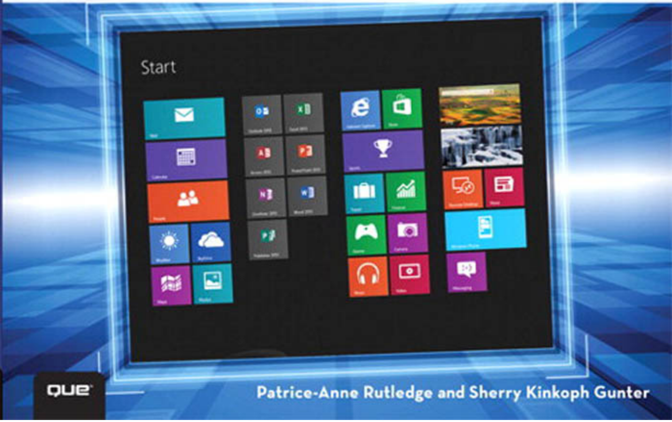
easy

Office 2013

See it done. Do it yourself.



Patrice-Anne Rutledge and Sherry Kinkoph Gunter

FREE SAMPLE CHAPTER

SHARE WITH OTHERS

THE LEAST YOU NEED TO KNOW

Easy Microsoft Office 2013's concise, easy-to-understand tasks get you up and running quickly on Microsoft Office's five most popular applications: Word, Excel, PowerPoint, Outlook, and OneNote.

Account
Office

Getting Started with Office 2013

Whether you're new to Office or just new to Office 2013, get started by exploring its interface and navigation tools in **Chapter 1**. Next, connect Office with your Microsoft account and any social sites you want to share with (see **Setting Up Your Account** on **page 14**). Also familiarize yourself with tasks common to multiple Office applications (see **Checking Spelling** on **page 40**; **Inserting a Picture from Your Computer** on **page 44**; and **Inserting a Shape** on **page 56**). Finally, learn to go mobile with SkyDrive and Web Apps (see **Getting Started with SkyDrive** on **page 66**).

Creating Documents with Word

Word makes it easy to create all types of documents. To simplify document creation, try one of Word's many templates (see **Creating a Document from a Template** on **page 82**) and then format your document for a consistent look (see **Adding Headers and Footers** on **page 104**). If you work with others, you'll appreciate Word's collaboration tools (see **Tracking Changes with Document Reviewers** on **page 134**).

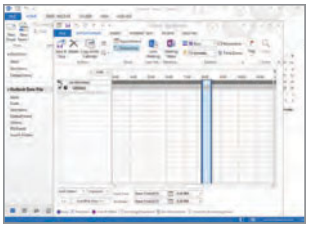
Calculating and Analyzing with Excel

With Excel, you can perform calculations, create charts, and analyze data. Excel formulas simplify calculations (see **Creating a Simple Formula** on **page 178**). After entering data, display it graphically using charts and PivotTables (see **Inserting a Chart** on **page 190** and **Creating a PivotTable** on **page 194**).

CLICK TO ADD TITLE

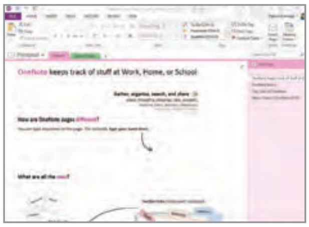
Designing Presentations with PowerPoint

Using PowerPoint, you can create an eye-catching presentation—even if you're design-challenged. Get started with a color-coordinated theme and predesigned slide layouts (see **Creating a New PowerPoint Presentation** on **page 200**). Then enliven your presentation with animation, audio, and video (see **Chapter 17**). Finally, deliver your slide show in person or on the Web (see **Presenting Your Show** on **page 252** and **Presenting Online** on **page 254**).



Staying in Touch with Outlook

Outlook is the perfect tool for communicating with others via email (see **Sending an Email Message** on **page 264** and **Receiving and Reading Your Email** on **page 265**). You can also manage your schedule (see **Scheduling an Appointment** on **page 281**) and track and read your favorite blogs (see **Subscribing to RSS Feeds** on **page 290**).



Tracking Information with OneNote

OneNote is a handy organizational tool that helps you track information. To get started, see **Creating a New Notebook** on **page 296**. In addition to adding text, pictures, and links, you can also incorporate multimedia (see **Recording Audio** on **page 312** and **Recording Video** on **page 313**).

easy
Office 2013

Patrice-Anne Rutledge
Sherry Kinkoph Gunter

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Indianapolis, Indiana 46240

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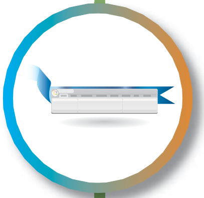

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EASY OFFICE 2013

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DEDICATION

To my family, with thanks for their ongoing support and encouragement.

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IT’S AS EASY AS 1-2-3

Each part of this book is made up of a series of short, instructional lessons, designed to help you understand basic information.

1. Each step is fully illustrated to show you how it looks onscreen
2. Each task includes a series of quick, easy steps designed to guide you through the procedure.
3. Items that you select or click in menus, dialog boxes, tabs, and windows are shown in **bold**.

Tips, notes, and cautions give you a heads-up for any extra information you may need while working through the task.

How to Drag: Point to the starting place or object. Hold down the mouse button (right or left per instructions), move the mouse to the new location, and then release the button.

Click: Click the left mouse button once.

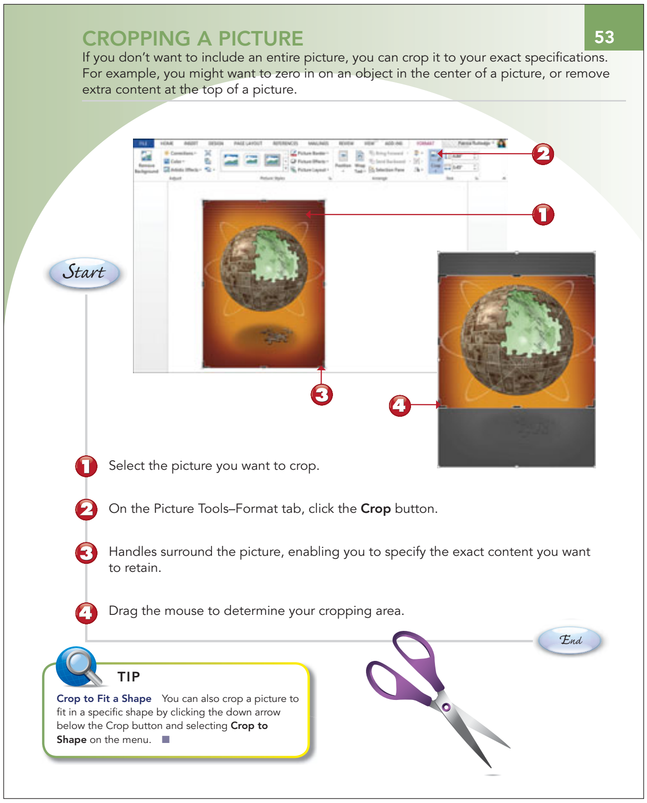
Click & Type: Click once where indicated and begin typing to enter your text or data.

Selection: Highlights the area onscreen discussed in the step or task.

Double-click: Click the left mouse button twice in rapid succession.

Right-click: Click the right mouse button once.

Pointer arrow: Highlights an item on the screen you need to point to or focus on in the step or task.



CROPPING A PICTURE

53

If you don’t want to include an entire picture, you can crop it to your exact specifications. For example, you might want to zero in on an object in the center of a picture, or remove extra content at the top of a picture.

1. Select the picture you want to crop.
2. On the Picture Tools–Format tab, click the **Crop** button.
3. Handles surround the picture, enabling you to specify the exact content you want to retain.
4. Drag the mouse to determine your cropping area.

TIP

Crop to Fit a Shape You can also crop a picture to fit in a specific shape by clicking the down arrow below the Crop button and selecting **Crop to Shape** on the menu. ■

INTRODUCTION TO *EASY OFFICE 2013*

Microsoft Office 2013 is the latest version of Microsoft's popular suite of business software applications. Using Office, you can quickly create documents such as letters, reports, and resumes; calculate and analyze data in spreadsheets; design and deliver presentations; send and receive email; and store data in digital notebooks.

The world is becoming increasing mobile, and so is Office 2013. This new version is integrated with SkyDrive, Microsoft's online storage solution. In addition to web-based file-sharing, SkyDrive also gives you access to the Microsoft Web Apps for Word, Excel, PowerPoint, and OneNote. Office 2013 makes it easy to access, edit, and create Office files on the go, using a mobile device such as a tablet or smartphone.

Easy Microsoft Office 2013 is designed to get you up and running on Office as quickly as possible. This book covers five of the most popular Office applications—Word, Excel, PowerPoint, Outlook, and OneNote—and provides visual, step-by-step instructions that help you master tasks with little effort. For now, turn to Chapter 1, "Getting Started with Microsoft Office 2013," to begin exploring this powerful application suite.

WHO THIS BOOK IS FOR

This book is for you if...

- You want to become productive with the latest version of Office as quickly as possible and are short on time.
- You're new to Office and need to learn the basics in an easy-to-understand format.
- You're a visual learner and want to *see* what to do rather than read lengthy paragraphs describing what to do.

HOW THIS BOOK IS ORGANIZED

Easy Microsoft Office 2013 is divided into six parts.

Part I, "Microsoft Office 2013," introduces Office fundamentals, such as navigating applications, using the Ribbon and Backstage view, getting help, and saving and opening files. If you're an experienced computer user but are new to Office, these chapters provide a foundation for using the Office suite. If you've used Office in the past, they can serve as a quick review and introduce you to the new, exciting features of Office 2013.

In Part II, "Microsoft Word 2013," you continue on to one of the most popular Office applications: Microsoft Word. In this section, you learn how to create and format documents, modify page layout, and perform a collaborative review of your documents before you print, publish, or send.

Next, you can start exploring Excel, Office's spreadsheet application. Part III, "Microsoft Excel 2013," shows you how to create and format Excel workbooks and worksheets and introduces you to cell formulas and functions. Finally, you can analyze your worksheet data using visual tools such as charts, PivotTables, and sparklines (mini charts).

Part IV, "Microsoft PowerPoint 2013," shows you how to create eye-catching presentations using PowerPoint's powerful collection of ready-made tools, even if you're design-challenged. You also learn how to edit and format presentations; incorporate audio, video, and animation; and prepare for delivery, either in person or on the Web.

Part V, "Microsoft Outlook 2013," helps you get up and running quickly with Office's email, calendaring, and scheduling tools.

And finally, you explore OneNote, Office's digital notebook application that helps you organize masses of data. Part VI, "Microsoft OneNote 2013," introduces you to OneNote basics, such as creating, enhancing, managing, and sharing notebooks.

Chapter 3

WORKING WITH TEXT

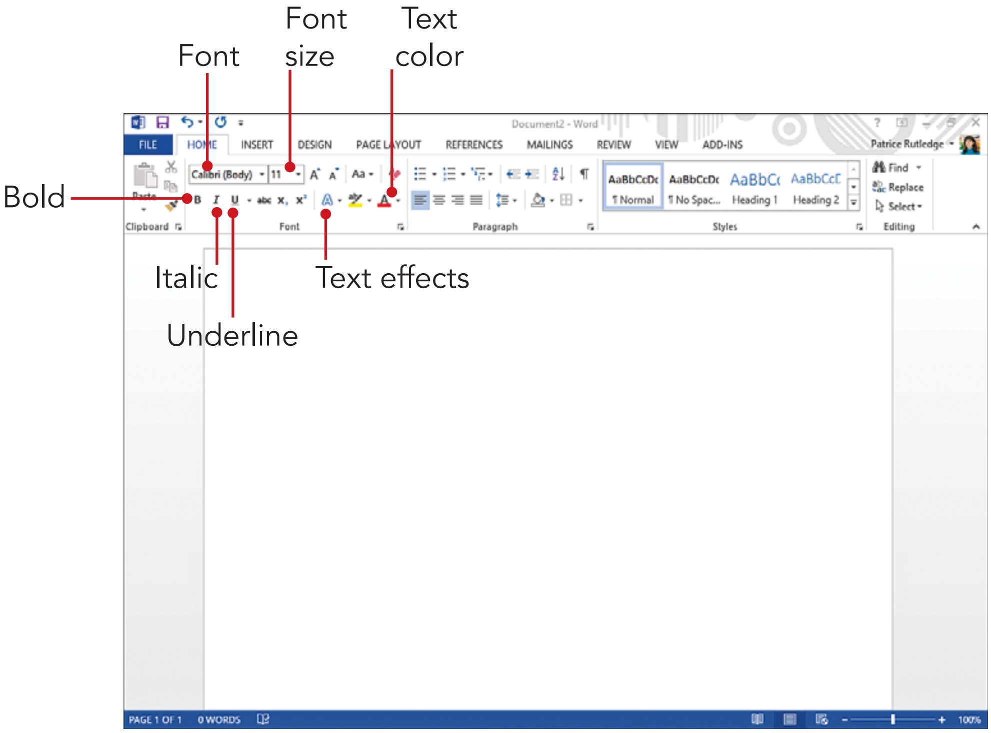
Adding text in an Office application is easy; just start typing. If the default text formatting doesn't suit your needs, however, Office also offers numerous text formatting and customization options.

The Home tab in Word, PowerPoint, and Excel is "home" to a solid collection of text-formatting tools, giving you the option to select a font style and size, change text color, or apply bold, italic, and underlining to your text.

You can also align text, use WordArt to create sophisticated text objects, search for and replace text, and use the Font dialog box for more advanced formatting.

Finally, you can fix any spelling errors by performing a spell check—which you need to do on every Office document.

FORMATTING TEXT ON THE HOME TAB (WORD)


Font
Font size
Text color
Bold
Italic
Underline
Text effects
Document2 - Word
FILE
HOME
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REFERENCES
MAILINGS
REVIEW
VIEW
ADD-INS
Patrice Rutledge
Calibri (Body)
11
Paste
Clipboard
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Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AaBbCc
Heading 1
AaBbCcC
Heading 2
Styles
Find
Replace
Select
Editing
PAGE 1 OF 1
0 WORDS
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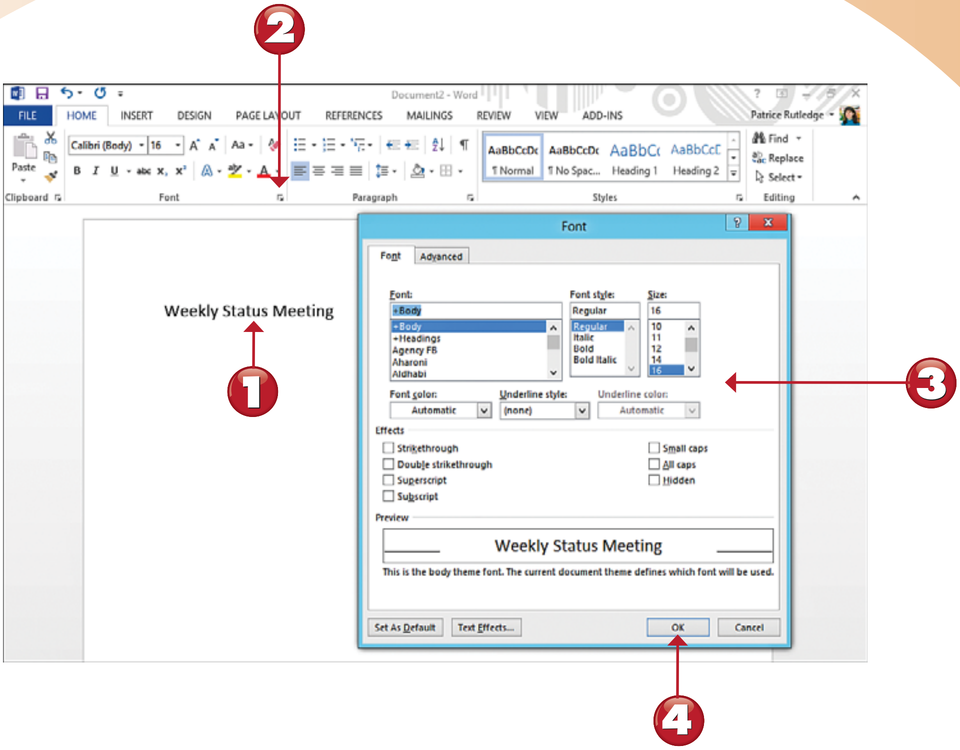
USING THE FONT DIALOG BOX TO FORMAT TEXT

The Font dialog box offers some advanced formatting options not available on the Home tab.



Weekly Status Meeting

Font: +Body

Font style: Regular

Size: 16

Font color: Automatic

Underline style: (none)

Underline color: Automatic

Preview: Weekly Status Meeting

This is the body theme font. The current document theme defines which font will be used.

2
Document2 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ADD-INS
Patrice Rutledge
Paste
Clipboard
Calibri (Body)
16
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spac...
AaBbC(Heading 1
AaBbCcC Heading 2
Styles
Find
Replace
Select
Editing
1
Font
Font
Advanced
+Body
+Headings
Agency FB
Aharoni
Aldhabi
Regular
Italic
Bold
Bold Italic
10
11
12
14
16
3
Effects
☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☐ Small caps
☐ All caps
☐ Hidden
Set As Default
Text Effects...
OK
Cancel
4

Start

1. Select the text you want to format.

2. Click the dialog box launcher in the Font group.

3. In the Font dialog box, select a formatting option.

4. Click the **OK** button to close the dialog box and apply the font formatting.

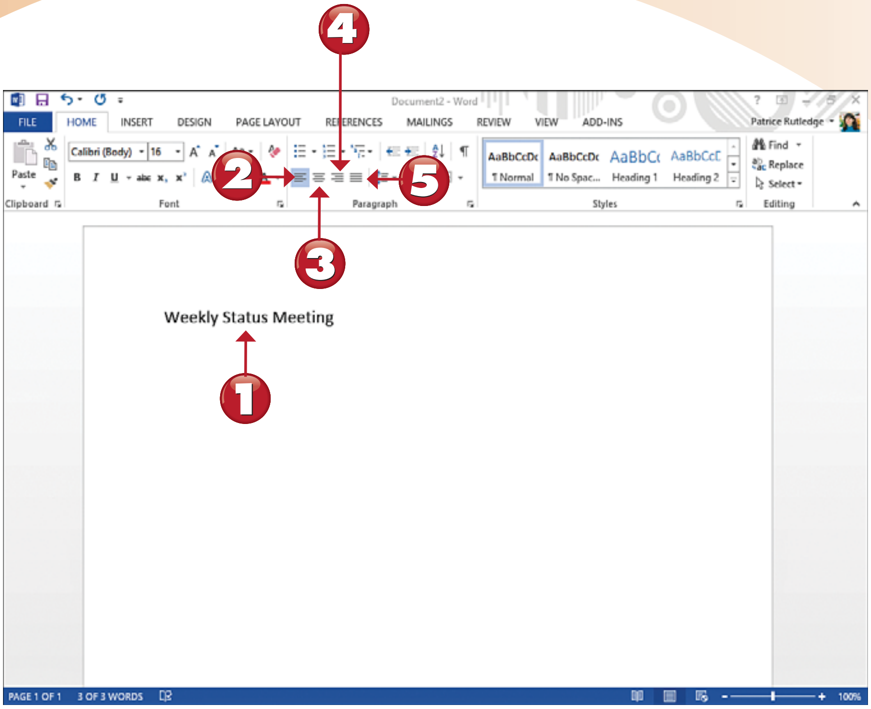
End

NOTE

Font Tab in Excel In Excel, clicking the dialog box launcher opens the Format Cells dialog box with the Font tab selected. This tab offers many of the same options as the Font dialog box. ■

ALIGNING TEXT

You can quickly align text using buttons on the Home tab.


4
Document2 - Word
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PAGE LAYOUT
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ADD-INS
Patrice Rutledge
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AaBbCcDc
¶ No Spac...
AaBbCc
Heading 1
AaBbCcE
Heading 2
Find
Replace
Select
Clipboard
Font
Paragraph
Styles
Editing
3
1
PAGE 1 OF 1
3 OF 3 WORDS
100%

Weekly Status Meeting

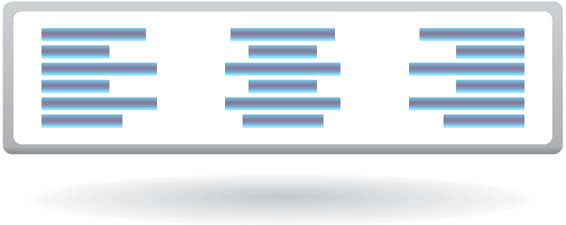
Start

1. Select the text you want to align.
2. Click the **Align Left** button to align your text to the left (the default).
3. Click the **Center** button to center your text, such as a heading.
4. Click the **Align Right** button to align your text to the right.
5. Click the **Justify** button to justify your text.

End

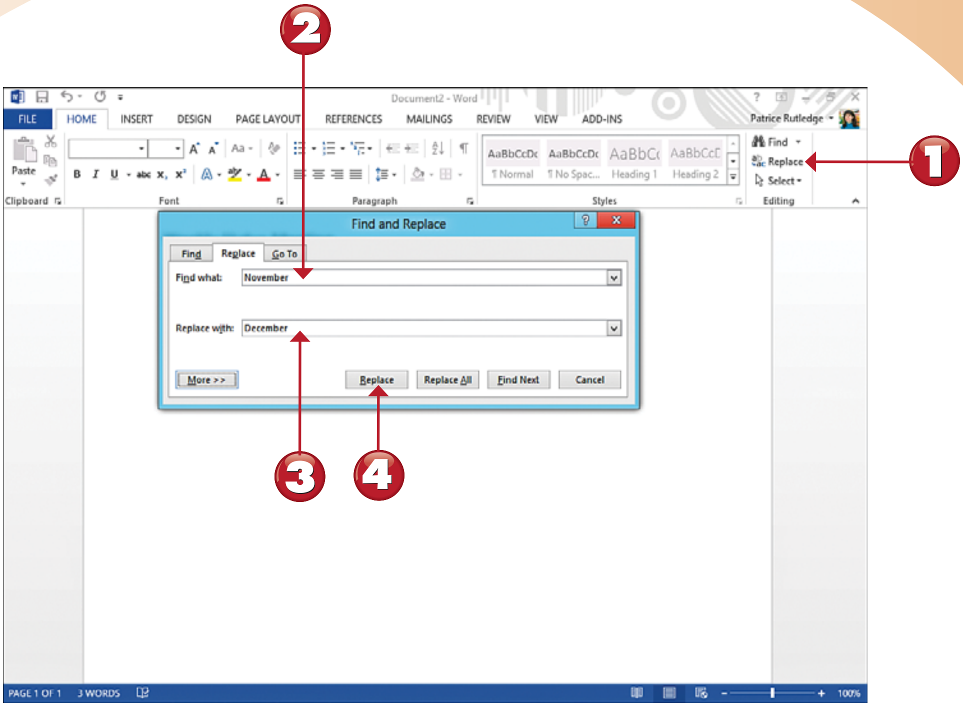
NOTE

Justified Text When you justify text, it's stretched or compressed to align to both the left and the right. ■



FINDING AND REPLACING TEXT

At times, you might need to change a word or phrase that's used throughout a document. The Find and Replace dialog box makes it easy to replace text, especially in long documents.


2
Document2 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ADD-INS
Patrice Rutledge
Paste
Clipboard
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spac...
AaBbCc Heading 1
AaBbCcC Heading 2
Styles
Find
Replace
Select
Editing
1
Find and Replace
Find
Replace
Go To
More >>
Replace
Replace All
Find Next
Cancel
3
4
PAGE 1 OF 1
3 WORDS
100%

Find what: November

Replace with: December

Start

1. On the Home tab, click the **Replace** button.

2. In the Find and Replace dialog box, enter the text you're searching for in the Find What box.

3. Enter the replacement text in the Replace With box.

4. Click the **Replace** button to make the replacement.

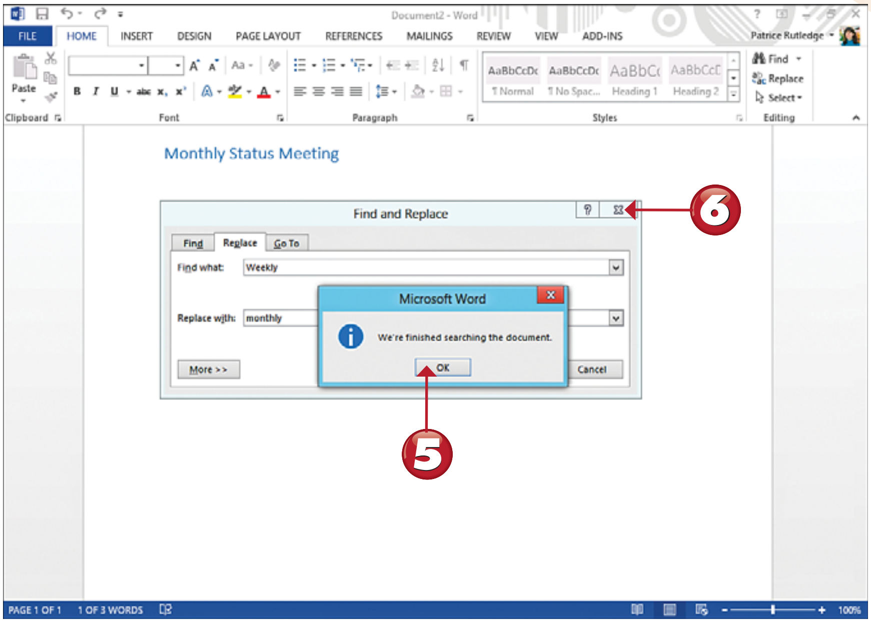
Continued

NOTE

Finding Text If you don't want to approve each instance of a replacement, you can click the **Replace All** button to handle this process all at once. ■

NOTE

Excel Navigation In Excel, click the **Find & Select** button, and select **Replace** from the menu to open the Find and Replace dialog box. ■


Document2 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ADD-INS
Patrice Rutledge
Paste
Clipboard
Font
Paragraph
Styles
Editing
Find
Replace
Select
Find and Replace
Find
Replace
Go To
Microsoft Word
OK
More >>
Cancel
PAGE 1 OF 1
1 OF 3 WORDS
100%
6
5

Monthly Status Meeting

Find what: Weekly

Replace with: monthly

We're finished searching the document.

5 Office notifies you when the process is finished. Click **OK** to close the notification.

6 Click the **Close** button to close the Find and Replace dialog box.

End

NOTE

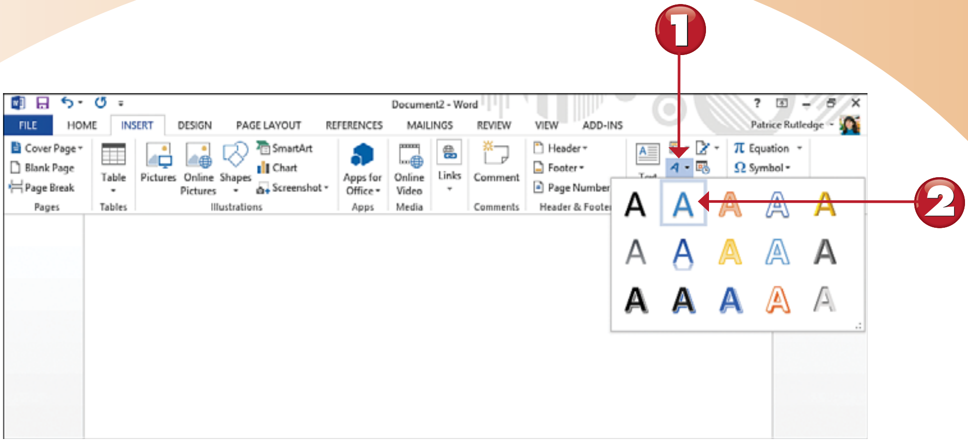
Finding Text Just want to find specific text rather than replace it? Enter the text in the Find What box, and click the **Find Next** button. You can also click the **Find** button on the Home tab to perform a search. ■

NOTE

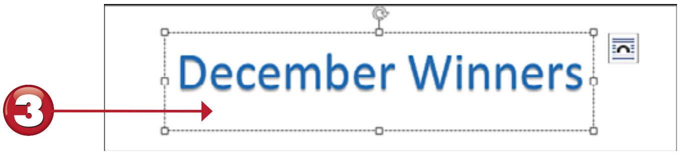
More Options Click the **More** button to display more find-and-replace options. For example, you might want to replace only text with matching case or search only for whole words. ■

INSERTING WORDART

WordArt enables you to create special text effects such as shadowed, rotated, stretched, and multicolored text.


1
2
Document2 - Word
Patrice Rutledge
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ADD-INS
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Apps for Office
Apps
Online Video
Media
Links
Comment
Comments
Header
Footer
Page Number
Header & Footer
Equation
Symbol

Start



December Winners

1. On the Insert tab, click the **Insert WordArt** button.
2. In the WordArt gallery, click the WordArt style you prefer.
3. Replace the placeholder text with text you want to format using WordArt.

End

CAUTION

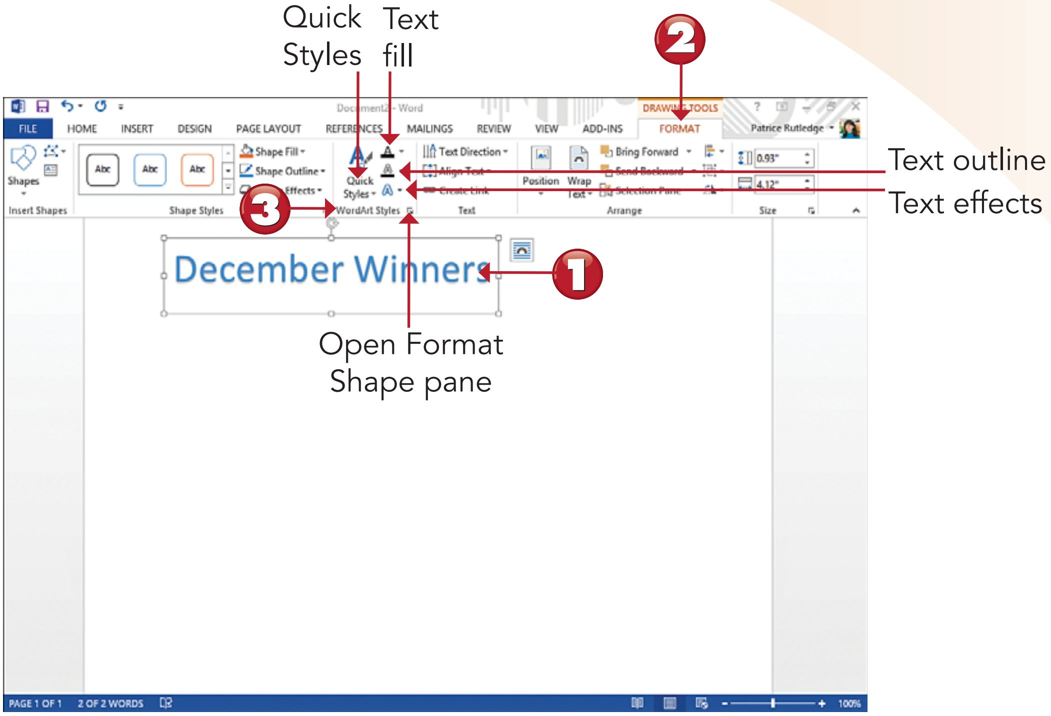
Don't Overuse WordArt Be careful not to overuse WordArt, or it can become cluttered and confusing. Use WordArt only for emphasis. ■

NOTE

WordArt Navigation This example demonstrates adding WordArt in Microsoft Word. In PowerPoint, click the **WordArt** button on the Insert tab. In Excel, click the **Text** button on the Insert tab, and select **WordArt** from the menu. ■

FORMATTING WORDART

Office offers a wide selection of formatting options for WordArt. You can apply a Quick Style, gradients, textures, bevels, rotations, and more.


Quick Styles
Text fill
2
Text outline
Text effects
3
1
Open Format Shape pane
DRAWING TOOLS
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ADD-INS
FORMAT
Patrice Rutledge
Shape Fill
Shape Outline
Effects
Text Direction
Align Text
Create Link
Bring Forward
Send Backward
Selection Pane
Position
Wrap Text
Insert Shapes
Shape Styles
WordArt Styles
Text
Arrange
Size
December Winners
PAGE 1 OF 1
2 OF 2 WORDS
100%

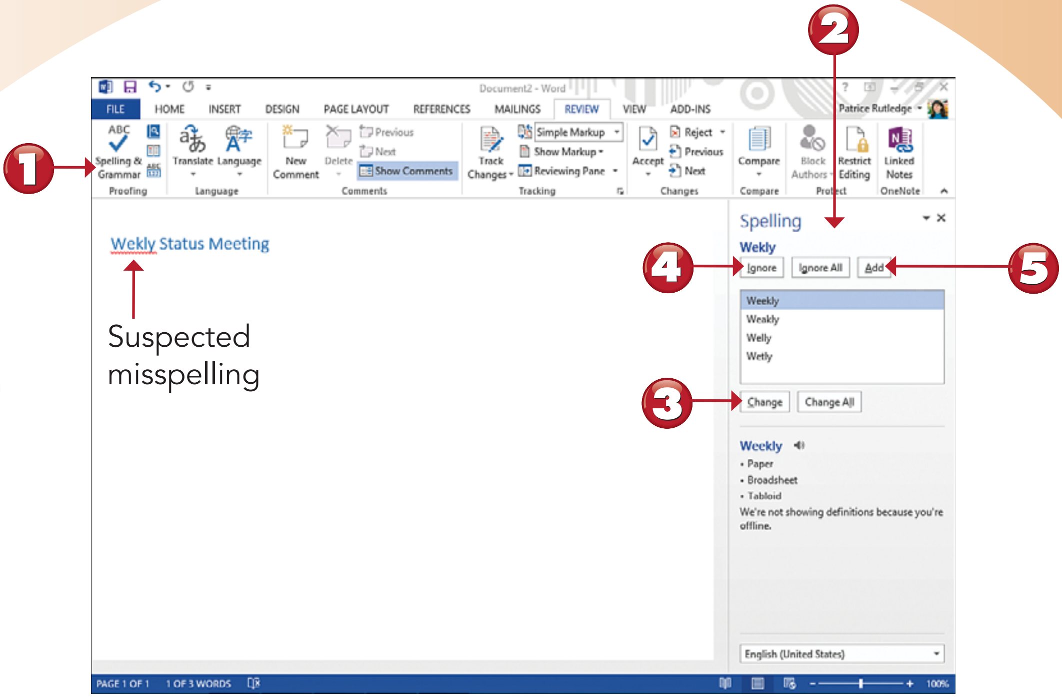
1. Select the WordArt object you want to format.
2. The Drawing Tools–Format tab displays.
3. Format your WordArt object using the options on this tab, in particular those in the WordArt Styles group.

NOTE

Text Fill and Text Outline The Text Fill button and Text Outline button include a down arrow to their right that displays an extensive menu of options. Clicking the button directly applies the default. Clicking the **Text Effects** button, however, displays the menu; there is no default to apply. ■

CHECKING SPELLING

Creating quality, error-free, and easy-to-read content is a natural objective when you use an Office application. Fortunately, Office offers a spelling checker to help eliminate spelling errors. You can also spell check your entire document at once.


2
1
4
5
3
Document2 - Word
FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ADD-INS
Patrice Rutledge
Spelling & Grammar
Proofing
Translate Language
Language
New Comment Delete Previous Next Show Comments
Comments
Track Changes Simple Markup Show Markup Reviewing Pane
Tracking
Accept Reject Previous Next
Changes
Compare
Block Authors Restrict Editing
Protect
Linked Notes
OneNote
Wekly Status Meeting
Suspected misspelling
Spelling
Wekly
Ignore Ignore All Add
Weekly
Weakly
Welly
Wetly
Change Change All
Weekly
• Paper
• Broadsheet
• Tabloid
We're not showing definitions because you're offline.
English (United States)
PAGE 1 OF 1 1 OF 3 WORDS
100%

Start

① On the Review tab, click the **Spelling & Grammar** button. (In Excel and PowerPoint, this is called the Spelling button.)

② The Spelling pane opens, and the spell checker starts examining your document.

③ Select the correct spelling, and click the **Change** button.

④ Click the **Ignore** button if the suspected misspelling isn't an error.

⑤ Click the **Add** button to add the word as-is to the dictionary.

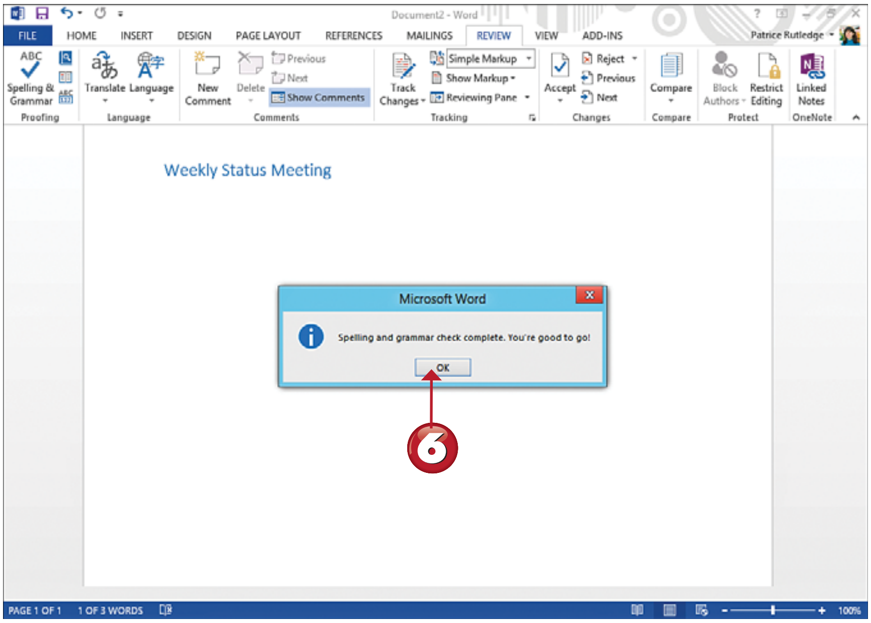
Continued

NOTE

No Spelling Errors If your document contains no errors, Office displays a dialog box informing you of this and doesn't open the Spelling pane. ■

TIP

Change or Ignore All To save time, you can click either the **Change All** button or **Ignore All** button to resolve all instances of the suspected error at once. ■


Document2 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ADD-INS
Patrice Rutledge
Spelling & Grammar
Translate
Language
New Comment
Delete
Previous
Next
Show Comments
Track Changes
Simple Markup
Show Markup
Reviewing Pane
Accept
Reject
Previous
Next
Compare
Block Authors
Restrict Editing
Linked Notes
Proofing
Language
Comments
Tracking
Changes
Compare
Protect
OneNote
PAGE 1 OF 1
1 OF 3 WORDS
100%
6

Weekly Status Meeting

Microsoft Word

Spelling and grammar check complete. You're good to go!

OK

6 Office notifies you when the spelling checker is finished. Click **OK** to close the notification.

End

CAUTION

Spelling Checker Limitations Keep in mind that although an automated tool can help you catch errors, it isn't foolproof and doesn't take the place of thorough proofreading by a person. ■

NOTE

Spelling Options By default, Office checks spelling as you type and displays a red squiggly line under all suspected misspellings. To modify the default spell-checking options, click the **File** tab, select **Options** in Backstage view, and click **Proofing**. ■

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