LEARNING MADE EASY

2nd Edition

Microsoft® Office 365® ALL-IN-ONE

for dummies®
A Wiley Brand

11 Books in one!

Peter Weverka
That's "Mr. Office" to you

with Matt Wade

Microsoft® Office 365®

ALL-IN-ONE

2nd Edition

by Peter Weverka with Matt Wade

for dummies®
A Wiley Brand

Microsoft® Office 365® All-in-One For Dummies®, 2nd Edition

Published by: **John Wiley & Sons, Inc.,** 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

Copyright © 2022 by John Wiley & Sons, Inc., Hoboken, New Jersey

Media and software compilation copyright © 2022 by John Wiley & Sons, Inc. All rights reserved.

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at http://www.wiley.com/go/permissions.

Trademarks: Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and may not be used without written permission. Microsoft and Office 365 are registered trademarks of Microsoft Corporation. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: WHILE THE PUBLISHER AND AUTHORS HAVE USED THEIR BEST EFFORTS IN PREPARING THIS WORK, THEY MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES REPRESENTATIVES, WRITTEN SALES MATERIALS OR PROMOTIONAL STATEMENTS FOR THIS WORK. THE FACT THAT AN ORGANIZATION, WEBSITE, OR PRODUCT IS REFERRED TO IN THIS WORK AS A CITATION AND/OR POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE PUBLISHER AND AUTHORS ENDORSE THE INFORMATION OR SERVICES THE ORGANIZATION, WEBSITE, OR PRODUCT MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING PROFESSIONAL SERVICES. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR YOUR SITUATION. YOU SHOULD CONSULT WITH A SPECIALIST WHERE APPROPRIATE. FURTHER, READERS SHOULD BE AWARE THAT WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ. NEITHER THE PUBLISHER NOR AUTHORS SHALL BE LIABLE FOR ANY LOSS OF PROFIT OR ANY OTHER COMMERCIAL DAMAGES, INCLUDING BUT NOT LIMITED TO SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR OTHER DAMAGES.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002. For technical support, please visit `https://hub.wiley.com/community/support/dummies`.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at `http://booksupport.wiley.com`. For more information about Wiley products, visit `www.wiley.com`.

Library of Congress Control Number: 2021950056

ISBN: 978-1-119-83070-2

ISBN 978-1-119-83071-9 (ebk); ISBN 978-1-119-83073-3 (ebk)

Microsoft® Office 365® All-in-One For Dummies®

To view this book's Cheat Sheet, simply go to www.dummies.com and search for “Microsoft Office 365 All-in-One For Dummies Cheat Sheet” in the Search box.

Table of Contents

- **Cover**
- **Title Page**
- **Copyright**
- **Introduction**
  - What Makes This Book Different
  - Foolish Assumptions
  - Conventions Used in This Book
  - Icons Used in This Book
  - Beyond the Book
- **Book 1: Common Office Tasks**
  - **Chapter 1: Office Nuts and Bolts**
    - Introducing Office 365
    - Finding Your Way Around the Office Interface
    - Saving Your Files
    - Navigating the Save As and Open Windows
    - Opening and Closing Files

Reading and Recording File Properties

Locking a File with a Password

Trusting (or not Trusting) Microsoft with Your “Content”

Chapter 2: Wrestling with the Text

Manipulating the Text

Speaking, not Typing, the Words

Changing the Look of Text

Quick Ways to Handle Case, or Capitalization

Entering Symbols and Foreign Characters

Creating Hyperlinks

Chapter 3: Speed Techniques Worth Knowing About

Undoing and Repeating Commands

Zooming In, Zooming Out

Viewing a File Through More Than One Window

Correcting Typos on the Fly

Entering Text Quickly with the AutoCorrect Command

Book 2: Word 365

Chapter 1: Speed Techniques for Using Word

Introducing the Word Screen

Creating a New Document

Getting a Better Look at Your Documents

Selecting Text in Speedy Ways

Moving Around Quickly in Documents

Inserting a Whole File into a Document

Getting Word to Read It

Entering Information Quickly in a Computerized Form

Chapter 2: Laying Out Text and Pages

Paragraphs and Formatting

Inserting a Section Break for Formatting Purposes

Breaking a Line

Starting a New Page
Setting Up and Changing the Margins
Indenting Paragraphs and First Lines
Numbering the Pages
Putting Headers and Footers on Pages
Adjusting the Space Between Lines
Adjusting the Space Between Paragraphs
Creating Numbered and Bulleted Lists
Working with Tabs
Hyphenating Text

Chapter 3: Word Styles

All About Styles
Applying Styles to Text and Paragraphs
Creating a New Style
Modifying a Style
Creating and Managing Templates

Chapter 4: Constructing the Perfect Table

Talking Table Jargon
Creating a Table
Entering the Text and Numbers
Selecting Different Parts of a Table
Laying Out Your Table
Aligning Text in Columns and Rows
Merging and Splitting Cells
Repeating Header Rows on Subsequent Pages
Formatting Your Table
Using Math Formulas in Tables
Neat Table Tricks

Chapter 5: Taking Advantage of the Proofing Tools

Correcting Your Spelling Errors
Correcting Grammatical Errors

Refining Your Work with the Editor

Finding and Replacing Text

Finding the Right Word with the Thesaurus

Proofing Text Written in a Foreign Language

Translating Foreign Language Text

Chapter 6: Desktop Publishing with Word

Experimenting with Themes

Sprucing Up Your Pages

Making Use of Charts, Diagrams, Shapes, and Photos

Working with the Drawing Canvas

Positioning and Wrapping Objects Relative to the Page and Text

Working with Text Boxes

Dropping In a Drop Cap

Watermarking for the Elegant Effect

Putting Newspaper-Style Columns in a Document

Landscape Documents

Printing on Different Size Paper

Showing Online Video in a Document

Chapter 7: Getting Word’s Help with Office Chores

Highlighting Parts of a Document

Commenting on a Document

Tracking Changes to Documents

Printing an Address on an Envelope

Printing a Single Address Label (Or a Page of the Same Label)

Churning Out Letters, Envelopes, and Labels for Mass Mailings

Chapter 8: Tools for Reports and Scholarly Papers

Alphabetizing a List

Outlines for Organizing Your Work

Collapsing and Expanding Parts of a Document
Generating a Table of Contents
Indexing a Document
Putting Cross-References in a Document
Putting Footnotes and Endnotes in Documents
Compiling a Bibliography

Book 3: Excel 365

Chapter 1: Up and Running with Excel

Creating a New Excel Workbook
Getting Acquainted with Excel
Entering Data in a Worksheet
Quickly Entering Lists and Serial Data with the AutoFill Command
Formatting Numbers, Dates, and Time Values
Establishing Data-Validation Rules

Chapter 2: Refining Your Worksheet

Editing Worksheet Data
Moving Around in a Worksheet
Getting a Better Look at the Worksheet
Notes for Documenting Your Worksheet
Comments for Collaborating with Others on a Workbooks
Selecting Cells in a Worksheet
Deleting, Copying, and Moving Data
Handling the Worksheets in a Workbook
Keeping Others from Tampering with Worksheets

Chapter 3: Formulas and Functions for Crunching Numbers

How Formulas Work
The Basics of Entering a Formula
Speed Techniques for Entering Formulas
Copying Formulas from Cell to Cell
Detecting and Correcting Errors in Formulas
Working with Functions

    - A Look at Some Very Useful Functions
  - **Chapter 4: Making a Worksheet Easier to Read and Understand**
    - Laying Out a Worksheet
    - Decorating a Worksheet with Borders and Colors
    - Getting Ready to Print a Worksheet
  - **Chapter 5: Advanced Techniques for Analyzing Data**
    - Getting Quick Analyses from Excel
    - Conditional Formats for Calling Attention to Data
    - Managing Information in Lists
    - Forecasting with the Goal Seek Command
    - Performing What-If Analyses with Data Tables
    - Analyzing Data with PivotTables
- **Book 4: PowerPoint 365**
  - **Chapter 1: Getting Started in PowerPoint**
    - Getting Acquainted with PowerPoint
    - A Brief Geography Lesson
    - A Whirlwind Tour of PowerPoint
    - Creating a New Presentation
    - Advice for Building Persuasive Presentations
    - Creating New Slides for Your Presentation
    - Getting a Better View of Your Work
    - Hiding and Displaying the Slides Pane and Notes Pane
    - Selecting, Moving, and Deleting Slides
    - Putting Together a Photo Album
    - Hidden Slides for All Contingencies
  - **Chapter 2: Fashioning a Look for Your Presentation**
    - Looking at Themes and Slide Backgrounds
    - Choosing a Theme for Your Presentation
    - Creating Slide Backgrounds on Your Own

- Changing the Background of a Single or Handful of Slides
- Choosing the Slide Size
- Using Master Slides and Master Styles for a Consistent Design

Chapter 3: Entering the Text

- Entering Text
- Fun with Text Boxes and Text Box Shapes
- Controlling How Text Fits in Text Frames and Text Boxes
- Positioning Text in Frames and Text Boxes
- Handling Bulleted and Numbered Lists
- Putting Footers (and Headers) on Slides

Chapter 4: Making Your Presentations Livelier

- Suggestions for Enlivening Your Presentation
- Presenting Information in a Table
- Exploring Transitions and Animations
- Making Audio Part of Your Presentation
- Playing Video on Slides
- Recording a Voice Narration for Slides

Chapter 5: Delivering a Presentation

- All about Notes
- Rehearsing with a Robot Coach
- Rehearsing and Timing Your Presentation
- Showing Your Presentation
- Tricks for Making Presentations a Little Livelier
- Delivering a Presentation When You Can’t Be There in Person

Book 5: Outlook 365

Chapter 1: Outlook Basics

- What Is Outlook, Anyway?
- Navigating the Outlook Apps
- Categorizing Items
- Searching for Stray Folder Items

    - Deleting Email Messages, Contacts, Tasks, and Other Items
    - Cleaning Out Your Folders
  - **Chapter 2: Maintaining the People App**
    - Entering and Editing Contact Information
    - Contact Groups for Sending Messages to Groups
    - Finding a Contact
    - Sharing Contacts with Coworkers
    - Printing the Contacts Folder
  - **Chapter 3: Handling Your Email**
    - Setting Up an Email Account
    - Addressing and Sending Email Messages
    - Sending Files and Photos
    - Receiving Email Messages
    - Reading Your Email in the Inbox Window
    - Handling Files That Were Sent to You
    - Techniques for Organizing Email Messages
    - All about Email Folders
    - Yes, You Can Prevent Junk Mail (Sort of)
  - **Chapter 4: Managing Your Time and Schedule**
    - Introducing the Calendar
    - The Different Kinds of Activities
    - Seeing Your Schedule
    - Scheduling Appointments and Meetings
    - Canceling, Rescheduling, and Altering Activities
    - Managing Meetings with the Calendar
- **Book 6: Access 365**
  - **Chapter 1: Introducing Access**
    - What Is a Database, Anyway?
    - Tables, Queries, Forms, and Other Objects
    - Creating a Database File
    - Finding Your Way Around the Navigation Pane

    - Designing a Database
  - Chapter 2: Building Your Database Tables
    - Creating a Database Table
    - Opening and Viewing Tables
    - Entering and Altering Table Fields
    - Field Properties for Making Sure That Data Entries Are Accurate
    - Indexing for Faster Sorts, Searches, and Queries
    - Establishing Relationships among Database Tables
  - Chapter 3: Entering the Data
    - The Two Ways to Enter Data
    - Entering the Data in Datasheet View
    - Entering the Data in a Form
    - Finding a Missing Record
    - Finding and Replacing Data
  - Chapter 4: Sorting, Querying, and Filtering for Data
    - Sorting Records in a Database Table
    - Filtering to Find Information
    - Querying: The Basics
    - Six Kinds of Queries
  - Chapter 5: Presenting Data in a Report
    - Creating a Report
    - Opening and Viewing Reports
    - Tweaking a Report
- Book 7: Publisher 365
  - Chapter 1: Introducing Publisher
    - “A Print Shop in a Can”
    - Introducing Frames
    - Creating a Publication
    - Redesigning a Publication
    - Getting a Better View of Your Work

Understanding and Using the Layout Guides

Chapter 2: Refining a Publication

Entering Text on the Pages
Making Text Fit in Text Frames
Formatting Text
Making Text Wrap around a Frame or Graphic
Replacing the Placeholder Pictures
Inserting Frames on the Pages
Making Frames Overlap
Inserting, Removing, and Moving Pages

Chapter 3: Putting on the Finishing Touches

Decorating the Text
Techniques for Decorating Pages
Master Pages for Handling Page Backgrounds
Running the Design Checker
Commercially Printing a Publication

Book 8: Working with Charts and Graphics

Chapter 1: Creating a Chart

The Basics: Creating a Chart
Choosing the Right Chart
Providing the Raw Data for Your Chart
Positioning Your Chart in a Workbook, Page, or Slide
Changing a Chart’s Appearance
Saving a Chart as a Template So That You Can Use It Again
Chart Tricks for the Daring and Heroic
Troubleshooting a Chart

Chapter 2: Making a SmartArt Diagram

The Basics: Creating SmartArt Diagrams
Creating the Initial Diagram
Changing the Size and Position of a Diagram
Laying Out the Diagram Shapes
Handling the Text on Diagram Shapes

Changing a Diagram’s Direction

Choosing a Look for Your Diagram

Changing the Appearance of Diagram Shapes

Creating a Diagram from Scratch

Chapter 3: Handling Graphics and Photos

All about Picture File Formats

Inserting a Picture in an Office File

Touching Up a Picture

Compressing Pictures to Save Disk Space

Chapter 4: Drawing and Manipulating Lines, Shapes, and Other Objects

The Basics: Making Lines, Arrows, and Shapes

Handling Lines, Arrows, and Connectors

Handling Rectangles, Ovals, Stars, and Other Shapes

Drawing by Freehand

Decorating Your Work with Icons

Inserting a 3-D Model

WordArt for Embellishing Letters and Words

Manipulating Lines, Shapes, Art, Text Boxes, and Other Objects

Changing an Object’s Size and Shape

Changing an Object’s Color, Outline Color, and Transparency

Moving and Positioning Objects

Book 9: Office 365: One Step Beyond

Chapter 1: Customizing an Office Program

Customizing the Ribbon

Customizing the Quick Access Toolbar

Customizing the Status Bar

Changing the Screen Background and Office Theme

Customizing Keyboard Shortcuts in Word

Chapter 2: Ways of Distributing Your Work

Printing — the Old Standby

- Distributing a File in PDF Format
- Sending Your File in an Email Message
- Saving an Office File as a Web Page

Book 10: Microsoft Teams

Chapter 1: Getting around in Teams

- Viva la Teams!
- Navigating in Teams
- Filtering and Searching
- Using Teams to Know Your Colleagues Better
- Enhancing Your Teams Experience with Helpful Extras

Chapter 2: Getting Up to Speed with Teams and Channels

- Diving in to Microsoft Teams
- Getting to Know Channels

Chapter 3: Communicating through Channels and Private Chat

- The Advantages of Channel Conversations over Private Chat
- Carrying on Channel Conversations
- Getting Familiar with Using Private Chats
- Setting Up a Buddy List

Chapter 4: Organizing Your Files in Teams

- Getting to Your Files in Teams: The Files App and Files Tab
- Creating, Uploading, and Sharing Files in Teams and Chats

Chapter 5: Getting Together for Online Meetings

- Understanding Channel Meetings
- Scheduling a Meeting
- Joining a Meeting
- Engaging in a Meeting
- Finding Resources after a Meeting

Book 11: File Sharing and Collaborating

- Chapter 1: File Sharing and Collaborating
  - Knowing when to Use OneDrive, SharePoint, or Teams
  - Syncing Office 365 Files to Your Devices
  - Staying Sane When Editing Files
  - Using the Recycle Bin to Restore Deleted Files
  - Copying and Moving Files among SharePoint, OneDrive, and Teams
  - Sharing Files Outside Your Organization
- Chapter 2: Making the Most of OneDrive
  - Getting Started in OneDrive
  - Managing Your OneDrive Content
  - Seeing Files and Folders Others Shared with You
  - Managing File and Folder Permissions
  - Adding SharePoint and Teams Files to OneDrive
- Chapter 3: Collaborating in SharePoint
  - Getting Started with SharePoint
  - Introducing Team Sites
  - Working with Document Libraries
  - Taking a Brief Look at Microsoft Lists

Index

About the Author

Connect with Dummies

End User License Agreement

List of Tables

Book 1 Chapter 1

- TABLE 1-1 Office 365 Applications

Book 1 Chapter 2

- TABLE 2-1 Cases for Headings and TITLES

Book 2 Chapter 1

TABLE 1-1 Shortcuts for Selecting Text

TABLE 1-2 Keys for Moving Around Documents

Book 2 Chapter 5

TABLE 5-1 Search Options in the Find Options and Find and Replace Dialog Box

TABLE 5-2 Wildcards for Searches

TABLE 5-3 Special Characters for Searches

Book 3 Chapter 1

TABLE 1-1 Data-Validation Rule Categories

Book 3 Chapter 2

TABLE 2-1 Keyboard Shortcuts for Getting Around in Worksheets

Book 3 Chapter 3

TABLE 3-1 Arithmetic Operators for Use in Formulas

TABLE 3-2 Common Formula Error Messages

TABLE 3-3 Common Functions and Their Use

Book 4 Chapter 5

TABLE 5-1 Techniques for Getting from Slide to Slide

Book 6 Chapter 2

TABLE 2-1 Data Types for Fields

TABLE 2-2 Numeric Field Sizes

Book 6 Chapter 3

TABLE 3-1 Datasheet Shortcuts

TABLE 3-2 Wildcard Characters for Searches

Book 6 Chapter 4

TABLE 4-1 Comparison Operators for Filtering and Querying

TABLE 4-2 Summary Query Functions

Book 8 Chapter 1

TABLE 1-1 Chart Types

Book 10 Chapter 5

TABLE 5-1 Feature Availability for Each Meeting Role

List of Illustrations

Book 1 Chapter 1

FIGURE 1-1: The Account window tells you which Office applications are installe...

FIGURE 1-2: The File tab, Quick Access toolbar, and Ribbon.

FIGURE 1-3: Go to the Backstage to manage, print, and export files.

FIGURE 1-4: After you insert or select an item, context-sensitive tabs appear o...

FIGURE 1-5: Each tab is organized into groups; some groups offer group buttons.

FIGURE 1-6: A mini-toolbar (top) and shortcut menu (bottom).

FIGURE 1-7: Press the Alt key to see KeyTips.

FIGURE 1-8: The Open window (top) and Save As window (bottom) work much the sam...

FIGURE 1-9: View and enter properties in the Info window.

FIGURE 1-10: Enter passwords for the file in this dialog box.

FIGURE 1-11: Sorry, this experience is disabled.

FIGURE 1-12: To trust or not to trust Microsoft, that is the question.

Book 1 Chapter 2

FIGURE 2-1: The Clipboard task pane in action.

FIGURE 2-2: Dictating to Microsoft Word.

FIGURE 2-3: Changing fonts by way of the mini-toolbar.

FIGURE 2-4: Text effects in the Font dialog box (Word).

FIGURE 2-5: Choosing a font color on the mini-toolbar.

FIGURE 2-6: Capitalization schemes (clockwise from upper-left): sentence case; ...

FIGURE 2-7: To enter a symbol or foreign character, select it and click the Ins...

FIGURE 2-8: Enter the web page target in the Address text box to create a hyper...

FIGURE 2-9: You can also create a hyperlink to a different place in a file.

Book 1 Chapter 3

FIGURE 3-1: Fixing a mistake with the Undo drop-down list.

FIGURE 3-2: The Zoom controls.

FIGURE 3-3: As you type, words in the Replace column are replaced automatically...

FIGURE 3-4: With a little cunning, you can use AutoCorrect to enter hard-to-typ...

Book 2 Chapter 1

FIGURE 1-1: The Word screen.

FIGURE 1-2: To create a document, choose a template in the New window.

FIGURE 1-3: The different document views (top to bottom): Read Mode, Print Layo...

FIGURE 1-4: A split screen.

FIGURE 1-5: In the Navigation pane, click a heading or page thumbnail to go fro...

FIGURE 1-6: Using the Go To command.

FIGURE 1-7: The Bookmark dialog box.

FIGURE 1-8: A data-entry form.

FIGURE 1-9: Click the Add button to create options for a drop-down list or comb...

Book 2 Chapter 2

FIGURE 2-1: Section breaks in Draft view.

FIGURE 2-2: Break lines to make reading easier.

FIGURE 2-3: In Draft view, a soft page break (top) and hard page break (bottom)...

FIGURE 2-4: Margins in a two-sided document.

FIGURE 2-5: Indenting with the ruler (top) and Paragraph dialog box (bottom).

FIGURE 2-6: Ways to display page numbers on document pages.

FIGURE 2-7: Manage headers and footers on the Header & Footer tab.

FIGURE 2-8: In the Paragraph dialog box, choose Spacing options to decide the a...

FIGURE 2-9: Customizing a numbered or bulleted list.

FIGURE 2-10: Examples of multilevel lists.

FIGURE 2-11: Different kinds of tab stops.

FIGURE 2-12: Telling Word how to hyphenate (left) and deciding where a hyphen g...

Book 2 Chapter 3

FIGURE 3-1: Apply styles to reformat text.

FIGURE 3-2: The three ways to apply a style.

FIGURE 3-3: Examples of style sets.

FIGURE 3-4: Deciding which names to put in the Styles pane and Apply Styles tas...

FIGURE 3-5: Creating a brand-spanking-new style.

FIGURE 3-6: Choosing to modify a style.

FIGURE 3-7: Copying styles to a template.

Book 2 Chapter 4

FIGURE 4-1: The parts of a table.

FIGURE 4-2: Some techniques for creating a table.

FIGURE 4-3: The right-click technique for inserting columns and rows.

FIGURE 4-4: Word offers nine ways to align text.

FIGURE 4-5: Merge and split cells to create unusual tables.

FIGURE 4-6: You have many opportunities for designing tables.

FIGURE 4-7: You can draw borders with the Borders and Shading dialog box.

FIGURE 4-8: A math formula in a table.

FIGURE 4-9: Change the direction of text to squeeze more columns on a table.

FIGURE 4-10: Wrap text to keep tables from being lonely.

FIGURE 4-11: A well-chosen graphic in a table background helps indicate what th...

FIGURE 4-12: Diagonal lines mark off cells as different.

FIGURE 4-13: You can circle data to highlight it.

Book 2 Chapter 5

FIGURE 5-1: Click a word underlined in red to correct a typo or repeated word.

FIGURE 5-2: Correcting a misspelling in the Editor task pane.

FIGURE 5-3: Fixing grammatical errors.

FIGURE 5-4: You can use the Editor to improve your writing.

FIGURE 5-5: Conducting a Find operation in Word.

FIGURE 5-6: Conducting a narrow search.

FIGURE 5-7: Using the powerful Replace command.

FIGURE 5-8: Searching for a synonym by right-clicking.

FIGURE 5-9: Searching for a synonym in the Thesaurus task pane.

FIGURE 5-10: Identifying foreign language words for spell checking.

FIGURE 5-11: Use the Translator task pane to translate a word or phrase.

Book 2 Chapter 6

FIGURE 6-1: On the Design tab, experiment with themes, style sets, theme colors...

FIGURE 6-2: Putting borders on pages.

FIGURE 6-3: Examples of ready-made cover pages.

FIGURE 6-4: This newsletter includes a photo, chart, diagram, shape, and image.

FIGURE 6-5: The drawing canvas — a corral for shapes and lines.

FIGURE 6-6: All the ways to wrap text in a Word document.

FIGURE 6-7: Choosing how to wrap text.

FIGURE 6-8: The Position options place an object on one part of the page.

FIGURE 6-9: Examples of text boxes.

FIGURE 6-10: Creating a drop cap.

FIGURE 6-11: Watermarks showing faintly on the page.

FIGURE 6-12: Running text in columns.

FIGURE 6-13: A portrait document (left) and landscape document (right).

Book 2 Chapter 7

FIGURE 7-1: Comments in All Markup view.

FIGURE 7-2: A document with revision marks and changes showing.

FIGURE 7-3: Comparing documents to see where editorial changes were made.

FIGURE 7-4: Choosing which documents to compare.

FIGURE 7-5: Printing on an envelope.

FIGURE 7-6: Printing labels.

FIGURE 7-7: A Word source table for a mail merge.

FIGURE 7-8: Choosing who gets mail.

FIGURE 7-9: Creating the address block (left) and linking it with address field...

FIGURE 7-10: Entering the greeting.

Book 2 Chapter 8

FIGURE 8-1: A document in Outline view.

FIGURE 8-2: Collapse subheadings and subtext under a heading to keep the screen...

FIGURE 8-3: You can decide for yourself which headings go in a TOC and how it’s...

FIGURE 8-4: Changing a TOC’s structure and formatting.

FIGURE 8-5: Different ways of handling index entries.

FIGURE 8-6: Marking an index entry.

FIGURE 8-7: Generating an index.

FIGURE 8-8: Entering a cross-reference.

FIGURE 8-9: Entering a footnote (left); the Footnote and Endnote dialog box (ri...

FIGURE 8-10: Adding a citation (left) and formatting citations (right) for a bi...

FIGURE 8-11: In-text citations have inline drop-down lists.

Book 3 Chapter 1

FIGURE 1-1: Create a workbook by starting in the New window.

FIGURE 1-2: The Excel screen.

FIGURE 1-3: A chart generated from the data in Figure 1-2.

FIGURE 1-4: Entering data.

FIGURE 1-5: Format dates and numbers on the Number Format drop-down list or For...

FIGURE 1-6: Entering serial data and text.

FIGURE 1-7: The Number category of the Format Cells dialog box.

FIGURE 1-8: A data-validation rule in action.

FIGURE 1-9: Creating a data-validation rule.

Book 3 Chapter 2

FIGURE 2-1: Splitting a worksheet.

FIGURE 2-2: Notes explain what’s what in a worksheet.

FIGURE 2-3: Click the Comments or Show Comments button to read comments.

FIGURE 2-4: You can have multiple worksheets in a workbook.

FIGURE 2-5: Besides dragging it, you can move a worksheet by using this dialog ...

FIGURE 2-6: Select what you want others to be able to do.

Book 3 Chapter 3

FIGURE 3-1: A simple formula.

FIGURE 3-2: Using formulas in a worksheet.

FIGURE 3-3: The formulas used to generate the numbers in Figure 3-2.

FIGURE 3-4: Using formula results as other formulas.

FIGURE 3-5: Clicking to enter a cell reference.

FIGURE 3-6: Using a cell range in a formula.

FIGURE 3-7: Choosing a named cell range.

FIGURE 3-8: The Name Manager dialog box.

FIGURE 3-9: Copying a formula.

FIGURE 3-10: Ways to detect and correct errors.

FIGURE 3-11: Tracing the relationships between cells.

FIGURE 3-12: The Insert Function dialog box.

FIGURE 3-13: The Function Arguments dialog box.

FIGURE 3-14: Using `AVERAGE` to find average rainfall data.

FIGURE 3-15: The `COUNT` (above) and `COUNTIF` (below) function at work.

FIGURE 3-16: Use the `CONCAT` function to combine values from cells.

FIGURE 3-17: Exploring loan scenarios with the PMT function.

FIGURE 3-18: Exploring data with the `IF` function.

FIGURE 3-19: Using functions to compare values.

Book 3 Chapter 4

FIGURE 4-1: Ways to align data.

FIGURE 4-2: The Alignment tab of the Format Cells dialog box.

FIGURE 4-3: Ways to change the size of columns and rows.

FIGURE 4-4: Choosing a new style from the Cell Styles gallery.

FIGURE 4-5: Creating a new style for the Cell Styles gallery.

FIGURE 4-6: Drawing a border with the Borders button.

FIGURE 4-7: Go to the Format Cells dialog box to apply color (left) or draw bor...

FIGURE 4-8: Deciding where pages break.

FIGURE 4-9: The Page (left) and Margins tab (right) of the Page Setup dialog bo...

FIGURE 4-10: Constructing a fancy header.

Book 3 Chapter 5

FIGURE 5-1: Examining data in the Analyze Data task pane.

FIGURE 5-2: Sparklines in action (top to bottom): Column, Line, and Win/Loss.

FIGURE 5-3: A forecast sheet.

FIGURE 5-4: Establishing a condition format for data.

FIGURE 5-5: A list in a worksheet.

FIGURE 5-6: Sort to arrange the list data in different ways.

FIGURE 5-7: Filter a worksheet to isolate data.

FIGURE 5-8: Experimenting with the Goal Seek command.

FIGURE 5-9: A one-input data table.

FIGURE 5-10: A two-input data table.

FIGURE 5-11: A raw multicolumn list (left) turned into meaningful PivotTables (...

FIGURE 5-12: These PivotTables come highly recommended.

FIGURE 5-13: Constructing a PivotTable on the PivotTable Analyze tab.

Book 4 Chapter 1

FIGURE 1-1: The PowerPoint window (top) and a slide as it looks in a presentati...

FIGURE 1-2: The different parts of the PowerPoint screen.

FIGURE 1-3: Examples of PowerPoint templates.

FIGURE 1-4: In the New window, choose a template for creating a presentation.

FIGURE 1-5: List information presented in a table (top), chart (middle), and di...

FIGURE 1-6: Slides available in the Blank Presentation template.

FIGURE 1-7: Headings from a Word document imported into a PowerPoint presentati...

FIGURE 1-8: Techniques for changing views.

FIGURE 1-9: Create a photo album in this dialog box.

Book 4 Chapter 2

FIGURE 2-1: Examples of themes.

FIGURE 2-2: Examples of background styles (clockwise from upper left): plain st...

FIGURE 2-3: Decide what your presentation looks like on the Design tab.

FIGURE 2-4: Examples of gradient fill slide backgrounds (clockwise from upper l...

FIGURE 2-5: For backgrounds, a picture usually has to be at least somewhat tran...

FIGURE 2-6: Examples of pictures used as slide backgrounds.

FIGURE 2-7: Different textures (clockwise from upper left): Papyrus, Canvas, Ne...

FIGURE 2-8: In Slide Master view, you can reformat many different slides simult...

Book 4 Chapter 3

FIGURE 3-1: Ways of entering text.

FIGURE 3-2: The Format Shape pane offers many commands for changing the look of...

FIGURE 3-3: Examples of text boxes and text box shapes.

FIGURE 3-4: The laundry list of AutoFit options.

FIGURE 3-5: Choose an Align Text and an Align command to position text in text ...

FIGURE 3-6: Examples of characters you can use for bulleted lists.

FIGURE 3-7: The Bullets and Numbering dialog box.

FIGURE 3-8: An example of a footer.

FIGURE 3-9: Entering a standard footer.

Book 4 Chapter 4

FIGURE 4-1: Declare how many columns and rows you want for your table.

FIGURE 4-2: The Clock transition in action.

FIGURE 4-3: Apply effects in the Animation gallery.

FIGURE 4-4: Making audio part of a presentation.

FIGURE 4-5: Visit the Playback tab to control when and how sounds play.

FIGURE 4-6: Choosing a stock video for a presentation.

FIGURE 4-7: Visit the Playback tab to fine-tune a video presentation.

FIGURE 4-8: You can change the look of a video.

FIGURE 4-9: Recording in PowerPoint.

Book 4 Chapter 5

FIGURE 5-1: A Rehearsal Report with advice for improving a presentation.

FIGURE 5-2: Timing a rehearsal.

FIGURE 5-3: Besides using keyboard shortcuts, you can move from slide to slide ...

FIGURE 5-4: Choose a pen and ink color on the Pen pop-up list.

FIGURE 5-5: Examples of handouts (from left to right) at one, three, six, and n...

FIGURE 5-6: Enter how long you want each slide or all the slides to remain onsc...

FIGURE 5-7: Action buttons.

FIGURE 5-8: Others can click the URL link to view an online presentation in a b...

FIGURE 5-9: Viewing an MPEG-4 version of a PowerPoint presentation in Windows M...

Book 5 Chapter 1

FIGURE 1-1: The Mail app with the Inbox folder selected.

FIGURE 1-2: Click the New button or Rename button to create a new category.

FIGURE 1-3: Describe what you’re searching for in the Search box.

FIGURE 1-4: Pinpoint what you’re searching for in the Advanced Find dialog box.

FIGURE 1-5: Making the default archiving rules (left) and rules for a folder (r...

FIGURE 1-6: Mucking out the mailboxes.

Book 5 Chapter 2

FIGURE 2-1: A Contact form.

FIGURE 2-2: Editing contact data in the All Fields window.

FIGURE 2-3: Instead of entering many addresses (top), enter a contact group nam...

FIGURE 2-4: Entering addresses for a contact group.

FIGURE 2-5: An invitation to share a Contacts folder.

FIGURE 2-6: Printing contact information.

Book 5 Chapter 3

FIGURE 3-1: Addressing and composing an email message.

FIGURE 3-2: Getting addresses from the People app.

FIGURE 3-3: Inserting a photo in an email message.

FIGURE 3-4: Reading a message in the Reading pane and Message window.

FIGURE 3-5: Receiving a file.

FIGURE 3-6: Flagging a message in the Message window.

FIGURE 3-7: The Create Rule dialog box.

FIGURE 3-8: Creating a new folder.

Book 5 Chapter 4

FIGURE 4-1: The Calendar in Work Week view.

FIGURE 4-2: The window for scheduling activities.

FIGURE 4-3: My, this appointment is persistent!

FIGURE 4-4: The Scheduling Assistant window shows whether a time slot is availa...

FIGURE 4-5: Choose an option to reply to a meeting invitation.

Book 6 Chapter 1

FIGURE 1-1: A database table.

FIGURE 1-2: A form for entering data.

FIGURE 1-3: Querying a database.

FIGURE 1-4: A report gathers data for scrutiny and analysis.

FIGURE 1-5: Finding and selecting objects with the Navigation pane

FIGURE 1-6: Paper forms also have fields.

FIGURE 1-7: Plans for database tables and field names.

FIGURE 1-8: Table relationships.

Book 6 Chapter 2

FIGURE 2-1: Fetching a table from another database.

FIGURE 2-2: A table in Design view (top) and Datasheet view (bottom).

FIGURE 2-3: Choosing a data type.

FIGURE 2-4: Establishing field properties.

FIGURE 2-5: Input masks make data entry easier.

FIGURE 2-6: Creating a validation rule.

FIGURE 2-7: A so-called lookup list.

FIGURE 2-8: Lookup field properties.

FIGURE 2-9: The Indexes dialog box.

FIGURE 2-10: To conduct a query with more than one table, the tables must have ...

FIGURE 2-11: The Relationships window on the (Relationship Tools) Relationships...

FIGURE 2-12: Creating a table relationship.

Book 6 Chapter 3

FIGURE 3-1: Entering records in Datasheet view (left) and in a form (right).

FIGURE 3-2: The Datasheet Formatting dialog box.

FIGURE 3-3: A form.

FIGURE 3-4: Finding data.

FIGURE 3-5: Replacing data.

Book 6 Chapter 4

FIGURE 4-1: Results of a filtering operation.

FIGURE 4-2: Filtering by input for numeric data values.

FIGURE 4-3: Filtering by form.

FIGURE 4-4: The Query Design window.

FIGURE 4-5: Determining which fields to query.