in the worksheets.

(Research)
Displays the Research task pane.

(Cut)
Cuts or moves the selected cell(s) in the worksheet currently displayed.

(Copy)
Copies the selected cell(s) in the worksheet currently displayed.

(Paste)
Pastes the selected cell(s) you cut or copied into the new location.

(Format Painter)
Repeats the previously selected format features with the newly selected cell(s).

(Undo)
Undoes or reverses the last action you performed. Using the drop-down arrow allows you to display and subsequently reverse up to the last 16 steps you have performed in the spreadsheet.

(Redo)
Repeats the last action you performed. Using the drop-down arrow allows you to view and subsequently redo a list of processes that you have previously undone.

(Insert Hyperlink)
Allows you to insert a link (or a shortcut) that opens a document stored on a network server, an intranet, or the Internet.

(AutoSum)
Adds or totals the selected cells. Click on the down arrow to see other functions.

(Sort Ascending)
Sorts the selected cells in ascending order, e.g., 0-9, A-Z.

(Sort Descending)
Sorts the selected cells in descending order, e.g., 9-0, Z-A.

(Chart Wizard)
Activates the Chart Wizard tool to assist in the creation of a chart.

(Drawing)
Displays the Drawing toolbar so that you can create objects to add to the worksheet.

(Zoom)
Changes the magnification of the document. Altering the percentage of zoom changes the amount of the spreadsheet that you are viewing on the screen.

(Microsoft Excel Help)
Displays the Excel Help task pane to provide help and tips for working with Excel or this feature.

Formatting Toolbar

(Font)
Select the font or typeface you want.

(Font Size)
Select the size for the typeface.

(Bold)
Adds boldface to the selected cell(s) or selected text within the cell.

(Italic)
Adds italics to the selected cell(s) or selected text within the cell.

(Underline)
Adds underlining to the selected cell(s) or selected text in the cell.

(Align Left)
Aligns the data at the left side of the cell.

(Center)
Aligns the data in the center of the cell.

(Align Right)
Aligns the data at the right side of the cell.

(Merge and Center)
Merges the selected cells into one and centers the data horizontally in the merged cell. Click this button to unmerge the cells.

(Currency Style)
Formats the selected cell(s) with dollar signs, commas and decimal places.

(Percent Style)
Multiplies the numbers by 100 in the selected cell(s) and then adds percent signs.

(Comma Style)
Formats the numbers in the selected cell(s) to have commas and two decimal places.

(Increase Decimal)
Increases the number of decimal places displayed for the selected cell(s).

(Decrease Decimal)
Decreases the number of decimal places displayed for the selected cell(s).

(Decrease Indent)
Decreases the indent of text in a cell.

(Increase Indent)
Increases the indent of text in a cell.

(Borders)
Adds or removes lines to the selected cell(s). Note that there are more lines and options to choose from when you use the Format menu. You can also use the Draw Borders option with this button to draw borders around selected cells.

(Fill Color)
Adds color to the selected cell(s). The color that will be implemented is shown on the button and in the displayed ToolTip.

(Font Color)
Adds or changes the text color in the selected cell(s). The color that will be implemented is shown on the button and in the ToolTip that is displayed.

Chart Toolbar
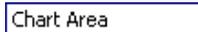
(Chart Objects)
Displays the component selected in the chart.

(Format Selected Object)
Adds or make changes to the properties for the selected object.

(Chart Type)
Changes the type of chart being used.

(Legend)
Adds or changes the properties for a legend.

(Data Table)
Inserts the data values in a table below the chart.

(By Row)
Shows the data in the rows for the chart.

(By Column)
Shows the data in the columns for the chart.

(Angle Clockwise)
Turns the text clockwise by 45-degree angles.

(Angle Counterclockwise)
Turns the text counterclockwise by 45-degree angles.

Microsoft PowerPoint – Standard Toolbar

(New)
Create a new blank presentation.

(Open)
Open an existing presentation or file type previously saved.

(Save)
Save the active presentation on the screen to disk.

(E-mail)
Send this presentation as an attachment via e-mail.

(Permisson)
Uses Information Rights Management to protect sensitive documents.

(Print)
Print of the active presentation.

(Print Preview)
Preview the active presentation on the screen.

(Spelling)
Activate the spell checker program.

(Research)
Gives access to research resources including dictionary, thesaurus, encyclopedia, etc.

(Cut)
Cut or move the selected text presentation into the Clipboard.

(Copy)
Copy the selected text i into the Clipboard.

(Paste)
Paste the selected item from the Clipboard into the new location.

(Format Painter)
Apply or paint the selected text or paragraph with the same formatting as the original text.

(Undo)
Undo or reverse the last action(s) performed. Click on the drop-down list to display all of the actions that can be reversed.

(Redo)
Redo or repeat the last action(s) performed. Click on the drop-down list to display all the actions that can be redone.

(Insert Chart)
Create a chart by changing the data in the datasheet window.

(Insert Table)
Create a table by specifying the number of rows and columns from a grid.

(Tables and Borders)
Display a toolbar that allows you to create/edit a table and/or add borders to a table.

(Insert Hyperlink)
Insert a link between documents; generally used for documents saved as web pages.

(Expand All)
Show all levels of text in the Outline pane for each slide.

(Show Formatting)
Show formatting (e.g., bold, italics, font color, etc.) in Normal view, but can display only titles in Slide Sorter view if activated.

(Show/Hide Grid)
Show or hide a grid for use in aligning elements or objects in the slides.

(Color/Grayscale)
Show or hide the elements on the slide in color or variations of gray.

(Zoom)
Zoom in or out of the slide.

(Microsoft PowerPoint Help)
Activate the Help mode.

Formatting Toolbar

(Font)
Change the font type.

(Font Size)
Change the font size.

(Bold)
Add or remove boldface on the selected text.

(Italic)
Add or remove italics on the selected text.

(Underline)
Add or remove underline on the selected text.

(Shadow)
Add or remove shadows on the selected text.

(Align Left)
Align the text at the left side of the text box.

(Center)
Center the text in the text box.

(Align Right)
Align the text at the right side of the text box.

(Numbering)
Add or remove automatic numbering on the selected text.

(Bullets)
Add or remove bullets on the selected text.

(Increase Font Size)
Increase the font size on the selected text.

(Decrease Font Size)
Decrease the font size on the selected text.

(Decrease Indent)
Decrease the amount of indent from the left side of the text box.

(Increase Indent)
Increase the amount of indent from the left side of the text box.

(Font Color)
Change the color of the font text.

(Slide Design)
Display the Slide Design task pane to add or change the design of selected or all slides in the presentation.

New Slide
Display the Slide Layout task pane to insert a new slide.

Picture Toolbar

(Insert Picture)
Insert a picture into the document.

(Color)
Change the color of the picture by determining how the picture is to display, e.g., automatic, black and white, grayscale, or washout.

(More Contrast)
Increase the contrast between the colors in the picture.

(Less Contrast)
Decrease the contrast between the colors in the picture.

(More Brightness)
Add more light to the picture; colors will begin to fade in the background.

(Less Brightness)
Remove light from the picture; colors and background will become darker.

(Crop)
Cut the picture at a specific area.

(Rotate Left)
Rotate the picture to the left by 90°.

(Line Style)
Change the line style around the picture.

(Compress Picture)
Make the picture smaller either by cropping it, compressing its file size, or changing the pictures resolution (i.e., number of pixels for picture clarity).

(Recolor Picture)
Change the colors for the picture.

(Format Object)
Change the properties for this object.

(Set Transparency Color)
Change the selected area of the picture to be transparent.

(Reset Picture)
Set the default options for the picture.

Drawing Toolbar

Draw ▼
Display a menu with a number of different features on how to manage objects.

(Select Objects)
Select an object. Use the Shift key to select multiple objects.

AutoShapes ▼
Display a menu with a number of different shapes that can be inserted into a document.

(Line)
Create a line in the document. Use the Shift key to create a straight line.

(Arrow)
Create an arrow in the document. The first click starts the arrow line, the next click places the arrowhead.

(Rectangle)
Create a square or rectangle box in the document. Use the Shift key to draw a square box with equal sides.

(Oval)
Create a circle or oval in the document. Use the Shift key to draw a perfect circle.

(Text Box)
Create a lined box to enter text that can be formatted in the same manner as within a document.

(WordArt)
Insert a text box where you can apply art effects to the text, e.g., 3-D, curved, angle up, etc.

(Insert Diagram or Organization Chart)
Insert a diagram or organization chart object into the document.

(Insert Clip Art)
Insert a clip art image into the document.

(Insert Picture)
Insert a picture into the document.

(Fill Color)
Add or change a color to fill the object.

(Line Color)
Change the color of the line.

(Text Color)
Change the color of the text.

(Line Style)
Choose from a variety of styles for the line.

(Dash Style)
Choose from a variety of dash styles for the line.

(Arrow Style)
Choose from a variety of arrowheads and styles for the arrows.

(Shadow Style)
Add or change a shadow effect to the object(s). You can pick which direction the shadow appears for the object.

(3-D Style)
Add or change a 3-Dimensional effect to the object(s). You can select from a variety of 3-D effects.

Shadow Toolbar

(Shadow On/Off)
Turn the shadow on or off for the selected object(s).

(Nudge Shadow Up)
Nudge the shadow up by 1 pt at a time.

(Nudge Shadow Down)
Nudge the shadow down by 1 pt at a time.

(Nudge Shadow Left)
Nudge the shadow to the left by 1 pt at a time.

(Nudge Shadow Right)
Nudge the shadow to the right by 1 pt at a time.

(Shadow Color)
Change the color of the shadow for the selected object(s).

3-D Settings Toolbar

(3-D On/Off)
Turn the 3-D option on or off.

(Tilt Down)
Tilt the 3-D object down.

(Tilt Up)
Tilt the 3-D object up.

(Tilt Left)
Tilt the 3-D object to the left.

(Tilt Right)
Tilt the 3-D object to the right.

(Depth)
Adjust the depth of the 3-D object.

(Direction)
Adjust the direction of the 3-D object.

(Lighting)
Adjust the lighting and its angle on the 3-D object.

(Surface)
Change the surface type for the 3-D object.

(3-D Color)
Change the color of the 3-D object.

Slide Master Toolbar

(Insert New Slide Master)
Insert a new master for a different set of slides in the presentation.

(Insert New Title Master)
Insert a new master for a title slide.

(Delete Master)
Delete the selected master.

(Preserve Master)
Keep this master even though all slides that used this master have been deleted.

(Rename Master)
Change the name of this master to help identify which slides this master may relate to, e.g., Sales portion versus Marketing.

(Master Layout)
Display a list of the placeholders currently set up on this master.

Close Master View
Close the master slide view.

Slide Sorter Toolbar

(Hide Slide)
Hide (or unhide) the selected slide.

(Rehearse Timings)
Rehearse or set up the timings for the presentation.

(Summary Slide)
Create a summary slide for all the slides in the presentation.

Notes...
Add notes to the slides in the presentation.

Transition (Slide Transition)
Add or change the transition effect from one slide to another.

Design (Slide Design)
Display the Slide Design task pane to add or change the design of the selected slide or all slides in the presentation.

New Slide
Display the Slide Layout task pane to insert a new slide.

Tables and Borders Toolbar

(Draw Table)
Change the mouse pointer to a pencil so you can draw lines for the table, either inside or outside.

(Eraser)
Change the mouse pointer to an eraser to erase any of the lines in the table.

(Border Style)
Change the line style for the selected cell(s) in the table.

1 pt **(Border Weight)**
Change the line weight for the selected cell(s) in the table.

(Border Color)
Change the line color for the selected cell(s) in the table.

(Border)
Change where the line will be applied for the selected cell(s) in the table.

(Fill Color)
Add or change shading for the selected cell(s) in the table.

Table **(Table Menu)**
Display a menu containing the same (and more) features found on the Tables and Border toolbar.

(Merge Cells)
Merge the selected cell(s) together.

(Split Cells)
Split the selected cell(s) into smaller cells.

(Align Top)
Align the contents of the cell at the top of the selected cell(s).

(Center Vertically)
Center the contents of the cell in the middle of the cell from top to bottom.

(Align Bottom)
Align the contents of the cell at the bottom of the selected cell(s).

(Distribute Rows Evenly)
Make the height for the selected rows the same.

(Distribute Columns Evenly)
Make the width for the selected columns the same.

Standard Chart Toolbar

Chart Area **(dropdown)**
Select the required chart object to be modified.

(Format Chart Object)
Display options to format the selected chart object.

(Import File)
Import the contents of another data file into the datasheet in the Chart mode of PowerPoint.

(View Datasheet)
Display the datasheet to view or modify the data contents.

(By Row)
Create or show the chart using the data in the datasheet rows.

(By Column)
Create or show the chart using the data in the datasheet columns.

(Data Table)
Display a table at the bottom of the chart with the data from the datasheet.

(Chart Type)
Change or select a chart type.

(Category Axis Gridlines)
Show or hide the gridlines for the category series (x-axis).

(Value Axis Gridlines)
Show or hide the gridlines for the value series (y-axis).

(Legend)
Show or hide the legend.

(Drawing)
Show or hide the Drawing toolbar.

(Fill Color)
Add or change shading for the selected object.

Chart Formatting Toolbar

$ (Currency Style)
Formats the selected cell(s) with dollar signs, commas and decimal places.

% (Percent Style)
Multiplies the numbers by 100 in the selected cell(s) and then adds percent signs.

, (Comma Style)
Formats the numbers in the selected cell(s) to have commas and two decimal places.

(Increase Decimal)
Increases the number of decimal places displayed for the selected cell(s).

(Decrease Decimal)
Decreases the number of decimal places displayed for the selected cell(s).

(Angle Clockwise)
Turns the text clockwise by 45-degree angles.

(Angle Counterclockwise)
Turns the text counterclockwise by 45-degree angles.

Organization Chart Toolbar

Insert Shape ▼ | Layout ▼ | Select ▼ | Fit Text | 49%

Insert Shape ▼
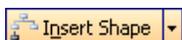
Select ▼

(AutoFormat)

Insert a new shape at this location.

Layout ▾

Change the layout for the boxes.

Select a level of boxes in the organization chart.

Fit Text

Fit the text within the selected box.

Choose a different style for the organization chart.

49% ▾ **(Zoom)**

Change the zoom of the organization chart.

Common Shortcut Keys

Bold	Ctrl + B		Justify	Ctrl + J
Center	Ctrl + E		Left Align	Ctrl + L
Change Case	Shift + F3		New Presentation	Ctrl + N
Close Presentation	Ctrl + W		New Slide	Ctrl + M
Copy a Slide	Ctrl + D		Open Presentation	Ctrl + O
Copy Formats	Ctrl + Shift + C		Paste Formats	Ctrl + Shift + V
Copy	Ctrl + C		Print Presentation	Ctrl + P
Cut	Ctrl + X		Redo	Ctrl + Y
Extend a Selection	F8		Repeat	F4
Find	Ctrl + F		Replace	Ctrl + H
Font Size	Ctrl + Shift + P		Right Align	Ctrl + R
Font	Ctrl + Shift + F		Run Presentation	F5
Font Dialog Box	Ctrl + T		Save Presentation	Ctrl + S
Go To	Ctrl + G		Spell Check	F7
Insert Hyperlink	Ctrl + K		Subscript	Ctrl + =
Italics	Ctrl + I		Superscript	Ctrl + Shift + +
			Underline	Ctrl + U
			Undo	Ctrl + Z

Moving Around a Presentation

First Slide	Ctrl + Home		Add Text Box	Ctrl + Enter
Last Slide	Ctrl + End		Previous Pane	Shift + F6
Next Pane	F6			

Appendix B: Glossary of Terms

Add-in – A supplementary program that adds Special commands or functions created by Microsoft Excel to perform tasks.

Alignment Character – A particular character that determines how Excel aligns numbers or text — typically, a period or comma.

Alphanumeric – Including both numbers and text.

Animation Effects – Features that allow you to add an animation effect to an object in the current slide.

AutoContent – A Wizard provided by PowerPoint to help you create the presentation by using some default settings. You need only enter the text for each slide.

Autofill – A method of copying data and forumlas or creating data series by dragging the lower right corner of a cell or range.

AutoFormat – A feature that enables you to apply many different formatting characterics with a single command by choosing from a selection of format templates.

AutoText – A Word feature that allows you to store frequently used text and graphics that can later be easily retrieved into a document.

Bold – Dark or highlighted text.

Borders – The feature that allows you to add lines, patterns or shading to the selected cells in the worksheet.

Build – The process that allows you to build or put together how a slide appears in a presentation.

Built-in Functions – In Excel, preprogrammed formulas to do specific calculations.

Cell Address – The intersection of a spreadsheet row and a column that specifies an individual cell.

Center – To place text in the center of a cell or between columns.

Character – A character can be a letter, number, or other piece of data. The program usually stores it by using one byte of memory.

Chart Wizard – The automatic feature that Excel provides to help you create a chart in a step-by-step process.

Chart – A pictorial representation of the data you enter in a worksheet.

Clear – Removes information from selected cells and leaves the cells blank.

Click and Type – A feature that will position the cursor at a particular alignment or tab position when you double-click on that location.

Clip Organizer – An organizer feature that contains the clip art images provided either on the Office Media CD or downloaded from Microsoft's Design Gallery web site.

Clip Art – A type of picture file created in a graphics program.

Column – A vertical arrangement for text or numbers, separated from other columns by a grid line and denoted with alpha letters per column. Excel has a maximum of 256 columns, denoted from A to IV.

Copy – An editing function used to duplicate designated text, objects or files using the Office Clipboard.

Cut – The editing process of transferring selected cells to the Clipboard so that you can move them from one location and place them into another.

Default – The standard settings that are in effect unless you change them for an individual document. You can usually adjust the defaults for most commonly used settings.

Delete – The operation that removes text, objects or graphics from the document.

Design Template – Pre-designed templates created by Microsoft to provide a background or style for the presentation.

Document – A file such as a letter, memo or report.

Edit – The process of manipulating (adding, removing, replacing, etc.) characters.

Extension – The last part of the name given to a file. It can be up to three characters and usually describes the "type" of file (e.g., .BAT for batch files; .EXE for executable program files;.DOC for Word files, .XLS for Excel files; etc.).

File name – The first part of a name given to a file. It can be up to 255 characters in length and usually describes the contents of a file.

Find – A feature that allows you to find specified text within a document.

Font Size – The vertical measurement used to identify the size of proportionally printed characters (72 points equals 1 inch).

Font – A specific typeface and point size.

Footer – Automatic text or graphics that repeat at the bottom of every page. A footer may include automatic page numbers.

Format – Instructions to the program as to how it should print the characters (e.g., margins, tabs, bold, underline, lines, etc.) known as styles in Word or Excel.

Formula Palette – The feature that Excel provides to help you select the desired built-in function to perform calculations.

Formulas – Arithmetic expressions containing mathematical symbols.

Function – A feature designed by Excel that allows you to perform quickly a calculation or formula using a specialized function.

Handouts – A PowerPoint feature that allows you to print miniature slides for distribution to the audience.

Header – Text that repeats at the top of every page and may include automatic page numbers.

Help – A reference feature that summarizes the abilities and features of a program.

Indent – A temporary left and/or right margin, usually in effect for one paragraph at a time.

Insert – An editing function that allows you to add text between other text, including entire columns or rows.

Inserting Functions – The feature that Excel provides to help you select the desired built-in function to perform calculations.

Insertion Point – An indicator of your current work location within the document on screen. In Word, this appears as a capital I.

Justification – The formatting function that determines how Word or Excel will align the data.

Margin – The white space or area from the edge of the paper to the text.

Master – A slide that contains all the consistent formatting or elements that PowerPoint should use on all slides in the presentation. You can create masters for slides, notes, handouts and outlines.

Meeting Minder – A PowerPoint feature that can be activated during a slide show in order to keep minutes on discussions during the slide show.

Menu – A list of commands.

Monospacing – The type of consistent spacing used between characters, measured in CPI (characters per inch) or pitch. Each character uses the same amount of space.

Mouse – A small box with a ball mounted either on the bottom or top side, and a wire leading to the computer. Used with the computer as a method of pointing and selecting different areas of the video screen. When you move the mouse around on a level surface, a marker moves corresponding on the screen.

Notes – A PowerPoint feature that allows you to enter notes on the current slide as reference during the creation of the presentation.

Office Assistant – An animated character that allows you to ask questions in your own words. The Assistant also offers tips and suggestions on how to perform your work more efficiently.

Office Clipboard – A place to store data temporarily pending retrieval.

Open – The function that allows you to transfer a file from a hard or floppy disk to the screen.

Page Break – The division between two pages. Word automatically creates Soft Page Breaks that are adjusted accordingly when you add or remove text. You can create Hard Page Breaks which are always in effect.

Page Setup – The feature that determines how Word or Excel will display and/or print the file — e.g., margins, headers/footers, gridlines, etc.

Page – The number of lines designated to create a page of data. Word automatically divides the document into pages based on the margin settings, the line spacing and the size of text.

Paste – The editing function of placing cut or copied data into a new location.

Print – The process of sending a file to the printer, complete with printer instructions for the format and type of text.

Proportional Spacing – The spacing used between characters; depends on the width of the individual character and is measured in point size. Therefore, five WWWWW's take up more space than five IIIII's. Proportionally spaced text is easier to read than monospaced text and allows approximately 25% more text per page.

Queue – To line up. Print instructions are usually queued in the order they are given.

Range – A number of adjacent cells. A range can include cells in one or more columns or rows.

Replace – A feature that allows you to find and then replace specified text throughout the document.

Ruler – Located below the toolbars. The ruler displays icons that allow you to perform functions such as changing margins, tabs and indents quickly.

Save – The process of storing or copying the information in the memory to a disk. If you turn the computer off without saving to a disk, you lose all the information you have entered in the memory.

Shortcut Keys – The commands activated by pressing the [Ctrl] key with another key to perform a specific task — e.g., [Ctrl]+[P] will display the Print menu.

Shortcut Menu – The menu that appears when you click on the right mouse button.

Slide Layout – The process of determining what should be on the slide (e.g., title text, text and chart, organization chart, etc.). PowerPoint provides a number of pre-designed layouts from which you can select for each slide.

Slide Sorter – The feature that allows you to move to the view that displays miniatures of all the slides in the presentation.

Sort – A feature that allows you to sort text in an ascending or descending order based on a variety of criteria.

Speaker Notes – A PowerPoint feature that allows you to create notes of each slide in the presentation and then print these for your reference during the presentation.

Spelling & Grammar – A feature that checks the spelling and grammar of the document and usually provides a list of corrections for any error it finds.

Status Bar – Located at the bottom of the screen. The Status Bar displays messages and system information.

Styles – Predefined formats you can use repeatedly and change globally for a document.

Tab – A character that causes the text to move to an exact predefined location (tab stop).

Tabs – The identifiers at the bottom of each worksheet that allow you to switch from one document in the workbook to another. Serially numbered, or labeled as desired for the specific worksheet.

Task Pane – A window displayed at the side of the screen that assists the user in creating new workbooks, inserting clip art, or recovering documents after a program crash.

Themes – A pre-designed template created by Microsoft with specific colors and/or patterns, and styles for consistency in documents. Generally used with web pages but can be applied to documents as well.

Toolbars – Located below the menu bar. They allow quick access to frequently used commands and macros. You can customize the toolbars to contain any menu item or macro you use regularly (you can save several different toolbar layouts).

Transition – A feature that allows you to determine how text and objects are built on a slide, as well as how each slide will advance to the next slide.

Web Browser – A specific type of program that allows you to see web pages (HTML format). Microsoft Internet Explorer or Netscape Navigator are the two most popular web browsers.

Web Pages – A file that is saved in HTML format and meant to be published to a web server. A web browser is needed in order to view this file.

Widow/Orphan – A widow is the first line of a paragraph by itself at the bottom of a page. An orphan is the last line of a paragraph by itself at the top of a page. Standard typing techniques normally avoid widows and orphans. Word can automatically adjust the soft page breaks to avoid widows and orphans.

Word Wrap – A word processing feature that automatically moves words that do not fit on one line to the next line. You end word wrap by placing a Hard Return at the end of a paragraph.

Workbook – A file stored on disk, displaying a default of three blank worksheets but can contain an unlimited number of worksheets.

Worksheet – In a workbook, a spreadsheet consisting of rows and columns.

WYSIWYG – Refers to "What You See Is What You Get," a display mode that shows the worksheet exactly as it will appear when you print it.

Appendix C: Index

Appendix D: Courseware Mapping

Total Domains: 4	Total Objectives: 11	Total Skill Sets: 83	Total Courseware Requirements: 261

Standardized Coding Number	Objectives & Skill Sets	Courseware Mapping	
Domain 1.0: Common Program Functions	*This domain includes the knowledge and skills required to perform functions common to all Windows applications with an emphasis on the common functionality of the Microsoft Office applications Word, Excel and PowerPoint. Skills and knowledge covered in this domain will concentrate on those features considered basic and —- to the largest extent possible - applicable to all Windows-based word processors, spreadsheets and presentation programs. Elements include the ability to start and exit either the Word or Excel application, modify the display of toolbars and other on-screen elements, use online Help, and perform file management, editing, formatting and printing functions common to Word, Excel, PowerPoint and most Windows applications.*		

Objective 1.1	**Be able to start and exit a Windows application and utilize sources of online help**	Location	Page #
IC³-2 1.1.1	Start a Windows application	Starting Word/Excel/PowerPoint	2
IC³-2 1.1.2	Exit a Windows application	Exiting Word/Excel/PowerPoint	3
IC³-2 1.1.3	Identify and prioritize help resources	Getting Help	12
IC³-2 1.1.4	Use automated help	Getting Help	13

Objective 1.2	**Identify common on-screen elements of Windows applications, change application settings and manage files within an application**	Location	Page #
IC³-2 1.2.1	Identify on-screen elements common to Windows applications	Looking at the Screen	4, 9
IC³-2 1.2.2	Display or hide toolbars	Using the Toolbars	9
IC³-2 1.2.3	Switch between open documents	Opening a Document Switching Between Documents	35 39
IC³-2 1.2.4	Change views	Customizing the View	46
IC³-2 1.2.5	Change magnification level	Adjusting the Zoom	47
IC³-2 1.2.6	Create files	Starting a New Document	33
IC³-2 1.2.7	Open files	Opening a Document	38
IC³-2 1.2.8	Save files in specified locations/formats	Saving a New Document Saving an Existing Document Saving Files in Different Formats	31 35 40
IC³-2 1.2.9	Close files	Closing a Document	36
IC³-2 1.2.10	Identify and solve common problems relating to working with files	Working with Files	21

Objective 1.3	**Perform common editing and formatting functions**	Location	Page #
IC³-2 1.3.1	Navigate around open files	Using the Scroll Bar Moving the Insertion Point Moving Around the Worksheet	31 30 189
IC³-2 1.3.2	Insert text and numbers in a file	Entering and Editing Text	28
IC³-2 1.3.3	Perform simple editing	Entering and Editing Text Formatting a Worksheet Using Cut, Copy and Paste, Using the Office Clipboard	28 228 52-55
IC³-2 1.3.4	Use the Undo, Redo and Repeat commands	Using Undo, Using Redo, Using Repeat	50
IC³-2 1.3.5	Find information	Finding Items	88
IC³-2 1.3.6	Replace information	Replacing Items	90
IC³-2 1.3.7	Check spelling	Checking the Spelling and Grammar	84
IC³-2 1.3.8	Perform simple text formatting	Formatting Text Characters Aligning Text	57 62
IC³-2 1.3.9	Insert pictures into a file	Inserting Pictures Inserting Pictures from a Disk	129 132
IC³-2 1.3.10	Modify pictures in a file	Manipulating Pictures	133
IC³-2 1.3.11	Add drawn objects into a file	Working with Objects	140

Objective 1.4	Perform common printing functions	Location	Page #
IC³-2 1.4.1	Format a document for printing	Changing Margins Changing the Paper Size	99 97
IC³-2 1.4.2	Preview a file before printing	Previewing the Document	105
IC³-2 1.4.3	Print files, specifying common print options	Printing Documents	107
IC³-2 1.4.4	Manage printing and print jobs	Printing Documents	24,107
		(Also discussed in Module A, Unit 2 – Lesson 11)	229-236
IC³-2 1.4.5	Identify and solve common problems associated with printing	Printing Files	24

Domain 2.0: Word Processing Functions	*This domain includes the knowledge and skills required to perform functions specific to creating documents with a word processor (as opposed to common functions such as those identified in Domain 1: Common Program Functions). Elements include paragraph formatting (including line spacing, indenting and creating bulleted or numbered lists), document formatting (including headers and footers), applying styles and other automatic formatting options, creating tables, applying borders and shading to text and tables.*		

Objective 2.1	Be able to format text and documents including the ability to use automatic formatting tools	Location	Page #
IC³-2 2.1.1	Identify on-screen formatting information	Displaying Formatting Codes	29
IC³-2 2.1.2	Select word, line, paragraph, document	Selecting Text, Using the Selection Bar	43
IC³-2 2.1.3	Change spacing options	Changing the Line Spacing	94
IC³-2 2.1.4	Indent text	Working with Indents	74
IC³-2 2.1.5	Create and modify bulleted and numbered lists	Adding Bullets and Numbering	79
IC³-2 2.1.6	Use outline structure to format a document	Adding Bullets and Numbering Outlining a Document	80 122
IC³-2 2.1.7	Insert symbols/special characters	Adding Special Characters	101
IC³-2 2.1.8	Insert date and time	Inserting the Date and Time	103
IC³-2 2.1.9	Insert, view and print document comments	Working with Comments	169
IC³-2 2.1.10	Display the ruler	Displaying the Ruler	29
IC³-2 2.1.11	Use tabs	Setting Tabs	69
IC³-2 2.1.12	Insert and delete a page break or section break	Inserting Page Breaks Using Section Breaks	111 113
IC³-2 2.1.13	Insert, modify and format page numbers	Adding Page Numbering	110
IC³-2 2.1.14	Create, modify and format headers and footers	Using Headers and Footers	114
IC³-2 2.1.15	Create, modify and format footnotes and endnotes	Working with Footnotes or Endnotes	124
IC³-2 2.1.16	Apply borders and shading to text paragraphs	Adding Borders Adding Shading	63 66
IC³-2 2.1.17	Create, modify and apply styles	Working with Styles	117
IC³-2 2.1.18	Copy formatting (Format Painter)	Using the Format Painter	61
IC³-2 2.1.19	Use language tools	Checking the Spelling and Grammar Using the Thesaurus	84 86
IC³-2 2.1.20	Track changes to a document	Tracking Changes	121
IC³-2 2.1.21	Display document statistics (such as word count)	Using Document Summaries	32

Objective 2.2	Be able to insert, edit and format tables in a document	Location	Page #
IC³-2 2.2.1	Create a table	Working with Tables	151
IC³-2 2.2.2	Insert and edit data in a table	Working with Text	153
IC³-2 2.2.3	Modify table structure	Selecting Items in the Table Inserting & Deleting Rows/Columns	154 159
IC³-2 2.2.4	Format tables	Formatting the Table Using AutoFormat Modifying Borders & Shading Using AutoFormat	154 155 157 155
IC³-2 2.2.5	Sort data in a table	Sorting Information in a Table	166

Domain 3.0: Spreadsheet Functions	*This domain includes the knowledge and skills required to analyze information in an electronic spreadsheet and to format information using functions specific to spreadsheet formatting (as opposed to common formatting functions included in Domain 1). Elements include the ability to use formulas and functions, sort data, modify the structure of an electronic worksheet, and edit and format data in worksheet cells. Elements also include the ability to display information graphically using charts, and to analyze worksheet data as it appears in tables or graphs.*		
Objective 3.1	**Be able to modify worksheet data and structure and format data in a worksheet**	**Location**	**Page #**
IC³-2 3.1.1	Identify how a table of data is organized in a spreadsheet	Understanding Basic Terminology	178
IC³-2 3.1.2	Select information with the keyboard and mouse	Selecting Cells	191
IC³-2 3.1.3	Insert and modify data	Entering Data in the Worksheet Making Changes to the Contents Using AutoFill	186 192 197
IC³-2 3.1.4	Modify table structure	Inserting Rows, Columns, and Cells Deleting Rows, Columns and Cells Managing Worksheets Inserting or Deleting Worksheets Changing the Column Widths Adjusting the Row Height Using AutoFit	201 204 207 207 198 201 199
IC³-2 3.1.5	Identify and change number formats	Formatting a Worksheet	228-235
IC³-2 3.1.6	Apply borders and shading to cells	Applying Cell Borders Applying Colors and Patterns	236 239
IC³-2 3.1.7	Specify cell alignment	Changing Cell Alignment	231
IC³-2 3.1.8	Apply table AutoFormats	Using AutoFormat	240
Objective 3.2	**Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet.**	**Location**	**Page #**
IC³-2 3.2.1	Sort worksheet data	Sorting Data	245
IC³-2 3.2.2	Demonstrate an understanding of absolute vs. relative cell addresses	Using Absolute & Relative Addresses	222
IC³-2 3.2.3	Insert arithmetic formulas into worksheet cells	Creating Simple Formulas	212
IC³-2 3.2.4	Demonstrate how to use common worksheet functions	Using Common Built-in Functions	216
IC³-2 3.2.5	Insert formulas that include worksheet functions into cells	Using Common Built-in Functions	212
IC³-2 3.2.6	Modify formulas and functions	Being Careful with Formulas	212, 224
IC³-2 3.2.7	Use AutoSum	Using Common Built-in Functions	217
IC³-2 3.2.8	Identify common errors made when using formulas and functions	Being Careful with Formulas	224
IC³-2 3.2.9	Draw simple conclusions based on tabular data in a worksheet	Creating Simple Formulas	212, 224
IC³-2 3.2.10	Insert and modify charts in a worksheet	Working with Charts	253, 261
IC³-2 3.2.11	Be able to identify if a presented chart accurately represents worksheet data shown in a table	Working with Charts	253
IC³-2 3.2.12	Identify appropriate chart types for presenting different types of information	Selecting Chart Types	259

Domain 4.0: Communicating with Presentation Software	*This domain includes the knowledge and skills required to communicate effectively with presentation software such as Microsoft PowerPoint, and to use simple functions specific to creating and editing presentations (as opposed to common functions included in Domain 1: Common Program Functions). Elements include the ability to create and modify slides in a presentation, create different types of presentation output and identify the most effective ways to use a presentation program to communicate with others.*

Objective 4.1		Be able to create and format simple presentations	Location	Page #
IC³-2	4.1.1	Identify effective design principles for simple presentations	What is PowerPoint Creating a Presentation	280 283
IC³-2	4.1.2	Manage slides	Managing the Slides	281, 299
IC³-2	4.1.3	Add information to a slide	Entering Text Selecting Text Objects Manipulating Text Changing Bulleted Information Inserting Graphics Manipulating the Pictures Creating Objects Creating and Using Tables Creating a Chart What Does Formatting Mean? Aligning Text Changing the Slide Design and Layout	283 309 310 321 325 325 345 334 338 318 321 305
IC³-2	4.1.4	Change slide view (including outline view, slide layout view, and slide master view)	Displaying Information in the Presentation	281
IC³-2	4.1.5	Change slide layout (title slide, table slide, etc.)	Changing the Slide Design and Layout	305
IC³-2	4.1.6	Modify a slide background	Changing the Background Color	356
IC³-2	4.1.7	Assign transitions to slides	Animating Objects Customizing the Animation Applying Slide Transitions	359 359 363
IC³-2	4.1.8	Change the order of slides in a presentation	Rearranging the Slides	303
IC³-2	4.1.9	Create different output elements (speaker's notes, handouts, etc.)	Printing the Presentation Creating Notes and Handouts	366 367
IC³-2	4.1.10	Preview the slide show presentation	Running the Slide Show	370
IC³-2	4.1.11	Navigate an on-screen slide show	Running the Slide Show	370