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Peter Weverka

Author of Office 2010 All-in-One For Dummies



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by Peter Weverka



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Peter Weverka is the bestselling author of many *For Dummies* books, including *Office 2010 All-in-One Desk Reference For Dummies*, as well as 35 other computer books about various topics. Peter's humorous articles and stories — none related to computers, thankfully — have appeared in *Harper's*, *SPY*, and other magazines for grown-ups.

Dedication

For Valentine Wannop.

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Contents at a Glance

<i>Introduction</i>	1
<i>Book I: Common Office Tools</i>	7
Chapter 1: Office Nuts and Bolts.....	9
Chapter 2: Wrestling with the Text.....	33
Chapter 3: Speed Techniques Worth Knowing About	59
Chapter 4: Taking Advantage of the Proofing Tools.....	67
Chapter 5: Creating a Table.....	83
Chapter 6: Creating a Chart.....	103
Chapter 7: Making a SmartArt Diagram	141
Chapter 8: Drawing and Manipulating Lines, Shapes, and Other Objects.....	159
<i>Book II: Word</i>	187
Chapter 1: Speed Techniques for Using Word.....	189
Chapter 2: Laying Out Text and Pages.....	207
Chapter 3: Word Styles	229
Chapter 4: Desktop Publishing with Word	245
Chapter 5: Getting Word's Help with Office Chores.....	263
Chapter 6: Tools for Reports and Scholarly Papers.....	281
<i>Book III: PowerPoint</i>	303
Chapter 1: Getting Started in PowerPoint.....	305
Chapter 2: Fashioning a Look for Your Presentation.....	327
Chapter 3: Entering the Text	341
Chapter 4: Making Your Presentations Livelier.....	357
Chapter 5: Delivering a Presentation	373
<i>Book IV: Excel</i>	393
Chapter 1: Up and Running with Excel.....	395
Chapter 2: Refining Your Worksheet.....	413
Chapter 3: Formulas and Functions for Crunching Numbers	425
Chapter 4: Making a Worksheet Easier to Read and Understand.....	445
Chapter 5: Analyzing Data	461

<i>Book V: OneNote</i>	471
Chapter 1: Up and Running with OneNote.....	473
Chapter 2: Taking Notes.....	485
Chapter 3: Finding and Organizing Your Notes	501
<i>Book VI: Office 2010: One Step Beyond</i>	509
Chapter 1: Customizing an Office Program	511
Chapter 2: Ways of Distributing Your Work.....	523
Chapter 3: Handling Graphics	531
Chapter 4: Decorating Files with Clip Art	551
Chapter 5: Automating Tasks with Macros	561
Chapter 6: Linking and Embedding in Compound Files.....	571
Chapter 7: Office Web Apps.....	581
<i>Index</i>	617

Table of Contents

<i>Introduction</i>	1
Home and Student Edition.....	1
What's in This Book, Anyway?	2
What Makes This Book Different	3
Easy-to-look-up information	3
A task-oriented approach	3
Meaningful screen shots	3
Foolish Assumptions	4
Conventions Used in This Book.....	4
Icons Used in This Book	5
Good Luck, Reader!	5

Book 1: Common Office Tools

Chapter 1: Office Nuts and Bolts	9
A Survey of Office 2010 Home and Student Programs	9
Starting an Office Program	10
Finding Your Way around the Office Interface	13
The File tab	13
The Quick Access toolbar.....	13
The Ribbon and its tabs.....	14
Context-sensitive tabs	15
The anatomy of a tab.....	16
Live previewing.....	18
Mini-toolbars	19
Office 2010 for keyboard lovers	19
Saving Your Files	20
Saving a file	20
Saving a file for the first time.....	20
Declaring where you like to save files.....	21
Saving files for use in earlier versions of an Office program.....	21
Saving AutoRecovery information.....	24
Navigating the Save As and Open Dialog Boxes	25
Opening and Closing Files	26
Opening a file.....	26
Closing a file.....	28
Reading and Recording File Properties	28
Locking a File with a Password.....	29
Password-protecting a file	29
Removing a password from a file.....	31

Chapter 2: Wrestling with the Text	33
Manipulating the Text	33
Selecting text	33
Moving and copying text	35
Taking advantage of the Clipboard task pane	35
Deleting text	36
Changing the Look of Text	36
Choosing fonts for text	38
Changing the font size of text	39
Applying font styles to text	39
Applying text effects to text	40
Underlining text	41
Changing the color of text	42
Quick Ways to Handle Case, or Capitalization	42
Entering Symbols and Foreign Characters	44
Finding and Replacing Text	45
The basics: Finding stray words and phrases	45
Narrowing your search	47
Conducting a find-and-replace operation	51
Creating Hyperlinks	53
Linking a hyperlink to a Web page	53
Creating a hyperlink to another place in your file	54
Creating an e-mail hyperlink	56
Repairing and removing hyperlinks	56
Chapter 3: Speed Techniques Worth Knowing About	59
Undoing and Repeating Commands	59
Undoing a mistake	59
Repeating an action — and quicker this time	60
Zooming In, Zooming Out	61
Viewing a File through More Than One Window	62
Correcting Typos on the Fly	62
Opening the AutoCorrect dialog box	63
Telling Office which typos and misspellings to correct	65
Preventing capitalization errors with AutoCorrect	65
Chapter 4: Taking Advantage of the Proofing Tools	67
Correcting Your Spelling Errors	67
Correcting misspellings one at a time	68
Running a spell-check	68
Fine-tuning the spell checker	70
Checking for Grammatical Errors in Word	73
Researching a Topic inside an Office Program	74
Looking at the research services	75
Using the Research task pane	76
Choosing your research options	77

Finding the Right Word with the Thesaurus	77
Proofing Text Written in a Foreign Language	79
Telling Office which languages you will use	79
Marking text as foreign language text	80

Chapter 5: Creating a Table 83

Talking Table Jargon	83
Creating a Table	84
Entering the Text and Numbers	86
Selecting Different Parts of a Table	86
Aligning Text in Columns and Rows	87
Merging and Splitting Cells	87
Laying Out Your Table	88
Changing the size of a table, column, or rows	89
Adjusting column and row size	89
Inserting and deleting columns and rows	90
Moving columns and rows	91
Formatting Your Table	91
Designing a table with a table style	91
Calling attention to different rows and columns	92
Decorating your table with borders and colors	93
Using Math Formulas in Word Tables	95
Neat Table Tricks	96
Changing the direction of header row text	96
Using a picture as the table background	97
Drawing diagonal lines on tables	99
Drawing on a table	101

Chapter 6: Creating a Chart. 103

A Mercifully Brief Anatomy Lesson	103
The Basics: Creating a Chart	105
Choosing the Right Chart	107
Ground rules for choosing a chart	108
Examining the different kinds of charts	108
Providing the Raw Data for Your Chart	124
Positioning Your Chart in a Workbook, Page, or Slide	124
Changing a Chart's Appearance	125
Changing the chart type	126
Changing the size and shape of a chart	126
Relying on a chart style to change appearances	126
Changing the layout of a chart	127
Handling the gridlines	130
Changing a chart element's color, font, or other particular	132
Saving a Chart as a Template So That You Can Use It Again	133
Saving a chart as a template	134
Creating a chart from a template	134

Chart Tricks for the Daring and Heroic	134
Decorating a chart with a picture.....	135
Displaying the raw data alongside the chart.....	136
Creating an overlay chart	136
Placing a trendline on a chart	137
Troubleshooting a Chart	138

Chapter 7: Making a SmartArt Diagram 141

The Basics: Creating SmartArt Diagrams	141
Choosing a diagram	141
Making the diagram your own.....	143
Creating the Initial Diagram	143
Creating a diagram.....	144
Swapping one diagram for another	144
Changing the Size and Position of a Diagram.....	145
Laying Out the Diagram Shapes.....	145
Selecting a diagram shape	146
Removing a shape from a diagram	146
Moving diagram shapes to different positions	146
Adding shapes to diagrams apart from hierarchy diagrams	147
Adding shapes to hierarchy diagrams	148
Adding shapes to Organization charts.....	149
Promoting and demoting shapes in hierarchy diagrams	151
Handling the Text on Diagram Shapes.....	151
Entering text on a diagram shape.....	151
Entering bulleted lists on diagram shapes	152
Changing a Diagram's Direction	153
Choosing a Look for Your Diagram	154
Changing the Appearance of Diagram Shapes	155
Changing the size of a diagram shape.....	155
Exchanging one shape for another.....	156
Changing a shape's color, fill, or outline.....	156
Changing fonts and font sizes on shapes.....	158

Chapter 8: Drawing and Manipulating Lines, Shapes, and Other Objects 159

The Basics: Drawing Lines, Arrows, and Shapes.....	160
Handling Lines, Arrows, and Connectors.....	161
Changing the length and position of a line or arrow.....	161
Changing the appearance of a line, arrow, or connector	162
Attaching and handling arrowheads on lines and connectors	163
Attaching and handling arrowConnecting shapes by using connectors	164
Handling Rectangles, Ovals, Stars, and Other Shapes	165
Drawing a shape.....	166
Changing a shape's symmetry	167
Using a shape as a text box	167

WordArt for Bending, Spindling, and Mutilating Text	169
Creating a WordArt image	169
Editing a WordArt image.....	169
Manipulating Lines, Shapes, Art, Text Boxes, and Other Objects.....	170
Selecting objects so that you can manipulate them.....	172
Hiding and displaying the rulers and grid	173
Changing an object’s size and shape.....	173
Moving and positioning objects.....	174
Tricks for aligning and distributing objects	175
When objects overlap: Choosing which appears above the other	178
Rotating and flipping objects	179
Grouping objects to make working with them easier	181
Changing an Object’s Color, Outline Color, and Transparency	182
Filling an object with a color, picture, or texture.....	182
Making a color transparent	183
Putting the outline around an object	184

Book II: Word..... 187

Chapter 1: Speed Techniques for Using Word189

Introducing the Word Screen.....	189
Creating a New Document	191
Getting a Better Look at Your Documents	193
Viewing documents in different ways	193
Splitting the screen.....	195
Selecting Text in Speedy Ways	196
Moving Around Quickly in Documents.....	198
Keys for getting around quickly.....	198
Navigating from page to page or heading to heading	199
“Browsing” around a document.....	200
Going there fast with the Go To command.....	200
Bookmarks for hopping around.....	201
Entering Information Quickly in a Computerized Form.....	202
Creating a computerized form	202
Entering data in the form	204

Chapter 2: Laying Out Text and Pages207

Paragraphs and Formatting.....	207
Inserting a Section Break for Formatting Purposes	208
Breaking a Line.....	209
Starting a New Page.....	210
Setting Up and Changing the Margins.....	210

Indenting Paragraphs and First Lines	212
Clicking an Indent button (for left-indent).....	212
“Eye-balling it” with the ruler	213
Indenting in the Paragraph dialog box.....	214
Numbering the Pages	214
Numbering with page numbers only	214
Including a page number in a header or footer	215
Changing page number formats.....	216
Putting Headers and Footers on Pages.....	216
Creating, editing, and removing headers and footers.....	217
Fine-tuning a header or footer.....	218
Adjusting the Space between Lines.....	219
Adjusting the Space between Paragraphs.....	220
Creating Numbered and Bulleted Lists.....	220
Simple numbered and bulleted lists.....	221
Constructing lists of your own.....	222
Managing a multilevel list	222
Working with Tabs	223
Hyphenating Text	225
Automatically and manually hyphenating a document	225
Unhyphenating and other hyphenation tasks.....	226

Chapter 3: Word Styles229

All about Styles	229
Styles and templates	229
Types of styles	230
Applying Styles to Text and Paragraphs	231
Applying a style.....	231
Experimenting with style sets	233
Choosing which style names appear on the Style menus	233
Creating a New Style	235
Creating a style from a paragraph	235
Creating a style from the ground up	235
Modifying a Style	237
Creating and Managing Templates.....	238
Creating a new template	238
Opening a template so that you can modify it.....	239
Copying styles from different documents and templates	240
Modifying, deleting, and renaming styles in templates	242

Chapter 4: Desktop Publishing with Word245

Making Use of Charts, Diagrams, Shapes, Clip Art, and Photos	245
Constructing the Perfect Table.....	246
Repeating header rows on subsequent pages	247
Turning a list into a table.....	248
Positioning and Wrapping Objects Relative to the Page and Text.....	248
Wrapping text around an object	249
Positioning an object on a page.....	250

Working with the Drawing Canvas	251
Choosing a Theme for Your Document	252
Putting Newspaper-Style Columns in a Document	253
Doing the preliminary work.....	253
Running text into columns.....	253
Working with Text Boxes.....	255
Inserting a text box.....	255
Making text flow from text box to text box	256
Sprucing Up Your Pages	256
Decorating a page with a border	256
Putting a background color on pages	258
Dropping In a Drop Cap	258
Watermarking for the Elegant Effect	259
Landscape Documents.....	260
Printing on Different Size Paper.....	261

Chapter 5: Getting Word’s Help with Office Chores. 263

Highlighting Parts of a Document.....	263
Commenting on a Document.....	264
Entering a comment	264
Caring for and feeding comments.....	265
Tracking Changes to Documents.....	266
Telling Word to start marking changes.....	266
Telling Word how to mark changes.....	267
Reading and reviewing a document with change marks	268
Marking changes when you forgot to turn on change marks.....	268
Accepting and rejecting changes to a document.....	270
Printing an Address on an Envelope.....	271
Printing a Single Address Label (Or a Page of the Same Label)	272
Churning Out Letters, Envelopes, and Labels for Mass Mailings	274
Preparing the source file.....	274
Merging the document with the source file.....	275
Printing form letters, envelopes, and labels.....	279

Chapter 6: Tools for Reports and Scholarly Papers 281

Alphabetizing a List.....	281
Outlines for Organizing Your Work.....	282
Viewing the outline in different ways.....	283
Rearranging document sections in Outline view	283
Generating a Table of Contents	284
Creating a TOC	284
Updating and removing a TOC.....	285
Customizing a TOC	285
Changing the structure of a TOC	286
Indexing a Document	287
Marking index items in the document.....	288
Generating the index	290
Editing an index.....	291

Putting Cross-References in a Document	292
Putting Footnotes and Endnotes in Documents	294
Entering a footnote or endnote	294
Choosing the numbering scheme and position of notes	295
Deleting, moving, and editing notes	296
Compiling a Bibliography	296
Inserting a citation for your bibliography	297
Editing a citation	298
Changing how citations appear in text	299
Generating the bibliography	299

Book III: PowerPoint..... 303

Chapter 1: Getting Started in PowerPoint305

Getting Acquainted with PowerPoint.....	306
A Brief Geography Lesson	308
A Whirlwind Tour of PowerPoint	309
Creating a New Presentation.....	310
Advice for Building Persuasive Presentations.....	311
Creating New Slides for Your Presentation.....	314
Inserting a new slide.....	314
Speed techniques for inserting slides	315
Conjuring slides from Word document headings.....	315
Selecting a different layout for a slide.....	318
Getting a Better View of Your Work.....	318
Changing views	319
Looking at the different views.....	319
Hiding and Displaying the Slides Pane and Notes Pane	320
Selecting, Moving, and Deleting Slides	321
Selecting slides.....	321
Moving slides.....	322
Deleting slides	322
Putting Together a Photo Album.....	322
Creating your photo album	322
Putting on the final touches	325
Editing a photo album.....	326

Chapter 2: Fashioning a Look for Your Presentation327

Looking at Themes and Background Styles	327
Choosing a Theme for Your Presentation	329
Selecting a theme.....	329
Tweaking a theme.....	329
Creating Slide Backgrounds on Your Own	330
Using a solid (or transparent) color for the slide background....	330
Creating a gradient color blend for slide backgrounds	331

Placing a clip-art image in the slide background	333
Using a picture for a slide background	334
Using a texture for a slide background	335
Changing the Background of a Single or Handful of Slides	336
Using Master Slides and Master Styles for a Consistent Design.....	337
Switching to Slide Master view	338
Understanding master slides and master styles.....	338
Editing a master slide.....	339
Changing a master slide layout.....	340

Chapter 3: Entering the Text 341

Entering Text.....	341
Choosing fonts for text.....	342
Changing the font size of text.....	343
Changing the color of text	343
Fun with Text Boxes and Text Box Shapes	344
Controlling How Text Fits in Text Frames and Text Boxes	346
Choosing how PowerPoint “AutoFits” text in text frames.....	346
Choosing how PowerPoint “AutoFits” text in text boxes	348
Positioning Text in Frames and Text Boxes.....	349
Handling Bulleted and Numbered Lists	350
Creating a standard bulleted or numbered list.....	350
Choosing a different bullet character, size, and color	351
Choosing a different list-numbering style, size, and color	352
Putting Footers (and Headers) on Slides.....	352
Some background on footers and headers.....	353
Putting a standard footer on all your slides.....	353
Creating a nonstandard footer.....	354
Removing a footer from a single slide.....	355

Chapter 4: Making Your Presentations Livelier 357

Suggestions for Enlivening Your Presentation	357
Exploring Transitions and Animations	359
Showing transitions between slides	359
Animating parts of a slide	360
Making Audio Part of Your Presentation.....	362
Inserting an audio file on a slide	363
Telling PowerPoint when and how to play an audio file.....	364
Playing audio during a presentation	365
Playing Video on Slides.....	365
Inserting a video on a slide.....	366
Fine-tuning a video presentation	366
Recording a Voice Narration for PowerPoint	367
Testing your computer’s microphone	368
Recording a voice narration in PowerPoint	370

Chapter 5: Delivering a Presentation	373
All about Notes	373
Rehearsing and Timing Your Presentation	374
Showing Your Presentation.....	375
Starting and ending a presentation	376
Going from slide to slide.....	376
Tricks for Making Presentations a Little Livelier	379
Wielding a pen or highlighter in a presentation	380
Hiding and erasing pen and highlighter markings.....	380
Blanking the screen	381
Delivering a Presentation When You Can't Be There in Person.....	381
Providing handouts for your audience	381
Creating a self-running, kiosk-style presentation	383
Creating a user-run presentation.....	384
Packaging your presentation on a CD.....	386
Creating a presentation video	389

Book IV: Excel..... 393

Chapter 1: Up and Running with Excel	395
Creating a New Excel Workbook.....	395
Getting Acquainted with Excel.....	397
Rows, columns, and cell addresses	399
Workbooks and worksheets	399
Entering Data in a Worksheet	399
The basics of entering data	399
Entering text labels.....	401
Entering numeric values	401
Entering date and time values.....	402
Quickly Entering Lists and Serial Data with the AutoFill Command....	404
Formatting Numbers, Dates, and Time Values	406
Conditional Formats for Calling Attention to Data.....	407
Establishing Data-Validation Rules	409
Chapter 2: Refining Your Worksheet	413
Editing Worksheet Data	413
Moving around in a Worksheet.....	414
Getting a Better Look at the Worksheet	415
Freezing and splitting columns and rows	415
Hiding columns and rows	417
Comments for Documenting Your Worksheet.....	417
Selecting Cells in a Worksheet.....	419
Deleting, Copying, and Moving Data	419
Handling the Worksheets in a Workbook.....	420
Keeping Others from Tampering with Worksheets	421
Hiding a worksheet	422
Protecting a worksheet	422

Chapter 3: Formulas and Functions for Crunching Numbers 425

- How Formulas Work 425
 - Referring to cells in formulas 425
 - Referring to formula results in formulas..... 427
 - Operators in formulas 428
- The Basics of Entering a Formula..... 430
- Speed Techniques for Entering Formulas 431
 - Clicking cells to enter cell references 431
 - Entering a cell range..... 431
 - Naming cell ranges so that you
 - can use them in formulas 432
 - Referring to cells in different worksheets..... 435
- Copying Formulas from Cell to Cell..... 436
- Detecting and Correcting Errors in Formulas 437
 - Correcting errors one at a time..... 437
 - Running the error checker..... 438
 - Tracing cell references..... 439
- Working with Functions 440
 - Using arguments in functions..... 442
 - Entering a function in a formula 442

Chapter 4: Making a Worksheet Easier to Read and Understand 445

- Laying Out a Worksheet 445
 - Aligning numbers and text in columns and rows 445
 - Inserting and deleting rows and columns..... 447
 - Changing the size of columns and rows 448
- Decorating a Worksheet with Borders and Colors..... 450
 - Cell styles for quickly formatting a worksheet 450
 - Formatting cells with table styles..... 452
 - Slapping borders on worksheet cells 453
 - Decorating worksheets with colors..... 454
- Getting Ready to Print a Worksheet..... 454
 - Making a worksheet fit on a page 455
 - Making a worksheet more presentable..... 458
 - Repeating row and column headings on each page..... 459

Chapter 5: Analyzing Data. 461

- Managing Information in Lists 461
 - Constructing a list..... 461
 - Sorting a list..... 462
 - Filtering a list..... 462
- Forecasting with the Goal Seek Command..... 464
- Performing What-If Analyses with Data Tables 466
 - Using a one-input table for analysis 466
 - Using a two-input table for analysis 468

Book V: OneNote 471

Chapter 1: Up and Running with OneNote 473

Introducing OneNote.....	473
Finding Your Way around the OneNote Screen.....	474
Navigation bar	474
Section (and section group) tabs	475
Page window.....	475
Page pane.....	475
Units for Organizing Notes	475
Creating a Notebook.....	476
Creating Sections and Section Groups.....	478
Creating a new section	478
Creating a section group.....	478
Creating Pages and Subpages	479
Creating a new page	479
Creating a new subpage	480
Renaming and Deleting Groups and Pages.....	480
Getting from Place to Place in OneNote	480
Changing Your View of a Page	481

Chapter 2: Taking Notes 485

Notes: The Basics	485
Moving and resizing note containers	486
Selecting notes	486
Deleting notes.....	486
Getting more space for notes on a page	486
Entering a Typewritten Note	487
Drawing on the Page	487
Drawing with a pen or highlighter	488
Drawing a shape.....	489
Changing the size and appearance of drawings and shapes.....	490
Converting a Handwritten Note to Text	491
Writing a Math Expression in a Note	491
Taking a Screen-Clipping Note.....	492
Recording and Playing Audio Notes.....	493
Recording an audio note.....	494
Playing an audio note	495
Attaching, Copying, and Linking Files to Notes	495
Attaching an Office file to a note.....	495
Copying an Office file into OneNote	496
Linking a Word or PowerPoint file to OneNote.....	497
Copying a note into another Office program.....	498
Formatting the Text in Notes	498
Docking the OneNote Screen	499

Chapter 3: Finding and Organizing Your Notes 501

- Finding a Stray Note 501
 - Searching by word or phrase 501
 - Searching by author 502
- Tagging Notes for Follow Up 503
 - Tagging a note 504
 - Arranging tagged notes in the task pane 504
 - Creating and modifying tags 505
- Color-Coding Notebooks, Sections, and Pages 506
- Merging and Moving Sections, Pages, and Notes 507

***Book VI: Office 2010: One Step Beyond* 509**

Chapter 1: Customizing an Office Program 511

- Customizing the Ribbon 511
 - Displaying and selecting tab, group, and command names 513
 - Moving tabs and groups on the Ribbon 513
 - Adding, removing, and renaming tabs, groups,
and commands 514
 - Creating new tabs and groups 515
 - Resetting your Ribbon customizations 515
- Customizing the Quick Access Toolbar 516
 - Adding buttons to the Quick Access toolbar 516
 - Changing the order of buttons on the Quick Access toolbar 517
 - Removing buttons from the Quick Access toolbar 518
 - Placing the Quick Access toolbar above or below
the Ribbon 518
- Customizing the Status Bar 518
- Changing the Color Scheme 519
- Customizing Keyboard Shortcuts in Word 520

Chapter 2: Ways of Distributing Your Work 523

- Printing — the Old Standby 523
- Distributing a File in PDF Format 524
 - About PDF files 524
 - Saving an Office file as a PDF 525
- Saving an Office File as a Web Page 526
 - Choosing how to save the component parts 526
 - Turning a file into a Web page 526
 - Opening a Web page in your browser 528
- Blogging from inside Word 528
 - Describing a blog account to Word 529
 - Posting an entry to your blog 529
 - Taking advantage of the Blog Post tab 530

Chapter 3: Handling Graphics	531
All about Picture File Formats	531
Bitmap and vector graphics	531
Resolution	533
Compression.....	533
Choosing file formats for graphics	534
The All-Important Copyright Issue.....	534
Inserting a Picture in an Office File	535
Touching Up a Picture	536
Softening and sharpening pictures.....	537
Correcting a picture's brightness and contrast.....	537
Recoloring a picture	538
Choosing an artistic effect.....	539
Selecting a picture style.....	540
Cropping off part of a picture.....	540
Removing the background.....	542
Compressing Pictures to Save Disk Space	543
Using Microsoft Office Picture Manager	544
Mapping the graphic files on your computer.....	545
Displaying the graphic file you want to work with.....	545
Editing a picture.....	546
Chapter 4: Decorating Files with Clip Art	551
What Is Clip Art?	551
Inserting a Clip-Art Image	552
Handling Media Files with the Clip Organizer.....	553
Knowing your way around the Clip Organizer.....	554
Locating the media file you need	555
Inserting a media file	556
Storing your own files in the My Collections folders	557
Chapter 5: Automating Tasks with Macros	561
What Is a Macro?	561
Displaying the Developer Tab.....	561
Managing the Macro Security Problem	562
Recording a Macro	564
Enabling your files for macros	564
Ground rules for recording macros.....	564
Recording the macro.....	565
Running a Macro.....	567
Editing a Macro	568
Opening a macro in the Visual Basic Editor.....	568
Reading a macro in the Code window.....	569
Editing the text that a macro enters.....	570
Deleting parts of a macro.....	570

Chapter 6: Linking and Embedding in Compound Files	571
What Is OLE, Anyway?	571
Linking and embedding.....	571
Pitfalls of linking and embedding.....	574
Linking to Data in a Source File	574
Establishing the link	575
Updating a link	576
Editing data in the source file.....	576
Embedding Data from Other Programs	577
Embedding foreign data.....	577
Editing embedded data	579
 Chapter 7: Office Web Apps	 581
Introducing the Office Web Apps	581
Storing and Sharing Files on the Internet	582
Office Web Apps: The Big Picture	583
Getting Ready to Use the Office Web Apps	584
Signing In to Windows Live	584
Navigating to the SkyDrive Window	584
Managing Your Folders	585
Creating a folder.....	586
Going from folder to folder in SkyDrive	588
Deleting, moving, and renaming folders	589
Creating an Office File in SkyDrive	589
Opening and Editing Office Files Stored on SkyDrive	590
Opening and editing a file in an Office Web App	590
Opening and editing a SkyDrive file in an Office 2010 program	592
Managing Your Files on SkyDrive	594
Making use of the Properties window.....	594
Uploading files to a folder on SkyDrive.....	596
Downloading files from SkyDrive to your computer	596
Moving, copying, renaming, and deleting files.....	597
Ways of Sharing Folders: The Big Picture	597
Making Friends on Windows Live.....	598
The two types of friends	598
Fielding an invitation to be someone’s friend.....	600
Inviting someone to be your friend	600
Understanding the Folder Types	601
Types of folders	601
Knowing what kind of folder you’re dealing with.....	602
Public and shared folder tasks.....	603
Establishing a Folder’s Share With Permissions	604
Sharing on a Public or Shared Folder	606
Sharing with friends on Windows Live.....	606
Sending out e-mail invitations	607
Posting hyperlinks on the Internet	609

Writing File Comments and Descriptions.....	610
Coauthoring Files Shared on SkyDrive	611
When you can and can't coauthor.....	612
Finding out who your coauthors are.....	613
Getting locked out of a shared file.....	614
<i>Index</i>	617

Introduction

This book is for users of Office 2010 Home and Student edition who want to get to the heart of the program without wasting time. Don't look in this book to find out how the different programs in Office work. Look in this book to find out how *you* can get *your* work done better and faster with these programs.

I show you everything you need to make the most of the different Office programs. On the way, you have a laugh or two. No matter how much or how little skill you bring to the table, this book will make you a better, more proficient, more confident user of the Office Home and Student edition programs.

Home and Student Edition

This book covers the Home and Student edition of Microsoft Office 2010. To find out which edition of Office you have, click the Start button on your computer, choose All Programs, and look for the words "Microsoft Office" on the pop-up menu. If you see "Microsoft Office Home and Student," not "Microsoft Office," you have the Home and Student edition.

This little table shows you which software programs are in the Home and Student edition and other editions of Office 2010.

<i>Program</i>	<i>Home and Student</i>	<i>Standard</i>	<i>Professional</i>
Word	Yes	Yes	Yes
Excel	Yes	Yes	Yes
PowerPoint	Yes	Yes	Yes
OneNote	Yes	Yes	Yes
Publisher	No	Yes	Yes
Access	No	No	Yes

What's in This Book, Anyway?

This book is your guide to making the most of the Office Home and Student edition programs. It's jam-packed with how-to's, advice, shortcuts, and tips. Here's a bare outline of the six parts of this book:

- ◆ **Part I: Common Office Tools:** Looks into the many commands and features that are common to all or several of the Office programs. Master the material in Part I and you will be well on your way to mastering all the programs. Part I explains handling text, the proofing tools, charts, diagrams, and tables. It explores speed techniques that can make you more productive in most of the Office programs, as well as how to draw and manipulate lines, shapes, clip-art, and other so-called objects.
- ◆ **Part II: Word:** Explains the numerous features in Office's word processor, including how to create documents from letters to reports. Use the techniques described here to turn Word into a desktop-publishing program and quickly dispatch office tasks such as mass-mailings. You also discover how to get Word's help in writing indexes, bibliographies, and other items of interest to scholars and report writers.
- ◆ **Part III: PowerPoint:** Demonstrates how to construct a meaningful presentation that makes the audience say, "Wow!" Included in Part III are instructions for making a presentation livelier and more original, both when you create your presentation and when you deliver it.
- ◆ **Part IV: Excel:** Shows the many different ways to crunch the numbers with the bean counter in the Office suite. Along the way, you find out how to design worksheets that are easy to read and understand, use data-validation rules to cut down on entry mistakes, and analyze your data. You find out just how useful Excel can be for financial analyses, data tracking, and forecasting.
- ◆ **Part V: OneNote:** Tells you how to take notes and organize notes so that you can find them when you need them. You discover how to use the different OneNote amenities, including how to capture screenshots in notes, take audio notes, and convert handwritten notes to text.
- ◆ **Part VI: Office: One Step Beyond:** For people who want to take full advantage of Office, Part VI delves into customizing the Office programs, and recording and running macros. It looks into some auxiliary programs that come with Office, including the Picture Manager and the Clip Organizer. It also looks into alternative ways to distribute your work — in a blog or a Web page, for example. Finally, you get a quick tour of Office Web Apps, the online versions of Word, Excel, PowerPoint, and OneNote.