

Microsoft Office **Introduction**

1. The Microsoft Office Environment



The Microsoft Office Environment



To Come

To make the best use of any Microsoft application, you should have an understanding of how it handles files and folders. You should also have an idea of what makes the Office products so valuable, not just each one on its own, but as a group of applications. Microsoft Office provides seamless interaction between the different programs so that you can quickly move information from one to the other. For example, a chart built in Excel can easily be placed in a PowerPoint presentation.

Another one of the advantages of using the various Office applications is that although each one is designed for a different and specific use, the style of the user interface has purposely been repeated across all applications. The use of the tabs and ribbons and the placement of many common commands are similar in each of the applications. For this reason, once you learn how to move around the screen and the ribbons in one application, you already have a good understanding of how to use another. Table MO 1.1 provides a summary of common terms and commands used in Microsoft Office.

It is this commitment to integration of style and design that makes Word, Excel, PowerPoint, Access, and Outlook (although Outlook is not part of this book) so easy to learn and to use.

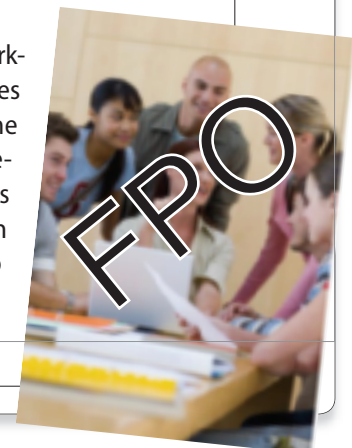
TABLE MO1.1 Common terms and commands

Terminology	Action
Click	Pressing and releasing the left mouse button.
Right-click	Pressing and releasing the right mouse button.
Drag	Pressing and holding the left mouse button, and then sliding the mouse to a different location and releasing the mouse button.
File	A document
Folder	A place to store files and other folders

PROJECT

Introduction

Before you create projects with any of the Office applications, you will practice working with the basic components common to all the programs. This chapter provides an overview of creating and saving files and folders. You will discover how the Clipboard works in and between applications. The Quick Access toolbar is a time-saving feature you can adjust or customize for your needs. Each application has its own ways of viewing your work depending on your actions. Zooming the screen in and out will also help you gain the best vantage point for your work. You will also be introduced to the Backstage view and how its options control the functions inside the program.



Handling Files, Folders, and Clipboard

One of the greatest advantages of Microsoft Office is that the collection of the most popular office applications are interconnected in many ways. The screen is set up in a similar manner and uses ribbons to group related commands. MS Office works with the Windows application to allow you to create and control files and folders across applications. In this project, you will create, copy, delete, paste, and move files and folders using Windows. Because all MS Office programs operate on top of Windows, you can access files and folders no matter what program you are currently using. The Clipboard (which operates within Windows) allows you to copy and paste material from one application to another, such as Word, Excel, or PowerPoint.

PROJECT FILE: <http://www.mhhe.com/projectlearn/>

After completing this project, you will be able to:

- Create and organize file folders.
- Create, save, copy, and move files.
- Use the Clipboard to copy and paste.

File Folders

LESSON OVERVIEW

When working on a project, you place all the documents you gather or produce for a project in one folder. When you need to access any information about the project, you open that folder. In this lesson, you will discover how to create **folders** on the computer and how to organize them for easy location. When creating folders, they automatically file alphabetically, or you can sort them by other criteria such as date or size.

Adding to the efficiency of MS Office is the ability to create folders inside of folders. Inside the folder for a major project, you can have smaller folders for the various project components. Also, it is easy to move a folder from one location to another or to copy the entire contents of a folder to another location.

It is simple to rename a folder to keep it current with its contents. Once you rename it, the folder again sorts alphabetically by its new name. You can display your list of fold-



ers in different views such as large icons, extra-large icons, or even just a list. Using the **navigation pane** and expand and collapse arrows, you can view the **folder tree** to see how one folder connects to another.

One of the greatest time-savers is the right-click shortcut menu. These **context-sensitive menus** are available from almost any place inside a Microsoft product. Just right-clicking on a folder displays a shortcut menu with the most common options that apply to a folder. When right-clicking somewhere else, you are presented with a different shortcut menu with options that apply to the current position of the mouse.

If a folder is no longer needed, you can easily delete it. This sends it to the **Recycle Bin**. Your computer stores the material you “delete” in the Recycle Bin just in case you need it later, or made a mistake in getting rid of it in the first place.

SKILLS PREVIEW

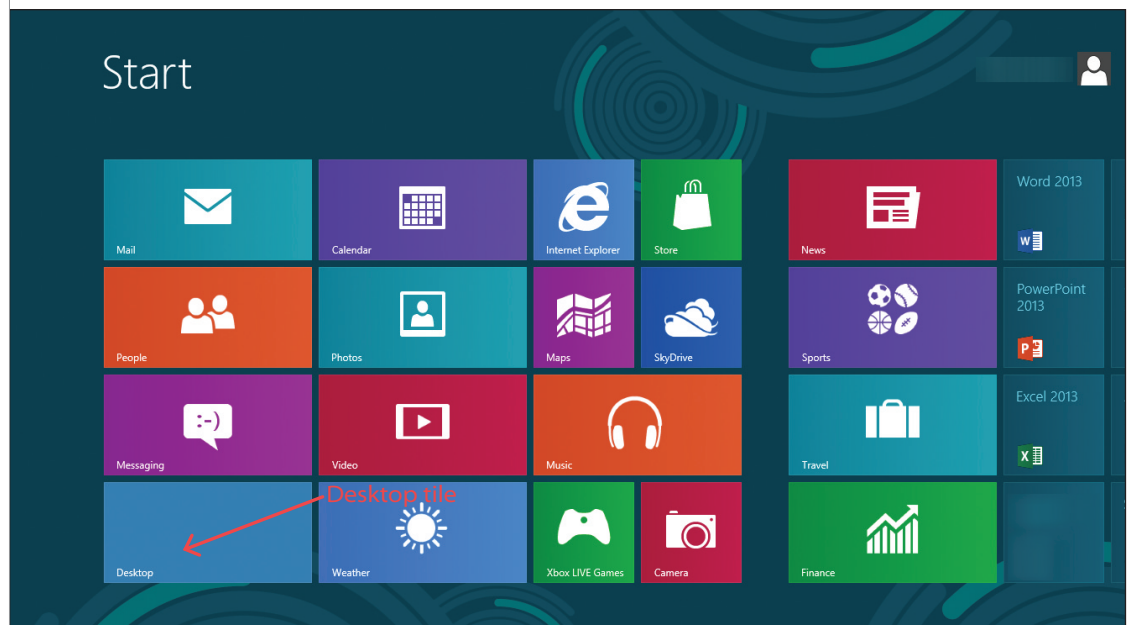
<p>Locate the Navigation pane</p>	<ul style="list-style-type: none"> • Start your computer. CLICK the Desktop tile. DOUBLE-CLICK the Computer icon. The Navigation pane runs down the left side of the Computer window.
<p>Open the Documents folder</p>	<ul style="list-style-type: none"> • Locate the Navigation pane in the Computer window. Locate the Libraries folder. CLICK Documents, or • CLICK the Documents shortcut on the desktop.
<p>Create a new folder</p>	<ul style="list-style-type: none"> • CLICK the Home tab and locate the New group. CLICK New folder. Type the name of the folder in the New Folder box. PRESS Enter, or • RIGHT-CLICK in the blank area of the main window. CHOOSE New from the menu. CLICK Folder from the submenu. Type the name of the folder in the New Folder box. PRESS Enter.
<p>Rename a folder</p>	<ul style="list-style-type: none"> • RIGHT-CLICK on the folder to display a shortcut menu. CLICK Rename to open the naming box on the folder. Type the new name. PRESS Enter, or • CLICK on the folder. CLICK the HOME tab and locate the Organize group. CLICK Rename. Type the new name. PRESS Enter.

Delete a folder		<ul style="list-style-type: none"> • RIGHT-CLICK on the folder. CHOOSE Delete, or • CLICK on the folder. CLICK the HOME tab and locate the Organize group. CLICK Delete button.
Expand a folder		<ul style="list-style-type: none"> • Move your cursor to the Navigation pane. CLICK the expand arrow  on the left of the folder.
Collapse a folder		<ul style="list-style-type: none"> • Move the cursor to the Navigation pane. CLICK the collapse arrow  next to the folder.

PROJECT PRACTICE

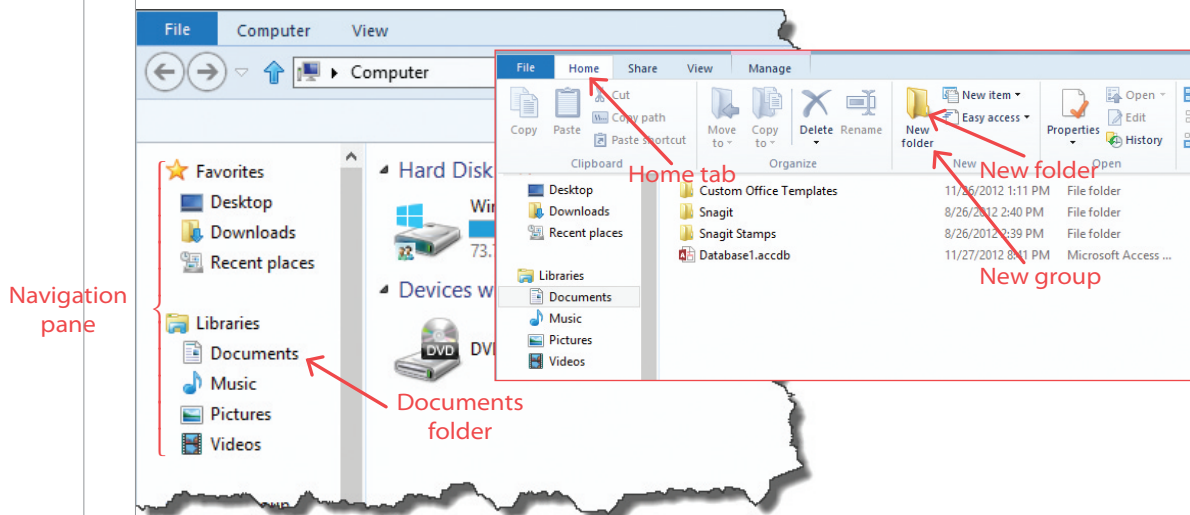
- 1 Start the computer to open the Start window (see Figure MO1.1).
CLICK the Desktop tile.
DOUBLE-CLICK the Computer icon on the desktop.
Locate the Libraries icon in the Navigation pane (see Figure MO1.2).
CLICK Documents to open the current list of folders.

FIGURE MO1.1 Windows 8 Start window



- 2 CLICK the Home tab and locate the New group (see Figure MO1.2).
CLICK New Folder to create a new folder in the main window.
The new folder is waiting for you to enter a name for it.
TYPE **MyLessons**
PRESS **Enter**.
(Result: The new folder takes its alphabetical place in the main window listing.)

FIGURE MO1.2 Navigation pane, Libraries and Documents folder



3 DOUBLE-CLICK on the MyLessons folder to open it.

The folder is empty.

Use a shortcut to create another folder here inside the MyLessons folder.

RIGHT-CLICK in any white area of the main window.

CHOOSE New.

CHOOSE Folder.

TYPE **Word** to name the folder.

PRESS **Enter**.

(Result: A folder named Word has been created inside the folder called MyLessons.)

MORE INFO

You can see the current folder in the Address bar near the top of the window.

Libraries > Documents > MyLessons

Notice that the current folder is on the end of the line of folder names. You can jump to any folder along that line by clicking on it in the Address bar.

4 Using the same procedure create four more folders inside the MyLessons folder:

MyExcel

MyPowerPoint

MyAccess

MyOutlook

5 Now rename the Word folder to match the style of the others.

RIGHT-CLICK on the Word folder to display a shortcut menu.

CLICK Rename to open the naming box on the folder.

TYPE **MyWord**

PRESS **Enter**.

(Result: The file named Word has been renamed MyWord.)

TIP



This shortcut menu is properly called a context-sensitive menu. The choices on the menu are sensitive to the options that are available based on where the cursor was when it was right-clicked. If you right-click on a folder, it brings up choices specific to folders. If you right-click on a blank area of the main window, it displays a different set of options specific to that context. This is true of almost any element or window in an Office product.

- 6** CLICK the VIEW tab to open the View ribbon and locate the Layout group.

Let your mouse hover over the Extra large icons button.

This shows what the main window would look like in Extra large icons.

Hover over Medium icons to preview what that would look like (try others if you like).

This ability to see the effects without actually clicking on the command is called Live Preview.

Move the cursor back to the main window to return to the original List view.

CLICK in a blank area in the main window to close the View ribbon.

- 7** You will not need the folder called MyOutlook so you can delete it.

RIGHT-CLICK on the MyOutlook folder to display the context-sensitive menu.

CHOOSE Delete to remove the folder.

HEADS UP



Deleting folders and files actually sends them to the Recycle Bin. This is a safety catch in case you accidentally delete something you want to keep. To locate something in the Recycle Bin, double-click the Recycle Bin icon on your desktop. After you find the item you wish to return to its place, either click or right-click on the item, and choose Restore. If you would like to empty the Recycle Bin, right-click on it and click Empty Recycle Bin. When asked about permanently deleting material, click Yes.

- 8** Move your cursor to the Navigation pane.

CLICK Documents to move back to that folder.

CLICK the expand arrow () at the left of the image next to Documents.

CLICK the expand arrow next to My Documents.

CLICK the expand arrow next to MyLessons.

(Result: Now you can see the entire flow of the folders including the first one you created called MyLessons and the ones you created inside it. This is referred to as a folder tree.)

CLICK MyLessons in the Navigation pane to display the folders within it on the main window.

- 9** CLICK the collapse arrow () next to Documents.

This will collapse all the folders (branches of the tree) below the Documents level.

The contents of the MyLessons folder remain in the main window.

DOUBLE-CLICK on MyExcel to open it.

The words “This folder is empty” are displayed and the folder tree opens on the left.

- 10** Move to the Address bar.

CLICK Documents to change what displays in the main window.

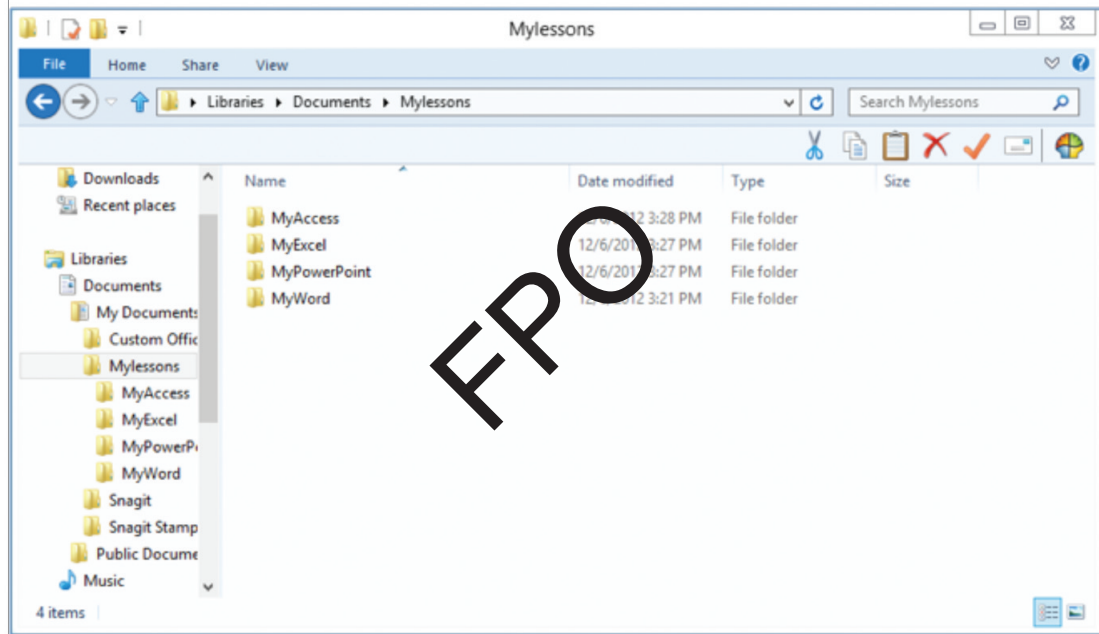
This does not affect what displays in the Navigation pane.

Navigating around your folders is easy when you use a combination of the Navigation pane, the Address bar, and the main window.

DOUBLE-CLICK MyLessons in the main window.

- 11 Your screen should look similar to Figure MO1.3. Obviously the number of folders differs from what is shown in the text.

FIGURE MO1.3 Completion of Lesson MO A1



Creating, Saving, and Handling Files

LESSON OVERVIEW

Each document you create is called a **file**. It could be text, a photograph, an image, a spreadsheet, music, or many other things. Files are generally stored inside folders so you can organize and locate them easily. This part of the project allows us to create a simple file and **save** (store) it in a folder. Once you save it, you can reopen it to change it, copy it, move it, and even delete it. When saving a file, you can save it in a folder on your computer or on SkyDrive (a storage capability that allows you create an account so you can access the file from another computer or device by logging into your account).

When you first save a file, it is given a file name. By default, the file has a name based on the text found in the first line of

the document (which is likely the title of the document). You can easily change it when you first save it, or later. Save files in different formats using the **Save As** command.

Move files from folder to folder by **dragging** them from one place to another. When a file is opened and any type of change is made to the contents, a message pops up when you close the file, asking you if you want to save the new changes.

When you double-click to open a file, the computer recognizes the type of file it is and opens the program (called an application) that created it. So, if you open an Excel file, the computer opens Excel first, and then opens the file within it. The same happens to files created in Word, Access, and PowerPoint.

SKILLS PREVIEW

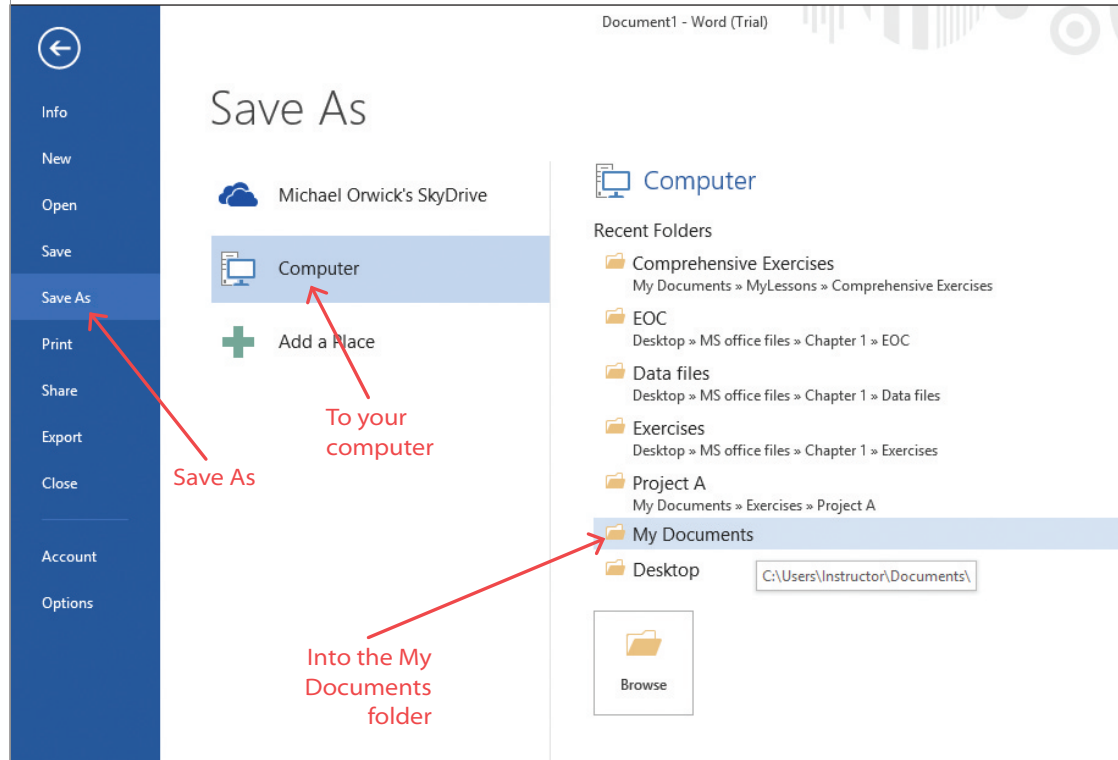
Create a file		<ul style="list-style-type: none"> • Open an application (such as Word). CLICK Blank document. Enter something in the screen (text, image, table).
Save a file		<ul style="list-style-type: none"> • CLICK the FILE tab. CLICK Save As from the menu down the left-hand side of the screen. CLICK Computer (or SkyDrive if you wish to save the files there). CLICK My Documents. CHOOSE the name and file type. CLICK Save.
Move (Drag) a file		<ul style="list-style-type: none"> • CLICK and hold on the file icon. DRAG the file to the new location. Release the mouse.
Rename a file		<ul style="list-style-type: none"> • CLICK on the file. CLICK the Home tab and locate the Organize group. CLICK Rename. Type the new name. PRESS Enter, or • RIGHT-CLICK on the file. CHOOSE Rename. TYPE the new file name.

PROJECT PRACTICE

- 1 Open Microsoft Word.
CLICK Blank document to create a new, blank document.
TYPE **This is document A**
PRESS **Enter**.
TYPE **Your Name**

- 2 To save this simple document as a file inside a folder created in the previous lesson:
CLICK the FILE tab.
CLICK Save As from the menu down the left-hand side of the screen.
CLICK Computer under the large Save As column.
CLICK My Documents from the list beneath the Computer column (see Figure MO1.4).
(Result: The Save As window appears, opening the Documents folder and inserting the first sentence of the newly created file as the suggested File name [see Figure MO1.5]. Because documents often have titles at the top of the page, Word suggests the first line as a file name to save time.)

FIGURE MO1.4 Saving a file to the computer in the My Documents folder

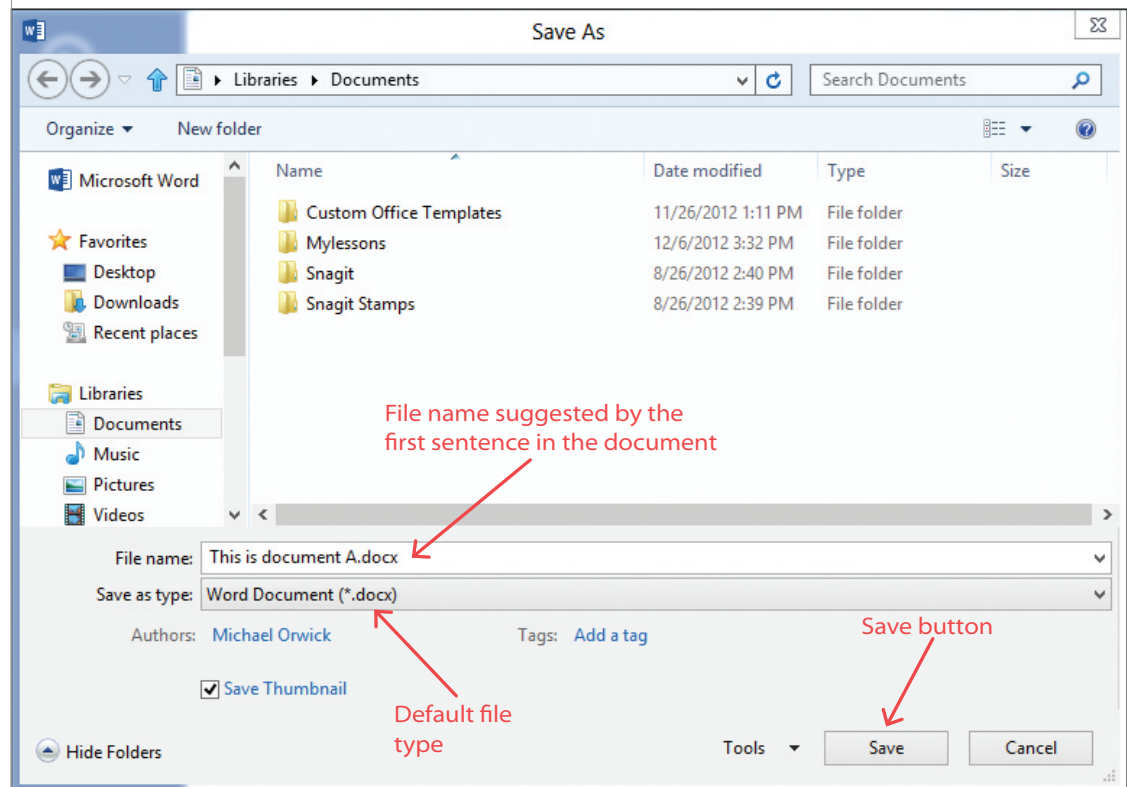


MORE INFO

Saving to Computer places the files on the hard drive. You can only access the file when you are using or connected to that computer. Saving to SkyDrive saves your files to a secure Internet site that allows you to access your files from any Internet connection. SkyDrive requires you to create an account. It is not part of the scope of this book.

- 3 The name of the document is fine for your purposes.
Notice the Save as type (just below the file name) says “Word Document.”
That means the file will save in the latest MS Word formatting.
CLICK the Save button at the bottom-right corner of the screen.
(Result: The file is saved, and you are returned to the document.)
CLICK the FILE tab.
CLICK Close to close the file without closing the program.

FIGURE MO1.5 The Save As window



- 4 CLICK the File tab to reveal the list of Recent Documents (lists will vary).
You could open the “This is document A” file by clicking on it under Recent Documents.
CLICK Computer to open the computer folders.
CLICK My Documents to open the Documents folder.
Notice that the file you saved sits outside of the MyLessons folder.
You can move the file to the MyLessons folder.
DRAG the file on top of the MyLessons folder.
A small message appears telling you what will happen when you release the mouse.
When it says Move to MyLessons, release the mouse.
(Result: The file “This is Document A” is moved to the MyLessons folder.)
- 5 DOUBLE-CLICK the MyLessons folder.
The “This is document A” file is now here.
Because this is a Word file, move it into the empty folder named MyWord.
DRAG the “This is document A” file to the MyWord folder.
DOUBLE-CLICK the MyWord folder to see the file has now been moved there.
- 6 DOUBLE-CLICK the “This is document A” file to open it.
DOUBLE-CLICK under your name to force Word to place the cursor there.
TYPE **I have made a change to the document**
CLICK the Close button (X) in the top right-hand corner of the screen to close Word.
Because the open document was changed, Word asks you if you would like to save it before closing.
CLICK Save.
(Result: The file is saved and Word is closed.)

7 You do not have to open Word (or any application) first and then open a file. When you open a file, it automatically opens the application that was used to create it.

DOUBLE-CLICK the Documents shortcut on the desktop.

DOUBLE-CLICK MyLessons to open the folder.

DOUBLE-CLICK MyWord to open the folder.

DOUBLE-CLICK “This is document A” to open the file.

(Result: Word opens and the file opens as well.)

8 To change the first sentence to read “This is document B”:

CLICK the FILE tab.

CLICK Save As.

CLICK Computer.

CLICK MyWord.

Change the File name to read **This is document B**

CLICK Save.

Close the current file (CLICK the FILE tab and CHOOSE Close).

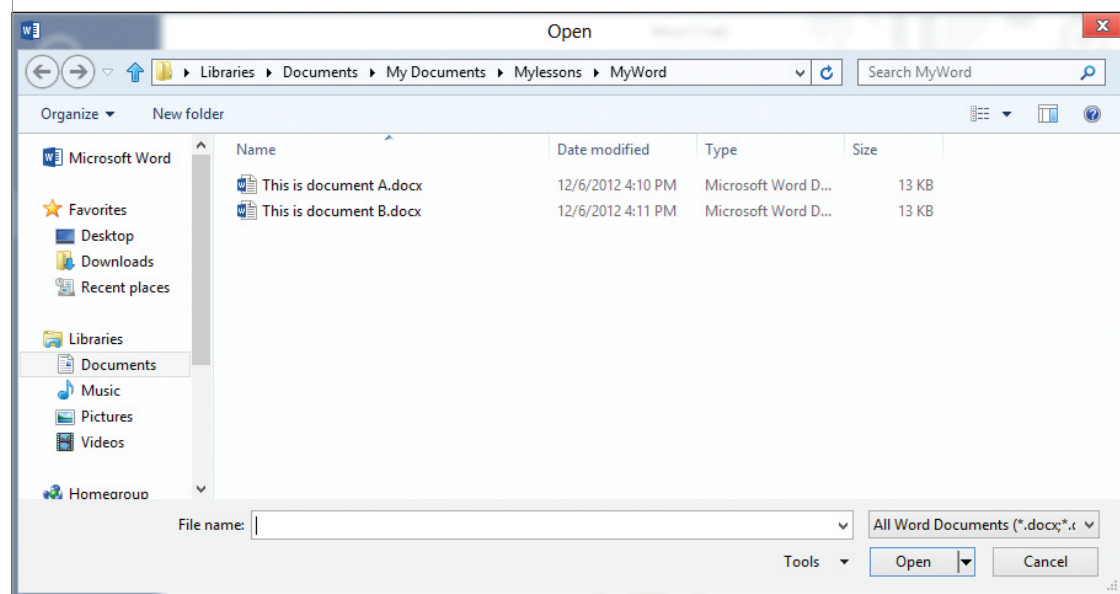
CLICK the FILE tab.

CLICK Computer.

CLICK MyWord.

(Result: Both files now appear in the MyWord folder as show in Figure MO1.6.)

FIGURE MO1.6 MyWord folder with two new files inside



9 DOUBLE-CLICK “This is document A” to open the file.

This is the first file you created (The text says, “This is document A”).

Notice the very top of the screen (called the Title bar) shows the name of the file that is currently open.

PRESS CTRL+O (a shortcut to the Open command).

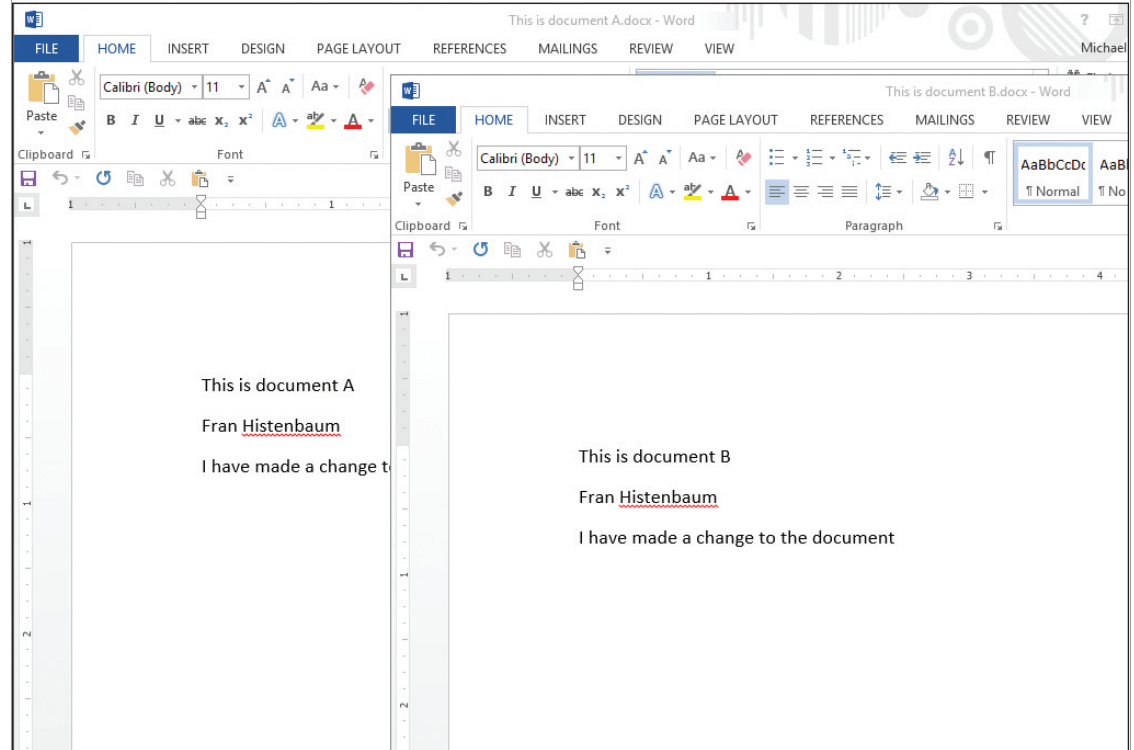
CLICK “This is document B” to open that file.

Both files are now open in separate windows.

10

Your screen should look similar to Figure MO1.7. Close both documents to return to the MyWord folder.

FIGURE MO1.7 Completion of Lesson MO A2



Copying and Using Clipboard

LESSON OVERVIEW

When you create files, you can easily move or copy them. When you copy something, whether it is a file, a folder, text, image, or a table, it is sent to the **clipboard**. Because the clipboard exists in the Windows operating system, you can retrieve it from any running program until the computer is shut down. This allows you to **copy** an image from Word and **paste** it into PowerPoint. You can copy a table from Excel and paste it into Word. This flexibility permits you tight control over how things are organized on your computer.

Anything that can be copied can also be **cut**. This also copies it into the clipboard, but removes it from its

original location. The ability of the clipboard to function across applications makes it much easier to provide consistent information and images within any program you use.


The clipboard saves a great deal of time. Without even opening a file, you can copy it and paste it into another folder. In fact, you can copy a folder (which includes all the folders and files inside it) and paste it to another location. All the contents of the original folder copy and paste in the new location. This can make sharing files with others effortless.

SKILLS PREVIEW


Copy a file		<ul style="list-style-type: none"> • CLICK the file to select it. CLICK the HOME tab and locate the Clipboard group. CLICK Copy, or • RIGHT-CLICK on the file. CHOOSE Copy from the shortcut menu.
Paste a file into another folder		<ul style="list-style-type: none"> • Copy the file. DOUBLE-CLICK the other folder to open it. CLICK the HOME tab and locate the Clipboard group. CLICK Paste, or • Copy the file. DOUBLE-CLICK the other folder to open it. RIGHT-CLICK inside the folder main window. CLICK Paste from the shortcut menu.
Copy or cut text		<ul style="list-style-type: none"> • Select the text you wish to copy or cut. RIGHT-CLICK on the selected area. CLICK Copy or Cut, or • Select the text you wish to copy or cut. CLICK the HOME tab and locate the Clipboard group. CLICK the copy button or cut button icon, or • Select the text you wish to copy or cut. PRESS Ctrl + C (to copy) or Ctrl + X (to cut).
Paste text		<ul style="list-style-type: none"> • Copy or Cut the text. RIGHT-CLICK in the new location. CHOOSE Paste, or • Copy or Cut the text. CLICK the mouse in the new location. CLICK the HOME tab and locate the Clipboard group. CLICK the Paste icon (not the word <i>paste</i>), or • Copy or Cut the text. Move the cursor to the new location. CLICK in the new location. PRESS Ctrl + V.

Paste from the Clipboard pane		<ul style="list-style-type: none"> • CLICK the Launch button in the Clipboard group. The Clipboard pane lists all the text (or images) that are copied or cut. CLICK the text you desire on the Clipboard pane and insert it into the current location of the cursor.
Clear the Clipboard		<ul style="list-style-type: none"> • CLICK the Launch button in the Clipboard group. CLICK Clear All.

PROJECT PRACTICE

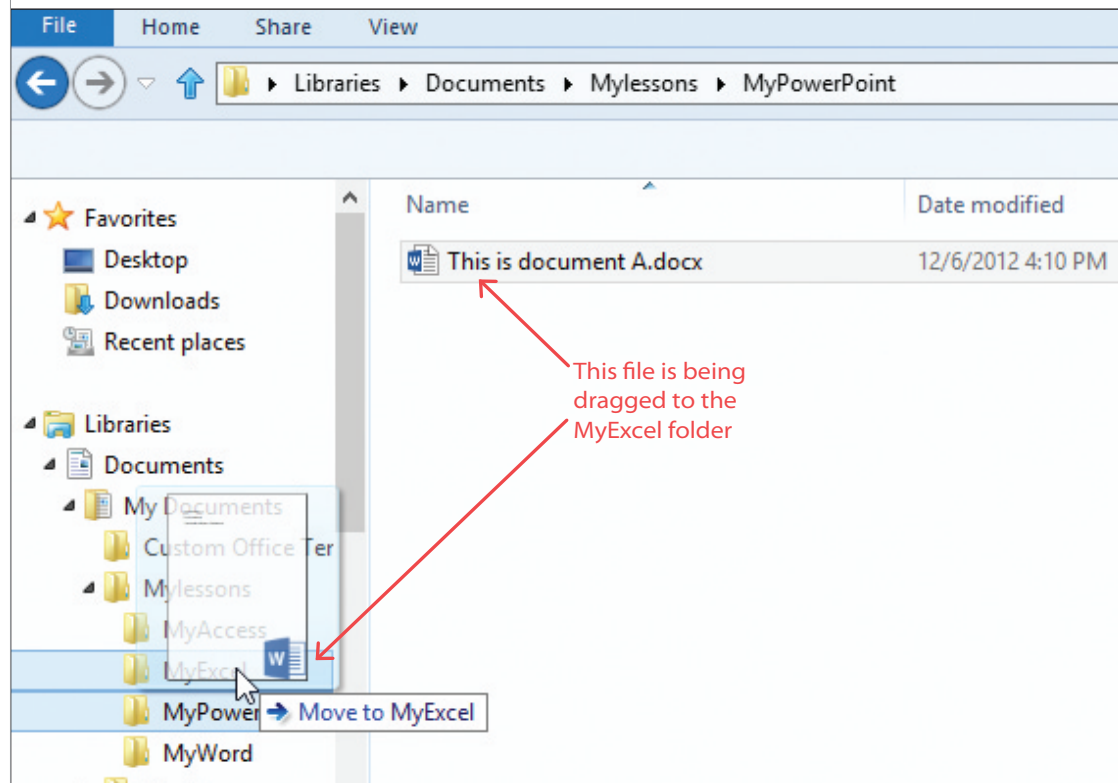
- 1 Locate and open the MyLessons folder in the Documents folder of your computer.
Open the MyWord folder.
CLICK on the “This is document A” file.
CLICK the HOME tab and locate the Clipboard group.
CLICK Copy (copying can also be done using the right-click shortcut menu).
- 2 Once a file is copied, it can be moved easily to another folder.
CLICK the Up One Level arrow () at the left of the Address bar.
DOUBLE-CLICK MyPowerPoint to open that folder.
CLICK the HOME tab and locate the Clipboard group.
The Clipboard options have changed because there is nothing to copy, but there is something to paste.
CLICK Paste.
(Result: This “pastes” a copy of the “This is document A” file in the MyPowerPoint folder.)

TIP

 The actual Clipboard, while available in almost any application, does not “live” inside of Word, PowerPoint, Excel, or any Office program. It exists in the Windows application that is running your computer. This is why it is possible to copy and paste without Word or any program being open. This is also why you can copy and paste from one folder to another or even from one application to another. For example, you can copy something from Word and paste it in PowerPoint or Excel—and the other way around.

- 3 You can also move files without copying them first.
Locate the Documents folder icon in the Navigation pane.
CLICK the Expand button.
Locate the My Documents folder icon in the Navigation pane.
CLICK the Expand button.
Locate the MyLessons folder icon in the Navigation pane.
CLICK the Expand button.
DRAG the “This is document A” file from the main window to the MyExcel folder icon in the Navigation bar (see Figure MO1.8).
(Result: The file is removed from the MyPowerPoint folder and is now in the MyExcel folder.)

FIGURE MO1.8 Moving a document to the MyExcel folder



- 4** CLICK on the MyExcel folder icon in the Navigation pane.
DOUBLE-CLICK the “This is document A” file to open it.
Select the entire text in the first sentence “This is document A.”
TYPE **This is document C**
Save the file as “Document C.”
(*Result:* The original document, “This is document A,” remains in the folder. A new document, “Document C,” will appear in that folder as well. Check the Title bar to see the name of the open document.)
- 5** Select your name (the second line of text).
RIGHT-CLICK on the selected area to display the shortcut menu.
CLICK the Cut command.
Although the sentence is cut from the document, it still exists on the Clipboard.
DOUBLE-CLICK below the last sentence to force Word to place the cursor there.
RIGHT-CLICK on the cursor to display the shortcut menu.
CLICK the first Paste button to paste your name in place.

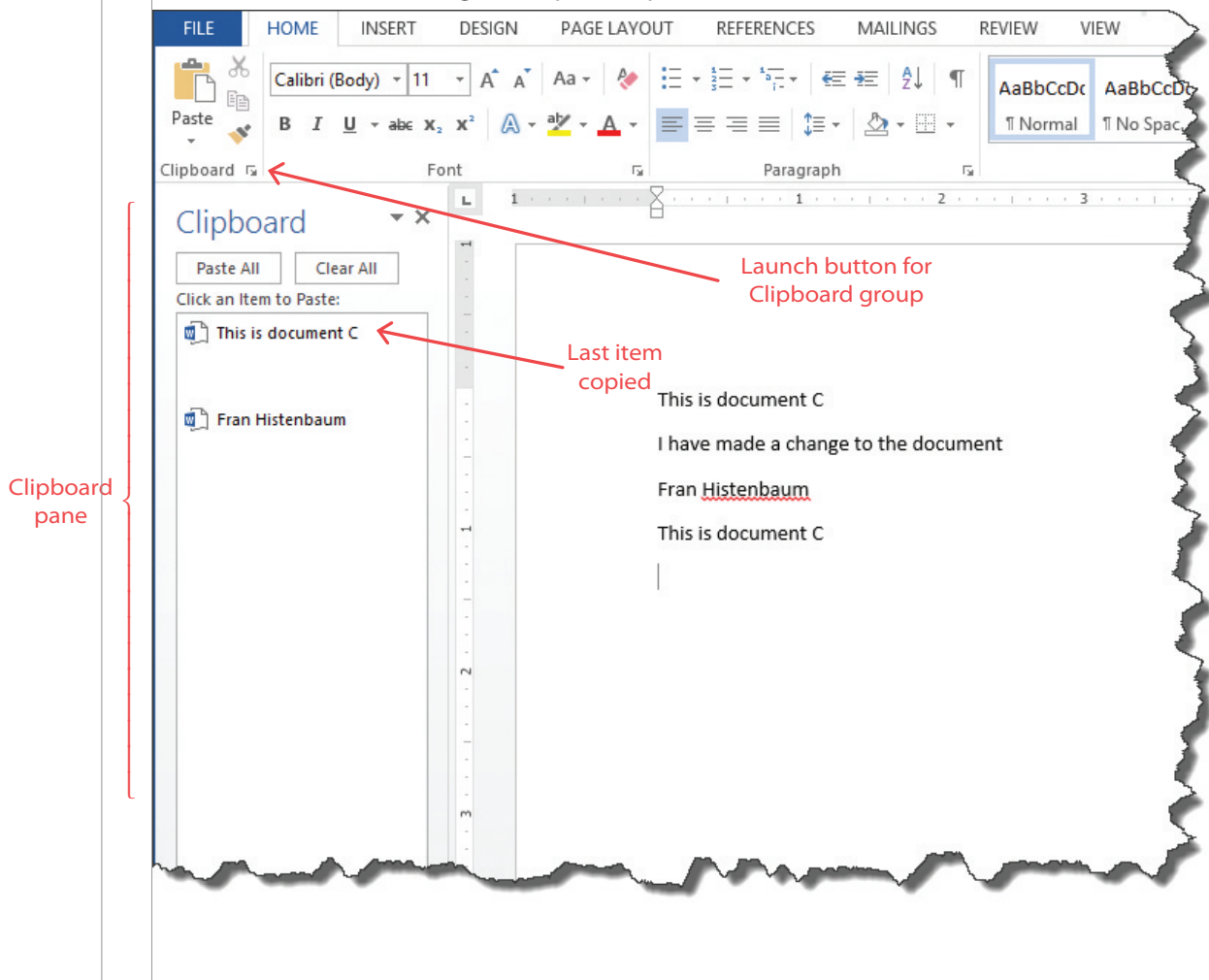
HEADS UP



The shortcut menu brought up three options for pasting. Consider if you had copied text from another document and it was in a different font and font size: The first option (Keep Source Formatting) would paste the text in place with the formatting from the other document (the source). The second option (Merge Formatting) would paste the new text, but it would be changed to match the formatting of the current document. The third option (Keep Text Only) will paste the text in without any formatting. Notice that after each option there is a letter in parenthesis. You could press that key to choose the paste option.

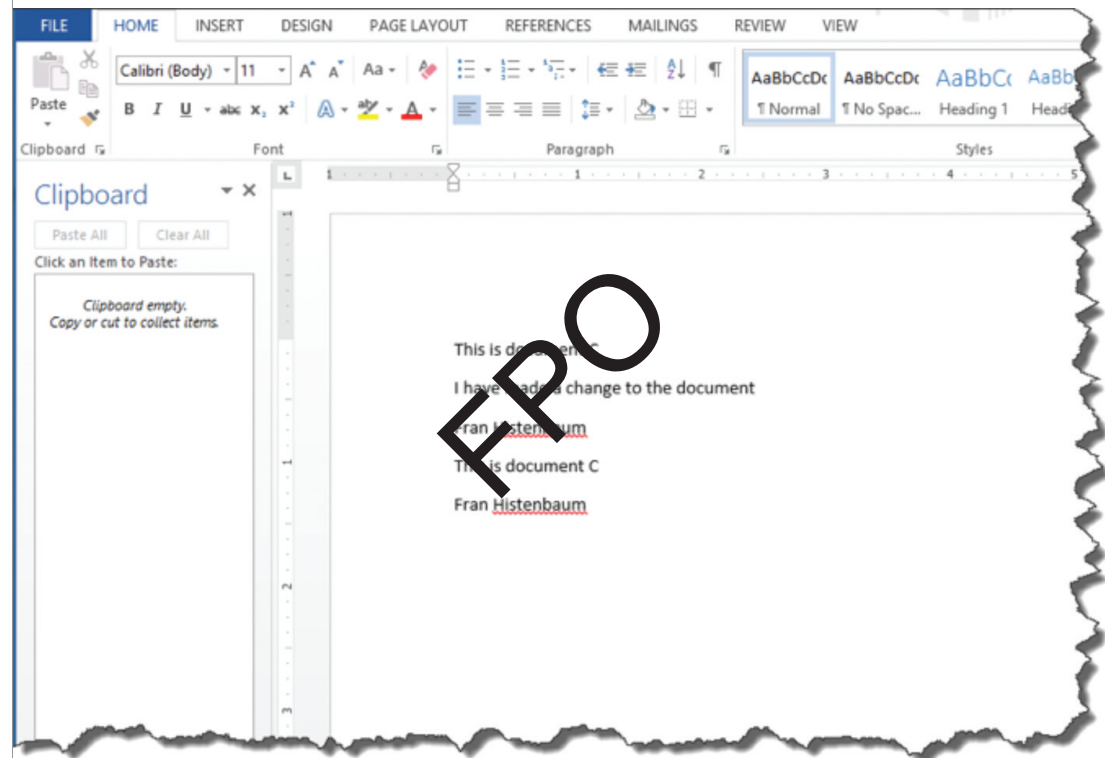
- 6 DOUBLE-CLICK your mouse in the line below your name.
 CLICK the HOME tab (if it is not already selected) and locate the Clipboard group.
 CLICK the drop-down arrow under the word *Paste*.
 The same three options appear.
 As you hover over each option, Word displays a preview of what it would look like if pasted.
 Once you copy (or cut) something into the Clipboard, you can paste it as many times as you wish.
 CLICK back in the document to turn the Paste command off.
- 7 Select the first sentence of the document.
 PRESS CTRL+C (a shortcut to the Copy command) to copy it to the Clipboard.
 Move to the line below your name.
 PRESS CTRL+V (a shortcut to the paste command) to paste in the last thing copied or cut to the Clipboard.
- 8 CLICK the Launch button in the Clipboard group to launch the Clipboard pane (see Figure MO1.9).
 Notice there are two items on the Clipboard. The top one is the latest one, and that is why it was the one that was pasted.
 When you have more than one thing copied to the Clipboard, you can choose which one to paste.
 CLICK your name in the Clipboard pane to force Word to paste it into the document.

FIGURE MO1.9 Launching the Clipboard pane



- 9 Clipboard keeps gathering up the things you copy.
CLICK the Clear All button in the Clipboard pane to remove all material in the Clipboard.
RIGHT-CLICK your mouse on the new line below all the text in the document.
Notice the Paste Options are “grayed out” and cannot be used because Clipboard is empty.
- 10 Your document should now appear similar to Figure MO1.10. Close the Clipboard pane and save the file.

FIGURE MO1.10 Completion of Lesson MO A3



MULTIPLE-CHOICE QUIZ

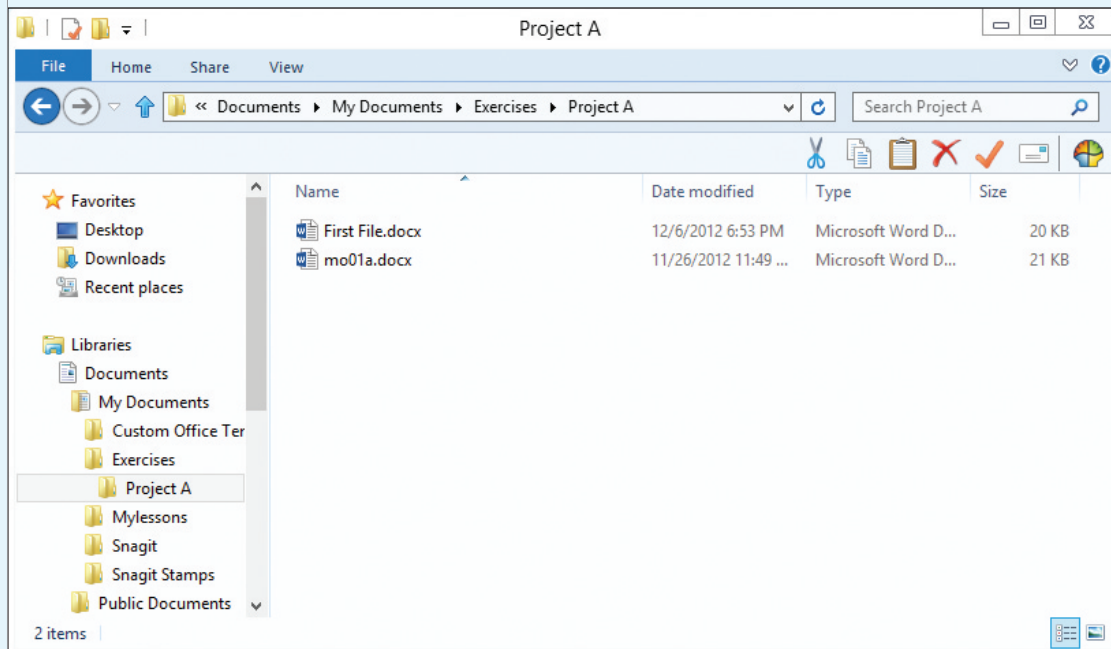
Select the best choice in the following questions to review the project concepts. Good luck!

1. Files can be stored inside
 - a. folders.
 - b. other files.
 - c. the Navigation pane.
 - d. All of these are correct.
2. Once a folder or file is renamed
 - a. a copy of the original file is stored in the Clipboard.
 - b. it is automatically resorted alphabetically by the new name.
 - c. it defaults to the first line of text in the document.
 - d. None of these is correct.
3. When deleted, files are sent to the Recycle Bin and they
 - a. will be deleted when the computer is shut down.
 - b. can be restored if you need them.
 - c. are sent to SkyDrive.
 - d. None of these is correct.
4. When you right-click your mouse, it activates
 - a. a context-sensitive menu.
 - b. the Mini toolbar.
 - c. the Save feature.
 - d. All of these are correct.
5. Clicking, holding the mouse, and moving a file or folder to another location is called
 - a. moving.
 - b. sliding.
 - c. dropping.
 - d. None of these is correct.
6. A folder can be renamed by
 - a. right-clicking on the folder.
 - b. double-clicking on the folder name.
 - c. using the HOME tab and Organize group.
 - d. All of these are correct.
7. When text is cut from a document, it is
 - a. sent to the Recycle Bin.
 - b. copied to the Clipboard.
 - c. deleted from the computer.
 - d. None of these is correct.
8. The Clipboard exists
 - a. within Word and Excel.
 - b. within all MS Office applications.
 - c. within the Windows operating system.
 - d. None of these is correct.
9. When something is copied from Excel, it can be pasted into
 - a. Word.
 - b. Access.
 - c. PowerPoint.
 - d. All of these are correct.
10. Anything that is copied onto the Clipboard will
 - a. be deleted when the computer is shut off.
 - b. remain available until it is cleared.
 - c. copied in the Recycle Bin.
 - d. None of these is correct.

HANDS-ON EXERCISE: WORK IT OUT MO-1A-E1

In this exercise, you will create folders and copy files. You will alter a file and save it. You will also move files from one folder to another and rename the files. When completed, your screen should look similar to Figure MO1.11.

FIGURE MO1.11 Work It Out MO 1: completed

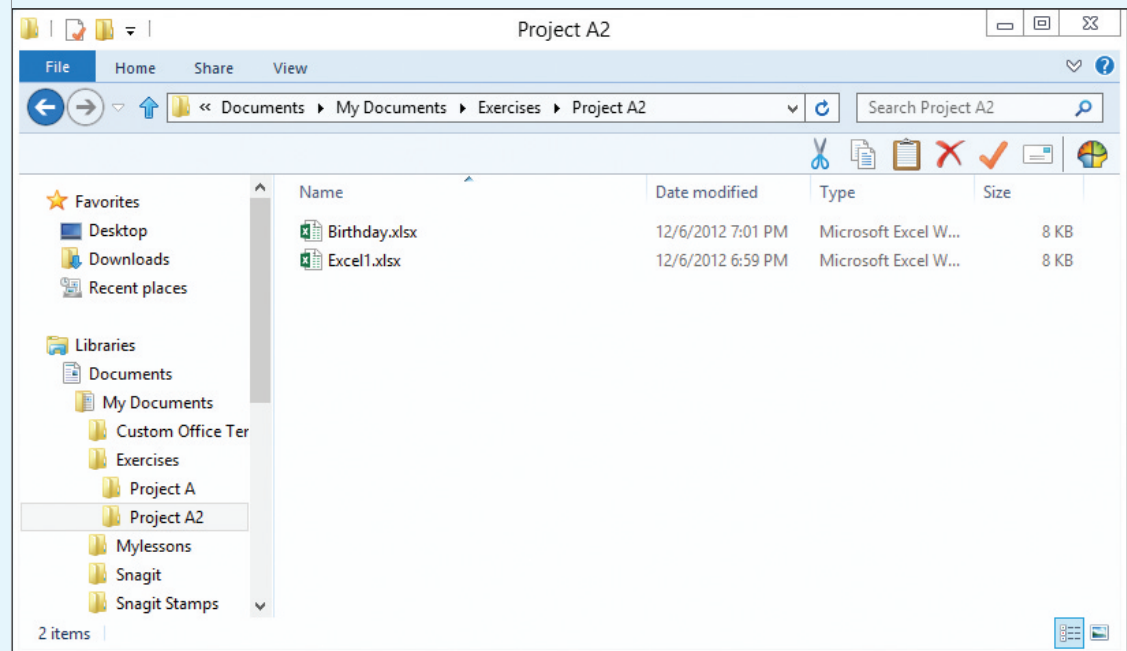


- 1 Open the Documents folder.
- 2 Create a new folder called **Exercises**.
- 3 Open the Exercises folder and create another folder inside it called **Project A**.
- 4 Locate the files associated with this lesson and copy the file named **mo01a.docx**.
- 5 Move to the Project A folder and paste **mo01a.docx** there.
- 6 Open **mo01a.docx** (in the Project A folder). Change the title of the document from “Random Text” to **First File**. Close the file and choose Save.
- 7 Use the Navigation pane to expand the Documents folder, the My Documents folder, and the Exercise folder to show the Project A folder.
- 8 Drag the file **mo01a.docx** onto the Navigation pane and move it to the Exercises folder.
- 9 Open the Exercises folder and rename the file as **First File**.
- 10 Drag the “First File” up to the Project A folder.

HANDS-ON EXERCISE: WORK IT OUT MO-1A-E2

In this exercise, you will create a file and place it in a folder. You will alter it, save it, rename it, and move it to other folders. When completed, your screen should look similar to Figure MO1.12.

FIGURE MO1.12 Work It Out MO 2: completed

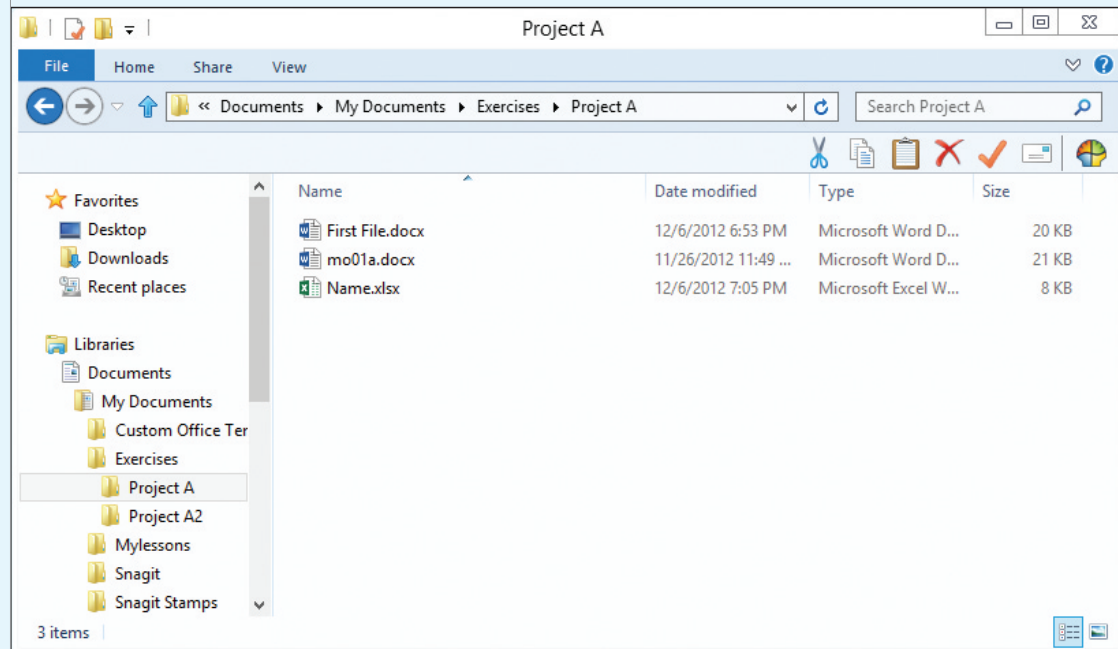


- 1 Open the Documents folder if necessary. Open the Exercises folder. Create a new folder called **Project A2**.
- 2 Open Microsoft Excel and create a new (blank) workbook. Type **My First Workbook** in the first cell and press **Enter**.
- 3 Go to the FILE tab and save the file to your Computer – My Documents – Exercises folder with the name of **Excel1**. Close Excel.
- 4 Copy the file “Excel1” and then paste it in the same Exercises folder. Notice it is automatically renamed “Excel1 – Copy.”
- 5 Open the “Excel1 – Copy” file. In the cell below the text, type your birthday using this format mm/dd/yyyy (if your birthday was February 7, 1998, you would type 02/07/1998). Press **Enter**.
- 6 Go to the File tab and use the Save As command to save the file in the Exercises folder as **Birthday**. Close Excel.
- 7 Delete the file “Excel1 – Copy.”
- 8 Drag both the “Excel1” and the “Birthday” files in the Project A2 folder.
- 9 Use the expand arrows in the Navigation window to open the following folder tree:
Documents > My Documents > Exercises > Project A2
- 10 Check the window with Figure MO1.12. Close the window.

HANDS-ON EXERCISE: WORK IT OUT MO-1A-E3

In this exercise, you will create folders and copy files. You will alter a file and save it. You will also move files from one folder to another and rename the files. When completed, your screen should look similar to Figure MO1.13.

FIGURE MO1.13 Work It Out MO 3: completed



- 1 Open the Documents folder. Open the Exercises folder. Open the folder called **Project A2**.
- 2 Open the file called “Birthday” (created in the previous exercise).
- 3 In the cell A3 (the third one down the first column) type your name. Press **Enter**.
- 4 Save the file in the Project A2 folder as **Name**. Close Excel.
- 5 In the Address bar click on Libraries to move to that folder.
- 6 Using the Navigation pane and its Expand buttons, open the following folder tree:
Documents > My Documents > Exercises > Project A2
DOUBLE-CLICK on the Project A folder.
- 7 Using the Navigation pane, move the file “Name” into the Project A folder.
- 8 Open the Project A folder and delete the file “Name.”
- 9 Open the Project A2 folder and delete the file “Birthday.”
- 10 Double-click the Recycle Bin icon on the desktop. Right-click on the “Name” file and restore it. Close the Recycle Bin window.
- 11 Right-click on the Recycle Bin icon and empty it.
- 12 Open the Project A folder to see that the “Name” file is restored.

Customizing the Workplace

Not everyone uses Office products for the same purposes. One might use Word to write a report while another may use it to produce a poster. Someone might use Excel to generate charts and projections for a business while another might use it to track personal finances. Because there are so many ways to use the Office applications, it is important to be able to make the environment as efficient as possible. Office provides numerous ways to adjust the view, change the zoom, access the most commonly used commands, and even change the default settings so you can save time. Learning how to make the most of the customizing features allows you to make your Office uniquely yours.

PROJECT FILE: <http://www.mhhe.com/projectlearn>

After completing this project, you will be able to:

- Use, position, and modify the Quick Access toolbar.
- Change the view and zoom magnification of the screen.
- Control the actions of Office products from the Backstage view.

Quick Access Toolbar

LESSON OVERVIEW

The Quick Access toolbar is one of the most useful parts of your computer screen. Word, Access, Excel, and PowerPoint all feature this handy and easy-to-customize area. While the most commonly related commands are grouped on ribbons, it is common to find yourself on one ribbon when the command you need is on another ribbon. When you find a command that you use regularly, the Quick Access toolbar allows you to add that command to the toolbar so it remains on the screen no matter what ribbon is active.

While adding commands to the Quick Access toolbar is simple, so is removing them. This makes it easy to

customize the toolbar for whatever project you are currently working on. When you move to another project, you can customize the commands you need for that in seconds.

You can even move the Quick Access toolbar below the Ribbon if it suits your purposes. By clicking More Commands, the Quick Access toolbar immediately sends you to the Customize window so you can see all the possible commands you can add. Here you can change the order of the commands on the toolbar. With one click, you can reset the Quick Access toolbar to its original settings.

SKILLS PREVIEW

Use the Quick Access toolbar	<ul style="list-style-type: none"> Locate the Quick Access toolbar at the top-left corner of the screen. CLICK a button to perform the function.
Add a preset command to the Quick Access toolbar	<ul style="list-style-type: none"> CLICK the drop-down arrow to the right of the Quick Access toolbar. CHOOSE the command you wish to add.
Add a command to the Quick Access toolbar from any ribbon	<ul style="list-style-type: none"> RIGHT-CLICK the button you wish to add to the Quick Access toolbar. CHOOSE Add to Quick Access toolbar.
Remove a command from the Quick Access toolbar	<ul style="list-style-type: none"> RIGHT-CLICK on the button you wish to remove from the Quick Access toolbar. CHOOSE Remove from Quick Access toolbar.
Change the location of the Quick Access toolbar	<ul style="list-style-type: none"> CLICK the drop-down arrow to the right of the Quick Access toolbar. CHOOSE Show Below Ribbon (or if the toolbar is already below the ribbon, choose Show Above the Ribbon).
Change the order of buttons on the Quick Access toolbar	<ul style="list-style-type: none"> CLICK the drop-down arrow to the right of the Quick Access toolbar. CHOOSE More Commands. CLICK the command you wish to move from the window on the right side. CLICK the up or down arrow on the right-hand side of the window.

PROJECT PRACTICE


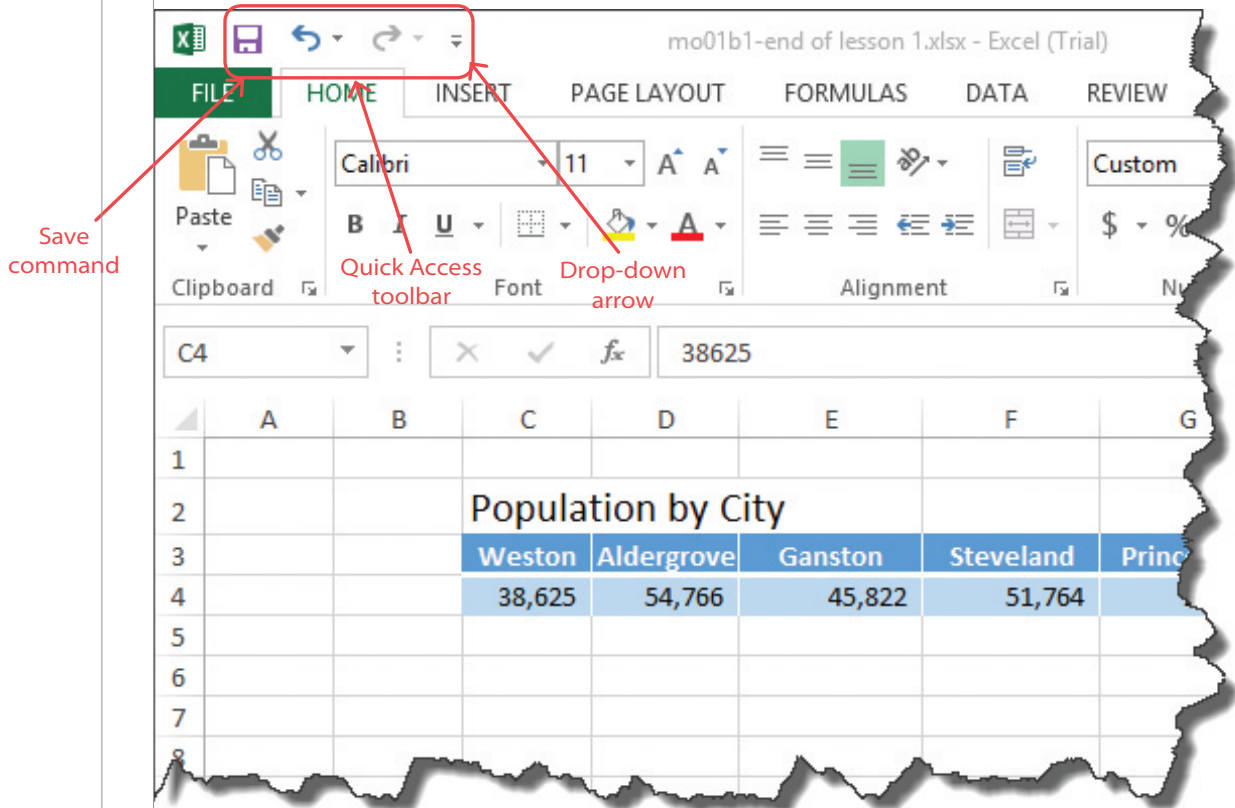
- 1 Locate the files associated with this lesson. Open **mo01b1.xlsx**. This is an Excel file so it automatically opens the Excel application first, and then loads the file.
- 1 CLICK in the number below the city Weston.
 TYPE **38625**
 PRESS **Enter**.
 You have changed the file. Now it is time to save the file.
 Move the mouse to the Quick Access toolbar (see Figure MO1.14).
 CLICK the Save button ().

FIGURE MO1.14 Quick Access toolbar



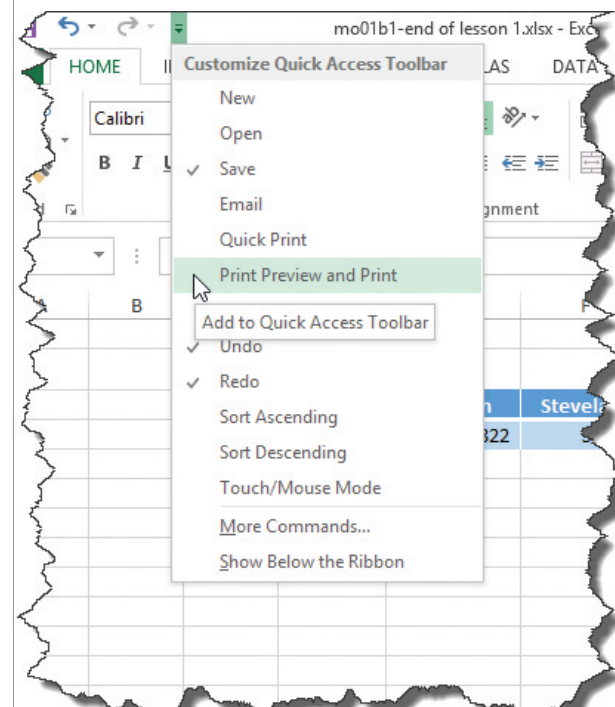
- 3 CLICK the drop-down arrow at the right of the Quick Access toolbar (see Figure MO1.15).
CHOOSE Print Preview and Print.

This inserts the Print Preview and Print button onto the Quick Access toolbar.

CLICK the Print Preview and Print button.

(Result: This one click does the same as clicking the FILE tab and choosing the Print button.)

FIGURE MO1.15 Adding to the Quick Access toolbar using the drop-down menu






- 4** CLICK the Back arrow  to return to the normal view.
The title of the table (“Population by City”) is not centered over the data.
CLICK and HOLD the mouse in the cell that says “Population.”
DRAG the mouse to the cell above “Princeberg.”
Locate the Alignment group.
CLICK the Merge & Center button  (more on this command as you study Excel).
(*Result:* The title is centered across the table.)
- 5** This command could come in handy even if you were on another tab.
RIGHT-CLICK on the Merge & Center button.
CHOOSE Add to Quick Access toolbar.
(*Result:* The Merge & Center command is copied onto the Quick Access toolbar.)
- 6** CLICK the Print Preview and Print button in the Quick Access toolbar. The Print Preview shows the newly aligned title.
CLICK the Back arrow to return to the normal view.
CLICK in the cell C6 (one blank row below the number 38,625).
TYPE **Population from the 2011 census**
PRESS .
- 7** CLICK and HOLD the mouse to select the text you just entered.
DRAG the mouse to the right until it includes column G.
CLICK the Merge & Center button in the Quick Access toolbar to center the text.
- 8** The Quick Access toolbar can be moved around the screen to suit your needs.
CLICK the drop-down arrow next to the Quick Access toolbar.
CLICK Show Below the Ribbon to move it below the Ribbon.
CLICK the drop-down arrow again.
CLICK Show Above the Ribbon to return it to its original place.
- 9** CLICK the drop-down arrow on the Quick Access toolbar.
CLICK More Commands.
The Customize the Quick Access Toolbar window shows commands on the left side you can add to the current commands on the right (see Figure MO1.16).
CLICK Copy from the box on the left.
CLICK the Add button between the two boxes to add it to the Quick Access toolbar.
CLICK OK.
(*Result:* The Copy command is added to the Quick Access toolbar.)
- 10** RIGHT-CLICK on the Copy button in the Quick Access toolbar.
CHOOSE Remove from Quick Access toolbar.
RIGHT-CLICK on the Merge & Center button in the Quick Access toolbar.
CHOOSE Remove from Quick Access toolbar.
Do the same for the Print Preview and Print button in the Quick Access toolbar.
- 11** All the buttons added to the Quick Access toolbar are removed. Your screen should look similar to Figure MO1.17. Close the file without saving it.

FIGURE MO1.16 Customizing the Quick Access toolbar

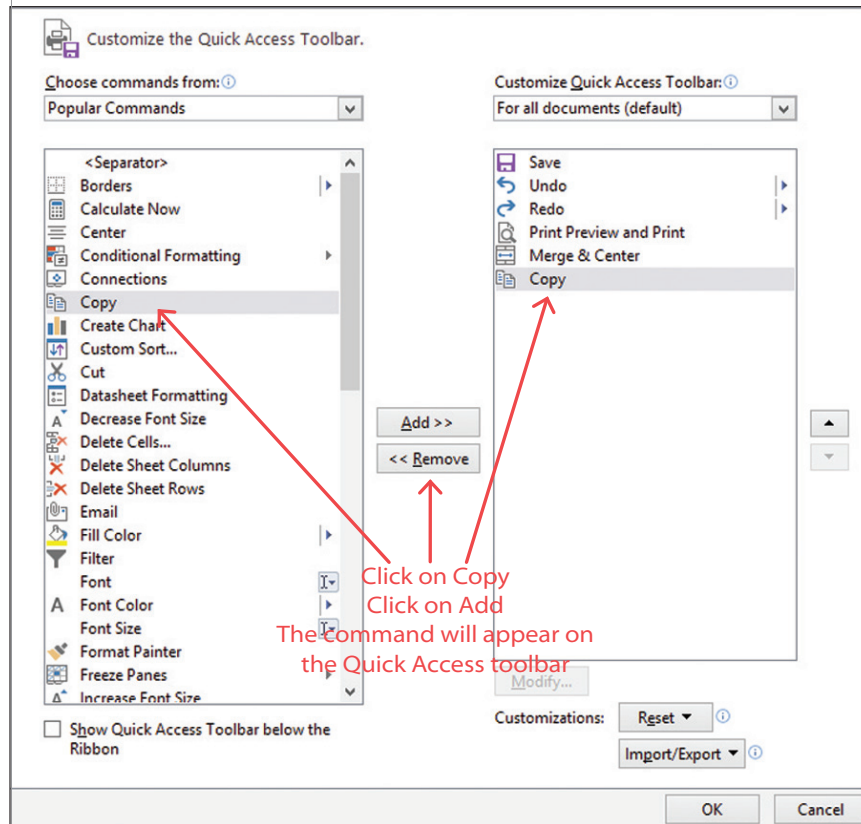
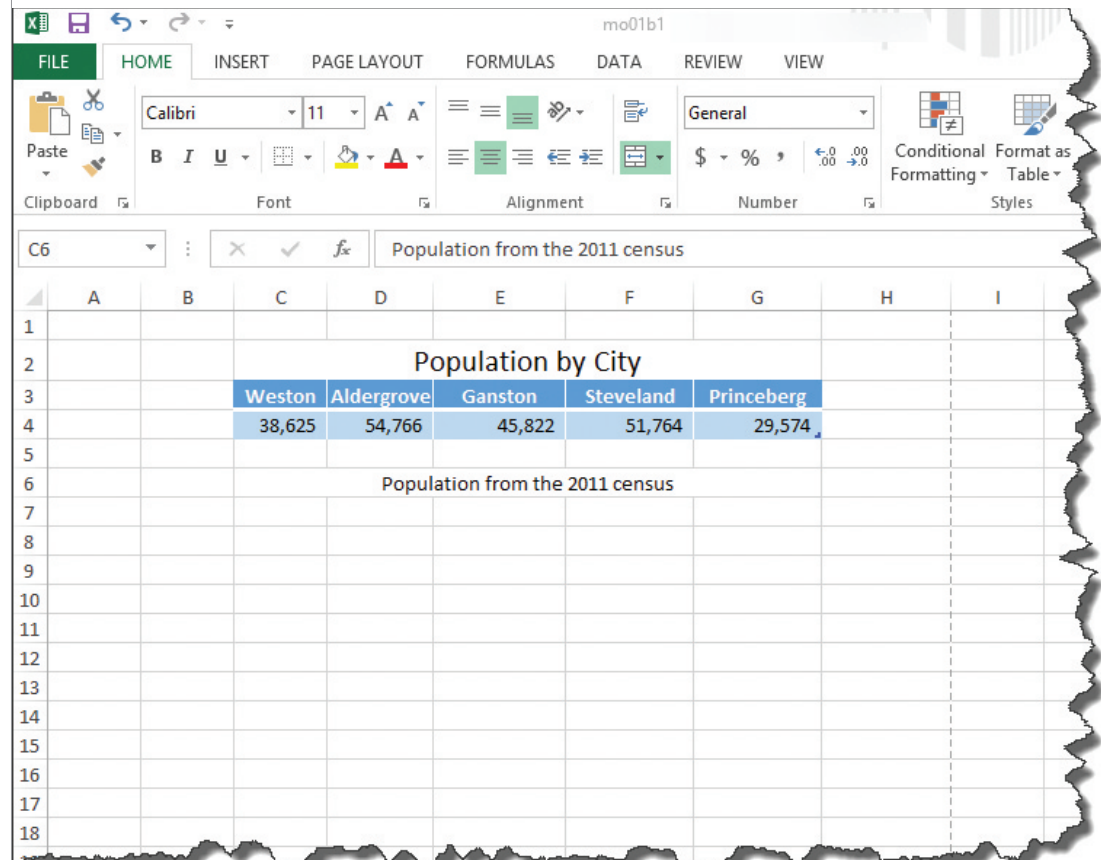


FIGURE MO1.17 Completion of Lesson MO B1



View and Zoom Controls

LESSON OVERVIEW

You can adjust the size and magnification window that contains the document, the tabs, and the ribbons. You can **minimize** any window to provide more room on the screen. When you minimize it, it moves to the Windows **taskbar** at the bottom of the screen. When ready, you can **maximize** the window again to see it. You can **move** or **size** a window without sending it to the taskbar.

The window of an application does not always show the entire document. You can **scroll** up or down a document quickly to view the rest of the document. There are also Ribbon Display Options that give you control over the ribbons in the window. The **Auto-hide Ribbon** provides the greatest possible view by hiding the Ribbon and tabs,


as well as expanding to fit the screen. Clicking on the top of the screen temporarily displays the tabs and ribbons. The **Show Tabs** option hides the Ribbon, but leaves the tabs visible. When you click on a tab, the Ribbon appears. Once you complete a command, the Ribbon disappears.

You can change the **view** of a document, but it depends on which application is open. For example, Word provides a Read Mode, Print Layout, and Outline view. Excel provides a Normal, Page Break, and Page Layout view. It is also easy to change the **zoom** magnification to make the document larger or smaller. No matter how you change the view or the zoom, the printing of the document is not affected.

SKILLS PREVIEW

Minimize the window	<ul style="list-style-type: none"> Locate the System Menu button on the left end of the Title bar. CLICK Minimize, or CLICK the Minimize command on the right end of the Title bar.
Maximize the window	<ul style="list-style-type: none"> If the window is open but not full screen, Locate the System Menu button in the Title bar. CLICK Maximize, or CLICK the Maximize button on the right-hand end of the Title bar. If the window is minimized to the Windows taskbar, CLICK the application icon on the Windows taskbar.
Move a window	<ul style="list-style-type: none"> CLICK and HOLD the mouse on the Title bar. DRAG the window to the new location.
Size a window	<ul style="list-style-type: none"> Move the mouse to one of the window borders until a two-headed arrow appears. DRAG the edge in, out, up, or down to resize the window. Release the mouse.
Scroll through a document	<ul style="list-style-type: none"> DRAG the Scroll bar up and down. CLICK just below (or after) the Scroll bar. Rolling the wheel on the mouse (if available) back (toward you) to scroll down or forward (away from you) to scroll up.
Change Ribbon Display Options	<ul style="list-style-type: none"> Move the mouse to the right-hand end of the Title bar. CLICK the Ribbon Display Options button. CLICK your choice.
Change the view of a document	<ul style="list-style-type: none"> CLICK the VIEW tab and locate the Views group. (Word, PowerPoint, and Access have similar controls.) Choose the desired view.
Adjust the zoom magnification	<ul style="list-style-type: none"> CLICK the VIEW tab and locate the Zoom group. CLICK Zoom. CLICK to adjust to a preset magnification, or DOUBLE-CLICK the Zoom level at the right-hand end of the Task bar. Choose the desired zoom.

PROJECT PRACTICE

- 1 Locate the files associated with this lesson. Open **mo01b2.xlsx**. This is an Excel file so it automatically opens the Excel application first, and then loads the file.
- 2 Locate the System menu button () in the top left-hand corner of the Title bar.
CLICK on that image to display a drop down menu.
CHOOSE Minimize to shrink the window down to the Windows taskbar.
CLICK on the Excel icon in the Windows taskbar to restore the window to its former size.
PRESS **Alt** + space bar as a shortcut to open the System menu.
CHOOSE Maximize to expand the window to the entire size of the screen.
CLICK on the System Menu button.
CHOOSE Restore to return to the original window size.

TIP



The Minimize, Maximize, (along with the Restore, if the window is currently maximized), and Close buttons are also displayed on the far right-hand side of the Title bar. These shortcuts will do precisely the same actions as the commands in the System menu.


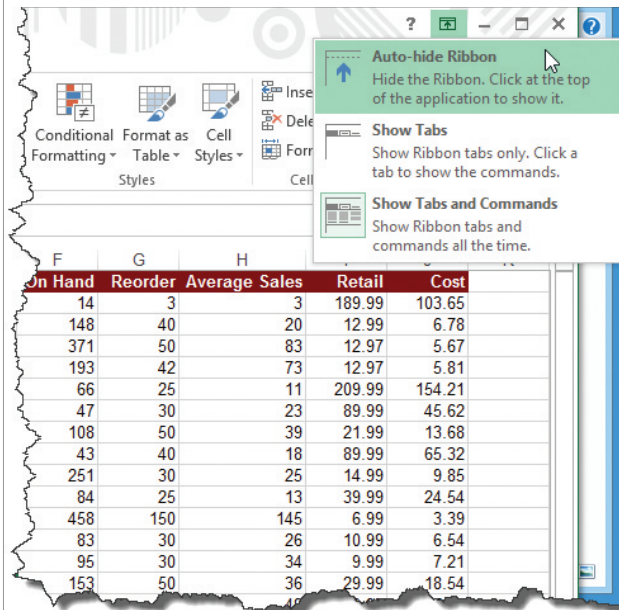
- 3 The System menu has two other commands (Move and Size) that can be performed more easily without the System menu.
Move the mouse to the Title bar (generally best if you choose a blank spot on the Title bar).
CLICK and HOLD the mouse.
DRAG the window to a different place on the screen.
RELEASE to mouse to leave the window in the new position.
Move the mouse to one of the window borders until a resizing arrow appears ().
DRAG the edge to change the size of the window.
RELEASE the mouse to set the resizing.
- 4 Think of the Excel screen (or Word, PowerPoint, or Access) window as an actual “window” viewing a particular portion of the document.
To see more of the document, you need to move the “window.”
CLICK in any of the data cells on the screen.
You can move the screen down by:
 - a. Dragging the scroll bar.
 - b. Clicking just below the scroll bar.
 - c. Rolling the wheel on the mouse (if available) back (toward you).You can move up doing the opposite of any of these.
- 5 Move the mouse to the right end of the Title bar.
CLICK the Ribbon Display Options button (see Figure MO1.18)
CLICK Auto-hide Ribbon.
(*Result:* The ribbons are gone and the window now fills the screen for maximum visibility.)
CLICK anywhere along the top of the window to temporarily bring down the Tab and Ribbon.
CLICK on the main screen to hide the Tab and Ribbon.

FIGURE MO1.18 Ribbon Display Options



6 CLICK the Ribbon Display Options button.

CLICK Show Tabs.

(Result: The ribbons are gone but the tabs remain.)

CLICK on any tab to reveal the ribbon.

CLICK on the main screen to hide the Ribbon.

7 CLICK the Ribbon Display Options button.

CLICK Show Tabs and Commands.

(Result: The screen returns to the normal tabs and ribbons display.)

8 CLICK the VIEW tab and locate the Workbook Views group.

CLICK the Page Break Preview to see what would print on page one and what would be on page two.

CLICK Page Layout to see rulers down the left-hand side and across the top of the page.

This view also shows a header across the top (Checking the View) that shows when you print.

CLICK Normal view.

MORE INFO



The different Office applications have different types of views available from their View ribbon. Word, PowerPoint, and Access provide different views because the programs are so different in purpose.

9 Locate the Show group.

CLICK the Formula bar box to uncheck it (the Formula bar disappears).

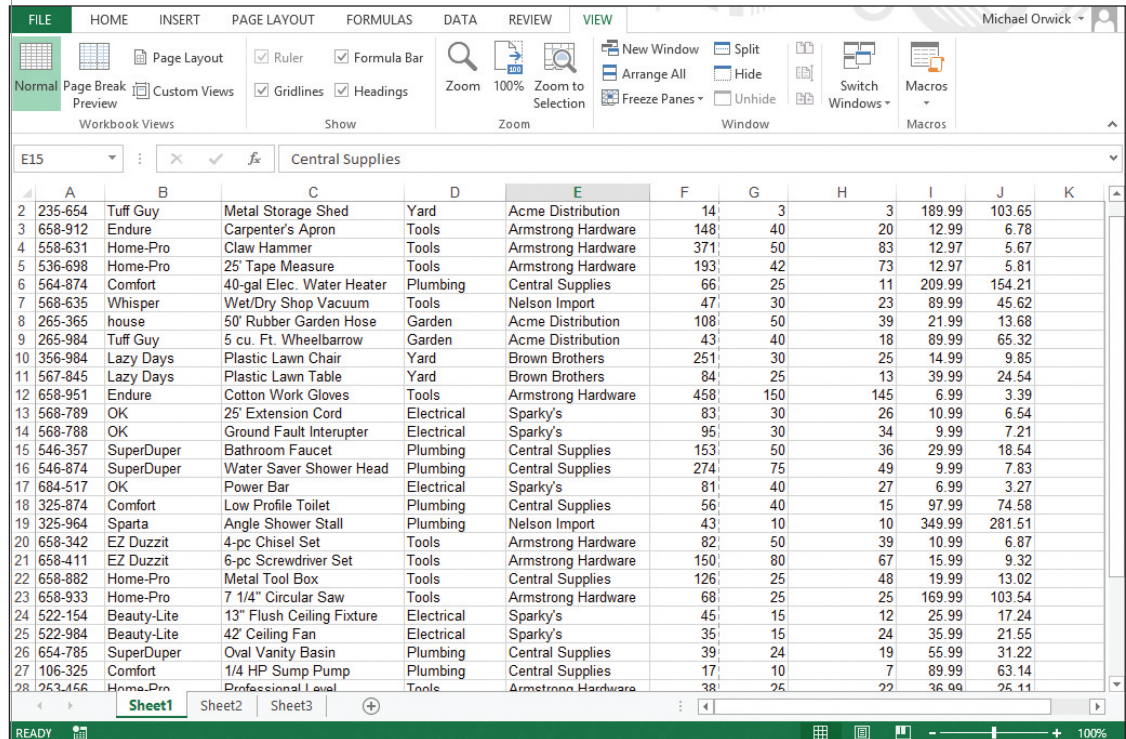
Uncheck the Gridlines box (the gridlines between the columns and rows disappear).

Uncheck the Headings box (the column and row headings disappear).

CLICK all three of the check boxes to show them again.

- 10 Locate the Zoom group.
 CLICK the Zoom button to display preset magnifications.
 CHOOSE 200%.
 CLICK OK to make the screen zoom to 200%.
 CLICK the Zoom button again.
 CHOOSE 50%.
 CLICK OK to reduce the zoom factor to 50%.
- 11 There are zoom controls along the Status bar (far bottom right of the screen).
 CLICK on the Zoom Level (the 50% button).
 CHOOSE 100% from the Zoom magnification menu.
 CLICK OK.
- 12 Return to Normal View.
- 13 All Microsoft Office products have similar view and zoom controls. You have not made any changes to this file, so there is no need to save it. Your screen should look similar to Figure MO1.19.

FIGURE MO1.19 Completion of Lesson MO B1



Backstage View and Options

LESSON OVERVIEW

One of the greatest things about the Office applications is that they are highly customizable. The File tab takes you to the **Backstage view**. From here, you can add or change the properties of a document. You can change the way the spell checking feature runs. You can set the application to a different language. You can decide where to save files and how often the **autosave** backs up your work. You can customize the Quick Access toolbar and the ribbons to contain the commands you most often use. You can even change the order of the commands.

Backstage view also allows you to create new documents or search for **templates** (a model of a document you can adjust for your use). From the Backstage view, you can open or save documents quickly. It also provides a Print page to control your printer and display the document as it will print via the Print Preview.

The Word Options menu allows you to turn on, turn off, and adjust the settings on hundreds of default options from the **Mini toolbar** to show measurements in inches, centimeters, or millimeters.

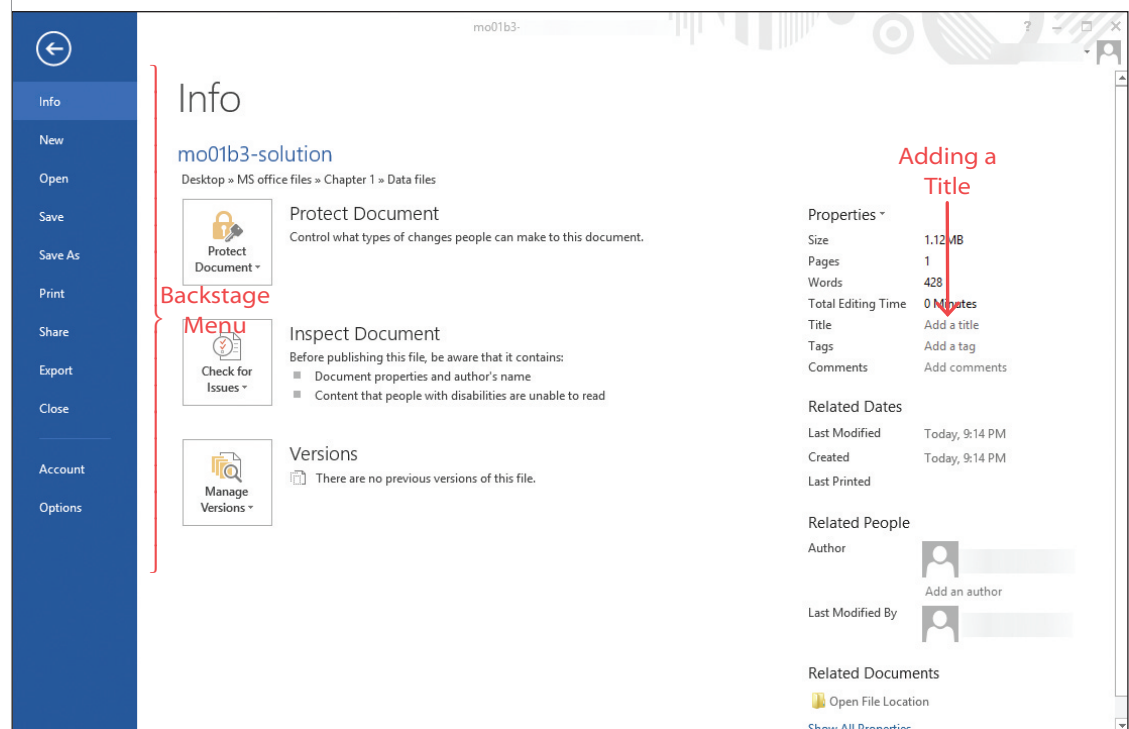
SKILLS PREVIEW

Enter Backstage view	<ul style="list-style-type: none"> • CLICK the FILE tab. CHOOSE from the Backstage view menu.
Change user name and initials	<ul style="list-style-type: none"> • CLICK the FILE tab. CLICK Options. CLICK General. Locate User name. Type in desired name. Locate Initials. Type in desired initials.
Change options	<ul style="list-style-type: none"> • CLICK the FILE tab. CLICK Options. Make desired changes.

PROJECT PRACTICE

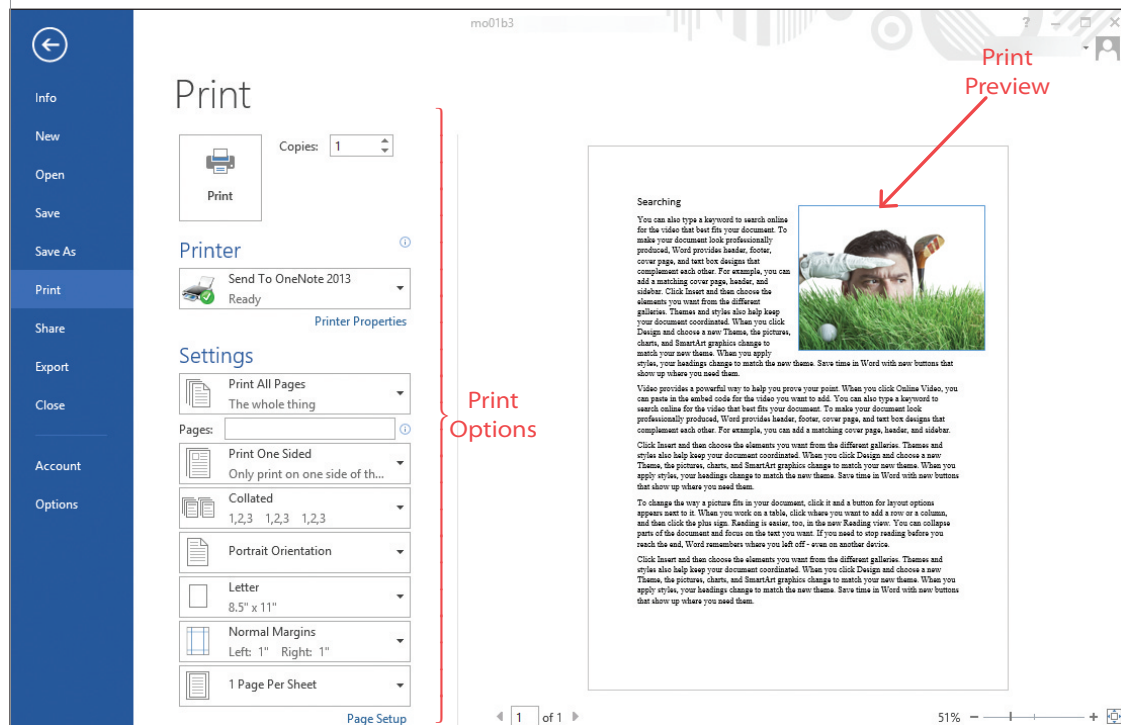
- 1 Locate the files associated with this lesson. Open **mo01b3.docx**. This is a Word file so it automatically opens the Word application first, and then loads the file.
- 2 CLICK the FILE tab to open the Backstage view (see Figure MO1.20).
The Info page provides information on the document.
On the right-hand side, the properties list the size of the file, the number of pages, and other details.
CLICK on Add a title.
TYPE **Searching the Internet**
You just gave the document a title. (Note: This does not change the file name.)

FIGURE MO1.20 Backstage view



- 3** CLICK **New** from the Backstage menu (see Figure MO1.20).
Here you can see what templates are available within the Microsoft application you are using.
CLICK in the Search box.
TYPE **cards and CLICK Search**.
The program searches for card templates (business cards, greetings cards, etc.).
- 4** CLICK **Open** from the menu on the left-hand side.
Here you can open recent documents (which can save time).
You can open from folders and files stored on your computer.
- 5** CLICK **Save** from the menu on the left-hand side. If this is the first time the document is saved the Save As dialog box appears.
Enter a name for the document and CLICK **Save**.
The document is saved and returns to normal view.
CLICK the **FILE** tab to return to the Backstage view.
CLICK **Save As**.
This allows you to save the current document under another name.
- 6** CLICK **Print** from the menu on the left-hand side.
This opens the Print and Print Preview window (see Figure MO1.21).
On the right-hand side is the Print Preview.
On the left are the print options.
The print controls differ depending on which application you are using, but they are all found via the Backstage view.

FIGURE MO1.21 Print and Print Preview window



7 CLICK Options from the menu on the left (the other options are not discussed here).

The General Option window is displayed (see Figure MO1.22).

This is where Word controls most of its behaviors.

Note the check boxes show what is currently active.

The Mini toolbar is not discussed here, but if you found it a distraction while working in Word, you could uncheck the box to turn it off.

Check the box to turn it back on.

8 Locate the User name window below Personalize your copy of Microsoft Office.

CLICK in the window.

TYPE **your name**

CLICK in the Initials window.

TYPE **your initials**

Now, when you save files or add comments to a file, Word will use your name and initials.

9 CLICK Display from the Word Options menu.

Again you see that some options are turned on and some are turned off.

Hover the mouse over the Information symbol (i) after Show highlighter marks.

This displays an information box with more information on the feature.

10 CLICK Save to see how Word decides where to save.

Locate the Save documents area.

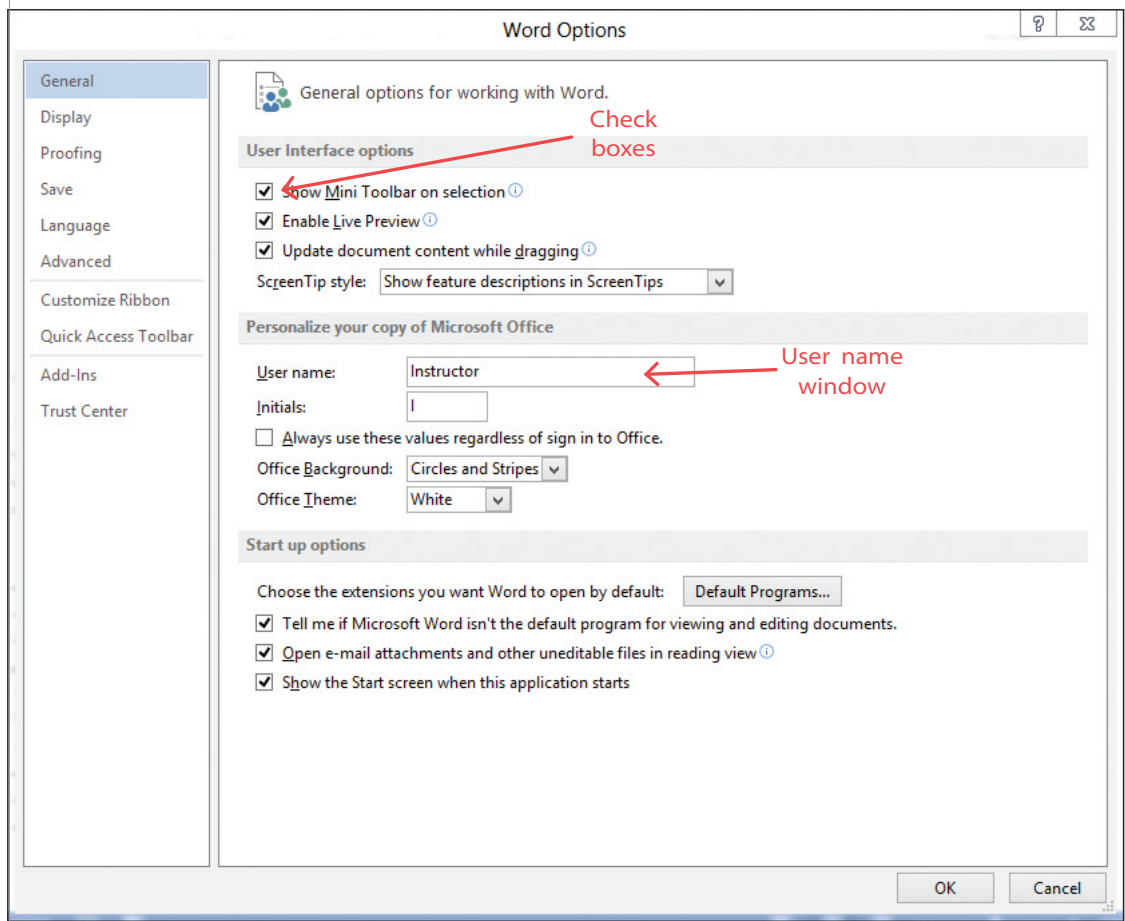
Locate the spinner for the Save AutoRecover information every 10 minutes.

CLICK the button arrow of the spinner to change it to 9 minutes.

This automatically saves your work every 9 minutes.

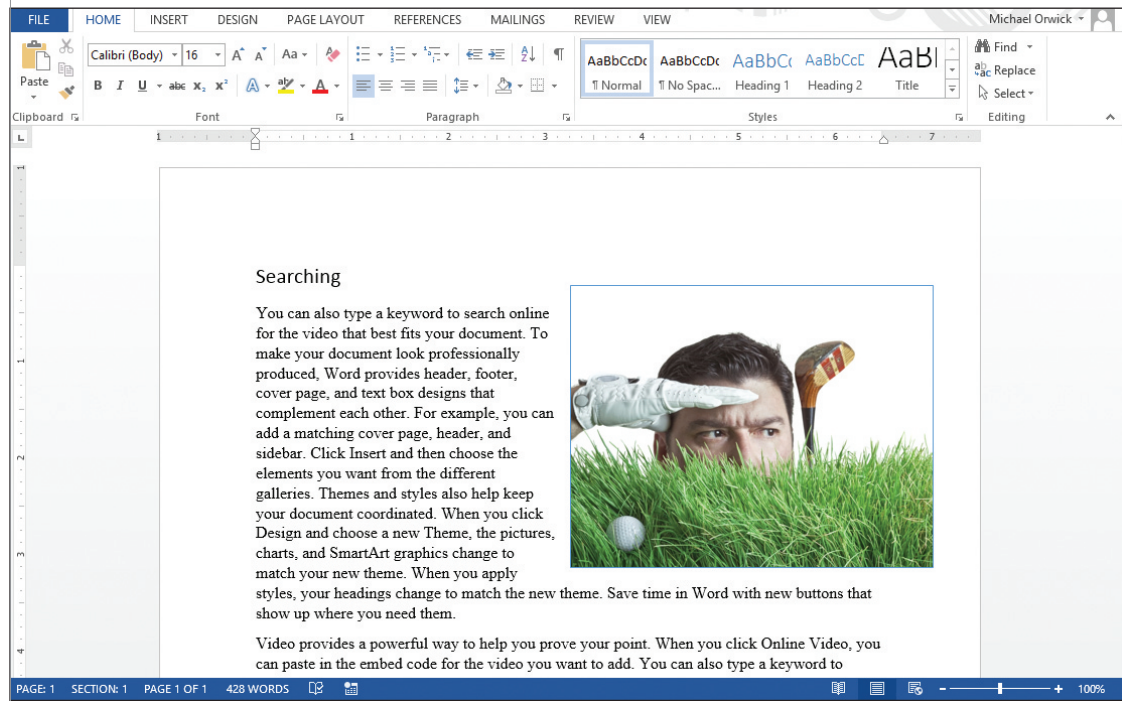
FIGURE MO1.22 Word Options

Word Options menu



- 11 CLICK Proofing to see options such as AutoCorrect and Spell Checking.
CLICK Language to see the default language and other languages available.
CLICK Customize Ribbon to see why certain commands appear on specific ribbons.
CLICK Quick Access toolbar to see the option page you used a few lessons ago.
CLICK Advanced and scroll about halfway down to find the Display area.
CLICK the drop-down next to Show measurements in units of.
You can change to metric, Microsoft's Points, or the old typewriter's Pica.
Ensure Inches is selected.
- 12 CLICK OK to close the Options window. This returns you to the normal view of the document.
While we did not change many settings, it is helpful to know where you can go to customize Word, Excel, PowerPoint, or Access to suit your needs. Your document should appear similar to Figure MO1.23. Do not save the file before closing.
- 13 CLOSE the Word application.

FIGURE MO1.23 Completion of MO B3



MULTIPLE-CHOICE QUIZ

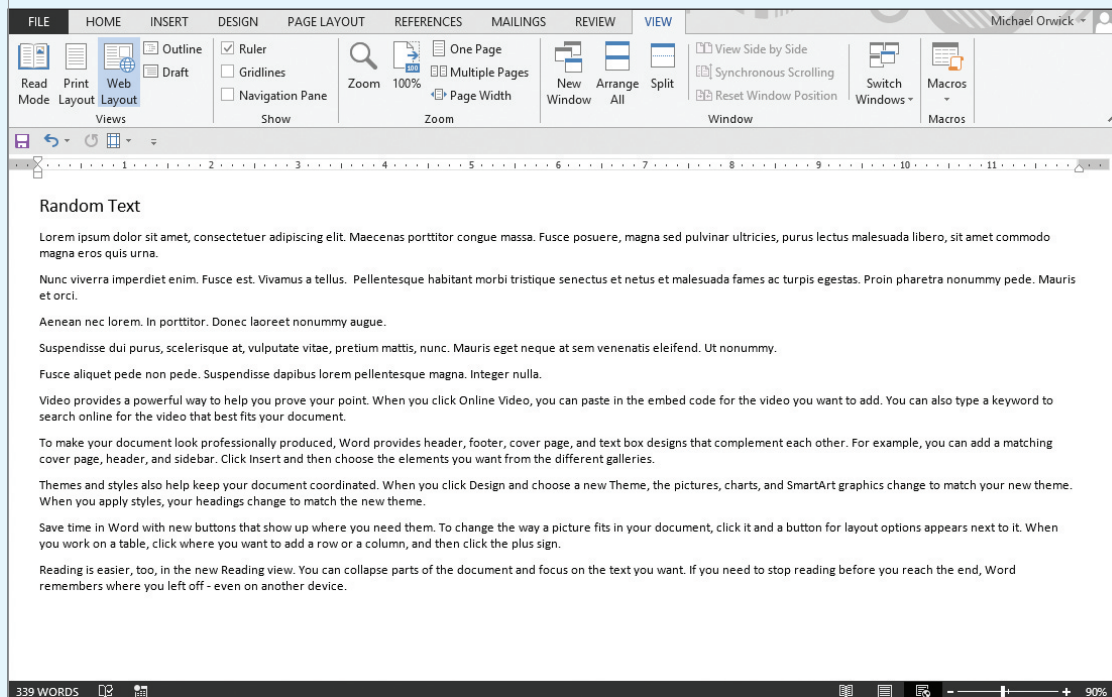
Select the best choice in the following questions to review the project concepts.

1. The Quick Access toolbar is available
 - a. no matter which ribbon is active.
 - b. in all office applications.
 - c. for customizing.
 - d. All of these are correct.
2. To add a command to the Quick Access toolbar
 - a. double-click on the command.
 - b. right-click on the command.
 - c. drag the command to the Quick Access toolbar.
 - d. None of these is correct.
3. Remove a command from the Quick Access toolbar by
 - a. right-clicking on the command in the Quick Access toolbar.
 - b. dragging the command off the Quick Access toolbar.
 - c. clicking the drop-down on the Quick Access toolbar and choosing Remove.
 - d. None of these is correct.
4. Clicking the () command on the Title bar will
 - a. maximize the window.
 - b. open the normal view.
 - c. size the window.
 - d. None of these is correct.
5. Move a window by
 - a. double-clicking the Title bar.
 - b. clicking on the text and dragging.
 - c. right-clicking on the Title bar and dragging.
 - d. None of these is correct.
6. You can scroll down a document by
 - a. dragging the scroll bar.
 - b. clicking above or below the scroll bar.
 - c. rolling the mouse wheel up or down.
 - d. All of these are correct.
7. There are preset zoom magnifications of
 - a. 50%.
 - b. 150%.
 - c. page width.
 - d. None of these is correct.
8. Which of these is NOT one of the Backstage view menu choices?
 - a. Share
 - b. Print
 - c. Account
 - d. None of these is correct.
9. On the Backstage view's Print page, you can
 - a. see the print preview.
 - b. change page orientation.
 - c. set the number of copies.
 - d. All of these are correct.
10. Using the Backstage view, you can change the units of measurement
 - a. in the proofing option.
 - b. in the advanced option.
 - c. in the general options.
 - d. None of these is correct.

HANDS-ON EXERCISE: WORK IT OUT MO-1B-E1

In this exercise, you will add commands to the Quick Access toolbar, adjust the view and the zoom magnification of the document, and change some of the options in the Backstage view. When completed, your screen should look similar to Figure MO1.24.

FIGURE MO1.24 Work It Out MO 1: completed

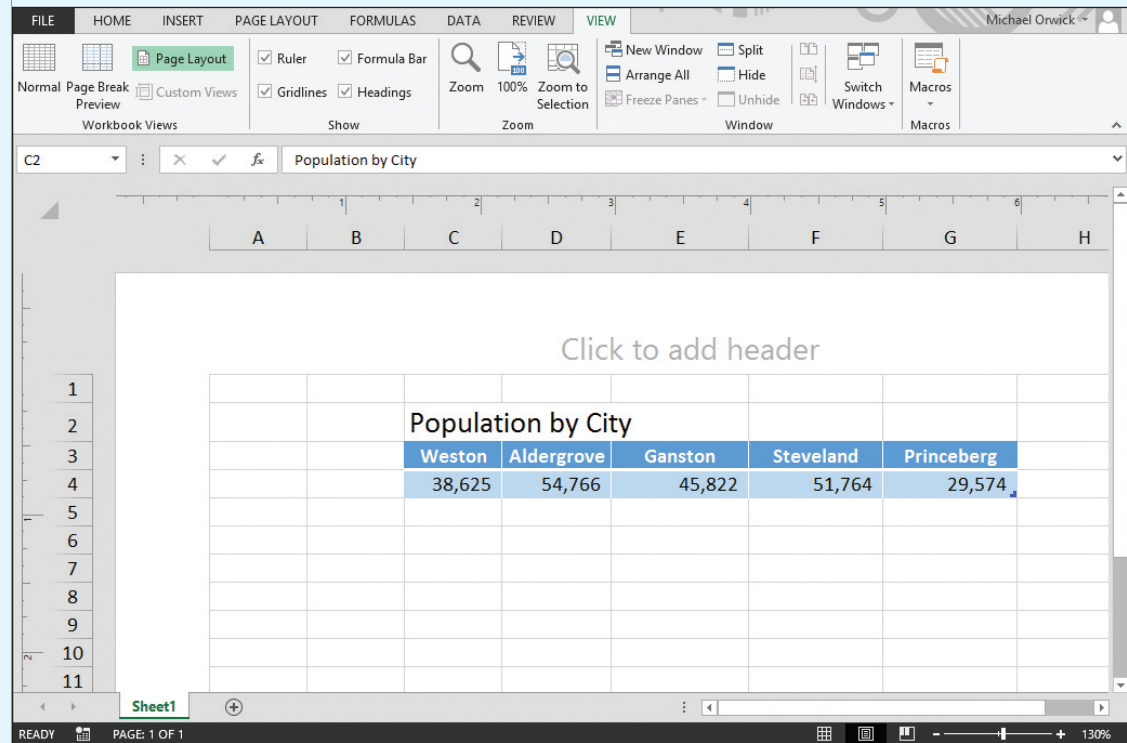


- 1 Open Word. Locate and open the file **mo01b1.docx**. Save the file as **mo01b1.hw1.docx**.
- 2 Go to the **PAGE LAYOUT** tab and add the **Margins** command to the Quick Access toolbar.
- 3 Move the Quick Access toolbar to below the Ribbon.
- 4 Change the view of the document to **Web Layout**.
- 5 Set the zoom magnification to **90%**.
- 6 Using the Backstage view, **General Word Options**, change the Office Theme to **Dark Gray**.
- 7 Using the Backstage view, **Save Word Options**, set Word to **AutoRecover** every **6** minutes.
- 8 Your document should look similar to what is shown in Figure MO1.24.
- 9 Because many of the settings you adjusted will remain after you close the file, return all the settings back as they were:
 - a. Return view to **Print Layout**.
 - b. Return zoom to **100%** (if it doesn't occur automatically).
 - c. Return the Quick Access toolbar to above the Ribbon.
 - d. Remove the **Margins** command from the Quick Access toolbar.
 - e. Return the Office Theme setting to **White**.
 - f. Return the **AutoRecover** to **10** minutes.
- 10 Save the file and close Word.

HANDS-ON EXERCISE: WORK IT OUT MO-1B-E2

In this exercise, you will add commands to the Quick Access toolbar, adjust the view and the zoom magnification of the document, and change some of the options in the Backstage view. When completed, your screen should look similar to Figure MO1.25.

FIGURE MO1.25 Work It Out MO 2: completed

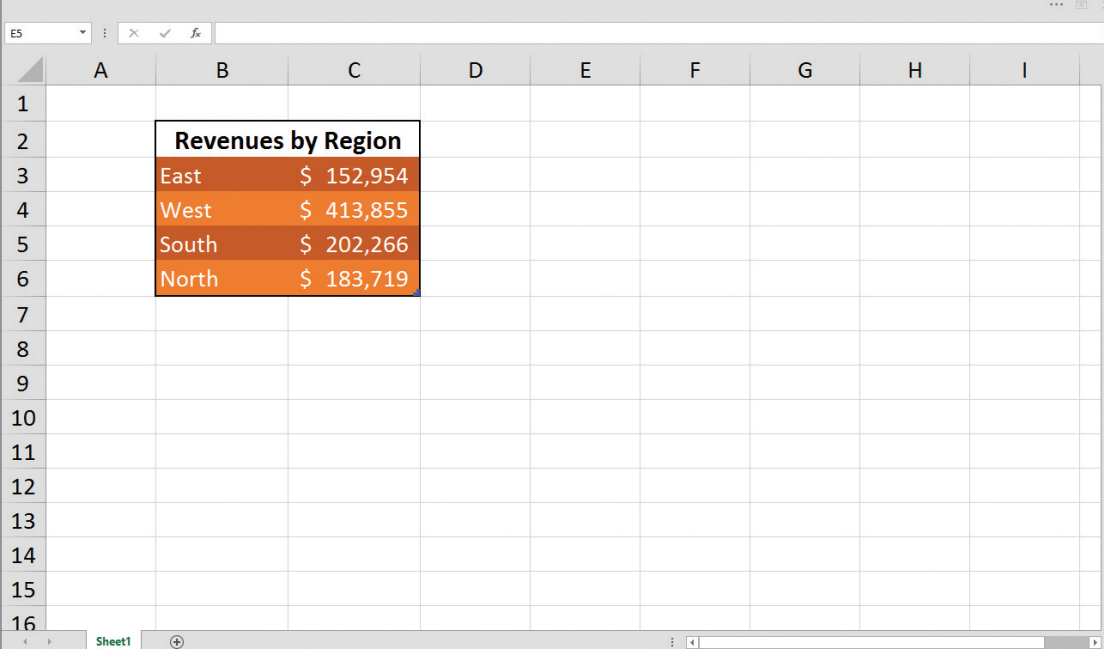


- 1 Open Excel. Locate and open the file **mo01b2.xlsx**. Save the file as **mo01b2.hw2.xlsx**.
- 2 Go to the INSERT tab and add the Table command to the Quick Access toolbar.
- 3 Using the Quick Access toolbar drop-down, add the Quick Print command.
- 4 Change the view of the document to Page Layout.
- 5 Set the zoom magnification to 130%.
- 6 Using the Backstage view, Info, change the title of the document to **Population in MacKenzie County**.
- 7 Using the Backstage view, General Excel Options, change the User name to **your name**.
- 8 Your document should look similar to what is shown in Figure MO1.25.
- 9 Because many of the settings you adjusted will remain after you close the file, return all the settings back as they were:
 - a. Return view to normal.
 - b. Return zoom to 100% (if it doesn't occur automatically).
 - c. Remove the Table and Quick Print commands from the Quick Access toolbar.
- 10 Save the file and close Excel.

HANDS-ON EXERCISE: WORK IT OUT MO-1B-E3

In this exercise, you will add commands to the Quick Access toolbar, adjust the view and the zoom magnification of the document, and change some of the options in the Backstage view. When completed, your screen should look similar to Figure MO1.26.

FIGURE MO1.26 Work It Out MO 3: completed



The screenshot shows an Excel spreadsheet with a table titled "Revenues by Region" in the center. The table has two columns: the first column lists regions (East, West, South, North) and the second column lists their respective revenues in dollars. The spreadsheet interface includes a formula bar at the top, a ribbon at the bottom, and a sheet tab labeled "Sheet1".

Revenues by Region	
East	\$ 152,954
West	\$ 413,855
South	\$ 202,266
North	\$ 183,719

- 1 Open Excel. Locate and open the file **mo01b3.xlsx**. Save the file as **mo01b3.hw3.xlsx**.
- 2 Go to the View tab and add the Zoom command to the Quick Access toolbar.
- 3 Using the Quick Access toolbar drop-down and More Commands, add the Copy command.
- 4 Move the Copy command on the Quick Access toolbar so it appears before the Zoom command.
- 5 Using the Zoom command in the Quick Access toolbar, change the zoom to 200%.
- 6 Using the Backstage view, Info, change the title of the document to **Revenues by Region**.
- 7 Using the Ribbon Display Options, auto-hide the Ribbon.
- 8 Your document should look similar to what is shown in Figure MO1.26.
- 9 Because many of the settings you adjusted will remain after you close the file, return all the settings back as they were:
 - a. Return to Show Tabs and Commands.
 - b. Return zoom to 100% (if it does not occur automatically).
 - c. Remove the Copy and Zoom commands from the Quick Access toolbar.
- 10 Save the file and close Excel.

Chapter Summary

This chapter is vital to prepare you for the integration of the Office applications. To better understand the environment that Microsoft Office works in, you first create folders. We examined how folders can be put inside other folders, just as you could inside a filing cabinet. This allows you to keep specific files inside a folder that you will store inside a more general folder. We also saw how easy it is to copy, move, and delete folders and files. Of course, you can restore your deleted items from the Recycle Bin.

This chapter showed how Clipboard is a powerful tool to copy, paste, and move elements around a document. The Clipboard can even store entire files and folders to move or paste in another folder. Perhaps its most useful property is Clipboard's functionality between applications. You can copy something from one program and paste it in another program.

One of the greatest time-saving features is the Quick Access toolbar. Because it sits above (or below) the Ribbon, you can access it anytime, no matter what ribbon is currently active. And to make the Quick Access toolbar even more useful, customize the commands or reorder them to suit your current project.

Each application offers its own views, so you can change the way the screen appears. This also includes the ability to zoom in or zoom out from your document by changing the magnification level. There are many ways to quickly access the Zoom commands.

The Backstage view provides many controls to adjust and customize the way the application behaves through its Options page. The Backstage view also displays a menu of pages that control printing, saving, opening files, and searching for new templates. All these skills are fundamental to making the best of the features offered in Microsoft Office 2013.

Chapter Key Terms

Auto-hide Ribbon, p ...	Folders, p ...	Save As, p ...
Autosave, p ...	Folder tree, p ...	Save, p ...
Backstage view, p ...	Maximize, p ...	Scroll, p ...
Clipboard, p ...	Minimize, p ...	Show Tabs, p ...
Context-sensitive menu, p ...	Mini toolbar, p ...	Taskbar, p ...
Copy, p ...	Navigation pane, p ...	Templates, p ...
Cut, p ...	Paste, p ...	View, p ...
Dragging, p ...	Quick Access toolbar, p ...	Word Options, p ...
File, p ...	Recycle Bin, p ...	Zoom, p ...

On Your Own Exercise: MO-IC-E1

This project will provide the opportunity to practice the most important skills covered in this chapter, regardless of the lesson in which they were introduced. The example shown in Figure MO1.27 is only a guideline of how the final project may appear.

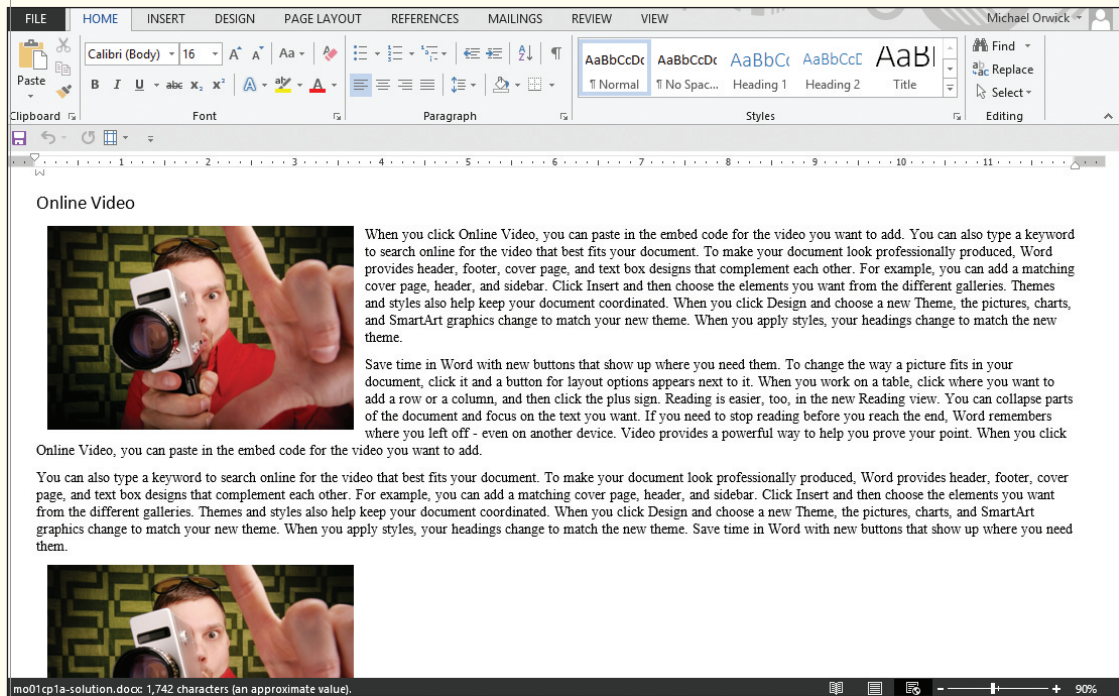
Open the Documents folder. Open the MyLessons folder. Create a folder called Comprehensive Exercise. Locate the files associated with this chapter and copy **mo01cp1a.docx**. Paste the file in the Comprehensive Exercise folder.

Open the **mo01cp1a.docx** file. Save it in the Comprehensive Exercises folder as **comp1a.docx**. Click on the photograph and copy it. Move to the bottom of the text and paste the picture.

Add the Paste command from the Home ribbon to the Quick Access toolbar. Open the Customize Quick Access Toolbar and using the More Commands, add the Copy and Cut commands. Move the Copy and Cut commands ahead of the Paste command. Move the Quick Access toolbar below the Ribbon.

Change the Ribbon Display Options to show just the tabs. Set the zoom to Page Width. Change the view to Outline. Click the Close Outline View button.

FIGURE MO1.27 Comprehensive Exercise 1: completed



Go to the Backstage view and Save As **comp1acopy.docx**. Using the Backstage view, give the document a title of **Online Video**. Change the user name to **your name** and the initials to **your initials**. Save this file and close Word.

On Your Own Exercise: MO-IC-E2

This project provides the opportunity to practice the most important skills covered in this chapter, regardless of the lesson in which they were introduced. The example shown in Figure MO1.28 is only a guideline of how the final project may appear.

FIGURE MO1.28 Comprehensive Exercise 2: completed

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Totals													
2	Benson	107													
3	Allister	134		Name	Totals										
4	Wu	30		Allister	134										
5	Shamel	103		Benson	107										
6	Johnson	67		Johnson	67										
7	Zheng	93		Mason	152										
8	Mason	152		Shamel	103										
9	Viltolic	41		Viltolic	41										
10				Wu	30										
11				Zheng	93										
12															
13															
14															
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23															
24															
25															

Open the Documents folder. Open the MyLessons folder. Open the Comprehensive Exercise folder. Create a folder here called Final Exercise. Using the Navigation pane and the expand arrows, locate the files associated with this lesson and move **mo01cp2.xlsx** in the Final Exercise file.

Open the Final Exercise folder and open the **mo01cp2b.xlsx** file. Click and hold the mouse and slide across both columns and all nine rows. Copy this selection. Click in cell D3. Paste the selection into this cell. Press ESC to turn off the copy process.

Save this file in the Comprehensive Exercises folder as **comp1b.xlsx**.

Change the Ribbon Display Options to Show Tabs. On the DATA tab, add the Insert Function command to the Quick Access toolbar. Using the drop-down arrow add Sort Ascending to the Quick Access toolbar. Click in cell D4. Click the Sort Ascending command (it will sort the table you just copied).

Go to Backstage View and then go to the Excel Options page and change the user name to **your name**. Return to the document. Increase the zoom to 130%. The document should appear similar to Figure MO1.28. Save the file and close Excel.