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Microsoft® Office suite

—
Manage your calendar and
contacts with Outlook®

—
Use Word® to write
letters and reports

Faithe Wempen

Microsoft Office Master Instructor



Office For Seniors

By Faithe Wempen

**for
dummies**[®]
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Office For Seniors For Dummies®

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Introduction

Microsoft Office is by far the most popular suite of productivity applications in the world, and with good reason. Its applications are powerful enough for business and professional use, and yet easy enough that a beginner can catch on to the basics with just a few simple lessons.

Depending on how you purchased Office, your version may be called Office 365 or Office 2021. If you made a one-time purchase, it's Office 2021. If you are using Microsoft's subscription service, paying monthly or yearly for Office, it's Office 365.

Which is better? That depends on your needs. Over the long run, the cost is similar. Using Office 365 provides some extra benefits, though, such as automatic software updates. Whenever Microsoft has new features to add to Office, it rolls them out automatically to Office 365 subscribers over the Internet. Office 2021 users don't get those new features; their version remains static.

If you're new to Office, this book can help you separate the essential features you need from the obscure and more sophisticated ones you don't. For the four major Office applications I cover in this book — Word, Excel, Outlook, and PowerPoint — I walk you through the most important and common features, showing you how to put them to work for projects in your job, everyday life, and home.

About This Book

This book is written specifically for mature people like you, who are relatively new to using Office applications

and want to master the basics. In this book, I tried to take into account the types of activities that might interest you, such as investment planning, personal finance, email, and documents and presentations that you might need to prepare for work, clubs, volunteer opportunities, or other organizations that you participate in.

[Part 1](#) begins by familiarizing you with Office and showing you how to perform basic tasks. Here I explain some basics that apply to all the Office applications generically, such as saving, opening, and printing files. I also show you some features that all Office applications have in common, such as selecting and formatting text, using the Clipboard, and applying formatting themes.

Then we cover each of the four main applications:

Word ([Chapters 4–6](#)): [Part 2](#) explores the most popular application in the Office suite, Microsoft Word. This word processing program helps you create letters, reports, envelopes, and myriad other text-based documents. You'll see how to format text, change page size and orientation, insert graphics, and more.

Excel ([Chapters 7–10](#)): In [Part 3](#), you can read about Excel, the Office spreadsheet application. See how to enter text and numbers in a worksheet, write formulas and functions that perform calculations, and format worksheets attractively. You can also find out how to create charts and use Excel to store simple databases.

Outlook ([Chapters 11–13](#)): Outlook is the email, contact management, and calendar application in Office. In [Part 4](#), discover how to send and receive email in Outlook, and also how to use Outlook to track appointments and store your personal address book.

PowerPoint ([Chapters 14-17](#)): In [Part 5](#), I show you the basics of PowerPoint, the Office presentation application. You can read how to create presentations that include text and graphics, create cool animation and transition effects, add a musical soundtrack, and share your presentation with others, either in a live-action show or on CD.

[Part 6](#) provides some more advanced tips and tricks for getting the most out of Office. You'll learn how to integrate Office with other applications, how to customize Office applications, and how to troubleshoot some common problems.

This book uses certain conventions to help you find your way:

- » Wherever possible, I use labels on figures to point out what you should notice on them. These labels reinforce something I say in the text or contain extra tips and hints.
- » When you have to type something, I put it in **bold type**.
- » For menu and Ribbon commands, I use the ⇒ symbol to separate the steps. For example, if I say to choose Home ⇒ Clipboard ⇒ Copy, that means you click the Home tab, find the Clipboard group, and then click the Copy button in that group. In most cases, I provide the group name as part of the path to help you find the command more quickly. (Each tab has a lot of different commands on it.)

Foolish Assumptions

This book assumes that you can start your computer and use the keyboard and mouse (or whatever device moves

the pointer on-screen). It also assumes your computer's operating system is Windows 10, and that you have either Office 2021 or Office 365.



TIP If you're using a computer for the first time, my book *Computers For Seniors For Dummies* shows you the essential skills that all computer applications use.

Icons Used in This Book



TIP Tip icons point out extra features, special insights and help, or things to look out for.



REMEMBER If you don't get anything else out of a particular chapter or section, remember the material marked by this icon. This text usually contains an essential process or a bit of information that you must know to use Office successfully.



TECHNICAL STUFF Technical Stuff icons mark paragraphs where I "geek out" a bit, providing a behind-the-scenes look at how something works.



WARNING Warning icons indicate potential problems to avoid, problems that are difficult to fix or that make bad things happen.

Beyond the Book

In addition to the material in the print or ebook you're reading right now, this product comes with some goodies on the web that you can access anywhere. No matter how well you understand the concepts of Office, you'll likely come across a few questions where you don't have a clue. To get this material, simply go to www.dummies.com and search for "*Office 2021 For Seniors For Dummies Cheat Sheet*" in the Search box.

Where to Go from Here

This is your book; use it how you want. You can start at the beginning and read it straight through, or you can hop to whatever chapter or topic you want. For those of you who are pretty new to computers, you might want to start at the beginning. If you're new to Office, the beginning part will give you a good foundation on what features work similarly in all the programs.

Part 1

Getting Started with Office

IN THIS PART ...

Learn what applications make up the Microsoft Office suite and what each one does

Get familiar with the Office features that are common to all the applications

Find out how to open, save, and print files

Chapter 1

The Two-Dollar Tour

IN THIS CHAPTER

- » **Start an Office Application**
 - » **Start a New Document**
 - » **Explore the Office Ribbon and Tabs**
 - » **Understand the File Menu (Backstage View)**
 - » **Create a Document**
 - » **Type Text**
 - » **Insert a Picture**
 - » **Move Around in a Document**
 - » **Select Content**
 - » **Zoom In and Out**
 - » **Change the View**
-

Step right up for a tour of Microsoft Office, the most popular suite of applications in the world!

Here are some of the things you can do with Office:

- » Write letters, reports, and newsletters.
- » Track bank account balances and investments.
- » Create presentations to support speeches and meetings.
- » Send and receive email.

The Office suite consists of several very powerful applications (programs), each with its own features and

interface, but the applications also have a lot in common with one another. Learning about one application gives you a head start in learning the others.

In this chapter (and [Chapter 2](#)), I take you on a quick tour of some of the features that multiple Office applications have in common, including the tabbed Ribbon area. I also show you how to insert text and graphics in the various applications, and how to move around and zoom in and out.

In these first few chapters, I use Microsoft Word, PowerPoint, and Excel as the example applications because all of them work more or less the same way: They let you open and save data files that contain your work on various projects. Microsoft Outlook works a bit differently, as I show you in [chapters 11](#) through [13](#).

Start an Office Application

Follow these steps to start an Office application:

1. Click the Start button in the lower-left corner of the Windows desktop, opening the Start menu.
2. Do any of the following (your choice!):
 - Look for a shortcut tile for the application on the right side of the Start menu. If you see one, click it.
 - Scroll down in the Start menu's left pane until you get to the section for the letter of the alphabet for the desired application (for example, P for PowerPoint) and click the application name.
 - Start typing the first few letters of the application name (for example, **po** for PowerPoint) and then