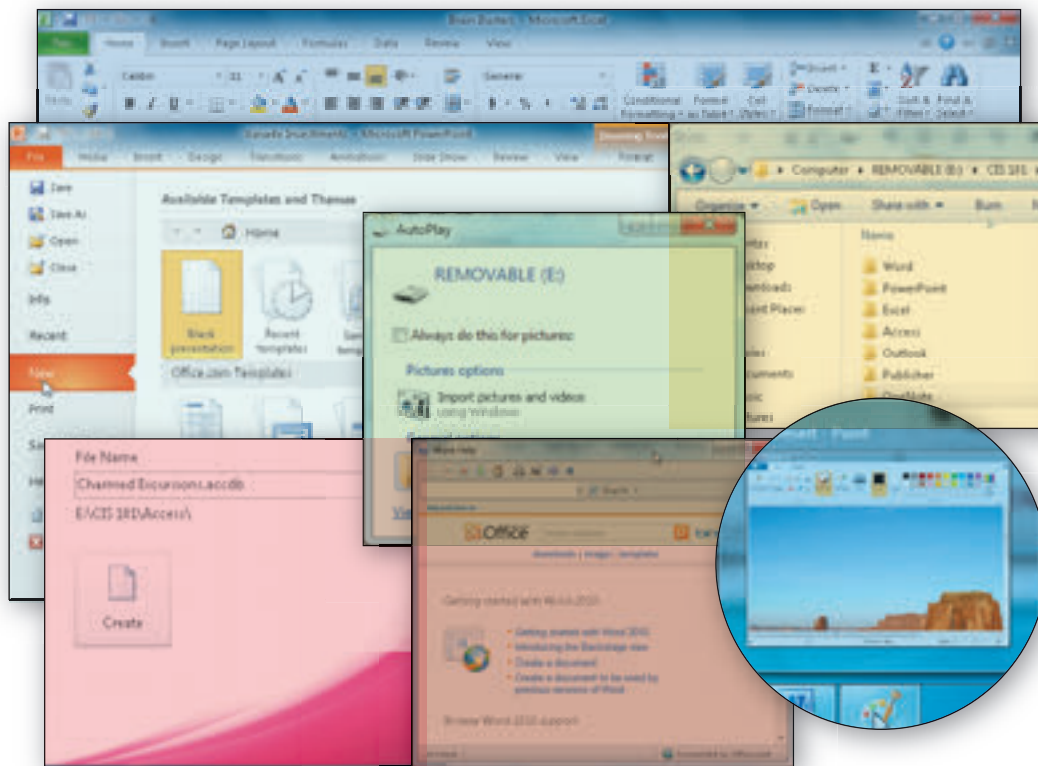


Office 2010 and Windows 7: Essential Concepts and Skills



Objectives

You will have mastered the material in this chapter when you can:

- Perform basic mouse operations
- Start Windows and log on to the computer
- Identify the objects on the Windows 7 desktop
- Identify the programs in and versions of Microsoft Office
- Start a program
- Identify the components of the Microsoft Office Ribbon
- Create folders
- Save files
- Change screen resolution
- Perform basic tasks in Microsoft Office programs
- Manage files
- Use Microsoft Office Help and Windows Help

Office 2010 and Windows 7: Essential Concepts and Skills

Office 2010 and Windows 7

This introductory chapter covers features and functions common to Office 2010 programs, as well as the basics of Windows 7.

Overview

As you read this chapter, you will learn how to perform basic tasks in Windows and Office programs by performing these general activities:

- Start programs using Windows.
- Use features common across Office programs.
- Organize files and folders.
- Change screen resolution.
- Quit Office programs.

Introduction to the Windows 7 Operating System

Windows 7 is the newest version of Microsoft Windows, which is the most popular and widely used operating system. An **operating system** is a computer program (set of computer instructions) that coordinates all the activities of computer hardware such as memory, storage devices, and printers, and provides the capability for you to communicate with the computer.

The Windows 7 operating system simplifies the process of working with documents and programs by organizing the manner in which you interact with the computer. Windows 7 is used to run **application software**, which consists of programs designed to make users more productive and/or assist them with personal tasks, such as word processing.

Windows 7 has two interface variations, Windows 7 Basic and Windows 7 Aero. Computers with up to 1 GB of RAM display the Windows 7 Basic interface (Figure 1a). Computers with more than 1 GB of RAM also can display the Windows Aero interface (Figure 1b), which provides an enhanced visual appearance. The Windows 7 Professional, Windows 7 Enterprise, Windows 7 Home Premium, and Windows 7 Ultimate editions have the capability to use Windows Aero.

Using a Mouse

Windows users work with a mouse that has at least two buttons. For a right-handed user, the left button usually is the primary mouse button, and the right mouse button is the secondary mouse button. Left-handed people, however, can reverse the function of these buttons.

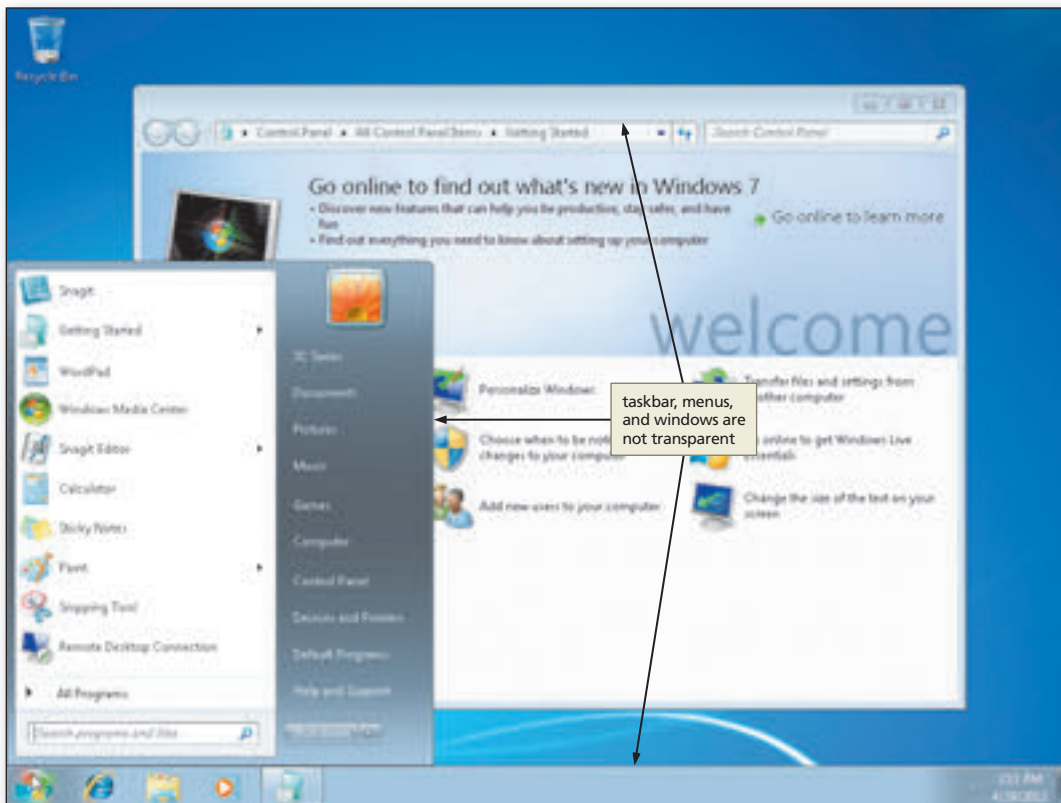


Figure 1(a) Windows 7 Basic interface

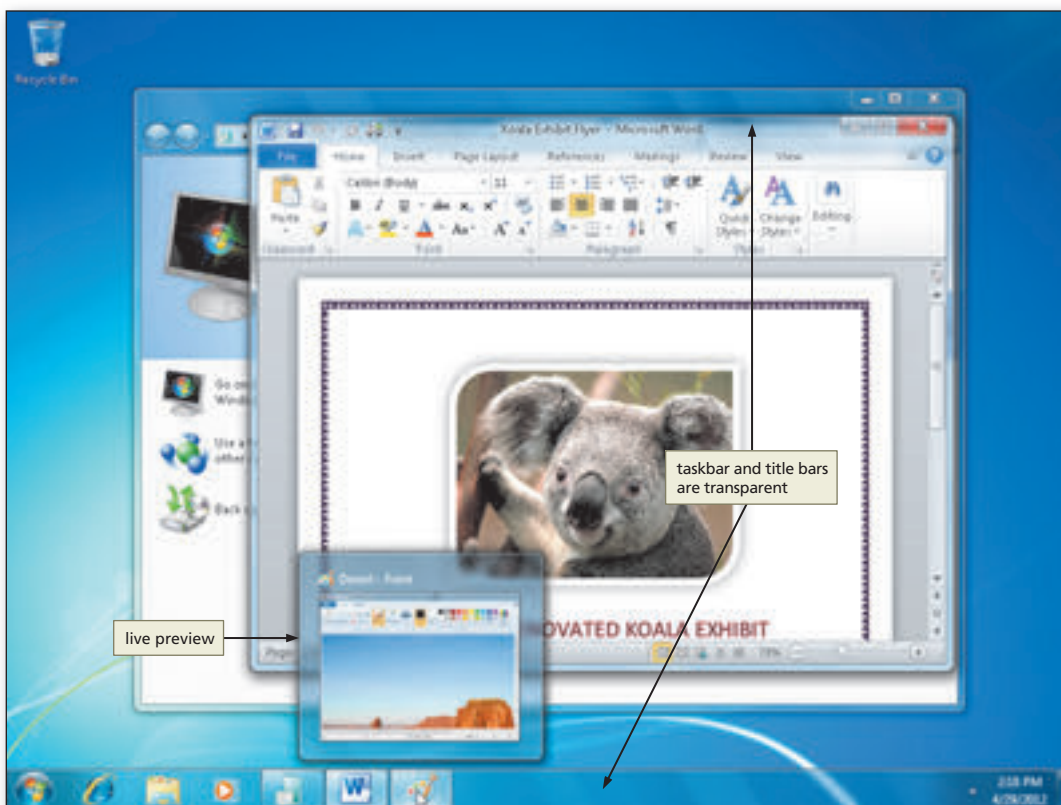


Figure 1(b) Windows 7 Aero interface

Table 1 explains how to perform a variety of mouse operations. Some programs also use keys in combination with the mouse to perform certain actions. For example, when you hold down the CTRL key while rolling the mouse wheel, text on the screen becomes larger or smaller based on the direction you roll the wheel. The function of the mouse buttons and the wheel varies depending on the program.

Table 1 Mouse Operations

Operation	Mouse Action	Example*
Point	Move the mouse until the pointer on the desktop is positioned on the item of choice.	Position the pointer on the screen.
Click	Press and release the primary mouse button, which usually is the left mouse button.	Select or deselect items on the screen or start a program or program feature.
Right-click	Press and release the secondary mouse button, which usually is the right mouse button.	Display a shortcut menu.
Double-click	Quickly press and release the left mouse button twice without moving the mouse.	Start a program or program feature.
Triple-click	Quickly press and release the left mouse button three times without moving the mouse.	Select a paragraph.
Drag	Point to an item, hold down the left mouse button, move the item to the desired location on the screen, and then release the left mouse button.	Move an object from one location to another or draw pictures.
Right-drag	Point to an item, hold down the right mouse button, move the item to the desired location on the screen, and then release the right mouse button.	Display a shortcut menu after moving an object from one location to another.
Rotate wheel	Roll the wheel forward or backward.	Scroll vertically (up and down).
Free-spin wheel	Whirl the wheel forward or backward so that it spins freely on its own.	Scroll through many pages in seconds.
Press wheel	Press the wheel button while moving the mouse.	Scroll continuously.
Tilt wheel	Press the wheel toward the right or left.	Scroll horizontally (left and right).
Press thumb button	Press the button on the side of the mouse with your thumb.	Move forward or backward through Web pages and/or control media, games, etc.

*Note: the examples presented in this column are discussed as they are demonstrated in this chapter.

Scrolling

A **scroll bar** is a horizontal or vertical bar that appears when the contents of an area may not be visible completely on the screen (Figure 2). A scroll bar contains **scroll arrows** and a **scroll box** that enable you to view areas that currently cannot be seen. Clicking the up and down scroll arrows moves the screen content up or down one line. You also can click above or below the scroll box to move up or down a section, or drag the scroll box up or down to move to a specific location.

Shortcut Keys

In many cases, you can use the keyboard instead of the mouse to accomplish a task. To perform tasks using the keyboard, you press one or more keyboard keys, sometimes identified as

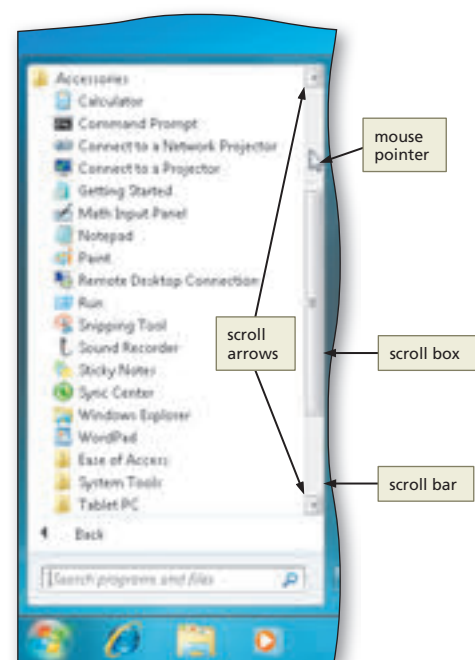


Figure 2

BTW

Minimize Wrist Injury

Computer users frequently switch between the keyboard and the mouse during a word processing session; such switching strains the wrist. To help prevent wrist injury, minimize switching. For instance, if your fingers already are on the keyboard, use keyboard keys to scroll. If your hand already is on the mouse, use the mouse to scroll.

a **shortcut key** or **keyboard shortcut**. Some shortcut keys consist of a single key, such as the F1 key. For example, to obtain help about Windows 7, you can press the F1 key. Other shortcut keys consist of multiple keys, in which case a plus sign separates the key names, such as CTRL+ESC. This notation means to press and hold down the first key listed, press one or more additional keys, and then release all keys. For example, to display the Start menu, press CTRL+ESC, that is, hold down the CTRL key, press the ESC key, and then release both keys.

Starting Windows 7

It is not unusual for multiple people to use the same computer in a work, educational, recreational, or home setting. Windows 7 enables each user to establish a **user account**, which identifies to Windows 7 the resources, such as programs and storage locations, a user can access when working with a computer.

Each user account has a user name and may have a password and an icon, as well. A **user name** is a unique combination of letters or numbers that identifies a specific user to Windows 7. A **password** is a private combination of letters, numbers, and special characters associated with the user name that allows access to a user's account resources. A **user icon** is a picture associated with a user name.

When you turn on a computer, an introductory screen consisting of the Windows logo and copyright messages is displayed. The Windows logo is animated and glows as the Windows 7 operating system is loaded. After the Windows logo appears, depending on your computer's settings, you may or may not be required to log on to the computer. **Logging on** to a computer opens your user account and makes the computer available for use. If you are required to log on to the computer, the **Welcome screen** is displayed, which shows the user names of users on the computer (Figure 3). Clicking the user name or picture begins the process of logging on to the computer.



Figure 3

At the bottom of the Welcome screen is the 'Ease of access' button, Windows 7 logo, a Shut down button, and a 'Shut down options' button. The following list identifies the functions of the buttons and commands that typically appear on the Welcome screen:

- Clicking the 'Ease of access' button displays the Ease of Access Center, which provides tools to optimize your computer to accommodate the needs of the mobility, hearing, and vision impaired users.
- Clicking the Shut down button shuts down Windows 7 and the computer.
- Clicking the 'Shut down options' button, located to the right of the Shut down button, provides access to a menu containing commands that perform actions such as restarting the computer, putting the computer in a low-powered state, and shutting down the computer. The commands available on your computer may differ.
 - The **Restart command** closes open programs, shuts down Windows 7, and then restarts Windows 7 and displays the Welcome screen.
 - The **Sleep command** waits for Windows 7 to save your work and then turns off the computer fans and hard disk. To wake the computer from the Sleep state, press the power button or lift a notebook computer's cover, and log on to the computer.
 - The **Shut down command** shuts down and turns off the computer.

To Log On to the Computer

After starting Windows 7, you might need to log on to the computer. The following steps log on to the computer based on a typical installation. You may need to ask your instructor how to log on to your computer. This set of steps uses SC Series as the user name. The list of user names on your computer will be different.

- 1**
- Click the user icon (SC Series, in this case) on the Welcome screen (shown in Figure 3 on the previous page); depending on settings, this either will display a password text box (Figure 4) or will log on to the computer and display the Windows 7 desktop.

Q&A Why do I not see a user icon?
Your computer may require you to type a user name instead of clicking an icon.

Q&A What is a text box?
A text box is a rectangular box in which you type text.

Q&A Why does my screen not show a password text box?
Your account does not require a password.

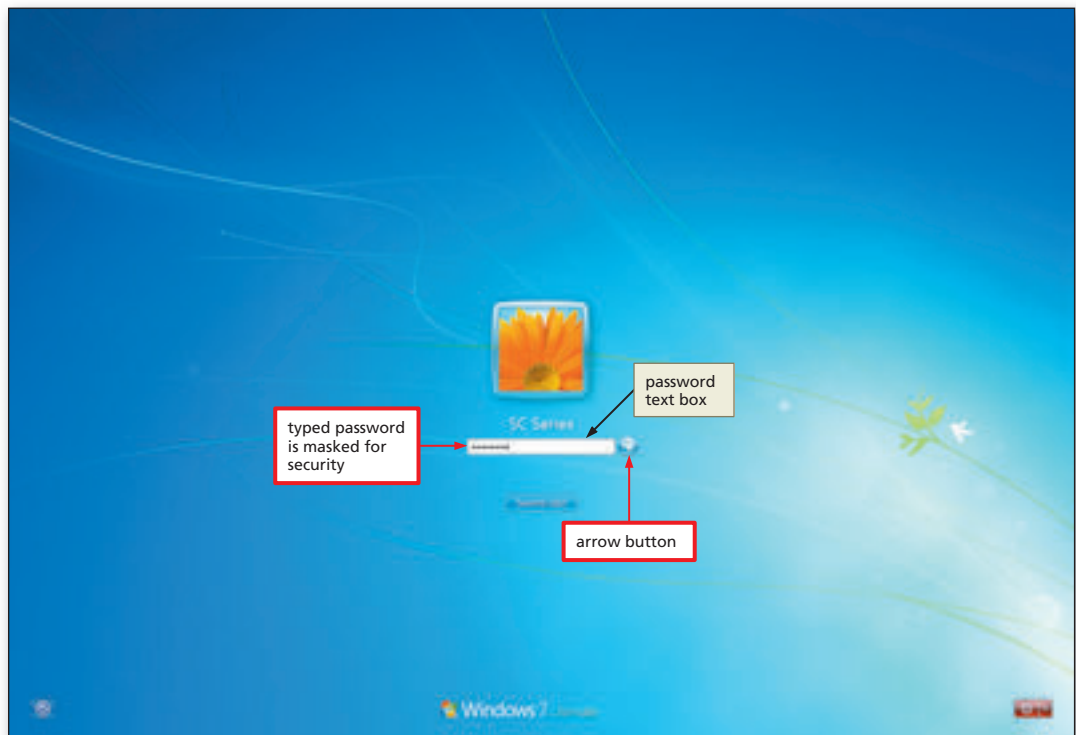


Figure 4

2

- If Windows 7 displays a password text box, type your password in the text box and then click the arrow button to log on to the computer and display the Windows 7 desktop (Figure 5).

Q&A

Why does my desktop look different from the one in Figure 5?

The Windows 7 desktop is customizable, and your school or employer may have modified the desktop to meet its needs. Also, your screen resolution, which affects the size of the elements on the screen, may differ from the screen resolution used in this book. Later in this chapter, you learn how to change screen resolution.

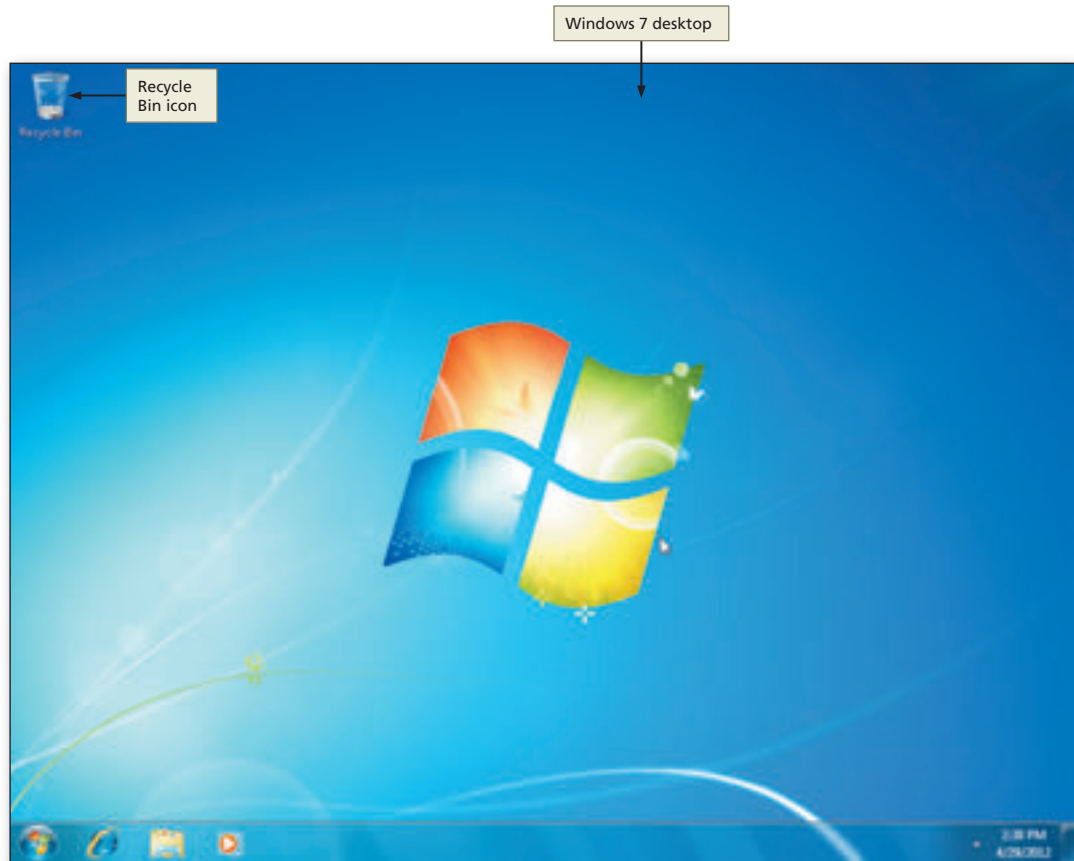


Figure 5

The Windows 7 Desktop

The Windows 7 desktop (Figure 5) and the objects on the desktop emulate a work area in an office. Think of the Windows desktop as an electronic version of the top of your desk. You can perform tasks such as placing objects on the desktop, moving the objects around the desktop, and removing items from the desktop.

When you start a program in Windows 7, it appears on the desktop. Some icons also may be displayed on the desktop. For instance, the icon for the **Recycle Bin**, the location of files that have been deleted, appears on the desktop by default. A **file** is a named unit of storage. Files can contain text, images, audio, and video. You can customize your desktop so that icons representing programs and files you use often appear on your desktop.

Introduction to Microsoft Office 2010

Microsoft Office 2010 is the newest version of Microsoft Office, offering features that provide users with better functionality and easier ways to work with the various files they create. These features include enhanced design tools, such as improved picture formatting tools and new themes, shared notebooks for working in groups, mobile versions of Office programs, broadcast presentation for the Web, and a digital notebook for managing and sharing multimedia information.

Microsoft Office 2010 Programs

Microsoft Office 2010 includes a wide variety of programs such as Word, PowerPoint, Excel, Access, Outlook, Publisher, OneNote, InfoPath, SharePoint Workspace, Communicator, and Web Apps:

- **Microsoft Word 2010**, or Word, is a full-featured word processing program that allows you to create professional-looking documents and revise them easily.
- **Microsoft PowerPoint 2010**, or PowerPoint, is a complete presentation program that allows you to produce professional-looking presentations.
- **Microsoft Excel 2010**, or Excel, is a powerful spreadsheet program that allows you to organize data, complete calculations, make decisions, graph data, develop professional-looking reports, publish organized data to the Web, and access real-time data from Web sites.
- **Microsoft Access 2010**, or Access, is a database management system that allows you to create a database; add, change, and delete data in the database; ask questions concerning the data in the database; and create forms and reports using the data in the database.
- **Microsoft Outlook 2010**, or Outlook, is a communications and scheduling program that allows you to manage e-mail accounts, calendars, contacts, and access to other Internet content.
- **Microsoft Publisher 2010**, or Publisher, is a desktop publishing program that helps you create professional-quality publications and marketing materials that can be shared easily.
- **Microsoft OneNote 2010**, or OneNote, is a note taking program that allows you to store and share information in notebooks with other people.
- **Microsoft InfoPath 2010**, or InfoPath, is a form development program that helps you create forms for use on the Web and gather data from these forms.
- **Microsoft SharePoint Workspace 2010**, or SharePoint, is collaboration software that allows you access and revise files stored on your computer from other locations.
- **Microsoft Communicator** is communications software that allows you to use different modes of communications such as instant messaging, video conferencing, and sharing files and programs.
- **Microsoft Web Apps** is a Web application that allows you to edit and share files on the Web using the familiar Office interface.

Microsoft Office 2010 Suites

A **suite** is a collection of individual programs available together as a unit. Microsoft offers a variety of Office suites. Table 2 lists the Office 2010 suites and their components.

Programs in a suite, such as Microsoft Office, typically use a similar interface and share features. In addition, Microsoft Office programs use **common dialog boxes** for performing actions such as opening and saving files. Once you are comfortable working with these elements and this interface and performing tasks in one program, the similarity can help you apply the knowledge and skills you have learned to another Office program(s). For example, the process for saving a file in Word is the same in PowerPoint, Excel, and the other Office programs. While briefly showing how to use several Office programs, this chapter illustrates some of the common functions across the programs and also identifies the characteristics unique to these programs.

Table 2 Microsoft Office 2010 Suites

	Microsoft Office Professional Plus 2010	Microsoft Office Professional 2010	Microsoft Office Home and Business 2010	Microsoft Office Standard 2010	Microsoft Office Home and Student 2010
Microsoft Word 2010	✓	✓	✓	✓	✓
Microsoft PowerPoint 2010	✓	✓	✓	✓	✓
Microsoft Excel 2010	✓	✓	✓	✓	✓
Microsoft Access 2010	✓	✓	✗	✗	✗
Microsoft Outlook 2010	✓	✓	✓	✓	✗
Microsoft Publisher 2010	✓	✓	✗	✓	✗
Microsoft OneNote 2010	✓	✓	✓	✓	✓
Microsoft InfoPath 2010	✓	✗	✗	✗	✗
Microsoft SharePoint Workspace 2010	✓	✗	✗	✗	✗
Microsoft Communicator	✓	✗	✗	✗	✗

Starting and Using a Program

To use a program, you must instruct the operating system to start the program.

Windows 7 provides many different ways to start a program, one of which is presented in this section (other ways to start a program are presented throughout this chapter).

After starting a program, you can use it to perform a variety of tasks. The following pages use Word to discuss some elements of the Office interface and to perform tasks that are common to other Office programs.

Word

Word is a full-featured word processing program that allows you to create many types of personal and business documents, including flyers, letters, memos, resumes, reports, fax cover sheets, mailing labels, and newsletters. Word also provides tools that enable you to create Web pages and save these Web pages directly on a Web server. Word has many features designed to simplify the production of documents and add visual appeal. Using Word, you easily can change the shape, size, and color of text. You also can include borders, shading, tables, images, pictures, charts, and Web addresses in documents.

To Start a Program Using the Start Menu

Across the bottom of the Windows 7 desktop is the taskbar. The taskbar contains the **Start button**, which you use to access programs, files, folders, and settings on a computer. A **folder** is a named location on a storage medium that usually contains related documents. The taskbar also displays a button for each program currently running on a computer.

Clicking the Start button displays the Start menu. The **Start menu** allows you to access programs, folders, and files on the computer and contains commands that allow you to start programs, store and search for documents, customize the computer, and obtain help about thousands of topics. A **menu** is a list of related items, including folders, programs, and commands. Each **command** on a menu performs a specific action, such as saving a file or obtaining help.

The following steps, which assume Windows 7 is running, use the Start menu to start an Office program based on a typical installation. You may need to ask your instructor how to start Office programs for your computer. Although the steps illustrate starting the Word program, the steps to start any Office program are similar.

- 1**
- Click the Start button on the Windows 7 taskbar to display the Start menu (Figure 6).

Q&A Why does my Start menu look different?
It may look different depending on your computer's configuration. The Start menu may be customized for several reasons, such as usage requirements or security restrictions.

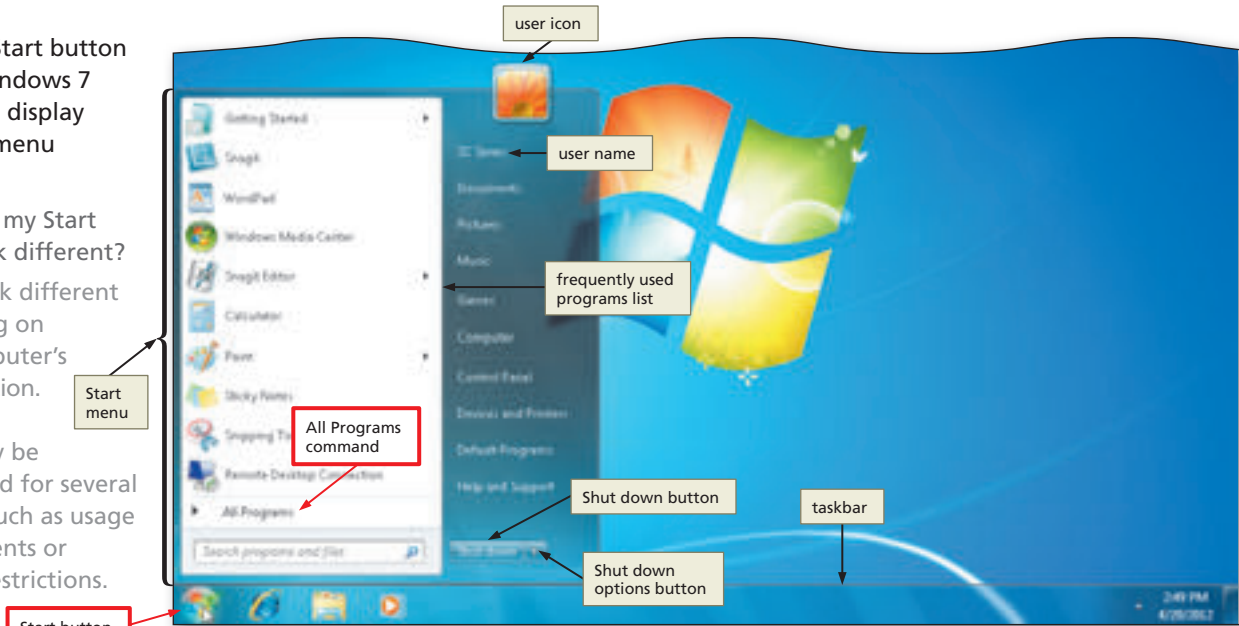


Figure 6

- 2**
- Click All Programs at the bottom of the left pane on the Start menu to display the All Programs list (Figure 7).

Q&A What is a pane?
A pane is an area of a window that displays related content. For example, the left pane on the Start menu contains a list of frequently used programs, as well as the All Programs command.

Q&A Why might my All Programs list look different?
Most likely, the programs installed on your computer will differ from those shown in Figure 7. Your All Programs list will show the programs that are installed on your computer.

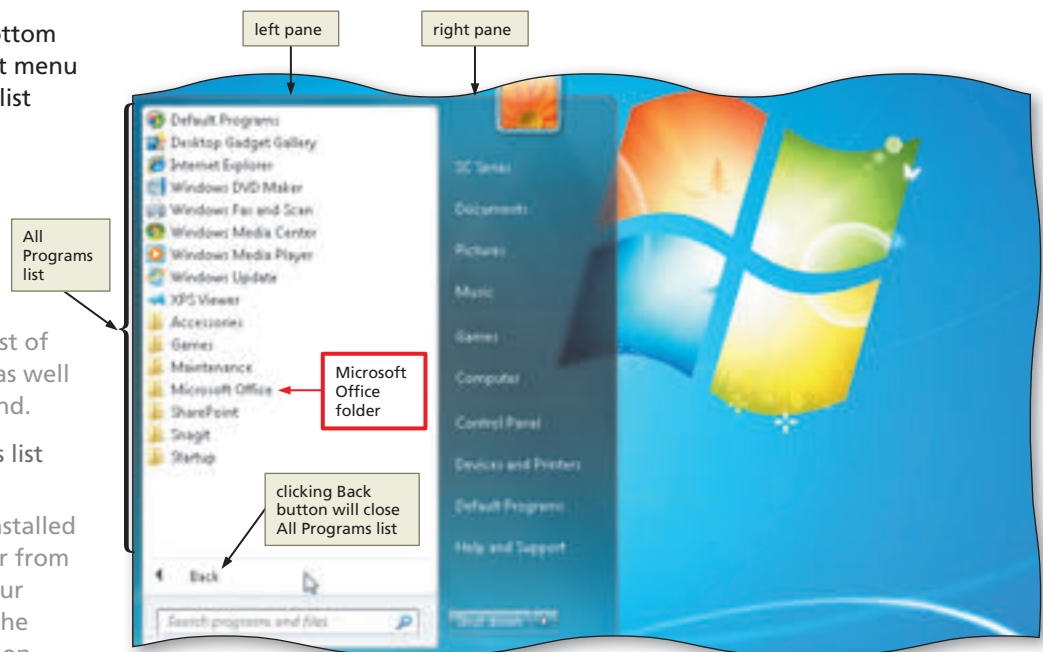


Figure 7

3

- If the program you wish to start is located in a folder, click or scroll to and then click the folder (Microsoft Office, in this case) in the All Programs list to display a list of the folder's contents (Figure 8).

Q&A

Why is the Microsoft Office folder on my computer?

During installation of Microsoft Office 2010, the Microsoft Office folder was added to the All Programs list.

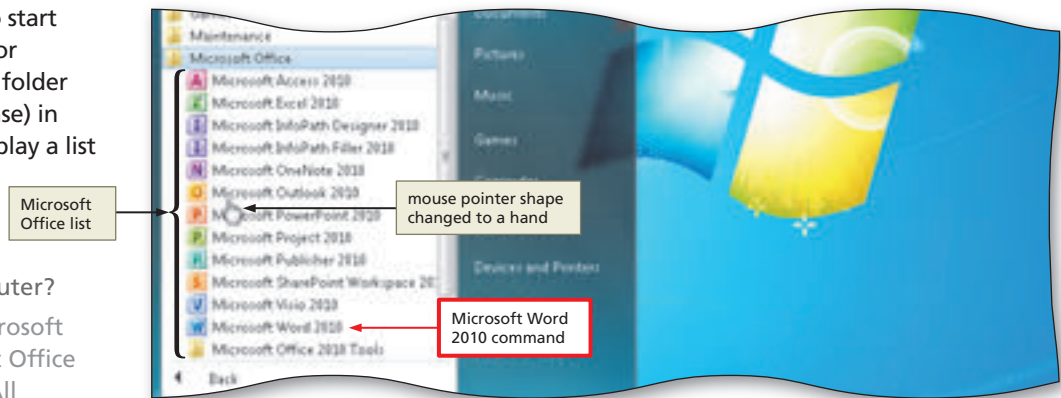


Figure 8

4

- Click, or scroll to and then click, the program name (Microsoft Word 2010, in this case) in the list to start the selected program (Figure 9).

Q&A

What happens when you start a program?

Many programs initially display a blank document in a program window, as shown in the Word window in Figure 9; others provide a means for you to create a blank document. A **window** is a rectangular area that displays data and information. The top of a window has a **title bar**, which is a horizontal space that contains the window's name.

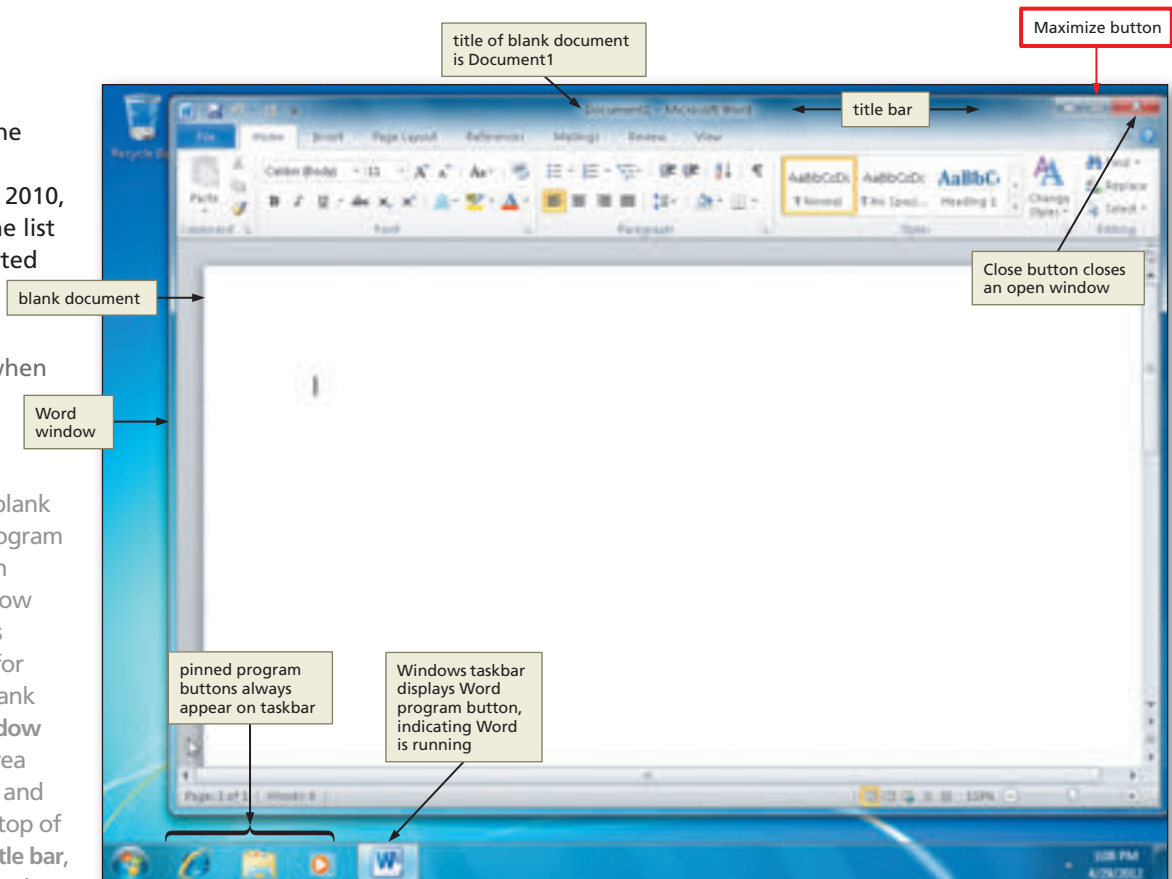


Figure 9

Q&A

Why is my program window a different size?

The Word window shown in Figure 9 is not maximized. Your Word window already may be maximized. The next steps maximize a window.

Other Ways

1. Double-click program icon on desktop, if one is present
2. Click program name in left pane of Start menu, if present
3. Display Start menu, type program name in search box, click program name
4. Double-click file created using program you want to start

To Maximize a Window

Sometimes content is not visible completely in a window. One method of displaying the entire contents of a window is to **maximize** it, or enlarge the window so that it fills the entire screen. The following step maximizes the Word window; however, any Office program's window can be maximized using this step.

- 1**
- If the program window is not maximized already, click the Maximize button (shown in Figure 9 on the previous page) next to the Close button on the window's title bar (the Word window title bar, in this case) to maximize the window (Figure 10).

Q&A What happened to the Maximize button?

It changed to a Restore Down button, which you can use to return a window to its size and location before you maximized it.

Q&A How do I know whether a window is maximized?

A window is maximized if it fills the entire display area and the Restore Down button is displayed on the title bar.

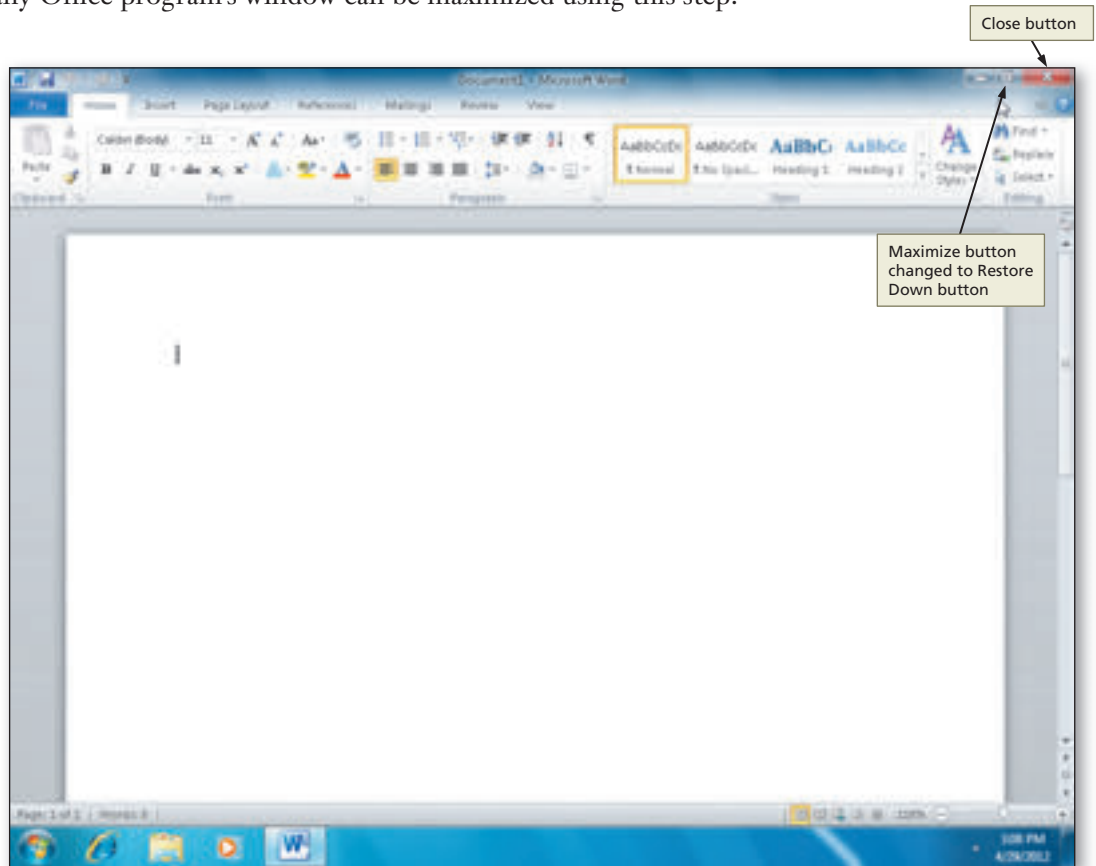


Figure 10

Other Ways

1. Double-click title bar
2. Drag title bar to top of screen

The Word Document Window, Ribbon, and Elements Common to Office Programs

The Word window consists of a variety of components to make your work more efficient and documents more professional. These include the document window, Ribbon, Mini toolbar, shortcut menus, and Quick Access Toolbar. Most of these components are common to other Microsoft Office 2010 programs; others are unique to Word.

You view a portion of a document on the screen through a **document window** (Figure 11). The default (preset) view is **Print Layout view**, which shows the document on a mock sheet of paper in the document window.

Scroll Bars You use a scroll bar to display different portions of a document in the document window. At the right edge of the document window is a vertical scroll bar. If a document is too wide to fit in the document window, a horizontal scroll bar also appears at the bottom of the document window. On a scroll bar, the position of the scroll box reflects the location of the portion of the document that is displayed in the document window.

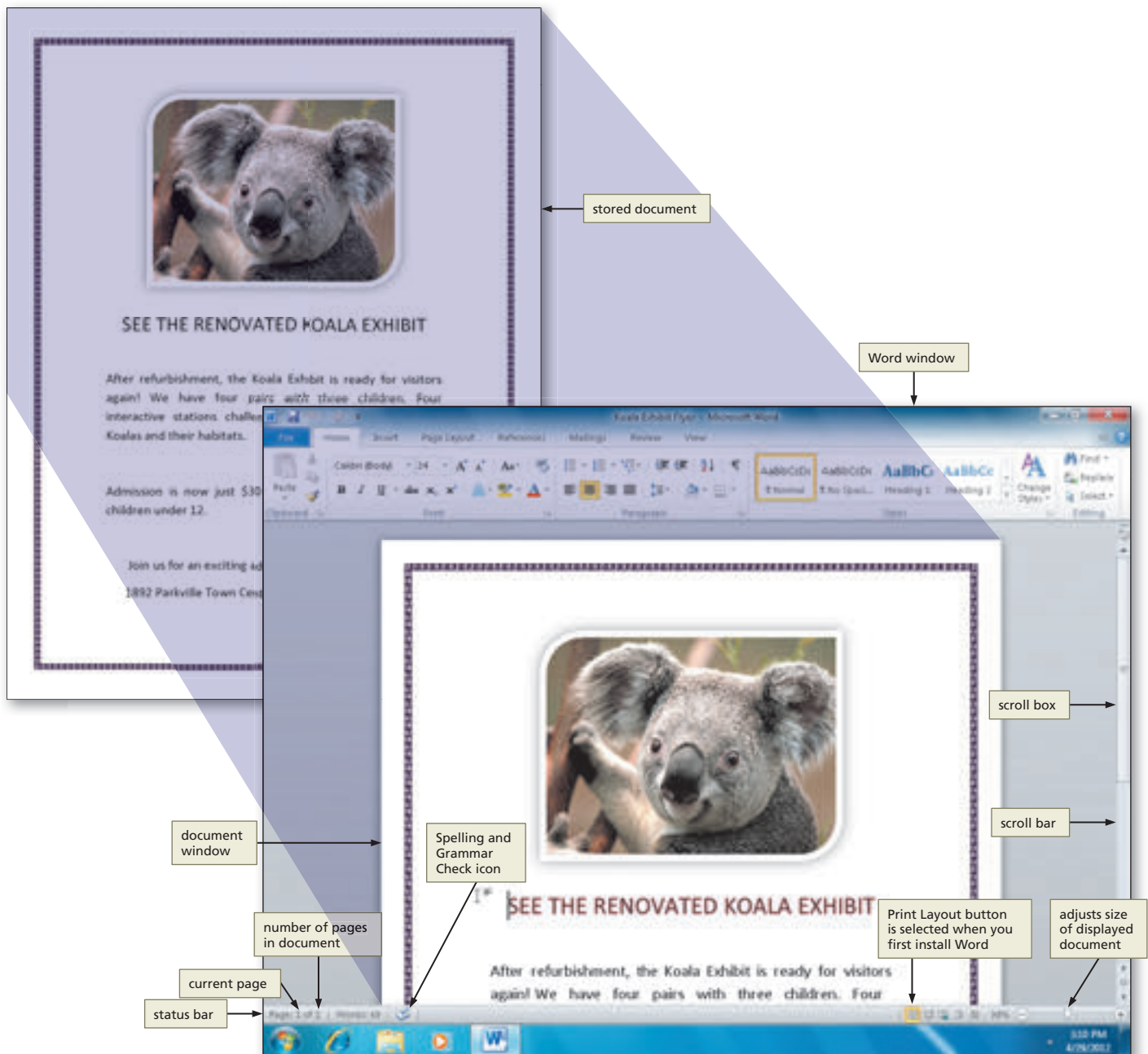


Figure 11

Status Bar The **status bar**, located at the bottom of the document window above the Windows 7 taskbar, presents information about the document, the progress of current tasks, and the status of certain commands and keys; it also provides controls for viewing the document. As you type text or perform certain tasks, various indicators and buttons may appear on the status bar.

The left side of the status bar in Figure 11 shows the current page followed by the total number of pages in the document, the number of words in the document, and an icon to check spelling and grammar. The right side of the status bar includes buttons and controls you can use to change the view of a document and adjust the size of the displayed document.

Ribbon The Ribbon, located near the top of the window below the title bar, is the control center in Word and other Office programs (Figure 12). The Ribbon provides easy, central access to the tasks you perform while creating a document. The Ribbon consists of tabs, groups, and commands. Each **tab** contains a collection of groups, and each **group** contains related functions. When you start an Office program, such as Word, it initially displays several main tabs, also called default tabs. All Office programs have a **Home** tab, which contains the more frequently used commands.

In addition to the main tabs, Office programs display **tool tabs**, also called contextual tabs (Figure 13), when you perform certain tasks or work with objects such as pictures or tables. If you insert a picture in a Word document, for example, the Picture Tools tab and its related subordinate Format tab appear, collectively referred to as the Picture Tools Format tab. When you are finished working with the picture, the Picture Tools Format tab disappears from the Ribbon. Word and other Office programs determine when tool tabs should appear and disappear based on tasks you perform. Some tool tabs, such as the Table Tools tab, have more than one related subordinate tab.

Items on the Ribbon include buttons, boxes (text boxes, check boxes, etc.), and galleries (Figure 12). A **gallery** is a set of choices, often graphical, arranged in a grid or in a list. You can scroll through choices in an in-Ribbon gallery by clicking the gallery's scroll arrows. Or, you can click a gallery's More button to view more gallery options on the screen at a time.

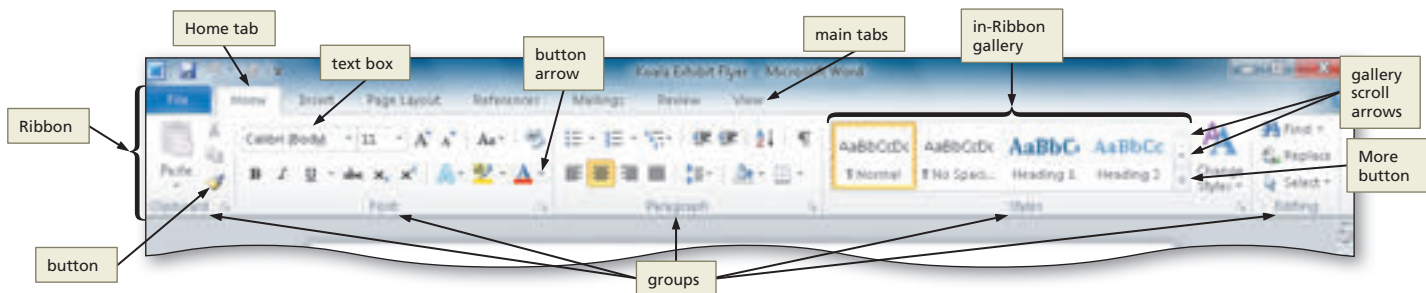


Figure 12

Some buttons and boxes have arrows that, when clicked, also display a gallery; others always cause a gallery to be displayed when clicked. Most galleries support **live preview**, which is a feature that allows you to point to a gallery choice and see its effect in the document — without actually selecting the choice (Figure 13).

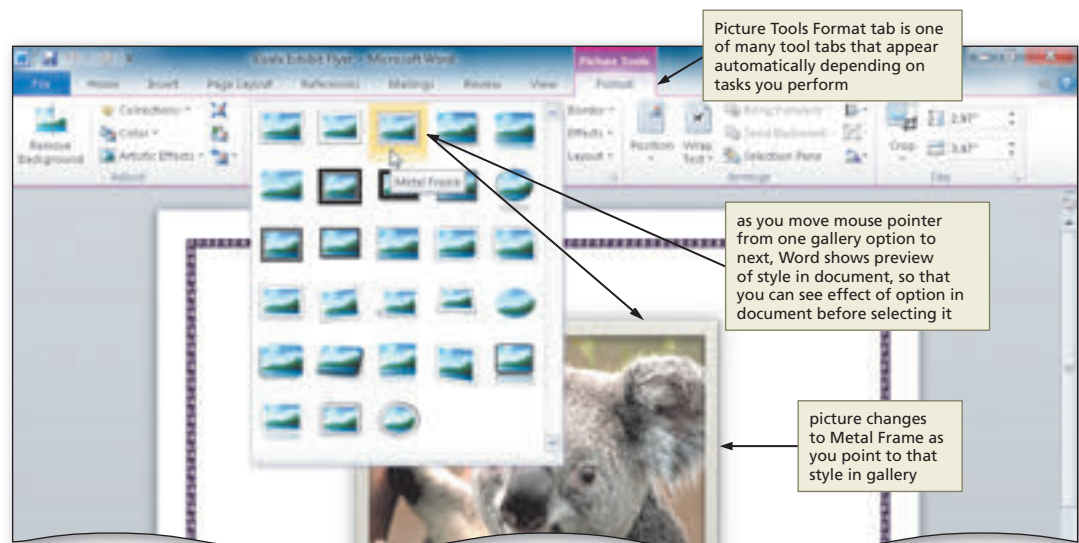


Figure 13

Some commands on the Ribbon display an image to help you remember their function. When you point to a command on the Ribbon, all or part of the command glows in shades of yellow and orange, and an Enhanced ScreenTip appears on the screen. An **Enhanced ScreenTip** is an on-screen note that provides the name of the command, available keyboard shortcut(s), a description of the command, and sometimes instructions for how to obtain help about the command (Figure 14). Enhanced ScreenTips are more detailed than a typical ScreenTip, which usually displays only the name of the command.

Some groups on the Ribbon have a small arrow in the lower-right corner, called a **Dialog Box Launcher**, that when clicked, displays a dialog box or a task pane with additional options for the group (Figure 15). When presented with a dialog box, you make selections and must close the dialog box before returning to the document. A **task pane**, in contrast to a dialog box, is a window that can remain open and visible while you work in the document.

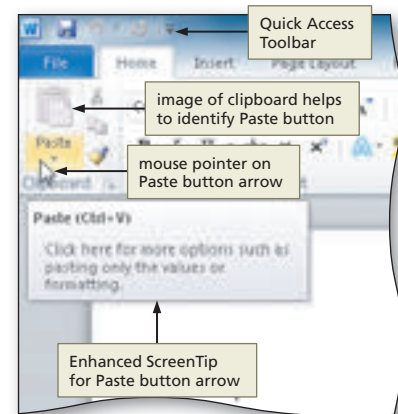


Figure 14

Mini Toolbar The **Mini toolbar**, which appears automatically based on tasks you perform, contains commands related to changing the appearance of text in a document. All commands on the Mini toolbar also exist on the Ribbon. The purpose of the Mini toolbar is to minimize mouse movement.

When the Mini toolbar appears, it initially is transparent (Figure 16a). If you do not use the transparent Mini toolbar, it disappears from the screen. To use the Mini toolbar, move the mouse pointer into the toolbar, which causes the Mini toolbar to change from a transparent to bright appearance (Figure 16b). If you right-click an item in the document window, Word displays both the Mini toolbar and a shortcut menu, which is discussed in a later section in this chapter.

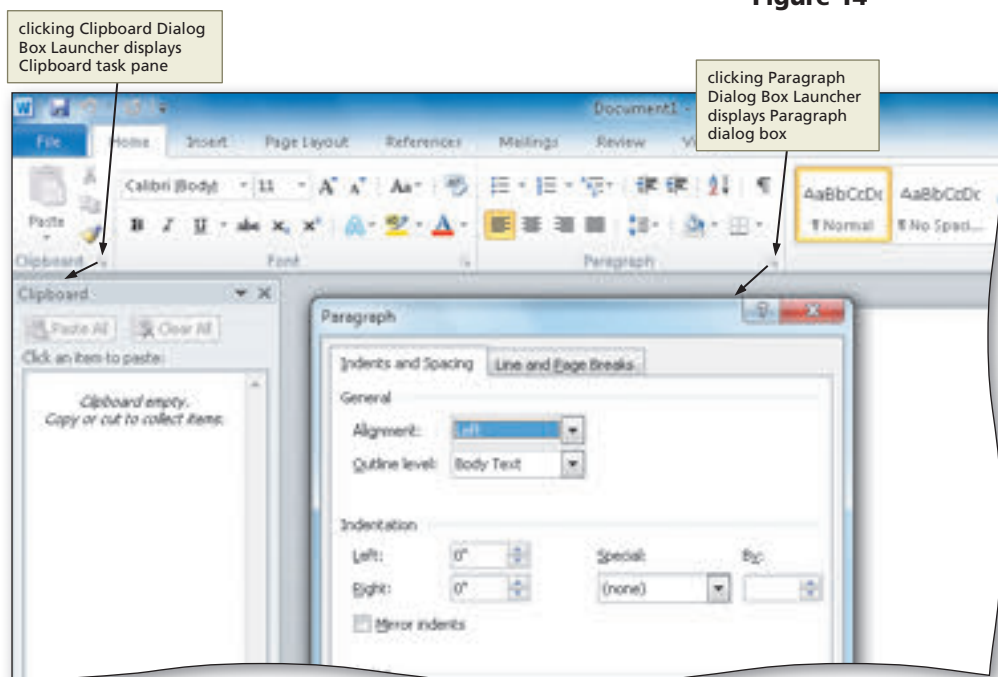
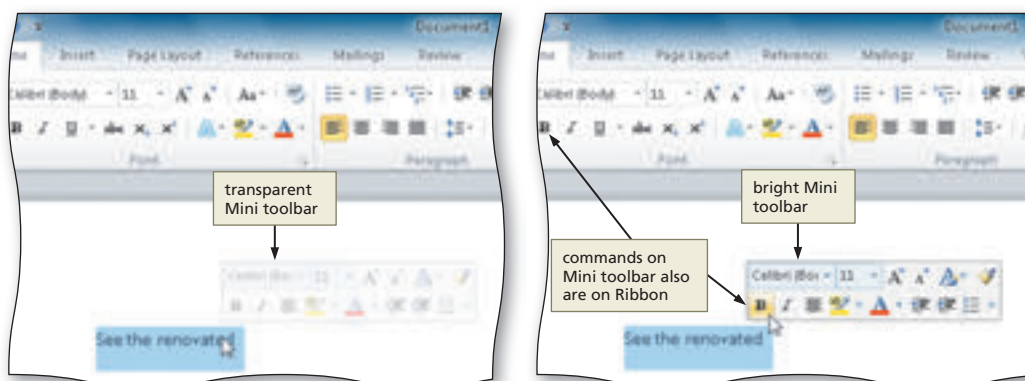


Figure 15



(a) transparent Mini toolbar

(b) bright Mini toolbar

Figure 16

BTW Turning Off the Mini Toolbar

If you do not want the Mini toolbar to appear, click File on the Ribbon to open the Backstage view, click Options in the Backstage view, click General (Options dialog box), remove the check mark from the Show Mini Toolbar on selection check box, and then click the OK button.

Quick Access Toolbar The **Quick Access Toolbar**, located initially (by default) above the Ribbon at the left edge of the title bar, provides convenient, one-click access to frequently used commands (Figure 14 on the previous page). The commands on the Quick Access Toolbar always are available, regardless of the task you are performing. The Quick Access Toolbar is discussed in more depth later in the chapter.

KeyTips If you prefer using the keyboard instead of the mouse, you can press the ALT key on the keyboard to display **KeyTips**, or keyboard code icons, for certain commands (Figure 17). To select a command using the keyboard, press the letter or number displayed in the KeyTip, which may cause additional KeyTips related to the selected command to appear. To remove KeyTips from the screen, press the ALT key or the ESC key until all KeyTips disappear, or click the mouse anywhere in the program window.

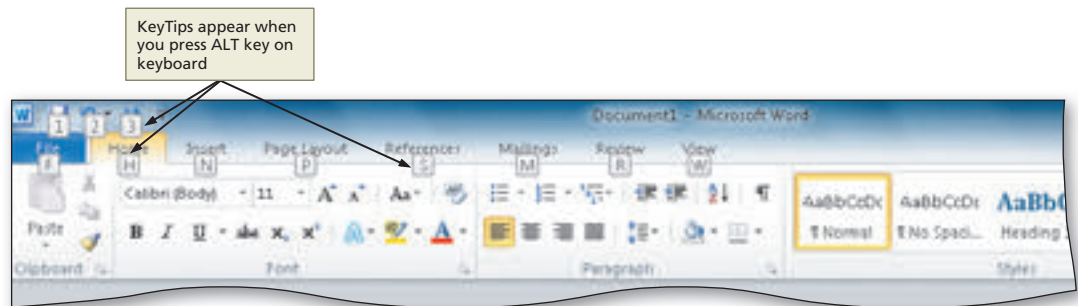


Figure 17

To Display a Different Tab on the Ribbon

When you start Word, the Ribbon displays eight main tabs: File, Home, Insert, Page Layout, References, Mailings, Review, and View. The tab currently displayed is called the **active tab**.

The following step displays the Insert tab, that is, makes it the active tab.

- 1 Click Insert on the Ribbon to display the Insert tab (Figure 18).



Experiment

- Click the other tabs on the Ribbon to view their contents. When you are finished, click the Insert tab to redisplay the Insert tab.

Q&A

If I am working in a different Office program, such as PowerPoint or Access, how do I display a different tab on the Ribbon?

Follow this same procedure; that is, click the desired tab on the Ribbon.

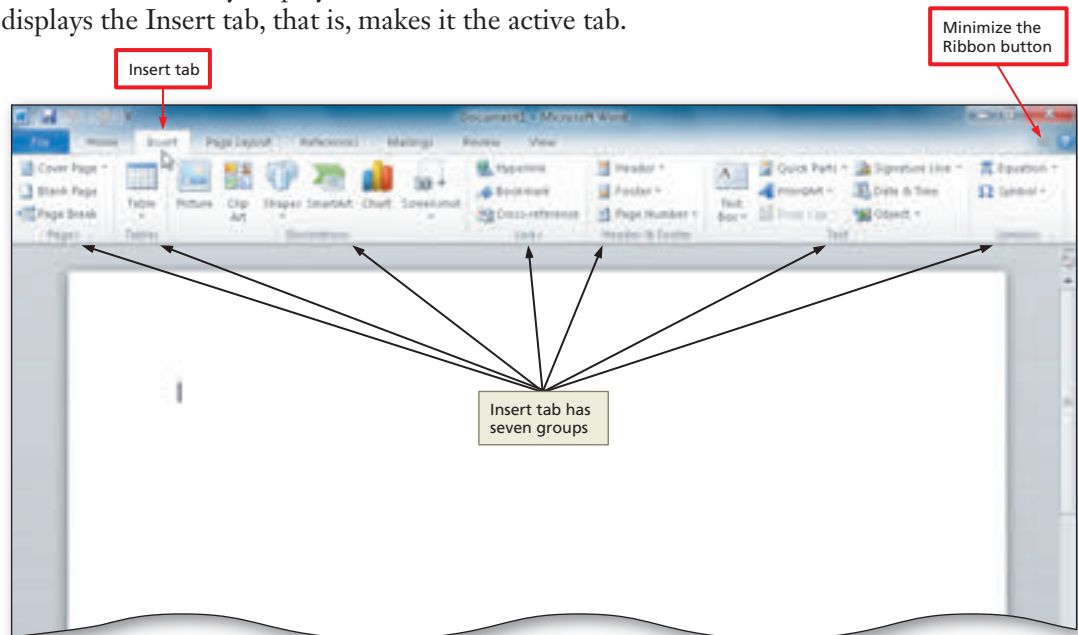


Figure 18

To Minimize, Display, and Restore the Ribbon

To display more of a document or other item in the window of an Office program, some users prefer to minimize the Ribbon, which hides the groups on the Ribbon and displays only the main tabs. Each time you start an Office program, the Ribbon appears the same way it did the last time you used that Office program. The chapters in this book, however, begin with the Ribbon appearing as it did at the initial installation of the software.

The following steps minimize, display, and restore the Ribbon in an Office program.

- 1**
 - Click the Minimize the Ribbon button on the Ribbon (shown in Figure 18) to minimize the Ribbon (Figure 19).

Q&A What happened to the groups on the Ribbon?

When you minimize the Ribbon, the groups disappear so that the Ribbon does not take up as much space on the screen.

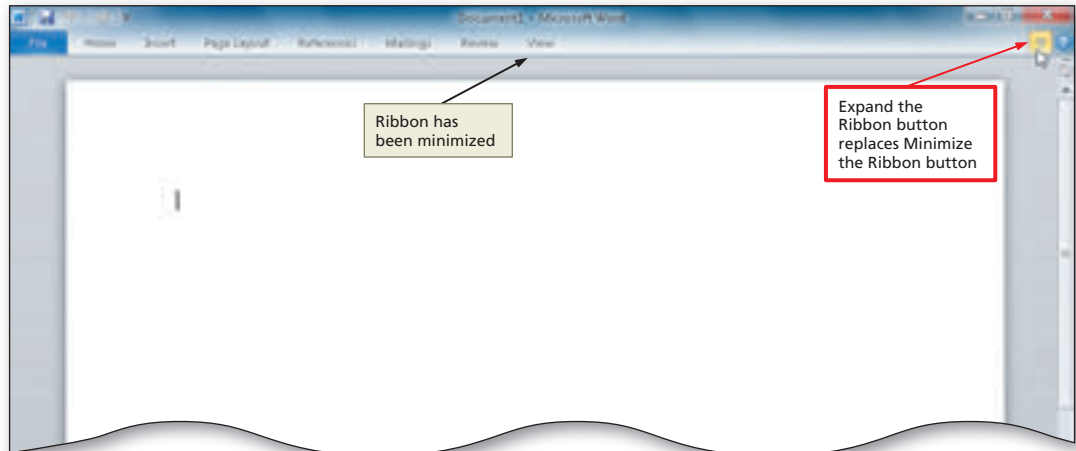


Figure 19

Q&A What happened to the Minimize the Ribbon button?

The Expand the Ribbon button replaces the Minimize the Ribbon button when the Ribbon is minimized.

- 2**
 - Click Home on the Ribbon to display the Home tab (Figure 20).

Q&A Why would I click the Home tab?

If you want to use a command on a minimized Ribbon, click the main tab to display the groups for that tab. After you select a command on the Ribbon, the groups will be hidden once again. If you decide not to use a command on the Ribbon, you can hide the groups by clicking the same main tab or clicking in the program window.

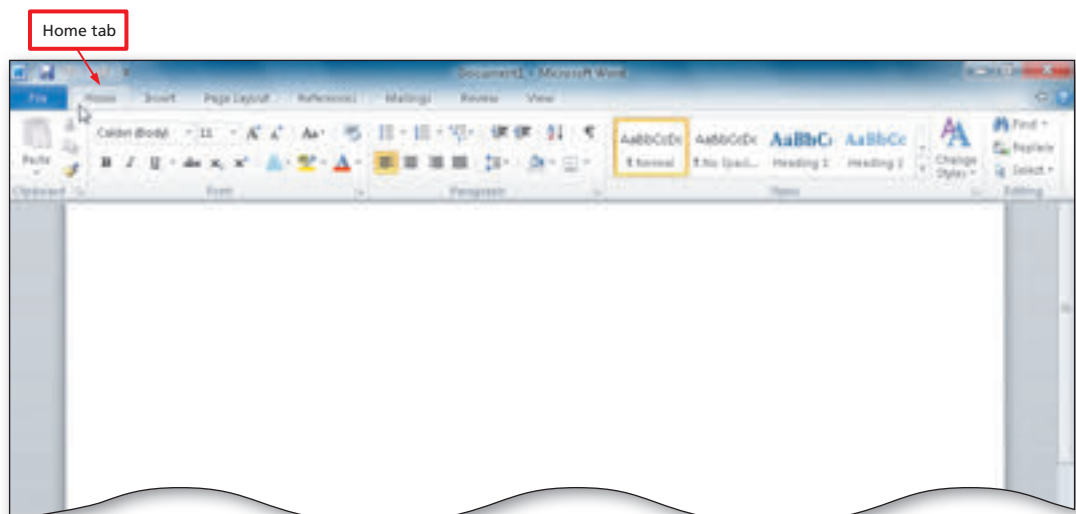


Figure 20

- 3**
 - Click Home on the Ribbon to hide the groups again (shown in Figure 19).
 - Click the Expand the Ribbon button on the Ribbon (shown in Figure 19) to restore the Ribbon.

Other Ways

1. Double-click Home on the Ribbon
2. Press CTRL+F1

To Display and Use a Shortcut Menu

When you right-click certain areas of the Word and other program windows, a shortcut menu will appear. A **shortcut menu** is a list of frequently used commands that relate to the right-clicked object. When you right-click a scroll bar, for example, a shortcut menu appears with commands related to the scroll bar. When you right-click the Quick Access Toolbar, a shortcut menu appears with commands related to the Quick Access Toolbar. You can use shortcut menus to access common commands quickly. The following steps use a shortcut menu to move the Quick Access Toolbar, which by default is located on the title bar.

- 1
 - Right-click the Quick Access Toolbar to display a shortcut menu that presents a list of commands related to the Quick Access Toolbar (Figure 21).

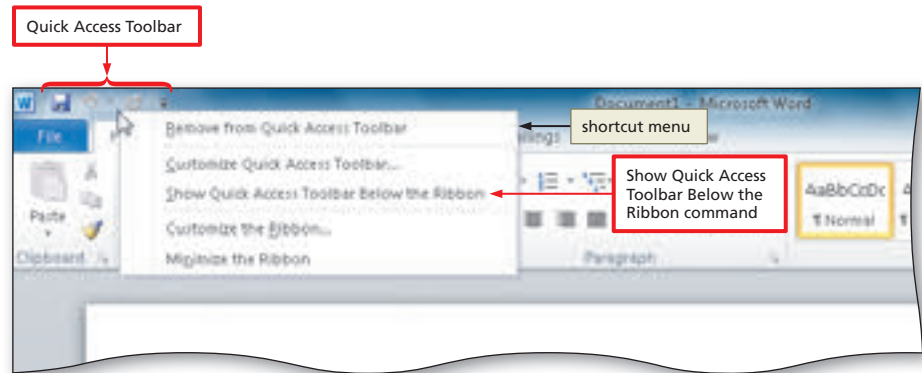


Figure 21

- 2
 - Click Show Quick Access Toolbar Below the Ribbon on the shortcut menu to display the Quick Access Toolbar below the Ribbon (Figure 22).

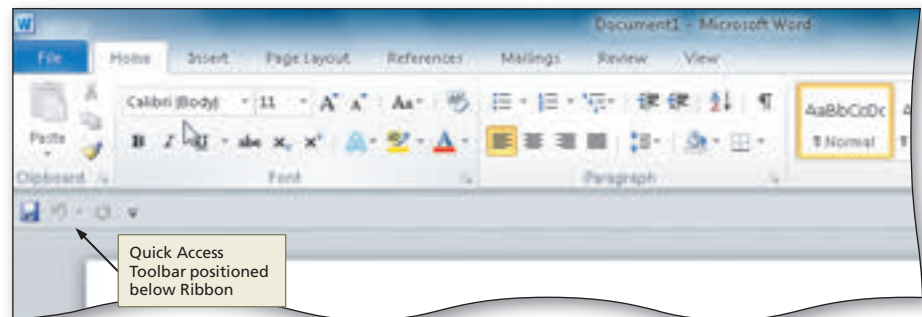


Figure 22

- 3
 - Right-click the Quick Access Toolbar to display a shortcut menu (Figure 23).
- 4
 - Click Show Quick Access Toolbar Above the Ribbon on the shortcut menu to return the Quick Access Toolbar to its original position (shown in Figure 21).

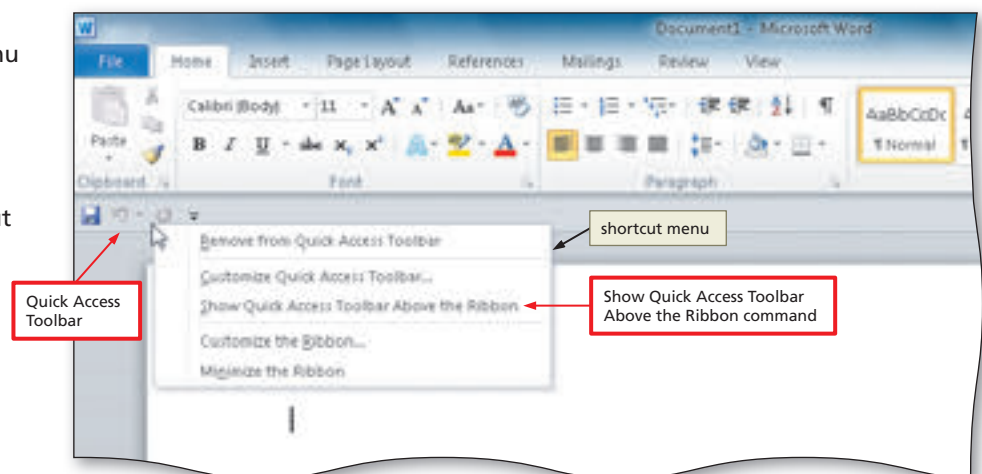


Figure 23

To Customize the Quick Access Toolbar

The Quick Access Toolbar provides easy access to some of the more frequently used commands in Office programs. By default, the Quick Access Toolbar contains buttons for the Save, Undo, and Redo commands. You can customize the Quick Access Toolbar by changing its location in the window, as shown in the previous steps, and by adding more buttons to reflect commands you would like to access easily. The following steps add the Quick Print button to the Quick Access Toolbar.

- 1 Click the Customize Quick Access Toolbar button to display the Customize Quick Access Toolbar menu (Figure 24).

Q&A Which commands are listed on the Customize Quick Access Toolbar menu?

It lists commands that commonly are added to the Quick Access Toolbar.

Q&A What do the check marks next to some commands signify?

Check marks appear next to commands that already are on the Quick Access Toolbar. When you add a button to the Quick Access Toolbar, a check mark will be displayed next to its command name.

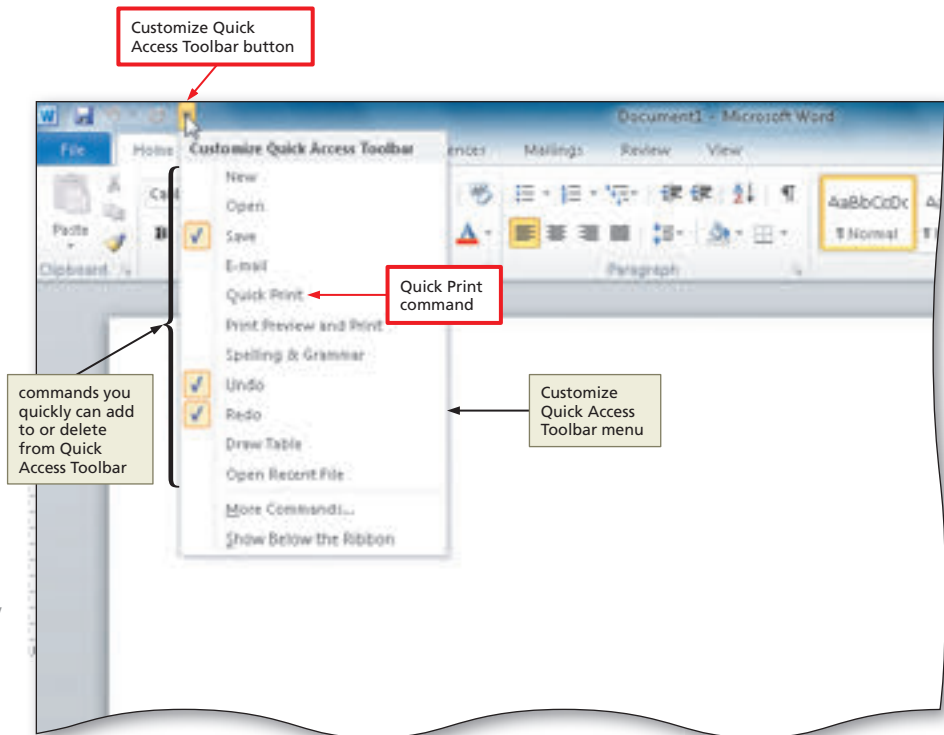


Figure 24

- 2 Click Quick Print on the Customize Quick Access Toolbar menu to add the Quick Print button to the Quick Access Toolbar (Figure 25).

Q&A How would I remove a button from the Quick Access Toolbar?

You would right-click the button you wish to remove and then click Remove from Quick Access Toolbar on the shortcut menu.

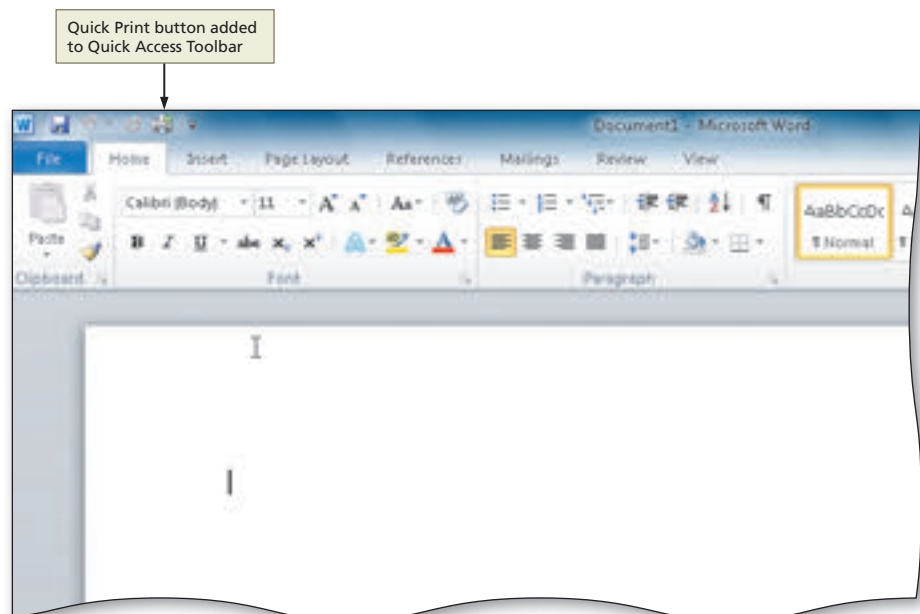


Figure 25

To Enter Text in a Document

The first step in creating a document is to enter its text by typing on the keyboard. By default, Word positions text at the left margin as you type. To begin creating a flyer, for example, you type the headline in the document window. The following steps type this first line of text, a headline, in a document.

1

- Type **SEE THE RENOVATED KOALA EXHIBIT** as the text (Figure 26).

Q&A What is the blinking vertical bar to the right of the text?

The insertion point. It indicates where text, graphics, and other items will be inserted in the document. As you type, the insertion point moves to the right, and when you reach the end of a line, it moves downward to the beginning of the next line.

Q&A What if I make an error while typing?

You can press the BACKSPACE key until you have deleted the text in error and then retype the text correctly.

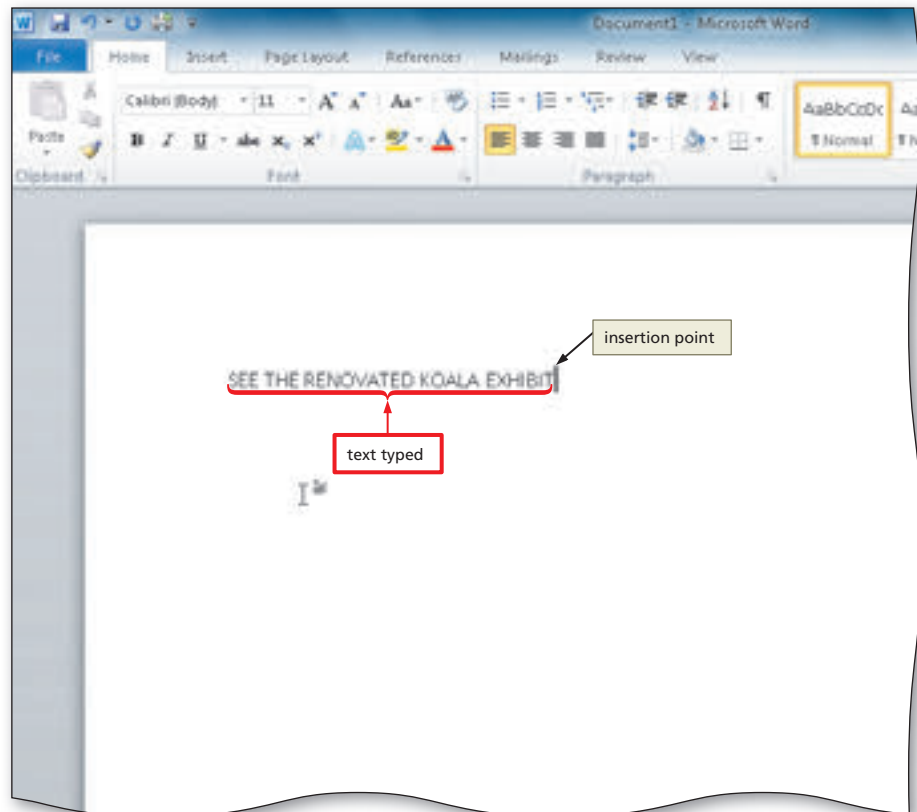


Figure 26

2

- Press the ENTER key to move the insertion point to the beginning of the next line (Figure 27).

Q&A Why did blank space appear between the entered text and the insertion point?

Each time you press the ENTER key, Word creates a new paragraph and inserts blank space between the two paragraphs.

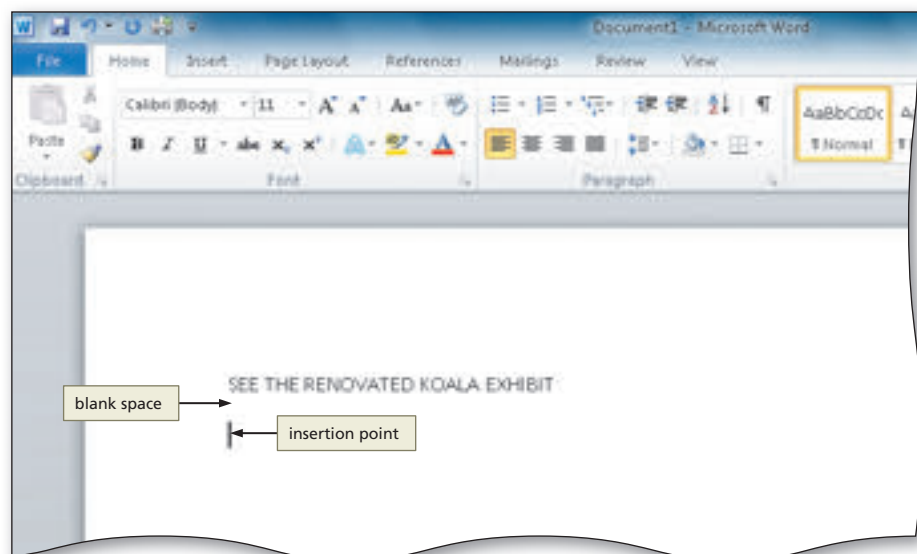


Figure 27

Saving and Organizing Files

While you are creating a document, the computer stores it in memory. When you save a document, the computer places it on a storage medium such as a hard disk, USB flash drive, or optical disc. A saved document is referred to as a file. A **file name** is the name assigned to a file when it is saved. It is important to save a document frequently for the following reasons:

- The document in memory might be lost if the computer is turned off or you lose electrical power while a program is running.
- If you run out of time before completing a project, you may finish it at a future time without starting over.

When saving files, you should organize them so that you easily can find them later. Windows 7 provides tools to help you organize files.

BTW

File Type

Depending on your Windows 7 settings, the file type .docx may be displayed immediately to the right of the file name after you save the file. The file type .docx is a Word 2010 document.

Organizing Files and Folders

A file contains data. This data can range from a research paper to an accounting spreadsheet to an electronic math quiz. You should organize and store these files in folders to avoid misplacing a file and to help you find a file quickly.

If you are a freshman taking an introductory computer class (CIS 101, for example), you may want to design a series of folders for the different subjects covered in the class. To accomplish this, you can arrange the folders in a hierarchy for the class, as shown in Figure 28.

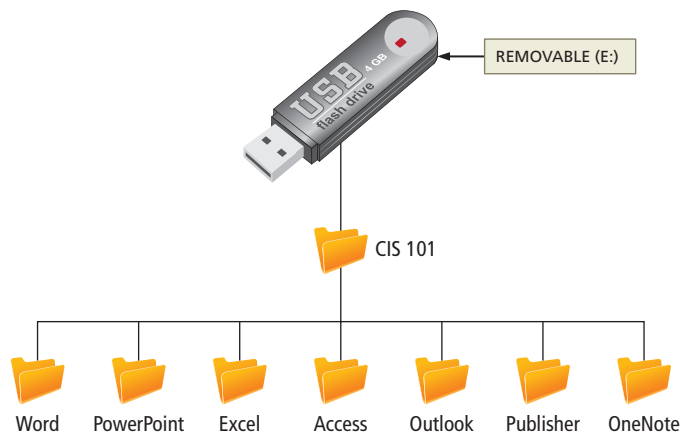


Figure 28

The hierarchy contains three levels. The first level contains the storage device, in this case a USB flash drive. Windows 7 identifies the storage device with a letter, and, in some cases, a name. In Figure 28, the USB flash drive is identified as REMOVABLE (E:). The second level contains the class folder (CIS 101, in this case), and the third level contains seven folders, one each for a different Office program that will be covered in the class (Word, PowerPoint, Excel, Access, Outlook, Publisher, and OneNote).

When the hierarchy in Figure 28 is created, the USB flash drive is said to contain the CIS 101 folder, and the CIS 101 folder is said to contain the separate Office folders (i.e., Word, PowerPoint, Excel, etc.). In addition, this hierarchy easily can be expanded to include folders from other classes taken during additional semesters.

The vertical and horizontal lines in Figure 28 form a pathway that allows you to navigate to a drive or folder on a computer or network. A **path** consists of a drive letter (preceded by a drive name when necessary) and colon, to identify the storage device, and one or more folder names. Each drive or folder in the hierarchy has a corresponding path.

BTW

Saving Online

Instead of saving files on a USB flash drive, some people prefer to save them online so that they can access the files from any computer with an Internet connection. For more information, read Appendix C.

Table 3 shows examples of paths and their corresponding drives and folders.

Table 3 Paths and Corresponding Drives and Folders	
Path	Drive and Folder
Computer ► REMOVABLE (E:)	Drive E (REMOVABLE (E:))
Computer ► REMOVABLE (E:) ► CIS 101	CIS 101 folder on drive E
Computer ► REMOVABLE (E:) ► CIS 101 ► Word	Word folder in CIS 101 folder on drive E

The following pages illustrate the steps to organize the folders for this class and save a file in one of those folders:

1. Create the folder identifying your class.
2. Create the Word folder in the folder identifying your class.
3. Create the remaining folders in the folder identifying your class (one each for PowerPoint, Excel, Access, Outlook, Publisher, and OneNote).
4. Save a file in the Word folder.
5. Verify the location of the saved file.

To Create a Folder

When you create a folder, such as the CIS 101 folder shown in Figure 28 on the previous page, you must name the folder. A folder name should describe the folder and its contents. A folder name can contain spaces and any uppercase or lowercase characters, except a backslash (\), slash (/), colon (:), asterisk (*), question mark (?), quotation marks ("), less than symbol (<), greater than symbol (>), or vertical bar (|). Folder names cannot be CON, AUX, COM1, COM2, COM3, COM4, LPT1, LPT2, LPT3, PRN, or NUL. The same rules for naming folders also apply to naming files.

To store files and folders on a USB flash drive, you must connect the USB flash drive to an available USB port on a computer. The following steps create your class folder (CIS 101, in this case) on a USB flash drive.

- 1
- Connect the USB flash drive to an available USB port on the computer to open the AutoPlay window (Figure 29).

Q&A Why does the AutoPlay window not open?

Some computers are not configured to open an AutoPlay window. Instead, they might display the contents of the USB flash drive automatically, or you might need to access contents of the USB flash drive using the Computer window. To use the Computer window to display the USB flash drive's contents, click the Start button, click Computer on the Start menu, and then click the icon representing the USB flash drive.

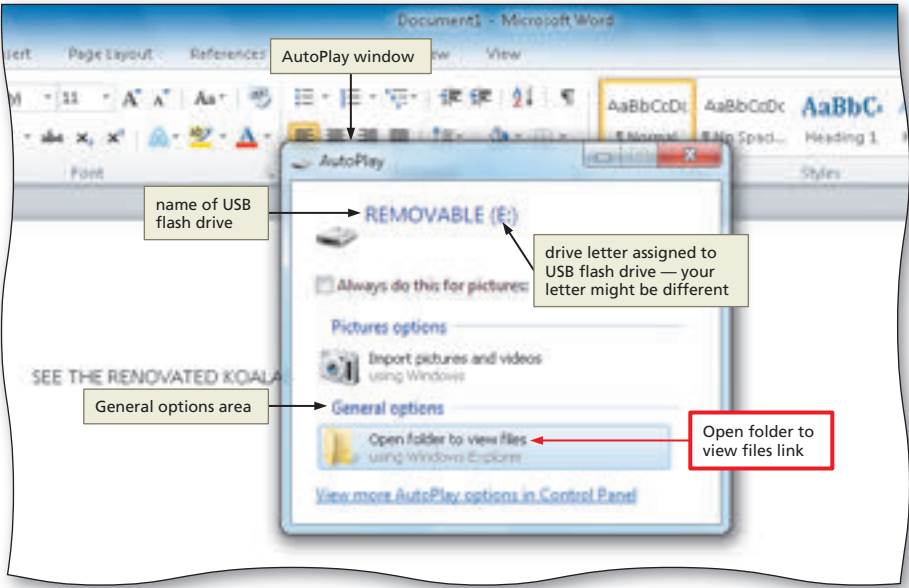


Figure 29

Q&A Why does the AutoPlay window look different from the one in Figure 29?

The AutoPlay window that opens on your computer might display different options. The type of USB flash drive, its contents, and the next available drive letter on your computer all will determine which options are displayed in the AutoPlay window.

2

- Click the 'Open folder to view files' link in the AutoPlay window to open the USB flash drive window (Figure 30).

Q&A

Why does Figure 30 show REMOVABLE (E:) for the USB flash drive?

REMOVABLE is the name of the USB flash drive used to illustrate these steps. The (E:) refers to the drive letter assigned by Windows 7 to the USB flash drive. The name and drive letter of your USB flash drive probably will be different.

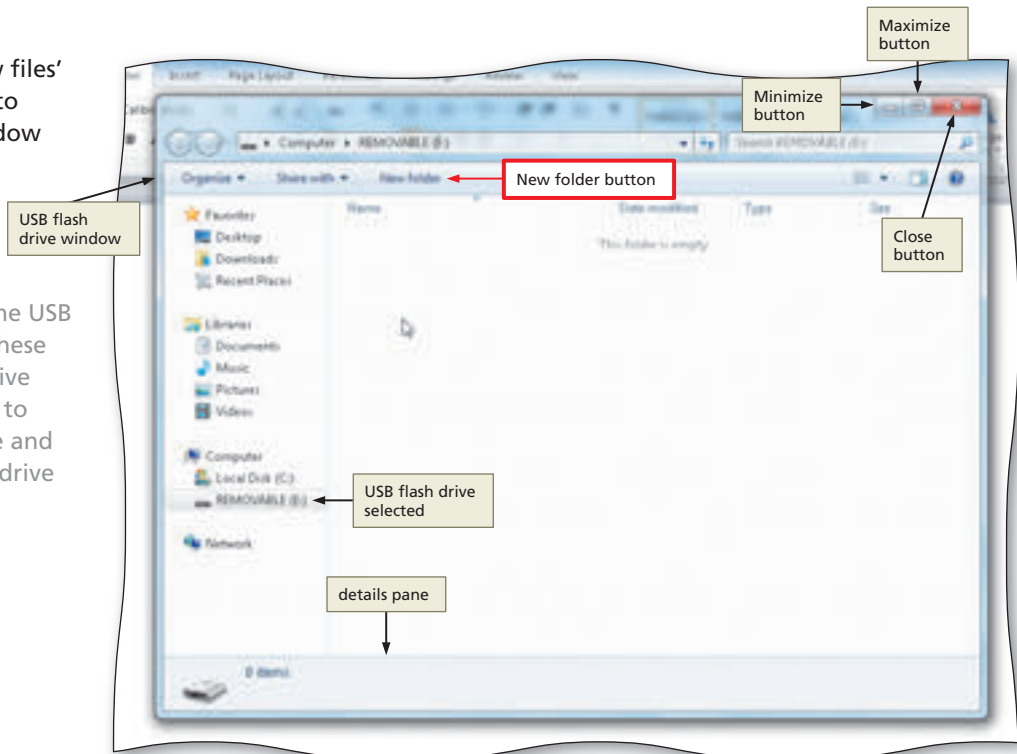


Figure 30

3

- Click the New folder button on the toolbar to display a new folder icon with the name, New folder, selected in a text box.
- Type CIS 101 (or your class code) in the text box to name the folder.
- Press the ENTER key to create a folder identifying your class on the selected drive (Figure 31). If the CIS 101 folder does not appear in the navigation pane, double-click REMOVABLE (E:) in the navigation pane to display the folder just added.

Q&A

What happens when I press the ENTER key?

The class folder (CIS 101, in this case) is displayed in the File list, which contains the folder name, date modified, type, and size.

Q&A

Why is the folder icon displayed differently on my computer?

Windows might be configured to display contents differently on your computer.

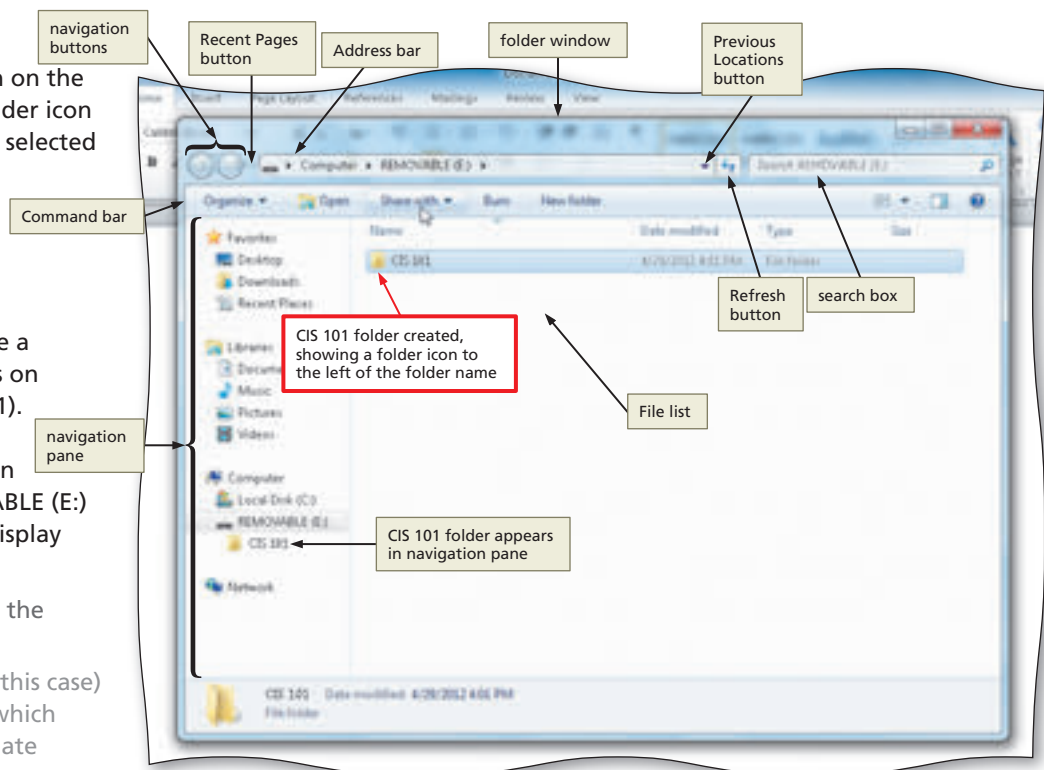


Figure 31

Folder Windows

The USB flash drive window (shown in Figure 31 on the previous page) is called a folder window. Recall that a folder is a specific named location on a storage medium that contains related files. Most users rely on **folder windows** for finding, viewing, and managing information on their computer. Folder windows have common design elements, including the following (Figure 31).

- The **Address bar** provides quick navigation options. The arrows on the Address bar allow you to visit different locations on the computer.
- The buttons to the left of the Address bar allow you to navigate the contents of the left pane and view recent pages. Other buttons allow you to specify the size of the window.
- The **Previous Locations button** saves the locations you have visited and displays the locations when clicked.
- The **Refresh button** on the right side of the Address bar refreshes the contents of the right pane of the folder window.
- The **search box** to the right of the Address bar contains the dimmed word, Search. You can type a term in the search box for a list of files, folders, shortcuts, and elements containing that term within the location you are searching. A **shortcut** is an icon on the desktop that provides a user with immediate access to a program or file.
- The **Command bar** contains five buttons used to accomplish various tasks on the computer related to organizing and managing the contents of the open window.
- The **navigation pane** on the left contains the Favorites area, Libraries area, Computer area, and Network area.
- The **Favorites area** contains links to your favorite locations. By default, this list contains only links to your Desktop, Downloads, and Recent Places.
- The **Libraries area** shows links to files and folders that have been included in a library.

A **library** helps you manage multiple folders and files stored in various locations on a computer. It does not store the files and folders; rather, it displays links to them so that you can access them quickly. For example, you can save pictures from a digital camera in any folder on any storage location on a computer. Normally, this would make organizing the different folders difficult; however, if you add the folders to a library, you can access all the pictures from one location regardless of where they are stored.

To Create a Folder within a Folder

With the class folder created, you can create folders that will store the files you create using each Office program. The following steps create a Word folder in the CIS 101 folder (or the folder identifying your class).

1

- Double-click the icon or folder name for the CIS 101 folder (or the folder identifying your class) in the File list to open the folder (Figure 32).

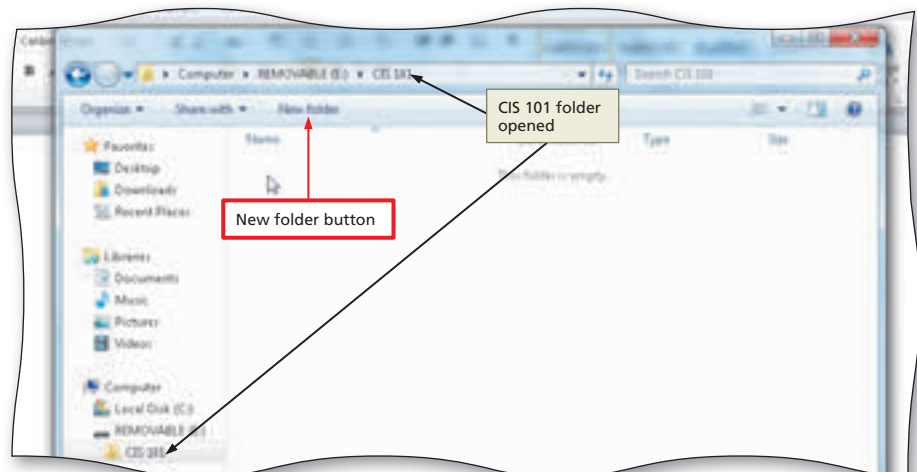
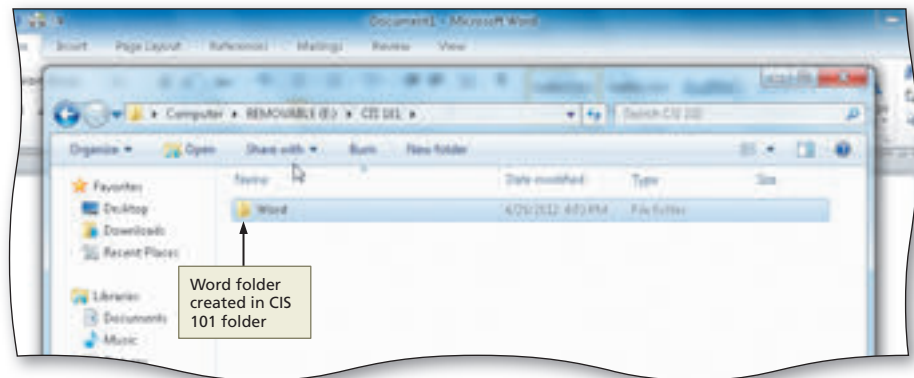


Figure 32

2

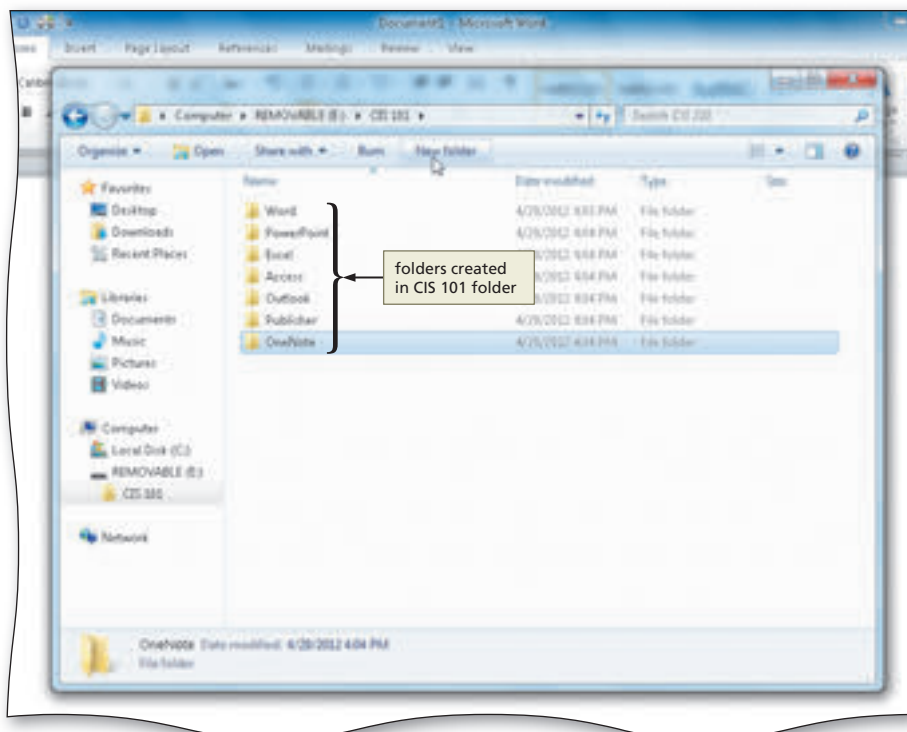
- Click the New folder button on the toolbar to display a new folder icon and text box for the folder.
- Type **Word** in the text box to name the folder.
- Press the ENTER key to create the folder (Figure 33).

**Figure 33**

To Create the Remaining Folders

The following steps create the remaining folders in the folder identifying your class (in this case, CIS 101).

- 1** Click the New folder button on the toolbar to display a new folder icon and text box.
- 2** Type **PowerPoint** in the text box to name the folder.
- 3** Repeat Steps 1 and 2 to create each of the remaining folders, using the names Excel, Access, Outlook, Publisher, and OneNote as the folder names (Figure 34).

**Figure 34**

To Expand a Folder, Scroll through Folder Contents, and Collapse a Folder

Folder windows display the hierarchy of items and the contents of drives and folders in the right pane. You might want to expand a drive in the navigation pane to view its contents, scroll through its contents, and collapse it when you are finished viewing its contents. When a folder is expanded, it lists all the folders it contains. By contrast, a collapsed folder does not list the folders it contains. The following steps expand, scroll through, and then collapse the folder identifying your class (CIS 101, in this case).

1

- Double-click the folder identifying your class (CIS 101, in this case), which expands the folder to display its contents and displays a black arrow to the left of the folder icon (Figure 35).

Q&A Why are the subject folders indented below the CIS 101 folder in the navigation pane?

It shows that the folders are contained within the CIS 101 folder.

Q&A Why did a scroll bar appear in the navigation pane?

When all contents cannot fit in a window or pane, a scroll bar appears. As described earlier, you can view areas currently not visible by (1) clicking the scroll arrows, (2) clicking above or below the scroll bar, and (3) dragging the scroll box.

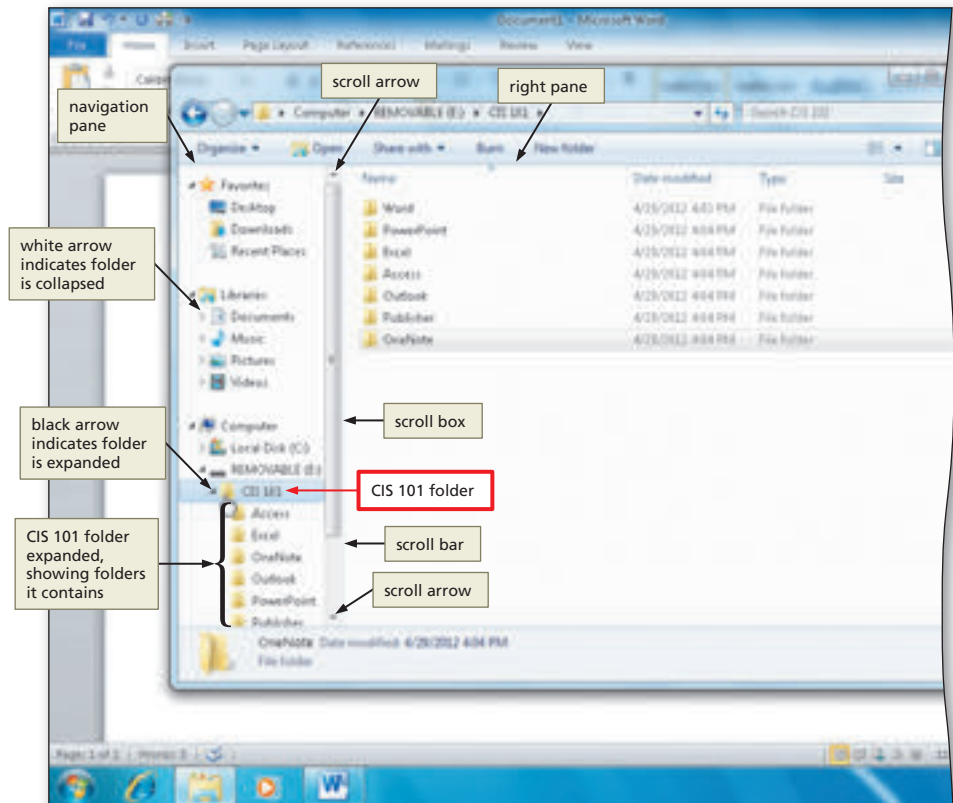


Figure 35

- Click the down scroll arrow on the vertical scroll bar to display additional folders at the bottom of the navigation pane.
- Click the scroll bar above the scroll box to move the scroll box to the top of the navigation pane.
- Drag the scroll box down the scroll bar until the scroll box is halfway down the scroll bar.

2

- Double-click the folder identifying your class (CIS 101, in this case) to collapse the folder (Figure 36).

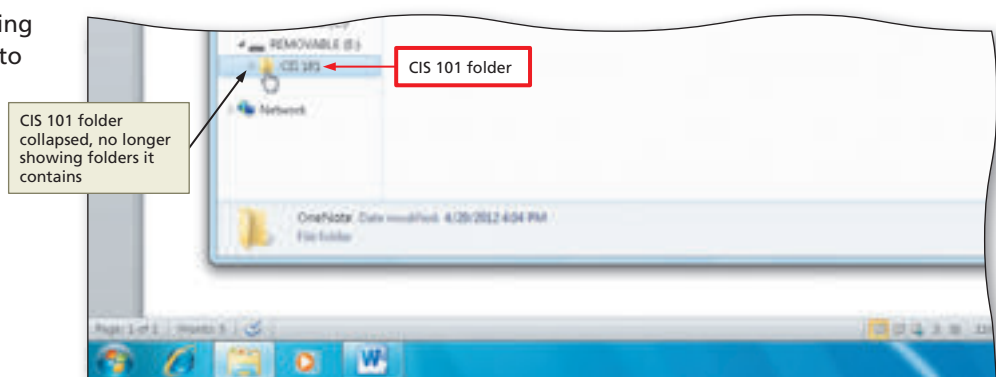


Figure 36

Other Ways

1. Point in navigation pane to display arrows, click white arrow to expand or click black arrow to collapse
2. Select folder to expand or collapse using arrow keys, press RIGHT ARROW to expand; press LEFT ARROW to collapse.

To Switch from One Program to Another

The next step is to save the Word file containing the headline you typed earlier. Word, however, currently is not the active window. You can use the program button on the taskbar and live preview to switch to Word and then save the document in the Word document window.

If Windows Aero is active on your computer, Windows displays a live preview window whenever you move your mouse on a button or click a button on the taskbar. If Aero is not supported or enabled on your computer, you will see a window title instead of a live preview. The steps below use the Word program; however, the steps are the same for any active Office program currently displayed as a program button on the taskbar.

The following steps switch to the Word window.

- 1
 - Point to the Word program button on the taskbar to see a live preview of the open document(s) or the window title(s) of the open document(s), depending on your computer's configuration (Figure 37).

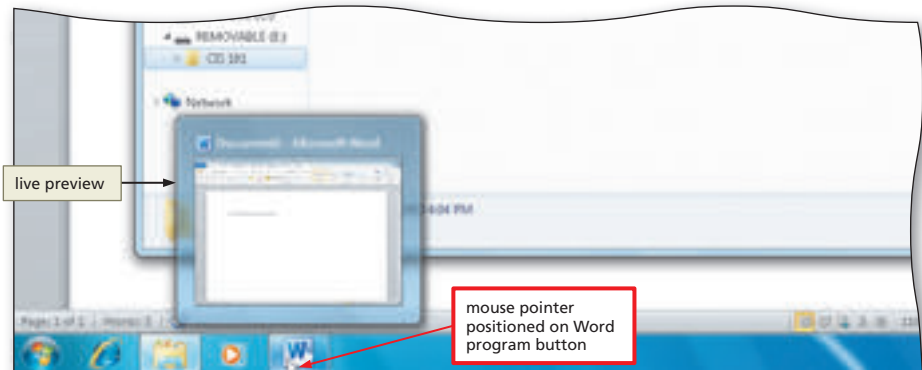


Figure 37

- 2
 - Click the program button or the live preview to make the program associated with the program button the active window (shown in Figure 27 on page OFF 20).

Q&A What if multiple documents are open in a program?

If Aero is enabled on your computer, click the desired live preview. If Aero is not supported or not enabled, click the window title.

To Save a File in a Folder

Now that you have created the folders for storing files, you can save the Word document. The following steps save a file on a USB flash drive in the Word folder contained in your class folder (CIS 101, in this case) using the file name, Koala Exhibit.

- 1
 - With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box (Figure 38).

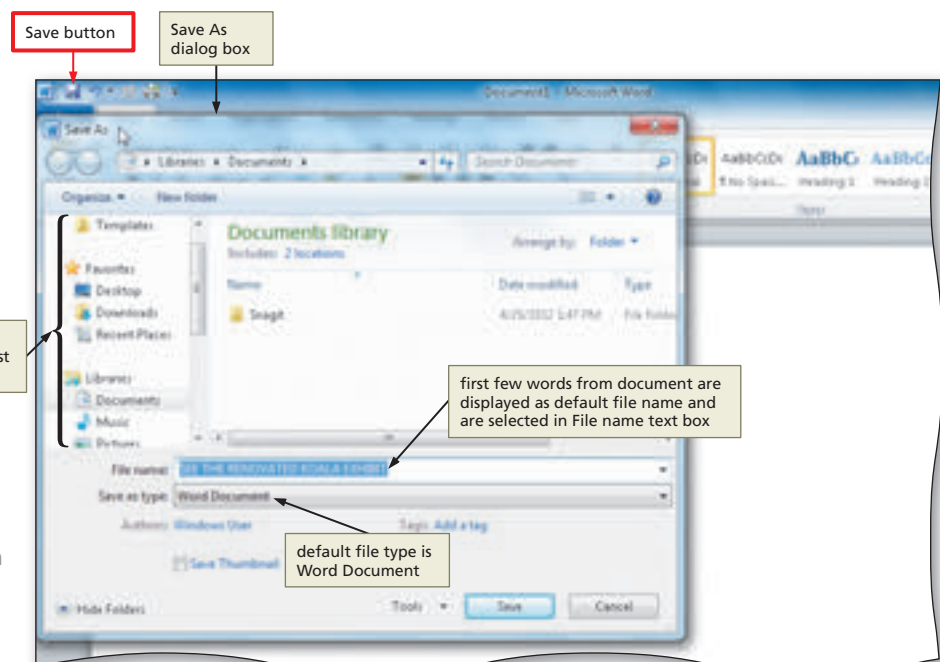


Figure 38

Q&A Why does a file name already appear in the File name text box?

Word automatically suggests a file name the first time you save a document. The file name normally consists of the first few words contained in the document. Because the suggested file name is selected, you do not need to delete it; as soon as you begin typing, the new file name replaces the selected text.

2

- Type **Koala Exhibit** in the File name text box (Save As dialog box) to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time (Figure 39).

Q&A What characters can I use in a file name?

The only invalid characters are the backslash (\), slash (/), colon (:), asterisk (*), question mark (?), quotation mark ("), less than symbol (<), greater than symbol (>), and vertical bar (|).

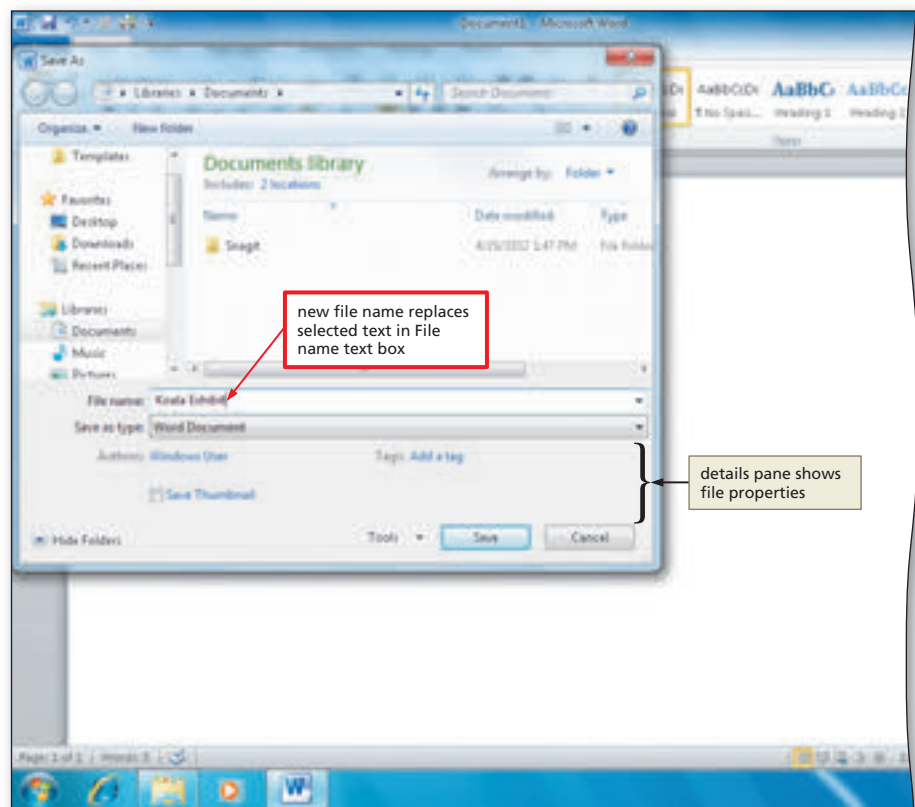


Figure 39

3

- Navigate to the desired save location (in this case, the Word folder in the CIS 101 folder [or your class folder] on the USB flash drive) by performing the tasks in Steps 3a, 3b, and 3c.

3a

- If the navigation pane is not displayed in the dialog box, click the Browse Folders button to expand the dialog box.
- If Computer is not displayed in the navigation pane, drag the navigation pane scroll bar until Computer appears.
- If Computer is not expanded in the navigation pane, double-click Computer to display a list of available storage devices in the navigation pane.
- If necessary, scroll through the dialog box until your USB flash drive appears in the list of available storage devices in the navigation pane (Figure 40).

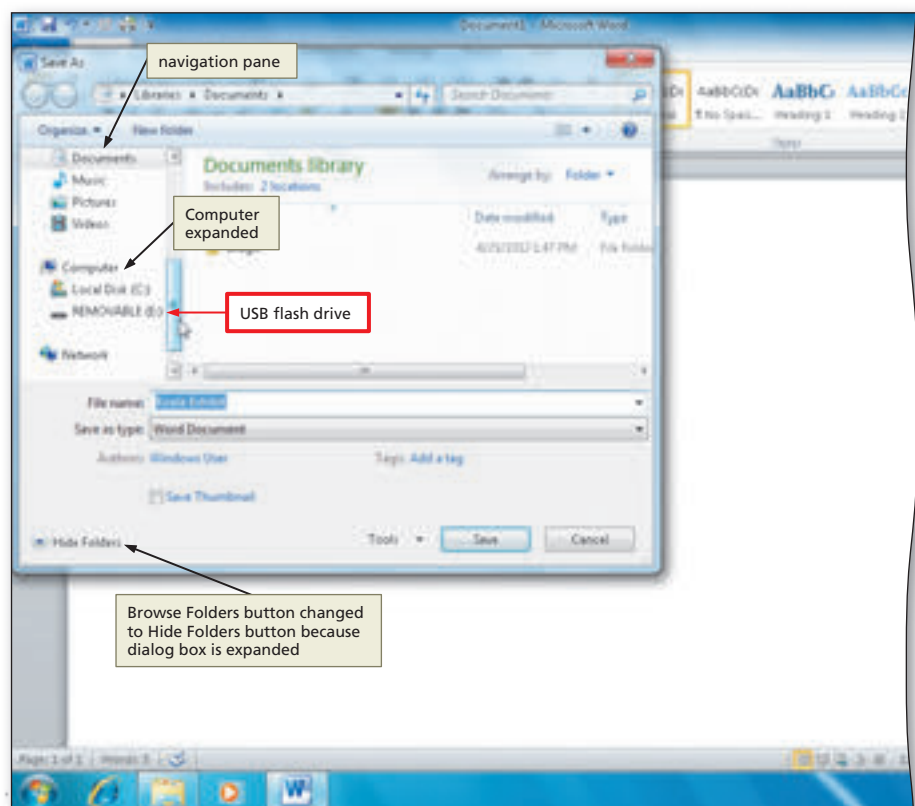


Figure 40

3b

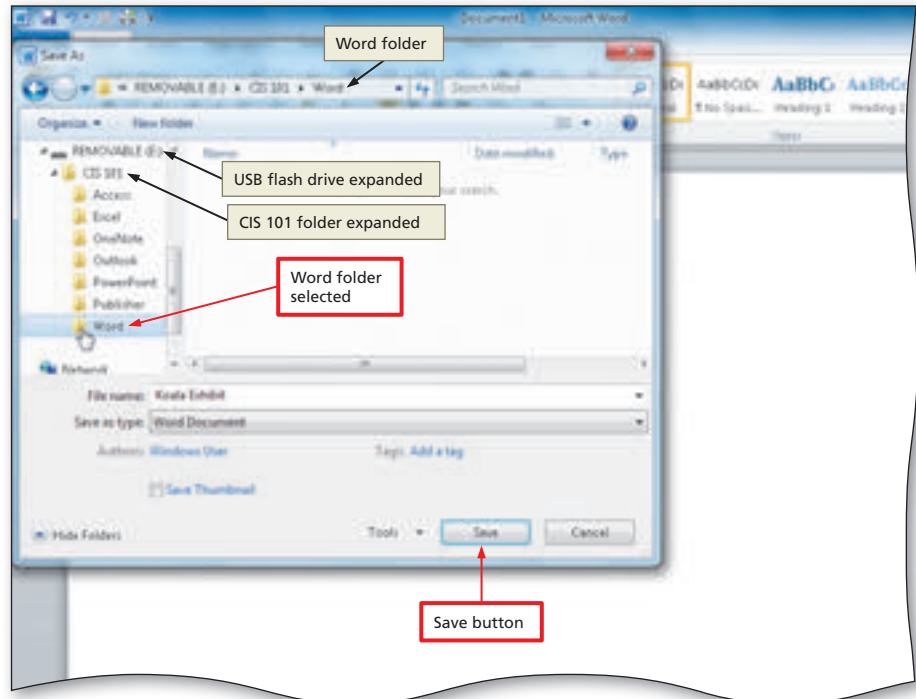
- If your USB flash drive is not expanded, double-click the USB flash drive in the list of available storage devices in the navigation pane to select that drive as the new save location and display its contents in the right pane.

3c

- If your class folder (CIS 101, in this case) is not expanded, double-click the CIS 101 folder to select the folder and display its contents in the right pane.

Q&A What if I do not want to save in a folder?

Although storing files in folders is an effective technique for organizing files, some users prefer not to store files in folders. If you prefer not to save this file in a folder, skip all instructions in Step 3c and proceed to Step 4.

**Figure 41**

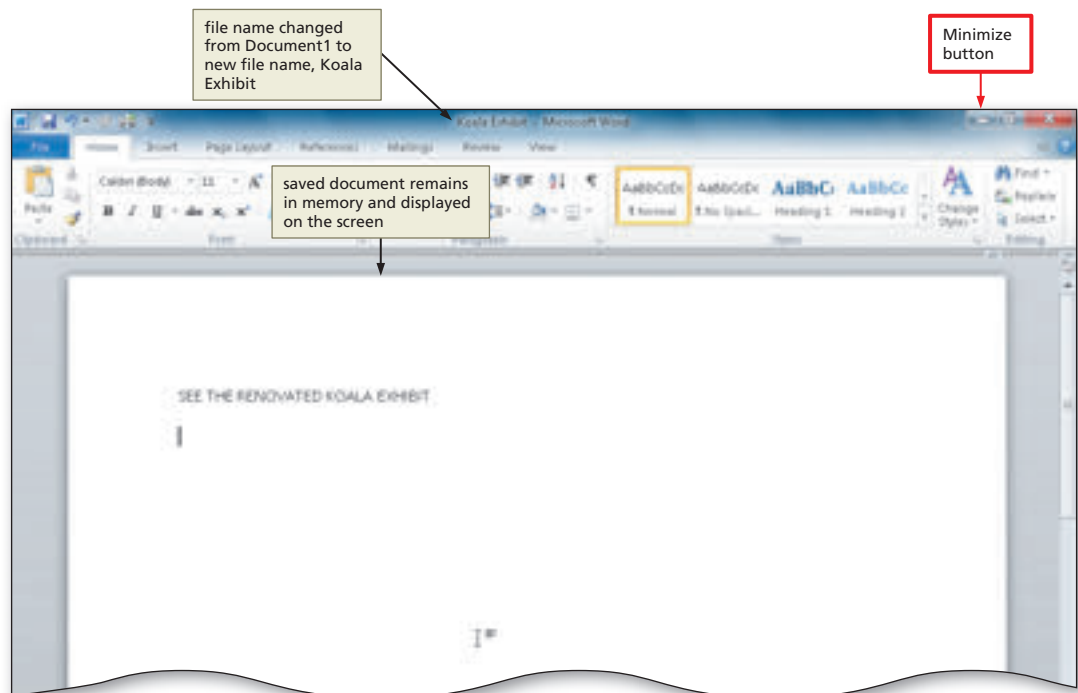
- Click the Word folder to select the folder and display its contents in the right pane (Figure 41).

4

- Click the Save button (Save As dialog box) to save the document in the selected folder on the selected drive with the entered file name (Figure 42).

Q&A How do I know that the file is saved?

While an Office program is saving a file, it briefly displays a message on the status bar indicating the amount of the file saved. In addition, the USB flash drive may have a light that flashes during the save process.

**Figure 42****Other Ways**

1. Click File on Ribbon, click Save, type file name, navigate to desired save location, click Save button
2. Press CTRL+S or press SHIFT+F12, type file name, navigate to desired save location, click Save button

Navigating in Dialog Boxes

Navigating is the process of finding a location on a storage device. While saving the Koala Exhibit file, for example, Steps 3a – 3c in the previous set of steps navigated to the Word folder located in the CIS 101 folder. When performing certain functions in Windows programs, such as saving a file, opening a file, or inserting a picture in an existing document, you most likely will have to navigate to the location where you want to save the file or to the folder containing the file you want to open or insert. Most dialog boxes in Windows programs requiring navigation follow a similar procedure; that is, the way you navigate to a folder in one dialog box, such as the Save As dialog box, is similar to how you might navigate in another dialog box, such as the Open dialog box. If you chose to navigate to a specific location in a dialog box, you would follow the instructions in Steps 3a – 3c on pages OFF 28 and OFF 29.

To Minimize and Restore a Window

Before continuing, you can verify that the Word file was saved properly. To do this, you will minimize the Word window and then open the USB flash drive window so that you can verify the file is stored on the USB flash drive. A **minimized window** is an open window hidden from view but that can be displayed quickly by clicking the window's program button on the taskbar.

In the following example, Word is used to illustrate minimizing and restoring windows; however, you would follow the same steps regardless of the Office program you are using.

The following steps minimize the Word window, verify that the file is saved, and then restore the minimized window.

- 1 • Click the Minimize button on the program's title bar (shown in Figure 42 on the previous page) to minimize the window (Figure 43).

Q&A Is the minimized window still available?

The minimized window, Word in this case, remains available but no longer is the active window. It is minimized as a program button on the taskbar.

- If necessary, click the Windows Explorer program button on the taskbar to open the USB flash drive window.

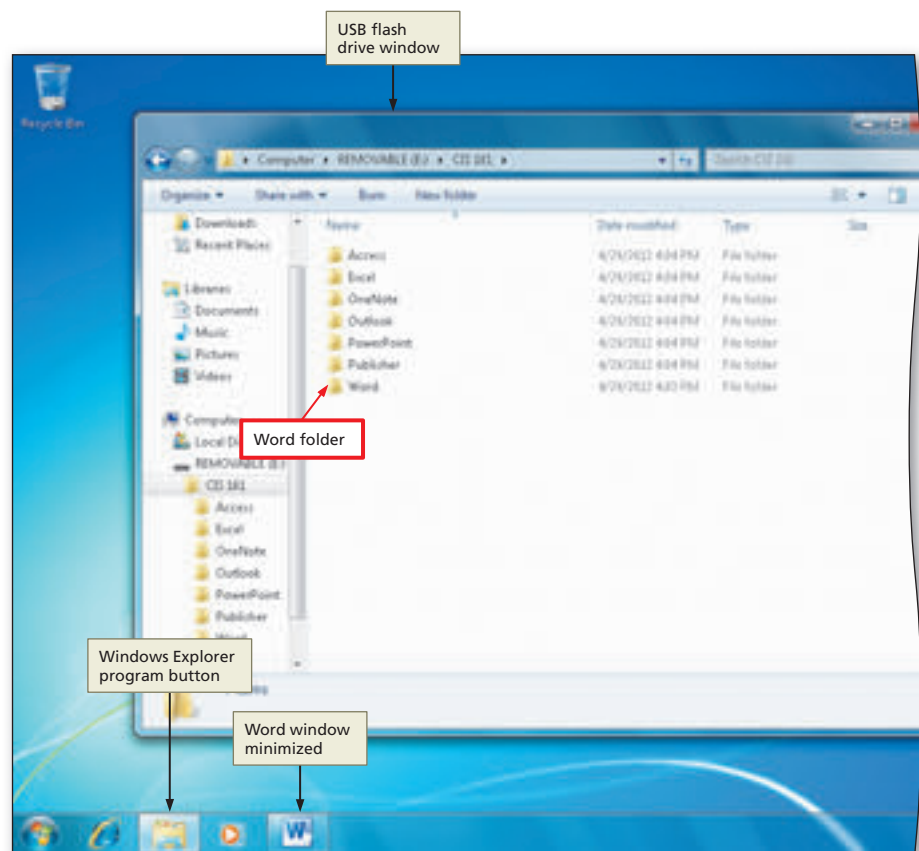
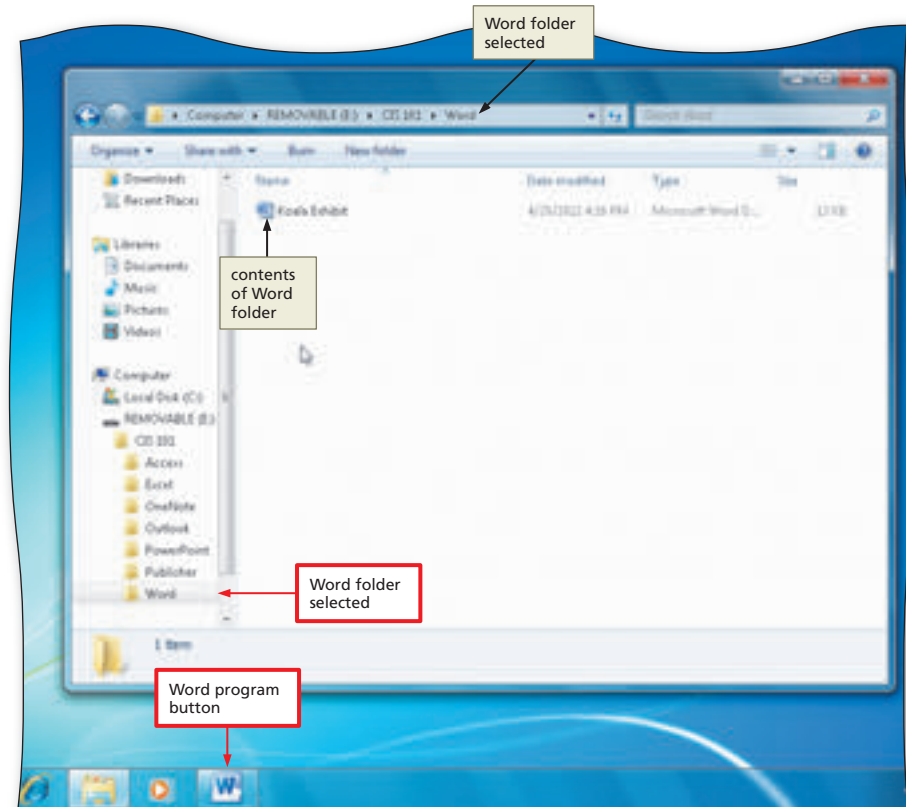


Figure 43

2

- Double-click the Word folder to select the folder and display its contents (Figure 44).

**Figure 44**

Q&A Why does the Windows Explorer button on the taskbar change?

The button changes to reflect the status of the folder window (in this case, the USB flash drive window). A selected button indicates that the folder window is active on the screen. When the button is not selected, the window is open but not active.

3

- After viewing the contents of the selected folder, click the Word program button on the taskbar to restore the minimized window (as shown in Figure 42 on page OFF 29).

Other Ways

1. Right-click title bar, click Minimize on shortcut menu, click taskbar button in taskbar button area
2. Press WINDOWS+M, press WINDOWS+SHIFT+M

Screen Resolution

Screen resolution indicates the number of pixels (dots) that the computer uses to display the letters, numbers, graphics, and background you see on the screen. When you increase the screen resolution, Windows displays more information on the screen, but the information decreases in size. The reverse also is true: as you decrease the screen resolution, Windows displays less information on the screen, but the information increases in size.

Screen resolution usually is stated as the product of two numbers, such as 1024×768 (pronounced “ten twenty-four by seven sixty-eight”). A 1024×768 screen resolution results in a display of 1,024 distinct pixels on each of 768 lines, or about

786,432 pixels. Changing the screen resolution affects how the Ribbon appears in Office programs. Figure 45 shows the Word Ribbon at screen resolutions of 1024×768 and 1280×800 . All of the same commands are available regardless of screen resolution. Word, however, makes changes to the groups and the buttons within the groups to accommodate the various screen resolutions. The result is that certain commands may need to be accessed differently depending on the resolution chosen. A command that is visible on the Ribbon and available by clicking a button at one resolution may not be visible and may need to be accessed using its Dialog Box Launcher at a different resolution.

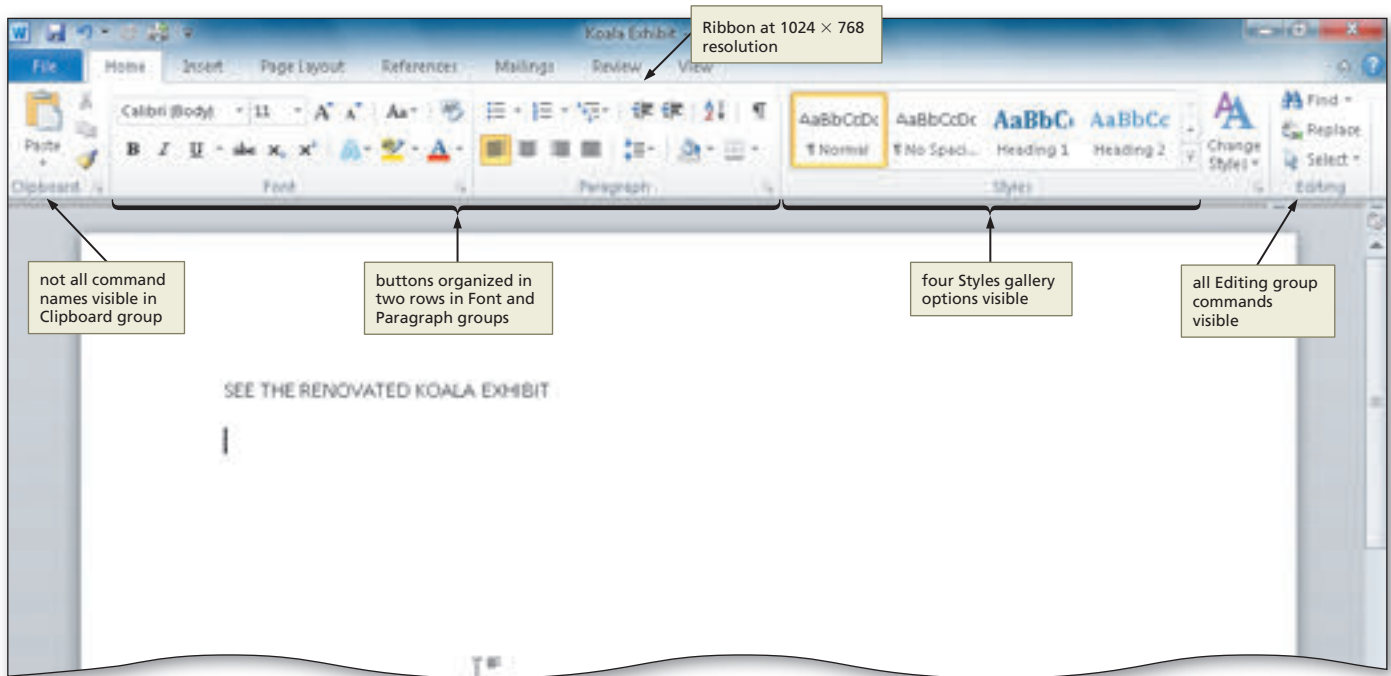


Figure 45 (a) Ribbon at Resolution of 1024 x 768

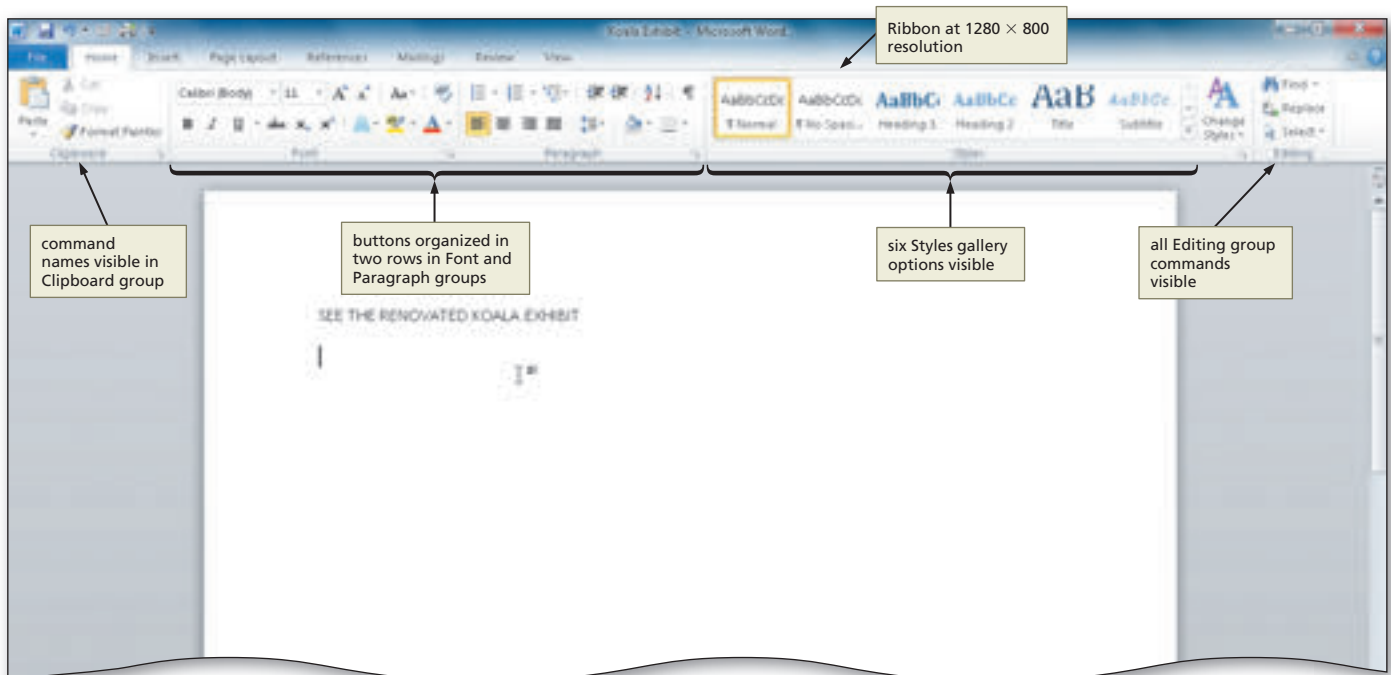


Figure 45 (b) Ribbon at Resolution of 1280 x 800

Comparing the two Ribbons in Figure 45, notice the changes in content and layout of the groups and galleries. In some cases, the content of a group is the same in each resolution, but the layout of the group differs. For example, the same gallery and buttons appear in the Styles groups in the two resolutions, but the layouts differ. In other cases, the content and layout are the same across the resolution, but the level of detail differs with the resolution. In the Clipboard group, when the resolution increases to 1280×800 , the names of all the buttons in the group appear in addition to the buttons themselves. At the lower resolution, only the buttons appear.

To Change the Screen Resolution

If you are using a computer to step through the chapters in this book and you want your screen to match the figures, you may need to change your screen's resolution. The figures in this book use a screen resolution of 1024×768 . The following steps change the screen resolution to 1024×768 . Your computer already may be set to 1024×768 or some other resolution. Keep in mind that many computer labs prevent users from changing the screen resolution; in that case, read the following steps for illustration purposes.

1

- Click the Show desktop button on the taskbar to display the Windows 7 desktop.
- Right-click an empty area on the Windows 7 desktop to display a shortcut menu that displays a list of commands related to the desktop (Figure 46).

Q&A Why does my shortcut menu display different commands?

Depending on your computer's hardware and configuration, different commands might appear on the shortcut menu.

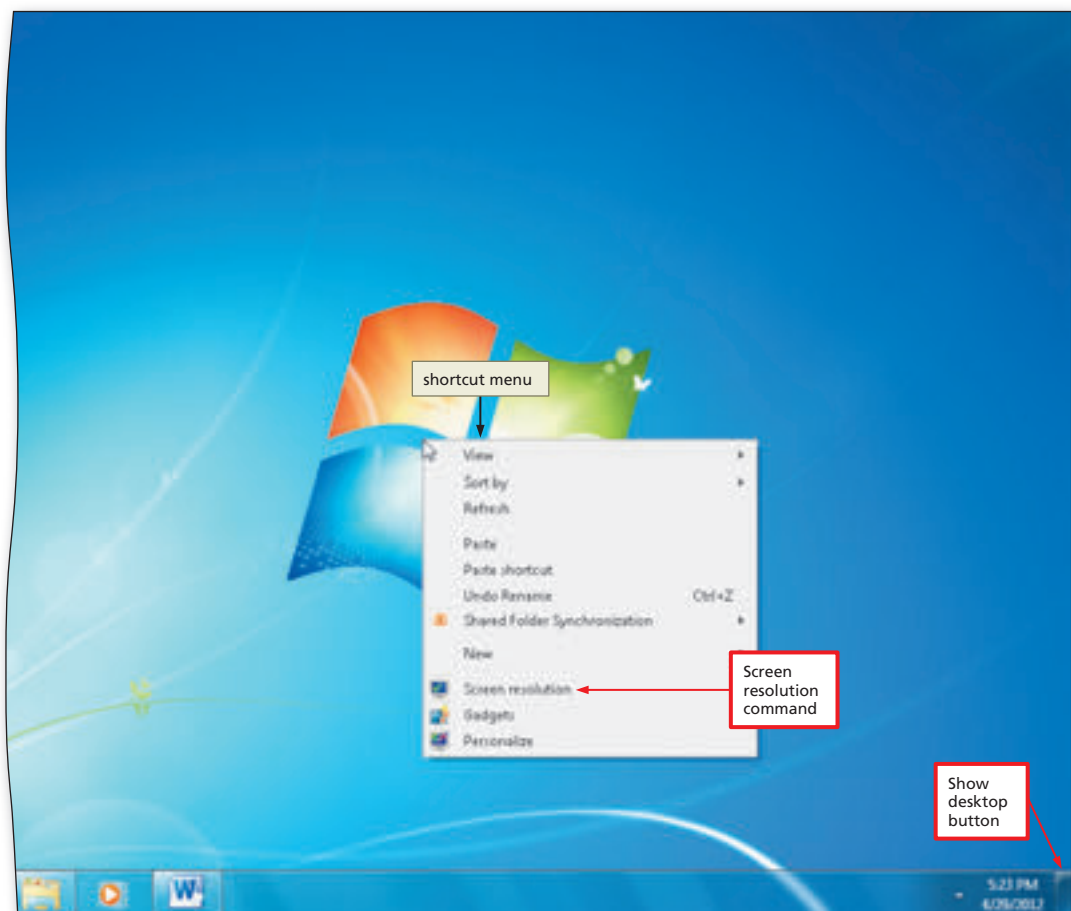


Figure 46

2

- Click Screen resolution on the shortcut menu to open the Screen Resolution window (Figure 47).

Screen Resolution window

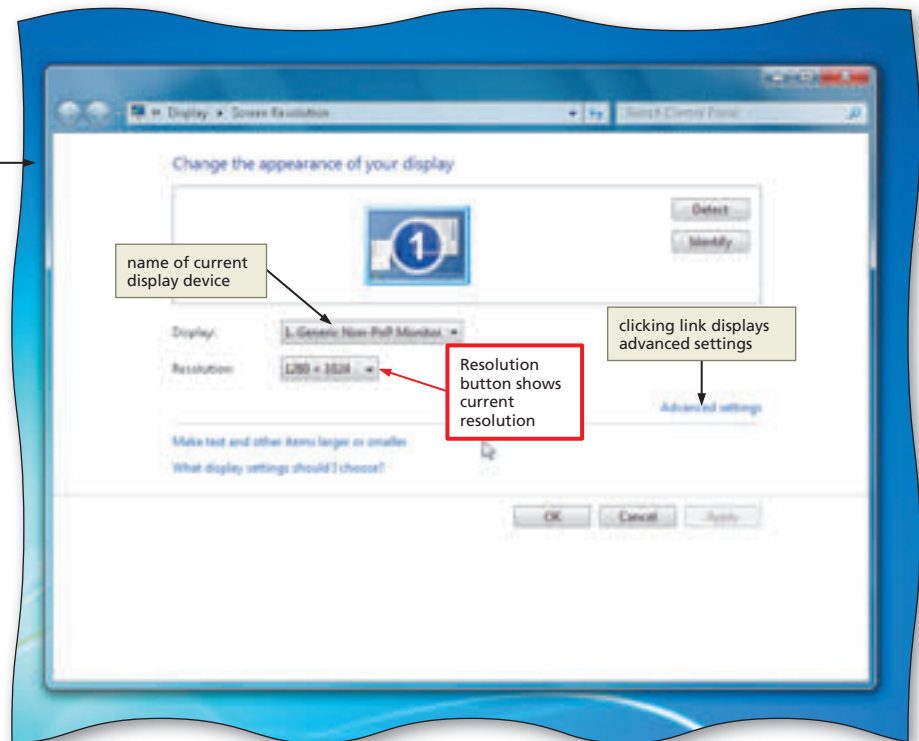


Figure 47

3

- Click the Resolution button in the Screen Resolution window to display the resolution slider.

Q&A What is a slider?

A slider is an object that allows users to choose from multiple predetermined options. In most cases, these options represent some type of numeric value. In most cases, one end of the slider (usually the left or bottom) represents the lowest of available values, and the opposite end (usually the right or top) represents the highest available value.

4

- If necessary, drag the resolution slider until the desired screen resolution (in this case, 1024×768) is selected (Figure 48).

Q&A What if my computer does not support the 1024×768 resolution?

Some computers do not support the 1024×768 resolution. In this case, select a resolution that is close to the 1024×768 resolution.

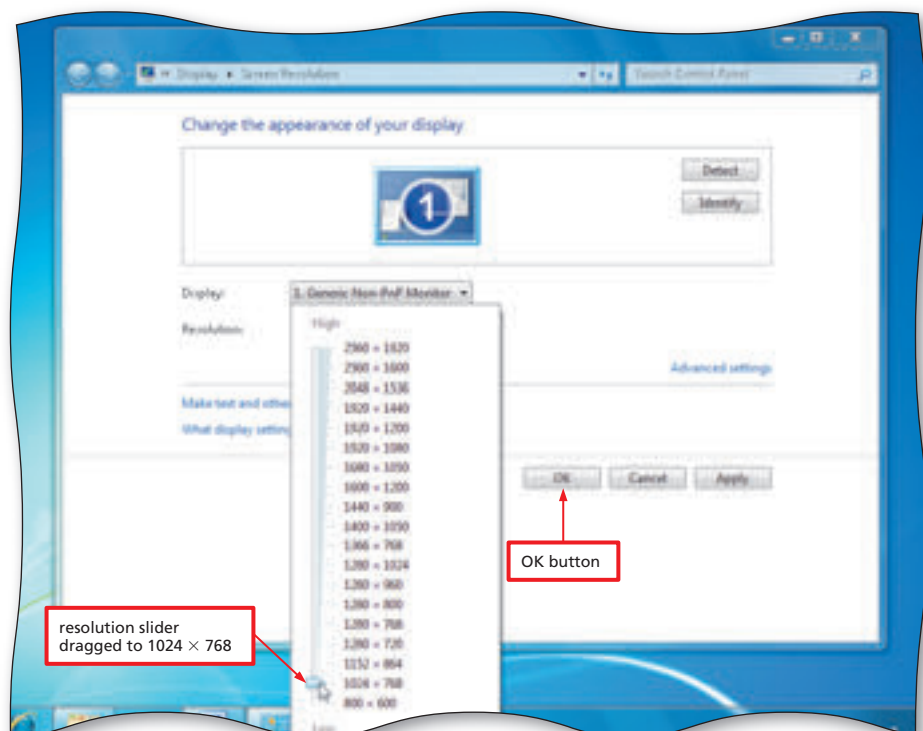
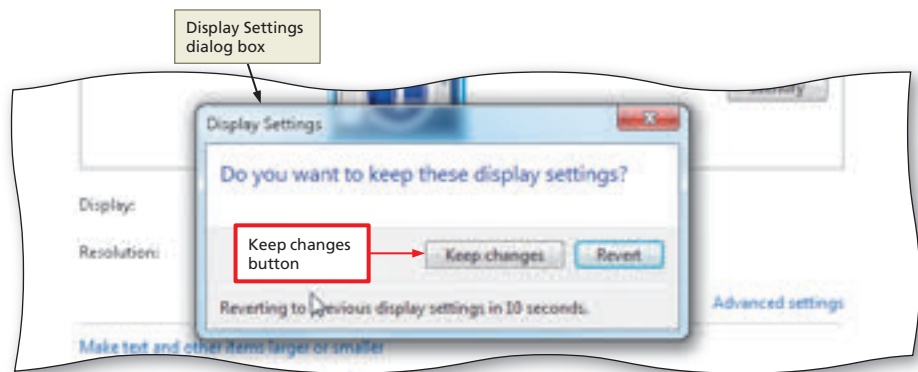


Figure 48

5

- Click an empty area of the Screen Resolution window to close the resolution slider.
- Click the OK button to change the screen resolution and display the Display Settings dialog box (Figure 49).
- Click the Keep changes button (Display Settings dialog box) to accept the new screen resolution.

**Figure 49****Q&A**

Why does a message display stating that the image quality can be improved?

Some computer monitors are designed to display contents better at a certain screen resolution, sometimes referred to as an optimal resolution.

To Quit an Office Program with One Document Open

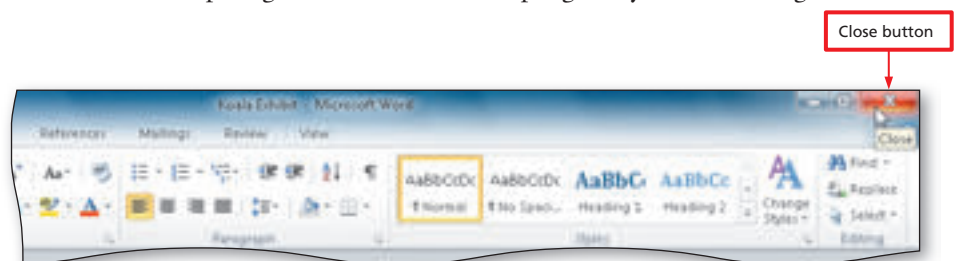
When you quit an Office program, such as Word, if you have made changes to a file since the last time the file was saved, the Office program displays a dialog box asking if you want save the changes you made to the file before it closes the program window. The dialog box contains three buttons with these resulting actions: the Save button saves the changes and then quits the Office program, the Don't Save button quits the Office program without saving changes, and the Cancel button closes the dialog box and redisplay the file without saving the changes.

If no changes have been made to an open document since the last time the file was saved, the Office program will close the window without displaying a dialog box.

The following steps quit an Office program. In the following example, Word is used to illustrate quitting an Office program; however, you would follow the same steps regardless of the Office program you were using.

1

- If necessary, click the Word program button on the taskbar to display the Word window on the desktop.
- Point to the Close button on the right side of the program's title bar, Word in this case (Figure 50).

**Figure 50****2**

- Click the Close button to close the document and quit Word.

Q&A

What if I have more than one document open in an Office program?

You would click the Close button for each open document. When you click the last open document's Close button, the Office program also quits. As an alternative, you could click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit the Office program.

Q&A

What is the Backstage view?

The **Backstage view** contains a set of commands that enable you to manage documents and data about the documents. The Backstage view is discussed in more depth later in this chapter.

3

- If a Microsoft Word dialog box appears, click the Save button to save any changes made to the document since the last save.

Other Ways

- Right-click the Office program button on Windows 7 taskbar, click Close window or 'Close all windows' on shortcut menu
- Press ALT + F4

Break Point: If you wish to take a break, this is a good place to do so. To resume at a later time, continue to follow the steps from this location forward.

Additional Microsoft Office Programs

The previous section used Word to illustrate common features of Office and some basic elements unique to Word. The following sections present elements unique to PowerPoint, Excel, and Access, as well as illustrate additional common features of Office.

In the following pages, you will learn how to do the following:

1. Start an Office program (PowerPoint) using the search box.
2. Create two small documents in the same Office program (PowerPoint).
3. Close one of the documents.
4. Reopen the document just closed.
5. Create a document in a different Office program (Excel).
6. Save the document with a new file name.
7. Create a file in a different Office program (Access).
8. Close the file and then open the file.

PowerPoint

PowerPoint is a complete presentation program that allows you to produce professional-looking presentations (Figure 51). A PowerPoint **presentation** also is called a **slide show**. PowerPoint contains several features to simplify creating a slide show. To make presentations more impressive, you can add diagrams, tables, pictures, video, sound, and animation effects. Additional PowerPoint features include the following:

- **Word processing** — Create bulleted lists, combine words and images, find and replace text, and use multiple fonts and font sizes.
- **Outlining** — Develop a presentation using an outline format. You also can import outlines from Microsoft Word or other word processing programs, including single-level and multilevel lists.
- **Charting** — Create and insert charts into presentations and then add effects and chart elements.
- **Drawing** — Create and modify diagrams using shapes such as arcs, arrows, cubes, rectangles, stars, and triangles. Then, customize and add effects to the diagrams, and arrange these objects by sizing, scaling, and rotating them.
- **Inserting multimedia** — Insert artwork and multimedia effects into a slide show. The Microsoft Clip Organizer, included with Office programs, contains hundreds of media files, including pictures, sounds, and movies.
- **Saving to the Web** — Save presentations or parts of a presentation so that they can be viewed in a Web browser. You can publish your slide show to the Internet or to an intranet.
- **E-mailing** — Send an entire slide show as an attachment to an e-mail message.
- **Collaborating** — Share a presentation with friends and coworkers. Ask them to review the slides and then insert comments that offer suggestions to enhance the presentation.
- **Preparing delivery** — Rehearse integrating PowerPoint slides into your speech by setting timings, using presentation tools, showing only selected slides in a presentation, and packaging the presentation for an optical disc.



Figure 51 (a) Slide 1 (Title)



Figure 51 (b) Slide 2 (Text and Diagram)

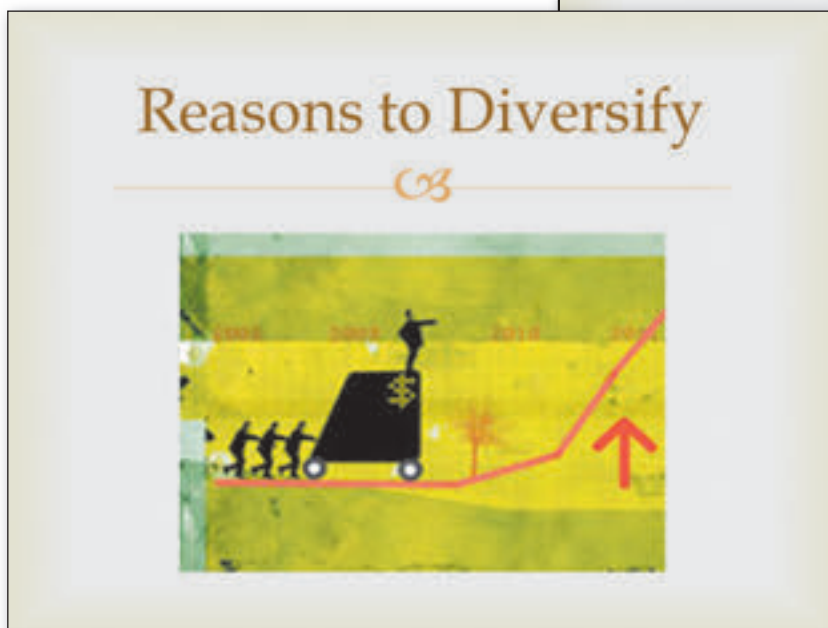


Figure 51 (c) Slide 3 (Text and Picture)

To Start a Program Using the Search Box

The steps on the next page, which assume Windows 7 is running, use the search box to start the PowerPoint Office program based on a typical installation; however, you would follow similar steps to start any Office program. You may need to ask your instructor how to start programs for your computer.

- 1 Click the Start button on the Windows 7 taskbar to display the Start menu.
- 2 Type **Microsoft PowerPoint** as the search text in the 'Search programs and files' text box and watch the search results appear on the Start menu (Figure 52).

Q&A

Do I need to type the complete program name or correct capitalization?

No, just enough of it for the program name to appear on the Start menu. For example, you may be able to type PowerPoint or powerpoint, instead of Microsoft PowerPoint.

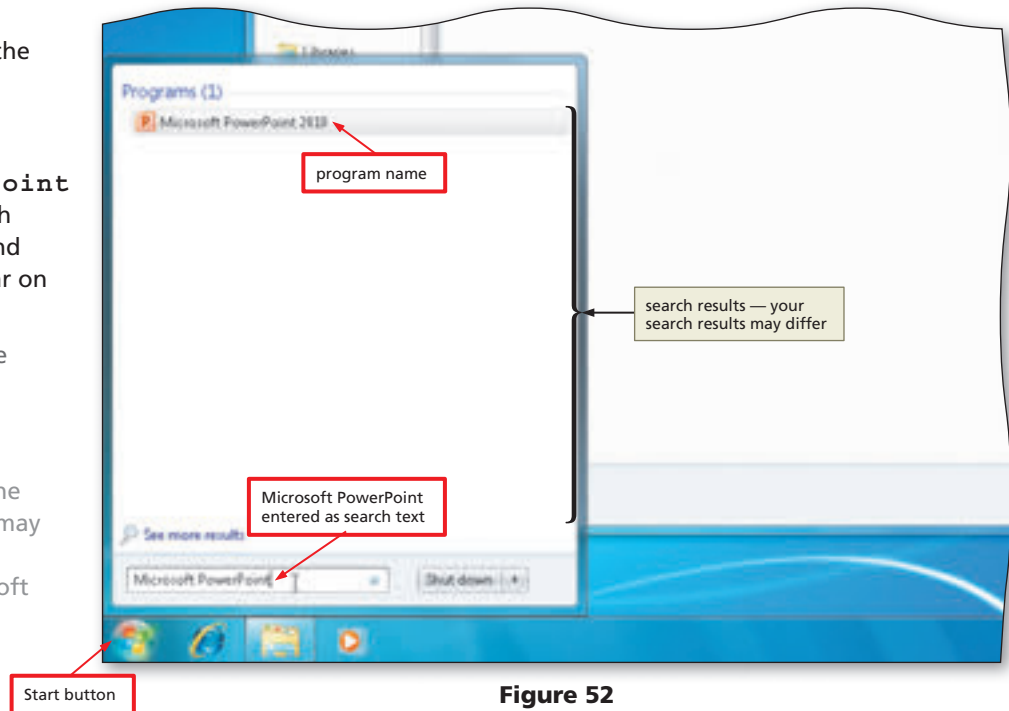


Figure 52

- 3 Click the program name, Microsoft PowerPoint 2010 in this case, in the search results on the Start menu to start PowerPoint and display a new blank presentation in the PowerPoint window.
- If the program window is not maximized, click the Maximize button on its title bar to maximize the window (Figure 53).

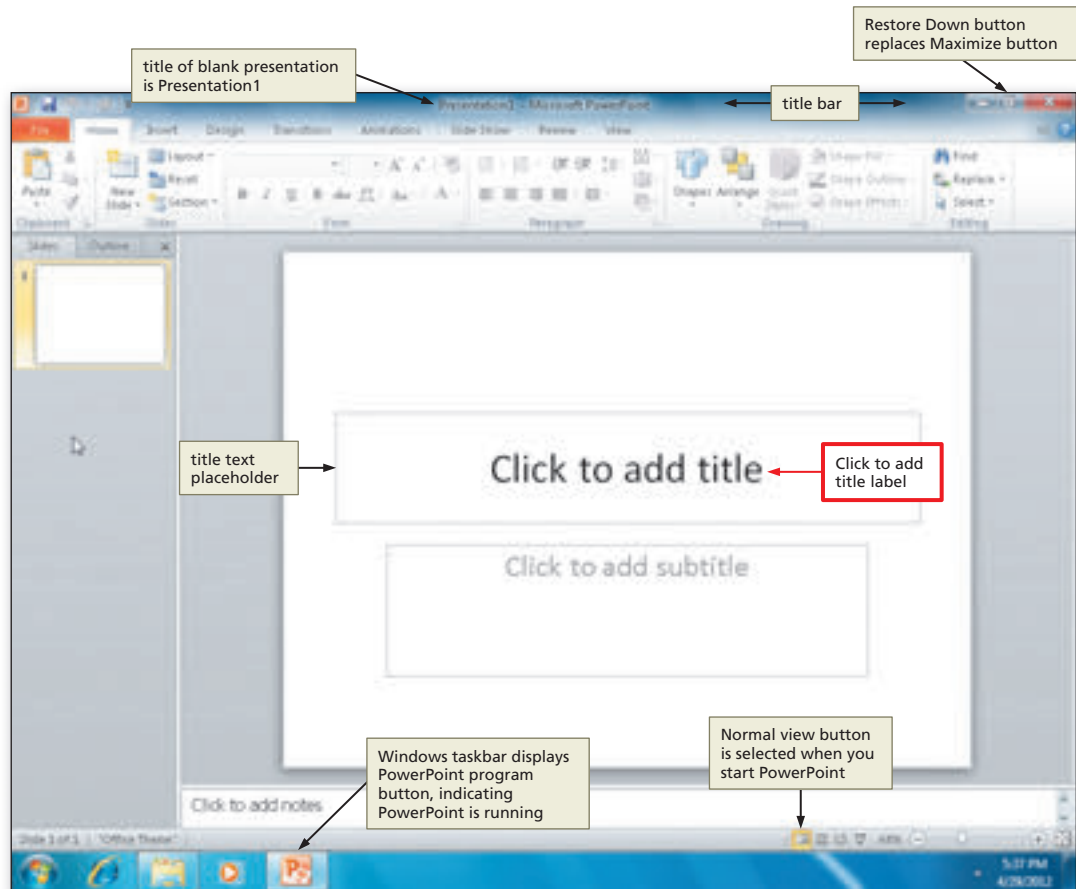


Figure 53

The PowerPoint Window and Ribbon

The PowerPoint window consists of a variety of components to make your work more efficient and documents more professional: the window, Ribbon, Mini toolbar, shortcut menus, and Quick Access Toolbar. Many of these components are common to other Office programs and have been discussed earlier in this chapter. Other components, discussed in the following paragraphs and later in subsequent chapters, are unique to PowerPoint.

The basic unit of a PowerPoint presentation is a **slide**. A slide may contain text and objects, such as graphics, tables, charts, and drawings. **Layouts** are used to position this content on the slide. When you create a new presentation, the default **Title Slide** layout appears (Figure 54). The purpose of this layout is to introduce the presentation to the audience. PowerPoint includes eight other built-in standard layouts.

The default slide layouts are set up in **landscape orientation**, where the slide width is greater than its height. In landscape orientation, the slide size is preset to 10 inches wide and 7.5 inches high when printed on a standard sheet of paper measuring 11 inches wide and 8.5 inches high.

BTW

Portrait Orientation

If your slide content is dominantly vertical, such as a skyscraper or a person, consider changing the slide layout to a portrait orientation. To change the orientation to portrait, click the Slide Orientation button (Design tab | Page Setup group) and then click Portrait. You can use both landscape and portrait orientation in the same slide show.

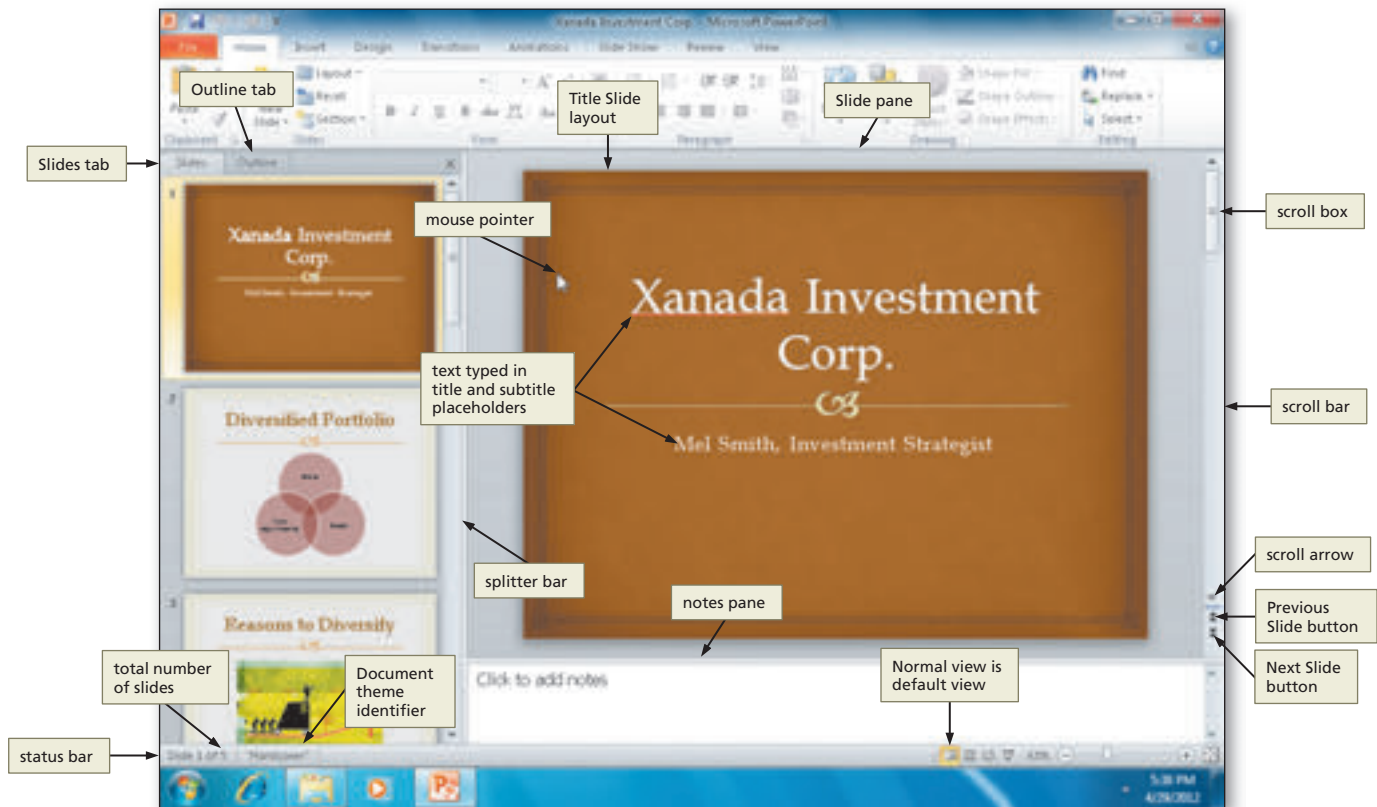


Figure 54

Placeholders Placeholders are boxes with dotted or hatch-marked borders that are displayed when you create a new slide. All layouts except the Blank slide layout contain placeholders. Depending on the particular slide layout selected, title and subtitle placeholders are displayed for the slide title and subtitle; a content text placeholder is displayed for text, art, or a table, chart, picture, graphic, or movie. The title slide in Figure 53 has two text placeholders for the main heading, or title, of a new slide and the subtitle.

Ribbon The Ribbon in PowerPoint is similar to the one in Word and the other Microsoft Office programs. When you start PowerPoint, the Ribbon displays nine main tabs: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View.

To Enter Content in a Title Slide

With the exception of a blank slide and a slide with a picture and caption, PowerPoint assumes every new slide has a title. Many of PowerPoint's layouts have both a title text placeholder and at least one content placeholder. To make creating a presentation easier, any text you type after a new slide appears becomes title text in the title text placeholder. As you begin typing text in the title text placeholder, the title text also is displayed in the Slide 1 thumbnail in the Slides tab. The presentation title for this presentation is Xanada Investments. The following steps enter a presentation title on the title slide.

- 1**
 - Click the label 'Click to add title' located inside the title text placeholder (shown in Figure 53 on page OFF 38) to select the placeholder (Figure 55).

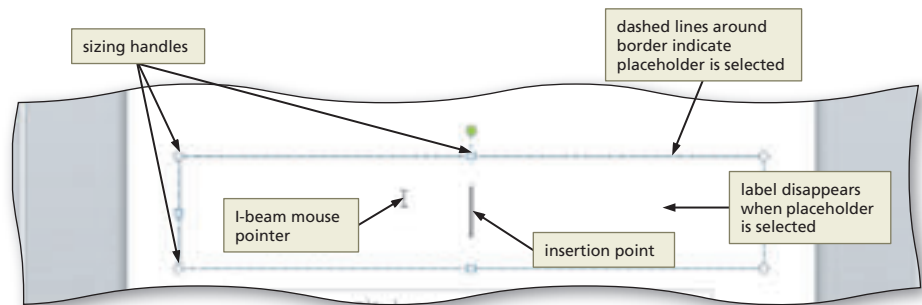


Figure 55

- 2**
 - Type **Xanada Investments** in the title text placeholder. Do not press the ENTER key because you do not want to create a new line of text (Figure 56).

Q&A

What are the white squares and circles that appear around the title text placeholder as I type the presentation title?

The white squares and circles are sizing handles, which you can drag to change the size of the title text placeholder. Sizing handles also can be found around other placeholders and objects within a presentation.

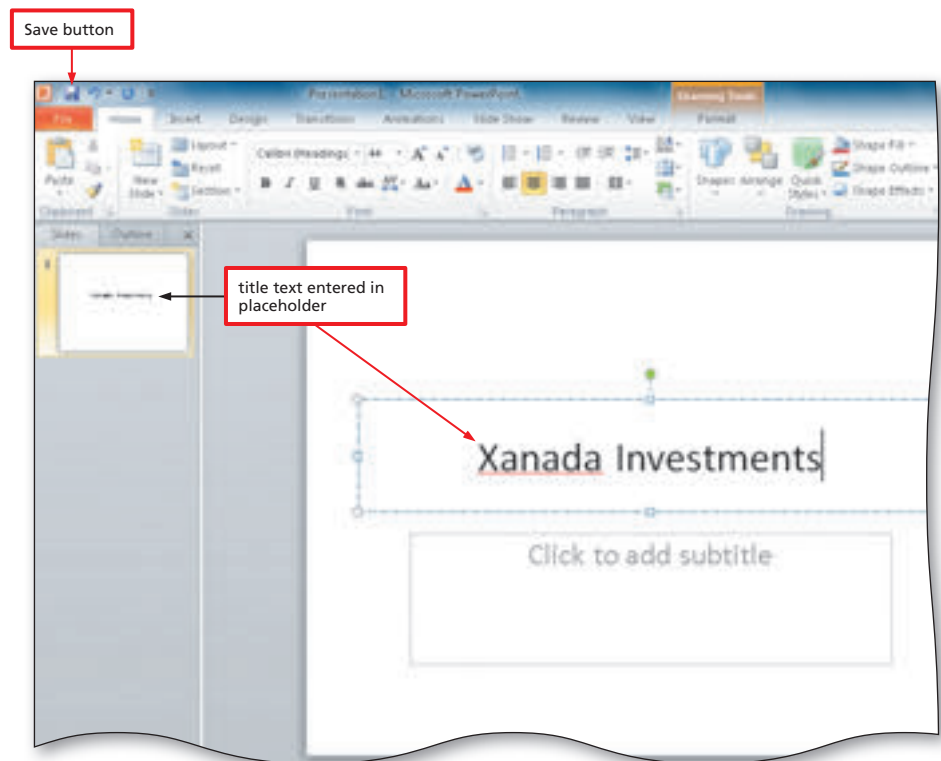


Figure 56

To Save a File in a Folder

The following steps save the presentation in the PowerPoint folder in the class folder (CIS 101, in this case) on a USB flash drive using the file name, Xanada Investments.

- 1** With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box.
 - 2** If necessary, type **Xanada Investments** in the File name text box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
 - 3** Navigate to the desired save location (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder] on the USB flash drive). For specific instructions, perform the tasks in Steps 3a through 3g.
 - 3a** If a navigation pane is not displayed in the Save As dialog box, click the Browse Folders button to expand the dialog box.
 - 3b** If Computer is not displayed in the navigation pane, drag the navigation pane scroll bar (Save As dialog box) until Computer appears.
 - 3c** If Computer is not expanded in the navigation pane, double-click Computer to display a list of available storage devices in the navigation pane.
 - 3d** If necessary, scroll through the Save As dialog box until your USB flash drive appears in the list of available storage devices in the navigation pane.
 - 3e** If your USB flash drive is not expanded, double-click the USB flash drive in the list of available storage devices in the navigation pane to select that drive as the new save location and display its contents in the right pane.
 - 3f** If your class folder (CIS 101, in this case) is not expanded, double-click the CIS 101 folder to select the folder and display its contents.
 - 3g** Click the PowerPoint folder to select it as the new save location and display its contents in the right pane.
 - 4** Click the Save button (Save As dialog box) to save the presentation in the selected folder on the selected drive with the entered file name.
-

To Create a New Office Document from the Backstage View

As discussed earlier, the Backstage view contains a set of commands that enable you to manage documents and data about the documents. From the Backstage view in PowerPoint, for example, you can create, open, print, and save presentations. You also can share documents, manage versions, set permissions, and modify document properties. In other Office 2010 programs, the Backstage view may contain features specific to those programs. The steps on the following pages create a file, a blank presentation in this case, from the Backstage view.

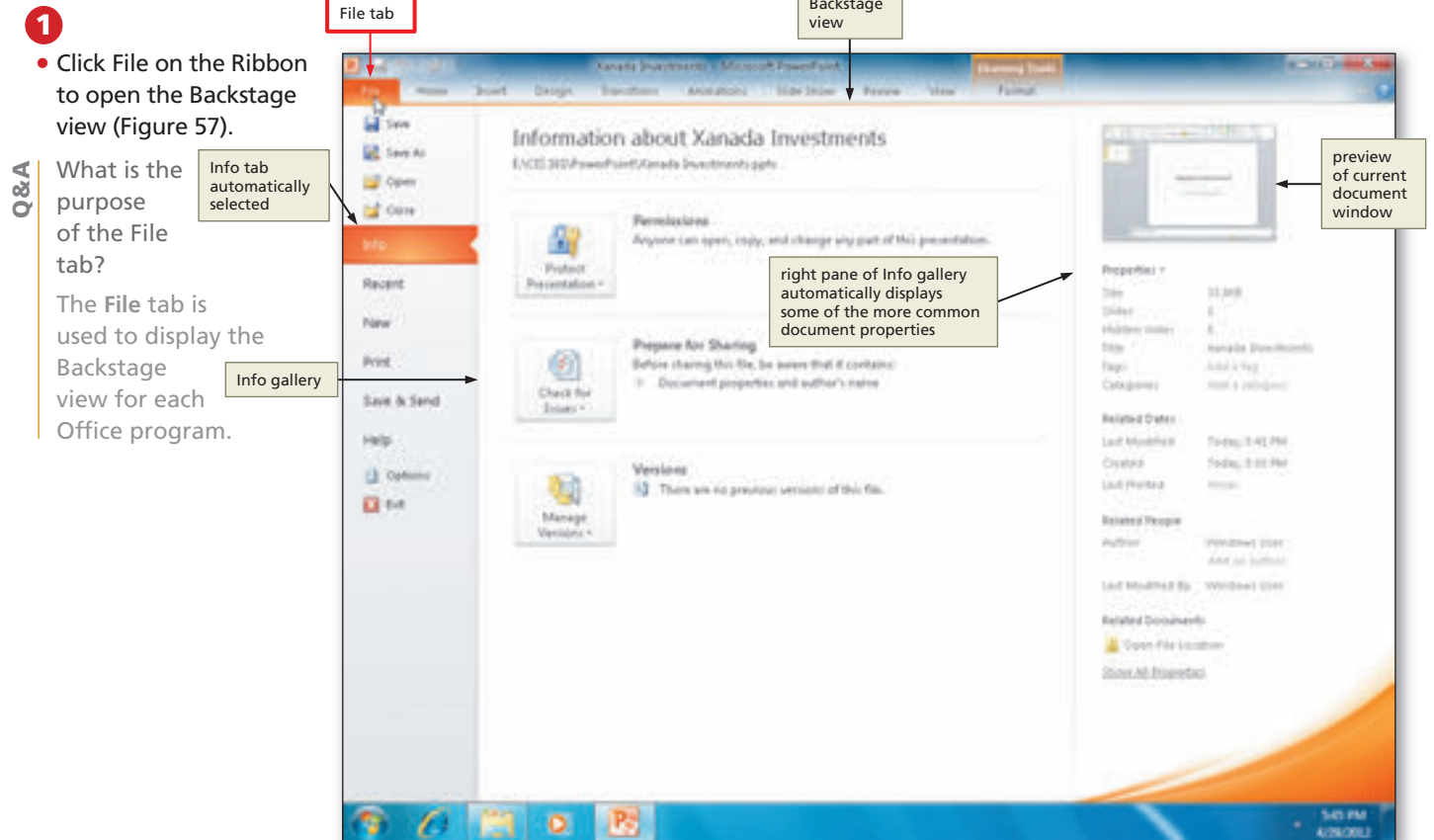


Figure 57

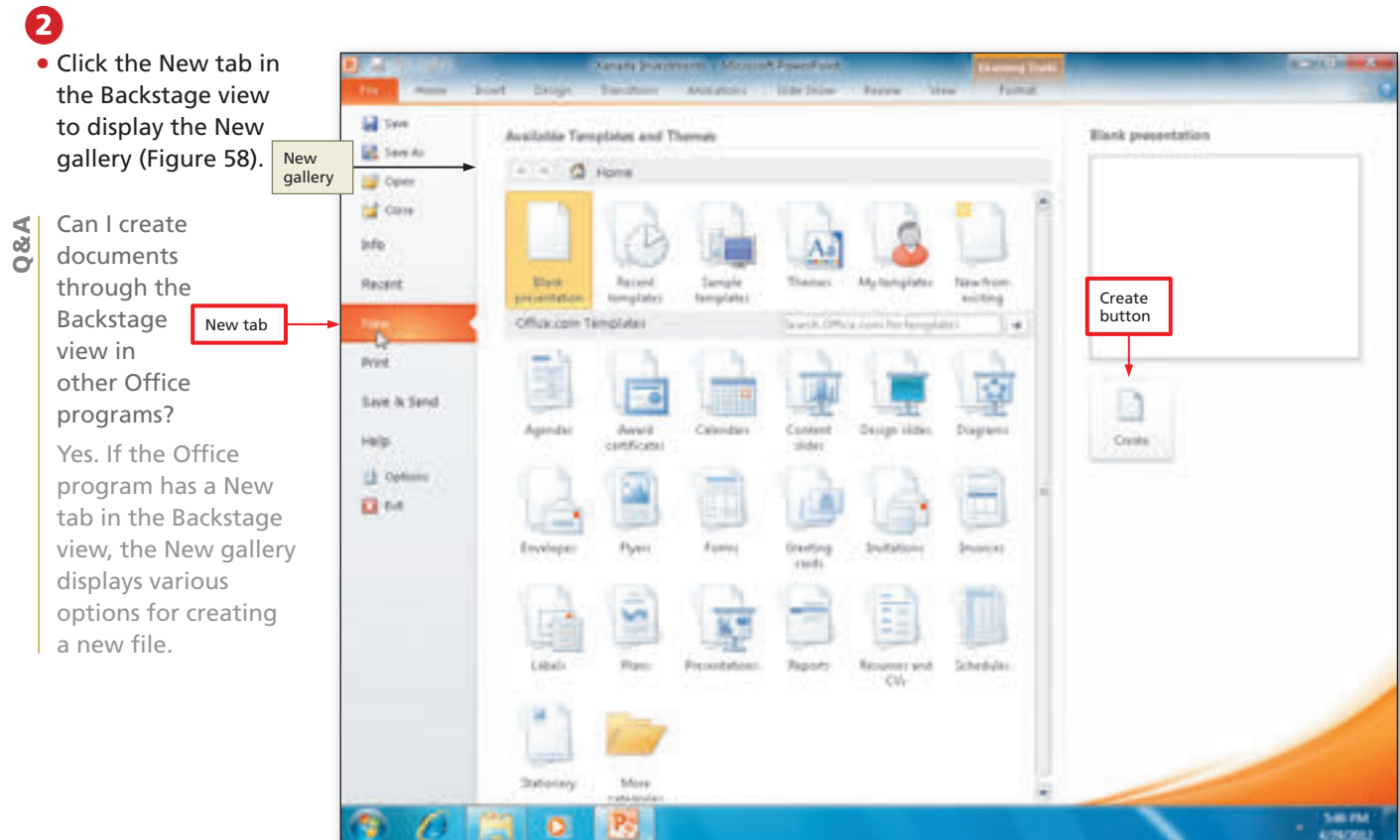


Figure 58

3

- Click the Create button in the New gallery to create a new presentation (Figure 59).

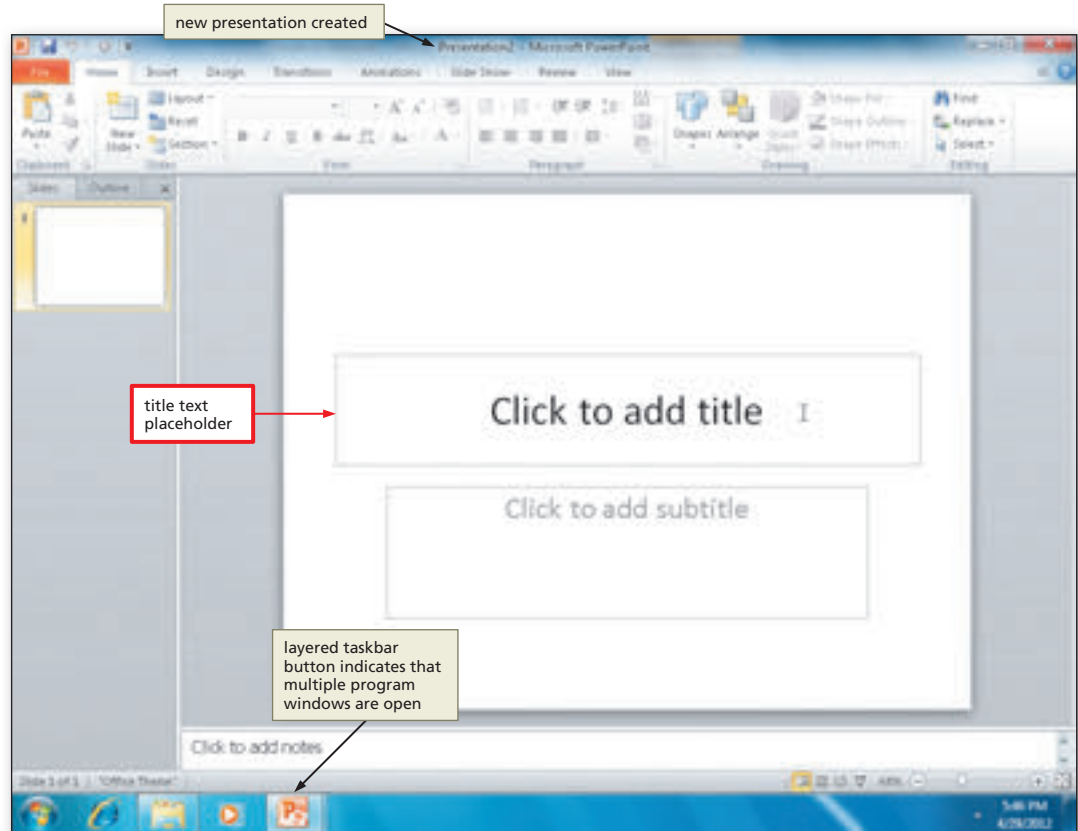


Figure 59

Other Ways

- Press CTRL+N

To Enter Content in a Title Slide of a Second PowerPoint Presentation

The presentation title for this presentation is Koala Exhibit Gala. The following steps enter a presentation title on the title slide.

- Click the title text placeholder (shown in Figure 59) to select it.
- Type **Koala Exhibit Gala** in the title text placeholder. Do not press the ENTER key (Figure 60).

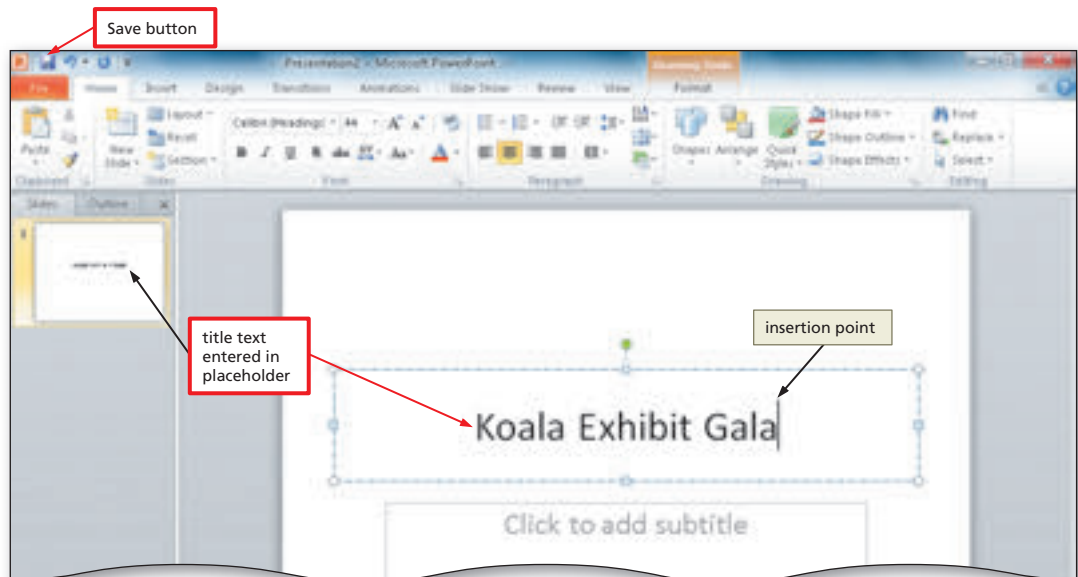


Figure 60

To Save a File in a Folder

The following steps save the second presentation in the PowerPoint folder in the class folder (CIS 101, in this case) on a USB flash drive using the file name, Koala Exhibit Gala.

- 1 With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box.
- 2 If necessary, type **Koala Exhibit Gala** in the File name text box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
- 3 If necessary, navigate to the desired save location (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder] on the USB flash drive).
- 4 Click the Save button (Save As dialog box) to save the presentation in the selected folder on the selected drive with the entered file name.

To Close an Office File Using the Backstage View

Sometimes, you may want to close an Office file, such as a PowerPoint presentation, entirely and start over with a new file. You also may want to close a file when you are finished working with it so that you can begin a new file. The following steps close the current active Office file, that is, the Koala Exhibit Gala presentation, without quitting the active program (PowerPoint in this case).

- 1
 - Click File on the Ribbon to open the Backstage view (Figure 61).
- 2
 - Click Close in the Backstage view to close the open file (Koala Exhibit Gala, in this case) without quitting the active program.

Q&A What if the Office program displays a dialog box about saving?

Click the Save button if you want to save the changes, click the Don't Save button if you want to ignore the changes since the last time you saved, and click the Cancel button if you do not want to close the document.

Q&A Can I use the Backstage view to close an open file in other Office programs, such as Word and Excel?

Yes.

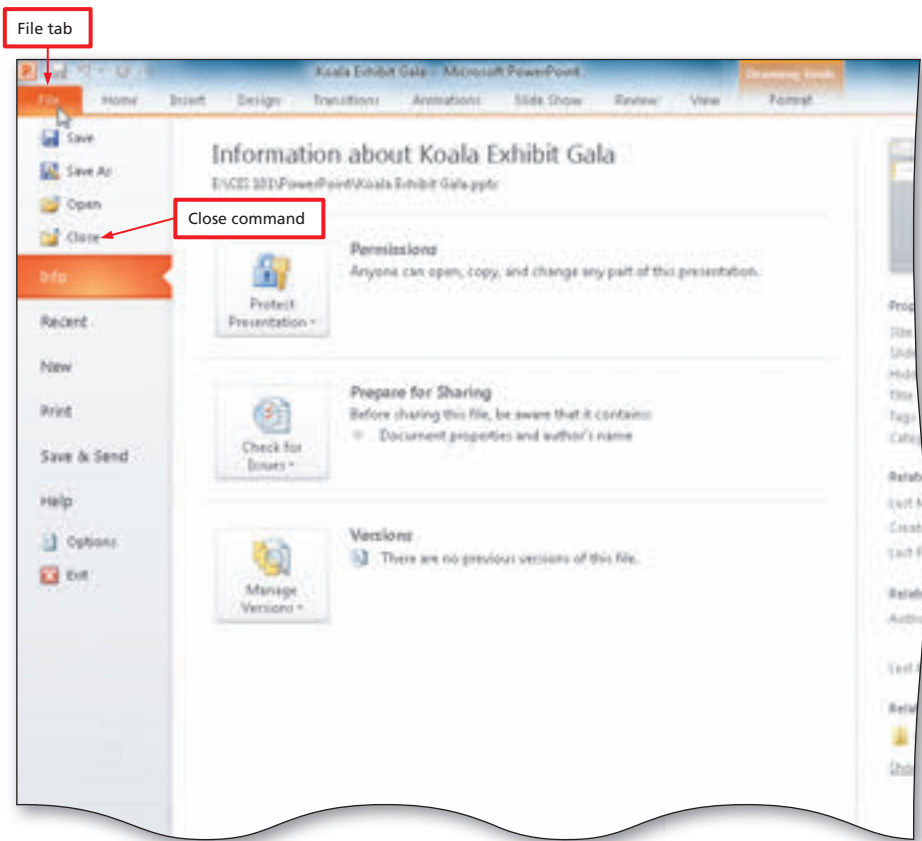


Figure 61

To Open a Recent Office File Using the Backstage View

You sometimes need to open a file that you recently modified. You may have more changes to make such as adding more content or correcting errors. The Backstage view allows you to access recent files easily. The following steps reopen the Koala Exhibit Gala file just closed.

- 1**
 - Click File on the Ribbon to open the Backstage view.
 - Click the Recent tab in the Backstage view to display the Recent gallery (Figure 62).
- 2**
 - Click the desired file name in the Recent gallery, Koala Exhibit Gala in this case, to open the file (shown in Figure 60 on page OFF 43).

Q&A Can I use the Backstage view to open a recent file in other Office programs, such as Word and Excel?
Yes, as long as the file name appears in the list of recent files in the Recent gallery.

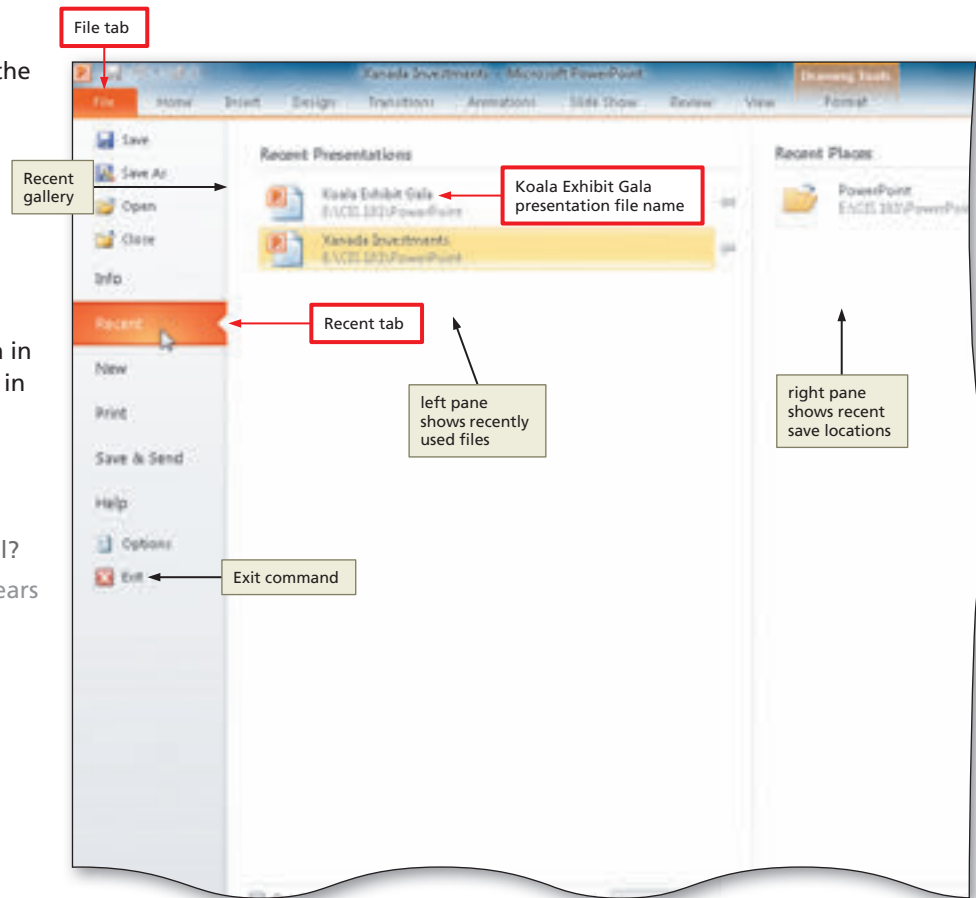


Figure 62

Other Ways

1. Click Start button, point to program name, click file name on submenu
2. Click File on Ribbon, click Open in Backstage view, navigate to file (Open dialog box), click Open button

To Quit an Office Program

You are finished using PowerPoint. Thus, you should quit this Office program. The following steps quit PowerPoint.

- 1** If you have one Office document open, click the Close button on the right side of the title bar to close the document and quit the Office program; or if you have multiple Office documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit the Office program.
- 2** If a dialog box appears, click the Save button to save any changes made to the document since the last save.

Excel

Excel is a powerful spreadsheet program that allows users to organize data, complete calculations, make decisions, graph data, develop professional-looking reports (Figure 63), publish organized data to the Web, and access real-time data from Web sites. The four major parts of Excel are:

- **Workbooks and Worksheets** - A **workbook** is like a notebook. Inside the workbook are sheets, each of which is called a **worksheet**. In other words, a workbook is a collection of worksheets. Worksheets allow users to enter, calculate, manipulate, and analyze data such as numbers and text. The terms worksheet and spreadsheet are interchangeable.
- **Charts** - Excel can draw a variety of charts.
- **Tables** - Tables organize and store data within worksheets. For example, once a user enters data into a worksheet, an Excel table can sort the data, search for specific data, and select data that satisfies defined criteria.
- **Web Support** - Web support allows users to save Excel worksheets or parts of a worksheet in HTML format, so that a user can view and manipulate the worksheet using a browser. Excel Web support also provides access to real-time data, such as stock quotes, using Web queries.

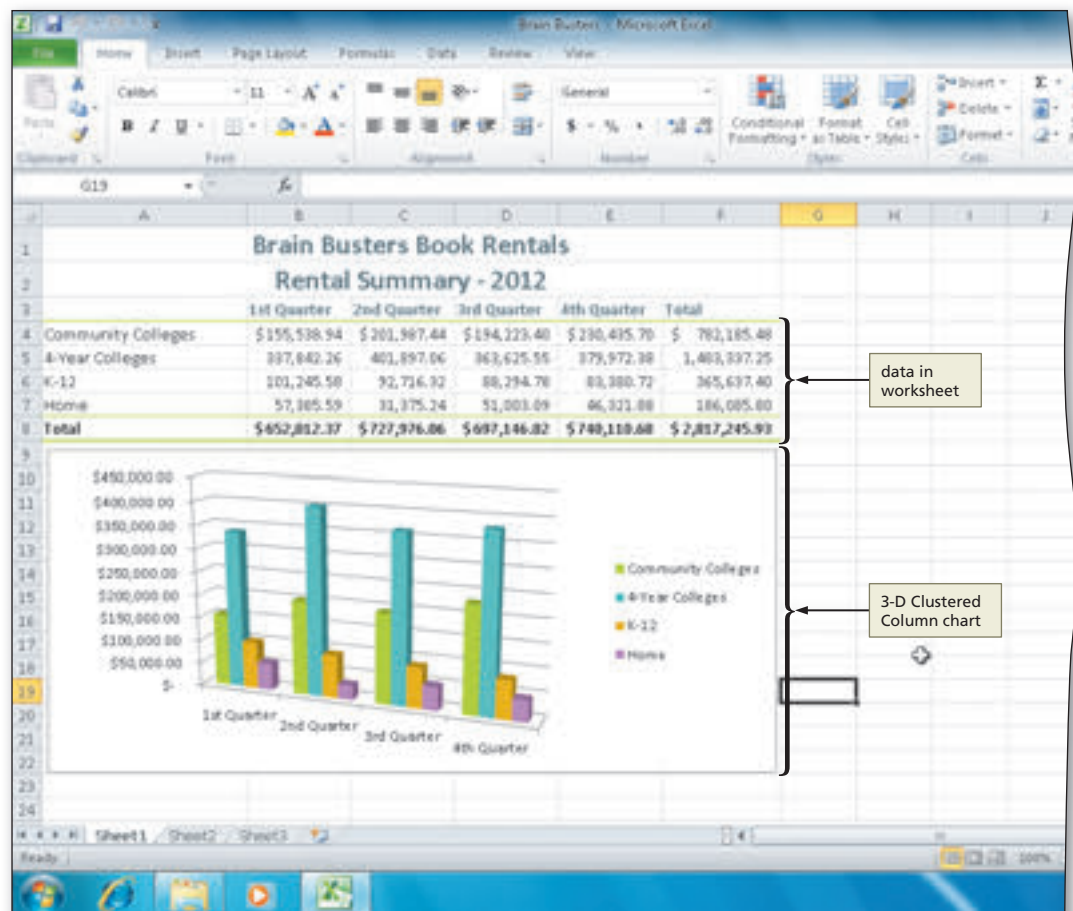


Figure 63

To Create a New Blank Office Document from Windows Explorer

Windows Explorer provides a means to create a blank Office document without ever starting an Office program. The following steps use Windows Explorer to create a blank Excel document.

- 1**
 - If necessary, click the Windows Explorer program button on the taskbar to make the folder window the active window in Windows Explorer.
 - Double-click your class folder (CIS 101, in this case) in the navigation pane to display the contents of the selected folder.
 - Double-click the Excel folder to display its contents in the right pane.
 - With the Excel folder selected, right-click an open area in the right pane to display a shortcut menu.
 - Point to New on the shortcut menu to display the New submenu (Figure 64).

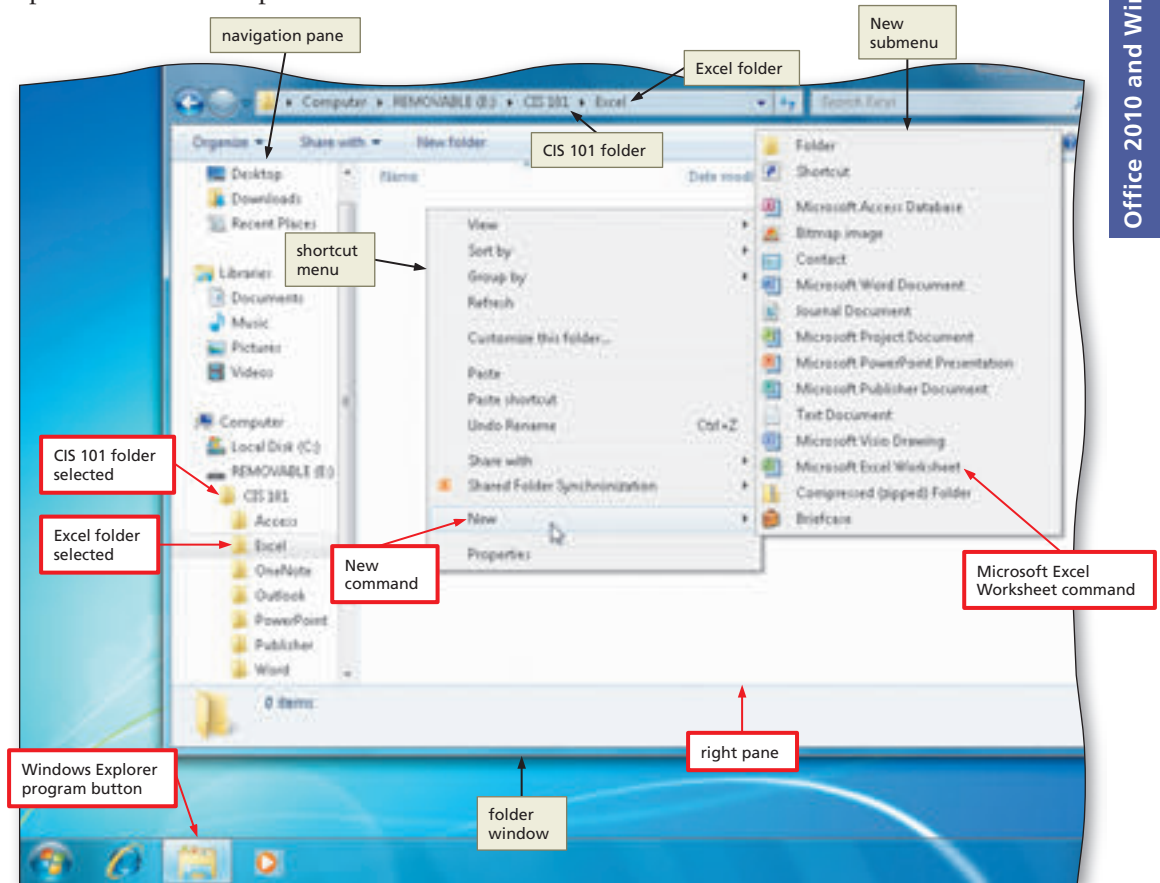


Figure 64

- 2**
 - Click Microsoft Excel Worksheet on the New submenu to display an icon and text box for a new file in the current folder window (Figure 65).

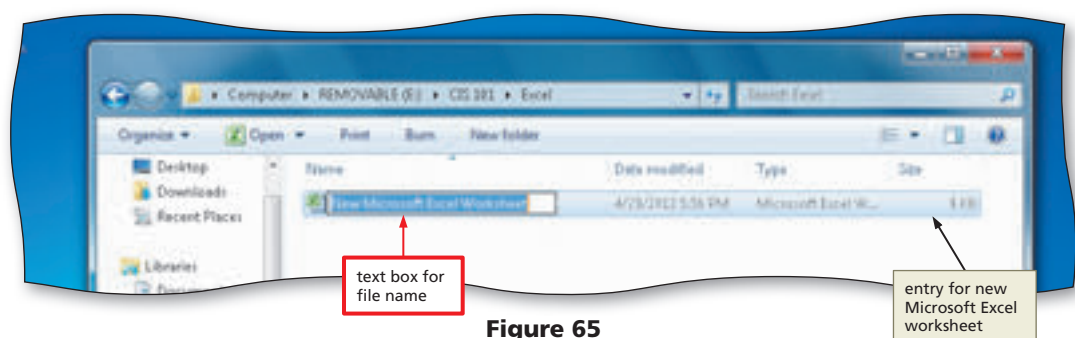


Figure 65

- 3**
 - Type **Brain Busters** in the text box and then press the ENTER key to assign a name to the new file in the current folder (Figure 66).

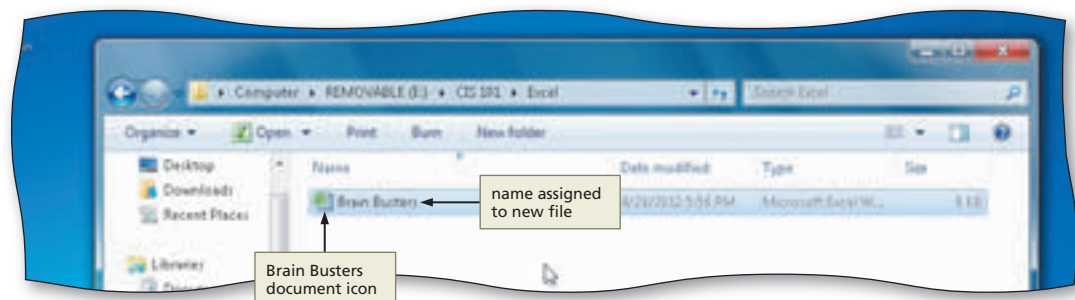


Figure 66

To Start a Program from Windows Explorer and Open a File

Previously, you learned how to start an Office program using the Start menu and the search box. Another way start an Office program is to open an existing file from Windows Explorer, which causes the program in which the file was created to start and then open the selected file. The following steps, which assume Windows 7 is running, use Windows Explorer to start the Excel Office program based on a typical installation. You may need to ask your instructor how to start Office programs for your computer.

- 1**
 - If necessary, display the file to open in the folder window in Windows Explorer (shown in Figure 66 on the previous page).
 - Right-click the file icon or file name (Brain Busters, in this case) to display a shortcut menu (Figure 67).

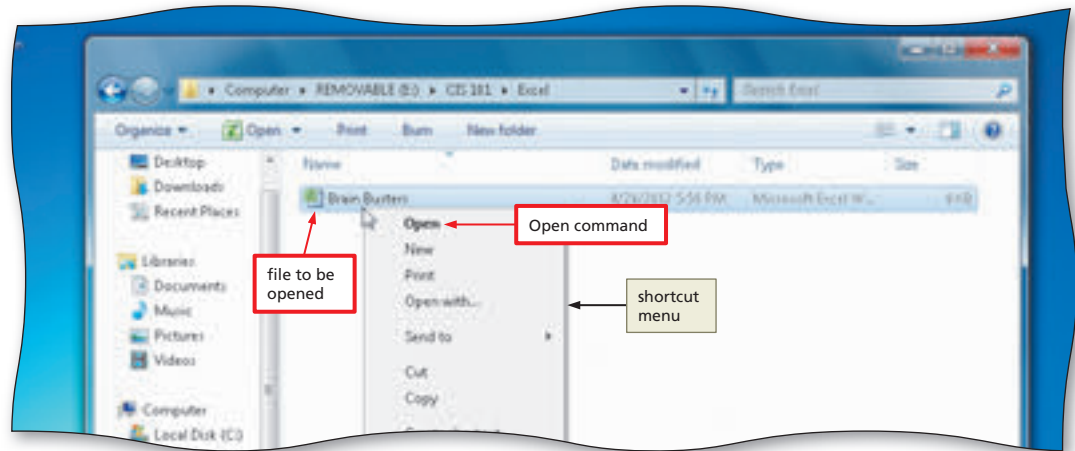


Figure 67

- 2**
 - Click Open on the shortcut menu to open the selected file in the program used to create the file, Microsoft Excel in this case (Figure 68).
 - If the program window is not maximized, click the Maximize button on the title bar to maximize the window.
 - For Excel users, if the worksheet window in Excel is not maximized, click the worksheet window Maximize button to maximize the worksheet window within Excel.

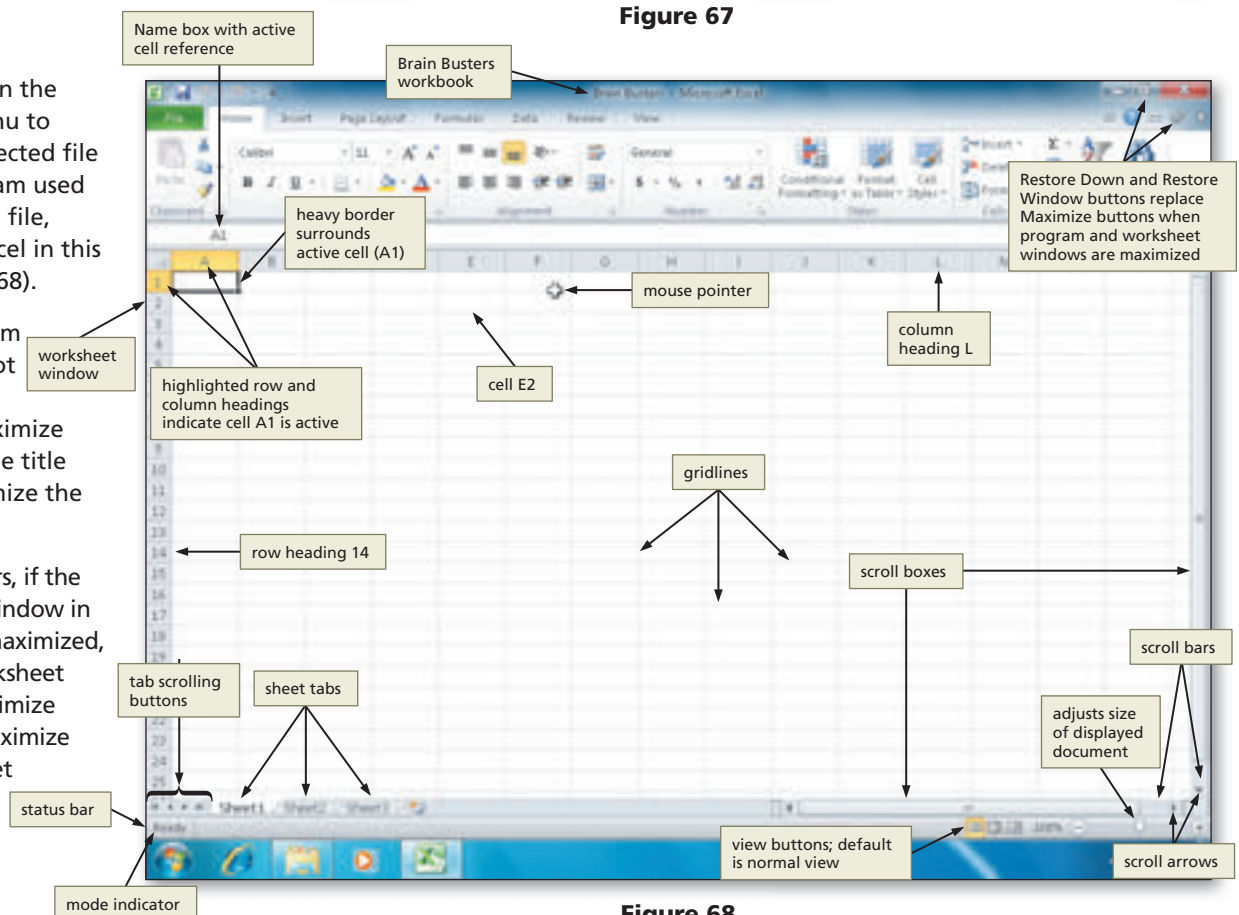


Figure 68

Q&A Instead of using Windows Explorer, can I start Excel using the same method shown previously for Word and PowerPoint?

Yes, you can use any method of starting an Office program to start Excel.

Unique Features of Excel

The Excel window consists of a variety of components to make your work more efficient and worksheets more professional. These include the document window, Ribbon, Mini toolbar and shortcut menus, Quick Access Toolbar, and the Backstage view. Some of these components are common to other Microsoft Office 2010 programs; others are unique to Excel.

Excel opens a new workbook with three worksheets. If necessary, you can add additional worksheets as long as your computer has enough memory to accommodate them.

Each worksheet has a sheet name that appears on a **sheet tab** at the bottom of the workbook. For example, Sheet1 is the name of the active worksheet displayed in the Brain Busters workbook. If you click the sheet tab labeled Sheet2, Excel displays the Sheet2 worksheet.

The Worksheet The worksheet is organized into a rectangular grid containing vertical columns and horizontal rows. A column letter above the grid, also called the **column heading**, identifies each column. A row number on the left side of the grid, also called the **row heading**, identifies each row. With the screen resolution set to 1024×768 and the Excel window maximized, Excel displays 15 columns (A through O) and 25 rows (1 through 25) of the worksheet on the screen, as shown in Figure 68.

The intersection of each column and row is a cell. A **cell** is the basic unit of a worksheet into which you enter data. Each worksheet in a workbook has 16,384 columns and 1,048,576 rows for a total of 17,179,869,180 cells. Only a small fraction of the active worksheet appears on the screen at one time.

A cell is referred to by its unique address, or **cell reference**, which is the coordinates of the intersection of a column and a row. To identify a cell, specify the column letter first, followed by the row number. For example, cell reference E2 refers to the cell located at the intersection of column E and row 2 (Figure 68).

One cell on the worksheet, designated the **active cell**, is the one into which you can enter data. The active cell in Figure 68 is A1. The active cell is identified in three ways. First, a heavy border surrounds the cell; second, the active cell reference shows immediately above column A in the Name box; and third, the column heading A and row heading 1 are highlighted so it is easy to see which cell is active (Figure 68).

The horizontal and vertical lines on the worksheet itself are called **gridlines**. Gridlines make it easier to see and identify each cell in the worksheet. If desired, you can turn the gridlines off so that they do not show on the worksheet, but it is recommended that you leave them on for now.

The mouse pointer in Figure 68 has the shape of a block plus sign. The mouse pointer appears as a block plus sign whenever it is located in a cell on the worksheet. Another common shape of the mouse pointer is the block arrow. The mouse pointer turns into the block arrow when you move it outside the worksheet or when you drag cell contents between rows or columns. The other mouse pointer shapes are described when they appear on the screen.

Ribbon When you start Excel, the Ribbon displays eight main tabs: File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The Formulas and Data tabs are specific to Excel. The Formulas tab allows you to work with Excel formulas, and the Data tab allows you to work with data processing features such as importing and sorting data.

BTW

The Worksheet Size and Window

The 16,384 columns and 1,048,576 rows in Excel make for a huge worksheet that – if you could imagine – takes up the entire side of a building to display in its entirety. Your computer screen, by comparison, is a small window that allows you to view only a minute area of the worksheet at one time. While you cannot see the entire worksheet, you can move the window over the worksheet to view any part of it.

BTW

Customizing the Ribbon

In addition to customizing the Quick Access Toolbar, you can add items to and remove items from the Ribbon. To customize the Ribbon, click File on the Ribbon to open the Backstage view, click Options in the Backstage view, and then click Customize Ribbon in the left pane of the Options dialog box. More information about customizing the Ribbon is presented in a later chapter.

Formula Bar The formula bar appears below the Ribbon (Figure 69). As you type, Excel displays the entry in the **formula bar**. You can make the formula bar larger by dragging the sizing handle at the bottom of the formula bar or clicking the expand button to the right of the formula bar. Excel also displays the active cell reference in the **Name box** on the left side of the formula bar.

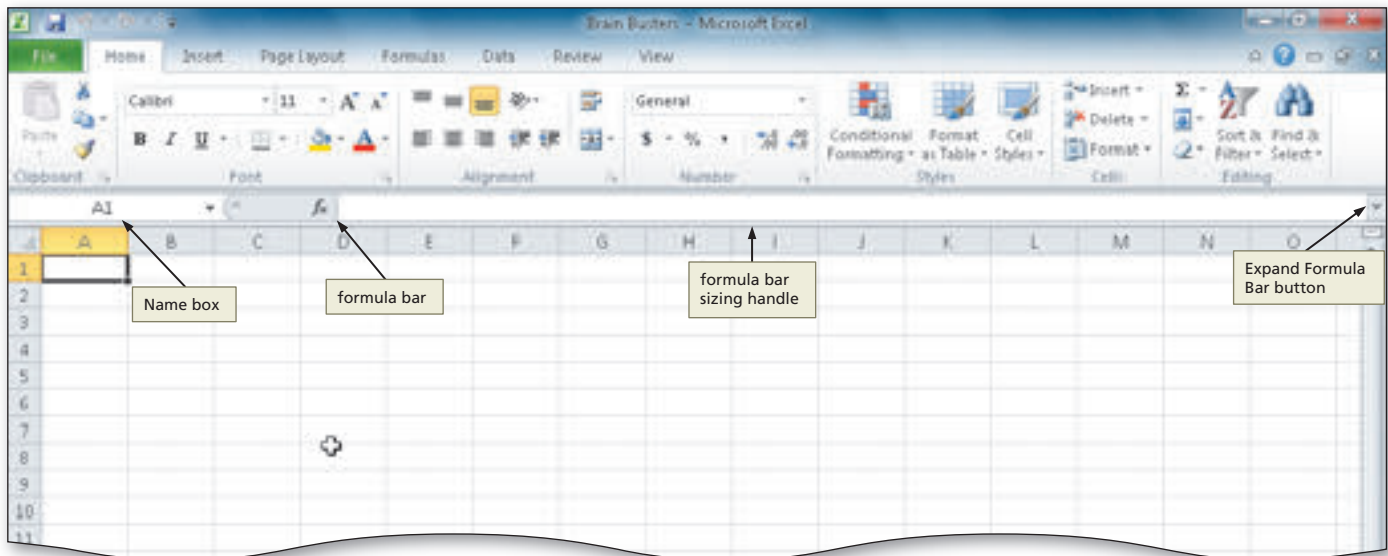


Figure 69

To Enter a Worksheet Title

To enter data into a cell, you first must select it. The easiest way to select a cell (make it active) is to use the mouse to move the block plus sign mouse pointer to the cell and then click. An alternative method is to use the arrow keys that are located just to the right of the typewriter keys on the keyboard. An arrow key selects the cell adjacent to the active cell in the direction of the arrow on the key.

In Excel, any set of characters containing a letter, hyphen (as in a telephone number), or space is considered text. **Text** is used to place titles, such as worksheet titles, column titles, and row titles, on the worksheet. The following steps enter the worksheet title in cell A1.

- 1 If it is not already the active cell, click cell A1 to make it the active cell (Figure 70).

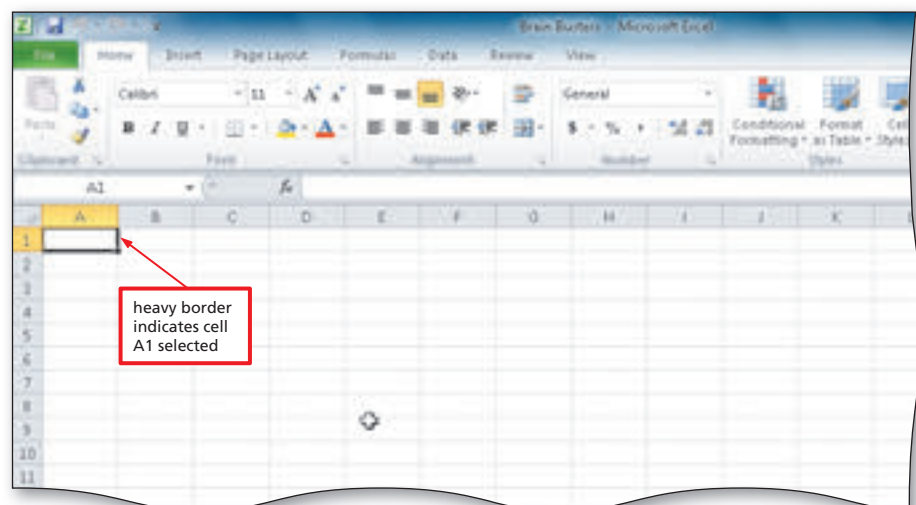


Figure 70

2

- Type **Brain Buster Book Rentals** in cell A1 (Figure 71).

Q&A

Why did the appearance of the formula bar change?

Excel displays the title in the formula bar and in cell A1. When you begin typing a cell entry, Excel displays two additional boxes in the formula bar: the Cancel box and the Enter box. Clicking the Enter box completes an entry. Clicking the Cancel box cancels an entry.

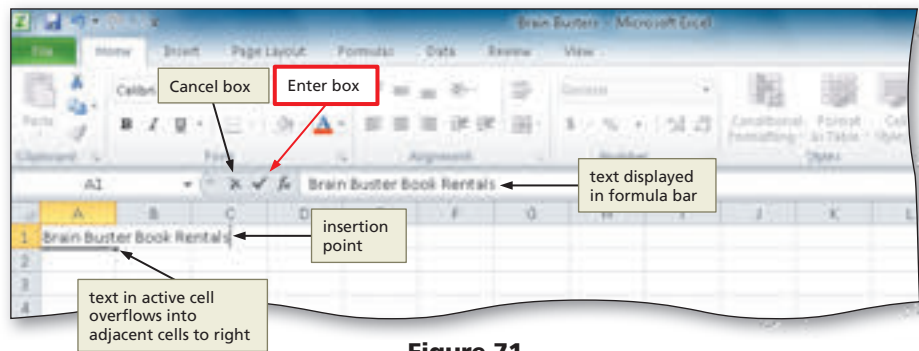


Figure 71

3

- Click the Enter box to complete the entry and enter the worksheet title in cell A1 (Figure 72).

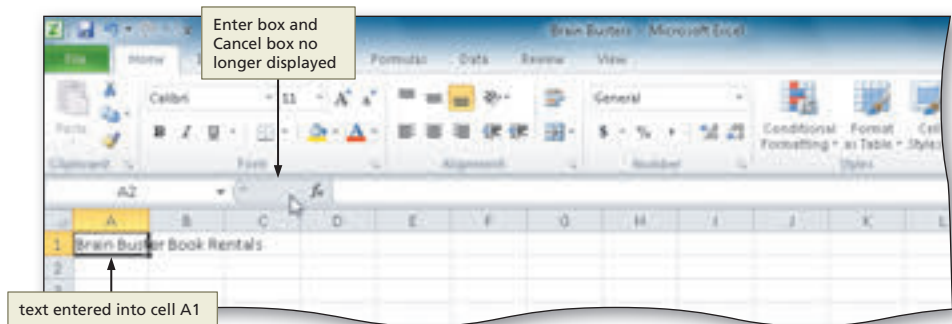


Figure 72

Other Ways

1. To complete entry, click any cell other than active cell

2. To complete entry, press ENTER, HOME, PAGE UP, PAGE DOWN, END,

UP, DOWN, LEFT ARROW, or RIGHT ARROW

To Save an Existing Office Document with the Same File Name

Saving frequently cannot be overemphasized. You have made modifications to the file (spreadsheet) since you created it. Thus, you should save again. Similarly, you should continue saving files frequently so that you do not lose your changes since the time you last saved the file. You can use the same file name, such as Brain Busters, to save the changes made to the document. The following step saves a file again.

1

- Click the Save button on the Quick Access Toolbar to overwrite the previously saved file (Brain Busters, in this case) on the USB flash drive (Figure 73).

Q&A

Why did the Save As dialog box not appear?

Office programs, including Excel, overwrite the document using the setting specified the first time you saved the document.

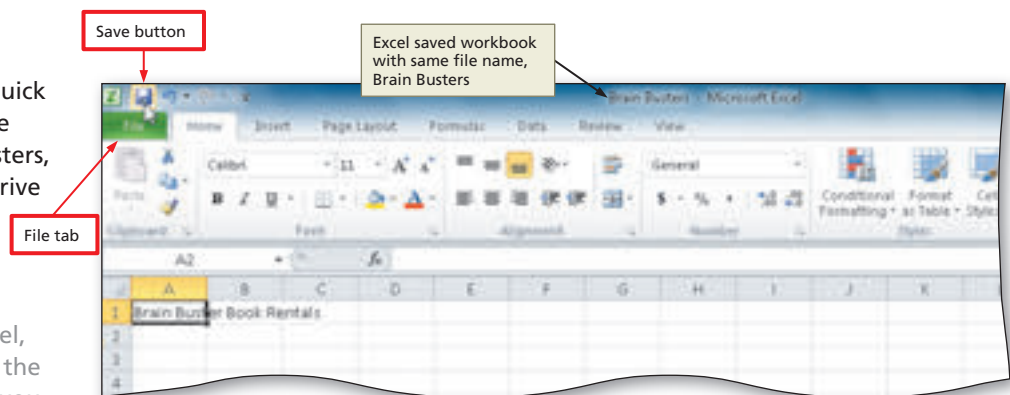


Figure 73

Other Ways

1. Press CTRL+S or press SHIFT+F12

To Use Save As to Change the Name of a File

You might want to save a file with a different name and even to a different location. For example, you might start a homework assignment with a data file and then save it with a final file name for submitting to your instructor, saving it to a location designated by your instructor. The following steps save a file with a different file name.

- 1** With your USB flash drive connected to one of the computer's USB ports, click File on the Ribbon to open the Backstage view.
 - 2** Click Save As in the Backstage view to display the Save As dialog box.
 - 3** Type **Brain Busters Rental Summary** in the File name text box (Save As dialog box) to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
 - 4** Navigate to the desired save location (the Excel folder in the CIS 101 folder [or your class folder] on the USB flash drive, in this case). For specific instructions, perform the tasks in steps 4a through 4g.
 - 4a** If a navigation pane is not displayed in the Save As dialog box, click the Browse Folders button to expand the dialog box.
 - 4b** If Computer is not displayed in the navigation pane, drag the navigation pane scroll bar (Save As dialog box) until Computer appears.
 - 4c** If Computer is not expanded in the navigation pane, double-click Computer to display a list of available storage devices in the navigation pane.
 - 4d** If necessary, scroll through the Save As dialog box until your USB flash drive appears in the list of available storage devices in the navigation pane.
 - 4e** If your USB flash drive is not expanded, double-click the USB flash drive in the list of available storage devices in the navigation pane to select that drive as the new save location and display its contents in the right pane.
 - 4f** If your class folder (CIS 101, in this case) is not expanded, double-click the CIS 101 folder to select the folder and display its contents.
 - 4g** Double-click the Excel folder to select it and display its contents in the right pane.
 - 5** Click the Save button (Save As dialog box) to save the file in the selected folder on the selected drive with the new file name.
-

To Quit an Office Program

You are finished using Excel. The following steps quit Excel.

- 1** If you have one Office document open, click the Close button on the right side of the title bar to close the document and quit the Office program; or if you have multiple Office documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit the Office program.
 - 2** If a dialog box appears, click the Save button to save any changes made to the file since the last save.
-

Access

The term **database** describes a collection of data organized in a manner that allows access, retrieval, and use of that data. **Microsoft Access 2010**, usually referred to as simply **Access**, is a database management system. A **database management system** is software that allows you to use a computer to create a database; add, change, and delete data in the database; create queries that allow you to ask questions concerning the data in the database; and create forms and reports using the data in the database.

To Start a Program

The following steps, which assume Windows 7 is running, start the Access program based on a typical installation. You may need to ask your instructor how to start programs for your computer.

- 1** Click the Start button on the Windows 7 taskbar to display the Start menu.
- 2** Type the name of the program, **Microsoft Access** in this case, as the search text in the 'Search programs and files' text box and watch the search results appear on the Start menu.
- 3** Click the name of the program, Microsoft Access 2010 in this case, in the search results on the Start menu to start Access.
- 4** If the program window is not maximized, click the Maximize button on its title bar to maximize the window (Figure 74).

Q&A Do I have to start Access using these steps?

No. You can use any previously discussed method of starting an Office program to start Access.

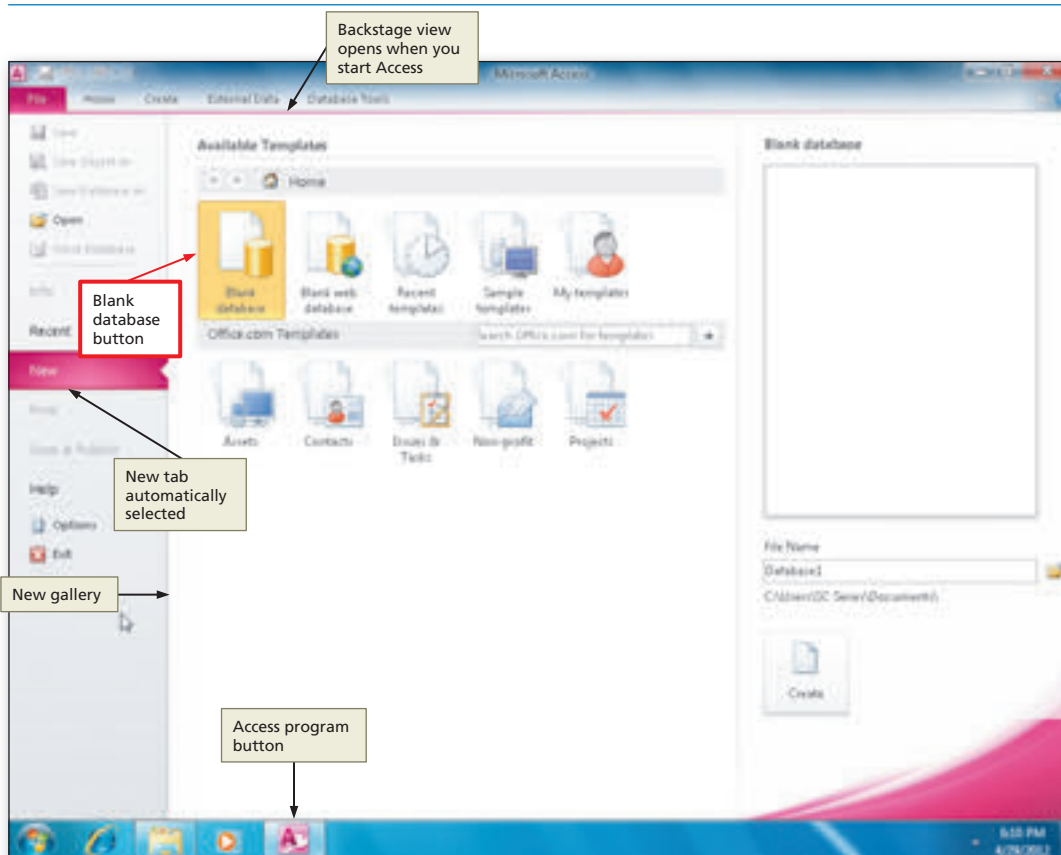


Figure 74

Unique Elements in Access

You work on objects such as tables, forms, and reports in the **Access work area**. In Figure 74, the Access window contains no open objects. Figure 75 shows a work area with multiple objects open. **Object tabs** for the open objects appear at the top of the work area. You select an open object by clicking its tab. In the figure, the Suppliers Split Form is the selected object. To the left of the work area is the Navigation Pane, which contains a list of all the objects in the database. You use this pane to open an object. You also can customize the way objects are displayed in the Navigation Pane.

Because the Navigation Pane can take up space in the window, you may not have as much open space for working as you would with Word or Excel. You can use the Shutter Bar Open/Close button to minimize the Navigation Pane when you are not using it, which allows more space to work with tables, forms, reports, and other database elements.

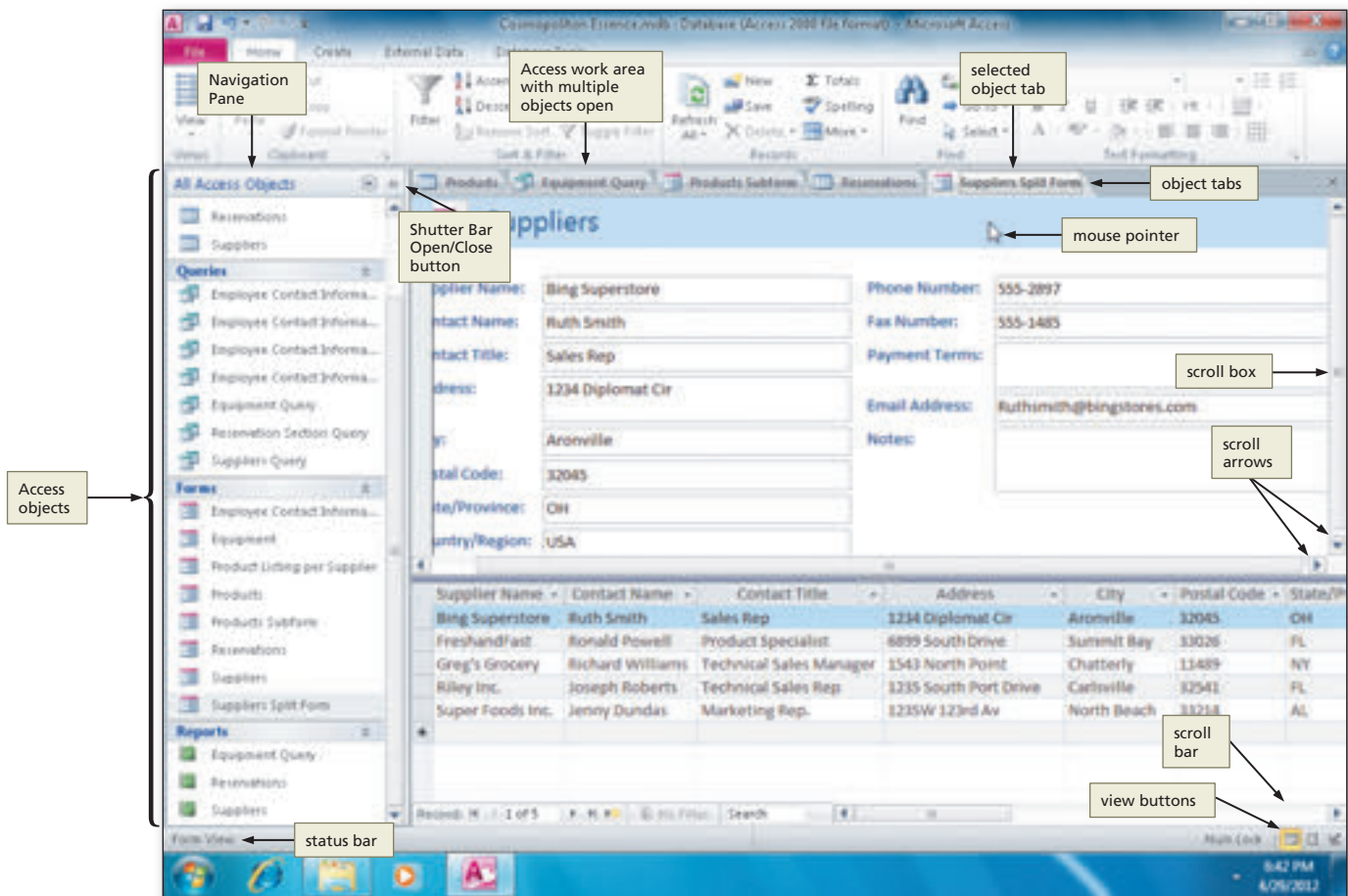


Figure 75

Ribbon When you start Access, the Ribbon displays five main tabs: File, Home, Create, External Data, and Database Tools. Access has unique groupings such as Sort & Filter and Records that are designed specifically for working with databases. Many of the formatting options are reserved for the tool tabs that appear when you are working with forms and reports.

To Create an Access Database

Unlike the other Office programs, Access saves a database when you first create it. When working in Access, you will add data to an Access database. As you add data to a database, Access automatically saves your changes rather than waiting until you manually save the database or quit Access. Recall that in Word and Excel, you entered the data first and then saved it.

Because Access automatically saves the database as you add and change data, you do not have to always click the Save button. In fact, the Save button in Access is used for saving the objects (including tables, queries, forms, reports, and other database objects) a database contains. You can use either the Blank Database option or a template to create a new database. If you already know the organization of your database, you would use the Blank Database option. If not, you can use a template. Templates can guide you by suggesting some commonly used database organizations.

The following steps use the Blank Database option to create a database named Charmed Excursions in the Access folder in the class folder (CIS 101, in this case) on a USB flash drive.

1

- If necessary, click the Blank database button in the New gallery (shown in Figure 74 on page OFF 53) in the Backstage view to select the template type.
- Click the File Name text box to select the default database name.
- Type **Charmed Excursions** in the File Name text box to enter the new file name. Do not press the ENTER key after typing the file name because you do not want to create the database at this time (Figure 76).

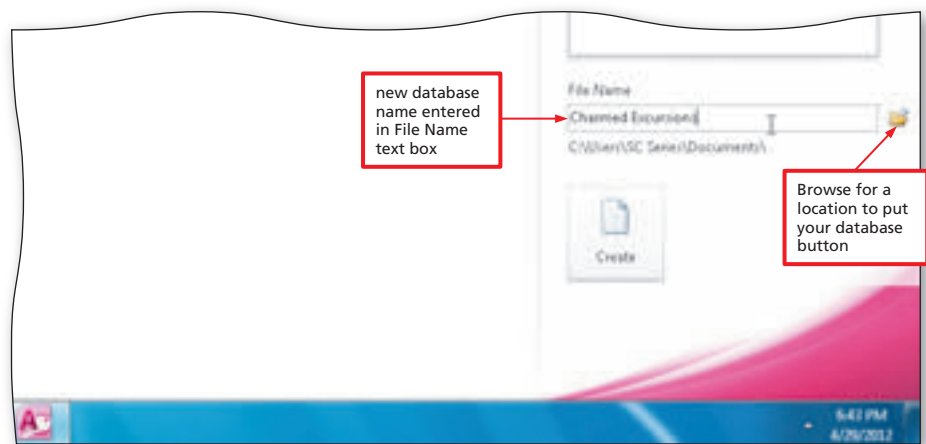


Figure 76

Q&A Why is the Backstage view automatically open when you start Access?

Unlike other Office programs, you first must save a database before adding any data. For this reason, the Backstage view opens automatically when you start Access.

2

- Click the 'Browse for a location to put your database' button to display the File New Database dialog box.
- Navigate to the location for the database, that is, the USB flash drive, then to the folder identifying your class (CIS 101, in this case), and then to the Access folder (Figure 77). For detailed steps about navigating, see Steps 3a – 3c on pages OFF 28 and OFF 29.

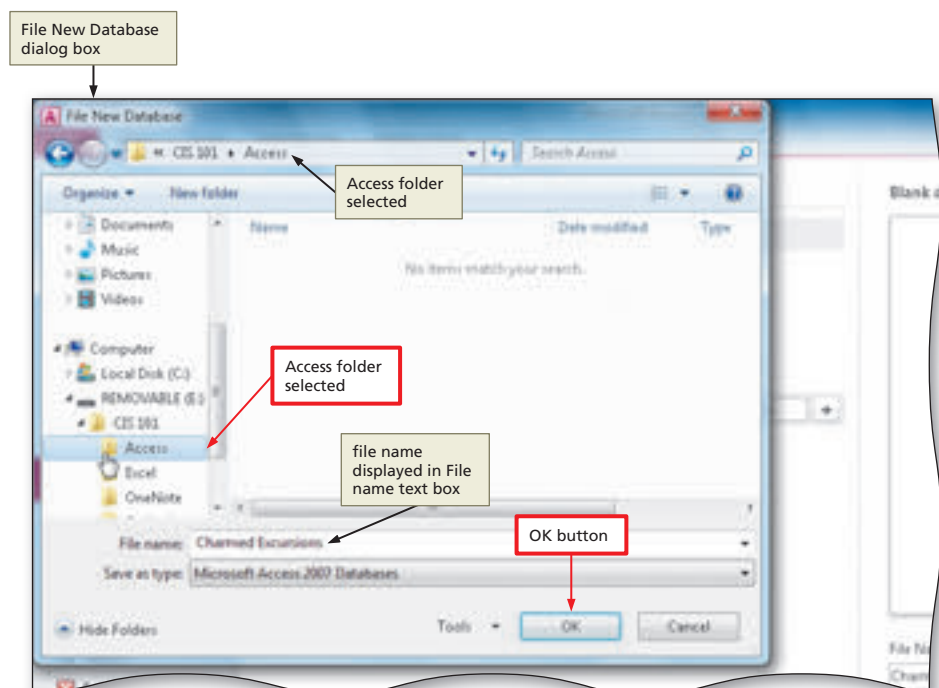


Figure 77

Q&A Why does the 'Save as type' box say Microsoft Access 2007 Databases?

Microsoft Access database formats change with some new versions of Microsoft Access. The most recent format is the Microsoft Access 2007 Databases format, which was released with Access 2007.

3

- Click the OK button (File New Database dialog box) to select the Access folder as the location for the database and close the dialog box (Figure 78).

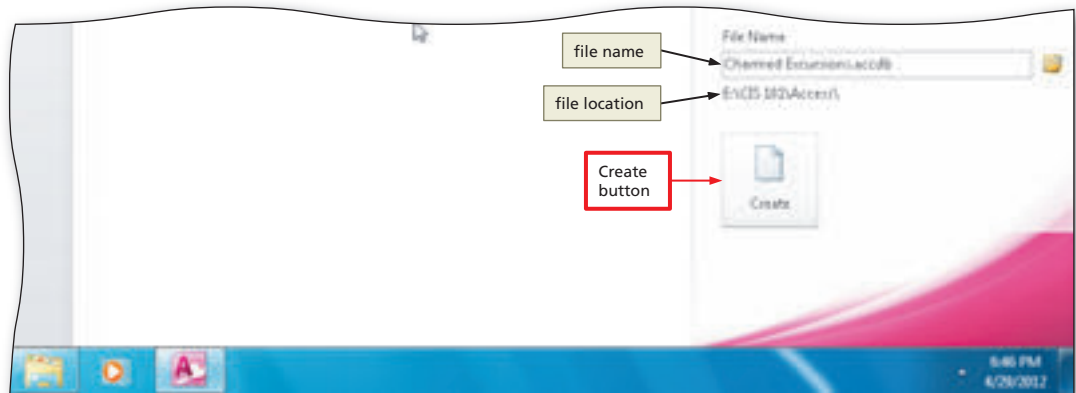


Figure 78

4

- Click the Create button in the Backstage view to create the database on the selected drive in the selected folder with the file name, Charmed Excursions. If necessary, click the Enable Content button (Figure 79).

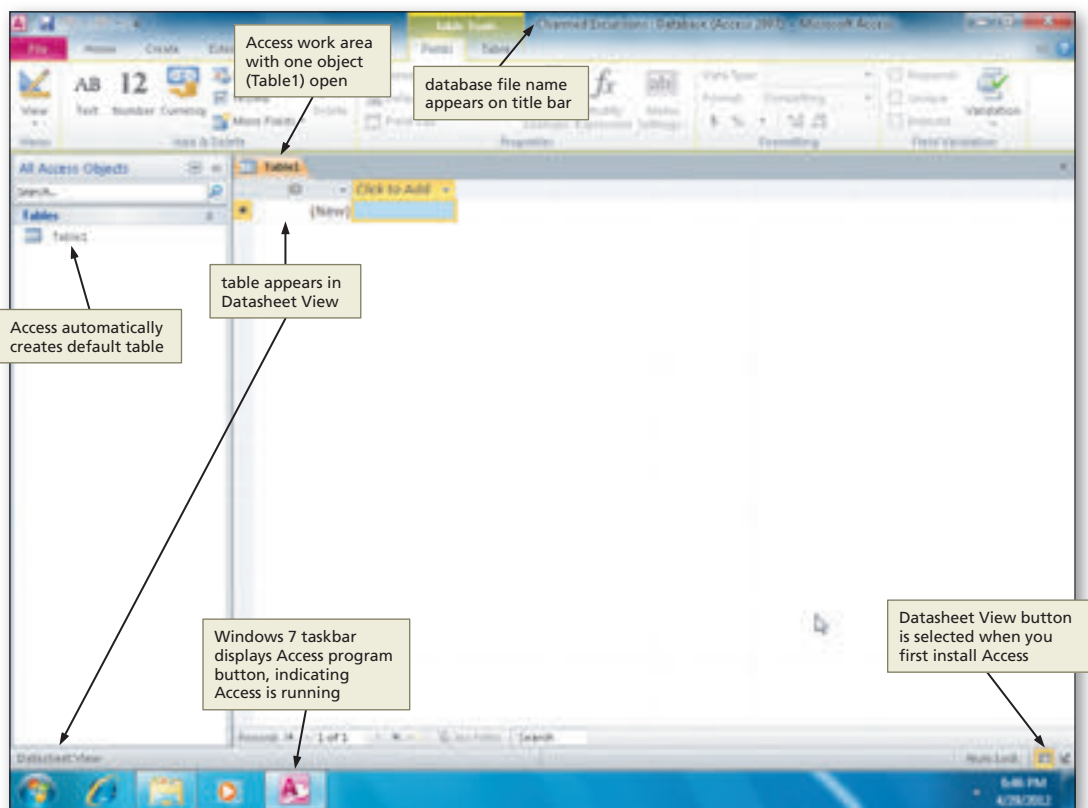


Figure 79

Q&A

How do I know that the Charmed Excursions database is created?

The name of the database appears on the title bar.

To Close an Office File

Assume you need to close the Access database and return to it later. The following step closes an Office file.

- Click File on the Ribbon to open the Backstage view and then click Close Database in the Backstage view to close the open file (Charmed Excursions, in this case) without quitting the active program.

Q&A

Why is Access still on the screen?

When you close a database, the program remains open.

To Open an Existing Office File

Assume you wish to continue working on an existing file, that is, a file you previously saved. Earlier in this chapter, you learned how to open a recently used file through the Backstage view. The following steps open a database, specifically the Charmed Excursions database, from the USB flash drive.

- 1**
 - With your USB flash drive connected to one of the computer's USB ports, if necessary, click File on the Ribbon to open the Backstage view.
 - Click Open in the Backstage view to display the Open dialog box (Figure 80).
- 2**
 - Navigate to the location of the file to be opened (in this case, the USB flash drive, then to the CIS 101 folder [or your class folder], and then to the Access folder). For detailed steps about navigating, see Steps 3a – 3c on pages OFF 28 and OFF 29.

Q&A What if I did not save my file in a folder?

If you did not save your file in a folder, the file you wish to open should be displayed in the Open dialog box before navigating to any folders.

- 3**
 - Click the file to be opened, Charmed Excursions in this case, to select the file (Figure 81).
- 4**
 - Click the Open button (Open dialog box) to open the selected file and display the opened file in the current program window (shown in Figure 79).

Other Ways

- Click File on the Ribbon, click Recent in Backstage view, double-click file
- Press CTRL+O
- Navigate to file in Windows Explorer, double-click file

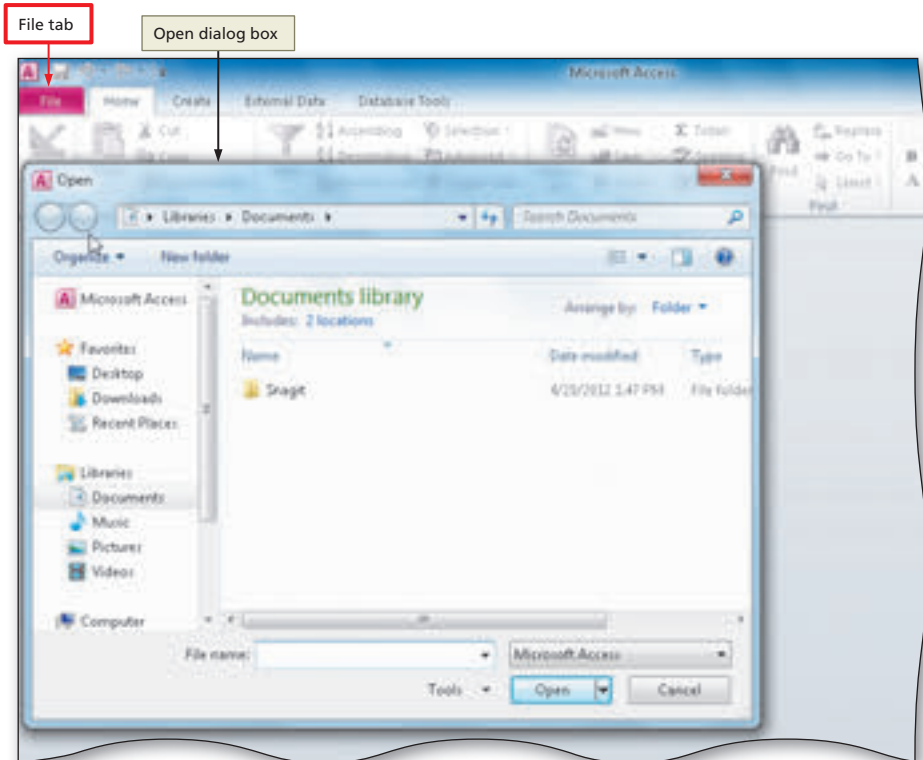


Figure 80

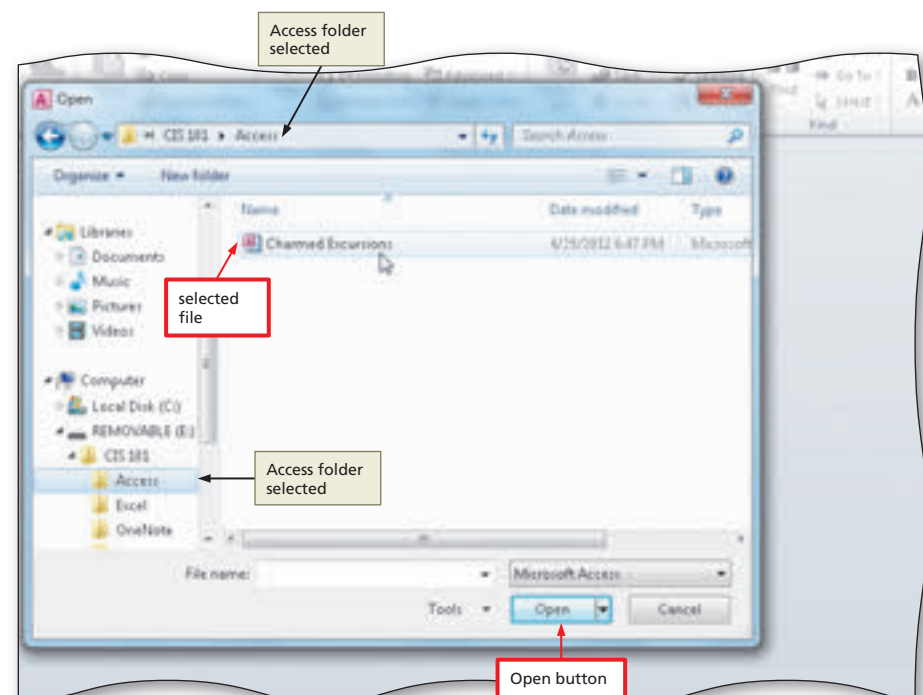


Figure 81

To Quit an Office Program

You are finished using Access. The following step quits Access.

- 1 Click the Close button on the right side of the title bar to close the file and quit the Office program.
-

Other Office Programs

In addition to the Office programs discussed thus far, three other programs are useful when collaborating and communicating with others: Outlook, Publisher, and OneNote.

Outlook

Outlook is a powerful communications and scheduling program that helps you communicate with others, keep track of contacts, and organize your calendar. Personal information manager (PIM) programs such as Outlook provide a way for individuals and workgroups to organize, find, view, and share information easily. Outlook allows you to send and receive electronic mail (e-mail) and permits you to engage in real-time messaging with family, friends, or coworkers using instant messaging. Outlook also provides a means to organize contacts. Users can track e-mail messages, meetings, and notes related to a particular contact. Outlook's Calendar, Contacts, Tasks, and Notes components aid in this organization. Contact information readily is available from the Outlook Calendar, Mail, Contacts, and Task components by accessing the Find a Contact feature.

Electronic mail (e-mail) is the transmission of messages and files over a computer network. E-mail has become an important means of exchanging information and files between business associates, classmates and instructors, friends, and family. Businesses find that using e-mail to send documents electronically saves both time and money. Parents with students away at college or relatives who live across the country find that communicating by e-mail is an inexpensive and easy way to stay in touch with their family members. Exchanging e-mail messages is one of the more widely used features of the Internet.

The Outlook Window Figure 82 shows an Outlook window, which is divided into six panes: the Favorites folder pane, Mail folder pane, and Navigation Pane on the left side of the window, the Inbox message pane to the left of center, the Reading Pane to the right of center, and the People Pane just below the Reading Pane.

When an e-mail message is open in Outlook, it is displayed in a Message window (Figure 83). When you open a message, the Message window Ribbon displays the Message tab, which contains the more frequently used commands.

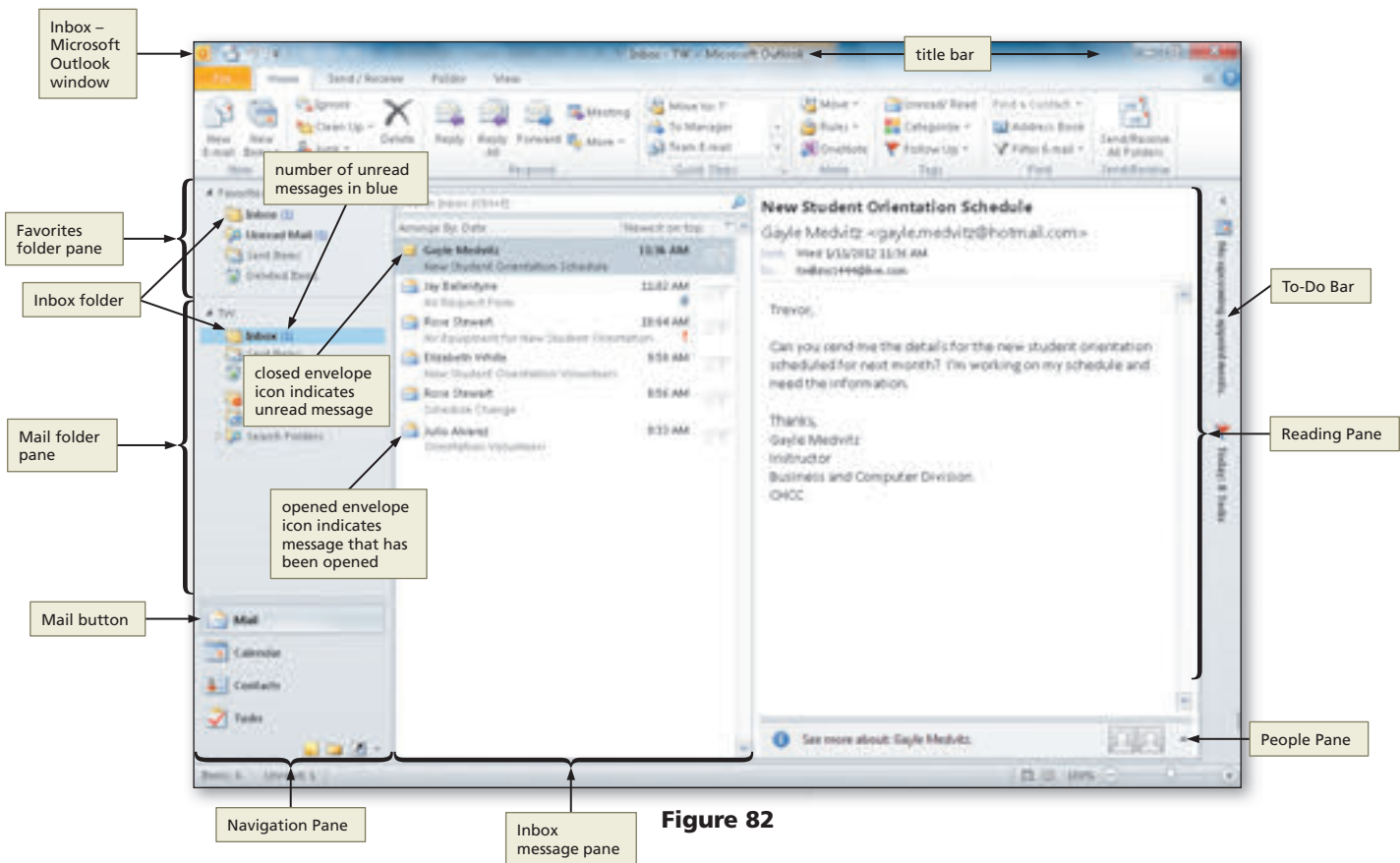


Figure 82

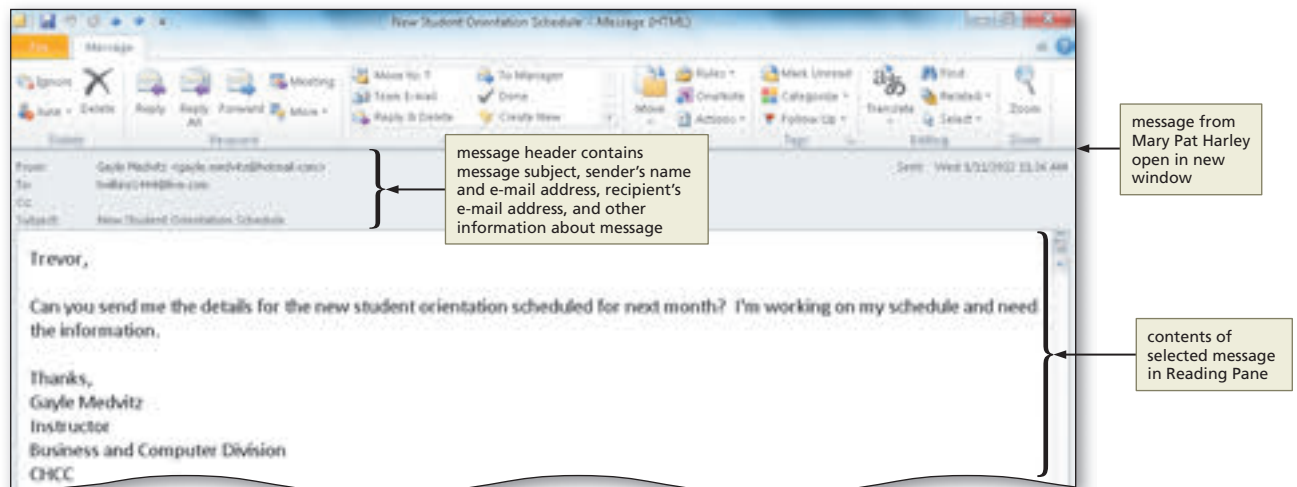


Figure 83

Publisher

Publisher is a powerful desktop publishing (DTP) program that assists you in designing and producing professional-quality documents that combine text, graphics, illustrations, and photos. DTP software provides additional tools beyond those typically found in word processing programs, including design templates, graphic manipulation tools, color schemes or libraries, advanced layout and printing tools, and Web components. For large jobs, businesses use DTP software to design publications that are camera ready, which means the files are suitable for outside commercial printing. In addition, DTP software can be used to create Web pages and interactive Web forms.

Publisher is used by people who regularly produce high-quality color publications, such as newsletters, brochures, flyers, logos, signs, catalogs, cards, and business forms. Saving publications as Web pages or complete Web sites is a powerful component of Publisher. All publications can be saved in a format that easily is viewed and manipulated using a browser.

Publisher has many features designed to simplify production and make publications visually appealing. Using Publisher, you easily can change the shape, size, and color of text and graphics. You can include many kinds of graphical objects, including mastheads, borders, tables, images, pictures, charts, and Web objects in publications, as well as integrate spreadsheets and databases.

BTW Starting Publisher

When you first start Publisher, the New templates gallery usually is displayed in the Backstage view. If it is not displayed, click File on the Ribbon, click Options in the Backstage view, click General (Options dialog box), and then click Show the New template gallery when starting Publisher to select the check box in the General panel.

The Publisher Window On the right side of the Backstage view, Publisher displays the New template gallery, which includes a list of publication types. **Publication types** are typical publications used by desktop publishers. The more popular types are displayed in the center of the window. Each publication type is a link to display various templates and blank publications from which you may choose.

Once you select a publication type, the window changes to allow you to select a specific template (Figure 84). Some templates are installed with Publisher, and others are available online. Clicking a publication type causes template previews to be displayed in the center of the window. The templates are organized by purpose (for example, Sales) and then alphabetically by design type. On the right, Publisher will display a larger preview of the selected template, along with some customization options if the template is installed or a download option if the template is online. In Figure 84, the installed Arrows template is selected so that the customize options appear.

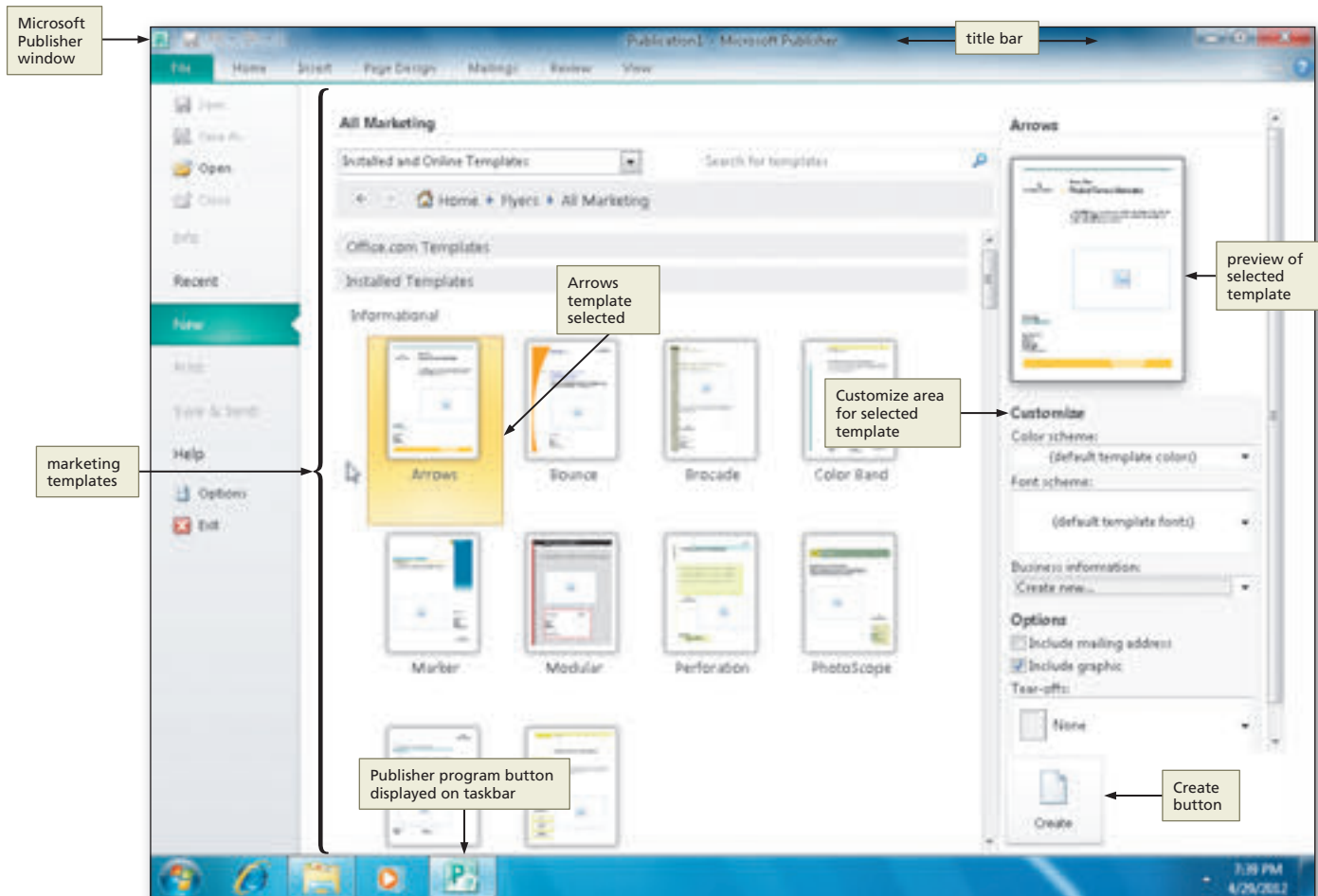


Figure 84

When you click the Create button, Publisher creates the document and sets it up for you to edit. Figure 85 shows the Arrows document that Publisher creates when default options are selected.

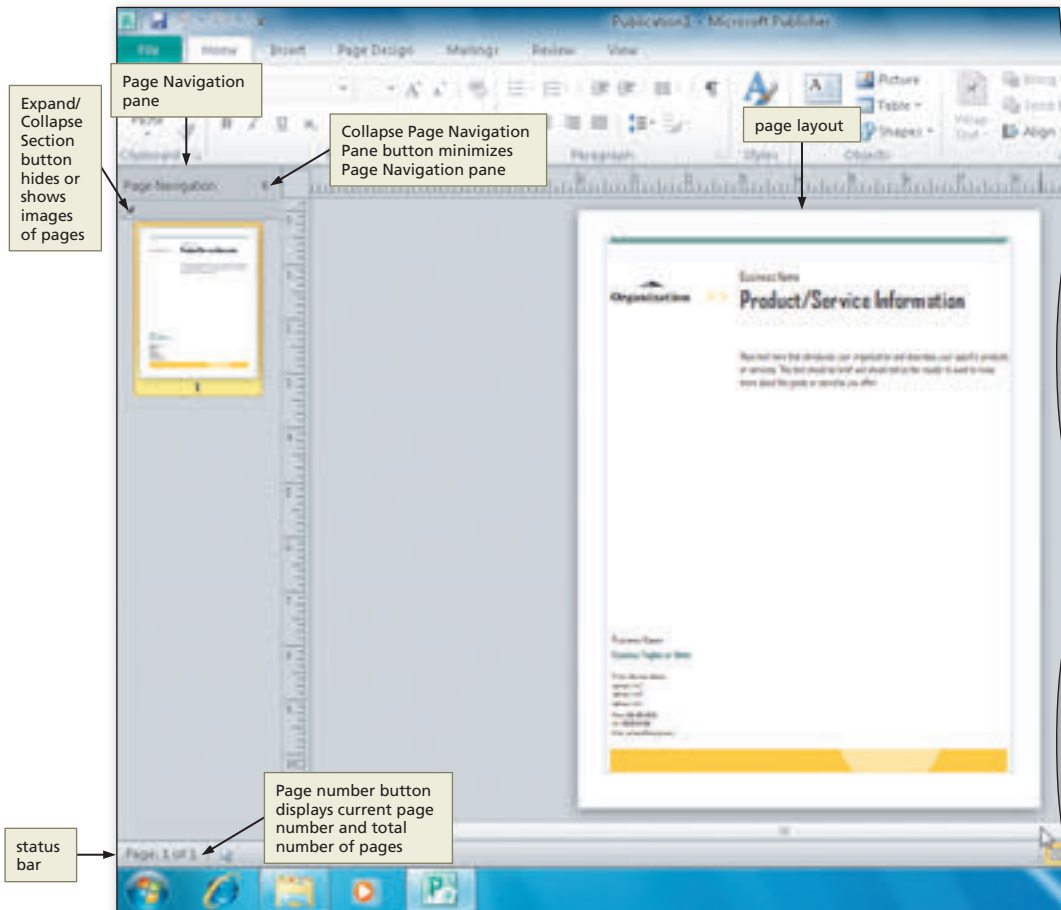


Figure 85

OneNote

OneNote is a note taking program that assists you in entering, saving, organizing, searching, and using notes. It enables you to create pages, which are organized in sections, just as in a physical notebook. In OneNote, you can type notes anywhere on a page and then easily move the notes around on the page. You can create lists and outlines, use handwriting to enter notes, and create drawings. If you use a Tablet PC to add handwritten notes to a document, OneNote can convert the handwriting to text. It also can perform searches on the handwritten entries. Pictures and data from other programs easily are incorporated in your notes.

In addition to typing and handwriting, you can take audio notes. For example, you could record conversations during a meeting or lecture. As you record, you can take additional notes. When you play back the audio notes, you can synchronize the additional notes you took; that is, OneNote will show you during playback the exact points at which you added the notes. A variety of note flags, which are symbols that call your attention to notes on a page, enable you to flag notes as being important. You then can use the Note Flags summary to view the flagged notes, which can be sorted in a variety of ways.

OneNote includes tools to assist you with organizing a notebook and navigating its contents. It also includes a search facility, making it easy to find the specific notes in which you are interested. For short notes that you always want to have available readily,

you can use Side Notes, which are used much like the sticky notes that you might use in a physical notebook.

OneNote Window All activity in OneNote takes place in the **notebook** (Figure 86). Like a physical notebook, the OneNote notebook consists of notes that are placed on **pages**. The pages are grouped into **sections**, which can be further grouped into **folders**. (No folders are shown in the notebook in the figure.) You can use the Search All Notebooks box to search for specific text in your notes.

You can add pages to the notebook using the New Page button in the Page Tabs pane. If Page Tabs are displayed, then you can switch to a page by clicking its tab. Figure 86 shows the Top Uses page being displayed for the General notebook.

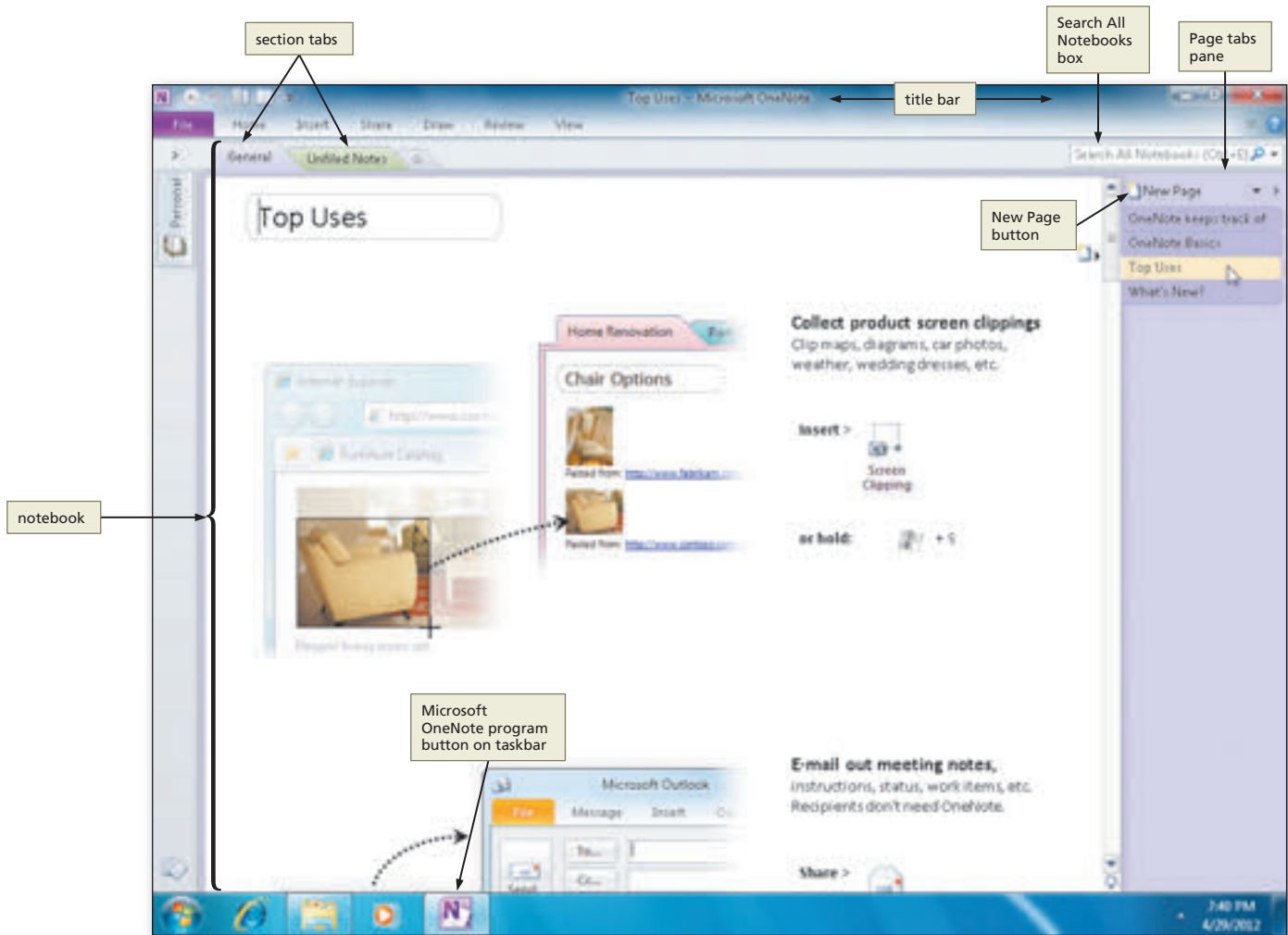


Figure 86

Break Point: If you wish to take a break, this is a good place to do so. To resume at a later time, continue to follow the steps from this location forward.

Moving, Renaming, and Deleting Files

Earlier in this chapter, you learned how to organize files in folders, which is part of a process known as **file management**. The following sections cover additional file management topics including renaming, moving, and deleting files.

To Rename a File

In some circumstances, you may want to change the name of, or rename, a file or a folder. For example, you may want to distinguish a file in one folder or drive from a copy of a similar file, or you may decide to rename a file to better identify its contents. The Word folder shown in Figure 87 contains the Word document, Koala Exhibit. The following steps change the name of the Koala Exhibit file in the Word folder to Koala Exhibit Flyer.

- 1
 - If necessary, click the Windows Explorer program button on the taskbar to display the folder window in Windows Explorer.
 - Navigate to the location of the file to be renamed (in this case, the Word folder in the CIS 101 [or your class folder] folder on the USB flash drive) to display the file(s) it contains in the right pane.
 - Right-click the Koala Exhibit icon or file name in the right pane to select the Koala Exhibit file and display a shortcut menu that presents a list of commands related to files (Figure 87).

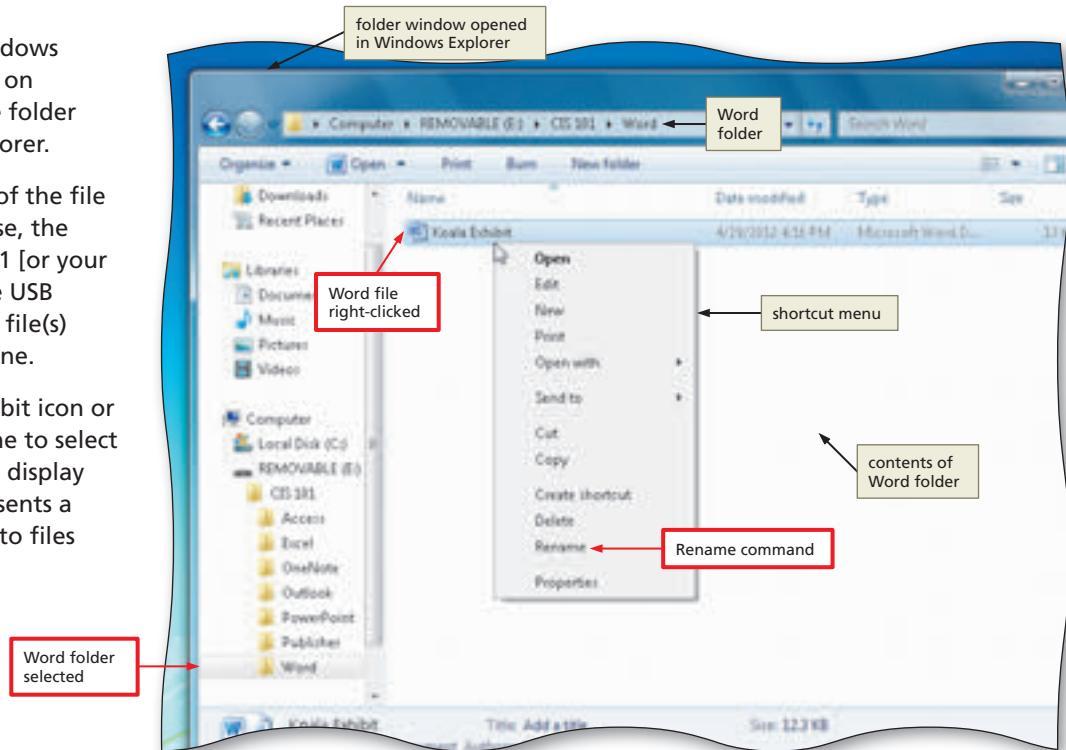


Figure 87

- 2
 - Click Rename on the shortcut menu to place the current file name in a text box.
 - Type **Koala Exhibit Flyer** in the text box and then press the ENTER key (Figure 88).

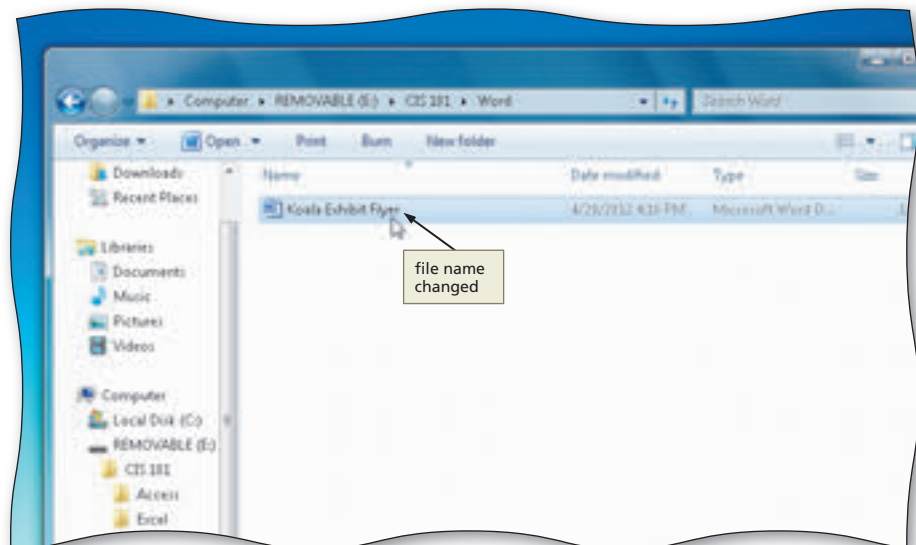


Figure 88

Q&A Are any risks involved in renaming files that are located on a hard disk? If you inadvertently rename a file that is associated with certain programs, the programs may not be able to find the file and, therefore, may not execute properly. Always use caution when renaming files.

Q&A Can I rename a file when it is open? No, a file must be closed to change the file name.

Other Ways

1. Select file, press F2, type new file name, press ENTER

To Move a File

At some time, you may want to move a file from one folder, called the source folder, to another, called the destination. When you move a file, it no longer appears in the original folder. If the destination and the source folders are on the same disk drive, you can move a file by dragging it. If the folders are on different disk drives, then you will need to right-drag the file. The following step moves the Brain Busters Rental Summary file from the Excel folder to the OneNote folder.

- 1**
 - In Windows Explorer, navigate to the location of the file to be moved (in this case, the Excel folder in the CIS 101 folder [or your class folder] on the USB flash drive).
 - Click the Excel folder in the navigation pane to display the files it contains in the right pane (Figure 89).
 - Drag the Brain Busters Rental Summary file in the right pane to the OneNote folder in the navigation pane.

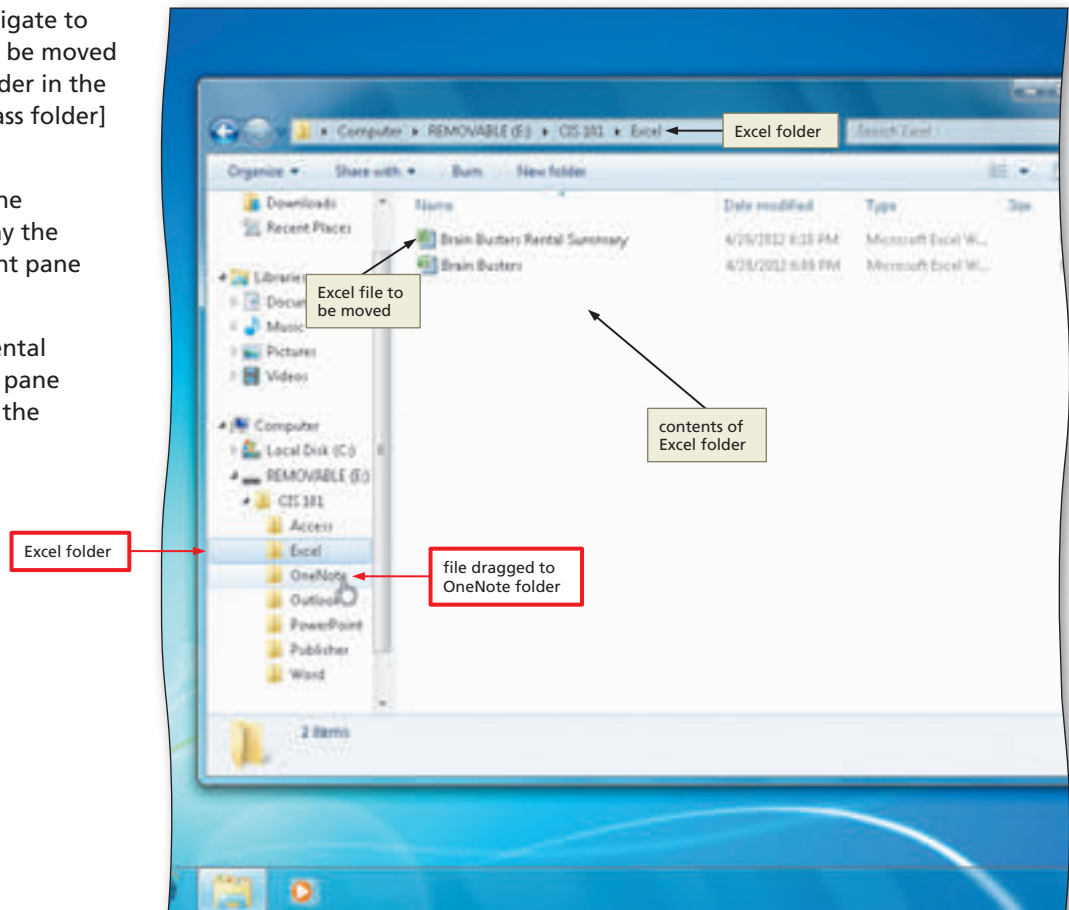


Figure 89

Other Ways

- | | |
|--|---|
| 1. Right-click file, drag file to destination folder, click Move here | folder, click Paste on shortcut menu |
| 2. Right-click file to copy, click Cut on shortcut menu, right-click destination | 3. Select file to copy, press CTRL+X, select destination folder, press CTRL+V |

To Delete a File

A final task you may want to perform is to delete a file. Exercise extreme caution when deleting a file or files. When you delete a file from a hard disk, the deleted file is stored in the Recycle Bin where you can recover it until you empty the Recycle Bin. If you delete a file from removable media, such as a USB flash drive, the file is deleted permanently. The next steps delete the Koala Exhibit Gala file from the PowerPoint folder.

1

- In Windows Explorer, navigate to the location of the file to be deleted (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder] on the USB flash drive).
- Click the PowerPoint folder in the navigation pane to display the files it contains in the right pane.
- Right-click the Koala Exhibit Gala icon or file name in the right pane to select the file and display a shortcut menu (Figure 90).

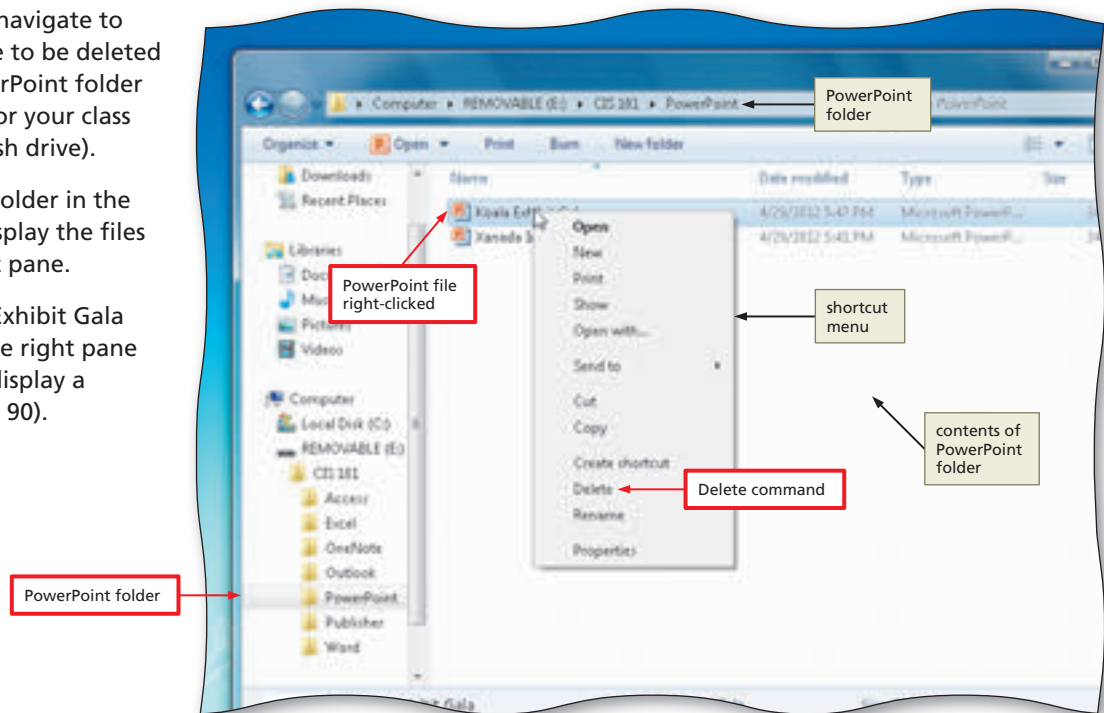


Figure 90

2

- Click Delete on the shortcut menu to display the Delete File dialog box (Figure 91).
- Click the Yes button (Delete File dialog box) to delete the selected file.

Q&A

Can I use this same technique to delete a folder?

Yes. Right-click the folder and then click Delete on the shortcut menu. When you delete a folder, all of the files and folders contained in the folder you are deleting, together with any files and folders on lower hierarchical levels, are deleted as well.

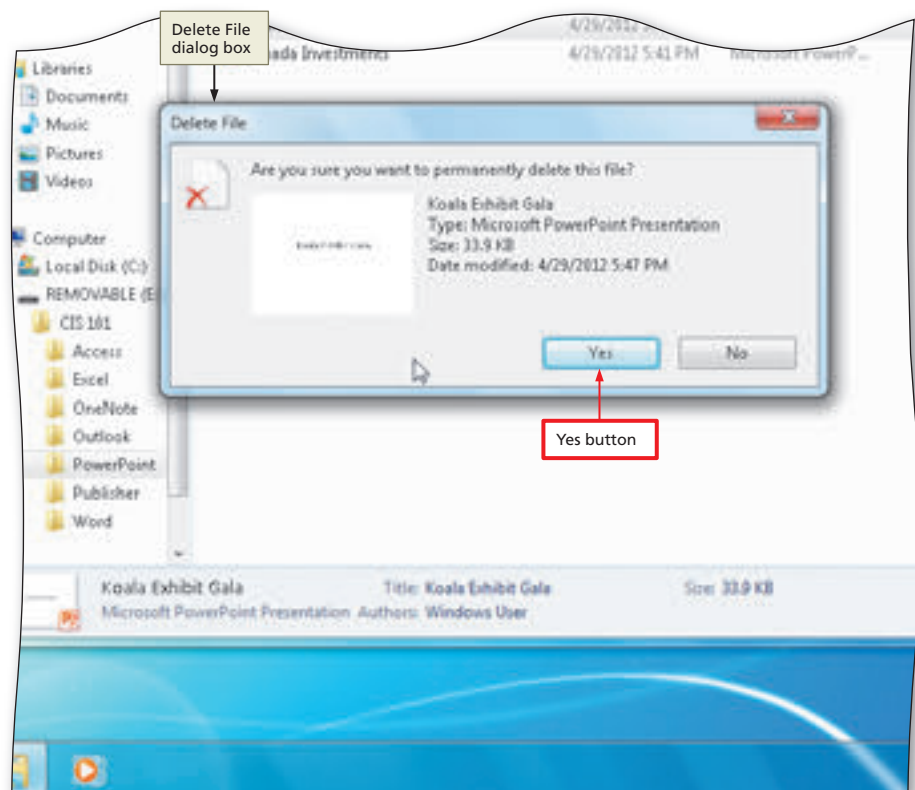


Figure 91

Other Ways

1. Select icon, press DELETE

Microsoft Office and Windows Help

At any time while you are using one of the Microsoft Office 2010 programs, you can use Office Help to display information about all topics associated with the program. To illustrate the use of Office Help, this section uses Word. Help in other Office 2010 programs operates in a similar fashion.

In Office 2010, Help is presented in a window that has Web-browser-style navigation buttons. Each Office 2010 program has its own Help home page, which is the starting Help page that is displayed in the Help window. If your computer is connected to the Internet, the contents of the Help page reflect both the local help files installed on the computer and material from Microsoft's Web site.

To Open the Help Window in an Office Program

The following step opens the Word Help window.

1

- Start an Office program, in this case Word.
- Click the Office program's Help button near the upper-right corner of the program window (the Microsoft Word Help button, in this case) to open the program's Help window (Figure 92).

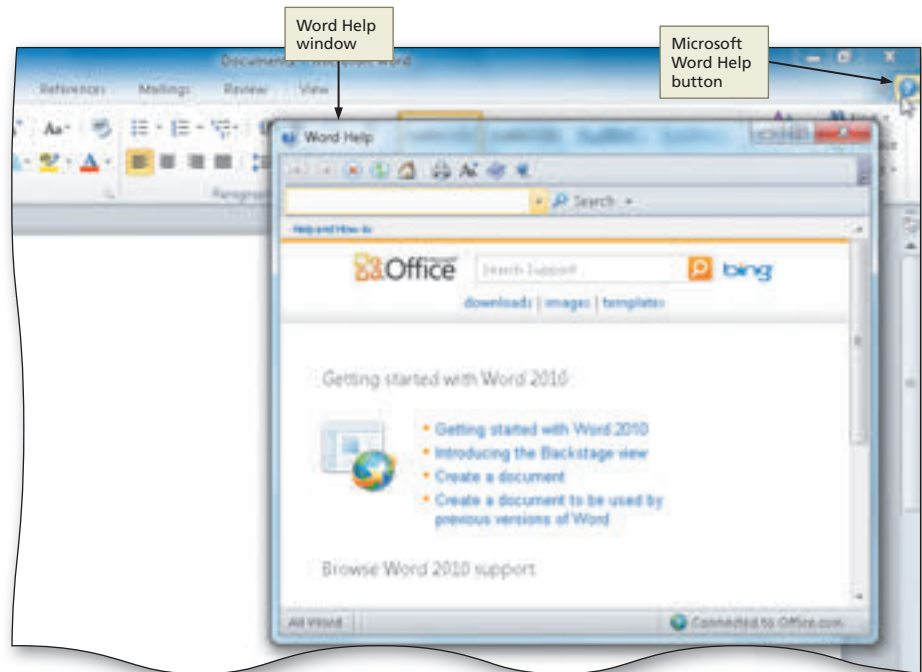


Figure 92

Other Ways

1. Press F1

Moving and Resizing Windows

Up to this point, this chapter has used minimized and maximized windows. At times, however, it is useful, or even necessary, to have more than one window open and visible on the screen at the same time. You can resize and move these open windows so that you can view different areas of and elements in the window. In the case of the Help window, for example, it could be covering document text in the Word window that you need to see.

To Move a Window by Dragging

You can move any open window that is not maximized to another location on the desktop by dragging the title bar of the window. The following step drags the Word Help window to the top left of the desktop.

1

- Drag the window title bar (the Word Help window title bar, in this case) so that the window moves to the top left of the desktop, as shown in Figure 93.

title bar

mouse pointer on title bar

Word Help window moved

drag bottom corner to resize

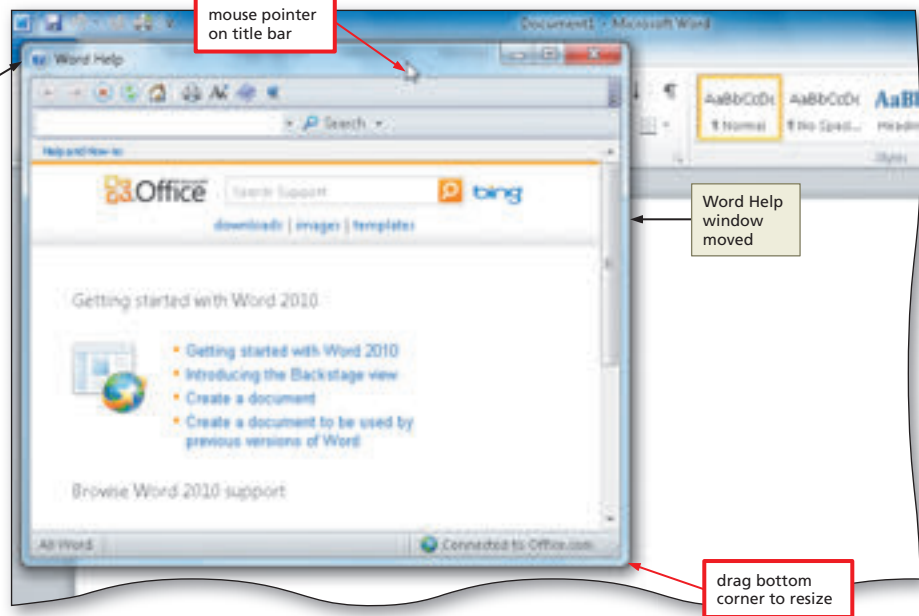


Figure 93

Other Ways

1. Right-click title bar, click Move on shortcut menu, drag window

To Resize a Window by Dragging

Sometimes, information is not visible completely in a window. A method used to change the size of the window is to drag the window borders. The following step changes the size of the Word Help window by dragging its borders.

1

- Point to the lower-right corner of the window (the Word Help window, in this case) until the mouse pointer changes to a two-headed arrow.
- Drag the bottom border downward to display more of the active window (Figure 94).

Q&A Can I drag other borders on the window to enlarge or shrink the window?

Yes, you can drag the left, right, and top borders and any window corner to resize a window.

Q&A Will Windows 7 remember the new size of the window after I close it?

Yes. When you reopen the window, Windows 7 will display it at the same size it was when you closed it.

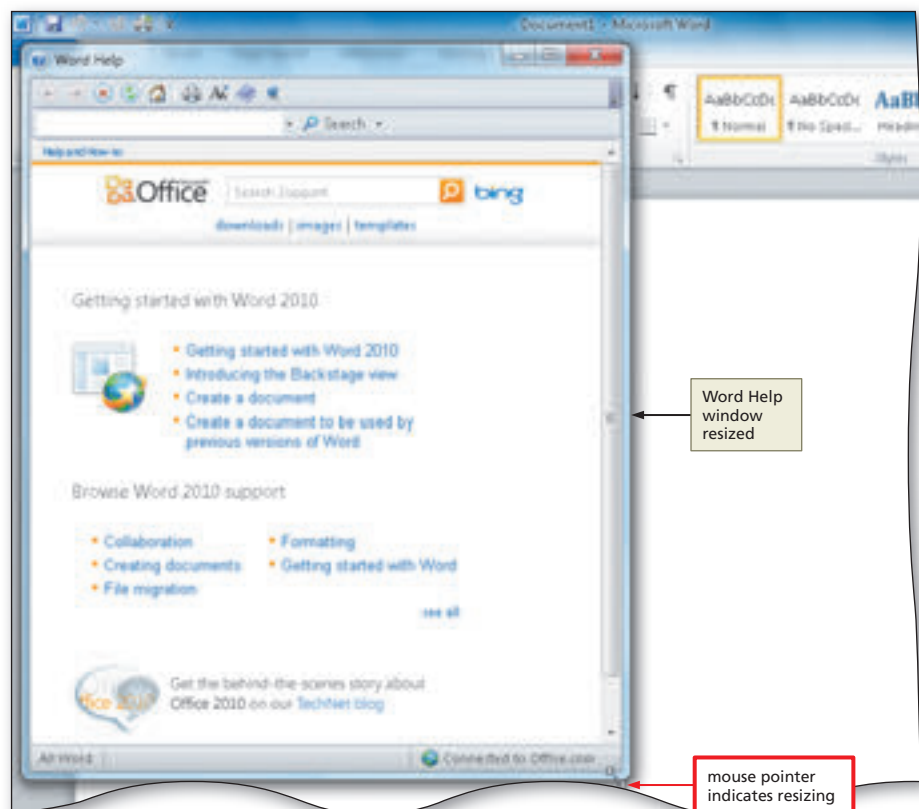


Figure 94

Using Office Help

Once an Office program's Help window is open, several methods exist for navigating Help. You can search for help by using any of the three following methods from the Help window:

1. Enter search text in the 'Type words to search for' text box
2. Click the links in the Help window
3. Use the Table of Contents

To Obtain Help Using the 'Type words to search for' Text Box

Assume for the following example that you want to know more about the Backstage view. The following steps use the 'Type words to search for' text box to obtain useful information about the Backstage view by entering the word, Backstage, as search text.

1

- Type **Backstage** in the 'Type words to search for' text box at the top of the Word Help window to enter the search text.
- Click the Search button arrow to display the Search menu (Figure 95).
- If it is not selected already, click All Word on the Search menu, so that Help performs the most complete search of the current program (Word, in this case). If All Word already is selected, click the Search button arrow again to close the Search menu.

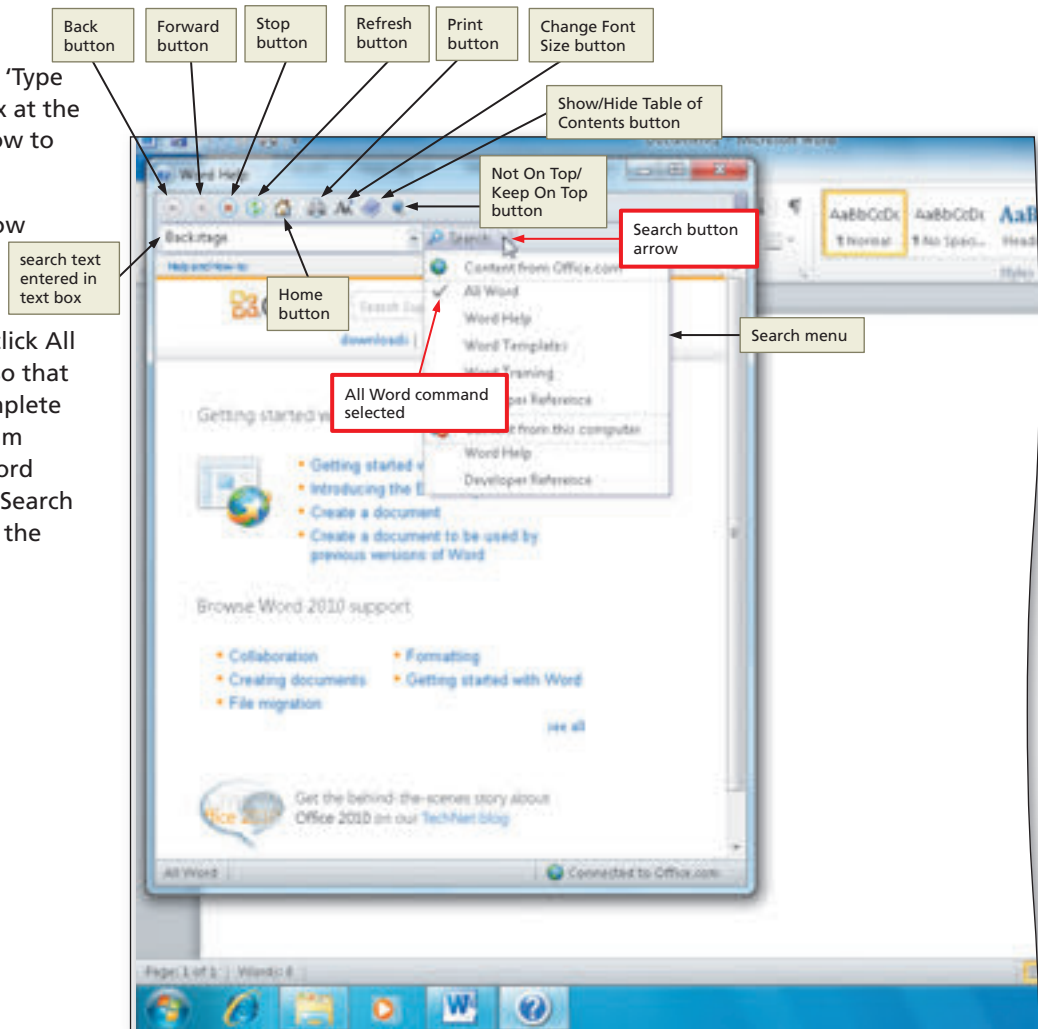


Figure 95

Q&A

Why select All Word on the Search menu?

Selecting All Word on the Search menu ensures that Word Help will search all possible sources for information about your search term. It will produce the most complete search results.

2

- Click the Search button to display the search results (Figure 96).

Q&A

Why do my search results differ?

If you do not have an Internet connection, your results will reflect only the content of the Help files on your computer. When searching for help online, results also can change as material is added, deleted, and updated on the online Help Web pages maintained by Microsoft.

Q&A

Why were my search results not very helpful?

When initiating a search, be sure to check the spelling of the search text; also, keep your search specific, with fewer than seven words, to return the most accurate results.

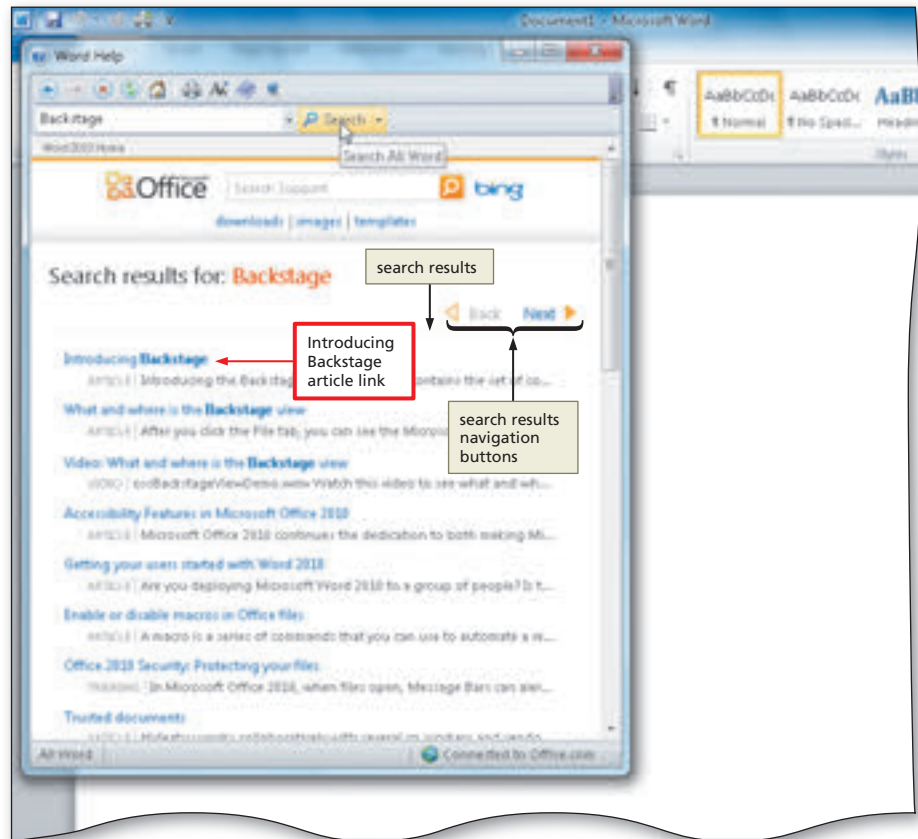


Figure 96

3

- Click the Introducing Backstage link to open the Help document associated with the selected topic (Figure 97).

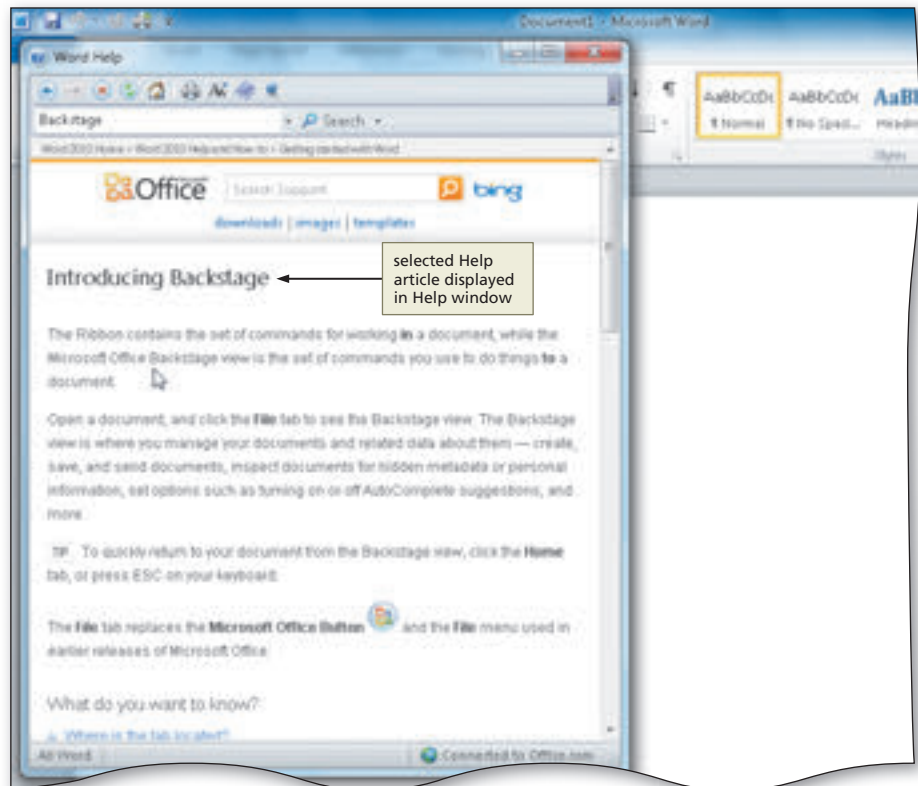


Figure 97

4

- Click the Home button on the toolbar to clear the search results and redisplay the Help home page (Figure 98).

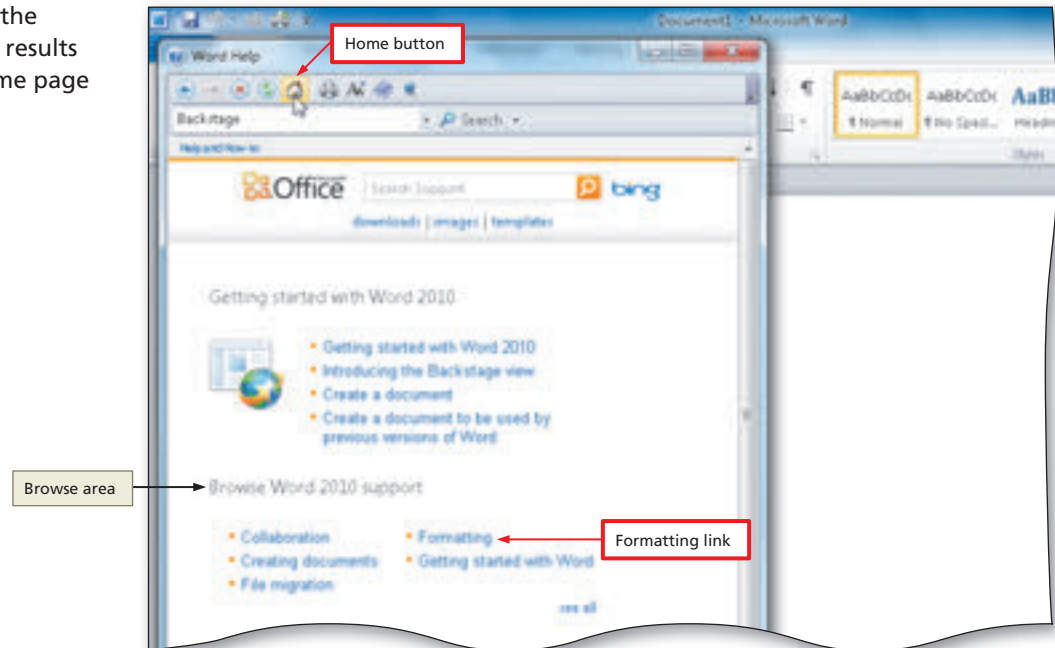


Figure 98

To Obtain Help Using the Help Links

If your topic of interest is listed in the Browse area of the Help window, you can click the link to begin browsing the Help categories instead of entering search text. You browse Help just as you would browse a Web site. If you know which category contains your Help information, you may wish to use these links. The following step finds the Formatting Help information using the category links from the Word Help home page.

1

- Click the Formatting link on the Help home page (shown in Figure 98) to display the Formatting page (Figure 99).

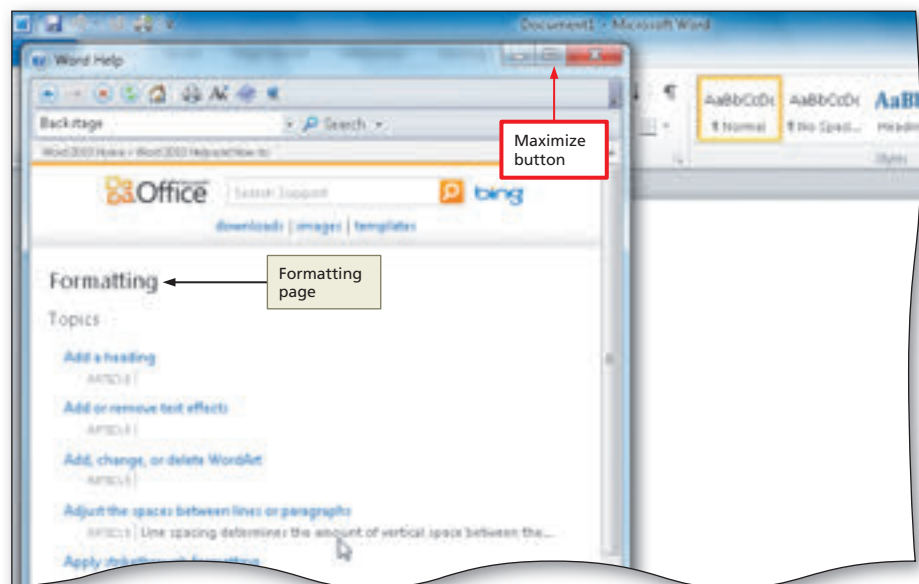


Figure 99

To Obtain Help Using the Help Table of Contents

A third way to find Help in Office programs is through the Help Table of Contents. You can browse through the Table of Contents to display information about a particular topic or to familiarize yourself with an Office program. The following steps access the Help information about themes by browsing through the Table of Contents.

- 1 Click the Home button on the toolbar to display the Help home page.
- Click the Show Table of Contents button on the toolbar to display the Table of Contents pane on the left side of the Help window. If necessary, click the Maximize button on the Help title bar to maximize the window (Figure 100).

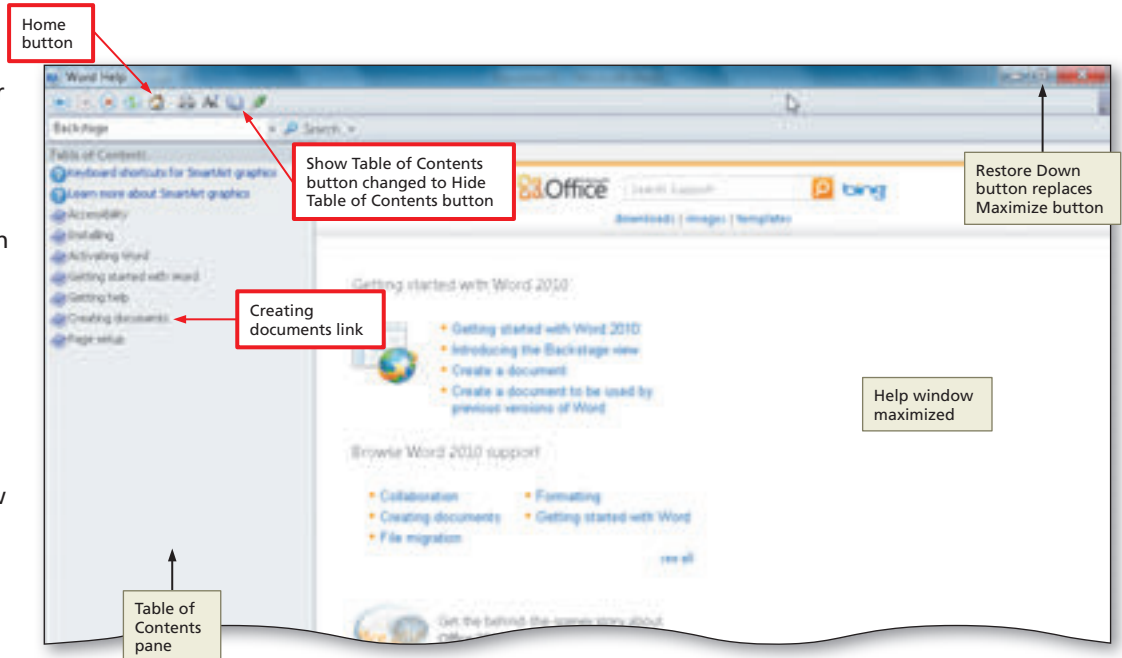


Figure 100

Q&A Why does the appearance of the Show Table of Contents button change?

When the Table of Contents is displayed in the Help window, the Hide Table of Contents button replaces the Show Table of Contents button.

- 2 Click the Creating documents link in the Table of Contents pane to view a list of Help subtopics.
- Click the Apply themes to Word documents link in the Table of Contents pane to view the selected Help document in the right pane (Figure 101).
- After reviewing the page, click the Close button to quit Help.

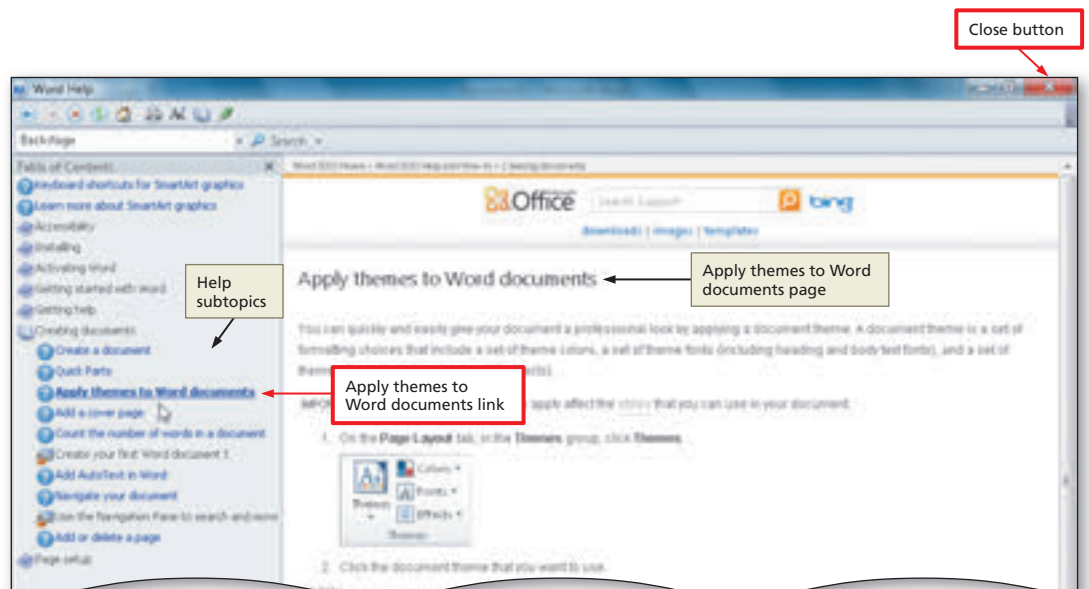


Figure 101

- Click the Office program's Close button (Word, in this case) to quit the Office program.

Q&A How do I remove the Table of Contents pane when I am finished with it?

The Show Table of Contents button acts as a toggle. When the Table of Contents pane is visible, the button changes to Hide Table of Contents. Clicking it hides the Table of Contents pane and changes the button to Show Table of Contents.

Obtaining Help while Working in an Office Program

Help in the Office programs provides you with the ability to obtain help directly, without the need to open the Help window and initiate a search. For example, you may be unsure about how a particular command works, or you may be presented with a dialog box that you are not sure how to use.

Figure 102 shows one option for obtaining help while working in Word. If you want to learn more about a command, point to the command button and wait for the Enhanced ScreenTip to appear. If the Help icon appears in the Enhanced ScreenTip, press the F1 key while pointing to the command to open the Help window associated with that command.

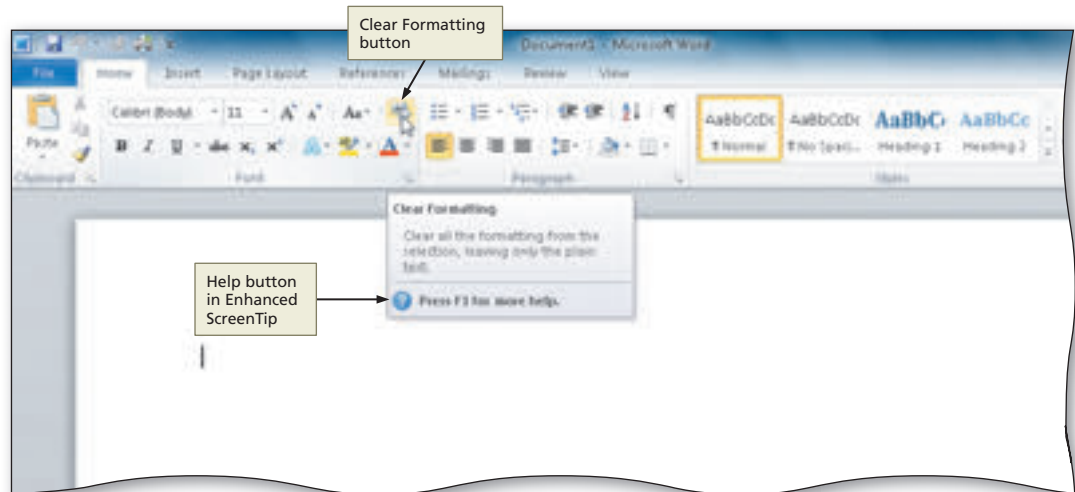


Figure 102

Figure 103 shows a dialog box that contains a Help button. Pressing the F1 key while the dialog box is displayed opens a Help window. The Help window contains help about that dialog box, if available. If no help file is available for that particular dialog box, then the main Help window opens.

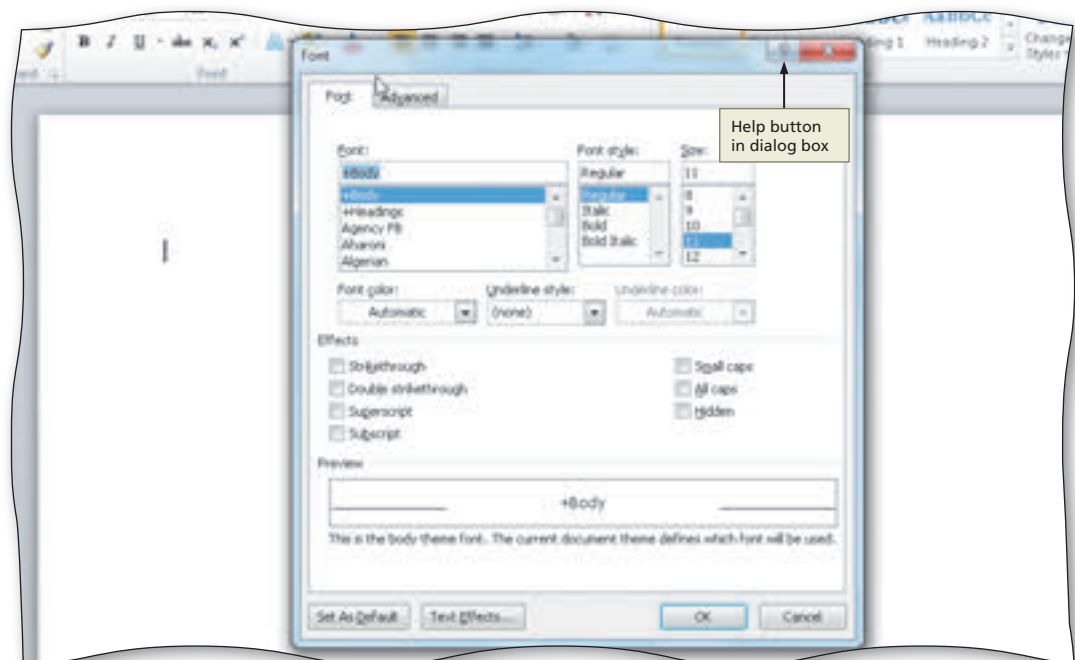


Figure 103

Using Windows Help and Support

One of the more powerful Windows 7 features is Windows Help and Support. **Windows Help and Support** is available when using Windows 7 or when using any Microsoft program running under Windows 7. This feature is designed to assist you in using Windows 7 or the various programs. Table 4 describes the content found in the Help and Support Center. The same methods used for searching Microsoft Office Help can be used in Windows Help and Support. The difference is that Windows Help and Support displays help for Windows 7, instead of for Microsoft Office.

Table 4 Windows Help and Support Center Content Areas

Area	Function
Find an answer quickly	This area contains instructions about how to do a quick search using the search box.
Not sure where to start?	This area displays three topics to help guide a user: How to get started with your computer, Learn about Windows Basics, and Browse Help topics. Clicking one of the options navigates to corresponding Help and Support pages.
More on the Windows Website	This area contains links to online content from the Windows Web site. Clicking the links navigates to the corresponding Web pages on the Web site.

To Start Windows Help and Support

The following steps start Windows Help and Support and display the Windows Help and Support window, containing links to more information about Windows 7.

- 1 Click the Start button on the taskbar to display the Start menu (Figure 104).

Q&A

Why are the programs that are displayed on the Start menu different?

Windows adds the programs you have used recently to the left pane on the Start menu. You have started several programs while performing the steps in this chapter, so those programs now are displayed on the Start menu.

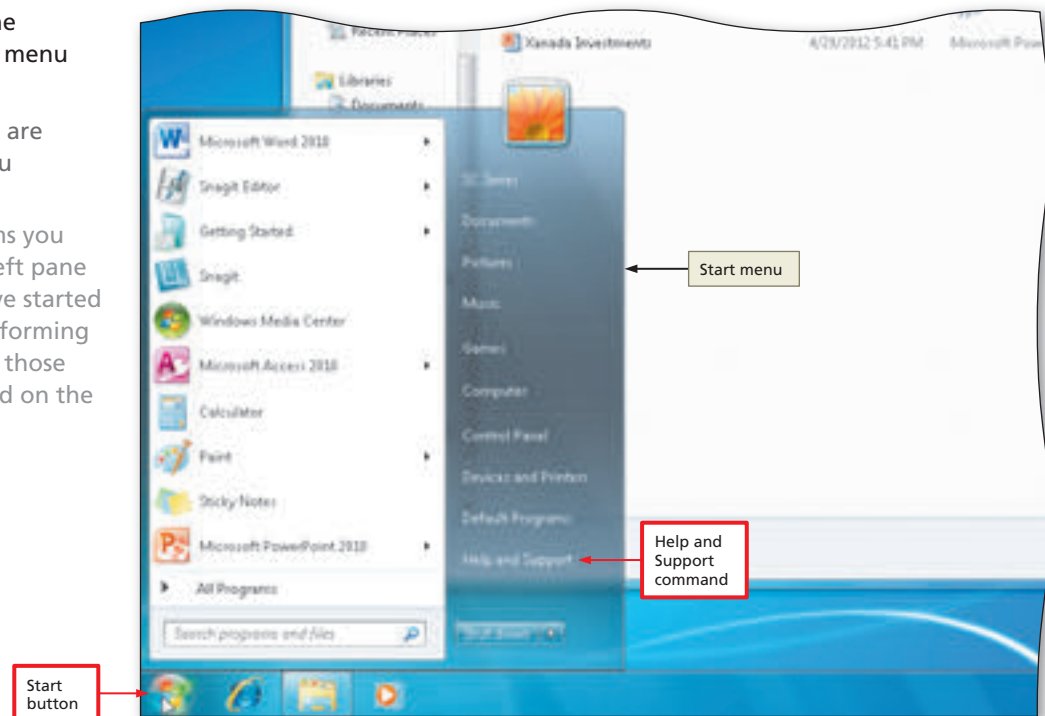


Figure 104

2

- Click Help and Support on the Start menu to open the Windows Help and Support window (Figure 105).
- After reviewing the Windows Help and Support window, click the Close button to quit Windows Help and Support.

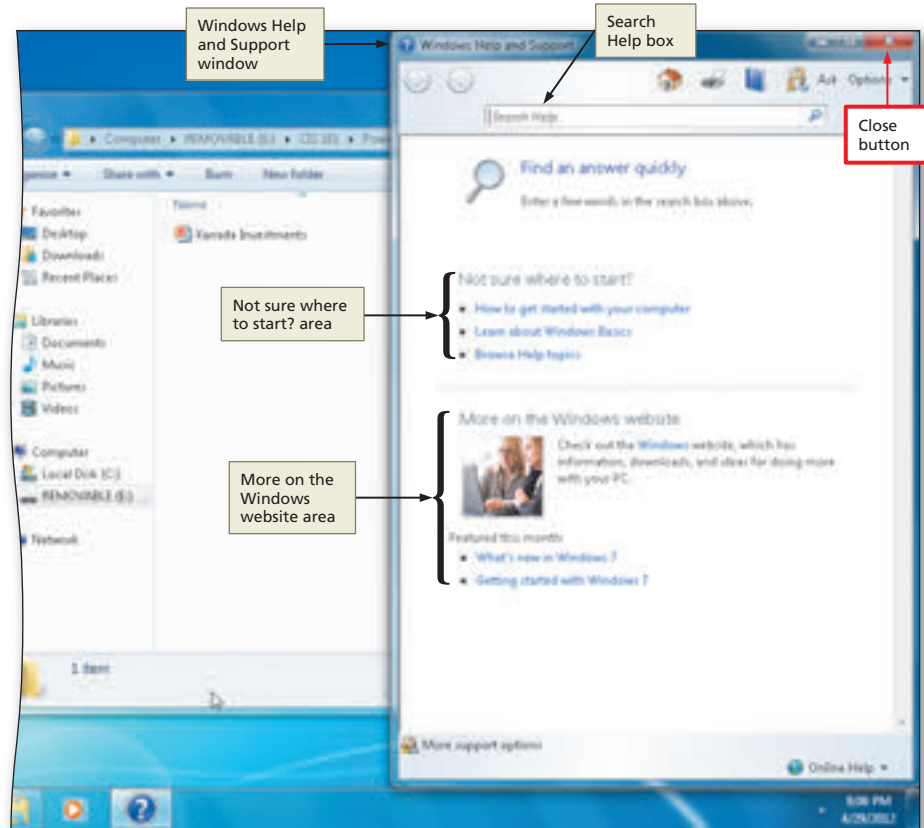


Figure 105

Other Ways

1. Press CTRL+ESC, press RIGHT ARROW, press UP ARROW, press ENTER
2. Press WINDOWS + F1

Chapter Summary

In this chapter, you learned about the Windows 7 interface. You started Windows 7, were introduced to the components of the desktop, and learned several mouse operations. You opened, closed, moved, resized, minimized, maximized, and scrolled a window. You used folder windows to expand and collapse drives and folders, display drive and folder contents, create folders, and rename and then delete a file.

You also learned some basic features of some Microsoft Office 2010 programs, including Word, PowerPoint, Excel, and Access. As part of this learning process, you discovered the common elements that exist among these different Office programs. You now can save basic document, presentation, spreadsheet, and database files. Additional Office programs, including Outlook, Publisher, and OneNote also were discussed.

Microsoft Office Help was demonstrated, and you learned how to use the Office Help window. You were introduced to the Windows 7 Help and Support Center and learned how to use it to obtain more information about Windows 7.

The items listed below include all of the new Windows 7 and Office 2010 skills you have learned in this chapter.

- | | |
|---|---|
| 1. Log On to the Computer (OFF 6) | 9. Create a Folder (OFF 22) |
| 2. Start a Program Using the Start Menu (OFF 10) | 10. Create a Folder within a Folder (OFF 24) |
| 3. Maximize a Window (OFF 12) | 11. Expand a Folder, Scroll through Folder Contents, and Collapse a Folder (OFF 26) |
| 4. Display a Different Tab on the Ribbon (OFF 16) | 12. Switch from One Program to Another (OFF 27) |
| 5. Minimize, Display, and Restore the Ribbon (OFF 17) | 13. Save a File in a Folder (OFF 27) |
| 6. Display and Use a Shortcut Menu (OFF 18) | 14. Minimize and Restore a Window (OFF 30) |
| 7. Customize the Quick Access Toolbar (OFF 19) | 15. Change the Screen Resolution (OFF 33) |
| 8. Enter Text in a Document (OFF 20) | |

16. Quit an Office Program with One Document Open (OFF 35)
17. Start a Program Using the Search Box (OFF 37)
18. Enter Content in a Title Slide (OFF 40)
19. Create a New Office Document from the Backstage View (OFF 41)
20. Close an Office File Using the Backstage View (OFF 44)
21. Open a Recent Office File Using the Backstage View (OFF 45)
22. Create a New Blank Office Document from Windows Explorer (OFF 47)
23. Start a Program from Windows Explorer and Open a File (OFF 48)
24. Enter a Worksheet Title (OFF 50)
25. Save an Existing Document with the Same File Name (OFF 51)
26. Create an Access Database (OFF 55)
27. Open an Existing Office File (OFF 57)
28. Rename a File (OFF 63)
29. Move a File (OFF 64)
30. Delete a File (OFF 64)
31. Open the Help Window in an Office Program (OFF 66)
32. Move a Window by Dragging (OFF 66)
33. Resize a Window by Dragging (OFF 67)
34. Obtain Help Using the 'Type words to search for' Text Box (OFF 68)
35. Obtain Help Using the Help Links (OFF 70)
36. Obtain Help Using the Help Table of Contents (OFF 71)
37. Start Windows Help and Support (OFF 73)



If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address **scsite.com/office2010/learn**. When the Office 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Creating a Folder and a Document

Instructions: You will create a Word folder and then create a Word document and save it in the folder.

Perform the following tasks:

1. Connect a USB flash drive to an available USB port and then open the USB flash drive window.
2. Click the New folder button on the toolbar to display a new folder icon and text box for the folder name.
3. Type **word** in the text box to name the folder. Press the ENTER key to create the folder on the USB flash drive.
4. Start Word.
5. Enter the text shown in Figure 106.
6. Click the Save button on the Quick Access Toolbar. Navigate to the Word folder on the USB flash drive and then save the document using the file name, Apply 1 Class List.
7. If your Quick Access Toolbar does not show the Quick Print button, add the Quick Print button to the Quick Access Toolbar. Print the document using the Quick Print button on the Quick Access Toolbar. When you are finished printing, remove the Quick Print button from the Quick Access Toolbar.
8. Submit the printout to your instructor.
9. Quit Word.

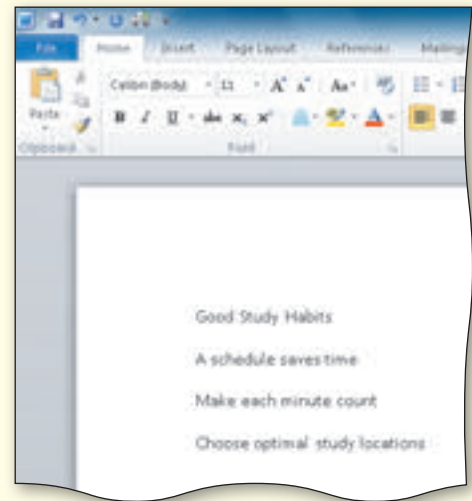


Figure 106

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You will use Help to complete the assignment.

Using Help

Instructions: Use Office Help to perform the following tasks.

Perform the following tasks:

1. Start Word.
2. Click the Microsoft Word Help button to open the Word Help window (Figure 107).
3. Search Word Help to answer the following questions.
 - a. What are the steps to add a new group to the Ribbon?
 - b. What are Quick Parts?
4. With the Word program still running, start PowerPoint.

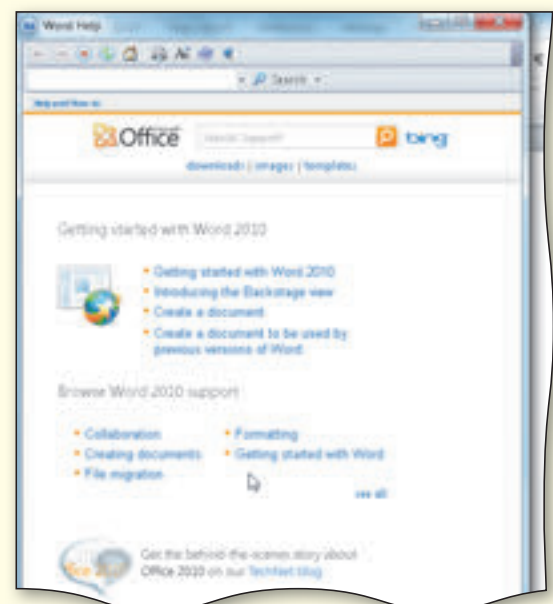


Figure 107

5. Click the Microsoft PowerPoint Help button on the title bar to open the PowerPoint Help window.
6. Search PowerPoint Help to answer the following questions.
 - a. What is a slide master?
 - b. How do you copy slides from another presentation into the existing presentation?
7. Quit PowerPoint.
8. Start Excel.
9. Click the Microsoft Excel Help button to open the Excel Help window.
10. Search Excel Help to answer the following questions.
 - a. What are three different functions available in Excel?
 - b. What are sparklines?
11. Quit Excel.
12. Start Access.
13. Click the Microsoft Access Help button to open the Access Help window.
14. Search Access Help to answer the following questions.
 - a. What is SQL?
 - b. What is a data macro?
15. Quit Access.
16. Type the answers from your searches in the Word document. Save the document with a new file name and then submit it in the format specified by your instructor.
17. Quit Word.

Make It Right

Analyze a file structure and correct all errors and/or improve the design.

Organizing Vacation Photos

Instructions: See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information on accessing the required files.

Traditionally, you have stored photos from past vacations together in one folder. The photos are becoming difficult to manage, and you now want to store them in appropriate folders. You will create the folder structure shown in Figure 108. You then will move the photos to the folders so that they will be organized properly.

1. Connect a USB flash drive to an available USB port to open the USB flash drive window.
2. Using the techniques presented in the chapter, create the hierarchical folder structure shown in Figure 108.
3. Using the techniques presented in the chapter, move the vacation photos to their appropriate folders.
4. Submit your work in the format specified by your instructor.

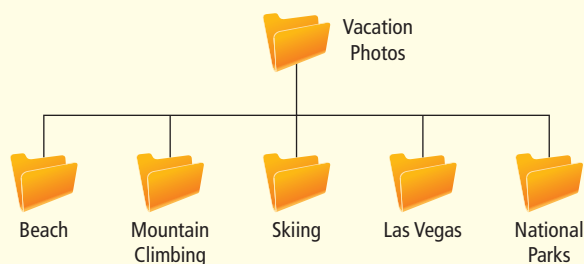


Figure 108



In the Lab

Use the guidelines, concepts, and skills presented in this chapter to increase your knowledge of Windows 7 and Office 2010. Labs are listed in order of increasing difficulty.

Lab 1: Using Windows Help and Support

Problem: You have a few questions about using Windows 7 and would like to answer these questions using Windows Help and Support.

Instructions: Use Windows Help and Support to perform the following tasks:

1. Display the Start menu and then click Help and Support to start Windows Help and Support.
2. Use the Help and Support Content page to answer the following questions.
 - a. How do you reduce computer screen flicker?
 - b. Which dialog box do you use to change the appearance of the mouse pointer?
 - c. How do you minimize all windows?
 - d. What is a VPN?
3. Use the Search Help text box in Windows Help and Support to answer the following questions.
 - a. How can you minimize all open windows on the desktop?
 - b. How do you start a program using the Run command?
 - c. What are the steps to add a toolbar to the taskbar?
 - d. What wizard do you use to remove unwanted desktop icons?
4. The tools to solve a problem while using Windows 7 are called **troubleshooters**. Use Windows Help and Support to find the list of troubleshooters (Figure 109), and answer the following questions.
 - a. What problems does the HomeGroup troubleshooter allow you to resolve?
 - b. List five Windows 7 troubleshooters that are not listed in Figure 109.
5. Use Windows Help and Support to obtain information about software licensing and product activation, and answer the following questions.
 - a. What is genuine Windows?
 - b. What is activation?
 - c. What steps are required to activate Windows?
 - d. What steps are required to read the Microsoft Software License Terms?
 - e. Can you legally make a second copy of Windows 7 for use at home, work, or on a mobile computer or device?
 - f. What is registration?
6. Close the Windows Help and Support window.

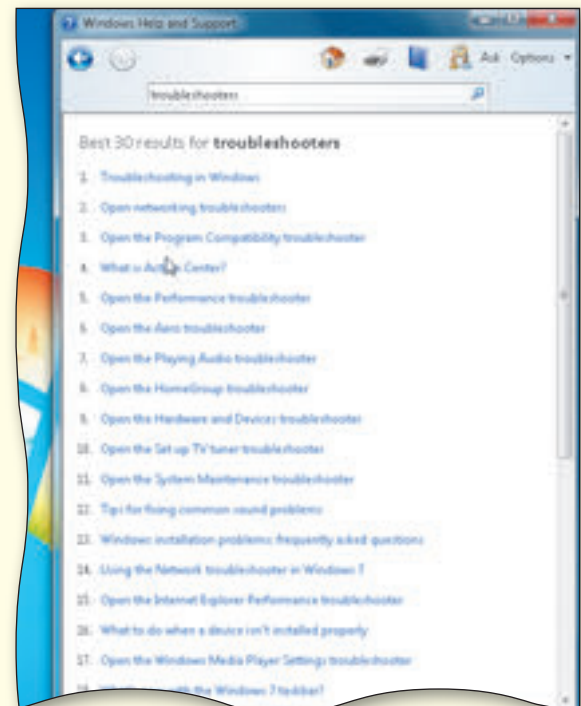


Figure 109

In the Lab

Lab 2: Creating Folders for a Pet Supply Store

Problem: Your friend works for Pete's Pet Supplies. He would like to organize his files in relation to the types of pets available in the store. He has five main categories: dogs, cats, fish, birds, and exotic. You are to create a folder structure similar to Figure 110.

Instructions: Perform the following tasks:

1. Connect a USB flash drive to an available USB port and then open the USB flash drive window.
2. Create the main folder for Pete's Pet Supplies.
3. Navigate to the Pete's Pet Supplies folder.
4. Within the Pete's Pet Supplies folder, create a folder for each of the following: Dogs, Cats, Fish, Birds, and Exotic.
5. Within the Exotic folder, create two additional folders, one for Primates and the second for Reptiles.
6. Submit the assignment in the format specified by your instructor.

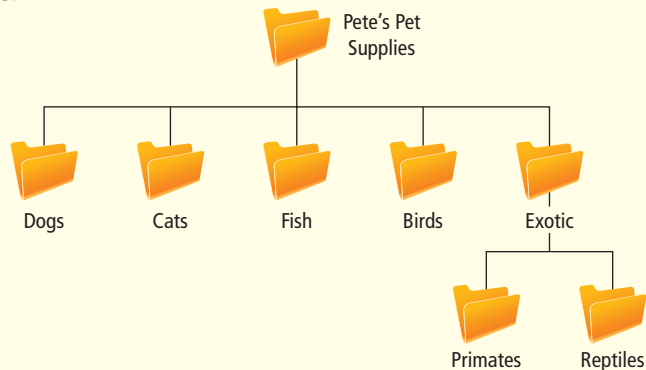


Figure 110

In the Lab

Lab 3: Creating Office Documents

Problem: You are taking a class that requires you to create a Word, PowerPoint, Excel, and Access file. You will save these files to folders named for four different Office programs (Figure 111).

Instructions: Create the folders shown in Figure 111. Then, using the respective Office program, create a small file to save in each folder (i.e., create a Word document to save in the Word folder, a PowerPoint presentation to save in the PowerPoint folder, and so on).

1. Connect a USB flash drive to an available USB port and then open the USB flash drive window.
2. Create the folder structure shown in Figure 111.
3. Navigate to the Word folder.
4. Create a Word document containing the text, My First Word Document, and then save it in the Word folder.
5. Navigate to the PowerPoint folder.
6. Create a PowerPoint presentation containing the title text, My First PowerPoint Presentation, and then save it in the PowerPoint folder.
7. Navigate to the Excel folder.

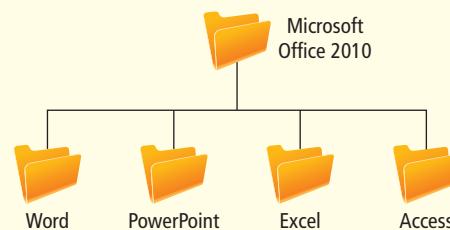


Figure 111

Continued >

In the Lab *continued*

8. Create an Excel spreadsheet containing the text, My First Excel Spreadsheet, in cell A1 and then save it in the Excel folder.
9. Navigate to the Access folder.
10. Save an Access database named, My First Database, in the Access folder.
11. Close all open Office programs.
12. Submit the assignment in the format specified by your instructor.

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

Note: To complete these assignments, you may be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

1: Creating Beginning Files for Classes

Academic

You are taking the following classes: Introduction to Engineering, Beginning Psychology, Introduction to Biology, and Accounting. Create folders for each of the classes. Use the following folder names: Engineering, Psychology, Biology, and Accounting, when creating the folder structure. In the Engineering folder, use Word to create a Word document with the name of the class and the class meeting location and time (MW 10:30 – 11:45, Room 317). In the Psychology folder, use PowerPoint to create your first lab presentation. It should begin with a title slide containing the text, Behavioral Observations. In the Biology folder, save a database named Research in the Biology folder. In the Accounting folder, create an Excel spreadsheet with the text, Tax Information, in cell A1. Use the concepts and techniques presented in this chapter to create the folders and files.

2: Using Help

Personal

Your parents enjoy working and playing games on their home computers. Your mother uses a notebook computer downstairs, and your father uses a desktop computer upstairs. They expressed interest in sharing files between their computers and sharing a single printer, so you offered to research various home networking options. Start Windows Help and Support, and search Help using the keywords, home networking. Use the link for installing a printer on a home network. Start Word and then type the main steps for installing a printer. Use the link for setting up a HomeGroup and then type the main steps for creating a HomeGroup in the Word document. Use the concepts and techniques presented in this chapter to use Help and create the Word document.

3: Creating Folders

Professional

Your boss at the bookstore where you work part-time has asked for help with organizing her files. After looking through the files, you decided upon a file structure for her to use, including the following folders: books, magazines, tapes, DVDs, and general merchandise. Within the books folder, create folders for hardback and paperback books. Within magazines, create folders for special issues and periodicals. In the tapes folder, create folders for celebrity and major release. In the DVDs folder, create a folder for book to DVD. In the general merchandise folder, create folders for novelties, posters, and games. Use the concepts and techniques presented in this chapter to create the folders.