# Microsoft Office 2007 Training Manual

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Product Code:  OFFICE 2007   7.08

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# HOW TO USE THIS MANUAL

This manual was designed to be used as a reference.  This is not a step-by-step tutorial.  Our feeling is that you did not pay to have someone stand in front of class and <u>read</u> you something that you could do on your own.  Through our own classroom experience we have discovered that students don't read detailed descriptions and that lengthy text is ignored.  They prefer to explore and try things out.

In typical tutorials, students often get lost following rote procedures and get caught in error conditions from which they can't back out of.  Besides, once students leave class, they just want something they can use to look up a subject quickly without having to read through an entire tutorial.

Our design ensures that each course is stimulating and customized yet covers the outlined objectives.  The left page of your manual is designed for note-taking.  That way, you won't have to switch between your notebook and a manual whenever you need to look up how to perform an operation.

Keys and commands that you need to press are displayed as icons such as ⌨ENTER or ⬆.

Each topic starts on a new page, making things easy to find and follow.  In addition, topics covering actual commands always begin with the USAGE section where we explain the purpose of the command.

Although you will usually be using the mouse to make your selections there are also shortcut keys that can be used at times so we will also include those.  Any keyboard shortcuts will be displayed with a keyboard icon while mouse shortcuts will include a picture of the mouse icon.

The next page shows how a typical topic will be discussed and each part found in the book.

# THE TOPIC TITLE WILL BE ON TOP

USAGE:

This part of the manual explains what the command is used for, how it works and other miscellaneous information.

Since MS Office 2007 applications were all written to be used interactively with a mouse, there will be many tools that will be mentioned which can be used in place of the menu or keyboard.

This section lists the keystrokes or function keys the user may press as a shortcut for performing the current command.

*NOTE:*       *This box will mention things to watch out for. The writing icon in the left column always indicates an important note to remember.*

*TIP:*       *This box will let you in on a little secret or shortcut. The pointing hand always indicates a "TIP".*

# MODULE ONE

- Running MS Word
- The Word Screen
- Getting Help
- Creating a New Document
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- Opening Existing Files
- Navigating through Documents
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- Applying Attributes
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# RUNNING MICROSOFT WORD

USAGE:

Microsoft Word (along with all of the other MS Office 2007 applications) can be accessed through the desktop or through the Start menu.

If you have assigned a shortcut to your desktop, double-click on the **Microsoft Office Word 2007** icon to run the application.

Microsoft
Office Word
2007

Although the quickest way of running Word is obviously through the desktop, you can also access the **Start** menu which allows you to locate any program available on your system.

Follow these steps to run Word from the Start menu:
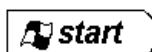
❶  **start**  Click on this button (located along the far left side of the taskbar) to access the Windows **Start** menu.

❷  Select All Programs ▶ from the pop-up menu.

Windows Update

Accessories ▶  Microsoft Office Tools ▶

**All Programs** ▶  Microsoft Office ▶  Microsoft Office Excel 2007

Microsoft Office Outlook 2007

Microsoft Office Word 2007
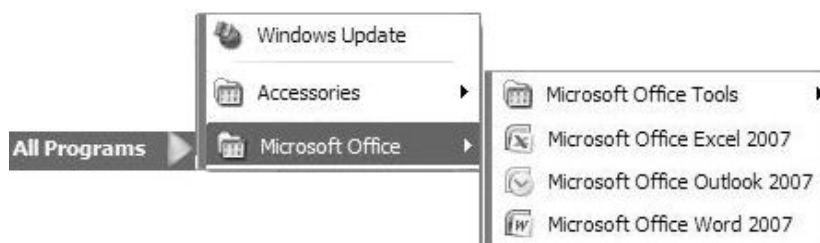
❸  Select **Microsoft Office Word 2007** from the sub-menu.

# THE WORD SCREEN

After you start the program, you are taken into a blank untitled document where you may begin entering your text.  The screen can be quite intimidating the first time you see it as there are so many items displayed on it.  However, if you take a few minutes to familiarize yourself with the various screen elements, the program will become easier to work with.
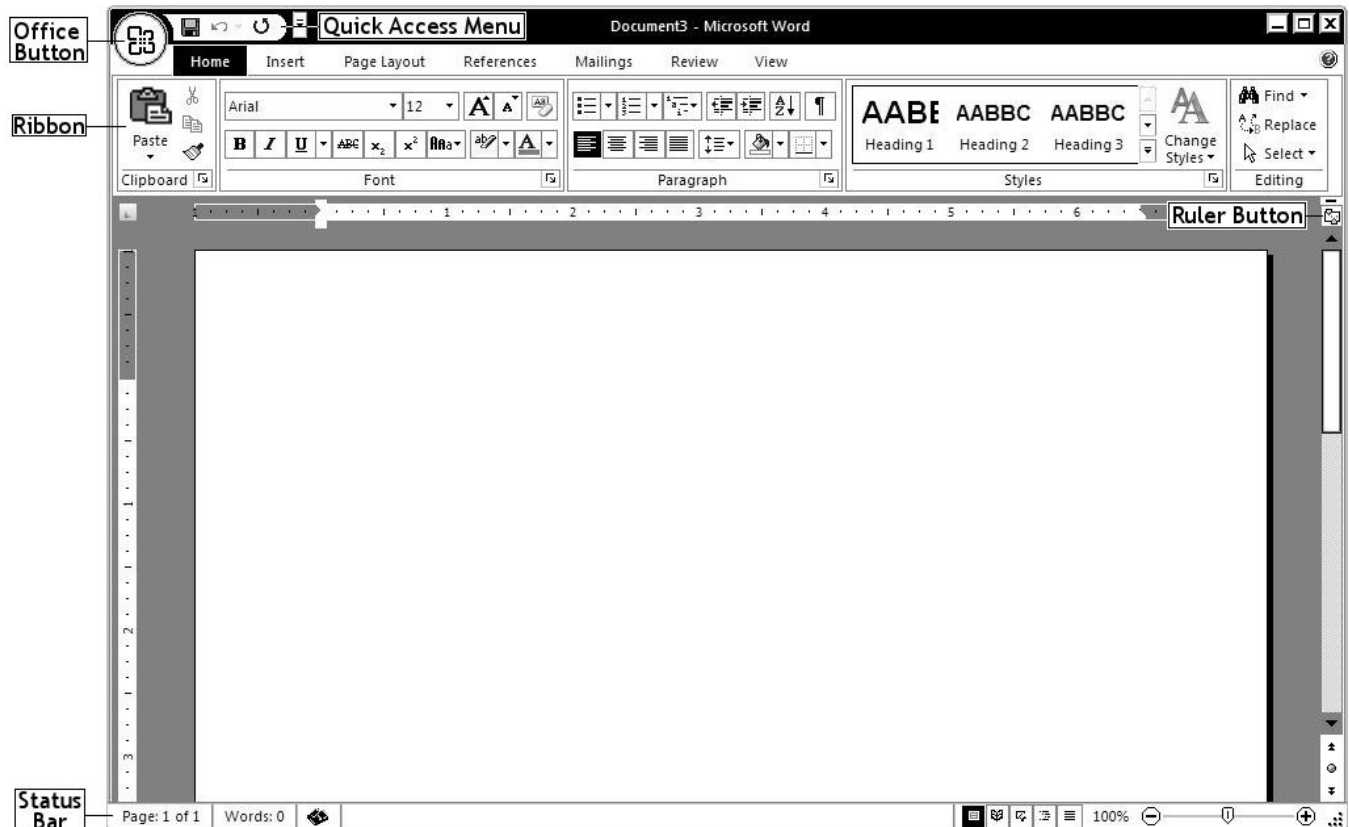


Along the top left corner of the screen is the **Office Button** which provides quick access for creating, opening, converting, saving, printing, preparing, sending, publishing, and closing files.  Recently accessed documents are also listed under this button.  This button provides the only true menu within Word 2007 or any other MS Office 2007 application.

To the right of the Office Button is the Save tool as well as the Undo and Redo tools.  Since those are tools that are most often used, they are placed in a convenient location on what is referred to as the "Quick Access Toolbar".  Click on the button to the right of these tools to customize this Quick Access Toolbar.

The name of current document followed by the application name is displayed in the middle.

The far right side of this line contains three icons for minimizing ⊟, maximizing ⬜, and closing ☒ the document or program.

The second line contains a new feature within Word 2007.  There are tabs located on this line which are used to access a series of **Ribbons** to help you quickly find the commands needed to complete a task.  Commands are organized in logical groups that are collected together under these tabs.  Each tab on the Ribbon relates to a type of activity, such as inserting an object or laying out a page. To reduce screen clutter, some tabs are shown only when they are needed.

There is no way to delete or replace the Ribbon with the toolbars and menus from previous versions of Microsoft Office.  However, you can minimize the Ribbon to make more space available on the screen.  To quickly minimize the Ribbon, press `CTRL`+`F1`.  If you prefer using the mouse, point to an empty space just to the right of the last tab across the top of your screen and click the [RIGHT] mouse button.  From the pop-up menu, choose **Minimize Ribbon**.

If you press `CTRL`+`F1` a second time, the Ribbon will again be displayed.  If you prefer using your mouse, point just to the right of the last tab and click your [RIGHT] mouse button.  From the pop-up menu, again choose **Minimize Ribbon** (this time to de-select it).

Use the `ALT` key to access the ribbon directly from the keyboard.  For example, if you were to press `ALT`+`N`, you could access the "Insert" Ribbon.  Each time you press `ALT`, Word displays corresponding letters for the ribbon items to help you to continue using keyboard shortcuts to select them.

Along the right side of the screen is the **scroll bar** used to quickly move (vertically) within your document.  Use the arrows located across the top and bottom of the scrollbar to move up and down.  To move more quickly, drag the small rectangle located within the scroll bar to the desired location (up or down).

If you zoom to a larger size than can fit horizontally within the window, a horizontal scroll bar will appear across the bottom of the screen.

Below the vertical scroll bar are three buttons which are used to move up and down between pages and/or document objects.

The **Ruler** indicates the current margins and tab settings and is displayed across the top and along the far left side of the typed document. Click on 🖼 (located towards the right side of the screen just above the vertical scroll bar) to toggle the ruler on/off.

The actual typing area is the large interior portion of the window that the program uses to display its data and special symbols. In Word, this working section is referred to as the **Text Area**.

Within the text area you should see a small blinking vertical line, referred to as the **Insertion Point** or cursor. It marks the spot where your next typed character will appear.

You should also see an **I-beam** $I$ which indicates where the mouse pointer is located. As you move the mouse to the Ribbon area at the top of the screen or along the left or right edges of the document, it will change into the shape of an arrow ⌖. The arrow is used to point to items within the Ribbon or to select lines of text.

Just below and to the left of the vertical scroll bar is the **Zoom** Area. Notice you can click on the increase ⊕ or decrease ⊖ buttons to change the zoom factor. You can also drag the slider horizontally to change the text size as it appears on the screen. Word displays the current percentage just to the left of this area.

To the left of the zoom area are five **View Icons**. These are used to change the current page for display purposes. Simply click on the view you want to switch to.

The far left side of this line contains the **Status Bar**. This section indicates the current typing position, how many words have currently been entered in the document, and provides information on proofing tools.

To make working with multiple documents less confusing, Word displays all opened documents along the taskbar at the very bottom of the screen. Rather than having to access the Ribbon labeled **View** to switch between opened windows, you can simply use your mouse to click on the name of the file you want to access directly on the taskbar. Once selected, that document becomes the active window.

# WORKING WITH HELP

USAGE:

All of the MS Office 2007 applications have an extensive help database that can assist you with virtually any topic you encounter while working with the program.

Help can be as generic as explaining how to print within the program or as specific as detailing each item within a dialog box.

To display help in any of the 2007 applications, simply click on this tool (located on the far right side of the tabs and just above the Ribbon).
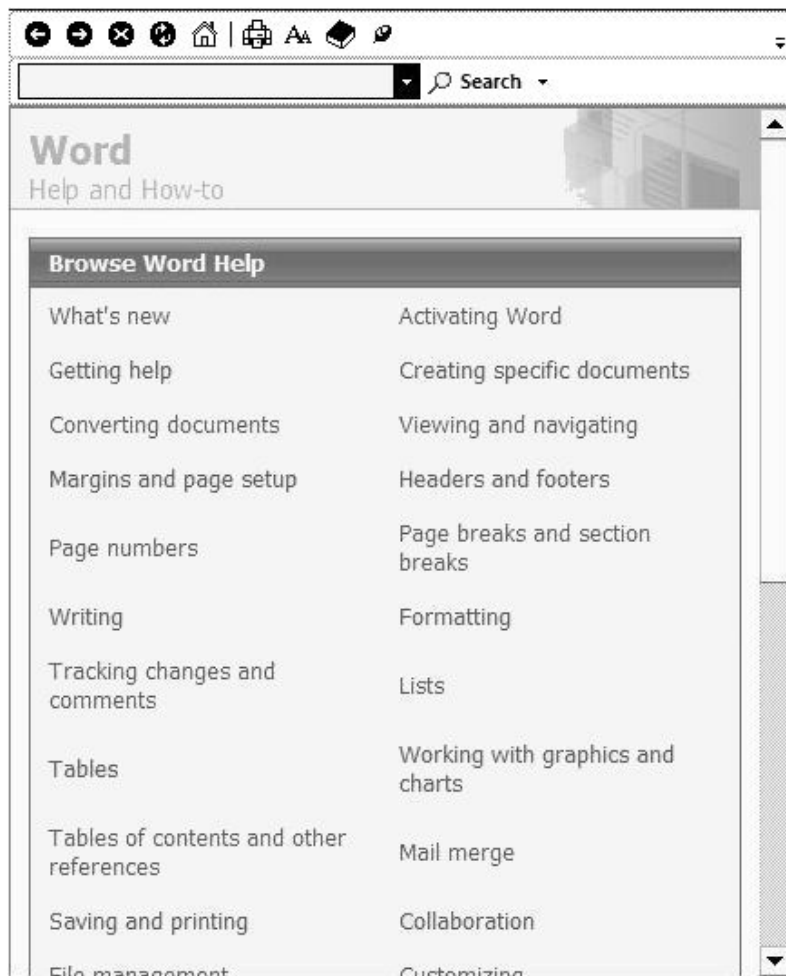
Notice that a generic group of topics is listed in the help box when you first enter it.  If you don't see the topic you want help on, simply click in the text box provided towards the top of the help window and then enter the topic (e.g., printing).  When done, press [ENTER].

Word will search through its help database and replace the current list with a group of topics related to the item you entered.

There are several buttons across the top of the help window:

If you have been moving between help topics, click on the back arrow button to return to the previous help topic.

If you have returned to a previous help topic, click on the forward arrow button to display the next topic.

If you are viewing a topic online and it is taking a long time to load, click on this button to cancel the help page.

Click on this button to refresh the help window.

Click on this button to return to the original help topic list.

Click on this button to print the current help topic.

Click on this button to increase/decrease the text size for viewing purposes in the help window.

Click on this button to access Word's complete table of contents for help.  A task pane will be opened along the left side of the window, listing all of the help topics and allowing you to scroll through them.  Click on this button a second time to close the task pane.

Click on this button to keep the current help topic on top.

Search ▾  Click on the down arrow ▾ beside this button to select the type of help topic you would like displayed.

Offline  Click on this button to specify whether you want to search for online help or display only the offline topics that come with MS Word.

**PRINTING HELP TOPICS**

If you find a help topic that you feel might be a good idea to print, you can have Word send that topic to the printer. This comes in handy when a screen lists several choices or perhaps lists various keyboard shortcuts.

Click on this tool to print the current help topic. A dialog box containing two tabs will be displayed:

```
General │ Options │

┌─ Select Printer ──────────────────────────────────────┐
│ 🖨Auto Brother MFL Pro Printer on Dataserver           │
│ 🖨Auto HP LaserJet 4 on Dataserver                     │
│                                                        │
│ ◄                                              ►        │
└────────────────────────────────────────────────────────┘

Status:    Ready              ☐ Print to file   │ Preferences │
Location:
Comment:                                         │ Find Printer... │

┌─ Page Range ──────────────┐   ┌──────────────────────────┐
│ ⦿ All                      │   │ Number of copies:  1  ⬍  │
│ ○ Selection  ○ Current Page│   │                          │
│ ○ Pages:    [1          ]  │   │ ☑ Collate    1 2 3  1 2 3│
│ Enter either a single page │   │                          │
│ number or a single page    │   │                          │
│ range. For example, 5-12   │   │                          │
└────────────────────────────┘   └──────────────────────────┘
```

The first tab (labeled **General**) is divided into three main sections, as discussed below:

**Select Printer**    This section is used to select the printer. There is also a checkbox to print the topic to a file.

**Print Range**    Use this section to specify the print range.

**Number of copies**  Sets the number of copies to print. If you are printing more than one copy of a multiple page topic, you can check the **Collate** box to have Word organize each set of copies for you.

The second tab (labeled **Options**) contains the following items:

**Print frames**   This section is only used for documents that have been divided into multiple frames and is not available at this time.

There are also two check boxes at the bottom of the this dialog box that allow you to print related linked documents as well as a table that lists the links in the document.

Printing all links will also print any documents referred to (via links) by the displayed topic. Printing a table of links adds a table at the end of the printout which lists all linked documents.

When done, choose [ Print ] to begin the printing.

**EXITING HELP**

[X]   Click on this button (located in the top right corner) to **close** the help window and return to your document.

## SCREENTIPS

A common problem most users encounter is not knowing what each tool on the screen represents.

For example, the SAVE tool is displayed as a 3.5" diskette which some users do not immediately relate to saving a file.

To alleviate this problem, Word offers quick mouse assistance on each tool, referred to as ScreenTips.
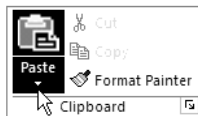
As you point to a tool, Word will display a quick note as to the tool's function.

# VIEWING OPTIONS

USAGE:

Word provides more than one way to view a document. The five views include Print Layout, Full Screen Reading, Web Layout, Outline, and Draft. The main difference between these views is your personal preference as to how you want to work with the document. Each view has its own unique format. You can switch between the views at any time. It is also possible to zoom in or out of a document to get different perspectives of the same page.

The most common view within Word is "Print Layout". Print Layout can be used to get a more accurate view of the final layout while editing the document.

You can change the display mode by either accessing the **View Ribbon** or using the viewing icons located towards the bottom right of the screen - just above the status bar:

Click on this button to switch to **Print Layout** view. This display shows the final page layout while still allowing you to edit the document. Headers, footers and all formatting are displayed within this view.

Click on this icon to switch to **Full Screen Reading Layout** view. This view is best when opening simply for reading as it hides most of the screen elements.

Click on this icon to switch to **Web Layout** view. This display is used to create documents for the Internet.

Click on this icon to switch to **Outline** view. This view allows you to work with large documents - collapsing certain sections while expanding others.

Click on this button to switch to **Draft** view. Headers, footers and most of the formatting are not displayed within this view.

If you click on this button (located to the right of the viewing icons) a dialog box will open whereby you can select a **Zoom** factor for the text displayed on the screen. You can also use the ⊖ and ⊕ buttons to increase/decrease the zoom factor.

Word places you in a new document as you enter the program.  Although the screen may appear to be blank, glancing in the upper portion of the screen (title bar) reminds you that a document is being created.

You may immediately begin typing your file.

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## PRACTICE EXERCISE

**Instructions:**    ❶    Type in the following paragraphs.  Remember not to press the
[ENTER] key except at the end of each paragraph!

❷    Be sure to leave the errors included within the example as they are
since they will be used later to demonstrate spell checker.

TO ALL EMPLOYES:

As our fiscal year year comes to a close later this month, we ask that each employee keep their overtime hours dowwn to a minimum.

At the moment, our company is on-target to meet its projected earnng estimates but we need the assistance of all of our employees to keep costs down.  Since overtime is one of our most costly expenditures we incur, we espcially want to ask supervisors in each division to keep overtime hours down.

Thank yu in addvance for your cooperation.

# SAVING A DOCUMENT

USAGE:

After having typed a document, you will want to save it and assign a name that will allow you to easily find it again. If you click on the 🔳 button, you will notice two options for saving a document: **Save** and **Save As**.

**Save** is the normal save feature which will ask you the first time you save a file to assign a name to it. From that point on, choosing SAVE will simply update the file to include the new information. On the other hand, **Save As** saves an existing file under a new name or as a different format to be imported into another program.

🔳 Click on the **Save** icon (located on the Quick Access Bar).

The first time you save a document, Word provides a dialog box prompting you to enter a file name, as shown below:
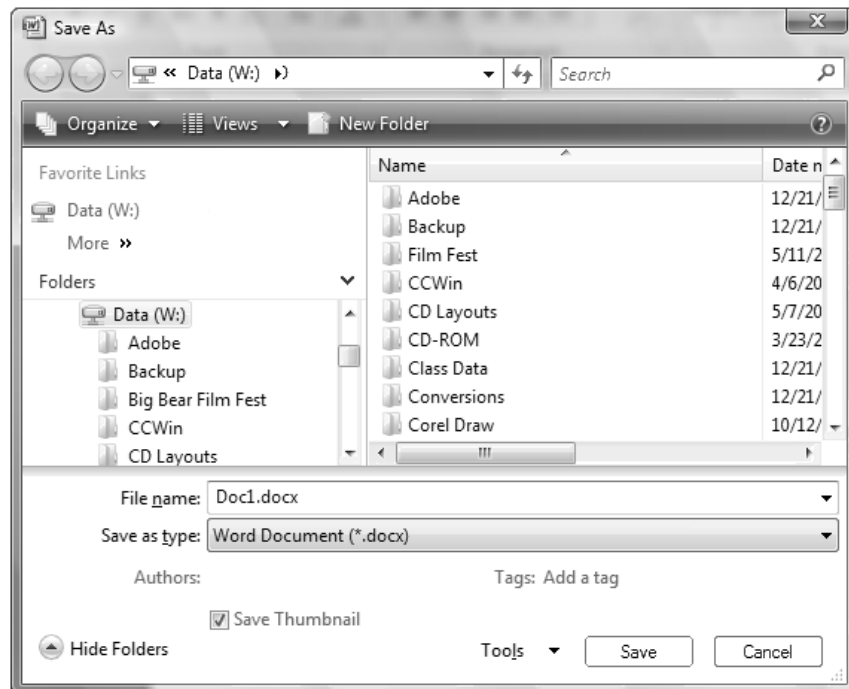
Letters, numbers and spaces are allowed. Enter 1-255 characters.

Notice that Word defaults to assigning the new "docx" extension. This extension is new in version 2007.

---

Along the left side of the dialog box, Word displays the **Navigation Pane**. This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives. You can hide/display the "Folders List" section at the bottom of this area by clicking on the ∨ ∧ arrows.

In this latest version of Word using Windows Vista, the address bar is displayed a bit differently, as shown below:



Notice the path is displayed horizontally on the bar instead of vertically (as was the case in previous versions). For example, in th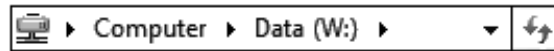e diagram shown above the currently selected item is the "Data" drive (W) which is part of your computer. To get to that folder, you had to first choose your computer, then the Data drive (W). This new layout is commonly referred to as "bread crumbs" because it shows you the path that was taken to get to the current location.

You can easily move to another folder on the "W" drive by clicking on the ▶ arrow beside the drive name and then selecting a different folder to view.

In the box provided, enter a name for the new file. Letters, numbers and spaces are allowed. Enter 1-255 characters.

Notice that Word defaults to assigning the new "docx" extension. This extension is new in version 2007.

If you want to save the document in another format (such as another word processing application or any previous version of Word so that someone else can edit the document who does not have this version), click on the down arrow ▼ beside the box labeled **Save as type** and select the format from the list provided.

Enter a name for the document in the box labeled **File name** and then click on ⌐ Save ⌐ to actually save the document.

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*TIP:*          *The shortcut key for saving is* ⟦*CTRL*⟧+⟦*S*⟧.

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# USING THE SPELL CHECKER

USAGE:

Before printing and sending a document out for others to read, you should always spell check it for typing errors.  By comparing words in your file against the dictionary, Word can check your spelling and alert you of possible mistakes.

For each word the program cannot find in its dictionary, Word asks what to do.  You will be able to choose to change the spelling, suggest alternative words, have the word remain as it is, or add the word to the dictionary.  Word also checks for words that are incorrectly capitalized and for repeated words.

Click on the **Spelling and Grammar** tool (located within the Proofing section on the Review Ribbon).

Word will display the following box:

The top section of the box contains the first unrecognized word - shown in red with its accompanying sentence so you can see how you were using the word within the document.  The bottom of the dialog box contains suggestions for correcting the flagged word.

| Ignore Once |
| Ignore All |

If the word should remain as it is, select the **Ignore Once** button.  Word also offers the option of **Ignore All** if the word in question appears throughout the document.

| Add to Dictionary |

If the word should be added to your custom dictionary for future reference, click on this button.

| Change |
| Change All |

If one of the suggestions is correct, double-click on the correct spelling or highlight the word and choose the **Change** button.  If you are afraid you misspelled a word more than once, click on the **Change All** button.

If both the word and suggestions are incorrect, you can type the correct spelling in yourself since your cursor is already blinking in the top section (beside the selected word.  Afterwards, press ⌷ENTER⌷ or select **Change**.

| AutoCorrect |

Use this button to add the word to the AutoCorrect list.  In the future, when you misspell this word while typing, Word will automatically correct it - without you having to access the spell checker.

| Undo |

Reverses the latest actions made during the current spell checking session.

☑ Check grammar

Check this box to include grammar checking.

| Options... | This button is used to change the options associated with spelling and grammar features. |

> Popular
> Display
> **Proofing**
> Save
> Advanced
>
> Customize
> Add-Ins
> Trust Center
> Resources
>
> [ABC] Change how Word corrects and formats your text.
>
> **AutoCorrect options**
>
> Change how Word corrects and formats text as you type:  | AutoCorrect Options... |
>
> **When correcting spelling in Microsoft Office programs**
>
> ☑ Ignore words in UPPERCASE
> ☑ Ignore words that contain numbers
> ☑ Ignore Internet and file addresses
> ☑ Flag repeated words
> ☑ Enforce accented uppercase in French
> ☑ Suggest from main dictionary only
> | Custom Dictionaries... |
> French modes:  | Traditional and new spellings ▾ |
>
> **When correcting spelling and grammar in Word**
>
> ☑ Check spelling as you type
> ☑ Use contextual spelling
> ☑ Mark grammar errors as you type
> ☑ Check grammar with spelling
> ☑ Show readability statistics
> Writing Style:  | Grammar Only ▾ |  | Settings... |
> | Recheck Document |
>
> **Exceptions for:**  [W] Word2007-1 manual.doc ▾
>
> ☐ Hide spelling errors in this document only
> ☐ Hide grammar errors in this document only

This box provides a variety of options to customize how the spell checker works.  You can specify whether to suggest and where to get the suggestions and what you want to ignore during the spell checker (such as uppercase words or words containing numbers).

Click on | Custom Dictionaries... | to add or modify custom dictionaries, such as medical and legal to be used during spell checking.

In addition, you can specify grammar options, such as how often to check, and what writing style to use.

Once all options are selected, choose | OK |.  You will be returned to the original spell checking box where you can continue.

After running the spell checker, save your document again.

# PRINTING A FILE

USAGE:

You can choose what part of the document to print (such as the current page, multiple pages or the entire file).  In addition, you can specify which printer to use and how many copies to print.

Click on the **Office** button.

Print ▸    Select **Print** from the Office menu.

The following dialog box will be displayed:



The current printer is displayed at the top of the box.  Click on the down arrow ⏷ beside the selected printer to choose another one.

You can also select what you actually want printed (e.g., the document, the summary screen, etc.), how many copies are needed and which pages you want printed.

You can save the print settings to a file so that you can print at a later time and specify whether multiple copies should be collated. You can also choose to enable the manual duplex option, which allows you to print double-sided by having Word prompt you to turn the paper over once the first side has been printed.
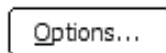
| Options... | This button allows you to even further specify how the document will be printed. |
|---|---|

Once all printer options have been set, choose | OK | to have Word begin printing the document.

| ☞ | *TIP:* | *The shortcut key for printing is* CTRL *+* P *.* |
|---|---|---|

# CLOSING A DOCUMENT

USAGE:

Although you can have several windows (documents) open at the same time, it is usually a good idea to close a file once you have saved and printed it if you no longer need to continue editing.

Click on the close button in the upper right corner of the window to close the current document.  If you only have one document open and you click on this icon, Word will close the entire program.

If you only have one document open and don't want to close the entire application, you can close the document by accessing the Office menu, as shown below:

Click on the **Office** button.

Close    Select **Close** from the Office menu.

NOTE: *If you have made changes to the file and have not saved those changes, Word will ask whether you want to save the changes before closing the file.*

# CREATING A NEW DOCUMENT

USAGE:

When you first access Word you are automatically taken into a blank, untitled document where you may begin entering text.  If, however, you are in the midst of working with one file and then decide to create another document, you will need to instruct Word as to what type of new document you want to create.

You can create a blank document or base the new file on one of the built-in templates that come with Word.  A template is used to determine the basic structure of the document and can contain predefined settings, such as fonts, page layouts, graphics, formatting, and macros.

Click on the **Office** button.

Select **New** from the Office menu.

The following window will be displayed:

| Templates | | Blank document |
|---|---|---|
| Blank and recent | Search Microsoft Office Online for a template | |
| Installed Templates | **Blank and recent** | |
| My templates... | | |
| New from existing... | Blank document    New blog post | |
| Microsoft Office Online | | |
| Featured | | |
| Agendas | | |
| Award certificates | | |
| Brochures | | |
| Business cards | | |
| Calendars | | |
| Contracts | | |
| Envelopes | | |
| Expense reports | | Create    Cancel |
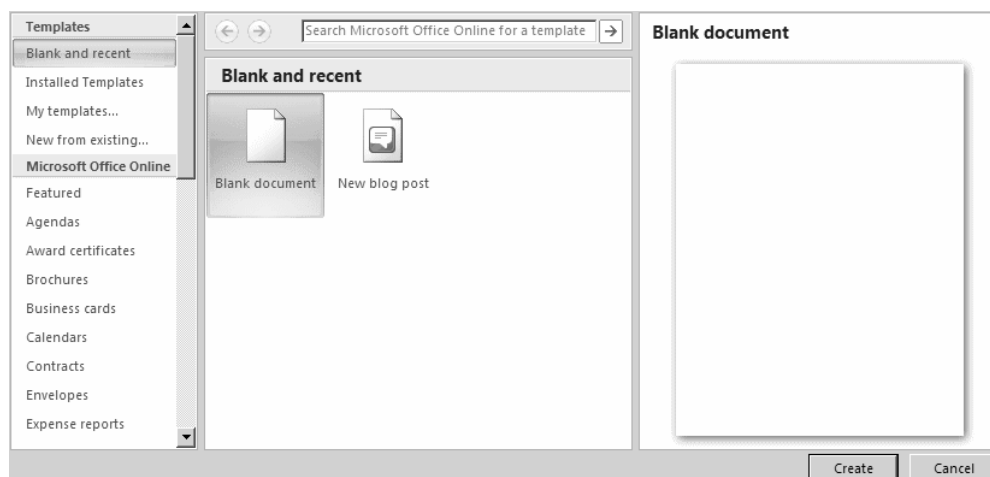
The window is divided into three sections.  The far left section contains a list of available template categories that you can base your new document on.

The middle section lists the templates available within the category you selected (from the left side of the window).
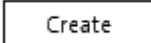
The far right section displays a preview of the currently selected template.  To preview a template before actually selecting it, click on its name (within the middle section of the window) and then look to the right side of the window for a preview.

Once you decide which template you would like to use, highlight its name and then choose [ Create ].

The new document will be created - based on the template you have selected.

> *NOTE:*      *To quickly create a new blank document without first having to access the Office menu, press* `CTRL`+`N`.


**SWITCHING BETWEEN MULTIPLE DOCUMENTS**

When working with two or more open documents, you can switch between them by accessing the **View Ribbon** and then clicking on

the Switch Windows ▾ button or you can quickly switch between open documents using the Windows taskbar (located along the bottom of your screen), as shown below:

| 🏁 Start | | | 🔳 Post-its-Kimb... | 🔳 Copy of read... | 🔳 Pet Fair Ad.d... |

Each time you create a new document or open an existing one, Word displays it along your taskbar - making it easy to access.

Simply click on the document you want to switch to and that file will become the active window.

---

## PRACTICE EXERCISE

| | | |
|---|---|---|
| **Instructions:** | ❶ | Create the following document. |
| | ❷ | Spell check the file to locate any mistakes you may have made. |
| | ❸ | Save the file as **AUDIT** |
| | ❹ | Print the file. |
| | ❺ | Close the file. |

Mr. James Doe
Anderson Accounting Firm
111 West 57th Street, Suite 1500
New York, NY 10014


Dear Mr. Doe,

I am writing on behalf of my company to thank you for the work your accounting firm did for us last month during our audit.

Because of your experience in the matter along with detailed record-keeping on our part, we passed with flying colors.

What could have been a stressful situation turned out to be quite simple. Your firm is largely responsible for that outcome.

Thank you again for your assistance. I hope that our companies can continue to do business in the future.

Sincerely,

Sally Smith
Vice President of Operations

# OPENING AN EXISTING DOCUMENT

USAGE:                           Whenever you want to work on a document that already exists, you will need to open it.
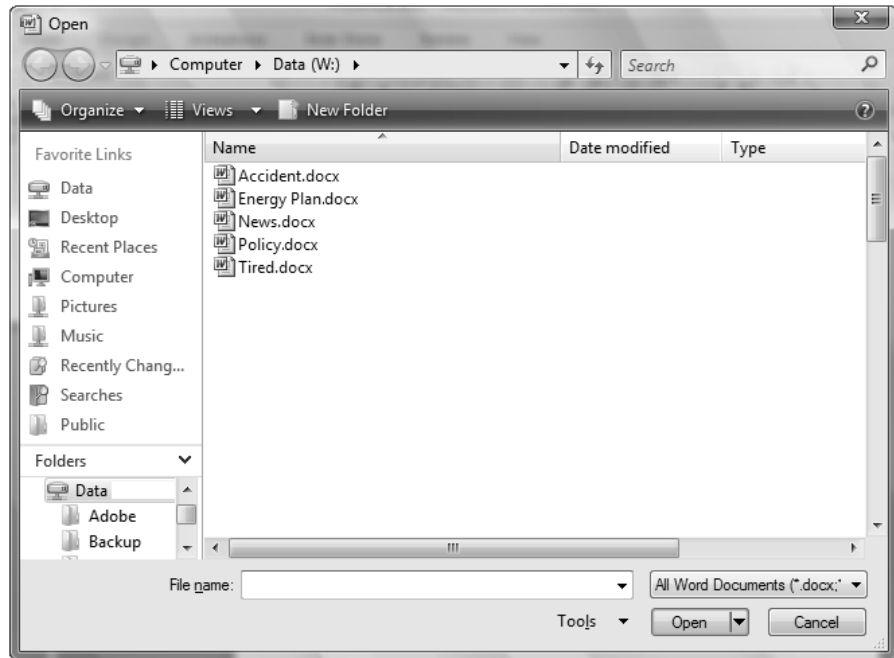
Click on the **Office** button.
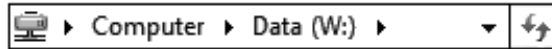
_O_pen     Select **Open** from the Office menu.

The following dialog box will be displayed:



Along the left side of the dialog box, Word displays the **Navigation Pane**.  This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives.  You can hide/display the "Folders List" section at the bottom of this area by clicking on the ⌄ ⌃ arrows.

---

In this latest version of Word using Windows Vista, the address bar is displayed a bit differently, as shown below:

> 🖳 ▸ Computer ▸ Data (W:) ▸      ▾ | ⁴⁴

Notice that the path is displayed horizontally on the bar instead of vertically (as was the case in previous versions of Windows). For example, in the diagram shown above the currently selected item is the "Data" drive (W) which is part of your computer.
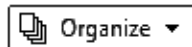
To get to that folder, you had to first choose your computer, then the Data drive (W).  You could then select the folder containing your Word documents.

This new layout is commonly referred to as "bread crumbs" because it shows you the path that was taken to get to the current location.
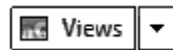
You can easily move to another folder on the "W" drive by clicking on the ▶ arrow beside the drive name and then selecting a different folder to view.
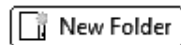
Across the top of the window are the following buttons:

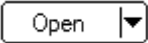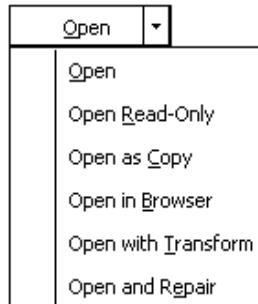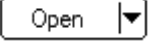| | |
|---|---|
| 🗇 Organize ▾ | Click on this button to access the **Organize** pull-down menu.  From the resulting pull-down list, select the operation (e.g., cut, copy, paste, delete, rename) you want to perform on existing files listed within this box. |
| 🖽 Views ▾ | To change the display of the files, click on the down arrow ⌄ beside this button. |
| 🗋 New Folder | Click on this button to create a new folder. |

When ready, double-click on the name of the file you want to open or highlight the name and click on ⌈ Open ▾ ⌋ to open the file.

| Open | ▾ |
| --- | --- |
| Open |
| Open Read-Only |
| Open as Copy |
| Open in Browser |
| Open with Transform |
| Open and Repair |

If you click on the down arrow ▾ beside the ⌈ Open ▾ ⌋ button, you can choose from a list of options (such as opening the file as read-only or in your Web browser).

*TIP:*     *To open more than one file at a time, select the first file by clicking on its name once to highlight it.  Next, hold the ⟦CTRL⟧ key down as you click on each additional file to be opened.  Once all files have been selected, click on ⌈ Open ▾ ⌋ to actually open them.  Each file will be placed in its own window.*

*TIP:*     *The shortcut key for opening files is ⟦CTRL⟧+⟦O⟧.*

# NAVIGATING WITHIN A DOCUMENT

USAGE:                    When working with large files you should know the quickest ways of
                          moving from page to page and from one area to another.

| | |
|---|---|
| ⬆ | Moves one line up. |
| ⬇ | Moves one line down. |
| ⬅ | Moves one character to the left. |
| ➡ | Moves one character to the right. |
| CTRL + ➡ | Moves one word to the right. |
| CTRL + ⬅ | Moves one word to the left. |
| CTRL + ⬇ | Moves one paragraph down. |
| CTRL + ⬆ | Moves one paragraph up. |
| HOME | Moves to beginning of the current line. |
| END | Moves to end of the line. |
| CTRL + G | Moves to specified page number. |
| CTRL + HOME | Moves to beginning of the file. |
| CTRL + END | Moves to end of the file. |
| PG↑ | Displays the previous screenful. |
| PG↓ | Displays the next screenful. |

To scroll through the document using the mouse, click on one of
the arrows located on either the horizontal or vertical scroll bar.

If you drag the scroll box on the vertical scroll bar up or down, Word
will display the current page number to the left of the box.  When
you see the desired page, release the mouse button and that page
will be displayed.

If you are using a mouse with a scroll wheel, roll the rubber wheel
(located between the **[LEFT]** and **[RIGHT]** mouse buttons) forward
or back to quickly scroll through large documents.

*NOTE:*         *If you are using the mouse to move through a
                document, remember that you must click on the new
                page before the cursor will move to the new location!*

Directly beneath the vertical scroll bar are two icons.  The top one moves to the previous page while the bottom icon moves to the next page.

Click on this button (located between the previous and next page icons) to change the method by which the previous and next buttons will navigate through your document.  For example, you can set them to move from one graphic picture to another rather than from page to page.

Once you click on the **Select Browse Object** button, a pop-up box appears:
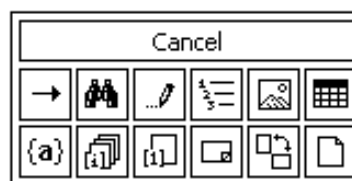
Each icon within this box represents a type of object available within a Word document.  The object you select will be used to browse through the document.  For example, if you select the table object, the previous and next buttons will go to the previous or next table within your document.

The previous and next buttons change color (to blue) if you select anything other than page (the last icon on the first line of the box) as the object.

You can see the description of each icon as your mouse hovers over an icon.

If you click on the left side of the status line where the current page number and section are displayed (located at the bottom of your screen), Word will ask what page to "Go To".

# DELETING TEXT

USAGE:

When a block of text is no longer needed, you can easily remove it.

← BACKSPACE      Deletes the character to the left of the cursor. Works like a correctable backspace on a typewriter.

DEL      Deletes the character to the right of the cursor.

## SELECTING WITH THE MOUSE

**Word**      Double-Click anywhere on the word.

**Line**      Move the Insertion Bar to the left of a line until it changes to an arrow. Click once.

**Sentence**      Hold the CTRL key down and click the mouse button anywhere on the sentence.

**Paragraph**      Move the Insertion Bar to the left of a line until it changes to a pointer arrow. Double-Click. Triple-Clicking on a paragraph also selects it.

**Any Text**      Move the Insertion Bar to the beginning of the block you want to delete. Click and drag.

**Entire File**      Move the Insertion Bar to the left of a line until it changes to a pointer arrow. Hold CTRL down and click once. Triple-Clicking on the left side of the screen also selects the entire file. You can also press CTRL+A to select the entire document.
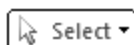
Select ▾      You can also use this button (located within the **Editing** section of the Home Ribbon) to select items. The pull-down list includes options for selecting everything within the document, graphic objects, or text with similar formatting.
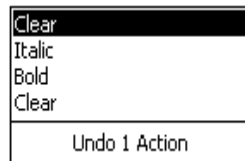
After selecting the item(s) you wish to remove, press DEL.

# OOPS!! UNDELETING TEXT

USAGE:

If you ever delete a portion of a document by mistake, Word has the ability to undo that deletion. Undo instructs the program to disregard the last action (whether it was deleting, copying, or applying format changes). It is important to understand, however, that certain actions (such as printing and saving) cannot be undone. Word has the capability of remembering not only the last action performed but the last several.

Click on the **Undo** tool to undo the last action.

| Clear |
|-------|
| Italic |
| Bold |
| Clear |
| Undo 1 Action |

If you click on the down arrow ▼ (to the right of the tool), you can scroll through the last several actions.

Move your mouse down the list to highlight the number of actions to undo. They must be done in sequence!

## REDOING/REPEATING COMMANDS

If you undo an action and then change your mind (again), you can always redo what you have just undone.

Click on this button to redo the last undo.

The Redo button (shown above) changes from **Redo** to **Repeat** depending on what action was last performed. For example, if you just deleted an item and then chose to "Undo" the deletion, Word would display the "Redo" button. However, if you just applied an attribute (such as bold or underline) to a block of text, Word would display the "Repeat" button so that you could repeat the last action (applying the attribute) for another block of text.

# APPLYING ATTRIBUTES

USAGE:

As you enter and edit text, you can change its appearance to add emphasis and make the document easier to read.  This is called formatting.  Formatting the text means setting the font and size of the letters, and emphasizing words using such attributes as bold, underline or italics. To format characters you can either use the keyboard or the **Home Ribbon**.  All of the character attributes are located within the "Font" section on this ribbon.

Before typing, turn on the attribute and then begin entering text.  When you want to turn the attribute off you press the same key.

**B**    Click on this tool to turn **bold** on and off.

**I**    Click on this button to turn *italics* on and off.

**U**    Click on this tool to turn underline on or off.  Click on the down arrow beside the tool to change the style and color.

When you select a block of text, Word displays a semitransparent toolbar called the Mini toolbar.  The Mini toolbar helps you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.

When you see the transparent toolbar appear, simply point to the attribute you want to set and select it with your mouse.
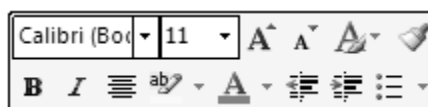
**REMOVING ATTRIBUTES**

After selecting the text containing the attributes you want removed, click on the **Clear Formatting** tool (located within the Font section on the Home Ribbon).

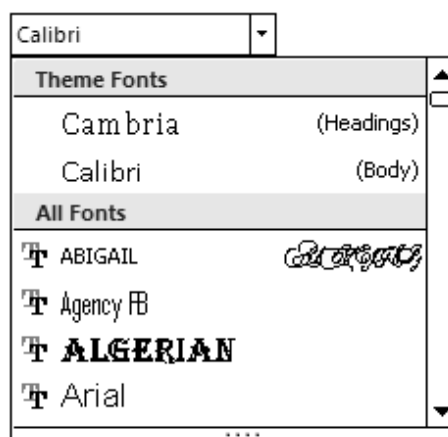You can also press **CTRL** + **SPACEBAR** to remove most attributes.

# CHANGING FONTS & POINT SIZE

USAGE:

A font is a family of characters that have the same design.  To change fonts, you select the new font by its name.

❶    Click on the down arrow ▼ to the right of the **Font** tool (located within the Font section on the Home Ribbon).



❷    Select the new font from the pull-down list.  Notice how Word displays a sample of each font within the pull-down list so that you can see the font before actually selecting it.

❸    The new font begins at the current cursor location and continues until the end of the document or until you change it again.  Begin typing your text.

*NOTE:*    *Notice that Word displays the current theme fonts along with the last few selected fonts at the top of the list for easy access.*

*NOTE:*    *To change existing text, be sure to select the text first and then choose the desired font.  If text is selected, as you scroll through the list of available fonts, Word will display the selected text with the currently highlighted font – as a preview.*

**CHANGING THE POINT SIZE**

❶     Click on the down arrow ▾ to the right of the **Font Size** button (located within the Font section on the Home Ribbon).

<div align="center">

│10│ ▾

</div>
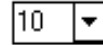
❷     Select the desired font size from the pull-down list.

❸     The new font size begins at the current cursor location and continues until the end of the document or until you change it again.  Begin typing your text.

*NOTE:*          *As was the case with attributes, to change existing text, be sure to select the text first and then choose the desired font size.*

You can also use the following tools (both of which are located within the Font section on the Home Ribbon) to quickly increase or decrease the font size.

A͏˄     Click on this tool to **increase** the current font size.

A͏˅     Click on this tool to **decrease** the current font size.

# PAGE SETUP

USAGE:

To change the margins, page orientation, and page size or other features that affect the layout of your page, switch to the **Page Layout Ribbon**.

**CHANGING MARGINS**

Click on the **Margins** tool (located within the Page Setup section on the Page Layout Ribbon) to access a list of preset margins.

| | | |
|---|---|---|
| **Normal** | | |
| Top: | 1" | Bottom: 1" |
| Left: | 1" | Right: 1" |
| **Narrow** | | |
| Top: | 0.5" | Bottom: 0.5" |
| Left: | 0.5" | Right: 0.5" |
| **Moderate** | | |
| Top: | 1" | Bottom: 1" |
| Left: | 0.75" | Right: 0.75" |
| **Wide** | | |
| Top: | 1" | Bottom: 1" |
| Left: | 2" | Right: 2" |
| **Mirrored** | | |
| Top: | 1" | Bottom: 1" |
| Inside: | 1.25" | Outside:1" |
| **Office 2003 Default** | | |
| Top: | 1" | Bottom: 1" |
| Left: | 1.25" | Right: 1.25" |

Custom Margins...

Select the new margin setting from the list provided.

If you need a margin setting that is not included in this pull-down list, click on **Customize Margins….** (located at the bottom of the list) to open a dialog box where you can enter custom margins.

## CHANGING ORIENTATION

Click on the **Orientation** tool (located within the Page Setup section on the Page Layout Ribbon) to access the page orientation options.

Select the page orientation from the two diagrams provided.

## CHANGING PAPER SIZE

Click on the **Size** tool (located within the Page Setup section on the Page Layout Ribbon) to access the paper size options.

Select the paper size you would like to use.  If you don't see a size in the list, click on **More Paper Sizes…** to access the Page Setup dialog box.

# PARAGRAPH ALIGNMENT

USAGE:

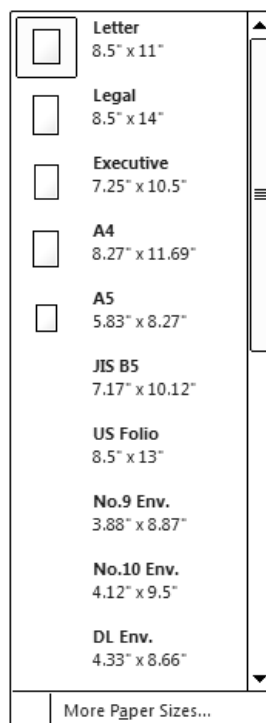Depending on the type of document you are creating, you may find it preferable to have a report title centered between the left and right margins or to have the paragraphs fully justified.

Word is capable of aligning paragraphs, as shown below:

**Left Justification**
This paragraph is left justified which means that only the left edge is neatly justified.

**Center Justification**
This paragraph is center justified which means that neither the left edge nor right edge is justified.

**Right Justification**
This paragraph is Right justified which means that only the right edge is neatly justified.

**Full Justification**
This paragraph is fully justified which means that both the left edge and right edge are justified. Only the last line of a paragraph is not justified.

Word is automatically set for left alignment. To change the alignment, place your cursor anywhere on the paragraph and select one of the following tools (located on the **Home Ribbon**):

Left Aligned

Centered

Right Aligned

Full Justification

*TIP:*      *Typically the last line of a paragraph is shorter than the rest of the paragraph and may not be justified. To justify the last line, press* `SHIFT` + `ENTER` *instead of* `ENTER` *at the end of the line. However, if the line is very short, there may be large gaps between words.*

# MODULE TWO

- **Running Excel**
- **The Excel Screen**
- **Navigating the Worksheet**
- **Changing Views**
- **Entering & Editing Data**
- **Working with Blocks**
- **Adjusting Column Width/Row Height**
- **Entering Formulas**
- **Using AutoFill**
- **Saving & Printing Workbooks**
- **Changing Page Setup**
- **Creating New Workbooks**
- **Opening Existing Files**
- **Aligning Cell Data**
- **Formatting Values**

# RUNNING MICROSOFT EXCEL

USAGE:

Just as you saw when running Word, Excel can be accessed directly through the desktop or from the Start menu (located on the taskbar at the bottom of the screen).
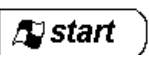
If you have a shortcut on your desktop, double-click on the **Microsoft Office Excel 2007** icon to run the application.

Although the quickest way of running any MS Office 2007 application is obviously through the desktop, you can also access the **Start** menu which allows you to locate any program available on your system.

Follow these steps to run Excel from the Start menu:

❶ Click on this button (located along the far left side of the taskbar) to access the Windows **Start** menu.

❷ Select All Programs ▶ from the pop-up menu.
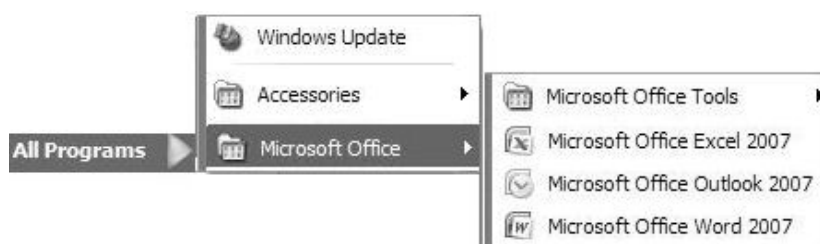
❸ Select **Microsoft Office Excel 2007** from the sub-menu.

# THE EXCEL SCREEN

After you start the program, you are taken into a blank untitled workbook where you may begin entering your data. You will notice that the program window includes many of the standard elements common to other Office 2007 applications as well as a few items that are unique to Excel. The screen can be quite intimidating the first time you see it as there are so many items displayed. However, if you take a few minutes to familiarize yourself with the various screen elements, the program will become easier to work with.
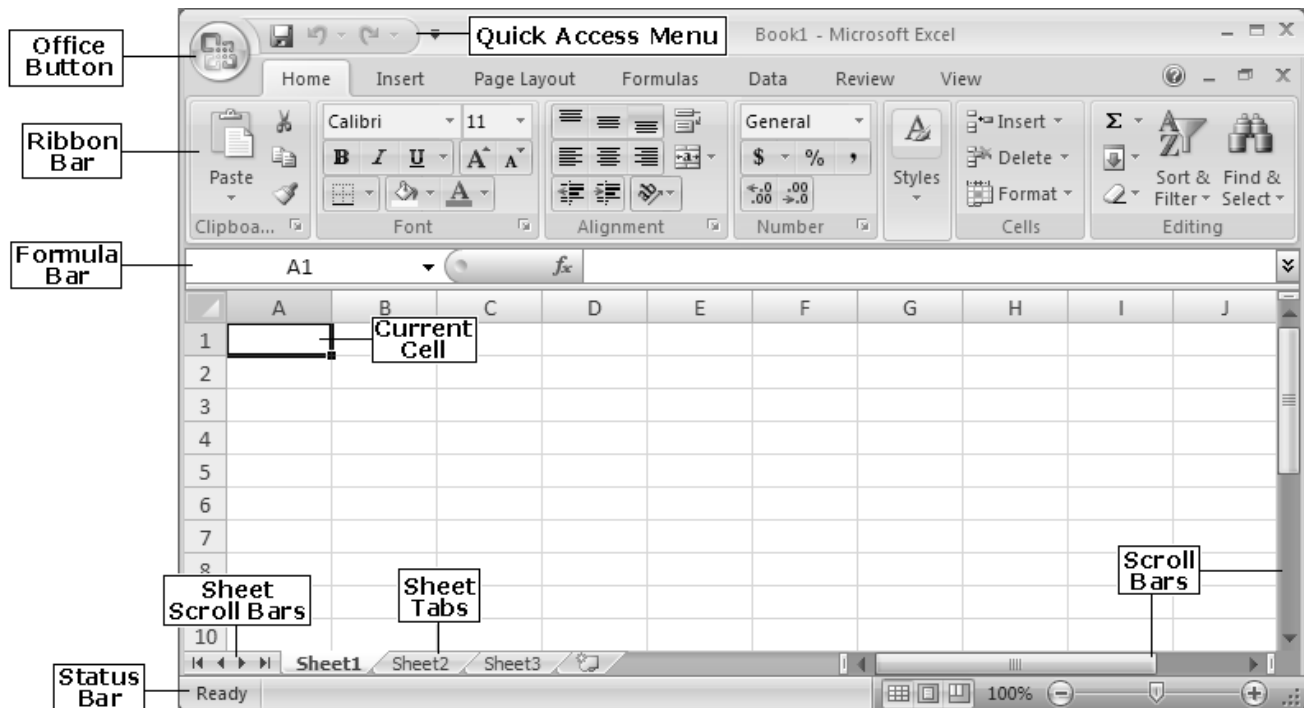


Along the top left corner of the screen is the **Office Button** which provides quick access for creating, opening, saving, printing, preparing, sending, publishing, and closing files. Recently accessed documents are also listed under this button. This button provides the only true menu within Excel 2007.

To the right of the Office Button is the Save tool as well as the Undo and Redo tools. Since those are tools that are most often used, they are placed in a convenient location on what is referred to as the "Quick Access Toolbar". Click on the button to the right of these tools to customize this Quick Access Toolbar.

The name of current workbook followed by the application name is displayed in the middle of this line. A generic name is given to each new workbook you create (**Book1**).

The far right side of this line contains three icons for minimizing ⊟, maximizing ▣, and closing ☒ the workbook or program.

The second line contains a new feature within Excel 2007. There are tabs located on this line which are used to access a series of **Ribbons** to help you quickly find the commands needed to complete a task. Commands are organized in logical groups that are collected together under these tabs. Each tab on the Ribbon relates to a type of activity, such as inserting an object or laying out a page. To reduce screen clutter, some tabs are shown only when they are needed.

There is no way to delete or replace the Ribbon with the toolbars and menus from previous versions of Microsoft Office. However, you can minimize the Ribbon to make more space available on the screen. To quickly minimize the Ribbon, press **CTRL**+**F1**. If you prefer using the mouse, point to an empty space just to the right of the last tab across the top of your screen and click the [RIGHT] mouse button. From the pop-up menu, choose **Minimize Ribbon**.

If you press **CTRL**+**F1** a second time, the Ribbon will again be displayed. If you prefer using your mouse, point just to the right of the last tab and click your [RIGHT] mouse button. From the pop-up menu, again choose **Minimize Ribbon** (this time to de-select it).

Use the **ALT** key to access the ribbon directly from the keyboard. For example, if you were to press **ALT**+**N**, you could access the "Insert" Ribbon. Each time you press **ALT**, Excel displays corresponding letters for the Ribbon items to help you to continue using keyboard shortcuts to select them.

Along the right side of the screen is the **scroll bar** used to quickly move (vertically) within your workbook. Use the arrows located across the top and bottom of the scrollbar to move up and down. To move more quickly, drag the small rectangle located within the scroll bar to the desired location (up or down).

There is also a horizontal scroll bar that you can use to move left and right through your workbook.

The next section across the top of the screen lists the columns and rows within the current worksheet. As mentioned, columns are lettered and rows are numbered. The first 26 columns are lettered A through Z. Excel then begins lettering the 27th column with AA and so on. In a single Excel worksheet there are 16,384 columns (lettered A-XFD) and 1,048,576 rows (numbered 1-1048576).

The highlighted borders around the document window indicate the columns and rows and are used to identify where on the worksheet you are located since you obviously cannot see an entire worksheet of this size on the screen at one time.

The worksheet itself is located to the right and beneath the borders. This is where you will actually be working and entering information. The outlined cell (the one with the dark borders) within the worksheet is referred to as the **active cell**. Each cell may contain text, numbers or dates. You can enter up to 32,767 characters in each cell.

Towards the bottom of the worksheet is a small **Tab** that identifies each sheet within the workbook (file). If there are multiple sheets, you can use the tabs to easily identify what data is stored on each sheet. For example, the top sheet could be "Expenses" and the second sheet could be called "Income". When you begin a new workbook, the tabs default to being labeled **Sheet1, Sheet2**, etc.

Along the bottom of the screen is another bar called the **Status Bar**. This bar is used to display various information about the system and current workbook. The left corner of this line lists the **Mode Indicator** which tells you what mode you are currently working in. When Excel is ready for you to enter text, the mode indicator will read "Ready".

Just below and to the left of the vertical scroll bar is the **Zoom** section. Notice you can click on the increase ⊕ or decrease ⊖ buttons to change the zoom factor. You can also drag the slider horizontally to change the text size as it appears on the screen. Excel displays the current percentage just to the left of this area.

To the left of the zoom area are three **View Icons**.  These are used to change the current display (Normal, Page Layout, and Page Break Preview).  Simply click on the view you want to switch to.

To make working with multiple workbooks less confusing, Excel has included a feature which automatically displays all opened workbooks along the taskbar.  Rather than having to access the Ribbon labeled **View** to switch between opened files (windows), you can simply use your mouse to click on the name of the file you want to access directly on the taskbar.  Once selected, that file becomes the active window.

# NAVIGATING WITHIN A WORKSHEET

USAGE:

Excel offers both keyboard and mouse methods for moving:

| | |
|---|---|
| ← | Moves pointer left one column. |
| → | Moves pointer right one column. |
| ↑ | Moves pointer up one row. |
| ↓ | Moves pointer down one row. |
| ALT + PG↓ | Moves one full screen to the right. |
| ALT + PG↑ | Moves one full screen to the left. |
| PG↑ | Moves one full screen up. |
| PG↓ | Moves one full screen down. |
| HOME | Moves to the beginning of the row. |
| CTRL + → | Moves to the next blank/filled cell in a row. |
| CTRL + ← | Moves to the first blank/filled cell in a row. |
| CTRL + ↓ | Moves to the next blank/filled cell in a column. |
| CTRL + ↑ | Moves to the previous blank/filled cell in a column. |
| CTRL + HOME | Moves to beginning of worksheet (A1). |
| CTRL + END | Moves to bottom right corner of worksheet. |
| CTRL + G | The **GOTO** key allows you to go to any cell. You must know the cell address. You can also press F5. |

A1 ▼   Click in this box and type in the cell address to go to. You must press ENTER when done.

You can also use the vertical (down the right) and the horizontal (along the bottom) scroll bars to move. Drag the box in the scroll bar to move more quickly. The pointer does not move until you click in the cell to move to. Remember to look at the formula bar for the current cell address.

If you are using a mouse with a scroll wheel, roll the rubber wheel (located between the **[LEFT]** and **[RIGHT]** mouse buttons) forward or back to quickly scroll through large worksheets.

Excel lights up column and row headings as you move from cell to cell. This helps to distinguish the current cell address.

# CHANGING THE WORKBOOK VIEW

USAGE:

By default, you are placed in "Normal" view which simply displays the worksheet. However, if you'd prefer to see the headers, footers, and rulers you can switch to "Page Layout" view. To see exactly where page breaks will occur when printing, switch to "Page Break Preview".

To switch between the three views, you can click on one of the following tools (located along the bottom right side of your screen or within the "Workbook Views" section on the View Ribbon):

⊞  This tool displays **Normal** view.

▣  This tool displays **Page Layout** view.

▥  This tool displays **Page Break Preview**.

In addition to the three views discussed above, you can create your own custom views (discussed in the advanced manual).

To switch to a **Custom View**, click on this tool (located within the "Workbook Views" section on the "View" Ribbon). A small dialog box will open allowing you to choose from a list of saved views.

You can clear the Office menu, tabs and current Ribbon from your screen so that you can see more of your worksheet.

To switch to **Full Screen** mode, click on this tool (located within the "Workbook Views" section on the "View" Ribbon).

To redisplay the screen items, press ESC.

# ENTERING INFORMATION

USAGE:

Excel allows you to type in words, numbers or formulas.

Click in the cell you want to store the data in and then simply begin typing the word(s), number or formula.

If you make a mistake and want to start over, press ESC.

Notice as you type, the entry is displayed both in the cell and in the formula bar. A thin, blinking cursor appears to the right of the entry and moves as you type.
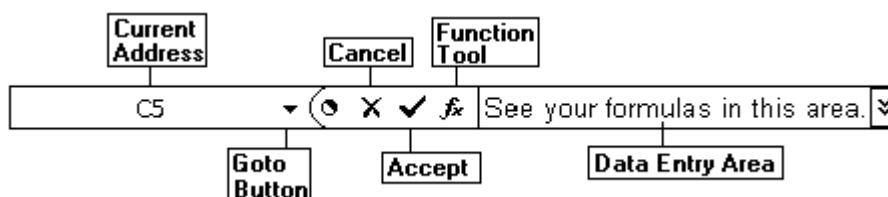
If you make a mistake while typing, use the BACKSPACE key to correct what has already been entered.

You cannot use the arrow keys at this time to make corrections! Pressing an arrow key at this point will enter what you have typed in the cell and then automatically move the pointer in the direction of the arrow key you pressed.

Two symbols also pop up to the left of the formula bar. The ☑ can be used by mouse users instead of pressing the ENTER key. The *X* is used like the ESC key to cancel.

When entering text, words are automatically left aligned within the cell while numbers are placed to the right.

While entering columns of numbers, the column heading may not align correctly with the values. If text is wider than the cell it is stored in, it will appear to "spill" into the adjacent cell(s), providing they are empty.

# EDITING DATA

USAGE:

If you type something in a cell and then decide later to change or correct it, place your pointer on the cell to edit and reactivate it by selecting from one of the two methods mentioned below:

**Double-Click** on the cell you want to edit.

If you prefer using the keyboard, press F2

Your cursor will appear within the cell in the form of a vertical bar and you will be able to use ←BACKSPACE and DEL to make corrections.

You can also use the following keys for movement while editing:

| | |
|---|---|
| HOME | Moves to the beginning of the entry. |
| END | Moves to the end of the entry. |
| → | Moves the cursor to the right one character. |
| ← | Moves the cursor to the left one character. |
| CTRL + → | Moves the cursor one word right. |
| CTRL + ← | Moves the cursor on word left. |

When done editing the cell, press ENTER or click on ☑.
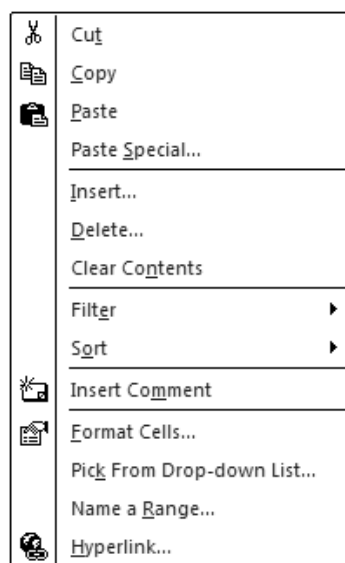
# DELETING UNWANTED DATA

USAGE:

Although you can type over existing data (simply replacing it with the new information), there may be times when you would like to clear a cell out so that nothing is stored in it. In those instances it would make sense to delete the contents of the selected cell(s).

To delete the contents of a cell, follow these mouse steps:

❶ While pointing to the cell you want to clear, click the **[RIGHT]** mouse button once.

❷

| | |
|---|---|
| ✂ | Cu_t_ |
| 📋 | _C_opy |
| 📋 | _P_aste |
| | Paste _S_pecial... |
| | _I_nsert... |
| | _D_elete... |
| | Clear Co_n_tents |
| | Filt_e_r ▶ |
| | S_o_rt ▶ |
| 📝 | Insert Co_mm_ent |
| 📄 | _F_ormat Cells... |
| | Pic_k_ From Drop-down List... |
| | Name a _R_ange... |
| 🌐 | _H_yperlink... |

From the pop-up menu that appears, select **Clear Contents**.

If you prefer using the keyboard to delete the contents of a cell:

Move to the cell and press the [DEL] key once.

## CLEARING A CELL

Excel not only allows you to clear the contents of a cell (the actual data), but also the format and/or comments attached to the cell.

A single cell may contain one or more of the following:

**Formats**    Includes fonts, bold, borders surrounding the cell(s), as well as, number formats (e.g., dollar signs).

**Contents**    The data stored within the cell (numbers or text).

**Comments**    Can be attached to a cell to explain the reasoning behind its entry (e.g., when entering complex formulas).  These comments are usually not printed.
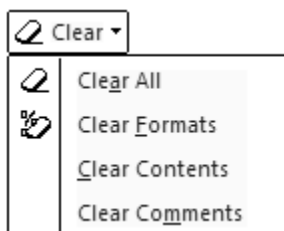
Click on this tool (located within the "Editing" section on the Home Ribbon).

Choose what you want to clear from the pull-down list provided.

## OOPS!  UNDOING THE DELETION

Excel has the capability of remembering the last several actions performed and allows you to change your mind about most changes you have made.

Click on this tool (located towards the top left corner of your screen) to undo the last action.
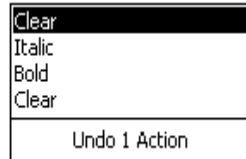
| Clear |
| Italic |
| Bold |
| Clear |
| Undo 1 Action |

If you click on the down arrow ▼ (to the right of the tool), you can scroll through the last several actions.

Move your mouse down the list to highlight the number of actions to undo. They must be done in sequence!

## REDOING COMMANDS

If you undo a set of actions and then change your mind (again), you can always "Redo" what you have just undone.

Click on this tool (located towards the top left corner of your screen) to redo the last undo.

# WORKING WITH BLOCKS

USAGE:

Many commands and operations require that you work on more than one cell at a time. While you may not require the entire worksheet, you may need to work on a **Block** of cells.

A block includes any group of cells in a rectangular format, as shown in the illustration below.



Every block of cells has a beginning and ending address. The beginning address is the address of the cell in the top-left corner of the block whereas the ending address is the cell in the lower-right.

Normally, in the English language we use a dash to indicate a block of numbers, as in pages 5-20. Excel, however, requires that you use the colon between the beginning and ending addresses. Remember that the dash represents subtraction in spreadsheet programs. For example, the block C3:E14 refers to cells C3 through E14.

There are many commands (e.g., deleting, copying, formatting) that require the use of blocks.

**MOUSE SHAPES**

When working with Excel, it is very important to keep an eye on the mouse pointer as it changes shape depending on its current function, as discussed below:

If the mouse is in the shape of a thick cross, it can be used to select a single cell or block of cells for editing purposes.

The mouse changes to the thick cross when placed in the middle of a cell.  Dragging the pointer when it is this shape simply highlights cells.

If the mouse is in the shape of a diagonal arrow, you can move the contents of the currently selected cell or block of cells to another location within the worksheet.

The mouse changes to a pointer only when the tip of the arrow points to one of the outer borders of the cell block.  Dragging the pointer when it is in this shape actually picks up the contents of the cell(s) and moves them to another location.

If the mouse is in the shape of a thin cross-hair, you can fill a formula or other information into adjacent cells within the worksheet.

The mouse pointer changes to a thin cross-hair only when the tip of the arrow is placed in the small square located in the bottom right-corner of a cell.  Dragging the pointer when it is in this shape fills data.

## SELECTING A BLOCK OF CELLS

Place the mouse in the middle of the first cell.  The pointer's shape should be a thick cross-hair.  Click and drag to highlight.

To select an entire column or row, click on the letter of the column or the number of the row.

Hold the SHIFT key down and press the arrows to select a block.

## SELECTING A CONTIGUOUS BLOCK OF CELLS

❶    Click in the first cell of the block to be highlighted.

❷    Move to the last cell (do not click the **[LEFT]** mouse button).

❸    In the last cell, hold the SHIFT key down and click the **[LEFT]** mouse button once.

## SELECTING NONCONTIGUOUS BLOCKS OF CELLS

❶    Click on the first cell.

❷    Move to each cell or group of cells to be selected and hold CTRL down while you click the **[LEFT]** mouse button.

## SELECTING THE ENTIRE WORKSHEET

To select the entire worksheet with a single click of the mouse button, point to the square - just above the first row indicator and to the left of the first column indicator and click the **[LEFT]** mouse button once.  The entire worksheet will be highlighted.

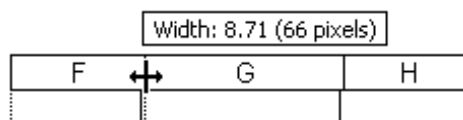# ADJUSTING COLUMN WIDTH & ROW HEIGHT

USAGE:

Sometimes cell entries are too long to fit into the standard width columns. Text will appear to "spill" over into adjacent cells as long as those cells are empty. If the adjacent cells are not empty, Excel will truncate the text.

When entering large numbers, however, Excel will display the number in scientific notation if the column is not wide enough to display the entire number. However, if you apply formatting (such as dollar signs), Excel will automatically adjust the column to fit the largest entry so that the number remains visible.

Should a cell be too narrow for text or numbers that you have entered, you can widen the column in which the entry is located by following the steps outlined below:

❶ Place the mouse pointer in the column heading area to the right of the lettered column to adjust. Make sure the mouse pointer is on the column margin line. The pointer changes to a cross-hair ✛ indicating you are on the margin line.

❷ Click and drag the column margin line either to the right (expanding it) or to the left (shrinking it).

```
┌──────────────────────┐
│ Width: 8.71 (66 pixels) │
└──────────────────────┘
┌──────────┬──────────┬──────────┐
│   F    ✛ │    G     │    H     │
├──────────┼──────────┼──────────┤
│          ┊          │          │
└──────────┴──────────┴──────────┘
```

In the example above, column F is being stretched to the right. Notice the "cross-hair".

# ENTERING A FORMULA

USAGE:

Formulas are used to obtain answers based on mathematical equations that you design. Formulas can be as simple as "2+2" or as complex as calculating the depreciation of fixed assets. When creating formulas, you may use actual values, cell addresses or a combination of the two.

❶ The equal sign (=) is used to indicate to Excel that you are about to enter a formula. This also ensures that formulas beginning with a cell address are not mistaken for text.

❷ Next, you must enter the actual formula for Excel to calculate. When entering these formulas, the following basic mathematical operators are used:

**+** (add)     **-** (subtract)          **\*** (multiply)          **/** (divide)

❸ When a formula is complete and the ENTER key has been pressed, the result will be displayed in the current cell. The formula itself is displayed in the formula bar (located in the upper-left of the screen next to the cell address).

*NOTE:*     *In order to view a formula, you must select the cell in which it is stored.*

*TIP:*     *If you select a group of cells and look at the status bar (at bottom of the screen), Excel will display the total (sum) of the selected cells.*

# WORKING WITH FUNCTION ARGUMENTS

USAGE:

General mathematical functions are provided with Excel to carry out calculations on data within the spreadsheet and can take the place of certain types of formulas.

Functions begin with the **=** sign just as formulas do. For example, if you had a large column of numbers to be added (A1:A100), you might think you need a long formula to include all of the addresses (=A1+A2+A3....+A99+A100). However, Excel provides a mathematical function which is used primarily to add blocks of numbers. The formula could be re-written as **=SUM(A1:A100)** which is much shorter.

To calculate the sum of a block of numbers, move to the cell where the answer is to be placed and use this function argument:

**=SUM(FIRST CELL:LAST CELL)**

You must define the block just like any other block by specifying the first and last cell addresses.

To calculate the average value for a block of cells:

**=AVERAGE(FIRST CELL:LAST CELL)**

To return the largest value in a block of cells:

**=MAX(FIRST CELL: LAST CELL)**

To return the smallest value in a block of cells:

**=MIN(FIRST CELL:LAST CELL)**

To count the number of numeric entries in a block of cells:

**=COUNT(FIRST CELL:LAST CELL)**

**WORKING WITH FUNCTION ARGUMENTS**

If you would like some guidance, Excel can list the most common functions and then prompt you for the various arguments required by displaying the function arguments.

As soon as you type the ▤ sign, this button will be listed along the left side of the Formula Bar. The last function you chose will be displayed on the button. If you simply click on the button that function will be selected.

To choose a different function, click on the down arrow ▼ to the right of the button and then select a new function from the list.

Once the function has been selected Excel will display the Function Arguments box, as shown below:

| MAX | | |
|---|---|---|
| **Number1** B3:C3 | 📳 | = {8500,0} |
| Number2 | 📳 | = **number** |

= 8500

Returns the largest value in a set of values. Ignores logical values and text.

**Number1:** number1,number2,... are 1 to 255 numbers, empty cells, logical values, or text numbers for which you want the maximum.

Formula result = 8500

Help on this function        OK    Cancel
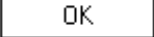
The box will display a description of the currently selected function and list the arguments required for the function.

The next required argument will be displayed in bold. This helps guide you through each step properly.

Notice as you begin entering the arguments, the palette displays the current result.

When you are done, click on  OK  to actually enter the function and close the box.
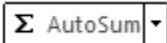
## THE AUTOSUM FEATURE

Excel can make somewhat of an intelligent decision on its own and determine which cells of a row or column should be "summed". This is called the **AutoSum** feature.

To quickly add the contents of a column or row, follow the steps shown below:

❶      Select the cell either to the right or below the cells that are to be totaled.

❷    **Σ AutoSum ▾**    **Double-Click** on this tool (which is located within the Editing section on the Home Ribbon).

| *NOTE:* | *If you only click on the AutoSum tool once, Excel will highlight the cells it assumes you want to include in the formula. The second click is used to confirm the selection.* |
| --- | --- |
| | *If, by chance, Excel has selected the wrong group of cells, you can highlight the correct block before clicking on the tool a second time.* |

# USING THE AUTO FILL

USAGE:

Excel offers a quick way to fill formulas from one cell to many within the worksheet.  This command instructs Excel to copy cells from one row/column in a selection to adjacent cells of the selection.

❶    Place your mouse over the small square in the lower right corner of the cell containing the formula you want to copy. The pointer should change to a thin cross-hair ✚.

❷    Click the **[LEFT]** mouse button and drag so that all destination cells are selected.  When the mouse is released, the formula will be "filled" in all cells.

| | | Dragging this corner.... | | |
|---|---|---|---|---|
| Jan-06 | | | .... creates this list. | |
| Jan-06 | Feb-06 | Mar-06 | Apr-06 | May-06 |

Filling also works for text and numbers without formulas, such as months (shown in the example above).  In this example, entering "Jan 2006" converts to Jan-06 and can then be used to fill a block of cells with other months.

Excel's auto fill feature will fill a block of cells with either numbers or text depending on what is located in the first cell.

As you begin filling the destination cells with months, Excel will display the name of each month as it is being filled so that you know how far to fill.

*TIP:*    *To quickly fill the current cell with the contents of the cell above it, press [CTRL]+[D] (to fill downward).*

*To fill the current cell with the contents of the cell to the left of it, press [CTRL]+[R] (to fill right).*

When working with numbers, however, you must enter two cells of data so that Excel knows what increments the numbers should be increased by each time.  If you only enter a single number and then try to create a fill based on that single cell, Excel will simply copy the number down the worksheet.

To fill cells with a series of numbers, follow these steps:

❶ Select the two cells containing the numbers.  Once the two cells have been selected, release the mouse button.

❷ Move the mouse to the bottom right corner of the second cell.  The pointer should change to a thin cross-hair ✛.

❸ Click & drag the mouse to fill the other cells.

## USING THE FILL TOOL

You can fill cells in any direction and into any range of adjacent cells using the fill tool.

⬇ Fill ▾ After selecting the cells to fill, click on this tool (located within the Editing section on the Home Ribbon).

A pull-down list of fill options will be displayed:

| | |
|---|---|
| ⬇ | Down |
| ➡ | Right |
| ⬆ | Up |
| ⬅ | Left |
| | Across Worksheets... |
| | Series... |
| | Justify |

Select the direction of the fill or define the series to use when filling.

## AUTO FILL OPTIONS

Once you have used the auto fill feature, a small icon will be placed in the bottom right corner of the last filled cell.
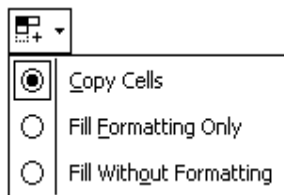
When you click on this icon, a list of auto fill options is displayed.  The default option is **Copy Cells** which instructs Excel to copy the data and formatting from the original cell to the destination cells.

The **Fill Formatting Only** option is used to copy the format from the original cell to the destination cells.  This does not copy the data from the original cell.

Select **Fill Without Formatting** to copy the data from the original cell to the destination cells without changing the existing format.

*NOTE:* *These auto fill options will vary depending on what you have just filled (e.g., a formula, a number, a month).*

# SAVING YOUR WORKBOOK

USAGE:

After having entered data in your workbook, you will want to save it and assign a name that will allow you to easily find it again. If you click on the ⬢ button, you will notice two options for saving a document: **Save** and **Save As**.

**Save** is the normal save feature which will ask you the first time you save a file to assign a name to it. From that point on, choosing SAVE will simply update the file to include the new information. On the other hand, **Save As** saves an existing file under a new name or as a different format to be imported into another program.

💾 Click on the **Save** tool (located on the Quick Access Bar).

The first time you save a document, Excel provides a dialog box prompting you to enter a file name, as shown below:
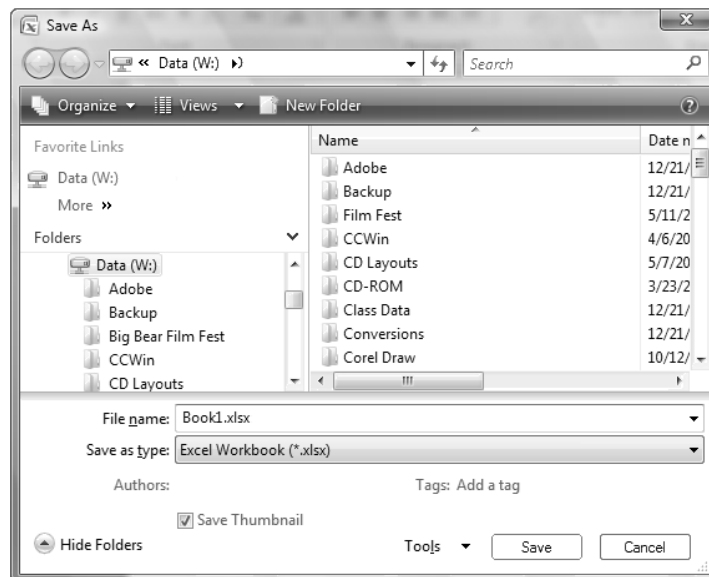


Letters, numbers and spaces are allowed. Enter 1-255 characters.

Notice that Excel defaults to assigning the new "xlsx" extension. This extension is new in version 2007.

Along the left side of the dialog box, Excel displays the **Navigation Pane**. This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives. You can hide/display the "Folders List" section at the bottom of this area by clicking on the ∨ ∧ arrows.

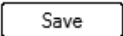In this latest version using Windows Vista, the address bar is displayed a bit differently, as shown below:



The path is displayed horizontally on the bar instead of vertically (as was the case in previous versions). For example, in the diagram shown above the currently selected item is the "Data" drive (W) which is part of your computer. To get to that folder, you had to first choose your computer, then the Data drive (W). This new layout is commonly referred to as "bread crumbs" because it shows you the path that was taken to get to the current location.

You can easily move to another folder on the "W" drive by clicking on the ▶ arrow beside the drive name and then selecting a different folder to view.

In the box provided, enter a name for the new file.

If you want to save the workbook in another format (such as another spreadsheet application or any previous version of Excel so that someone else can edit the file who does not have this version), click on the down arrow ▼ beside the box labeled **Save as type** and select the format from the list provided.

Enter a name for the workbook in the box labeled **File name** and then click on ⌊ Save ⌋ to actually save the file.

---

*TIP:*          *The shortcut key for saving is CTRL+S.*
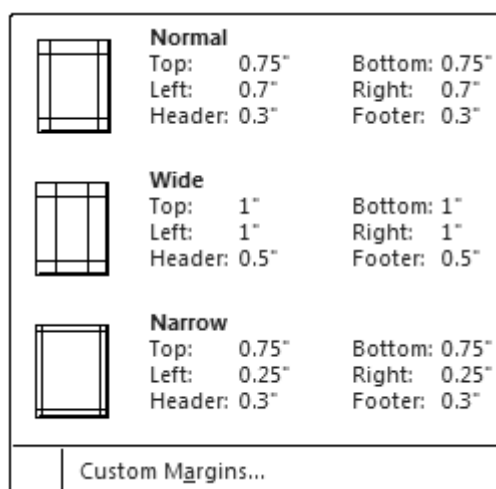
---

# CHANGING THE PAGE SETUP

USAGE:

Before you actually print a worksheet, you may want to customize the file to change margins, adjust page orientation, add headers/footers, or modify other features.

**CHANGING MARGINS**

Click on the **Margins** tool (located within the Page Setup section on the Page Layout Ribbon) to access a list of preset margins.
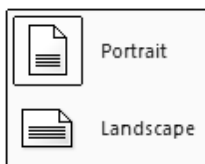
Select the new margin setting from the list provided.

If you need a margin setting that is not included in this pull-down list, click on **Customize Margins….** (located at the bottom of the list) to open a dialog box where you can enter custom margins.

## CHANGING ORIENTATION

Click on the **Orientation** tool (located within the Page Setup section on the Page Layout Ribbon) to access the page orientation options.

Select the page orientation from the two diagrams provided.

## CHANGING PAPER SIZE

Click on the **Size** tool (located within the Page Setup section on the Page Layout Ribbon) to access the paper size options.
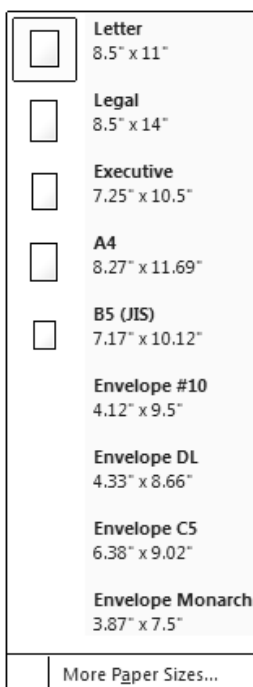
Select the paper size you would like to use when printing your worksheet. If you don't see a size in the list, click on **More Paper Sizes…** to access the Page Setup dialog box.

## CHANGING THE PRINT AREA

Click on the **Print Area** tool (located within the Page Setup section on the Page Layout Ribbon) to define or clear the print area.

Set Print Area
Clear Print Area
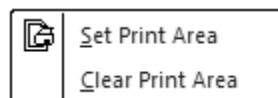
Choose to either set the print area or clear it.

## SETTING/REMOVING PAGE BREAKS

Click on the **Breaks** tool (located within the Page Setup section on the Page Layout Ribbon) to insert a page break, remove one you previously set, or reset page breaks within the worksheet.

Insert Page Break
Remove Page Break
Reset All Page Breaks
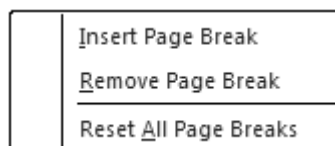
Choose whether you want to insert a page break, remove one, or rest all page breaks within the worksheet.

## DEFINING PRINT TITLES
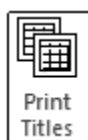
Click on the **Print Titles** tool (located within the Page Setup section on the Page Layout Ribbon) to specify which rows and columns are to be repeated on each page. You will be taken to a dialog box where you can define which columns/rows to repeat.

## ACCESSING THE PAGE SETUP DIALOG BOX
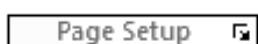
Click on the **Page Setup Dialog Box Launcher** (located on the Page Layout Ribbon).

| Page | Margins | Header/Footer | Sheet |

**Orientation**

- ⊙ Portrait
- ○ Landscape

**Scaling**

- ⊙ Adjust to: 100 % normal size
- ○ Fit to: 1 page(s) wide by 1 tall

Paper size: Letter

Print quality:

First page number: Auto

Within the tab labeled **Page**, the following options are available:

**Orientation**          Use this section to change the paper orientation to **Landscape** or **Portrait**.

**Scaling**          This section allows you to enlarge or reduce the printout.  Not all printers will be able to use this feature.

Use the **Adjust to:** option to reduce or enlarge the output from 10 to 400 percent of the original size.

Use the **Fit to:** option to specify exactly how many pages wide or tall you want the final printout to be.

**Paper size**          Provides various paper sizes to choose from.  Available sizes will vary from printer to printer.

**Print quality**          Allows you to specify the resolution (dots per inch) for printing.  The higher the number, the better the quality - but it also takes longer.

**First page number**          Leave this option at **Auto** to start page numbering at the next sequential number or enter a number with which the first page should begin.

**CUSTOMIZING MARGINS**

To change the margins click on the **Margins** tab, as shown below:

| Top/Bottom | Use this section to change the top and bottom distance between the edge of the paper and the printout. |
|---|---|
| **Left/Right** | Use this section to change the left and right distances between the edge of the paper and the printout. |
| **Header/Footer** | Use this section to change the top and bottom distances between the edge of the paper and the header and/or footer.  Make sure that this value is smaller than the **Top/Bottom** margins or the header will overlap the data. |
| **Center on page** | This option is used to balance a printout by centering pages **Horizontally** (between the left and right margins) and/or **Vertically** (between the top and bottom margins). |

**CUSTOMIZING HEADERS/FOOTERS**

To customize or remove the headers/footers, click on the tab labeled **Header/Footer**, as shown below:



The top section is a sample of what the current header will display.

In the section called **Header** is a pull-down list of predefined headers. Simply click on the down arrow ⯆ and choose from the list of available headers.

In the section called **Footer** is a pull-down list of predefined footers. Simply click on the down arrow ⯆ and choose from the list of available footers.

Notice the checkboxes along the bottom of this box which allow you to choose different odd and even page headers/footers, a different first page header/footer, scale the header/footer to match the document, and align the header/footer with the page margins.

To customize the header/footer click on one of these buttons:

| Custom Header... | Custom Footer... |

The custom header and footer dialog boxes look the same:

To format text: select the text, then choose the Format Text button.
To insert a page number, date, time, file path, filename, or tab name: position the
    insertion point in the edit box, then choose the appropriate button.
To insert picture: press the Insert Picture button. To format your picture, place the
    cursor in the edit box and press the Format Picture button.

Left section:          Center section:          Right section:

Use the **Left**, **Center** and **Right** sections of the box to enter text. The section you type it in will determine where the header/footer text will be placed on the printed page.

Use the following buttons to add special options:

Allows you to customize the font.

Inserts the current **Page Number**.

Adds the **Total number of pages** in the printout.

Adds the **Date** to the header/footer.

Adds the **Time** to the header/footer.

Adds the **Path & Filename** to the header/footer.

Adds the **Filename** to the header/footer.

Adds the **Tab Name** to the header/footer.

Allows you to insert a **Picture** in the header/footer.

If you have a picture, use this to **Format the Picture**.

**SHEET PRINTOUT OPTIONS**

Click on the **Sheet** tab to customize the print features that affect the overall sheet, as shown below:



**Print area**     Use this section to specify the block to be printed.  If you selected a block before you entered this box, the block will already be displayed.  If not, you may enter the range as **A1:B15** to specify that the block from A1 to B15 should be printed.  You can enter more than one range if you separate the ranges with a comma - as in **A1:B15,D20:F40**.

**Print titles**     This section allows you to specify rows to be printed along the top or the columns to be printed along the left of each page.  To specify a range, click in the row or column section and then type the block.

     Click on this button (to the right of these two sections) to return to the worksheet to select the block.  When done, reactivate the Page Setup dialog box.

| | |
|---|---|
| **Print** | You can choose to either display **Gridlines** or suppress the sheet gridlines from printing. |
| | **Black and white** is used to print in black and white for faster printing. |
| | Checking the **Draft quality** option speeds up the printout by printing less graphics and suppresses the gridlines. |
| | Check the **Row and column headings** box to print the row numbers and column letters around the border of the printout. |
| | Depending on your preference, you can choose to print **Comments** on a separate page at the end of your document or as they are displayed in the worksheet. |
| | You can also choose how **Cell errors** will be printed (blank, as they appear in the cell or with the #N/A indicator). |
| **Page order** | Use this section to specify the order pages are to be printed.  You can choose to print **Down, then Across** or **Across, then Down**. |
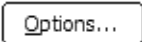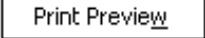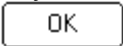
You should notice the [ Options... ] button to the right side of each of the tabbed boxes.  This button is used to access the "Printer Properties" dialog box.

You should also notice the [ Print Preview ] button within each of the tabbed dialog boxes.  If you want to see how the worksheet will print based on the current settings, click on this button.

Once you have made your selections from the various tabs, click on the [ OK ] button.

# PRINTING YOUR WORKSHEET

USAGE:

After you have saved your workbook, you will want to print it. If you do not specify otherwise, Excel assumes you want to print the entire worksheet. It is possible, though, to specify a print range.

Click on the **Office** button.

Print ▸ Select **Print** from the Office menu.

The following dialog box will be displayed:

Printer
Name: HP LaserJet ▾ Properties...
Status: Idle
Type: HP LaserJet Find Printer...
Where: \\Ez-ref\hp laser
Comment: ☐ Print to file

Print range
⦿ All
○ Page(s) From: [ ] To: [ ]

Copies
Number of copies: 1 ⬍

Print what
○ Selection ○ Entire workbook
⦿ Active sheet(s) ○ Table
☐ Ignore print areas

☑ Collate

Preview | OK | Cancel

The current printer is displayed at the top of the box. Click on the down arrow ▾ beside the selected printer to choose another one.
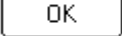
You can also select what pages should be printed, what portion of the document you wanted printed (e.g., the currently selected block of cells, the active worksheet, the entire workbook, etc.), and how many copies are needed.

You can save the print settings to a file so that you can print at a later time and specify whether multiple copies should be collated.

| Properties... | This button allows you to further specify how the document will be printed.  You will be taken to a dialog box where you can define |

Once all printer options have been set, choose ⌐OK⌐ to have Excel begin printing the document.

| TIP: | The shortcut key for printing is *CTRL*+*P*. |

# PRACTICE EXERCISE

| | | |
|---|---|---|
| **Instructions:** | ❶ | Create a new file based on the following information. |
| | ❷ | Create a formula in cell F2 to calculate the quarterly totals.  Create a second formula in cell G2 which calculates the percentage of the objective and then add totals at the bottom of the table for each of the three months. |
| | ❸ | Fill the formulas as needed. |
| | ❹ | When you are done, save (name it **REGIONS**) and print the file before closing it. |

REGIONAL PART SALES
FOURTH QUARTER

| REGION | OCT | NOV | DEC | QTR OBJ | QTR. TOTAL | % OBJ. |
|---|---|---|---|---|---|---|
| Pacific | $2.30 | 1.80 | 1.20 | 5.50 | 5.30 | 96% |
| Northwest | $1.60 | 1.10 | .90 | 4.00 | 3.60 | 90% |
| Northeast | $2.50 | 2.20 | 2.00 | 6.00 | 6.70 | 111% |
| Gulf | $3.10 | 2.90 | 2.50 | 8.00 | 8.50 | 106% |
| Southeast | $2.60 | 2.10 | 1.80 | 6.00 | 6.50 | 108% |
| Totals: | $12.10 | 10.10 | 8.40 | | | |
| Averages: | $2.42 | 2.02 | 1.68 | | | |

# CREATING A NEW WORKBOOK

USAGE:
When you first run Excel you are automatically taken into a blank, untitled workbook where you may begin entering data.  If, however, you are in the midst of working with one file and then decide to create another workbook, you will need to instruct Excel as to what type of new document you want to create.

You can either create another blank workbook or base the new file on one of Excel's built-in templates or from one of your own existing templates.  A template is used to determine the basic structure of the workbook and can contain predefined settings, such as formulas, formatting, and macros.
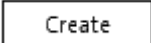
Click on the **Office** button.

Select **New** from the Office menu.

The following window will be displayed:
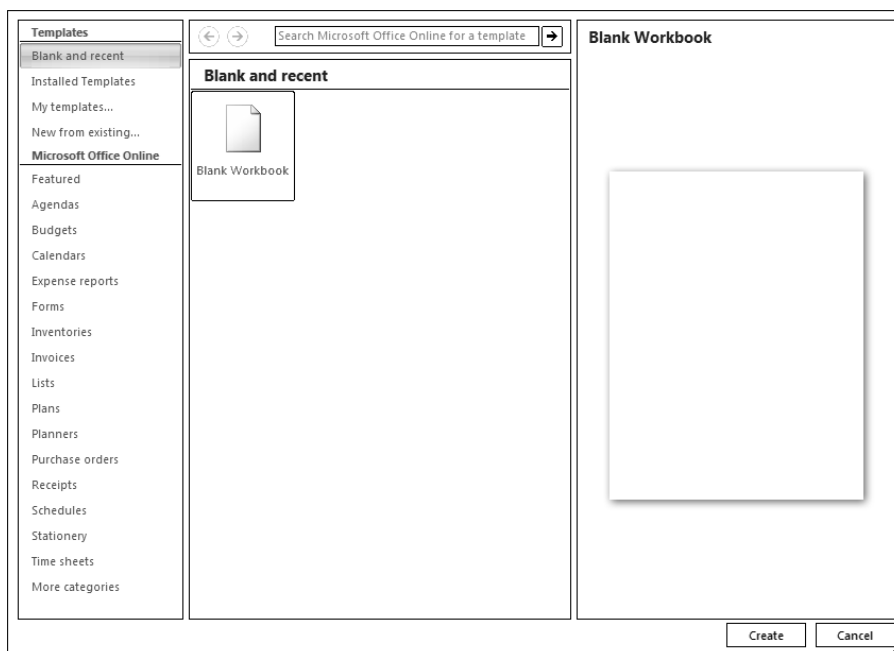
The window is divided into three sections.  The far left section contains a list of available template categories that you can base your new workbook on.

The middle section lists the templates available within the category you selected (from the left side of the window).

The far right section displays a preview of the currently selected template.  To preview a template before actually selecting it, click on its name (within the middle section of the window) and then look to the right side of the window for a preview.

Once you decide which template you would like to use, highlight its name and then choose [ Create ].

The new workbook will be created - based on the template you have selected.

*NOTE:*     *To quickly create a new blank workbook without first having to access the Office menu, press `CTRL`+`N`.*

**SWITCHING BETWEEN MULTIPLE WORKBOOKS**

When working with two or more open documents, you can switch between them by accessing the **View Ribbon** and then clicking on

the Switch Windows ▾ button or you can quickly switch between open documents using the Windows taskbar (located along the bottom of your screen), as shown below:

| Start | | company.xls... | invoice-06.xl... | invoice-05.xl... |

Each time you create a new workbook or open an existing one, Excel displays it along your taskbar - making it easy to access.

Simply click on the document you want to switch to and that file will become the active window.

# OPENING AN EXISTING WORKBOOK

USAGE:

If you want to work on an existing file, you must open it. Choosing to open a file will place the requested workbook in another window so that more than one file can be open at the same time. You can then switch between the opened workbooks using the taskbar across the bottom of your screen or by accessing the View Ribbon.

Click on the **Office** button.

Open    Select **Open** from the Office menu.

The following dialog box will be displayed:



Along the left side of the dialog box, Excel displays the **Navigation Pane**. This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives. You can hide/display the "Folders List" section at the bottom of this area by clicking on the ∨ ∧ arrows.

In this latest version using Windows Vista, the address bar is displayed a bit differently, as shown below:

⚙ ▸ Computer ▸ Data (W:) ▸          ▼ | ⇄ |

The path is displayed horizontally on the bar instead of vertically (as was the case in previous versions of Windows). For example, in the diagram shown above the currently selected item is the "Data" drive (W) which is part of your computer.

To get to that folder, you had to first choose your computer, then the Data drive (W).  You could then select the folder containing your Excel files.

This new layout is commonly referred to as "bread crumbs" because it shows you the path that was taken to get to the current location.

You can easily move to another folder on the "W" drive by clicking on the ▶ arrow beside the drive name and then selecting a different folder to view.

Across the top of the window are the following buttons:

| 📑 Organize ▾ | Click on this button to access the **Organize** pull-down menu.  From the resulting pull-down list, select the operation (e.g., cut, copy, paste, delete, rename) you want to perform on existing files listed within this box. |

| 🖼 Views ▾ | To change the display of the files, click on the down arrow ⌄ beside this button. |

| 🗋 New Folder | Click on this button to create a new folder. |

When ready, double-click on the name of the file you want to open or highlight the name and click on [ Open ▼ ] to open the file.

| Open |
| Open Read-Only |
| Open as Copy |
| Open in Browser |
| Open and Repair... |

If you click on the down arrow ▼ beside the [ Open ▼ ] button, you can choose from a list of options (such as opening the file as read-only or as a copy).

*TIP:*     *To open more than one file at a time, select the first file by clicking on its name once to highlight it. Next, hold the CTRL key down as you click on each additional file to be opened. Once all files have been selected, click on [ Open ▼ ] to actually open them. Each file will be placed in its own window.*

*TIP:*     *The shortcut key for opening files is CTRL+O.*

# ALIGNING CELL DATA

USAGE:

Unless you specify otherwise, Excel left-justifies text and right-justifies numbers so that text fills cell space from left to right while numbers are filled from right to left so that they align properly.

To change the horizontal cell alignment for a single cell or a group of selected cells, click on one of the following tools (located within the Alignment section on the Home Ribbon):

**Left**

**Centered**

**Right**

### MERGE AND CENTER ACROSS COLUMNS

You can also merge a group of cells and then center a heading across the new cell. For example, if you have a title in cell A1 that you would like centered across several adjacent columns (they must be blank), you can have Excel automatically merge the cells and then center the data in that new cell.
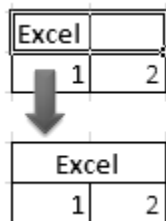
To merge and then center a group of cells, follow these two steps:

❶ Select both the cell containing the data and the empty adjacent cells in which you want to merge and center the information. Once selected, release the mouse button.

❷ Click on the ⊞ tool (which is located within the Alignment section on the Home Ribbon). If you select this tool a second time, Excel will remove the centering and place the data in the original cell.

## VERTICALLY ALIGNING DATA

You can also align data vertically (top, center or bottom) within a cell or block of cells.

After selecting the cell(s) to be aligned, click on one of the three tools shown below (which are located within the Alignment section on the Home Ribbon):

**Top**

**Center**

**Bottom**

## CHANGING TEXT ORIENTATION

You can rotate text within a cell to a diagonal angle or vertical orientation.  This can be useful when trying to label narrow columns.

Begin by selecting the cell(s) to be modified.

Click on the **Orientation** tool (which is located within the Alignment section on the Home Ribbon).

A list of orientation choices is displayed.  Select the one you want to use.

If you select the same choice a second time, the cell(s) will revert back to the normal orientation.

# FORMATTING VALUES

USAGE:

When entering values, Excel automatically uses a format which omits dollar signs, commas and a fixed number of decimal places. This can make numbers difficult to read at times and inconsistent. Excel does, however, allow you to access other built-in formats (such as percentage signs, dollar signs, etc.).

Select the cells to format and then choose one of the following tools (located within the Number section on the Home Ribbon):

| $ ▾ | Formats the current selection for **currency** with a dollar sign, a comma as a thousand separator and 2 decimal places. If you click on the down arrow ▼ beside this tool, you can select which country's currency symbol to use. Example: **$45.00** |

| % | Formats the current selection for **percentage** by multiplying the numbers by 100 and adds the percent sign to the end with 0 decimal places. Example: **45%** |

| , | Formats the selection for **comma** by adding a comma as a thousand separator and two decimal places. Example: **4,500.00** |

| +.0 .00 | Increases the number of decimal places displayed. Each time this button is selected another decimal place is added to the selection. |

| .00 +.0 | Decreases the number of decimal places displayed. Each time this button is selected another decimal place is removed from the selection. |

| General ▾ | Click on the down arrow ▼ beside this tool (located within the Number section of the Home Ribbon) to choose from a list of formats. |
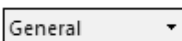
# USING CELL STYLES

USAGE:

**Cell Styles** apply a built-in combination of formats to a block of cells. These formats include fonts, borders, patterns, alignment, and shading.

To apply a cell style to a block of cells, follow these steps:

❶ Select the block of cells to be modified.

❷ Click on the **Cell Styles** tool (located within the Styles section on the Home Ribbon).

The following list of styles will be displayed:

| Good, Bad and Neutral | | | | | |
|---|---|---|---|---|---|
| Normal | Bad | Good | Neutral | | |
| **Data and Model** | | | | | |
| Calculation | Check Cell | *Explanatory ...* | Input | Linked Cell | Note |
| Output | Warning Text | | | | |
| **Titles and Headings** | | | | | |
| Heading 1 | Heading 2 | Heading 3 | Heading 4 | Title | Total |
| **Themed Cell Styles** | | | | | |
| 20% - Accent1 | 20% - Accent2 | 20% - Accent3 | 20% - Accent4 | 20% - Accent5 | 20% - Accent6 |
| 40% - Accent1 | 40% - Accent2 | 40% - Accent3 | 40% - Accent4 | 40% - Accent5 | 40% - Accent6 |
| 60% - Accent1 | 60% - Accent2 | 60% - Accent3 | 60% - Accent4 | 60% - Accent5 | 60% - Accent6 |
| Accent1 | Accent2 | Accent3 | Accent4 | Accent5 | Accent6 |
| **Number Format** | | | | | |
| Comma | Comma [0] | Currency | Currency [0] | Percent | |

New Cell Style...

Merge Styles...

❸ Scroll through the list until you find the one you want to apply to the selected block. Notice you can create a new cell style yourself or merge styles contained within another workbook.

# MODULE THREE

- **Running PowerPoint**
- **The PowerPoint Screen**
- **Opening a Presentation**
- **Running a Slide Show**
- **Changing Views**
- **Selecting Objects**
- **Moving & Copying Items**
- **Resizing & Deleting Objects**
- **Customizing Slide Objects**
- **Working with Text**
- **Starting a New Presentation**
- **Saving & Printing**
- **Adding & Deleting Slides**
- **Inserting Shapes & ClipArt**

# RUNNING MICROSOFT POWERPOINT

USAGE:

Like Word and Excel, PowerPoint can be accessed directly through the desktop or the Start menu (located on the task bar at the bottom of the screen).

If you have a shortcut on your desktop, double-click on the **Microsoft Office PowerPoint 2007** icon.

Microsoft
Office
PowerPoint
2007

Although the quickest way of running PowerPoint is through the desktop (shown above), you can also open the **Start** menu (which is located along the left side of the taskbar at the bottom of the desktop) to locate any program available on your system.

Follow these steps to run PowerPoint from the Start menu:

❶   *start*    Click on this button (located along the far left side of the taskbar) to access the Windows **Start** menu.

❷   Select All Programs ▶ from the pop-up menu and then open the Microsoft Office list of applications:

Microsoft Office
  Microsoft Office Access 2007
  Microsoft Office Excel 2007
  Microsoft Office Outlook 2007
  Microsoft Office PowerPoint 2007
  Microsoft Office Publisher 2007
  Microsoft Office Word 2007
  Microsoft Office Tools

❸   Select **Microsoft Office PowerPoint 2007** from the Microsoft Office sub-menu.

# THE POWERPOINT SCREEN

Once you launch the program, you are taken into a blank untitled presentation where you may begin entering your data.  You will notice that the program window includes many of the standard elements common to most Office 2007 applications as well as a few items that are unique to PowerPoint.  The screen can be quite intimidating the first time you see it as there are so many items displayed.  However, if you take a few minutes to familiarize yourself with the various screen elements, the program will become easier to work with.
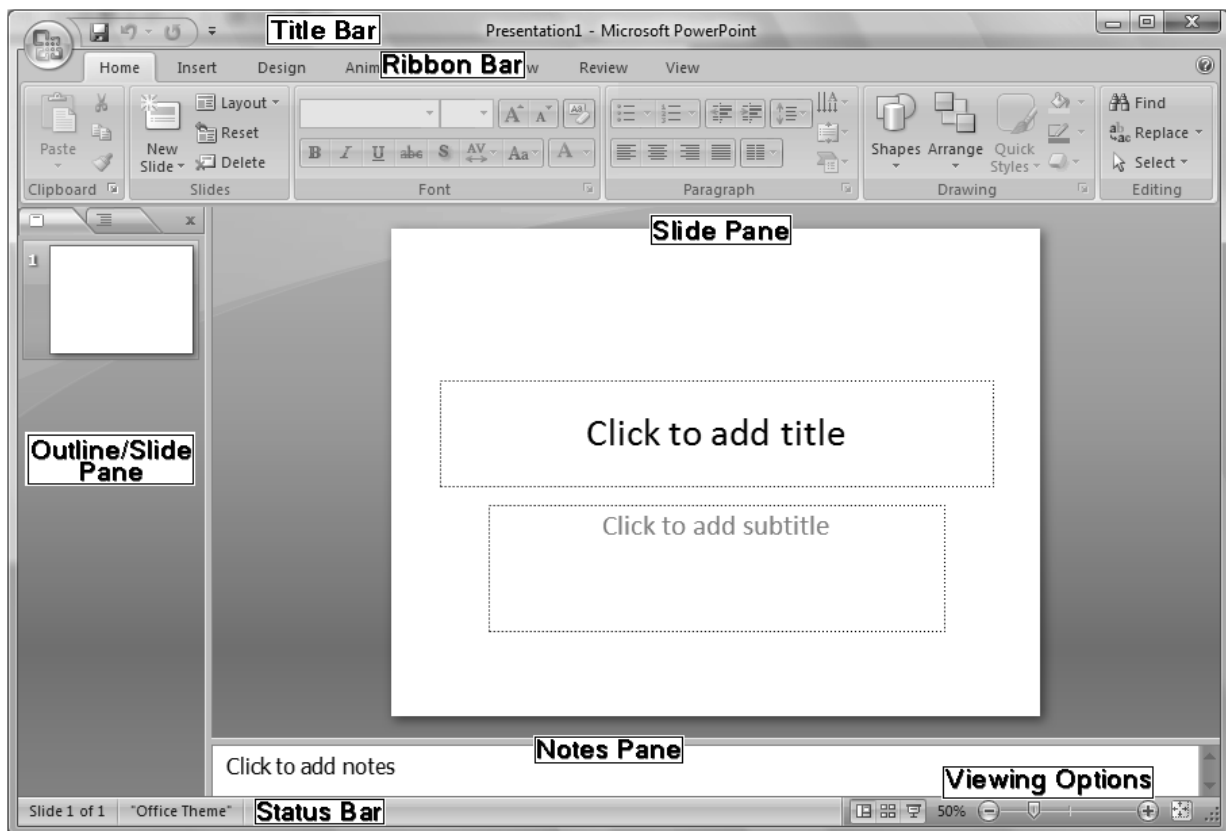


Along the top left corner of the screen is the **Office Menu Button** which provides quick access for creating, opening, converting, saving, printing, preparing, sending, publishing, and closing files.  Recently accessed presentations are also listed within this menu.  This button provides the only true menu within PowerPoint 2007 or the other Office 2007 applications.

To the right of the Office Menu Button is the Save tool as well as the Undo and Redo tools.  Since those are tools that are most often used, they are placed in a convenient location on

what is referred to as the "Quick Access Toolbar".  Click on the button to the right of these tools to customize this Quick Access Toolbar.

The name of current presentation is displayed in the middle of the **Title Bar**.

The far right side of the **Title Bar** contains three icons for minimizing ⊟, maximizing ⧉, and closing ⊠ the presentation or program.

The second line contains a new feature within PowerPoint 2007 and is called the **Ribbon Bar**.  There are tabs located on this line which are used to access a series of **Ribbons** to help you quickly find the commands needed to complete a task.  Commands are organized in logical groups that are collected together under these tabs.  Each tab on the ribbon relates to a type of activity, such as inserting an object or designing a slide.  To reduce screen clutter, some tabs are shown only when they are needed.

There is no way to delete or replace the ribbon with the toolbars and menus from previous versions of Microsoft Office.  However, you can minimize the ribbon to make more space available on the screen.  To quickly minimize the ribbon, press **CTRL**+**F1**.  If you prefer using the mouse, point to an empty space to the right of the last tab across the top of your screen and click the **[RIGHT]** mouse button.  From the pop-up menu, choose **Minimize the Ribbon**.

If you press **CTRL**+**F1** a second time, the ribbon will again be displayed.  If you prefer using your mouse, point just to the right of the last tab and click your **[RIGHT]** mouse button.  From the pop-up menu, again choose **Minimize Ribbon** (this time to de-select it).

Use the **ALT** key to access the ribbon directly from the keyboard. For example, if you were to press **ALT**+**N**, you could access the "Insert" Ribbon.  Each time you press **ALT**, PowerPoint displays corresponding letters for the ribbon items to help you to continue using keyboard shortcuts to select them.

On the right side of the ribbon is a small question mark ⓘ button which is used to access PowerPoint's extensive help system.

Below the ribbon are three window panes.  The leftmost pane is referred to as the **Outline/Slide Pane**.  Select Outline to include the actual text of each slide within this pane.  Select Slide to view thumbnails of each slide within this pane.

The large middle pane contains the currently selected slide and is your actual working area.  Directly beneath the working area is yet another pane which can be used to add notes to the current slide.

PowerPoint provides a slide counter along the far left side of the **Status Bar** (located at the very bottom of the screen) which lets you know what slide number you are currently viewing/working on.

To the right of the slide counter is the current "theme" name. Each presentation is based on a theme which consists of a family of fonts, colors, graphics, etc.

The third icon along the status bar indicates whether PowerPoint has detected any spelling errors. A red *X* indicates an error has been located.

Towards the right side of the status bar are the **View Icons**. These icons allow you to switch to the various views - depending on what you are currently doing. For example, normal view is best for adding graphics or editing existing objects while the slide sorter is used to quickly rearrange or delete slides within your presentation. The slide show tool is used to display a visual presentation of all of your slides using various special effects.

Just to the right of the view icons is the **Zoom** area. Notice you can click on the increase ⊕ or decrease ⊖ buttons to change the zoom factor. You can also drag the slider horizontally to change the text size as it appears on the screen. PowerPoint displays the current percentage just to the left of this area.

If you zoom to a larger size than can fit vertically or horizontally within the window, vertical and/or horizontal scroll bars will appear along the right side or across the bottom of the screen which can be used to quickly move (vertically) within the current slide.

If you've been playing around with the various zoom factors, click on 🔳 to fit the slide within the current window.

To quickly move to the next or previous slide, PowerPoint provides buttons in the lower right side of the vertical scroll bar. Click on ▾ to move to the next/previous slide within your presentation.

# OPENING A PRESENTATION

USAGE:

Although you will of course be creating presentations from scratch, most of the time you will simply open an existing presentation to view it or to make modifications.

Click on the **Office** button.

Open    Select **Open** from the Office menu.

The following dialog box will be displayed:



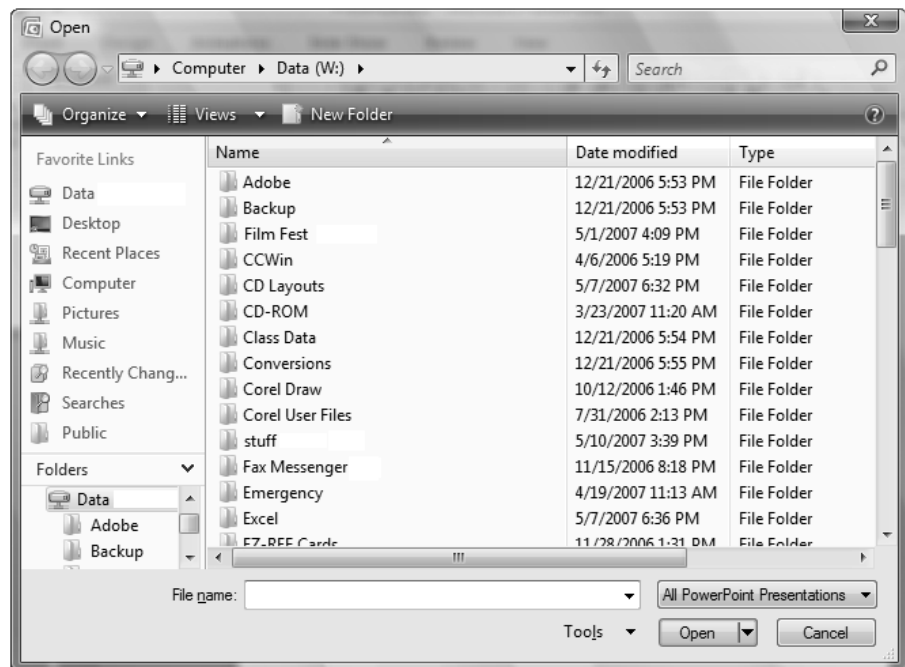Along the left side of the dialog box, PowerPoint displays the **Navigation Pane**. This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives. You can hide/display the "Folders List" section at the bottom of this area by clicking on the ⌄ ⌃ arrows.

In this latest version of PowerPoint using Windows Vista, the address bar is displayed a bit differently, as shown below:
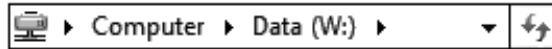


Notice that the path is displayed horizontally on the bar instead of vertically (as was the case in previous versions of Windows). For example, in the diagram shown above the currently selected item is the "Data" drive (W) which is part of your computer.

To get to that folder, you had to first choose your computer, then the Data drive (W).  You could then select the folder containing your presentation files.

This new layout is commonly referred to as "bread crumbs" because it shows you the exact path that was taken to get to the current location.

You can easily move to another folder on the "W" drive by clicking on the ▶ arrow beside the drive name and then selecting a different folder to view.

Across the top of the window are the following buttons:
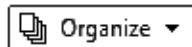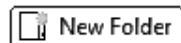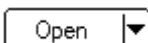
| | |
|---|---|
| Organize ▼ | Click on this button to access the **Organize** pull-down menu.  From the resulting pull-down list, select the operation (e.g., cut, copy, paste, delete, rename) you want to perform on existing files listed within this box. |
| Views ▼ | To change the display of the files, click on the down arrow ⌄ beside this button. |
| New Folder | Click on this button to create a new folder. |

By default, this box only displays PowerPoint presentations. However, if you click on [All PowerPoint Presentations ▼] you can choose to display other types of files (such as templates or Web pages).
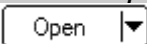
Once you have located the presentation you want to open, double-click on it or highlight the name of the file and click [ Open ▼].
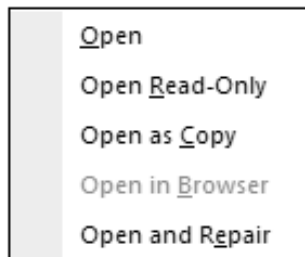
| Open |
| Open Read-Only |
| Open as Copy |
| Open in Browser |
| Open and Repair |

If you click on the down arrow ⌐ beside the [ Open ▼] button, you can choose from a list of options (such as opening the file as read-only or opening a copy of the file).

If you already have some standard slides (such as company logos and charts) in one presentation that you do not want to have to recreate but don't want to lose the original file, you could choose to open that presentation as a copy and then save it with a new name so that you could make changes without affecting the original file.

*TIP:* *To open more than one file at a time, select the first by clicking on its name once to highlight it. Next, hold the* *⟦CTRL⟧* *key down as you click on each additional file to be opened. Once all required files have been selected, click on* [ Open ▼] *to actually open them. Each file will be placed in its own window.*

*TIP:* *The shortcut key for opening files is* *⟦CTRL⟧+⟦O⟧.*

*TIP:* *By default, PowerPoint lists your most recently accessed files along the right side of the* ***Office*** *menu so that you can quickly reopen a presentation.*

*You can increase the number of files displayed within the Office menu to a maximum of 50 by clicking on the* [🗎 PowerPoint Options] *button within the* ***Office*** *menu and then choosing the* ***Advanced*** *set of options.*

## SWITCHING BETWEEN MULTIPLE FILES

When working with two or more open presentations, you can either

access the **View** Ribbon and click on the Switch Windows ▾ button and then select the file you want to switch to or you can quickly switch between open presentations using the Windows task bar, as illustrated in the diagram below:

Each time you create a new presentation or open an existing one, PowerPoint displays it along your task bar (located at the bottom of the screen) - making each file easy to see and access.

Simply click on the presentation file you want to switch to and that file will become the active window.

# RUNNING A SLIDE SHOW

USAGE:

A slide show is a desktop presentation. They are most often used when presenting information to an audience. Slide shows can be instrumental in conveying your message to a group of people since graphics can help make it more understandable.

You can connect your PC to an overhead projector and display the show to a large group of people or it can be used on the PC in front of a small group (i.e., a sales presentation). It can either be running in the background as you speak to the group or you can add enough special effects and sound that the show itself is sufficient in conveying the point you are trying to make.

Rather than simply showing the audience a set of boring slides, including animation and special effects give the presentation added appeal so that the slides hold the audience's attention while still making a dramatic point.

It is possible to control the flow of the show using either the keyboard or the mouse. It can be a self-running demonstration or can run interactively with the audience depending on your requirements. You can also change the sequence of the slides in the middle of the show if needed.

Running a slide show displays each of the slides contained within a presentation file one at a time on the computer screen. You can determine an **automatic** time interval between slides being drawn on the screen or you can instruct PowerPoint that you want to **manually** determine the speed each of the slides is drawn.

If you run it manually, you can use the mouse or keyboard to move between slides.

Another nice feature is the ability to **Rehearse** the times between slides by previewing the show and setting individual times for each slide of the presentation.

**STARTING A SLIDE SHOW**

Click on this tool (located with the view buttons – towards the right side of the status bar).

PowerPoint will immediately begin displaying the slide show - with the first slide taking up the full screen.

**MOVING AROUND WITHIN THE SLIDE SHOW**

Click on this tool (located with the other slide show tools in the bottom left corner of the slide show screen) or click the **[LEFT]** mouse button to display the next slide.

Click on this button (located with the other slide show tools in the bottom left corner of the slide show screen) to display the previous slide.

*NOTE:* *If you don't see the navigation bar, move your mouse and then look in the bottom left corner of the slide show. The tools are very light in color so that they do not distract from the slide show.*

Press ↓ or PG↓ to move to the next slide.

Press ↑ or PG↑ to move to the previous slide.

Press HOME to move to the first slide or END to go to the last.

Press ESC to cancel the show.

# CHANGING VIEWS

USAGE:

The PowerPoint screen is divided into three basic panes. The leftmost pane is most often used to display thumbnails of each slide within your presentation while the large middle pane displays the currently selected slide. The pane beneath the working area is used for adding and displaying slide notes.

To switch between the various views, PowerPoint offers a series of buttons located along the bottom right of the screen, as shown in the diagram below:
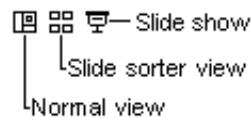


Each view has its advantages. For example, the normal view is best used to show the outline and current slide simultaneously.

The slide sorter view is best used to view the entire presentation at once, rearrange the slides, copy and move slides between presentations and delete slides from the presentation.

The slide show view is best used to preview your presentation to verify the timing and transition methods between slides.

**CHANGING THE VIEWING SIZE**

While working within PowerPoint, you have the option of changing the size of your current view when working on detailed drawings or if you need to see more of your work on the screen at once.

100%    Along the status bar just to the right of the viewing icons is the **Zoom** area. Notice you can click on the increase ⊕ or decrease ⊖ buttons to change the zoom factor. You can also drag the slider horizontally to change the slide size as it appears on the screen. PowerPoint displays the current percentage just to the left of this area.

## WORKING WITH THE SLIDE SORTER

The **Slide Sorter** displays a thumbnail sketch of each of your slides so that you can easily see them all at once.  These miniature slides are spread across several rows on a single screen (whenever possible).

This view is the quickest way to move slides around and delete unwanted slides.

Click on this button (located with the other view buttons along the bottom right side of the screen) to access the **Slide Sorter** view.

The outline/slide pane closes to expand the working area so that you can display several slides at once, as shown below:

## REARRANGING SLIDES

You can rearrange the slides within the slide sorter by simply dragging them to a new location.  As you begin dragging a slide, a thin vertical line is displayed to indicate where the slide will be placed when you release the mouse button.

## DELETING AN UNWANTED SLIDE

To delete an unwanted slide, simply click on it once (to select it) and then click on [Delete] (located within the **Slides** section of the Home Ribbon) or press the [DEL] key.

## SPEEDING UP THE DISPLAY

If your presentation is made up of many slides and your computer tends to take awhile to display the slides, you can speed up the display by switching to grayscale or black and white view.  This option is also useful when working in slide view to show you what the slide will look like when printed on a black and white printer.

[Grayscale]

[Pure Black and White]
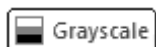
Click on one of these buttons (located within the **Color/Grayscale** section on the View Ribbon) to switch to grayscale or pure black and white.

Once you select grayscale or black and white, the ribbon changes to display various grayscale options to further customize your view.

[Back To Color View]

Once you have chosen grayscale or black and white, click on this button to return to color view.

**WORKING WITH THE NOTES PAGE VIEW**

The **Notes Page** view displays the actual slide in the top half of the screen and then leaves an area at the bottom for speaker notes. These notes can be printed as a reference for the speaker to help them with the presentation as they deliver it or can be left blank and handed out to the audience so that they can write their own comments as the presentation is being delivered.
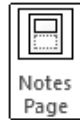
To switch to Notes Page view, click on this button (located within the **Presentation Views** section of the View Ribbon).

The screen changes to display the slide with an area at the bottom for notes, as shown in the diagram below:
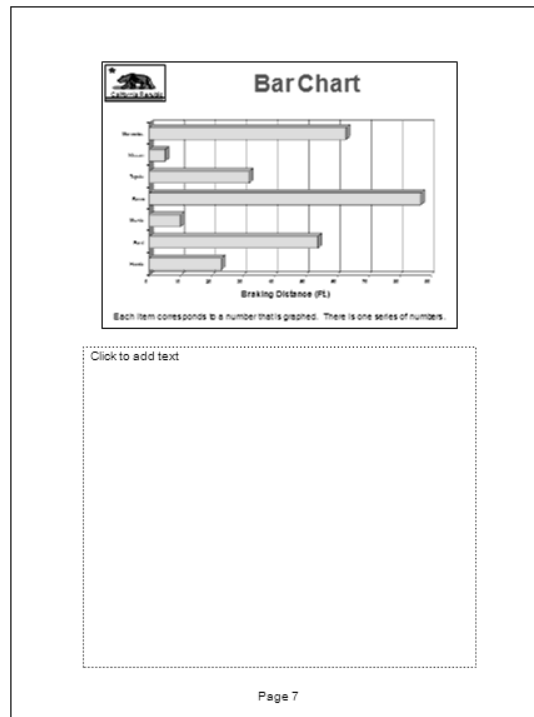


Before entering your notes, you might want to switch to a larger viewing size by clicking on the increase ⊕ button (located just to the right of the current zoom factor 100% along the bottom right side of the screen).

**WORKING WITHIN THE SLIDE PANE**

Since the slide pane is set as the largest pane within PowerPoint, it is important that you understand the screen elements present when working within this pane.

Notice along the bottom left side of the screen (on the status bar) that PowerPoint indicates the current slide number.

Along the bottom right side of the slide (on the vertical scroll bar) are two buttons which can be used to quickly move to the previous and next slide within the presentation.
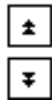
Click on either of these two buttons to move to the **previous** or **next** slide.

Along the right side of the slide, PowerPoint displays a vertical scroll bar which can be used to move to specific slides.  Drag the rectangular scroll box up or down to display the desired slide number/name, as shown in the diagram below:

Slide: 6 of 14
VDOs R US, Inc.

Drag the scroll box until you see the slide number needed.
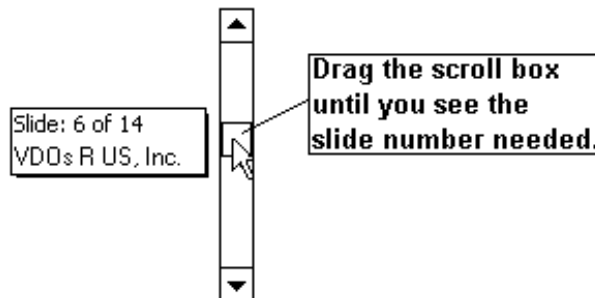
Notice as you drag, that a small text box shows the number and title of the slide that would be displayed if you were to release the mouse button.

# SELECTING OBJECTS

USAGE:

Once objects have been added to a slide, you must select them before modification is possible. PowerPoint allows you to move, copy, resize, delete and change the color of the selected object. If the object contains text, you may also edit the font and size of the text, as well as any attributes that may have been applied.

Move to the edge of unfilled objects or to the middle of filled pictures. Once you see the pointer change to a four-way arrow, click the **[LEFT]** mouse button.

An object is selected when it has the outline of a box with small circular handles. A rotation handle appears at the top of the selected object.

Small circles and squares appear
around the selected object.
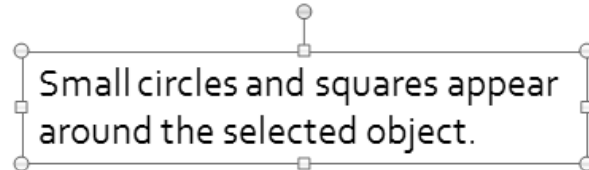
**SELECTING MULTIPLE OBJECTS**

To select multiple objects, click on the first object and then hold the SHIFT key down while clicking on additional objects.

*NOTE:*     *If you click on an object a second time (while holding SHIFT down), you will be deselecting that object.*

*TIP:*     *You can also click in an empty area and drag a rectangle around all the objects to select. PowerPoint selects all objects enclosed within the rectangle.*

---

## SELECTING ALL OBJECTS

To select all of the objects currently on the slide:

[ Select ▼ ]   Click on this button (located within the **Editing** section of the Home Ribbon).

Select All
Select Objects
Selection Pane...
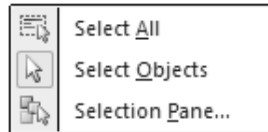
From the pull-down list, choose **Select All**.

If you prefer using the keyboard:

**CTRL** + **A**

All objects within the slide should now be selected.

To **unselect** specific objects, hold the **SHIFT** key down and click the objects that you do not want to include in the group.

## THE SELECTION PANE

To select, rename or hide objects on the slide:
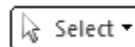
[ Select ▼ ]   Click on this button (located within the **Editing** section of the Home Ribbon).

Select All
Select Objects
Selection Pane...
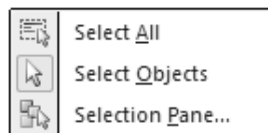
From the pull-down list, choose **Selection Pane**.

**Selection and Visibility**
Shapes on this Slide:
Picture 1
Rectangle 9
j0314068.jpg
Rectangle 2
Rectangle 1
Show All
Hide All   Re-order
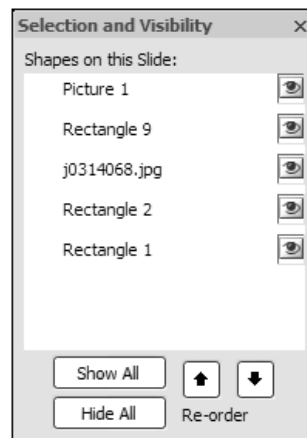
The right side of the screen will display a list of all the objects on the slide. You can select individual or multiple objects, or you can hide/show objects by clicking on the eye.

You can also rename objects by double-clicking on its current name.

The reorder arrows are used to change the priority of overlapping objects.

# MOVING OBJECTS

USAGE:

You can move objects around on the slide by dragging them from one location to another using your mouse, as outlined in the steps shown below.

❶ Move to the middle (of a clip art picture or filled object) or the edge (for unfilled objects) of the selected item.

Be sure that the mouse pointer changes to the four-way arrow.

Click and drag the object to its new location. Notice that as you drag the mouse, a transparent version of the object follows your mouse pointer.

❷ Once you reach the new location, release the mouse button and the original object will appear in its new location.

*TIP:* *You can also move an object by selecting it and then clicking on ✂ Cut (located within the **Clipboard** section of the Home Ribbon). To paste it in a new location, click on the 📋 tool.*

---

# COPYING OBJECTS

USAGE:

To copy an object within your presentation, follow these steps:

❶ Move to the middle (of a clip art picture or filled object) or the edge (for unfilled objects) of the selected item.  Be sure that the mouse pointer changes to the four-way arrow.

Hold down the CTRL key.  You'll see a small plus symbol (+) on the mouse pointer.  Continue to hold the CTRL key down while dragging the object to its new location.  As you drag the object, notice that a transparent copy of the object is dragged with the mouse pointer.

❷ Once you reach your destination, release the mouse button and then the CTRL key.  The original object will be copied to its new location.

---

*TIP:* *You can also copy an object by selecting it and then clicking on* Copy *(located within the **Clipboard** section of the Home Ribbon).  To paste it, click on the tool.*

---

# RESIZING OBJECTS

USAGE:

PowerPoint allows you to easily change an object's size - keeping its original proportions, or changing its shape as you resize.

To resize an object, follow the steps outlined below:

❶     Select the object to resize.

❷     ⤢↕↔ Move the mouse so the tip of the arrow touches one of the surrounding circular or square handles. The pointer will change to one of these double-sided arrows

❸     Use one of the four corner handles to change the object's height and width at the same time.

❹     When done, release the button.

*NOTE:*     *Dragging the handles of a text item only serves to change the left or right margins of the text block. This may cause the text to wrap within the margins.*

# DELETING OBJECTS

USAGE:

There may be times while editing a slide that you decide that an object is no longer needed and should be removed entirely.

❶      Select the object(s) to be deleted.

❷      Press the [DEL] key and the object(s) will be removed.

## OOPS! UNDELETING

If you mistakenly delete an object from a slide, PowerPoint allows you to undo the deletion, as shown below:

Click on this tool (located on Quick Access toolbar) to **Undo** the last action. To undo more than one action, click on the down arrow ⌄ beside the tool.

*TIP:      PowerPoint's Undo feature includes the last 20 actions but can be increased to a maximum of 150. To modify the default value, click on the Office button and choose  PowerPoint Options  (located along the bottom right section of the menu). From the resulting Window, choose **Advanced**.*

## REDOING AN ACTION

If you delete an item and then undo the deletion and then realize you really did want to delete that item, PowerPoint allows you to redo the last action.

Click on this tool (located on the Quick Access toolbar) to **Redo** the last action.

# CUSTOMIZING OBJECTS

USAGE:

Once an item has been placed onto the slide, you may want to customize its appearance. You can change the color of the lines surrounding an object, the fill color or pattern within the object, add shading or even apply 3D effects to some objects.

### CHANGING OUTLINE/LINE COLOR AND STYLE
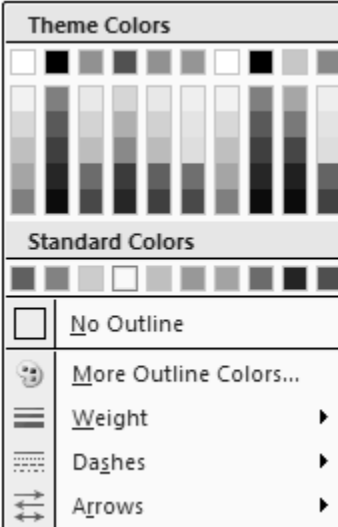
To modify the color applied to the outline as well as the style of the line, follow the steps below:

❶ Select the object(s) to be modified.

❷ | Shape Outline ▾ |     Click on this button (located within the **Drawing** section on the Home Ribbon).

❸

| Theme Colors |
| Standard Colors |

☐ No Outline

More Outline Colors...

≡ Weight    ▶

Dashes    ▶

Arrows    ▶

From this pull-down list, you can choose a new outline color, remove the outline altogether, change the weight of the outline, and change the style of the line to include dashes or arrows.

If you do not see the desired color from the list, select **More Outline Colors...** which displays the entire color palette.

Notice as you move your mouse over each of the options within the list, PowerPoint provides a preview of the selected object using the option you are currently pointing to.

## CHANGING FILL COLORS

To modify the fill color, picture, gradient, and texture applied to an object, follow the steps outlined below:

❶ Select the object(s) to be modified.

❷ [ Shape Fill ▾ ]  Click on this button (located within the **Drawing** section on the Home Ribbon).

❸ From this pull-down list, you can choose a new fill color, remove the fill altogether, or change the fill to include a picture, a gradient, or a texture.

**Theme Colors**

**Standard Colors**

No Fill

More Fill Colors...

Picture...

Gradient ▶

Texture ▶

If you do not see the desired color from the list, select **More Fill Colors...** which displays the entire color palette.

Notice as you move your mouse over each of the options within the list, PowerPoint provides a preview of the selected object using the option you are currently pointing to.

A gradient typically consists of two colors gradually blending from one color to the other. You can select the colors to be used as well as the intensity and the direction in which the gradient will be generated.

Textures are basically small patches of patterns that resemble real-life textures such as marble, cloth, grass, paper, wood, etc.

Rather than using one of the built-in textures or patterns, you can also choose to fill an object with a custom picture. PowerPoint recognizes most graphic file formats to provide you with a wide variety of options

**ADDING A SHAPE EFFECT**

Adding a shape effect (such as a shadow or a bevel effect) can give an object a more custom look and feel to help it to stand out from the rest of the drawing.

To apply a shape effect to an object, follow the steps below:

❶     Select the object(s) to be modified.

❷     Shape Effects ▼          Click on this button (located within the **Drawing** section on the Home Ribbon).

❸     
| | Preset | ▶ |
| | Shadow | ▶ |
| | Reflection | ▶ |
| | Glow | ▶ |
| | Soft Edges | ▶ |
| | Bevel | ▶ |
| | 3-D Rotation | ▶ |

From this pull-down list, choose the shape effect you wish to apply to the selected object.

Notice as you move your mouse over each of the options within the list, PowerPoint provides a preview of the selected object using the option you are currently pointing to.

# WORKING WITH TEXT

USAGE:

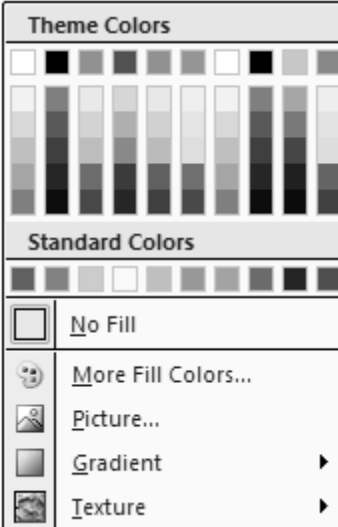You can also change the attributes of text, such as the font, size, color and style.  First, select the text to be edited by clicking the pointer on the text item that you want to edit.  You can also select a single word or group of characters from within a text object.

To select an entire text object, click on it once.  The first time you click, you will be able to edit the text or highlight just a portion of the text to be modified.

If you click a second time (this time on the border surrounding the text), you will select the entire text object.  Do not click the second time until you see the pointer change shape to a four-way arrow.

## CHANGING FONTS

After having selected the text object to be changed:

❶

| Calibri | ▼ |
|---------|---|
| **Theme Fonts** | |
| Cambria | (Headings) |
| Calibri | (Body) |
| **All Fonts** | |
| ABIGAIL | *Abigail* |
| Agency FB | |
| ALGERIAN | |
| Arial | |
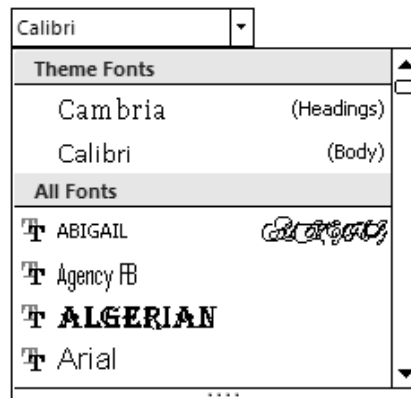
Click on the down arrow ⊡ (located to the right of the font button within the **Font** section of the Home Ribbon).  Notice that PowerPoint automatically displays a preview of each font in the list so you can see how the font looks before selecting it.

❷     Select the desired font from the pull-down list.

## CHANGING POINT SIZE

❶     Click on the down arrow ⊡ beside the font size button.
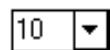
❷     |10  ▼|      Select the desired size from the pull-down list.

# STARTING A NEW PRESENTATION

USAGE:

You will obviously be creating new presentations and not just working on existing ones.

You can either create a presentation from scratch or use one of your own existing files to base the new presentation on. In addition, you can base the new presentation on one of PowerPoint's built-in templates. For example, if you want to create a marketing presentation, you could use PowerPoint's template and then edit it to include your specific information. Using a template can save you a great deal of preparation time.

Click on the **Office** button.

Select **New** from the Office menu.

The following window will be displayed:
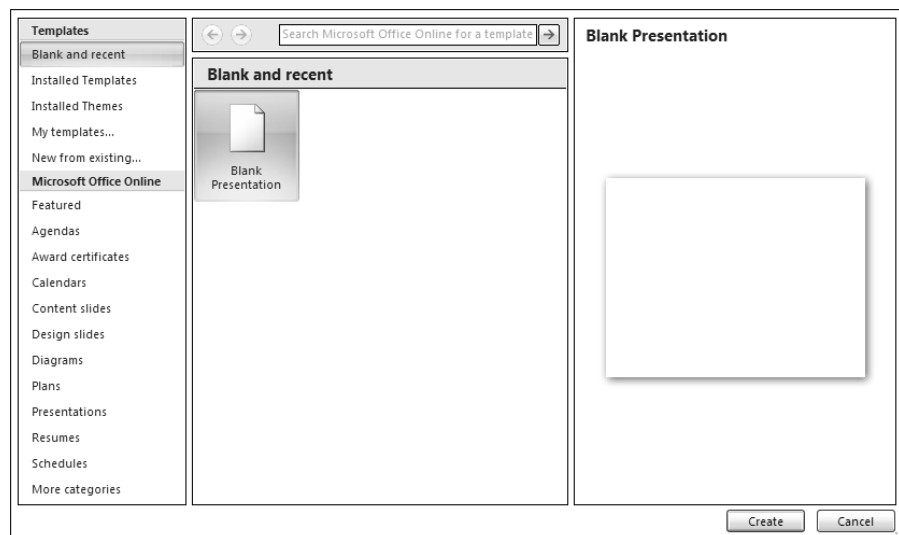


The window is divided into three sections. The far left section contains a list of available template categories that you can base your new presentation on. Some of the templates require Internet access.

The middle section lists the templates available within the category you selected (from the left side of the window).

The far right section displays a preview of the currently selected template. To preview a template before actually selecting it, click on its name (within the middle section of the window) and then look to the right side of the window for a preview.

Once you decide which template you would like to use, highlight its name and then choose ⌊ Create ⌋.

The new presentation will be created - based on the template you have selected.

*NOTE:*      *To quickly create a new blank presentation without first having to access the Office menu, press* 〚CTRL〛+〚N〛*.*

## SWITCHING BETWEEN MULTIPLE PRESENTATIONS

When working with two or more open presentations, you can switch between them by accessing the **View Ribbon** and then clicking on

the Switch Windows ▾ button or you can quickly switch between open presentations using the Windows taskbar (located along the bottom of your screen), as shown below:



Each time you create a new presentation or open an existing one, PowerPoint displays it along your taskbar - making it easy to access. Simply click on the presentation you want to switch to and that file will become the active window.

# SAVING A PRESENTATION

USAGE:

After having created a presentation, you will want to save it using a name that will allow you to easily find it again.  If you click on the

⊞ button, you will notice two options for saving a presentation: **Save** and **Save As**.
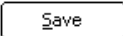
**Save** is the normal save feature which will ask you the first time you save a file to assign a name to it.  From that point on, choosing SAVE will simply update the file to include the new information.  On the other hand, **Save As** saves an existing file under a new name or as a different format to be imported into another program.

💾 Click on the **Save** button (located on the Quick Access Bar).

The first time you save a presentation, PowerPoint provides a dialog box prompting you to enter a file name, as shown below:
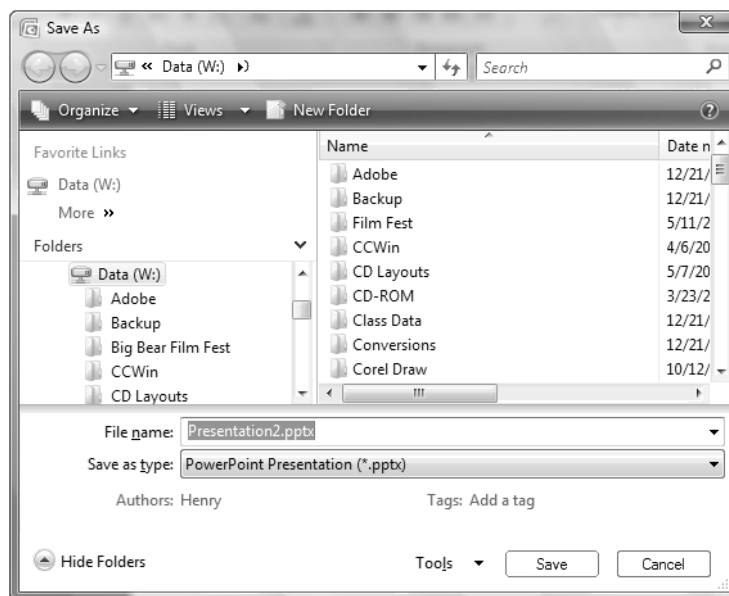


Enter a name for the presentation in the box labeled **File name** and then click on ⟨ Save ⟩ to actually save the file.  Notice that PowerPoint defaults to assigning the new "pptx" extension. This extension is new in version 2007.

☞ *TIP:        The shortcut key for saving is ⟨CTRL⟩+⟨S⟩.*

# PRINTING

USAGE:

Obviously an important part to any presentation is the ability to print the slides you have created.

Click on the **Office** button.

Print ▸   Select **Print** from the Office menu.

The following dialog box will be displayed:

```
┌─ Printer ──────────────────────────────────────────────┐
│ Name:    │HP LaserJet 4              │▼│  │ Properties │ │
│ Status:  Default printer; Ready                          │
│ Type:    HP LaserJet 4                  │ Find Printer…│ │
│ Where:   \\Ez-ref\hp laser 4                             │
│ Comment:                                 ☐ Print to file │
└─────────────────────────────────────────────────────────┘
┌─ Print range ───────────────────┐ ┌─ Copies ──────────┐
│ ⊙ All   ○ Current slide ○ Selection│ Number of copies:  │
│                                  │ │ │1│  │▲▼│           │
│ ○ Custom Show: │          │▼│   │ │                     │
│                                  │ │                     │
│ ○ Slides:  │                 │   │ │                     │
│                                  │ │                     │
│ Enter slide numbers and/or slide │ │                     │
│ ranges. For example, 1,3,5-12    │ │  ☑ Collate         │
└──────────────────────────────────┘ └───────────────────┘
Print what:              ┌─ Handouts ──────────────────┐
│Slides          │▼│     │ Slides per page: │6│▼│  │1│2││
Color/grayscale:         │                      │3│4││
│Color           │▼│     │ Order: ⊙ Horizontal  │5│6││
                         │        ○ Vertical            │
                         └──────────────────────────────┘
       ☐ Scale to fit paper       ☐ Print hidden slides
       ☐ Frame slides             ☐ High quality
       ☐ Print comments and ink markup
│ Preview │                    │ OK │   │ Cancel │
```

The current printer is displayed at the top of the box.  Click on the down arrow ⌐•⌐ beside the selected printer to choose another one.

**Printer**

At the top of the Print dialog box, PowerPoint displays the currently selected printer. Click on the down arrow ⌐•⌐ beside the current printer to choose from a list of available printers.

Click on the ⌐ Properties ⌐ button to access a second dialog box where you can customize the settings for the selected printer.

This section also contains a check box, allowing you to save the print settings to a file which can then be accessed at a later time. This can be useful when you are working on a laptop and are not connected to a printer.

**Print range**

Use this section to specify which slides are to be printed. You can print **All** the slides, or just the **Current** slide. If you had selected several slides while in the Slide Sorter View, you could choose to print the current **Selection**.

You can also select a **Custom Show** or specify a list of **Slides** by typing in the slide numbers to print. Enter the slide numbers separated by commas (4,7,9). If you want to print a range of slides, use a dash to indicate a continuous range (for example, 4-9).

**Copies**

Use this section to specify the number of copies to print and if you are printing multiple copies of multiple slides, you can choose whether to "collate" the copies.

**Print what**

In addition to printing your presentation slides, PowerPoint offers a few other printing items that you may find quite useful.

**Slides**  This is the default option and is used to print the slides.

**Handouts**  Prints the slides for audience handouts.

**Notes Pages**  Also known as "speaker notes".  Each slide is printed across the top of a page, leaving the bottom half blank for "notes".  This can be useful for jotting down notes along with the picture so that you know what you want to say.

**Outline View**  This option prints the outline which you can use to give your presentation or to hand out.

**Handouts**

If you plan on presenting the audience with some form of handouts, consider using this section.  Slides are printed 2, 3, 4, 6 or 9 per page.  This makes it easy for them to follow the presentation and to take notes.

There is also an area where you can choose whether the slides are printed horizontally or vertically.

A pull-down list towards the bottom of the dialog box offers three color selections, as described below:

**Color**                    Prints the slides in color.

**Grayscale**                Converts all colors to shades of gray for a black and white printer.

**Pure Black & White**       Converts all colors to black or white - with no gray shades.

At the bottom of the Print dialog box are a series of check boxes, as discussed below:

**Scale to fit paper**       This option reduces or enlarges the printout to match the selected paper size.  This option does not affect the dimension of the slide within the presentation itself, only the print-out.

**Frame slides**             Check this box to add a thin frame around the print-outs.

**Include comment pages**    Check this box to include any comment pages you may have added.

**Print hidden slides**      If you have created hidden slides within the presentation (so that they don't appear during a slide show), use this option to print them now.

**High Quality**             Check this box to print in the highest quality.

Once you have made your selections, click ⌞ OK ⌟.

*TIP:*          *The shortcut key for printing is* ⟦CTRL⟧+⟦P⟧.

# ADDING/DELETING SLIDES

USAGE:

As you develop your presentation, you will obviously need to add new slides, but you may also want to delete a slide.

**ADDING A NEW SLIDE**

PowerPoint adds new slides **after** the current slide.  Before you add a slide, be sure the slide you want the new slide to come after is displayed.  For example, if you want a new slide number 5, the current slide number 4 should be displayed on the screen.

To add a new slide, follow the steps outlined below:

❶    Select the slide that should come before the new one you are about to add..

❷    Click on this button (located within the **Slides** section of the Home Ribbon).  If you click on the top portion of the button you will be creating a new blank slide.  If you want to specify the layout for the new slide, be sure to click on the bottom half of the button.

| TIP: | *Notice once you are in the new slide that PowerPoint displays a series of objects in the middle of the slide which can be selected and therefore added to the new slide.  Objects include tables, charts, Smart Art graphics, pictures, clip art, and media clips.* |
|---|---|

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**DELETING A SLIDE**

There will obviously be times when a slide is no longer required/wanted in your presentation and, therefore, will need to be removed.

❶     Make sure the slide to be deleted is currently displayed.

❷     |⨌ Delete|    Click on this button (located within the **Slides** section of the Home Ribbon) or press the ⎡DEL⎤ key once.

| *NOTE:* | *You will not be asked to confirm the deletion!* |
|---|---|
| | *However, if you change your mind after deleting a slide, click on the ⟲⁃ button (located on the Quick Access toolbar at the top of your screen).* |

# INSERTING SHAPES AND CLIPART

USAGE:

As you begin creating slides, you will find yourself needing to add graphic items.  If you don't feel comfortable drawing these objects manually, PowerPoint provides several shapes and clipart objects which can be used to enhance your slides.

To add one of the pre-defined shapes to your slide, follow the steps outlined below:

❶  Point to the shape you want to create (located within the **Drawing** section of the Home Ribbon) and click the **[LEFT]** mouse button once.  Notice the pointer has changed to a cross-hair.

❷  Position the cross-hair pointer where the top left corner of the shape should begin.

❸  Click and hold the **[LEFT]** mouse button down to drag the pointer to the position and size where the bottom right corner of the shape should appear.

❹  Notice as you drag the mouse around the screen, the shape and size of the object adjusts accordingly.  Release the mouse button when you are done drawing.

## ACCESSING THE COMPLETE LIST OF SHAPES

If none of the shapes within the **Drawing** section of the Home Ribbon meet your needs, PowerPoint contains a separate section with an extensive list of shapes.

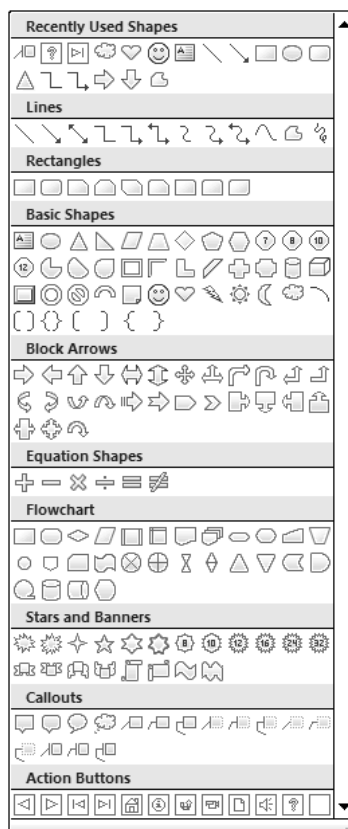To add a shape from the complete list, follow these steps:

❶    Click on this button (located within the **Illustrations** section of the Insert Ribbon).

❷    From the pull-down list select the category and then the exact shape you want to create.

❸    Position the cross-hair pointer where the top left corner of the shape should begin.

❹    Click and hold the **[LEFT]** mouse button down to drag the pointer to the size and position where the bottom right corner of the shape should appear.

❺    Release the mouse button when you are done drawing.

**INSERTING CLIPART**

To insert clipart, follow the steps outlined below:

❶ Click on the **Clipart** tool (located within the **Illustrations** section of the Insert Ribbon).

The task pane displays the clip art options, as shown below:

| Clip Art ▾ × |
|---|
| Search for: |
| [                    ] [ Go ] |
| Search in: |
| All collections ▾ |
| Results should be: |
| All media file types ▾ |
| |
| 🖳 Organize clips... |
| 🗗 Clip art on Office Online |
| ⊘ Tips for finding clips |

❷    In the box labeled **Search for**, type in the keyword(s) that best defines what type of clip art you are looking for and then click on ⌊ Go ⌋.

Search in:

| All collections | ▼ |

Use this box to specify which clip art collections should be included in your search.

Results should be:

| All media file types | ▼ |

Use this box to specify what type of media file you are searching for. Choices include clip art, photographs, movies and sound. This can be useful for speeding up and limiting the search for only those file types that are required.

At the bottom of the task pane are some additional clip art items:

📇 Organize clips…    Select this option to access a dialog box where you will be able to catalogue your clip art and other media into collections for easy access.
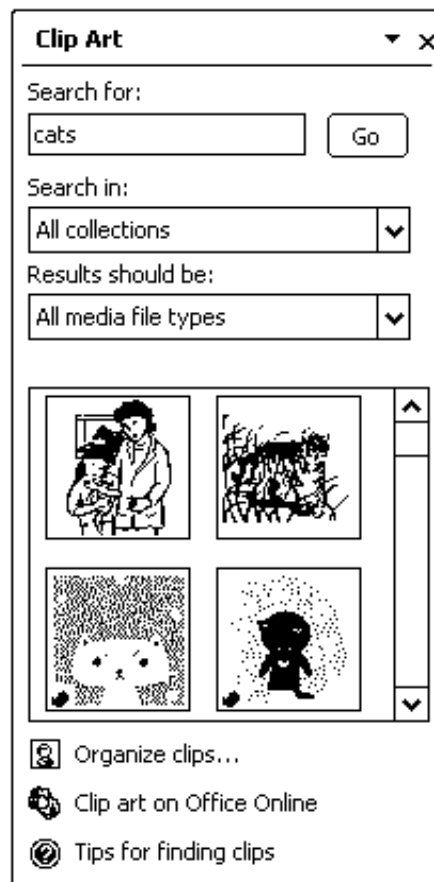
🌀 Clip art on Office Online    This option connects to the Internet to search Microsoft's site for additional clip art.

◎ Tips for finding clips    Select this option to access additional help on how to locate clip art.

After entering the keyword(s) and then selecting $\boxed{\text{Go}}$, the task pane will display the located clip art, as shown below:



Notice the small icon in the lower left of each displayed clip art item. These icons indicate that the clip is not stored directly on your computer and is being retrieved from a different location.

The following icons represent where the clip is coming from:

This icon indicates the clip can be found on your CD-ROM.

This icon indicates the clip comes from Microsoft's web site.

This icon indicates the clip comes from a Microsoft partner web site and is free to use.

This icon indicates the clip comes from a Microsoft partner web site and is available for purchase.

This icon indicates the clip is unavailable.

This icon will appear in the lower right corner to indicate the clip is an animated gif file.

❸    To actually insert one of the clip art items in your presentation, click on it. The object will be added.

Once the clip art object has been placed in the file, you can manipulate it (e.g., change its size and placement) just as you would any other drawing object.

### REMOVING A CLIP ART ITEM

To remove an unwanted clip art object from your presentation, simply follow the two steps outlined below:

❶    Click on the clip art object to select it.

❷    Press DEL

# MODULE FOUR

- Moving & Copying Data
- Using the Office Clipboard

# MOVING DATA

USAGE:

If you have created a Word, Excel, or PowerPoint document and then decide that a portion of it should be placed in another Office application, you can move the contents by cutting and pasting.

When you choose to cut data from any of the Office 2007 applications it is removed from the current document and placed it in the Windows Clipboard (a temporary storage area).

Only the last item that was cut or copied is stored within the clipboard.

To move an item from one Office 2007 application to another, follow these steps:

❶     Select the item to be moved.

❷     ✄ Cut          Click on the **Cut** tool (which is located on the Home Ribbon).  The item is temporarily removed from the screen and placed in the clipboard.

❸     Move to the new location.
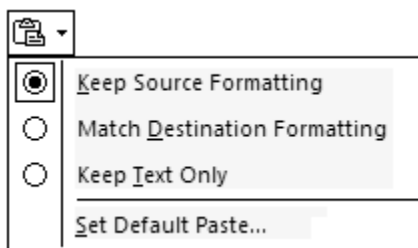
❹     📋          Click on the **Paste** tool.

---

*TIP:*          *Using the keyboard, press* `CTRL`+`X` *to* ***Cut*** *and* `CTRL`+`V` *to* ***Paste*** *text.*

---

**PASTE FORMAT OPTIONS**

Once an item has been pasted, a small clipboard icon 🗐 ▾ is displayed at that location within the document.

Click on this icon to select from a list of options that defines how the item should be pasted. These options depend on the type of content you are pasting, the application you are pasting from and the format of the text where you are pasting.

| 🗐 ▾ | |
|---|---|
| ⦿ | Keep Source Formatting |
| ○ | Match Destination Formatting |
| ○ | Keep Text Only |
| | Set Default Paste... |

When you click on the clipboard icon from within your document, a pull-down list appears offering several formatting options.

Choose from one of the following options:

**Keep Source Formatting**         Select this option to retain the original format of the item.

**Match Destination Formatting**   Choose this option to reformat the pasted item to match the format at the current location.

**Keep Text Only**                 Select this option to paste the text without any format.

**Set Default Paste**              Choose this option to access a dialog box where you can set the default format options for pasting future items within your document.

# COPYING DATA

USAGE:

Instead of moving, you can also copy an item from one application to another.  This leaves the item in its original location while taking a copy of it to the new location.

To copy an item from one application to another, follow these steps

❶    Select the item to be copied.

❷    📋 Copy    Click on the **Copy** tool (which is located on the Home Ribbon).  The item is temporarily copied to the clipboard.

❸    Move to the new location.

❹    Click on the **Paste** tool.

☞

*TIP:*    *Using the keyboard, press* *CTRL*+*C* *to* **Copy** *text and* *CTRL*+*V* *to* **Paste***.*

# USING THE OFFICE CLIPBOARD

USAGE:

You can use the Office Clipboard to collect multiple items (both text and graphics) to be pasted within Word or other Office 2007 applications.  The standard Windows clipboard is only able to store one item at a time.   You have to paste whatever you have cut or copied before your next cut/copy can be completed.

However, the Office Clipboard can store up to 24 items at a time, making it easy to collect multiple items to be pasted.  If you copy a 25th item, the first item in your clipboard will automatically be removed to make room for the latest entry.

Depending on your computer's settings, choosing to copy an item and then copying a second one without pasting the first may trigger the Clipboard task pane to be displayed.

If the task pane is not automatically displayed, you can manually display it by accessing the following tool:

Click on the **Clipboard Task Pane Launcher** (located along the far left side of the Home Ribbon).

The Office Clipboard will automatically be opened and placed within a task pane, as shown below:
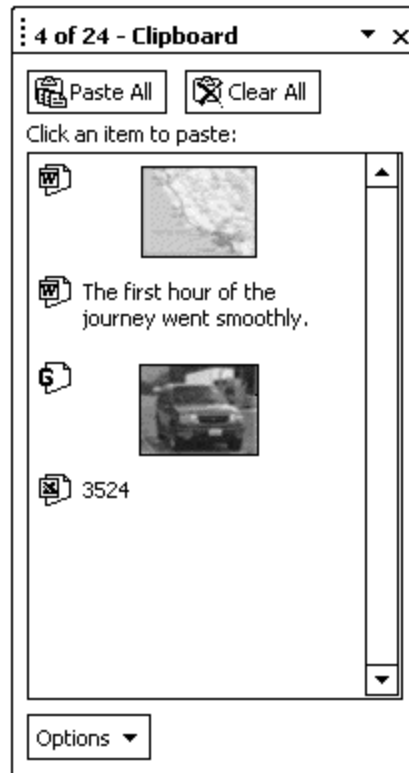


The clipboard will display each of the cut or copied items - with the latest item placed at the top of the list.  If you have cut or copied several entries, a scroll bar will be placed along the right side so that you can quickly move through the items.

A small icon is placed to the left of each object to indicate what application the cut or copied item was originally created in.
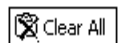
Move to the location to which the item(s) should be pasted.

Click on the clipboard item to be pasted.

There are two tools available across the top of the clipboard:
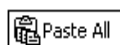
Paste All — Click on this tool to paste each of the items stored within the Office Clipboard in the current document (or within the current Office application).

Clear All — Click on this button to clear the contents of the Office Clipboard. It will also clear the Windows Clipboard.

To remove a single item from the clipboard, point to the item you want to remove until you see a small down arrow ▼.

Paste / Delete — Click on the down arrow ▼ and select **D**elete from the list of options.

**CLIPBOARD OPTIONS**

Towards the bottom of the clipboard is a button Options ▼ which is used to change the display settings for 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

From the five options available, check the box labeled **Show Office Clipboard Automatically** to open the clipboard within the task pane when two items in a row have been copied.

Select **Show Office Clipboard When Ctrl+C Pressed Twice** to display the Office Clipboard after pressing the copy shortcut keys.

Choose **Collect Without Showing Office Clipboard** if you prefer not to display the clipboard within the task pane when two items in a row have been copied. This option displays the clipboard icon on the taskbar even if you are in a different application.

Select **Show Office Clipboard Icon on Taskbar** to display the clipboard icon at the bottom of your screen.

Choose **Show Status Near Taskbar When Copying** to display the status of a copied item on the taskbar.

Check each of the options you would like to enable from the list. Click a second time to disable the option.

Once the Office Clipboard has been activated, an icon  will be placed on the Windows taskbar along the bottom right of your screen. If you are in an Office application and the clipboard is not displayed, double-clicking on this icon will open the task pane and display the clipboard items. If you are in a different application (not an Office product), double-clicking on this icon will display the Office application and activate the Office Clipboard within the task pane.

If you right-click on the clipboard icon  located along the taskbar at the bottom of your screen, the following list of options will be displayed:
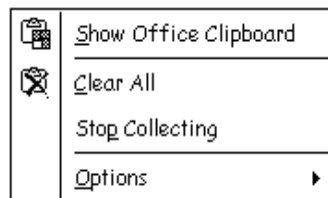


From this list, you can choose to display the Office Clipboard, clear all of the items currently being stored within the clipboard, or close the clipboard. The last item within this list allows you to specify the display options for the clipboard (which were discussed on the previous page).

If you do not specify otherwise, the collected items remain in the Clipboard until you close all Office applications.