Microsoft Office 2013

STEVE SCHWARTZ
<table>
<thead>
<tr>
<th>PART I</th>
<th>Getting Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>What’s New in Office 2013?</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Office Basics</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Tables, Charts, and Art</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART II</th>
<th>Microsoft Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 4</td>
<td>Getting Started with Word 2013</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Formatting Documents</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Creating Outlines</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Sharing Word Documents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART III</th>
<th>Microsoft Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 8</td>
<td>Getting Started with Excel 2013</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>Worksheet and Data Formatting</td>
</tr>
<tr>
<td>Chapter 10</td>
<td>Formulas and Functions</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Working with Tables</td>
</tr>
<tr>
<td>Chapter 12</td>
<td>Creating Charts</td>
</tr>
<tr>
<td>PART IV</td>
<td>Microsoft PowerPoint</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Chapter 13</td>
<td>Getting Started with PowerPoint 2013</td>
</tr>
<tr>
<td>Chapter 14</td>
<td>Creating a Presentation</td>
</tr>
<tr>
<td>Chapter 15</td>
<td>Wrapping Up a Presentation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART V</th>
<th>Microsoft Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 16</td>
<td>Getting Started with Outlook 2013</td>
</tr>
<tr>
<td>Chapter 17</td>
<td>Managing Your Contacts</td>
</tr>
<tr>
<td>Chapter 18</td>
<td>Composing and Sending Mail</td>
</tr>
<tr>
<td>Chapter 19</td>
<td>Receiving Mail</td>
</tr>
<tr>
<td>Chapter 20</td>
<td>Managing the Mail</td>
</tr>
<tr>
<td>Chapter 21</td>
<td>Appointments and Tasks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART VI</th>
<th>Advanced Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 22</td>
<td>Combining Office Data</td>
</tr>
<tr>
<td></td>
<td>Index</td>
</tr>
</tbody>
</table>
# Table of Contents

Introduction ............................................ xiii

## PART I  Getting Started

### Chapter 1  What’s New in Office 2013? .................. 1
- Office-wide Changes ................................. 2
- Application Changes ............................... 5

### Chapter 2  Office Basics ............................... 9
- Launching Office Applications .................... 10
- Using the Backstage ............................... 11
- Using the Ribbon ................................ 18
- Working with Windows ......................... 20
- Setting Magnification ............................ 22
- Using the Office Clipboard .................... 23
- Customizing Office .............................. 26
- Document Management Tools ................. 32
- Installing and Using Apps for Office ........... 39
- Getting Help .................................... 40

### Chapter 3  Tables, Charts, and Art ................. 43
- Inserting Tables ................................ 44
- Entering Data Into a Table .................... 46
- Modifying the Table Grid ...................... 47
- Formatting Table Data .......................... 51
- Calculations in Tables .......................... 52
- Creating Charts ................................ 54
- About Adding Graphics and Objects ........... 55
- Adding Pictures ................................ 56
- Adding Shapes ................................ 58
- Using a Drawing Canvas ....................... 59
- Adding SmartArt ................................ 60
- Inserting Screenshots ......................... 62
Creating WordArt .................................................. 63
Adding a Text Box ................................................. 64
Setting Text Wrap ................................................ 65
Resizing, Moving, and Rotating Objects .......... 66
Image-editing Tools .............................................. 68

PART II  Microsoft Word

Chapter 4  Getting Started with Word 2013 ................. 77
  The Word Interface ............................................. 78
  Working in Different Views ................................ 81
  Managing Windows .......................................... 83
  Setting Display Options ................................... 85
  Entering Text .................................................. 86
  Basic Text Editing .............................................. 87
  Using the Proofing Tools .................................... 89
  Finding and Replacing Text ................................. 93
  Entering Symbols and Special Characters ............. 96
  Using the Navigation Pane ................................. 97
  Editing PDF Files ............................................. 100

Chapter 5  Formatting Documents ............................ 101
  Specifying Page Settings .................................. 102
  Modifying the Background ................................ 104
  Inserting Breaks .............................................. 107
  Adding a Cover Page or Blank Page .................... 109
  Adding Headers or Footers ................................. 111
  Paragraph Formatting ...................................... 116
  Character Formatting .................................... 125
  Working with Styles ........................................ 128
  Merge Formatting ........................................... 131

Chapter 6  Creating Outlines ................................. 137
  Entering and Exiting Outline View ....................... 138
  Starting an Outline .......................................... 139
  Reorganizing an Outline .................................. 140
  Changing Display Settings ............................... 142
Chapter 7  Sharing Word Documents  145
Choosing a File Format  146
Emailing Word Documents  147
Change Tracking  148
Comparing Documents  151
Combining Documents  152
Publishing Blog Entries  153
Broadcasting a Word Document  155

PART III  Microsoft Excel

Chapter 8  Getting Started with Excel 2013  157
The Excel Interface  158
Workbooks and Worksheets  161
Cell and Range Selection  163
Entering Data  165
Editing Data  167
Reorganizing a Worksheet  168
Filling Cells  173
Importing Data  176
Finding and Replacing Data  181
Sorting Data  184
Naming Cells and Ranges  186
Password-Protecting Workbooks  188

Chapter 9  Worksheet and Data Formatting  191
Setting Column Width and Row Height  192
About Data and Cell Formatting  194
Character and Paragraph Formatting  195
Fitting Text Within a Cell  196
Number Formatting  197
Conditional Formatting  198
Cell Backgrounds and Borders  200
Removing, Replacing, and Reusing Formats  202
Worksheet Formatting  204
<table>
<thead>
<tr>
<th>Chapter 10</th>
<th>Formulas and Functions</th>
<th>205</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>About Cell References</td>
<td>206</td>
</tr>
<tr>
<td></td>
<td>Formula Essentials</td>
<td>208</td>
</tr>
<tr>
<td></td>
<td>Creating Formulas</td>
<td>212</td>
</tr>
<tr>
<td></td>
<td>Editing Formulas</td>
<td>214</td>
</tr>
<tr>
<td></td>
<td>Troubleshooting Tips</td>
<td>215</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Working with Tables</td>
<td>217</td>
</tr>
<tr>
<td></td>
<td>Creating a Table</td>
<td>218</td>
</tr>
<tr>
<td></td>
<td>Formatting a Table</td>
<td>219</td>
</tr>
<tr>
<td></td>
<td>Creating Calculated Columns</td>
<td>220</td>
</tr>
<tr>
<td></td>
<td>Adding a Total Row</td>
<td>221</td>
</tr>
<tr>
<td></td>
<td>Sorting and Filtering</td>
<td>222</td>
</tr>
<tr>
<td></td>
<td>Changing a Table’s Size</td>
<td>224</td>
</tr>
<tr>
<td></td>
<td>Printing Tables</td>
<td>226</td>
</tr>
<tr>
<td>Chapter 12</td>
<td>Creating Charts</td>
<td>227</td>
</tr>
<tr>
<td></td>
<td>Chart Elements</td>
<td>228</td>
</tr>
<tr>
<td></td>
<td>Creating a Chart</td>
<td>229</td>
</tr>
<tr>
<td></td>
<td>Changing the Background</td>
<td>231</td>
</tr>
<tr>
<td></td>
<td>Adding and Formatting Text</td>
<td>232</td>
</tr>
<tr>
<td></td>
<td>Rows or Columns</td>
<td>234</td>
</tr>
<tr>
<td></td>
<td>Changing Layout and Style</td>
<td>235</td>
</tr>
<tr>
<td></td>
<td>Displaying the Data Set</td>
<td>236</td>
</tr>
<tr>
<td></td>
<td>Working with Gridlines</td>
<td>237</td>
</tr>
<tr>
<td></td>
<td>Working with the Legend</td>
<td>238</td>
</tr>
<tr>
<td></td>
<td>Adding Trendlines</td>
<td>240</td>
</tr>
<tr>
<td></td>
<td>Modifying the Axes</td>
<td>242</td>
</tr>
<tr>
<td></td>
<td>Creating Sparklines</td>
<td>243</td>
</tr>
<tr>
<td></td>
<td>Changing the Chart Data</td>
<td>244</td>
</tr>
<tr>
<td>PART IV</td>
<td>Microsoft PowerPoint</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Chapter 13</strong></td>
<td>Getting Started with PowerPoint 2013 245</td>
<td></td>
</tr>
<tr>
<td>PowerPoint Interface 246</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working in Different Views 248</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating a Presentation 249</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Chapter 14**  | Creating a Presentation 253 |
| Starting a Presentation 254 |
| Setting the Theme 256 |
| Adding and Deleting Slides 257 |
| Replacing Placeholders 258 |
| Inserting Other Items 262 |
| Tips for Working with Objects 265 |
| Creating a Photo Album 266 |
| Previewing a Slide Show 268 |

| **Chapter 15**  | Wrapping Up a Presentation 269 |
| Animating Objects and Text 270 |
| Editing Movies 273 |
| Organizing the Slides 276 |
| Adding Transitions 277 |
| Rehearsing a Presentation 279 |
| Printing Notes and Handouts 280 |
| Saving a Presentation In Other Formats 282 |
| Delivering the Presentation 287 |

<table>
<thead>
<tr>
<th>PART V</th>
<th>Microsoft Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter 16</strong></td>
<td>Getting Started with Outlook 2013 291</td>
</tr>
<tr>
<td>Types of Email Accounts 292</td>
<td></td>
</tr>
<tr>
<td>About Email Addresses 293</td>
<td></td>
</tr>
<tr>
<td>The Outlook 2013 Interface 294</td>
<td></td>
</tr>
<tr>
<td>Adding Email Accounts 296</td>
<td></td>
</tr>
<tr>
<td>Changing Account Settings 299</td>
<td></td>
</tr>
<tr>
<td>Working with Profiles 302</td>
<td></td>
</tr>
<tr>
<td>Chapter 17</td>
<td>Managing Your Contacts</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td>The People Window</td>
</tr>
<tr>
<td></td>
<td>Creating Contact Records</td>
</tr>
<tr>
<td></td>
<td>Editing Contact Records</td>
</tr>
<tr>
<td></td>
<td>Viewing Contact Records</td>
</tr>
<tr>
<td></td>
<td>Searching for a Contact</td>
</tr>
<tr>
<td></td>
<td>Using Business Cards</td>
</tr>
<tr>
<td></td>
<td>Creating Contact Groups</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter 18</th>
<th>Composing and Sending Mail</th>
<th>333</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Message Window</td>
<td>334</td>
</tr>
<tr>
<td></td>
<td>Creating Messages</td>
<td>335</td>
</tr>
<tr>
<td></td>
<td>About Message Formats</td>
<td>339</td>
</tr>
<tr>
<td></td>
<td>Formatting Message Text</td>
<td>340</td>
</tr>
<tr>
<td></td>
<td>Adding Attachments</td>
<td>343</td>
</tr>
<tr>
<td></td>
<td>Inserting Items</td>
<td>344</td>
</tr>
<tr>
<td></td>
<td>Correcting Spelling Errors</td>
<td>347</td>
</tr>
<tr>
<td></td>
<td>Using Signatures</td>
<td>349</td>
</tr>
<tr>
<td></td>
<td>Other Message Options</td>
<td>351</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter 19</th>
<th>Receiving Mail</th>
<th>355</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Checking for New Mail</td>
<td>356</td>
</tr>
<tr>
<td></td>
<td>Reading Messages</td>
<td>358</td>
</tr>
<tr>
<td></td>
<td>Changing the View</td>
<td>360</td>
</tr>
<tr>
<td></td>
<td>Viewing Conversations</td>
<td>361</td>
</tr>
<tr>
<td></td>
<td>Searching for Messages</td>
<td>363</td>
</tr>
<tr>
<td></td>
<td>Receiving Attachments</td>
<td>364</td>
</tr>
<tr>
<td></td>
<td>Printing Messages</td>
<td>367</td>
</tr>
<tr>
<td>Chapter 20</td>
<td>Managing the Mail</td>
<td>369</td>
</tr>
<tr>
<td>------------</td>
<td>------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Marking Messages as Read</td>
<td>370</td>
<td></td>
</tr>
<tr>
<td>Deleting Messages</td>
<td>372</td>
<td></td>
</tr>
<tr>
<td>Managing Conversations</td>
<td>375</td>
<td></td>
</tr>
<tr>
<td>Copying and Moving Mail</td>
<td>377</td>
<td></td>
</tr>
<tr>
<td>Creating Message Folders</td>
<td>379</td>
<td></td>
</tr>
<tr>
<td>Flagging Messages</td>
<td>381</td>
<td></td>
</tr>
<tr>
<td>Handling Junk Mail and Phishing Attempts</td>
<td>382</td>
<td></td>
</tr>
<tr>
<td>Creating Rules</td>
<td>384</td>
<td></td>
</tr>
<tr>
<td>Working with Quick Steps</td>
<td>387</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter 21</th>
<th>Appointments and Tasks</th>
<th>391</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Basics</td>
<td>392</td>
<td></td>
</tr>
<tr>
<td>Creating an Appointment or Event</td>
<td>393</td>
<td></td>
</tr>
<tr>
<td>Creating Recurring Events</td>
<td>394</td>
<td></td>
</tr>
<tr>
<td>Responding to Reminders</td>
<td>396</td>
<td></td>
</tr>
<tr>
<td>Modifying Events and Appointments</td>
<td>397</td>
<td></td>
</tr>
<tr>
<td>Searching for an Event or Appointment</td>
<td>398</td>
<td></td>
</tr>
<tr>
<td>Sharing Calendars</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>Task Basics</td>
<td>402</td>
<td></td>
</tr>
<tr>
<td>Creating a Task</td>
<td>403</td>
<td></td>
</tr>
<tr>
<td>Modifying Tasks</td>
<td>405</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART VI</th>
<th>Advanced Topics</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chapter 22</th>
<th>Combining Office Data</th>
<th>407</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copying, Linking, and Embedding</td>
<td>408</td>
<td></td>
</tr>
<tr>
<td>Word Table into Excel</td>
<td>415</td>
<td></td>
</tr>
<tr>
<td>Sharing Outlines: Word and PowerPoint</td>
<td>416</td>
<td></td>
</tr>
<tr>
<td>Word Text into Excel or PowerPoint</td>
<td>418</td>
<td></td>
</tr>
</tbody>
</table>

| Index | 419 |
This page intentionally left blank
Welcome to *Microsoft Office 2013: Visual QuickStart Guide*. In the pages that follow, you’ll find the information and instructions needed to quickly become productive with the key applications in Microsoft Office.

Like other titles in the Visual QuickStart series, this book was written primarily as a reference. Unlike a book on a single program, however, this one covers four major applications: Word, PowerPoint, Excel, and Outlook. Rather than discuss every command and procedure in excruciating detail (as you’d expect in a one-program book), this book focuses on the commands and procedures that you’re most likely to actually use.

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### How This Book Is Organized

To make it easy for you to find the information you need at any given moment, the book is divided into major sections called parts.

- **Part I** describes the changes you’ll find in Office 2013 and provides an introduction to essential Office procedures. Certain tools and features (such as using the Backstage, working with graphics, and creating charts and tables) work the same regardless of the Office program you’re using at the moment. Rather than repeat this material for each application, it’s presented in Chapters 2 and 3.

- **Parts II through V** are devoted to the individual Office applications—one part for each application.

- **Part VI** shows some ways that you can use the applications together, combining elements from one application with another (such as incorporating Word tables in Excel worksheets).
Which Suites Are Covered?

Microsoft Office 2013 is available in four configurations (or suites), each with a different combination of applications (Table I.1). With the exception of the Home & Student suite, each includes the four core applications discussed in this book: Word, Excel, PowerPoint, and Outlook.


The Office Applications

If you’re unfamiliar with any of the applications covered in this book, the following pages provide a quick overview of the tasks for which each one is best suited.

Microsoft Office Word 2013

Word is a word-processing program. You can use it to write letters, memos, contracts, reports, or the Great American Novel. Because Word is so commonly used in the business world, you’ll find that most word-processing documents you receive from others will be Word files or ones that can be opened using Word.

Like other word-processing programs of the past twenty years, Word uses a WYSIWYG (What You See Is What You Get) approach to document formatting, layout, and display. That is, the fonts, paragraph formats, margins, and page breaks you see onscreen will precisely match those in the printout.

If your needs go beyond simple text documents, you can embellish them with tables, clip art, and photos. You can also apply stylish 3-D effects called WordArt to text and important titles or insert bulleted lists as eye-catching SmartArt.

In addition to allowing you to create new documents from scratch, Word provides an array of templates for useful documents and forms. Many can be used as-is or with only minor modification. And if you want to generate personalized mailings, Word has a mail merge feature.

Microsoft Office Excel 2013

As popular as Word, Excel is the most widely used spreadsheet application around. You can use a spreadsheet to enter, analyze, and summarize large amounts of numerical and text data on a row-and-column grid.

Excel is an excellent tool for performing calculations (via formulas and its built-in functions), as well as for creating colorful, informative graphs. And because so many
people use worksheets to record lists, Excel also includes list-management features.

The days of the drab, colorless, single-font worksheet are over. Excel supports mixed fonts, styles, colors, and rotated text, as well as cell backgrounds and conditional formatting. To further embellish any worksheet, you can add clip art, photos, predefined shapes (such as arrows and text balloons), WordArt, and SmartArt.

**Microsoft Office PowerPoint 2013**

PowerPoint is Office’s “best in class” application for creating presentations: slide shows with between-slide transition effects, within-slide animations, recorded audio narration, presenter notes, and handouts.

To give your slides a consistent, professional look, you can select one of the included themes or download others from Office.com. You can also create and save templates that include designs and other key elements, such as a company logo or address information.

After you’ve rehearsed and set the timing for your presentation, it can be played on a computer, professionally output to slides, or used to broadcast a web-based presentation.

**Microsoft Office Outlook 2013**

Outlook’s primary function is that of a mail client. Outlook can send, receive, and manage email for all types of accounts (including certain web-based ones, such as Hotmail and Windows Live). Outlook 2013 can also be configured to receive Really Simple Syndication (RSS) message feeds.

In addition to providing email capabilities, Outlook can serve as your business and home calendar (allowing you to record and schedule reminders for upcoming appointments, meetings, and other events), handle your to-do list, and manage work and personal contacts.

---

**How to Use This Book**

This is a book for beginning to intermediate users of Microsoft Office 2013 for Windows. If you’re using Office for the first time or already know the basics but want to get more out of your investment in Office, this book is for you. If you learn better from step-by-step instructions and graphic examples than from reference manuals that just describe what the commands do, this book is also for you. Most of all, if you know what you want to do and want to get started in the shortest possible time, this book is definitely for you.

I’ve worked hard to create a book that will let you turn to the directions for any procedure, learn what it does, and then do it yourself. Color screen shots illustrate significant steps. The goal is to give you all the information you need and little that you don’t, making you productive as quickly as possible. Along the way, you’ll find many tips that offer helpful information about the procedures.
Command Conventions

Office’s implementation of the Ribbon provides a new place where you can find and execute Office commands—in addition to toolbars, floating windows, panels and panes, dialog boxes, context menus, and keyboard shortcuts.

Ribbon Commands

Ribbon components are separated by a colon (:). When choosing a command from a drop-down menu on the Ribbon, the menu-specific components are separated by the > symbol.

**Ribbon tab : group : command**

*Example:* “To format selected text as boldface, click Home : Font : Bold.”

*Explanation:* In the Font group on the Home tab, click the Bold icon.

**Ribbon tab : group : icon > menu item**

*Example:* “To set 1” margins for a document, choose Page Layout : Page Setup : Margins > Normal.”

*Explanation:* Switch to the Page Layout tab. In the tab’s Page Setup group, click the Margins icon and choose Normal from the drop-down menu.

Note that whenever a Ribbon command is described, the components are always presented in their proper order.

Toolbars, Panes, Palettes, Dialog Boxes, and Context Menus

To prevent commands for these elements from being confused with Ribbon commands, the commands are generally written out in plain English, such as this: “On the Indents and Spacing tab of the Paragraph dialog box, choose a paragraph alignment from the Alignment drop-down menu.”

Keyboard Shortcuts

A command may also have an associated keyboard shortcut that executes the command as though it had been chosen from the Ribbon or elsewhere. Keyboard shortcuts are written out in plain text, such as “Press Ctrl-V to paste the most recently copied or cut item.”

Too Many Commands, Too Little Space

Over the years, many programs have expanded to offer users multiple ways of performing a command or procedure. With this flexibility, however, can come confusion. In previous editions of this book (as well as my other Peachpit titles), I’ve prided myself on detailing all the possible ways you might execute a particular command. Knowledge is power, right?
But with the addition of the Ribbon, task panes, and object buttons, it occurs to me that:

- There may now be as many as half a dozen ways to execute some commands.
- Rather than helping you by allowing you to pick the most convenient method from all possible command-execution methods, I may inadvertently be adding to the confusion.
- Presenting every imaginable option takes up a lot of page space and may, in fact, detract from the presentation.

Based on my new assumption that you don’t want or need to know every way to issue each command, this book will try to limit the presented options to two or three. At a minimum, I’ll list the Ribbon command. Keep in mind that you should still explore the available toolbars, dialog boxes, and panes/panels to see if there’s a more convenient method of executing a particular command.

**TIP** Be sure to try right-clicking selected text and objects. Microsoft provides many context menus that appear in response to a right-click. You may find right-clicking to be more expedient than scouring Ribbon tabs and memorizing keyboard shortcuts.

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**About the Author**

Since modern man shoved aside the typewriter in favor of the keyboard, I’ve been writing computer articles and books. (I was going to say “Since the dawn of time...,” but thought it would be a bit much. Thirty-five years of computer-industry writing is a long time, though!) My first computer book was published in 1984, and I’ve written more than 60 additional titles since then. This may not make me the first computer book author or the most prolific, but I must be close on both counts.

My background includes Editor-In-Chief of a computer periodical/book, as well as Technical Services Director for a software company. I also have a Ph.D. in psychology that I don’t use, but the diploma does make a nifty wall hanging.
Microsoft Word is a word-processing application—perhaps the most widely used word-processing application in existence. You can use Word to write letters, memos, reports, and essays. Because it is so pervasive and allows you to save in a variety of file formats, there’s an excellent chance you can create a version of a given Word document that can be opened by almost any recipient.

In this introductory chapter, you’ll learn about the Word interface, working in different views, and entering and editing text. For information on launching and quitting Word, as well as performing basic document-related tasks, such as creating, opening, saving, and closing documents, see Chapter 2.

**TIP** Every Word document—whether new or opened from disk—opens in its own window. Clicking a document’s close box (X) closes only that document. To close *all* documents and quit Word, you must close every open document.
The Word Interface

This section discusses the interface elements you'll use when creating and editing Word documents. Many elements, such as the Ribbon and Quick Access Toolbar, can also be found in Excel, PowerPoint, and Outlook.

**File tab.** Click the File tab to perform file-related activities in the Backstage, such as creating, opening, saving, and printing. Click Options to set Word preferences. To open a document on which you've recently worked, select Open and then click its filename in the Recent Documents list.

**Quick Access Toolbar.** Icons for common commands (such as Save and Undo) can be found on this customizable toolbar.

**Elements of the Word 2013 interface.**

A

B When printing the current document in the Backstage, print settings options and a preview are automatically displayed.

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**A** Elements of the Word 2013 interface.

**B** When printing the current document in the Backstage, print settings options and a preview are automatically displayed.
Help. Click this icon or press F1 to open the Word Help window C.

Ribbon. The Ribbon is Office’s replacement for the program menus found in Word 2003 and earlier versions. Similar commands and procedures are listed together on a tab, such as Insert or View. Within each tab, procedures are further divided into groups, based on similarity of function. To perform a command, you switch to the appropriate tab by clicking it and then click the command’s icon, menu, or control.

Rulers. Click the View : Show : Ruler check box to hide or show the horizontal and vertical rulers. Use the controls on the horizontal ruler to set or change tab stops and indents for the selected paragraph(s). The vertical ruler is visible only on the page that contains the text insertion mark.

Task panes. To make it easier to format and edit certain types of material, such as inserted charts and photos, you can open a task-related pane on the side of the document window. Many task panes are opened by clicking what was formerly a dialog box launcher on the Ribbon D.

Navigation Pane. When the Navigation Pane is displayed (View : Show : Navigation Pane), you can use it to go to a particular spot in a document by clicking a listed heading, page thumbnail, or search result.

Document. Most of Word’s window is reserved for the current word-processing document. You can close panes or switch to Read Mode to increase the display area for the document.

Scroll bar and scroll box. You can drag the scroll box, click in the scroll bar, or click the arrow icons at either end of the scroll bar to navigate through a document’s pages.

C Click text links and icons in Word Help to view help topics. Click the close box (X) to dismiss Word Help.

D Click this icon at the bottom of a Ribbon group to launch a related task pane or dialog box.
Page indicator. This indicator displays the current page number, as well as the total number of pages in the document. Click it to open or close the Navigation Pane.

Words indicator. This indicator shows the word count for the document. If text is selected, it shows the number of words in the selection. Click the indicator to open the Word Count dialog box.

Proofing indicator. This indicator shows if there are proofing errors that need to be addressed, such as misspellings, repeated words, or extra spaces between words. Click the indicator to open a task pane in which you can view and optionally correct each suspected error.

View controls. Click an icon to switch views. You can also switch views by clicking an icon in the View: Views group. The purpose of each view is explained in the following section.

Zoom controls. Change the current magnification by dragging the slider, clicking the + (increase) or – (decrease) button, or clicking the zoom percentage text.

Close. Click the close box (X) to close an open document or to quit Word. (When the current document is the only one that’s open, clicking the close box quits Word.) You can also close the active document by clicking Close in the Backstage.

Any docked pane, such as Navigation, can be turned into a floating palette by dragging the pane by its title area to a new location. To restore it to the original docked position, double-click in the pane’s title area.

Resume Reading
When you reopen a Word document, the first page is displayed and the text insertion mark is set at the beginning of the document. In Word 2013, you can optionally jump to where you previously left off.

On opening, a Resume Reading icon appears in the right margin. Hover the cursor over it to learn the approximate jump point; click the icon if you want to scroll to that spot in the document.
Working in Different Views

Depending on what you currently want to do with a document, you can work in any of Word’s views: Read Mode, Print Layout, Web Layout, Outline, and Draft. Each view serves a particular purpose, as described below. To switch views, you can click an icon in the status bar (see A and F in “The Word Interface”) or click an icon in the View: Views group A.

Read Mode

If you want to read or review a document, Read Mode B can help simplify the task.

To control Read Mode:

1. Do any of the following:
   - To switch pages, click the Previous page or Next page icon. You can also use your mouse's scroll wheel or press a supported navigation key, such as the arrow keys, Page Up/Page Down, and Spacebar/Shift-Spacebar.
   - TIP Clicking anywhere in the left or right margin scrolls to the previous or next page.
   - To change the magnification, use the zoom controls in the status bar.
   - Choose commands from the menus. Use the Tools menu to perform a Find; use View menu commands to change display options.

2. To exit Read Mode, click the Print Layout icon on the status bar, choose View > Edit Document, or press Esc.
Print Layout View

Standard documents, such as memos, letters, and reports, are often written and edited in Print Layout view. One advantage of working in this view is its adherence to WYSIWYG (what you see is what you get). The margins, headers/footers, and formatting match the printed output. Pages are shown as equivalent pieces of paper with physical breaks between pages.

Web Layout View

Use Web Layout view to create, view, and edit pages as they’ll appear online when opened in a browser. By choosing Save As in the Backstage, you can save pages in several web-compatible formats.

Outline View

Use Outline view to create, view, and edit outlines. (The table of contents for this book was created in Outline view.) For information about working in Outline view, see Chapter 6.

Draft View

Use Draft view when speed is of primary importance. In Print Layout view, physical pages and breaks are drawn. Draft view displays a document as continuous text; page breaks are denoted by dotted lines. Because repagination occurs almost instantly as you compose, this is an ideal view if you have an older, slower computer. Note that inserted graphics and other non-text objects are not shown in this view.

Collapse and Expand Headings

In previous versions of Word, it was sometimes helpful to switch from Print Layout to Outline view simply because the latter enabled you to collapse and expand sections of the document. Word 2013 makes this unnecessary because this feature has been added to Read Mode, Print Layout, and Web Layout views.

You can collapse or expand any document section that begins with a paragraph that Word recognizes as a heading. To collapse a section, move the cursor to the left of the heading and click the downward pointing triangle. To expand the section, click the heading’s triangle.
Managing Windows

When you create a new Word document or open an existing document, each one opens in a separate window. Because it’s common to work with several documents at once, Word provides commands for managing windows in the View: Window group A.

To manage open document windows:

- Do any of the following:
  - To create another instance of the current document, click View: Window: New Window. Edits made in any instance of a window affect the document. Each new instance has the same name as the original, followed by a colon and a number. For example, a new instance of memo.docx would be named memo.docx:2.
  - To bring a document to the front and make it the active document, choose its name from the View: Window: Switch Windows menu B.

    Every open Word document is represented by a taskbar entry. You can also switch documents by clicking or selecting their names on the taskbar.

  - To view all open documents simultaneously, click View: Window: Arrange All. The documents are displayed in a stack C. To work with one of the documents, click anywhere in its window to make it active.

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To work with a pair of open documents, click View Side by Side. If more than two documents are open, the Compare Side by Side dialog box appears. Select the second document and click OK.

**TIP** When working in View Side by Side mode, you can make the two documents scroll together by ensuring that the Synchronous Scrolling icon is enabled. This feature is useful for comparing two versions of the same document.

To close the active Word document, click its close box (X), press Alt-F4 or Ctrl-W, or click the File tab and then click Close in the Backstage.

**TIP** To close a Word document, you can also right-click its taskbar button or right-click any blank spot in its title bar, and then choose Close from the context menu that appears.

**TIP** If you’re running Windows 7 or 8, taskbar buttons are different from earlier versions of the operating system. If multiple Word documents are open, they are grouped together within a single Word taskbar button. To close one of the open documents, rest the cursor over the Word taskbar button, move up to highlight the document you want to close, and click its close box (X).

After clicking the View Side by Side icon in the first document window, you’ll be asked to select the comparison document—if more than two documents are open.

You can close a document by right-clicking its title bar and choosing Close from this pop-up menu.

In Windows 7 and 8, documents from the same application are grouped within a taskbar button.
Setting Display Options

In addition to using the zoom controls to change the magnification (see “Setting Magnification” in Chapter 2), you can show or hide the following elements in the document window by clicking check boxes in the View : Show group A:

- **Ruler.** Use the ruler to position objects, set paragraph indents, and set tab stops.
- **Gridlines.** When enabled, each page is overlaid with a visible grid B. Placed objects automatically snap to the nearest grid intersection.
- **Navigation Pane.** Use the Navigation Pane C to move directly to a specific document page, heading, or search result. For instructions, see “Using the Navigation Pane,” later in this chapter.

To show/hide rulers:
- Click the View : Show : Ruler check box.

To show/hide gridlines:
- Click the View : Show : Gridlines check box.

To show/hide the Navigation Pane:
- Click the View : Show : Navigation Pane check box. To switch among viewing document headings, page thumbnails, and search results, select a category beneath the pane’s search box. To remove the pane, click its close box (X) or remove the Navigation Pane check mark from the Show group A.

**Tip** You can also open and close the Navigation Pane by clicking the Page indicator on the left side of the status bar.
Entering Text

If you’ve previously used a word-processing program, you’re already familiar with the basics of entering text. On the other hand, if you’re new to word processing, you’ll need to know the following information.

To enter text:

1. Create a new document or open an existing document.

2. Do one of the following:
   - **New document.** The text insertion mark is automatically positioned at the top of the first document page A.
   - **Existing document.** The text insertion mark is set at the beginning of the document. Scroll to the page where you want to begin entering new text, such as the end of the last page. Click to set the text insertion mark.

3. Type your text.
   
   Entered text appears at the text insertion mark. In a new document, the text is formatted with the default font and the paragraphs are left-aligned. In an existing document, the formatting matches the text that it immediately follows.

4. As you type, text automatically wraps as needed to fit within the current paragraph’s margins. When you want to begin a new paragraph, press Enter.

   **Tip** For information on changing character or paragraph formatting (such as applying a different font or centering a title), see Chapter 5.

   **Tip** You can add text copied from the document, other documents, or other applications to the current document by clicking the Home: Clipboard: Paste icon B or by pressing Ctrl-V.

Using Click-and-Type

If you’re more comfortable working with a typewriter than with a word-processing program, you can use Word’s click-and-type feature to approximate a typewriter. Instead of typing from the text insertion mark at the top of a new document or the current position in an opened document, you can double-click any blank spot below either of these points. Word sets the text insertion mark at the double-clicked spot and automatically adds sufficient paragraph returns to fill in the gap above.
Basic Text Editing

You can use any of the following techniques to correct errors in a document and make other changes, such as adding new text. The techniques vary, depending on whether you’re changing selected or unselected text.

To delete unselected text:
1. Position the text insertion mark immediately to the right or left of the text you want to correct or remove A.
2. Do one of the following:
   - To delete the previous character (the one to the left), press Backspace.
   - To delete the next character (the one to the right), press Del or Delete.
   - To delete additional characters, continue pressing Backspace, Del, or Delete.
3. If necessary, replace the deleted text by typing new characters.

To delete or replace selected text:
1. To select the text B to be deleted or replaced, do one of the following:
   - Set the text insertion mark at one end of the text to be selected, and then drag to or Shift-click the opposite end.
   - Set the text insertion mark at one end of the text to be selected, and then—while holding down Shift—press arrow keys to move to the end of the text.
   - Double-click to select a word or triple-click to select a paragraph.

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2. Do one of the following:
   - To delete the selected text, press Backspace, Del, or Delete.
   - To replace the selected text, type the replacement text. When you begin typing, the selected text is deleted.

   **TIP** You can also delete text by cutting it. Unlike a normal deletion, cut text is stored in the Clipboard (and the Office Clipboard), where it's available for pasting. To cut selected text, click the Home : Clipboard : Cut icon (see B in "Entering Text") or press Ctrl-X.

   **TIP** You can use drag-and-drop to move selected text from one location to another—either within a document or between Word documents. This is equivalent to performing a cut-and-paste.

   **TIP** If you want a drag-and-drop to leave the original text intact (working as a copy-and-paste rather than as a cut-and-paste), drag the selected text using the right mouse button. From the context menu that appears at the destination D, choose Copy Here.

To insert new text:
1. Position the text insertion mark where you want to add the new text.
   You can insert new text anywhere in a document.

2. Do either of the following:
   - Type the new text.
   - Paste the new text by clicking the Home : Clipboard : Paste icon (see B in "Entering Text") or by pressing Ctrl-V.

   **TIP** To undo the most recent edit, immediately click the Undo icon in the Quick Access Toolbar E or press Ctrl-Z. (Note that you can undo multiple actions—one by one—by clicking the Undo icon's down arrow.)

**Controlling Paste Formatting**
When you paste text into a Word document, its formatting is determined by settings in the Advanced section of the Word Options dialog box. Depending on the text’s source and whether the styles conflict, either the original formatting is retained or the text is reformatted to match the surrounding text at the destination. However, you can override the default Paste formatting.

When pasting, the Paste Options icon appears at the end of or beneath the pasted text F. Click the icon to choose a formatting option. (You can also choose these formatting options from the Home : Clipboard : Paste icon's menu.)

Choose a text-formatting method from the Paste Options drop-down menu.
Using the Proofing Tools

Word includes a spelling/grammar checker and a thesaurus that you can use to help with writing and editing. Spelling and grammar can be checked on the fly (as you type) or run as a traditional full-document or selected-text check. If you want to see a word’s meaning, there are several free dictionaries that you can easily install.

To install a dictionary (to check word definitions):

1. Right-click any word in an open Word document and choose Define from the context menu that appears.
2. Click the Download button of the dictionary that you want to install.

The definition for the selected word appears in the new task pane.

After adding a dictionary, you can add others by downloading them from the Office Store. To use the additional dictionary, choose it from the Insert: Apps: Apps for Office menu.

To look up a word’s definition:

- Do either of the following:
  - If the word is in the current document, select and right-click it. Choose Define from the context menu.
  - Click Review: Proofing: Define type or paste the word into the Search box, and click the search icon (or press Enter).

The word’s definition is displayed in the task pane.
To find a synonym for a word:

- Do either of the following:
  
  - If the word is in the current document, select and right-click it, and open the Synonyms submenu in the context menu. To replace the word, choose a synonym from the list. (If you’d rather use the Thesaurus task pane, choose Thesaurus.)
  
  - Click Review : Proofing : Thesaurus. In the Thesaurus task pane, type or paste the word into the search box. Click the search icon or press Enter. (If the word is preselected in the document, it will automatically appear in the search box.)

  To use a listed synonym, click the down arrow beside the word, and choose Insert or Copy.

To check spelling and/or grammar as you type:

1. When Check spelling as you type is enabled in Word Options (see the Tip at the end of the next section), each suspected spelling or grammatical error is marked with a wavy, colored underline.

2. Spelling. To correct or dismiss a marked spelling error (red), right-click the underlined text and choose an option from the context menu:
   
   - To accept a suggested correction (if any are listed), choose a replacement spelling from the listed words.
   
   - Choose Ignore or Ignore All to ignore this or every instance of the flagged spelling in the current document.
   
   - If the spelling is correct, choose Add to Dictionary to record the word and ensure that it’s never flagged again.
3. **Grammar.** To correct or dismiss a marked grammatical error (blue), right-click the underlined text. Choose one of the following from the context menu 6:

- Choose the suggested fix to let Word make the correction.
- Choose Ignore if you believe that the grammar is correct or if you want to manually make the correction.

To check spelling/grammar for selected text or the document:

1. **Optional:** To restrict the check to a specific portion of the document, select the text to be checked.

2. **Click Review : Proofing : Spelling & Grammar (F7).**

   If suspected errors are identified, the Spelling or Grammar task pane opens. **TIP** The task pane that appears depends on the first error. If spelling and grammar errors are found, the pane switches between Spelling and Grammar as needed to address each subsequent error.

3. **Spelling.** To handle a suspected spelling error H, do one of the following:

   - To accept a suggested correction, select it in the list and click Change.
   - To accept a suggested correction and apply it throughout the document, select it in the list and click Change All.
   - To accept the flagged word as correct, click Ignore to skip this instance or Ignore All to ignore all instances of this word found in the document.
   - To accept the flagged word as spelled correctly and add it to the Office user dictionary (so it isn’t flagged in later checks), click Add.

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4. Grammar. To handle a suspected grammar error, do one of the following:

- If you believe the grammar is correct or you intend to rewrite the text, click the Ignore or Ignore All button.
- Select the correction in the list box and then click the appropriate button, such as Change or Change All.

**TIP** To set spelling/grammar checking preferences, click the File tab to go to the Backstage and then click Options. In the Word Options dialog box, select the Proofing category, make any desired changes, and click OK.

**TIP** Word 2013 can consider the context of words when performing spelling/grammar checks, allowing it to flag words that are spelled properly but incorrect (distinguishing among to, too, and two, for example).

**TIP** If you choose Ignore or Ignore All for a suspected spelling or grammar error, the error will not reappear in subsequent spelling/grammar checks. To reconsider such errors, click the Recheck Document button in the Proofing section of the Word Options dialog box.

**TIP** The AutoCorrect feature automatically corrects common typos and misspellings as you type. To view or edit the current AutoCorrect word list, click the AutoCorrect Options button in the Proofing section of the Word Options dialog box.

**CAUTION** Historically, Word’s grammar checker has been only marginally useful. (Examine the error-laden paragraph in, for example.) You shouldn’t rely on it to identify and correct typical grammatical errors.

**Proofing**

Set preferences for the proofing tools in the Proofing section of the Word Options dialog box.

I saw a good show their, but I was younger then.

**J** Although their is a proper word, Word flagged it as incorrect in the context of this sentence.

**AutoCorrect**

Add words that you commonly misspell to the AutoCorrect list.

**K** Add words that you commonly misspell to the AutoCorrect list.
Finding and Replacing Text

Using the Find and Replace dialog box, you can search for any text string and optionally replace it with another. In addition to performing standard text searches, you can search for and replace special items, such as paragraph characters (¶), graphics, or text formatted in a specific font. Note that simple searches are best performed in the Navigation Pane, described at the end of this chapter.

To perform a Find:

1. Click Home : Editing : Replace (Ctrl-H). The Find and Replace dialog box appears, open to the Replace tab.
2. Click the Find tab.
3. Enter a search string in the Find what box A.
4. Optional: To set additional options and criteria, click the More >> button. The dialog box expands B:
   - To perform a more precise search, set options in the Search Options area. For instance, you can ensure that found text exactly matches the letter case of the search string (Match case) or specify the search direction (Search drop-down menu).
   - To search for a special character such as a tab, insert it into the Find what box by choosing the character from the Special button’s menu.
   - To find only text with certain formatting (such as a particular font), choose an option from the Format button’s menu.

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5. To begin the search, do one of the following:
   - Click Find Next.
   - Choose an option from the Find in button’s menu to restrict the search to a particular document component.

Word highlights the first match, if any. Otherwise, a dialog box informs you that the search text wasn’t found C.

6. Do either of the following:
   - To search for the next match, click Find Next. Repeat as necessary.
   - If you’re finished, click Cancel or the close box (X).

To perform a Find/Replace:

1. Click Home : Editing : Replace (Ctrl-H).
   The Find and Replace dialog box appears, open to the Replace tab.

2. Enter a search string in the Find what box and a replacement string in the Replace with box D.

3. Optional: To set additional options and criteria, click the More >> button. The dialog box expands E.

4. Do either of the following:
   - To simultaneously replace every matching instance, click Replace All.
   - To selectively replace text after examining each possible match, click Find Next. Word highlights the first match, if one is found. Click Replace if you want to make the replacement, or click Find Next to skip this instance and go to the next match. Repeat as necessary.

5. When you’re finished, click Cancel or the close box (X).
Regardless of the command you use to open the Find and Replace dialog box, you can switch between Finds and Replaces by clicking the appropriate tab.

To restrict a Find or Replace to only part of a document, select the text before you execute the Find or Replace.

When you replace text without checking Match case, capitalization of the replacement text (Replace with) will match that of the replaced text (Find what).

It’s sometimes important to check Find whole words only when performing a Replace. For example, when attempting to replace every instance of John with Mike, checking Find whole words only will prevent Johnson from being changed to Mikeson.

### Search Direction and Scope

The initial direction and scope of a search are determined by the location of the text insertion mark and your choice in the Search drop-down menu in the bottom half of the Find and Replace dialog box. Every search starts from the text insertion mark and proceeds in the direction specified in the Search menu:

- If Down or Up is chosen, the search proceeds to the bottom or top of the document or selection. When the bottom or top is reached, a dialog box asks if you’d like to search the rest of the document.
- If All is chosen from the Search menu, the search starts from the text insertion mark, continues downward until the end is reached, and then wraps around to the beginning in order to complete the search.

You can control the search direction and scope.
Entering Symbols and Special Characters

Some characters—especially symbols, such as copyright (©)—can be extremely difficult to type. Using the Symbol drop-down gallery or the Symbol dialog box, you can easily insert a symbol or other character from any font that’s installed on your computer.

To insert a symbol or other character:

1. Set the text insertion mark at the spot in your text where you want to insert the symbol or character.
2. Open the Symbol gallery by clicking Insert : Symbols : Symbol.
3. Do either of the following:
   - Choose the character. The character is inserted into the text.
   - Choose More Symbols to open the Symbol dialog box. To insert a character, double-click it or select it and click Insert. Click the Cancel button or the close box (X) to dismiss the dialog box.

_TIP_ When inserting a character, Word uses the font at the text insertion mark. To use a different font (Webdings, for example, contains unusual characters not found in other fonts), choose it from the Font drop-down menu at the top of the Symbol dialog box.

_TIP_ To use a special character throughout a document, insert it once, select the character, copy it (Ctrl-C), and then paste the character (Ctrl-V) wherever it’s needed.

_TIP_ Many of the common symbols have a preassigned keyboard shortcut. Select the symbol to see its shortcut. If a symbol doesn’t have an accessible shortcut, you can click the Shortcut Key button to create one.
Using the Navigation Pane

In Office 2010, the Navigation Pane A replaced the Document Map. In addition to using it to quickly jump to important document sections by clicking a thumbnail or text heading, you can do the following:

- Rearrange document sections by dragging their headings
- Execute Finds to locate text in the document that marks the spot to which you want to go
- Search for other material, such as tables, graphics, equations, footnotes or endnotes, and reviewer comments

To open/close the Navigation Pane:

- To open the Navigation Pane, click the View : Show : Navigation Pane check box (see A in “Setting Display Options”), click the Home : Editing : Find icon, click the Page indicator on the status bar, or press Ctrl-F.
- To close the pane, click its close box (X), remove the check mark from the View : Show : Navigation Pane check box, or click the Page indicator again.

Tip If the Navigation Pane fails to dock itself to the left side of the screen, double-click in its title area. To change the pane into a floating pane, drag it by the title area. To change the pane’s width when docked, drag the divider between it and the document.
To go to a page or heading:

- To go to a page, click the Pages tab in the Navigation Pane. Click the thumbnail of the destination page.
- To go to a heading, click the Headings tab in the Navigation Pane. In the list that appears, click the desired heading.

Only paragraphs that Word identifies as headings are listed in the pane. To learn about Word styles, see Chapter 5.

TIP You can expand and collapse headings in the Navigation Pane by clicking the triangle that precedes them.

To perform a text search:

1. Optional: To set specific search options (such as Match case or Find whole words only), click the arrow to the right of the search box and choose Options.

   The Find Options dialog box appears. Set options and click OK.

2. Type search text in the box at the top of the Navigation Pane. Word searches as you type and highlights matches in the document. The contents of the Navigation Pane depend on the selected tab:
   - Headings. Any heading that contains a match is highlighted in yellow.
   - Pages. Only pages that contain a match are shown; all others are hidden.
   - Results. Matches are shown in context in the Navigation Pane.

   You can expand and collapse headings in the Navigation Pane by clicking the triangle that precedes them.

   You can jump to any heading by clicking it.

   You can set the same search options that appear in the expanded Find and Replace dialog box (see in “Finding and Replacing Text”).

   Matches are presented in a scrolling list.
3. To go to a match, do one of the following:
   - Click a heading, thumbnail, or text result in the Navigation Pane.
   - Click the up (Previous) or down (Next) icons.
   - Choose Advanced Find, Replace, or Go To from the search box’s menu to open the normal Find and Replace dialog box.
   - To find non-text items in the current document, choose a command from the Find section of the search box’s menu: Graphics, Tables, Equations, Footnotes/Endnotes, or Comments. To navigate among the found items, click the Previous and Next icons.
   - To clear the current search, click the close box (X) at the right end of the search box or press Esc.

You can also search for items other than text.
Editing PDF Files

In addition to Office’s ability to save and share documents as Adobe Acrobat PDF (Portable Document Format) files, Word 2013 can open and edit PDF files. When opened, they’re automatically converted to Word format—enabling you to add and delete text, apply formatting, and so on.

To edit a PDF file in Word:

1. From within Word, open the PDF file that you want to edit by pressing Ctrl-O or clicking the File tab, followed by Open.
   The file is converted to Word format and opens in Word for editing.
2. Edit the document as desired.
3. To save the edited file, click the File tab, followed by Save; click the Save icon on the Quick Access Toolbar; or press Ctrl-S.
   A Save As dialog box appears A.
4. Select PDF (*.pdf) from the Save as type drop-down list.
5. Click the Save button.
   The document is converted back into PDF format and saved to disk.

Tip: To avoid overwriting the original PDF file, you may want to save it in a new location or with a different filename.
Symbols
+ (addition) operator, using in Excel, 208
& (concatenation) operator, using in Excel, 208
/ (division) operator, using in Excel, 208
= (equal) operator, using in Excel, 208
^ (exponentiation) operator, using in Excel, 208
> (greater than) operator, using in Excel, 208
>= (greater than or equal to) operator, using in Excel, 208
< (less than) operator, using in Excel, 208
<= (less than or equal to) operator, using in Excel, 208
* (multiplication) operator, using in Excel, 208
* wildcard, using in Excel finds, 181
− (negation) operator, using in Excel, 208
<> (not equal to) operator, using in Excel, 208
% (percent) operator, using in Excel, 208
: (range) operator, using in Excel, 209
− (subtraction) operator, using in Excel, 208
, (union) operator, using in Excel, 209
? wildcard, using in Excel finds, 181

A
action buttons, adding to slides, 278
addition (+) operator, using in Excel, 208
Address Book, searching for contacts in, 325
alarms, responding to, 396
aligning
objects, 67
paragraphs, 117
Animation Painter tool, using with presentations, 272
Animation Pane, 271
applications, launching, 10
Appointment Recurrence dialog box, 395
appointment reminders, responding to, 396
appointments in Outlook, 397.
   See also Calendar interface
   creating, 393
deleting, 393
searching, 398–399
vs. tasks, 402
apps
downloading from Office Store, 4, 39
installing, 39
launching, 39
artistic effects, adding, 71
artwork, resizing, 66
aspect ratio, cropping to, 73
attachments
   adding to messages, 343
   identifying, 366
   opening, 365
   previewing, 364
   purging, 366
   saving, 365–366
AutoCorrect feature
   using in Excel, 165
   using in Word, 92
AutoRecover feature
   enabled state, 14
   enabling, 33
   increasing interval, 33
   options, 32–33
   vs. saving, 33
AutoSum formula, creating in Excel, 213
AVERAGE function, 207

B
background color
   adding to pages, 104
   applying to table cells, 50
backgrounds
  applying watermarks, 105
  modifying, 104–106
  removing, 74
backing up Outlook folders, 386
Backstage
  closing, 11
  creating documents, 11
  opening, 11
Bcc box, displaying for messages, 336
black-and-white, converting color photo to, 70
blank documents, creating, 11
blank pages, inserting in Word documents, 110
Blocked Senders list, using for mail, 383
blog accounts
  adding, 154
  changing, 154
  deleting, 154
blog entries
  editing, 154
  publishing, 153–154
blog posts, deleting, 154
border properties, changing in tables, 49–50
borders, around pages in Word, 106
breaks, inserting in Word, 107–108
brightness, adjusting in images, 69
Broadcast Service, using with slide shows, 289–290
broadcasting slide shows, 288–290
Bullet Library, accessing, 120
bulleted lists in Word
  changing formatting of, 121
  enabling, 119
  ending, 120
  selecting items at levels in, 122
  sorting, 121
bullets, creating, 122
business card images, inserting in messages, 344
business cards
  creating, 327–328
  editing, 327–328
  emailing, 328
  saving, 328
buttons, using, 3
cached Exchange mode, enabling for messages, 358
calculated columns, creating in tables, 220.
  See also columns
Calendar interface
  appointments, 392
  To-Do bar, 392
  events, 392
  help, 392
  Instant Search box, 392
  Mini calendars, 392
  Navigation Bar, 392
  switch week, 392
  tasks, 392
  view options, 392
Calendar preferences, setting in Outlook, 313
calendars
  customizing colors, 396
  emailing, 400–401
  sharing, 400–401
  using multiple, 395
CDs, packaging presentations for, 284–285
cell borders
  adding in Excel, 201
  removing from tables, 50
cell data, formatting in tables, 51
cell shading, applying in tables, 51
Cell Size group. See also tables
  Distribute Columns icon, 48
  Distribute Rows icon, 48
cells in tables
  alignment, setting, 51
  entering formulas into, 52
  merging, 49
  paragraph formatting, 51
  splitting, 49
cells in Excel
  copying, 169
  deleting, 170
  dragging and dropping, 410
  duplicating, 173
  editing contents of, 167
  entering data in, 165–166
  filling, 173–175
  filling with color, 200
  inserting, 169
cells in Excel (continued)
  naming, 186–187
  rearranging data in, 167
  selecting, 163–164
  selecting in rows, 171
in worksheets, 161
center-aligning paragraphs in Word, 117
change tracking
  accepting all edits, 150
  Advanced Options, 148
  All Markup, 149
  color settings, 148
  disabling, 148
  enabling, 148
in Excel, 150
  formatting, 148
  inserting comments, 150
processing document revisions, 149
  rejecting all edits, 150
  reversing actions, 150
Reviewing Pane, 149–150
  setting options, 148
  setting view for, 149
Simple Markup, 149
  viewing content of edits, 150
character formatting in Outlook, 340–341
  removing from messages, 342
character formatting in Word, 101
  applying, 127
  applying to existing text, 126
  applying to words, 127
  applying while typing, 125
  clearing, 125
  duplicating, 127
explained, 125
  Format Painter, 127
  removing, 126
chart axes
  adding, 242
  adding titles to, 242
  changing formatting, 242
  changing labels, 242
Format Axis task pane, 242
  horizontal, 242
  modifying, 242
  placeholder for title, 242
  removing, 242
  vertical, 242
chart background
  changing, 231
  choosing images as, 231
chart components, changing, 231
chart data
  adding columns, 244
  adding rows, 244
  deleting columns, 244
  deleting rows, 244
  editing, 244
  modifying, 244
  revealing, 230
chart elements
  axis title, 228
  data label, 228
  data point, 228
  data table, 228
  filters, 228
  floor, 228
  gridlines, 228
  legend, 228
  selecting, 231
  styles, 228
  title, 228
  wall, 228
chart layout, specifying, 235
chart legend
  adding, 238
  changing properties, 239
  changing text for entries, 239
  modifying, 238
  opening Legend task pane, 238
  positioning, 238
  removing, 238–239
chart placeholders, replacing in presentations, 260
chart style, changing, 230, 235
chart text, formatting, 232–233
chart trendlines
  adding, 240
  error bars, 241
  lines, 241
  modifying, 241
chart types
  changing, 230
  viewing, 230
charts
  adding gridlines to, 237
  adding text objects to, 232
  categories, 231
  copying and pasting, 54
  creating, 54, 229
  deleting, 230
  displaying data sets, 236
  displaying data tables on, 236
  modifying gridlines in, 237
  recommended, 230
  relocating on worksheets, 230
  removing gridlines from, 237
  removing text objects from, 233
  Shape Effects option, 231
  Shape Fill option, 231
  Shape Outline option, 231
  sparklines, 243
  switching rows and columns, 234
  using objects with, 239

circular references, troubleshooting in Excel, 215
Clear Formats, applying in Excel, 202
click-and-type
  using in Word, 86
  using with email messages, 334
clicking, single- vs. double-, 11
clip art, inserting from Office.com, 57
Clipboard. See Office Clipboard; Windows Clipboard
closing
documents, 15–16, 84
  Navigation Pane in Word, 85
  Office Clipboard, 24
color, adding to cells in Excel, 200
color photo, converting to black-and-white, 70
color saturation, adjusting in images, 70
column width
  changing, 47, 102
  restoring in Excel, 192
  setting, 47
  setting in Excel, 192–193
columns. See also calculated columns; rows;
  table columns
  adding to groups on Ribbon, 48
  AutoFit vs. fixed-width, 48
  changing number of, 102
columns (continued)
  deleting from charts, 244
  deleting from Excel, 172
  formatting in documents, 102
  inserting in worksheets, 171
  removing, 48
  selecting partially, 48
columns and rows, switching in charts, 234
combining Word documents, 152
commands
  adding to groups on Ribbon, 29
  adding to Quick Access Toolbar, 27
  removing from Quick Access Toolbar, 27
  removing from Ribbon, 29
  renaming on Ribbon, 29
comparing Word documents, 151
Compatibility Checker, 32, 35
  accessing, 150
  running, 35
compressing pictures, 75
concatenation (&) operator, using in Excel, 208
conditional formatting
  applying, 198–199
  removing, 198–199
contact data, importing, 319–320
contact groups
  addressing messages to, 331
  creating, 330–331
  deleting, 331
  modifying, 330–331
contact records
  Change View menu, 323
  columnar list view, 324
  Columns view property, 324
  creating from email messages, 318
  creating in Outlook, 317–320
  creating vCard files, 329
  custom view properties, 324
  customizing views, 324
  deleting, 322
  deleting custom views, 324
  editing, 321–322
  Filter view property, 324
  forwarding as business cards, 329
  Group By view property, 324
  restoring active view, 324
  saving as .vcf files, 329
Index

deleting
appointments in Outlook, 393
backgrounds, 74
backgrounds from worksheets, 204
blog accounts, 154
blog posts, 154
borders from pages, 106
cells in Excel, 170, 172
character formatting, 126
character formatting from messages, 342
chart axes, 242
charts, 230
columns, 48
columns from charts, 244
conditional formatting in Excel, 198–199
contact groups, 331
contact records, 322
cover pages, 109
custom views for contacts, 324
data tables in charts, 236
drawing canvas, 59
e-mail accounts, 301
e-mail messages, 372–374
events in Outlook, 393ields from tables, 224
filtering effects from tables, 223
formats in Word, 130
formatting in Excel, 202
gridlines from charts, 237
lines from borders, 106
manual page breaks, 107
message folders, 380
movies from presentations, 275
names in Excel, 187
page numbers, 111
passwords from workbooks, 189
points from outlines, 140
Quick Steps, 389
records from tables, 224
recurring appointments, 397
recurring events, 397
rows, 48
rows from charts, 244
RSS messages, 372
selected text in Word, 87–88
slides from presentations, 257
sparklines, 243

contact records (continued)
searching for, 325–326
Sort view property, 324
viewing, 323–324
contacts. See also People window
displaying photos for, 318
naming conventions, 318
performing Instant Search, 326
searching for, 325–326
using business cards, 327–329
context menus vs. Ribbon or task pane, 3
contrast, adjusting in images, 69
conversations. See also e-mail messages
cleaning up, 375–376
ignoring, 376
viewing in Outlook, 361–362
converting old Word documents to current format, 35
copy and paste
performing, 25
using between documents, 409
copying
cells in Excel, 169
charts, 54
functions into Formula box, 52
messages to folders, 377
COUNT function, 207
cover pages in Word documents
adding, 109
removing, 109
viewing, 109
cropping
to aspect ratio, 73
photos, 72
to a shape, 73
Ctrl key. See keyboard shortcuts
cut and paste. See also drag and drop
performing, 25
using between documents, 409
cutting text in Word, 88

d

data tables
displaying on charts, 236
removing from charts, 236
date/time, adding to presentations, 264
deleting (continued)
  styles from gallery in Word, 130
  styles permanently in Word, 130
  tables, 48
  tables in Excel, 218
  tasks, 406
  text boxes, 64
  text objects from charts, 233
  transitions from slides, 278
  unselected text in Word, 87
  watermarks, 105
  Word keyboard shortcuts, 31
  worksheets, 162
dictionary, installing in Word, 89
division (/) operator, using in Excel, 208
.doc file format, 146
document formatting in Word, 101–136
Document Inspector, 32
  accessing, 150
  running, 34
Document Map. See Navigation Pane
document properties
  explained, 32
  setting, 38
  viewing, 38
Document Recovery task pane, 33
documents. See also AutoRecover feature;
  edited documents; files; pages in Word;
  Protect Document tool; Word documents
  closing, 15–16
  closing in Word, 84
  creating, 11–12
  encrypting, 37
  examining unsaved versions of, 33
  layers, 61
  marking as final, 36
  opening, 13–14
  opening versions of, 33
  printing, 16
  saving, 14
  switching to, 15
.docx file format, 146
downloading apps, 39
drag and drop. See also cut and paste
  performing, 25
  using between documents, 410
drawing canvas
  creating, 59
  deleting, 59
  resizing, 59
  using, 59
DVDs, packaging presentations for, 284–285
E
edited documents, saving, 15. See also
documents; files
e-mail accounts. See also Outlook 2013
  in Account Settings list, 301
  adding, 296–298
  changing defaults, 301
  checking malfunctioning, 301
  deleting, 301
  Exchange Server, 292, 298
  Gmail, 296
  Hotmail, 292, 296
  IMAP, 292, 297
  POP3, 292, 297
  Repair option, 301
  Windows Live, 292, 296
e-mail addresses
  @ symbol, 293
  components, 293
  domains, 293
  finding in People window, 316
  prohibited characters, 293
  typing, 293
  user name, 293
e-mail messages. See also conversations;
  Outlook 2013
  adding attachments, 343
  adding Office objects to, 408
  archiving vs. deleting, 373
  AutoComplete drop-down list, 336
  automatic read option, 370
  background color, 352
  Bcc box, 336
  Blocked Senders list, 383
  blocking, 383
  cached Exchange mode, 358
  changing read status, 371
  changing views, 360
  character views, 340
email messages *(continued)*
  checking for, 356–357
  color coding, 353
  copying to folders, 377
  correcting spelling errors, 347–348
  creating, 335–338
  creating contact records from, 318
  creating folders for, 378
  creating replies, 337
  creating rules, 384–386
  creating signatures, 349–350
  Deleted Items folders, 374
  deleting, 372–374
  delivery options, 351
  dragging, 336
  flagging, 381
  formats, 339
  formatting text, 340–342
  forwarding received, 338
  handling junk mail, 382–383
  HTML format, 339
  IMAP message purging, 374
  inserting business card images, 344
  inserting hyperlinks, 345–346
  inserting photos, 344
  Instant Search, 363
  magnification, 360
  Mark All as Read icon, 371
  Mark it as read action, 371
  marking as read, 370–371
  Message window, 334
  missing pictures, 359
  moving to folders, 377–378
  navigating, 359
  paragraph formatting, 341
  phishing options, 382–383
  Plain Text format, 339
  preview lines, 360
  previewing attachments, 364–366
  printing, 367
  Quick Styles for text, 342
  read receipts, 351
  reading, 358–359
  recalling from an Exchange Server, 338
  removing character formatting, 342
  removing default themes, 353
  removing deletions from folders, 373–374

email messages *(continued)*
  replying with inline comments, 339
  requesting receipts, 351
  resending, 338
  Rich Text format, 339
  Safe Senders list, 383
  saving as drafts, 336
  searching by domain, 363
  searching for, 363
  sending from accounts, 336
  Send/Receive All folders, 356
  Send/Receive for groups, 357
  Send/Receive for single folders, 357
  setting default format, 339
  setting priority, 351
  stationery, 352–353
  themes, 352–353
  undoing actions, 378
  Unread/Read icon, 359
  viewing conversations, 361–362

embedded objects
  creating, 412
  editing, 412

embedding objects, 408, 411
encrypting
  documents, 37
  workbooks, 188

equal (=) operator, using in Excel, 208
error bars, adding to charts, 241
events in Outlook. See also Calendar interface
  creating, 393
  creating recurring, 394–395
  deleting, 393
  modifying, 397
  searching, 398–399

Excel 2013. See also formulas in Excel;
  functions in Excel; Office data; tables
  A1 reference style, 206
  3-D reference style, 206–207
  absolute cell references, 210
  accessing password settings, 189
  active cell, 158–159
  active sheet, 158–159
  adding cell borders, 201
  analyzing data arrays, 185
  arithmetic operators, 208
  Auto Fill Options menu, 174
Excel 2013 (continued)

AutoComplete feature, 165
AutoSum formula, 213
AVERAGE function, 207
Backstage, 158
cell formatting, 194
cell references, 206–207
change tracking, 150
changing font options, 194
character formatting, 195
charts, 5, 227–244
choosing cell border styles, 201
circular references, 215
Clear Formats command, 202
close box, 158, 160
color scales, 198
columns, 158–159
comparison operators, 208
conditional formatting, 194, 198–199, 201
continuing series, 174
copying Word tables into, 415
COUNT function, 207
creating 3-D effect in cells, 200
creating series, 175
CSV (comma-separated value) files, 180
custom gradients, 200
data bars, 198
data formatting, 194
deleting cells, 172
deleting names, 187
delimiter characters, 180
display options, 194
displaying and hiding gridlines, 194
duplicating cells, 173
Edit Name dialog box, 187
eliminating text wrap, 196
enabling text wrap, 196
enhancements, 5
entering data in cells, 165–166
error alerts, 216
Evaluate button, 216
exporting data as text file, 179–180
exporting from other programs, 178
filling cells, 173–175
filling cells with color, 200
Find and Replace dialog box, 181, 183
finding data, 181–182
Excel 2013 (continued)

Find/Replace tips, 182
Flash Fill, 5, 175
Format Cells dialog box, 196
Format Painter, 203
formula bar, 158–159
formulas, 208
formulas replaced by data, 215
Function Library group, 214
Highlight Cells Rules, 199
icon sets, 198
importing data, 176–180
importing fixed-width fields, 180
improving finds, 181
incorrect results, 216
inserting cells, 172
interface, 158–160
MAX function, 207
MIN function, 207
mixed cell references, 210
modifying names, 187
name box, 158–159
Name Manager dialog box, 187
naming cells, 186–187
naming ranges, 186–187
navigating within cells, 167
number formatting, 197
operator precedence, 209
operators, 208
paragraph formatting, 195
parsing data with Flash Fill, 175
performing Find/Replace, 183
PRODUCT function, 207
Quick Access Toolbar, 158–159
Quick Analysis tools, 5, 201
R1C1 reference style, 207
reference operators, 209
reference style functions, 207
relative cell references, 210
removing conditional formatting, 199
removing formatting, 202
renaming names, 187
reorganizing worksheets, 168–172
replacing formatting in, 203
restoring column width, 192
reusing formatting, 203
Ribbon, 158–159
Index 427

Excel 2013 (continued)
rows, 158–159
selecting cells and ranges, 163–164
setting column width, 192–193
setting magnification in, 22
setting row height, 193
Sheet tab bar, 158–159, 161
shrinking text to fit, 196
sorting data, 184–185
specifying fonts, 195
STDEV.P function, 207
structured reference style, 207
SUM function, 207
tables, 217–226
text concatenation operator (&), 208
Top/Bottom Rule, 199
troubleshooting tips, 215–216
using wildcards in finds, 181
VAR.P function, 207
VAR.S function, 207
view controls, 158, 160
workbooks, 161–162
worksheets, 161–162
zoom controls, 158, 160
Exchange Server email accounts, 292
adding manually, 298
messages in, 298
recalling messages sent from, 338
exponentiation (^) operator, using in Excel, 208
exporting
data as Excel file, 178
data to Excel as text file, 179–180
FileMaker Pro database, 178

F
feeds. See RSS feeds
fields, deleting from tables, 224
file formats
  converting older Office formats, 35
  .doc, 146
  .docx, 146
  .pdf, 146
  .rtf, 146
FileMaker Pro database, exporting, 178
files. See also documents; Word documents
  opening, 13–14
  pinning, 13
Fill Effects dialog box, accessing, 104
filling cells in Excel, 173–175
filtering Excel tables, 222–223
finding text in Word, 93–94
Find/Replace, performing in Word, 94
Flash Fill, using in Excel, 175
folders, pinning, 13
font default in Word, changing, 124
font size keyboard shortcut, 125
footer elements
  inserting, 114
  Page fields, 114
footers. See also headers
  adding, 111
  adding alignment tabs, 112
  adding page numbers to, 111
  adding pre-formatted, 112
  customizing, 113–114
  editing, 115
  formatting text in, 115
  hiding body text, 115
  inserting date and time, 114
  Options group, 115
  positioning, 115
  repositioning, 115
Format Painter tool
  using in Excel, 203
  using to duplicate formatting in Word, 127
  using with email messages, 341
Format Picture task pane, opening, 70
formatting. See character formatting;
  paragraph formatting
characters, 101
documents, 101
paragraphs, 101
removing, 130
formulas in Excel, 214. See also Excel 2013
  absolute cell references, 210
  arithmetic operators, 208
  comparison operators, 208
  constants, 208
  creating, 212–213
  editing, 214
  entering into cells, 52
  functions, 211
  mixed cell references, 210
headers (continued)
  customizing, 113–114
  editing, 113, 115
  formatting text in, 115
  hiding body text, 115
  inserting date and time, 114
  Options group, 115
  positioning, 115
  repositioning, 115
headings in Word, going to, 98
help, getting, 40
help info, offline vs. online, 41
Help text, copying and pasting, 41
Help window
  floating, 41
  minimizing, 41
  in Outlook, 314
  working in, 40–41
Hotmail email accounts, 292, 296
hyperlinks
  adding to messages, 345–346
  converting message text to, 346
  converting to normal text, 346
  in Plain Text messages, 346
image editing. See also photos
  adding borders to photos, 71–72
  artistic effects, 71
  brightness, 69
  capabilities, 68
  color saturation, 70
  compressing pictures, 75
  contrast, 69
  cropping photos, 72
  removing backgrounds, 74
  replacing photos, 76
  resetting edits, 76
  sharpness, 69
  tips, 68
  tone, 70
images. See also graphics; photos; pictures
  adding, 55
  choosing for chart backgrounds, 231
  converting to SmartArt objects, 72
  embedding in documents, 56
  linking to files, 56
Index

IMAP email accounts, 292
  adding manually, 297
  purging messages in, 374
importing
  contact data, 319–320
  data into Excel, 176–180
indents
  decreasing, 118
  increasing, 118
  setting, 118
  setting with ruler, 119
Insert Table dialog box, 44
installing
  apps, 39
  dictionary in Word, 89
  printers, 16
ISP email accounts, accessing, 293
italics keyboard shortcut, 126, 340

J
junk mail, handling, 382–383
justify-aligning paragraphs, 117

K
keyboard shortcuts. See Word keyboard shortcuts
  boldface, 126, 340
  character formatting, 126, 340
Find in Word, 93
finding data in Excel, 181
Find/Replace in Word, 94
font size, 126, 340
italics, 126, 340
letter case, 126, 340
paragraph alignment, 117
PowerPoint blank presentations, 250
small caps, 126, 340
special characters, 96
subscript, 126, 340
superscript, 126, 340
symbols, 96
underlines, 126, 340
Undo, 88
undoing actions, 141

L
landscape orientation, setting, 102
launching applications, 10, 39
layers, changing, 61
left-aligning paragraphs, 117
Legend task pane, opening for charts, 238
less than (<) operator, using in Excel, 208
less than or equal to (<=) operator, using in Excel, 208
letter case errors, correcting in Word, 91
line spacing
  changing, 123
  setting in points, 123
link settings, changing for objects, 414
linking objects, 408, 413–414
linking text boxes, 64
lists, bulleted and numbered
  creating, 119–120
  interrupting, 121
  multilevel, 122
live layout feature, 57

M
magnification
  changing, 17
  setting, 22
Mail Merge Wizard
  adding merge field, 134
  Edit individual letters, 136
  formatting greeting line, 134
  formatting merge fields, 135
  merging to printer, 136
  Preview Results group, 135
  reviewing data, 133
  selecting recipients, 133
  sorting data, 133
  using, 132–135
margins, setting in Word, 103
Mark as Final feature, 36
MAX function, 207
Maximize/Restore button, 21
merge formatting, 131–136
merging Word documents, 152
message folders. See also folders
  backing up, 386
  creating, 378–379
  deleting, 380
  Favorites, 380
  nesting, 380
  renaming, 380
message headers, printing, 368
message lists, printing, 368
Message window in Outlook
  Address Pane, 334
  attachment list, 334
  click-and-type, 334
  composing in Reading Pane, 334
  message body, 334
  People Pane, 334
  Ribbon, 334
  subject, 334
  window title, 334
messages in Outlook. See also conversations
  adding attachments, 343
  adding Office objects to, 408
  archiving vs. deleting, 373
  AutoComplete drop-down list, 336
  automatic read option, 370
  background color, 352
  Bcc box, 336
  Blocked Senders list, 383
  blocking, 383
  cached Exchange mode, 358
  changing read status, 371
  changing views, 360
  character formatting, 340
  checking for incoming, 356–357
  color coding reply and forward text, 353
  copying to folders, 377
  correcting spelling errors, 347–348
  creating, 335–338
  creating contact records from, 318
  creating folders for, 378
  creating replies, 337
  creating rules, 384–386
  creating signatures, 349–350
  Deleted Items folders, 374
  deleting, 372–374
  delivery options, 351
  dragging, 336
messages in Outlook (continued)
  flagging, 381
  formats, 339
  formatting text, 340–342
  forwarding received, 338
  handling junk mail, 382–383
  HTML format, 339
  IMAP message purging, 374
  inserting business card images, 344
  inserting hyperlinks, 345–346
  inserting photos, 344
  Instant Search, 363
  magnification, 360
  Mark All as Read icon, 371
  Mark it as read action, 371
  marking as read, 370–371
  Message window, 334
  missing pictures, 359
  moving to folders, 377–378
  navigating, 359
  Quick Styles for text, 342
  read receipts, 351
  reading, 358–359
  recalling sent Exchange, 338
  removing character formatting, 342
  removing default themes, 353
  removing deletions from folders, 373–374
  replying with inline comments, 339
  requesting receipts, 351
  resending, 338
  Rich Text format, 339
  Safe Senders list, 383
  saving as drafts, 336
  searching by domain, 363
  searching for, 363
  sending from different accounts, 336
  Send/Receive All folders, 356
  Send/Receive for groups, 357
  Send/Receive for single folders, 357
  setting default format, 339
  setting priority, 351
messages in Outlook (continued)
stationery, 352–353
themes, 352–353
undoing actions, 378
Unread/Read icon, 359
viewing conversations, 361–362
Microsoft Excel 2013. See also formulas in Excel; functions in Excel; Office data; tables
A1 reference style, 206
3-D reference style, 206–207
absolute cell references, 210
accessing password settings, 189
active cell, 158–159
active sheet, 158–159
adding cell borders, 201
analyzing data arrays, 185
arithmetic operators, 208
Auto Fill Options menu, 174
AutoComplete feature, 165
AutoSum formula, 213
AVERAGE function, 207
Backstage, 158
cell formatting, 194
cell references, 206–207
change tracking, 150
changing font options, 194
character formatting, 195
charts, 5, 227–244
choosing cell border styles, 201
circular references, 215
Clear Formats command, 202
close box, 158, 160
color scales, 198
columns, 158–159
comparison operators, 208
conditional formatting, 194, 198–199, 201
continuing series into cells, 174
copying Word tables into, 415
COUNT function, 207
creating 3-D effect in cells, 200
creating series, 175
CSV (comma-separated value) files, 180
custom gradients, 200
data bars, 198
data formatting, 194
deleting cells, 172
Microsoft Excel 2013 (continued)
deleting names, 187
delimiter characters, 180
display options, 194
displaying and hiding gridlines, 194
duplicating cells, 173
Edit Name dialog box, 187
eliminating text wrap, 196
enabling text wrap, 196
enhancements, 5
entering data in cells, 165–166
error alerts, 216
Evaluate button, 216
exporting data as text file, 179–180
exporting from other programs, 178
filling cells, 173–175
filling cells with color, 200
Find and Replace dialog box, 181, 183
finding data, 181–182
Find/Replace tips, 182
Flash Fill, 5, 175
Format Cells dialog box, 196
Format Painter, 203
formula bar, 158–159
formulas, 208
formulas replaced by data, 215
Function Library group, 214
Highlight Cells Rules, 199
icon sets, 198
importing data, 176–180
importing fixed-width fields, 180
improving finds, 181
incorrect results, 216
inserting cells, 172
interface, 158–160
MAX function, 207
MIN function, 207
mixed cell references, 210
modifying cell references, 210
name box, 158–159
Name Manager dialog box, 187
naming cells, 186–187
naming ranges, 186–187
navigating within cells, 167
number formatting, 197
operator precedence, 209
operators, 208
Microsoft Excel 2013 (continued)
- paragraph formatting, 195
- parsing data with Flash Fill, 175
- performing Find/Replace, 183
- PRODUCT function, 207
- Quick Access Toolbar, 158–159
- Quick Analysis tools, 5, 201
- R1C1 reference style, 207
- reference operators, 209
- reference style functions, 207
- relative cell references, 210
- removing conditional formatting, 199
- removing formatting, 202
- renaming names, 187
- reorganizing worksheets, 168–172
- replacing formatting in, 203
- restoring column width, 192
- reusing formatting, 203
- Ribbon, 158–159
- rows, 158–159
- selecting cells and ranges, 163–164
- setting column width, 192–193
- setting magnification in, 22
- setting row height, 193
- Sheet tab bar, 158–159, 161
- shrinking text to fit, 196
- sorting data, 184–185
- specifying fonts, 195
- STDEV.P function, 207
- structured reference style, 207
- SUM function, 207
- tables, 217–226
- text concatenation operator, 208
- Top/Bottom Rule, 199
- troubleshooting tips, 215–216
- using wildcards in finds, 181
- VAR.P function, 207
- VAR.S function, 207
- view controls, 158, 160
- workbooks, 161–162
- worksheets, 161–162
- zoom controls, 158, 160
- Exchange Server email accounts, 292
  - adding manually, 298
  - messages in, 298
- Microsoft Office Compatibility Pack, 146

Microsoft Outlook 2013. See also email messages; Office data
- Account Settings dialog box, 299
- adding attachments, 343
- adding email accounts, 296–298
- Advanced preferences, 313
- appointments, 393
- Backstage, 294
- Calendar interface, 392
- Calendar peek, 7
- Calendar preferences, 313
- changing views, 360
- checking for email, 356–357
- copying mail, 377–378
- creating contact groups, 330–331
- creating contact records, 317–320
- creating message folders, 379–380
- creating messages, 335–338
- creating profiles, 302–303
- customizing display, 295
- database support, 316
- deleting messages, 372–374
- To-Do bar, 294–295
- editing account settings, 299–300
- editing contact records, 321–322
- email accounts, 292
- email addresses, 293
- events, 393
- File tab, 294
- flagging messages, 381
- folder pane, 295
- formatting message text, 340–342
- General preferences, 312
- Help icon, 294–295
- Help window, 314
- inline comments, 7
- inserting items into messages, 344
- Instant Search box, 294–295
- interface, 294–295
- junk mail, 382–383
- magnification, 295
- Mail preferences, 312
- managing conversations, 375–376
- marking mail as read or unread, 370–371
- message formats, 339
- message list, 294–295
- message types, 334
Microsoft Outlook 2013 (continued)
Message window, 334
modifying appointments, 397
modifying events, 397
moving mail, 377–378
Navigation Bar, 294–295
Normal view, 295
online vs. offline, 311
People Pane, 294–295, 309–310
People preferences, 313
People window, 316
phishing attempts, 382–383
POP3, 300
preferences, 312–313
previewing message content, 7
printing messages, 367–368
Quick Access Toolbar, 294
Quick Steps, 387–389
reading messages, 358–359
Reading Pane, 294–295
Reading view, 295
receiving attachments, 364–366
recurring events, 394–395
reminders, 396
resizing panes, 295
Ribbon, 294
RSS feeds, 307–308
rules, 384–386
Search preferences, 313
searching for appointments, 398–399
searching for contacts, 325–326
searching for events, 398–399
searching for messages, 363
Send/Receive groups, 304–306
setting magnification in, 22
sharing calendars, 400
status bar, 294–295
switching profiles, 303
Task preferences, 313
using business cards, 327–329
view controls, 294–295
viewing contact records, 323–324
viewing conversations, 361–362
weather bar, 7
Web accounts, 299
working offline, 311
working online, 311

Microsoft PowerPoint 2013. See also Office data; presentations in PowerPoint
background options, 50
Backstage, 246
Broadcast Service, 289
close box, 246–247
converting text objects to SmartArt, 61
creating presentations, 249–251
enhancements, 5
eyedropper tool, 5, 265
File tab, 246
groups, 246
Handout view, 248
interface, 246
Normal view, 248
notes area, 246–247
Notes Masters view, 248
Notes Page view, 248
Outline view, 248
placeholders, 246–247
Presenter view, 5
Quick Access Toolbar, 246–247
Reading View, 248
resume reading icon, 5
Ribbon, 247
setting magnification in, 22
Slide Show view, 248
Slide Sorter view, 248
Slide view, 248
slides, 246–247
Smart Guides, 5
table features missing in, 49
tabs, 246
view controls, 246–247
zoom controls, 246

Microsoft Word 2013. See also Office data
adding rows in, 48
alignment guides, 6
Arrange All, 83
AutoCorrect feature, 92
broadcasting documents, 6
checking grammar, 90–92
checking spelling, 90–92
click-and-type, 86
close box, 78, 80
closing documents, 77, 84
closing Navigation Pane, 85
Microsoft Word 2013 (continued)
collapsing document sections, 6
collapsing headings, 82
cutting text, 88
deleting selected text, 87–88
deleting unselected text, 87
display options, 85
docking and undocking panes, 80
documents, 78–79
Draft view, 82
dragging and dropping text, 88
editing PDF files, 100
enhancements, 6
entering text, 86
expanding headings, 82
File tab, 78
Find whole words only, 95
finding synonyms for words, 90
finding text, 93–94
Find/Replace, 94–95
Help window, 78–79
inserting new text, 88
inserting special characters, 96
inserting symbols, 96
installing dictionary, 89
interface, 78
letter case errors, 91
looking up word definitions, 89
moving selected text, 88
Navigation Pane, 78–79, 97–99
floating palettes. See docking and undocking panes
open document windows, 83–84
opening Navigation Pane, 85
Outline view, 82
page indicator, 78, 80
paste formatting, 88
Print Layout view, 80, 82
proofing indicator, 78, 80
proofing tools, 89–92
Quick Access Toolbar, 78
Read Mode, 6, 80–81
replacing selected text, 87–88
Resume Reading, 80
resume reading icon, 6
Ribbon, 78–79
rulers, 78–79
Microsoft Word 2013 (continued)
scroll bar, 78–79
scroll box, 78–79
search direction, 95
search scope, 95
searching for special characters, 93
selecting partial words, 87
setting magnification in, 22
show/hide gridlines, 85
show/hide Navigation Pane, 85
show/hide rulers, 85
Simple Markup, 149
task panes, 78–79
taskbar buttons, 84
text editing, 87–88
Thesaurus task pane, 90
undoing edits, 88
view controls, 78, 80
View Side by Side mode, 84
Views group, 81
Web Layout view, 80, 82
word count indicator, 78, 80
zoom controls (magnification), 78, 80
MIN function, 207
Minimize button windows, 21
move action, performing, 25
movie placeholders, replacing in presentations, 261
movies. See also videos
editing in presentations, 273–275
resizing in presentations, 274–275
moving objects, 67
selected text in Word, 88
tables, 67
windows, 21
multilevel lists
changing levels, 122
creating, 122
multiplication (*) operator, using in Excel, 208
N
naming cells and ranges, 186–187
Navigation Pane in Word
closing, 97
features, 97
floating, 97
Index

Office data
  - copying, 408–410
  - embedding, 408, 411
  - linking, 408, 413–414
  - outlines in Word and PowerPoint, 416–417
  - Word tables into Excel, 415
  - Word text to Excel and PowerPoint, 418

Office formats, converting files to, 35

Office Help window, working in, 40–41

Office Presentation Service, using, 155–156

Office Store, downloading apps from, 4

Office.com
  - inserting clip art from, 57
  - searching for templates on, 12
  - opening documents, 13–14

orientation in Word
  - landscape, 102
  - portrait, 102
  - setting, 102

orphans and widows, avoiding, 107

outdents, creating, 118

Outline view
  - entering, 138
  - exiting, 138
  - interface, 138

outlines
  - collapsing sections, 142
  - comments, 139
  - creating, 139
  - deleting points, 140
  - demoting points, 141
  - display settings, 142–143
  - expanding sections, 142
  - hiding formatting, 143
  - inserting points, 140
  - level formatting, 140
  - levels, 139

objects
  - adding, 55
  - adding to presentations, 262
  - aligning, 67
  - auto-updating, 414
  - changing link settings, 414
  - changing rotation of, 66

Office Clipboard
  - adding items to, 24
  - clearing items from, 24
  - closing, 24
  - opening, 23
  - pasting items into documents, 23
  - setting options, 24

negation (−) operator, using in Excel, 208

not equal to (<> operator, using in Excel, 208

Number format, applying in Excel, 197

numbered lists
  - changing formatting of, 121
  - enabling, 119–120
  - ending, 120
  - selecting items at levels in, 122

objects
  - adding, 55
  - adding to presentations, 262
  - aligning, 67
  - auto-updating, 414
  - changing link settings, 414
  - changing rotation of, 66
  - copying and pasting between documents, 409
  - dragging and dropping, 410
  - embedding, 408, 411–412
  - floating vs. inline, 65
  - formatting, 61
  - linking, 408, 413–414
  - moving, 67
  - resizing, 66
  - rotating manually, 67
  - updating links, 414
  - using in presentations, 265
  - using Selection pane with, 66

Office data
  - copying, 408–410
  - embedding, 408, 411
  - linking, 408, 413–414
  - outlines in Word and PowerPoint, 416–417
  - Word tables into Excel, 415
  - Word text to Excel and PowerPoint, 418

Office formats, converting files to, 35

Office Help window, working in, 40–41

Office Presentation Service, using, 155–156

Office Store, downloading apps from, 4

Office.com
  - inserting clip art from, 57
  - searching for templates on, 12
  - opening documents, 13–14

orientation in Word
  - landscape, 102
  - portrait, 102
  - setting, 102

orphans and widows, avoiding, 107

outdents, creating, 118

Outline view
  - entering, 138
  - exiting, 138
  - interface, 138

outlines
  - collapsing sections, 142
  - comments, 139
  - creating, 139
  - deleting points, 140
  - demoting points, 141
  - display settings, 142–143
  - expanding sections, 142
  - hiding formatting, 143
  - inserting points, 140
  - level formatting, 140
  - levels, 139

objects
  - adding, 55
  - adding to presentations, 262
  - aligning, 67
  - auto-updating, 414
  - changing link settings, 414
  - changing rotation of, 66
  - copying and pasting between documents, 409
  - dragging and dropping, 410
  - embedding, 408, 411–412
  - floating vs. inline, 65
  - formatting, 61
  - linking, 408, 413–414
  - moving, 67
  - resizing, 66
  - rotating manually, 67
  - updating links, 414
  - using in presentations, 265
  - using Selection pane with, 66

Office Clipboard
  - adding items to, 24
  - clearing items from, 24
  - closing, 24
  - opening, 23
  - pasting items into documents, 23
  - setting options, 24

negation (−) operator, using in Excel, 208

not equal to (<> operator, using in Excel, 208

Number format, applying in Excel, 197

numbered lists
  - changing formatting of, 121
  - enabling, 119–120
  - ending, 120
  - selecting items at levels in, 122

objects
  - adding, 55
  - adding to presentations, 262
  - aligning, 67
  - auto-updating, 414
  - changing link settings, 414
  - changing rotation of, 66
  - copying and pasting between documents, 409
  - dragging and dropping, 410
  - embedding, 408, 411–412
  - floating vs. inline, 65
  - formatting, 61
  - linking, 408, 413–414
  - moving, 67
  - resizing, 66
  - rotating manually, 67
  - updating links, 414
  - using in presentations, 265
  - using Selection pane with, 66

Office Clipboard
  - adding items to, 24
  - clearing items from, 24
  - closing, 24
  - opening, 23
  - pasting items into documents, 23
  - setting options, 24

negation (−) operator, using in Excel, 208

not equal to (<> operator, using in Excel, 208

Number format, applying in Excel, 197

numbered lists
  - changing formatting of, 121
  - enabling, 119–120
  - ending, 120
  - selecting items at levels in, 122

objects
  - adding, 55
  - adding to presentations, 262
  - aligning, 67
  - auto-updating, 414
  - changing link settings, 414
  - changing rotation of, 66
  - copying and pasting between documents, 409
  - dragging and dropping, 410
  - embedding, 408, 411–412
  - floating vs. inline, 65
  - formatting, 61
  - linking, 408, 413–414
  - moving, 67
  - resizing, 66
  - rotating manually, 67
  - updating links, 414
  - using in presentations, 265
  - using Selection pane with, 66

Office Clipboard
  - adding items to, 24
  - clearing items from, 24
  - closing, 24
  - opening, 23
  - pasting items into documents, 23
  - setting options, 24

negation (−) operator, using in Excel, 208

not equal to (<> operator, using in Excel, 208

Number format, applying in Excel, 197

numbered lists
  - changing formatting of, 121
  - enabling, 119–120
  - ending, 120
  - selecting items at levels in, 122
Outlook 2013 (continued)

Mail preferences, 312
managing conversations, 375–376
marking mail as read or unread, 370–371
message formats, 339
message list, 294–295
message types, 334
Message window, 334
modifying appointments, 397
modifying events, 397
moving mail, 377–378
Navigation Bar, 294–295
Normal view, 295
online vs. offline, 311
People Pane, 294–295, 309–310
People preferences, 313
People window, 316
phishing attempts, 382–383
POP3, 300
preferences, 312–313
previewing message content, 7
printing messages, 367–368
Quick Access Toolbar, 294
Quick Steps, 387–389
reading messages, 358–359
Reading Pane, 294–295
Reading view, 295
receiving attachments, 364–366
recurring events, 394–395
reminders, 396
resizing panes, 295
Ribbon, 294
RSS feeds, 307–308
rules, 384–386
Search preferences, 313
searching for appointments, 398–399
searching for contacts, 325–326
searching for events, 398–399
searching for messages, 363
Send/Receive groups, 304–306
setting magnification in, 22
sharing calendars, 400
status bar, 294–295
switching profiles, 303
Task preferences, 313
using business cards, 327–329
view controls, 294–295

Outlines (continued)

sharing between Word and PowerPoint, 416–417
Show First Line Only, 143
showing levels, 142
Undo icon, 141
Outlook 2013. See also email messages;
Office data
Account Settings dialog box, 299
adding attachments, 343
adding email accounts, 296–298
Advanced preferences, 313
appointments, 393
Backstage, 294
Calendar interface, 392
Calendar peek, 7
Calendar preferences, 313
changing views, 360
checking for email, 356–357
copying mail, 377–378
creating contact groups, 330–331
creating contact records, 317–320
creating message folders, 379–380
creating messages, 335–338
creating profiles, 302–303
customizing display, 295
database support, 316
deleting messages, 372–374
To-Do bar, 294–295
editing account settings, 299–300
editing contact records, 321–322
e-mail accounts, 292
e-mail addresses, 293
events, 393
File tab, 294
flagging messages, 381
folder pane, 295
formatting message text, 340–342
General preferences, 312
Help icon, 294–295
Help window, 314
inline comments, 7
inserting items into messages, 344
Instant Search box, 294–295
interface, 294–295
junk mail, 382–383
magnification, 295

Index 436
Outlook 2013 *(continued)*

viewing contact records, 323–324
viewing conversations, 361–362
weather bar, 7
Web accounts, 299
working offline, 311
working online, 311
Outlook folders, backing up, 386

P

page breaks in Word
  automatic, 107
  manual, 107
page numbers in Word documents
  inserting into footers, 111
  inserting into headers, 111
  removing, 111
page settings, specifying, 102–103
Page Setup dialog box launcher, 102–103
pages in Word, going to, 98. See also documents
paper size, setting, 102–103
paragraph alignment, setting, 117
paragraph formatting, 101
  applying, 127
  applying to messages, 341
  bulleted lists, 119
  explained, 116
  indents, 118–119
  line spacing, 123
  lists, 119–120
  multilevel lists, 122
  numbered lists, 119–120
  outdents, 118
  setting alignment, 117
paragraph marks in Word, displaying, 116
paragraph spacing, changing, 123
paragraph styles, modifying, 124
paragraphs
  changing space after, 124
  changing space before, 124
password protection, removing, 37
password-protecting workbooks, 188–190
passwords
  changing for workbooks, 189–190
  for encryption Office documents, 37
  removing from workbooks, 189–190
Paste drop-down menu, accessing, 409
paste formatting, controlling in Word, 88
.pdf file format, 146
PDF files
  editing in Word, 100
  saving presentations as, 283
People Pane, accessing in Outlook, 309–310
People window. See also contacts
  address book, 316
  current view, 316
  finding email addresses, 316
  index letters, 316
  Instant Search, 316
  Reading Pane, 316
  Search box, 316
  selected record, 316
percent (%) operator, using in Excel, 208
phishing options, setting for mail, 382–383
photo album presentations, 266–267
photos. See also graphics; images; pictures
  adding borders to, 71–72
  adding frames to, 71–72
  cropping, 72
  displaying for contacts, 318
  editing permanently, 68
  image editing, 68
  inserting in messages, 344
  placing on document pages, 57
  replacing, 76
  searching, 3
Picture Corrections section, accessing, 69
picture placeholders, replacing in presentations, 258, 261
pictures. See also graphics; images; photos
  compressing, 75
  copying and pasting, 56
  inserting from hard disk, 56
  inserting from SkyDrive, 57
  inserting from web, 57
  resizing, 56
pinning to Recent Documents list files, 13
  folders, 13
placeholders on slides
  for charts, 260
  for movies, 261
  for online pictures, 261
preferences
changing, 26
Option categories, 26
viewing, 26
Present Online dialog box, 289
presentation CD/DVD, creating, 284–285
Presentation Service, using, 155–156
presentations in PowerPoint. See also
PowerPoint 2013
adding animations, 250
adding bookmarks, 274
adding date/time, 264
adding notes, 250
adding objects, 262
adding slide numbers, 264
adding slides to, 257
adding text, 262
adding transitions, 250
animating objects, 270–272
Animation Painter tool, 272
Animation Pane, 271
animation playback order, 271–272
applying themes, 256
broadcasting, 288–289
Color gallery for movies, 273
copying outlines to Word, 416–417
creating blank, 250, 254
creating new, 254
creating outlines, 249
creating slides, 249
creating videos from, 285–286
delivering, 287–290
distributing, 251
duplicating slides, 267
editing movies, 273–275
embedded videos, 275
Fade In movie clips, 275
Fade Out movie clips, 275
inserting shapes, 262–264
inserting text boxes, 263
linked videos, 275
matching colors, eyedropper tool, 265
movie playback options, 275
organizing slides, 250, 276
packaging for distribution on CD or DVD, 284
photo albums, 266–267

placeholders on slides (continued)
for pictures, 258
for SmartArt, 259
for tables, 259
for text, 258
Plain Text format
explained, 339
hyperlinks in, 346
POP3 email accounts, 292, 297
pop-out menus, accessing, 3
portrait orientation, setting, 102
PowerPoint 2013. See also Office data;
presentations in PowerPoint
background options, 50
Backstage, 246
Broadcast Service, 289
close box, 246–247
converting text objects to SmartArt, 61
creating presentations, 249–251
enhancements, 5
eyedropper tool, 5, 265
File tab, 246
groups, 246
Handout view, 248
interface, 246
Normal view, 248
notes area, 246–247
Notes Masters view, 248
Notes Page view, 248
Outline view, 248
placeholders, 246–247
Presenter view, 5
Quick Access Toolbar, 246–247
Reading View, 248
resume reading icon, 5
Ribbon, 247
setting magnification in, 22
Slide Show view, 248
Slide Sorter view, 248
Slide view, 248
slides, 246–247
Smart Guides, 5
table features missing in, 49
tabs, 246
view controls, 246–247
zoom controls, 246
presentations in PowerPoint (continued)  
playing slide show, 251 
playing slide animations, 276 
poster frame for video, 273 
Preview option, templates, 254 
previewing slide shows, 268 
printing handouts, 281 
printing notes, 280 
references to external media, 264 
rehearsing, 251, 279 
removing bookmarks, 274 
removing inserted videos, 275 
replacing animations, 272 
replacing chart placeholders, 260 
replacing movie placeholders, 261 
replacing online picture placeholders, 261 
replacing picture placeholders, 258 
replacing with saved timings, 279 
replacing shapes in, 263 
replacing SmartArt placeholders, 259 
replacing table placeholders, 259 
replacing text placeholders, 258 
resizing movies, 274–275 
reviewing settings, 286 
Save As options, 282 
saving, 255 
saving as PDF files, 283 
saving to different formats, 282 
selecting themes, 249 
Set Up Show dialog box, 286 
setting effects for objects, 270 
setting effect options, 271 
templates, 254 
themes, 254 
transitions, 277–278 
trimming videos, 274 
using objects, 265 
Video Tools: Playback tab, 274 
viewing animations, 272 
Presenter View, using, 287 
presenter’s toolbar, 288 
previewing slide shows, 268 
printers  
installing, 16 
selecting, 16 
printing  
documents, 16 
email messages, 367 
message headers, 368 
printing (continued)  
message lists, 368 
outlines, 143 
page ranges, 17 
pages, 17 
tables, 226 
PRODUCT function, 207 
profiles  
adding email accounts to, 302 
creating in Outlook, 302–303 
switching in Outlook, 303 
Protect Document tool, 32, 36. See also documents 
Protected View, opening files in, 15 
Q 
Quick Access Toolbar  
adding commands to, 27 
described, 19 
removing commands from, 27 
Quick Analysis tools, using, 201, 243 
Quick Steps in Outlook  
applying, 389 
changing icons for, 389 
creating from scratch, 388 
explained, 387 
modifying, 387–388 
removing, 389 
Quick Tables, inserting, 45 
R 
R1C1 reference style, 207 
range (:) operator, using in Excel, 209 
Reading view, using with slide shows, 268 
receipts, requesting for messages, 351 
records  
deleting from tables, 224 
inserting into tables, 224 
recovering documents. See AutoRecover feature 
recurring appointments in Outlook  
creating, 397 
deleting, 397
recurring events in Outlook
  creating, 394–395
  deleting, 397
reminders, responding to, 396
removing. See deleting
renaming
  commands on Ribbon, 29
  groups on Ribbon, 29
  message folders, 380
  tabs on Ribbon, 29
replying to email messages, 337
Resend This Message command, 338
Reset Picture options, 76
resizing
  artwork, 66
  drawing canvas, 59
  movies in presentations, 274–275
  objects, 66
  pictures, 56
  table elements, 47–48
  tables, 224–225
  windows, 21
Reviewing Pane, closing, 150
Ribbon
  contextual tabs, 19
  dialog box, 18
  File tab, 18
  hiding, 19
  Home tab, 18
  interface, 18
  minimizing, 19
  Quick Access Toolbar, 18–19
  removing changes to tabs, 30
  restoring defaults, 30
  task pane launcher, 18
  vs. task pane or context menus, 3
Ribbon customizations
  adding commands to groups, 29
  creating groups, 29
  creating tabs, 29
  hiding tabs, 28
  moving groups, 29
  moving tabs, 29
  removing commands, 29
  renaming commands, 29
  renaming groups, 29
  renaming tabs, 29
  showing tabs, 28
right-aligning paragraphs, 117
rotating objects, 66–67
row height
  changing in tables, 47
  setting in Excel worksheets, 193
rows. See also columns; table rows
  adding in tables, 48
  deleting from charts, 244
  deleting from worksheets, 171
  inserting in worksheets, 170
  removing from tables, 48
  selecting partially in tables, 48
rows and columns, switching in charts, 234
RSS feeds, subscribing to, 307–308
RSS messages
  deleting, 372
  restoring deleted, 372–373
.rtf file format, 146
rulers
  setting indents with, 119
  showing and hiding in Word, 85
rules for email
  altering conditions, 385
  basing on messages, 386
  creating, 384–385
  disabling, 385
  editing, 385
  order of execution, 385
  testing, 385
S
Save As dialog box, using, 14–15
saving
  attachments, 365–366
  vs. AutoRecover, 33
business cards for contacts, 328
documents, 14
edited documents, 15
email messages as drafts, 336
presentations in PowerPoint, 255
presentations to other formats, 282
Word documents to file formats, 146
schedules, creating recurring, 394–395
screenshots
  capturing and inserting, 62
  preparing for, 62
Index

441
tables in Excel worksheets (continued)
resizing, 224–225
selecting, 225
selecting quickly, 218
sorting, 222
summary statistics for columns, 221
tables in Office documents. See also tables in Excel worksheets
AutoFit to fixed-width columns, 48
background color, 50
changing border properties, 49–50
changing column width, 47
changing row height, 47
converting text to, 45
copying into Excel, 415
creating, 44
deleting, 48
drawing, 45
entering data into, 46
inserting, 44–45
moving, 67
moving to cells in, 46
sorting, 53
tabs
creating on Ribbon, 29
hiding on Ribbon, 28
moving on Ribbon, 29
showing on Ribbon, 28
task pane vs. Ribbon or context menus, 3
taskbar buttons in Windows 7 and 8, 84
Tasks component in Outlook
Change View, 402
create task, 402
folder pane, 402
search To-Do List, 402
tasks in Outlook
accessing, 402
vs. appointments, 402
categorizing, 404
creating, 403–404
deleting, 406
Details view, 405
displaying in To-Do Bar, 402
vs. To-Do items, 403
improving, 405
marking as complete, 406
modifying, 405–406

T

tab stops, creating, 136
table cells, dragging and dropping, 410
table columns in Excel. See also columns
appending, 224
selecting, 225
table dimensions in Office documents, setting, 47
table elements in Office documents
resizing, 47–48
selecting, 47
table placeholders, replacing in presentations, 259
table rows in Excel. See also rows
appending, 224
selecting, 225
table style, applying to tables, 50
Table Style Options group, 219															
tables in Excel worksheets. See also tables in Office documents
adding total row, 221
appending columns, 224
appending rows, 224
calculated columns, 220
color fills, 219
Convert to Range option, 218
creating, 218
deleting, 218
deleting fields, 224
deleting records, 224
displaying header labels, 218
formatting, 219
gradients, 219
inserting fields, 224
inserting records, 224
modifying, 225
moving, 225
print preview, 226
printing, 226
removing filtering effects, 223

subscript keyboard shortcut, 126, 340
subtraction (−) operator, using in Excel, 208
SUM function, 207
superscript keyboard shortcut, 126, 340
switching to other documents, 15
symbols, inserting in Word, 96
tasks in Outlook (continued)
prioritizing, 404
showing group views, 405

templates
for email rules, 384
for presentations in PowerPoint, 254
for Quick Steps, 388
searching on Office.com for, 12
text
adding to presentations, 262
adding to shapes, 58
converting to tables, 45
cutting in Word, 88
deleting in Word, 87
dragging and dropping, 410
editing in Word, 87–88
entering in Word, 86
inserting in Word, 88
sharing between documents, 418
word count in Word, 80
text boxes
creating, 64
deleting, 64
inserting in presentations, 263
linking, 64
text-wrap settings, 64
Text Effects in Word documents, using, 123
Text Import Wizard, using with Excel, 179–180
text objects
adding, 55
adding to charts, 233
removing from charts, 233
text placeholders, replacing in presentations, 258
text searches, performing in Navigation Pane in Word, 98–99
text strings, applying attributes to, 127
text wrap, setting for objects, 65
themes
applying to Word documents, 128
applying to presentations, 256
Format Background task pane, 256
live preview for presentations, 256
Thesaurus task pane, opening in Word, 90
To-Do Bar, displaying tasks in, 402
To-Do items vs. tasks, 403
tone, adjusting in images, 70

ToolTips, viewing, 40
total row, adding to Excel table, 221
tracking changes. See change tracking
transitions, slide
Normal view, 277
removing from slides, 278
skipping in presentations, 278
Slide Sorter view, 277
specifying, 277–278
Timing group, 277
viewing, 277
trendlines, using with charts, 240–241

U
underline keyboard shortcuts, 126, 340
undoing edits in Word, 88
union (,) operator, using in Excel, 209
User name, specifying for Office documents, 17

V
VAR.P function, 207
VAR.S function, 207
vCard files, creating for contacts, 329
.vcf files, saving contacts as, 329
versions of documents, opening, 33
videos. See also movies
creating from presentations, 285–286
editing in presentations, 273–275
removing from presentations, 275
searching for online, 3

W
watermarks
adding to pages, 65, 105
customizing, 105
removing, 105
widows and orphans, avoiding in Word, 107
window options
Arrange All, 20
Cascade, 20
New Window, 20
Split, 21
windows
moving, 21
resizing, 21
Windows 7 and 8 taskbar buttons, 84
Windows Clipboard, 23
Windows controls
   Maximize/Restore button, 21
   Minimize button, 21
Windows Live email accounts, 292, 296
Word 2013. See also Office data
   adding rows in, 48
   alignment guides, 6
   Arrange All, 83
   AutoCorrect feature, 92
   broadcasting documents, 6
   checking grammar, 90–92
   checking spelling, 90–92
   click-and-type, 86
   close box, 78, 80
   closing documents, 77, 84
   closing Navigation Pane, 85
   collapsing document sections, 6
   collapsing headings, 82
   cutting text, 88
   deleting selected text, 87–88
   deleting unselected text, 87
   display options, 85
   docking and undocking panes, 80
   documents, 78–79
   Draft view, 82
   dragging and dropping text, 88
   editing PDF files, 100
   enhancements, 6
   entering text, 86
   expanding headings, 82
   File tab, 78
   Find whole words only, 95
   finding synonyms for words, 90
   finding text, 93–94
   Find/Replace, 94–95
   Help window, 78–79
   inserting new text, 88
   inserting special characters, 96
   inserting symbols, 96
   installing dictionary, 89
   interface, 78
   letter case errors, 91
   looking up word definitions, 89
   moving selected text, 88
   Navigation Pane, 78–79, 97–99

Word 2013 (continued)
   floating palettes. See docking and undocking panes
   open document windows, 83–84
   opening Navigation Pane, 85
   Outline view, 82
   page indicator, 78, 80
   paste formatting, 88
   Print Layout view, 80, 82
   proofing indicator, 78, 80
   proofing tools, 89–92
   Quick Access Toolbar, 78
   Read Mode, 6, 80–81
   replacing selected text, 87–88
   Resume Reading, 80
   resume reading icon, 6
   Ribbon, 78–79
   rulers, 78–79
   scroll bar, 78–79
   scroll box, 78–79
   search direction, 95
   search scope, 95
   searching for special characters, 93
   selecting partial words, 87
   setting magnification in, 22
   show/hide gridlines, 85
   show/hide Navigation Pane, 85
   show/hide rulers, 85
   Simple Markup, 149
   task panes, 78–79
   taskbar buttons, 84
   text editing, 87–88
   Thesaurus task pane, 90
   undoing edits, 88
   view controls, 78, 80
   View Side by Side mode, 84
   Views group, 81
   Web Layout view, 80, 82
   word count indicator, 78, 80
   zoom controls (magnification), 78, 80
   word definitions in Word, 89
Word documents. See also documents; files
   broadcasting, 155
   changing tracking, 148–150
   combining, 152
   comparing, 151
   emailing, 147
Word documents (continued)
  emailing as message body, 146
  file formats, 146
  merging to printer, 152
  presenting online, 155–156
  publishing blog entries, 153–154
  saving to different formats, 146
  sending as message attachments, 147
  sending as PDF or XPS files, 147
Word keyboard shortcuts, customizing. See
  also keyboard shortcuts
  assigning, 30–31
  modifying, 30–31
  removing, 31
  restoring defaults, 31
  viewing, 30–31
Word outlines, using in PowerPoint, 416–417
word synonyms, finding in Word, 90
Word tables, copying into Excel, 415
Word text
  copying to Excel, 418
  copying to PowerPoint, 418
WordArt
  creating, 63
  replacing placeholder text, 63
  repositioning bounding box, 63
  specifying text-wrapping, 63
workbooks
  creating, 162
  defined, 161
  deleting passwords, 189
  encrypting, 188
  opening protected, 189
  password-protecting, 188–190
  removing passwords, 189
worksheets
  background (cell) formatting, 204
  cells, 161
  Copy command, 168
  copying cells, 169
  Cut command, 168
  defined, 161
  deleting, 162
  deleting cells, 170
  deleting columns, 172
  deleting rows, 171
  formatting, 204
worksheets (continued)
  inserting cells, 169
  inserting columns, 171
  inserting into an Office document, 45
  inserting into workbook, 162
  inserting rows, 170
  making active, 161
  moving cells in, 168
  Paste command, 168
  Paste options, 169
  removing cell backgrounds, 204
  renaming, 162
  reordering, 162
  reorganizing, 168–172
  selecting cells in rows, 171
  Sheet tab bar, 159, 161–162, 214
  shifting cells, 170
  tab color, 204
  themes, 204
  undoing actions, 168
  wrap styles, applying to text in cells, 65
  wrapping text, setting for objects, 65
X
  X and Y axes. See chart axes
XPS files, viewing, 147
Z
  zoom (magnification) control, 17, 22, 80, 81, 160,
     247, 295, 360
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