

VISUAL **QUICKSTART** GUIDE

*Get up and running in no time!*



# Microsoft Office **2010**

STEVE SCHWARTZ

© LEARN THE QUICK AND EASY WAY!

Visual QuickStart Guide

## **Microsoft Office 2010 for Windows**

Steve Schwartz

### **Peachpit Press**

1249 Eighth Street  
Berkeley, CA 94710  
510/524-2178  
510/524-2221 ( fax)

Find us on the Web at: [www.peachpit.com](http://www.peachpit.com).  
To report errors, please send a note to [errata@peachpit.com](mailto:errata@peachpit.com).  
Peachpit Press is a division of Pearson Education.

Copyright © 2010 by Steve Schwartz

Editors: Kathy Simpson and Clifford Colby  
Production Coordinator: David Van Ness  
Compositor: Steve Schwartz  
Indexer: FireCrystal Communications  
Cover design: Peachpit Press

### **Notice of rights**

All rights reserved. No part of this book may be reproduced or transmitted in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher. For information on getting permission for reprints and excerpts, contact [permissions@peachpit.com](mailto:permissions@peachpit.com).

### **Notice of liability**

The information in this book is distributed on an “As Is” basis, without warranty. While every precaution has been taken in the preparation of the book, neither the author nor Peachpit Press shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this book or by the computer software and hardware products described in it.

### **Trademarks**

Excel, Hotmail, Internet Explorer, Microsoft, OneNote, Outlook, PowerPoint, SharePoint, Windows, and Windows Live are either trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.

Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks. Where those designations appear in this book, and Peachpit was aware of a trademark claim, the designations appear as requested by the owner of the trademark. All other product names and services identified throughout this book are used in editorial fashion only and for the benefit of such companies with no intention of infringement of the trademark. No such use, or the use of any trade name, is intended to convey endorsement or other affiliation with this book.

ISBN 13: 978-0-321-67010-6

ISBN 10: 0-321-67010-8

9 8 7 6 5 4 3 2 1

Printed and bound in the United States of America

# TABLE OF CONTENTS

---

|                                  |           |
|----------------------------------|-----------|
| <b>Introduction</b>              | <b>ix</b> |
| How This Book Is Organized ..... | x         |
| Which Suites Are Covered? .....  | x         |
| The Office Applications .....    | xi        |
| How to Use This Book.....        | xii       |
| About the Author.....            | xii       |

---

|  |           |
|--|-----------|
| <b>PART I: GETTING STARTED</b>               | <b>1</b>  |
| <b>Chapter 1: What's New in Office 2010?</b> | <b>3</b>  |
| Office-wide Changes.....                     | 4         |
| Application Changes.....                     | 7         |
| <b>Chapter 2: Office Basics</b>              | <b>9</b>  |
| Launching Office Applications .....          | 10        |
| Using the Backstage .....                    | 11        |
| Using the Ribbon .....                       | 16        |
| Working with Windows.....                    | 18        |
| Setting the Magnification .....              | 20        |
| Using the Office Clipboard .....             | 21        |
| Customizing Office .....                     | 24        |
| Document Management Tools .....              | 29        |
| Getting Help .....                           | 38        |
| Quitting an Office Program .....             | 40        |
| <b>Chapter 3 Tables, Charts, and Art</b>     | <b>41</b> |
| Inserting Tables.....                        | 42        |
| Entering Data Into a Table .....             | 44        |
| Modifying the Table Grid.....                | 45        |
| Formatting Table Data.....                   | 48        |
| Calculations in Tables.....                  | 49        |
| Creating Charts.....                         | 51        |
| About Adding Graphics and Objects .....      | 52        |
| Adding Pictures.....                         | 53        |
| Adding Clip Art .....                        | 54        |
| Adding Shapes.....                           | 55        |
| Using a Drawing Canvas .....                 | 56        |

|  |    |
|--|----|
| Adding SmartArt .....                        | 57 |
| Inserting Screenshots .....                  | 58 |
| Creating WordArt .....                       | 59 |
| Adding a Text Box .....                      | 60 |
| Setting Text Wrap .....                      | 61 |
| Resizing, Moving, and Rotating Objects ..... | 62 |
| Image-editing Tools .....                    | 64 |

---

**PART II: MICROSOFT WORD** **75**

---

|  |            |
|--|------------|
| <b>Chapter 4: Getting Started with Word 2010</b> | <b>77</b>  |
| 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         |
| <br>   |            |
| <b>Chapter 5 Formatting Documents</b>            | <b>99</b>  |
| Specifying Page Settings .....                   | 100        |
| Modifying the Background .....                   | 102        |
| Inserting Breaks .....                           | 105        |
| Adding a Cover Page or Blank Page .....          | 107        |
| Adding Headers or Footers .....                  | 109        |
| Paragraph Formatting .....                       | 114        |
| Setting Alignment .....                          | 115        |
| Setting Indents .....                            | 116        |
| Creating Lists .....                             | 118        |
| Changing Paragraph and Line Spacing .....        | 122        |
| Character Formatting .....                       | 124        |
| Working with Styles .....                        | 127        |
| Merge Formatting .....                           | 131        |
| <br>   |            |
| <b>Chapter 6: Creating Outlines</b>              | <b>137</b> |
| About Outline View .....                         | 138        |
| Starting an Outline .....                        | 139        |
| Reorganizing an Outline .....                    | 140        |
| Changing Display Settings .....                  | 142        |

|  |  |            |
|--|--|------------|
| <b>Chapter 7:</b>                      | <b>Sharing Word Documents</b>                  | <b>143</b> |
|  | Choosing a File Format .....                   | 144        |
|  | Emailing Word Documents .....                  | 145        |
|  | Change Tracking.....                           | 146        |
|  | Comparing Documents.....                       | 148        |
|  | Combining Documents .....                      | 149        |
|  | Publishing Blog Entries .....                  | 150        |
| <hr/> <b>PART III: MICROSOFT EXCEL</b> |  | <b>153</b> |
| <b>Chapter 8:</b>                      | <b>Getting Started with Excel 2010</b>         | <b>155</b> |
|  | The Excel Interface .....                      | 156        |
|  | Workbooks and Worksheets .....                 | 158        |
|  | Cell and Range Selection.....                  | 160        |
|  | Entering Data.....                             | 162        |
|  | Editing Data .....                             | 164        |
|  | Reorganizing a Worksheet .....                 | 165        |
|  | Filling Cells.....                             | 170        |
|  | Importing Data .....                           | 172        |
|  | Finding/Replacing Data.....                    | 177        |
|  | Sorting Data .....                             | 180        |
|  | Naming Cells and Ranges .....                  | 182        |
|  | Password-Protecting Workbooks.....             | 184        |
| <b>Chapter 9:</b>                      | <b>Formatting Worksheets and Data</b>          | <b>187</b> |
|  | Setting Column Width and Row Height.....       | 188        |
|  | About Data and Cell Formatting .....           | 190        |
|  | Character and Paragraph Formatting.....        | 191        |
|  | Fitting Text Within a Cell.....                | 192        |
|  | Number Formatting .....                        | 193        |
|  | Conditional Formatting.....                    | 194        |
|  | Adding Cell Backgrounds and Borders .....      | 196        |
|  | Removing, Replacing, and Reusing Formats ..... | 198        |
|  | Worksheet Formatting.....                      | 200        |
| <b>Chapter 10:</b>                     | <b>Formulas and Functions</b>                  | <b>201</b> |
|  | About Cell References.....                     | 202        |
|  | Formula Essentials.....                        | 204        |
|  | Creating Formulas .....                        | 208        |
|  | Editing Formulas .....                         | 210        |
|  | Troubleshooting Tips .....                     | 211        |

|                    |                                   |            |
|--------------------|-----------------------------------|------------|
| <b>Chapter 11:</b> | <b>Working with Tables</b>        | <b>213</b> |
|                    | Creating a Table .....            | 214        |
|                    | Formatting a Table .....          | 215        |
|                    | Creating Calculated Columns ..... | 216        |
|                    | Adding a Total Row .....          | 217        |
|                    | Sorting and Filtering .....       | 218        |
|                    | Changing a Table's Size .....     | 220        |
|                    | Printing Tables .....             | 222        |
| <b>Chapter 12:</b> | <b>Creating Charts</b>            | <b>223</b> |
|                    | Chart Elements .....              | 224        |
|                    | Creating a Chart .....            | 225        |
|                    | Changing the Background .....     | 226        |
|                    | Adding and Formatting Text .....  | 227        |
|                    | Rows or Columns .....             | 229        |
|                    | Changing Layout and Style .....   | 230        |
|                    | Displaying the Data Set .....     | 231        |
|                    | Working with Gridlines .....      | 232        |
|                    | Working with the Legend .....     | 233        |
|                    | Adding Trendlines .....           | 234        |
|                    | Modifying the Axes .....          | 235        |
|                    | Creating Sparklines .....         | 236        |
|                    | Changing the Chart Data .....     | 237        |

---

|                 |                             |            |
|-----------------|-----------------------------|------------|
| <b>PART IV:</b> | <b>MICROSOFT POWERPOINT</b> | <b>239</b> |
|-----------------|-----------------------------|------------|

---

|                    |   |            |
|--------------------|---|------------|
| <b>Chapter 13:</b> | <b>Getting Started with PowerPoint 2010</b> | <b>241</b> |
|                    | The PowerPoint Interface .....              | 242        |
|                    | Working in Different Views .....            | 244        |
|                    | Creating a Presentation .....               | 245        |
| <b>Chapter 14:</b> | <b>Creating a Presentation</b>              | <b>247</b> |
|                    | Beginning a Presentation .....              | 248        |
|                    | Setting the Theme .....                     | 250        |
|                    | Adding and Deleting Slides .....            | 251        |
|                    | Replacing Placeholders .....                | 252        |
|                    | Inserting Other Items .....                 | 255        |
|                    | Tips for Working with Objects .....         | 258        |
|                    | Creating a Photo Album .....                | 259        |
|                    | Previewing the Slide Show .....             | 261        |

|  |            |
|--|------------|
| <b>Chapter 15: Wrapping Up a Presentation</b>    | <b>263</b> |
| Animating Objects and Text . . . . .             | 264        |
| Editing Movies . . . . .                         | 267        |
| Organizing the Slides . . . . .                  | 270        |
| Adding Transitions . . . . .                     | 271        |
| Rehearsing a Presentation . . . . .              | 273        |
| Printing Notes and Handouts . . . . .            | 274        |
| Saving a Presentation In Other Formats . . . . . | 276        |
| Delivering the Presentation . . . . .            | 281        |

---

|                                  |            |
|----------------------------------|------------|
| <b>PART V: MICROSOFT OUTLOOK</b> | <b>285</b> |
|----------------------------------|------------|

---

|  |            |
|--|------------|
| <b>Chapter 16: Getting Started with Outlook 2010</b> | <b>287</b> |
| Types of Email Accounts . . . . .                    | 288        |
| About Email Addresses . . . . .                      | 289        |
| The Outlook 2010 Interface . . . . .                 | 290        |
| Adding Email Accounts . . . . .                      | 292        |
| Changing Account Settings . . . . .                  | 295        |
| Working with Profiles . . . . .                      | 297        |
| Working with Send/Receive Groups . . . . .           | 299        |
| Subscribing to RSS Feeds . . . . .                   | 302        |
| Outlook Social Connector . . . . .                   | 303        |
| Working Online and Offline . . . . .                 | 304        |
| Setting Preferences . . . . .                        | 305        |
| Getting Help . . . . .                               | 307        |
| <b>Chapter 17: Working with Contacts</b>             | <b>309</b> |
| The Contacts Window . . . . .                        | 310        |
| Creating Contact Records . . . . .                   | 311        |
| Viewing Contact Records . . . . .                    | 315        |
| Searching for a Contact . . . . .                    | 318        |
| Using Business Cards . . . . .                       | 320        |
| Creating Contact Groups . . . . .                    | 322        |
| <b>Chapter 18: Composing and Sending Mail</b>        | <b>325</b> |
| The Message Window . . . . .                         | 326        |
| Creating Messages . . . . .                          | 327        |
| About Message Formats . . . . .                      | 332        |
| Formatting Message Text . . . . .                    | 333        |
| Adding Attachments . . . . .                         | 336        |
| Inserting Items . . . . .                            | 337        |
| Correcting Spelling Errors . . . . .                 | 340        |
| Using Signatures . . . . .                           | 342        |
| Other Message Options . . . . .                      | 344        |

|                                   |   |            |
|-----------------------------------|---|------------|
| <b>Chapter 19:</b>                | <b>Receiving Mail</b>                         | <b>347</b> |
|                                   | Checking for New Mail.....                    | 348        |
|                                   | Reading Messages .....                        | 349        |
|                                   | Changing the View.....                        | 351        |
|                                   | Viewing Conversations .....                   | 352        |
|                                   | Searching for Messages .....                  | 353        |
|                                   | Working with Attachments .....                | 354        |
|                                   | Printing Messages .....                       | 357        |
| <b>Chapter 20:</b>                | <b>Managing the Mail</b>                      | <b>359</b> |
|                                   | Marking Messages as Read.....                 | 360        |
|                                   | Deleting Messages .....                       | 362        |
|                                   | Managing Conversations.....                   | 365        |
|                                   | Copying and Moving Mail.....                  | 366        |
|                                   | Creating Message Folders.....                 | 367        |
|                                   | Categorizing Messages.....                    | 369        |
|                                   | Flagging Messages .....                       | 372        |
|                                   | Handling Junk Mail and Phishing Attempts..... | 374        |
|                                   | Creating Rules .....                          | 376        |
|                                   | Working with Quick Steps .....                | 379        |
| <b>Chapter 21:</b>                | <b>Tasks and Appointments</b>                 | <b>381</b> |
|                                   | Calendar Basics.....                          | 382        |
|                                   | Recording an Appointment or Event .....       | 383        |
|                                   | Creating Recurring Events .....               | 384        |
|                                   | Responding to Reminders.....                  | 385        |
|                                   | Modifying Events and Appointments .....       | 386        |
|                                   | Searching for an Event or Appointment .....   | 387        |
|                                   | Emailing a Calendar .....                     | 389        |
|                                   | Task Basics .....                             | 391        |
|                                   | Creating a Task .....                         | 392        |
|                                   | Modifying Tasks .....                         | 393        |
| <b>PART VI: OFFICE ON THE WEB</b> |   | <b>395</b> |
| <b>Chapter 22:</b>                | <b>Office Web Apps</b>                        | <b>397</b> |
|                                   | Creating an Account.....                      | 398        |
|                                   | Working with SkyDrive.....                    | 399        |
|                                   | About the Office Web Apps .....               | 404        |
|                                   | Using the Office Web Apps.....                | 405        |
|                                   | Office Documents and SkyDrive.....            | 406        |
|                                   | Sharing and Co-editing Office Documents.....  | 408        |
|                                   | <b>Index</b>                                  | <b>409</b> |



# INTRODUCTION

---

Welcome to *Microsoft Office 2010 for Windows: 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 you're most likely to actually *use*.

## 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 2010 and provides an introduction to essential Office procedures. Certain tools and features (such as using the new 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, I present it in Chapters 2 and 3.
- ◆ Parts II through V are devoted to the individual Office applications—one part for each application.
- ◆ Part VI provides an introduction to the new Office Web Apps. Using them, you can view, share, and edit Office documents with most current Web browsers.

## Which Suites Are Covered?

Microsoft Office 2010 is available in five configurations (or *suites*), each with a different combination of applications (**Table i.1**). With the exception of the Home and Student suite, each suite includes the four core applications discussed in this book: Word, Excel, Outlook, and PowerPoint.

### ✓ Tip

- For a solid primer about an earlier version of Microsoft Access, you might want to pick up a copy of *Microsoft Office Access 2003 for Windows: Visual QuickStart Guide*, written by yours truly.

**Table i.1**

| Microsoft Office 2010 Suites |                  |                       |                   |              |                                |
|------------------------------|------------------|-----------------------|-------------------|--------------|--------------------------------|
| OFFICE APPLICATIONS          | HOME AND STUDENT | STANDARD <sup>†</sup> | HOME AND BUSINESS | PROFESSIONAL | PROFESSIONAL PLUS <sup>†</sup> |
| Word                         | ◆                | ◆                     | ◆                 | ◆            | ◆                              |
| Excel                        | ◆                | ◆                     | ◆                 | ◆            | ◆                              |
| PowerPoint                   | ◆                | ◆                     | ◆                 | ◆            | ◆                              |
| Outlook                      |                  | ◆                     | ◆                 | ◆            | ◆                              |
| OneNote                      | ◆                | ◆                     | ◆                 | ◆            | ◆                              |
| Publisher                    |                  | ◆                     |                   | ◆            | ◆                              |
| Access                       |                  |                       |                   | ◆            | ◆                              |
| Office Web Apps              |                  | ◆                     |                   |              | ◆                              |

<sup>†</sup>The Standard and Professional Plus suites are available only via volume licensing.

## The Office Applications

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

### Microsoft Office Word 2010

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.

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 insert important titles or 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 2010

Like Word, Excel is the most widely used *spreadsheet* application around. You can use a spreadsheet program 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 background and conditional formatting. To further embellish any worksheet, you can add clip art, pictures, predefined shapes (such as arrows and text balloons), WordArt, and SmartArt.

### Microsoft Office PowerPoint 2010

PowerPoint is Office's "best in class" program 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 generate a Web-based presentation.

## Microsoft Office Outlook 2010

Outlook's primary function is that of an *email 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 2010 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 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 lots of 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. A screen shot illustrates every significant step. 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 tips that offer helpful information about many of the procedures.

## About the Author

Since modern man shoved aside the typewriter in favor of a 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-two years of computer-industry writing is a *long* time, though!) My first computer book was published in 1984, and I've written 50+ 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 computer periodical/book Editor-In-Chief, 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 makes a nifty wall hanging.

*This page intentionally left blank*

# GETTING STARTED WITH WORD 2010

---

# 4

Microsoft Office 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

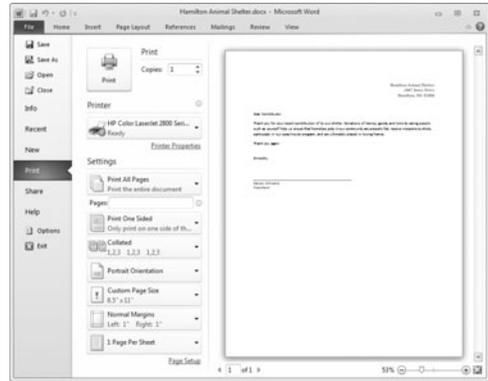
- Every Word document—whether new or opened from disk—opens in its own window. Clicking a document's close box (X) closes only that document. To close *all* documents and quit Word, you must individually close every open document or click the File tab and click Exit in the Backstage.

# The Word Interface

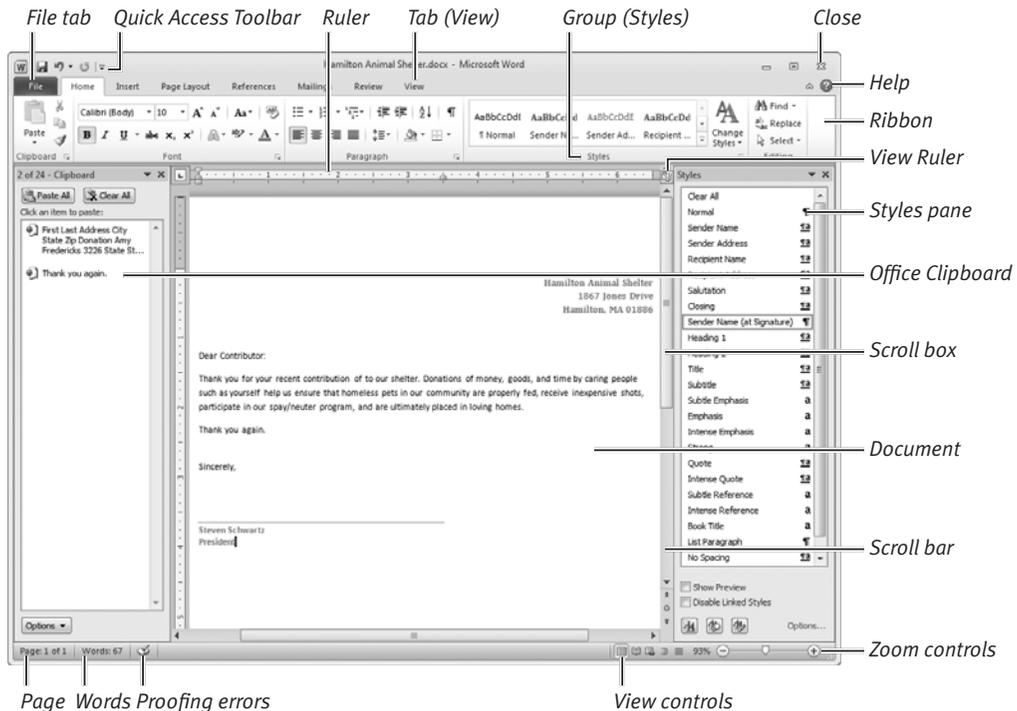
**Figure 4.1** (below) shows the interface elements you'll use when creating and editing Word documents. Many, such as the Ribbon, File tab, and Quick Access Toolbar, can also be found in Excel, PowerPoint, and Outlook.

**File tab.** Click this tab to perform file-related activities in Office Backstage (**Figure 4.2**), such as creating, opening, saving, and printing. Click Options to set Word preferences. To open a document on which you've recently worked, click its name in the Recent list. The Exit command can also be found here.

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



**Figure 4.2** When printing the current document in the Backstage, Page Setup options and a print preview are automatically displayed.



**Figure 4.1** Elements of the Word 2010 interface.



**Figure 4.3** Click text links in Word Help to view help topics. Click the close box (X) or exit Word to dismiss Word Help.

**Help.** Click this icon or press **(F1)** to open the Word Help window (**Figure 4.3**).

**Ribbon.** The Ribbon is Office's replacement for the program menus found in Word 2003 and prior 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 its name and then click the command's icon or control.

**Rulers.** Click the View Ruler icon 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 currently selected paragraph(s). The vertical ruler is visible only on the document page that contains the text insertion mark.

**Styles pane.** To make it easier to apply a Word character or paragraph style to selected text, you can display the Styles pane by clicking the launcher icon at the bottom of the Styles group on the Home tab. Click a style name to apply it to currently selected text.

**Office Clipboard.** The Office Clipboard is shared among Office applications and allows you to copy and paste multiple items within a document, between documents, and even between applications. To show the Office Clipboard pane, click the launcher icon at the bottom of the Clipboard group on the Home tab. Click the pane's close box (X) to dismiss the pane.

**Document.** Most of Word's window is reserved for the current word-processing document. You can close the Office Clipboard and other panes to increase the display area for the document.

**Scroll bar and scroll box.** You can click in the scroll bar or drag the scroll box to navigate through a document's pages.

**Page indicator.** This indicator displays the current page number, as well as the total number of pages in the document. Click the indicator to open the Find and Replace dialog box to the Go To tab (**Figure 4.4**).

**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 (**Figure 4.5**).

**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 move from one suspected error to the next.

**View controls.** Click an icon to switch views (**Figure 4.6**). You can also switch views by clicking the View tab and then clicking an icon in the Document Views group. The purpose of each view is explained in the next section.

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

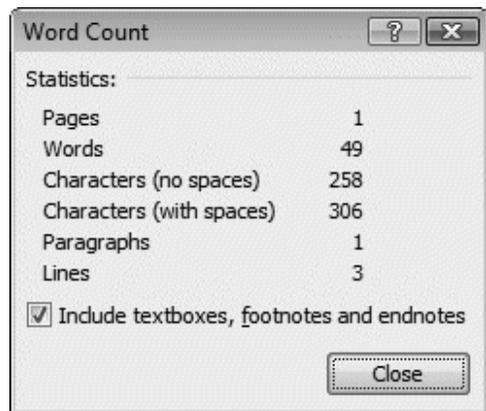
**Close.** Click the close box (X) to close an open document or to quit Word. (When the current document is the only one that's open, clicking the close box quits Word.) You can also close the active document by clicking Close in the Backstage (see Figure 4.2).

### ✓ Tip

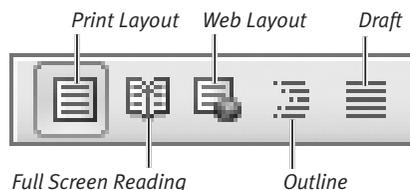
- Any Word pane, such as Styles or the Navigation Pane, can be displayed as a docked pane or a floating palette. To make a docked pane float, drag it by its title bar to a new location. To dock a floating pane, slowly drag it off either side of the document window until it snaps into place.



**Figure 4.4** On the Go To tab, you can go to a specific page by entering a page number and clicking Go To.



**Figure 4.5** For detailed word count information, open the Word Count dialog box.

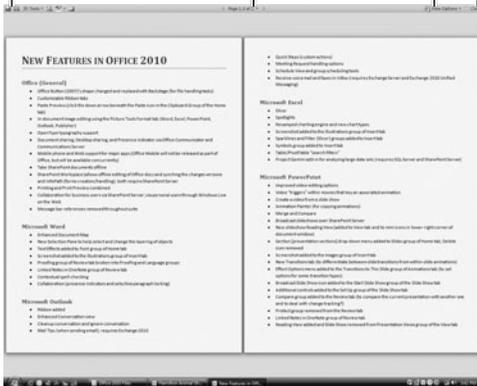


**Figure 4.6** You can quickly change views by clicking an icon at the bottom of the document window.

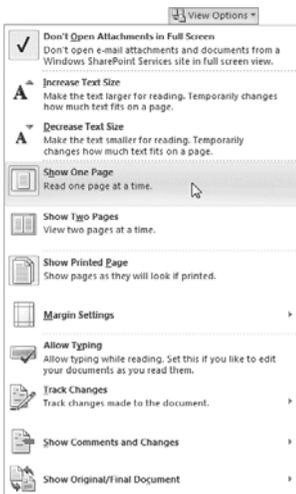


**Figure 4.7** The Document Views group contains the same five view icons as the ones in the status bar.

Misc. controls | Page control | View Options | Exit



**Figure 4.8** Full Screen Reading view is especially useful for proofing documents, as well as reading ones you download or receive as email attachments.



**Figure 4.9** View Options menu.

## Working in Different Views

Depending on what you currently want to do with a document, you can work in any of Word's *views*: Print Layout, Full Screen Reading, 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 Figures 4.1 and 4.6) or click an icon in the Document Views group on the View tab (**Figure 4.7**).

### Print Layout view

Standard documents, such as letters, memos, 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, and footers correspond to the printed output. Pages are shown as equivalent pieces of paper with physical breaks between pages.

### Full Screen Reading view

If want to read or review a document, Full Screen Reading view (**Figure 4.8**) can help simplify the task.

#### To control Full Screen Reading view:

1. *Do any of the following:*
  - ▲ To show single pages or pairs of facing pages, choose Show One Page or Show Two Pages from the View Options menu (**Figure 4.9**).
  - ▲ To preview the pages as they'll print, choose Show Printed Page from the View Options menu.
  - ▲ To change the text magnification, choose Increase Text Size or Decrease Text Size from the View Options menu.
  - ▲ To enable or disable editing, choose Allow Typing from the View Options menu.

*continues on next page*

- ▲ To change pages, click an arrow button at the bottom of any page; click the left or right arrow icon in the Page controls; or press an arrow key, **Page Down**, or **Page Up**.
  - ▲ To go directly to a page, click the Page control and choose a command from its menu, such as Go to First Page, Go to Last Page, or Go To (**Figure 4.10**).
  - ▲ If you're reviewing a document, you can choose Track Changes commands from the bottom of the View Options menu (see Figure 4.9).
  - ▲ Choose other commands from the icons in the upper-left corner of the screen (**Figure 4.11**).
2. To exit Full Screen Reading view, click the close box (X) in the upper-right corner of the screen or press **Esc**.

## Web Layout view

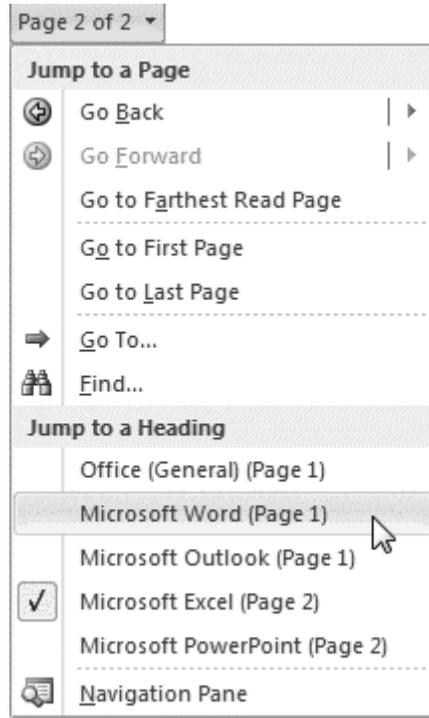
Use Web Layout view to create, view, and edit pages as they'll appear online when opened in a browser. By choosing Save As in the Backstage, you can save pages in several Web-compatible formats.

## Outline view

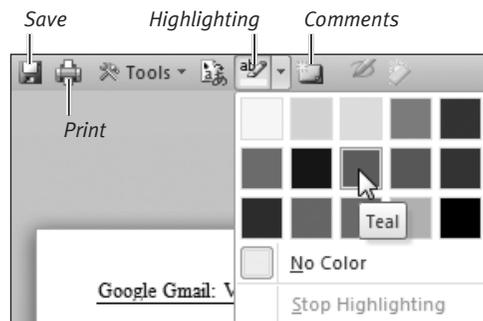
Use Outline view to create, view, and edit outlines. (The initial table of contents for this book was created in Outline view.) For information about working in Outline view, see Chapter 6.

## Draft view

Work in Draft view when speed is of primary importance. In Print Layout view, physical pages and breaks are drawn. Draft view displays a document as a continuous text scroll; page breaks are denoted by dashed lines. Because repagination occurs almost instantly as you compose, this is an ideal view if you have an older, slower computer.



**Figure 4.10** Navigation commands can be chosen from the Page control drop-down menu.



**Figure 4.11** Click an icon to highlight selected text, add a comment, save changes, or print.



**Figure 4.13** You can make any open document active by choosing its name from the Switch Windows menu.



**Figure 4.14** Arrange All enables you to see and work with multiple open documents.

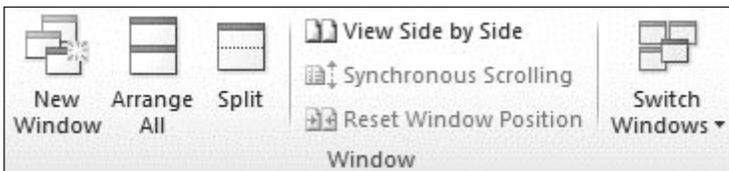
## Managing Windows

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 window-management commands in the Window group of the View tab (**Figure 4.12**, below).

### To manage open document windows:

- ◆ *Do any of the following:*
  - ▲ To create another instance of the current document, click the New Window icon. 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 Switch Windows menu (**Figure 4.13**). Because every open Word document is represented by a taskbar button, you can also switch documents by clicking the appropriate taskbar button.
  - ▲ To view all open documents at the same time, click Arrange All. The documents are displayed in a stack (**Figure 4.14**) or side by side. To work in one of the windows, click in the document to make it active.

*continues on next page*

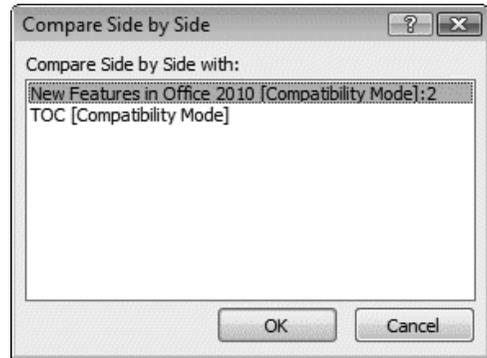


**Figure 4.12** The Window group (View tab).

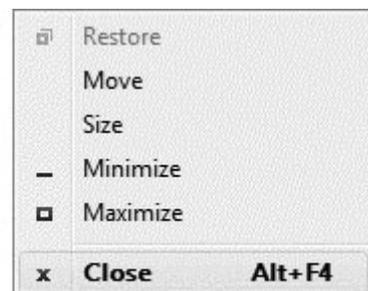
- ▲ To work with a pair of open documents, click View Side by Side. If more than two documents are open, the Compare Side by Side dialog box appears (**Figure 4.15**). Select the second document and click OK.
- ▲ When working in View Side by Side mode, you can make the two documents scroll together by clicking the Synchronous Scrolling icon. 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.
- ▲ To close a Word document (regardless of whether it's the active document), you can right-click its taskbar button or right-click any blank spot in its title bar and choose Close from the context menu that appears (**Figure 4.16**).

### ✓ Tip

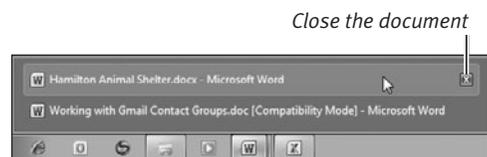
- If you're running Windows 7, taskbar buttons are different from earlier versions of the operating system (OS). If you have multiple Word documents open, they are grouped together within a single Word taskbar button. To close one of the open documents, rest the cursor over the Word taskbar button, move up to highlight the document you want to close, and click its close box (X) (**Figure 4.17**). As in earlier versions of the OS, you can still right-click the document name and choose Close from the pop-up menu that appears.



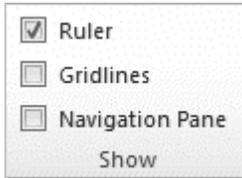
**Figure 4.15** After clicking the View Side by Side icon in the first document window, you'll be asked to select the comparison document (if more than two documents are open).



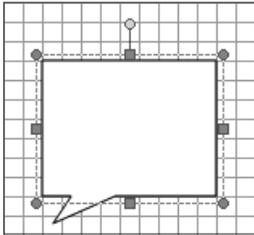
**Figure 4.16** You can close any document or application in the taskbar by right-clicking its button and choosing Close from the pop-up menu.



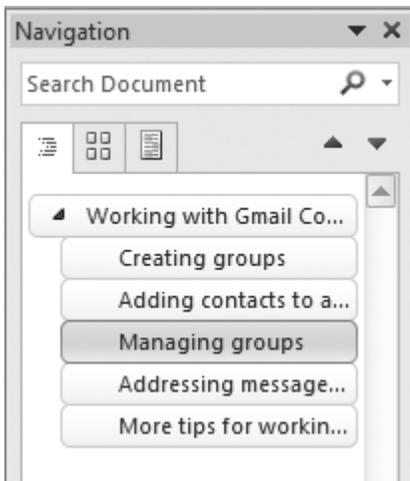
**Figure 4.17** In Windows 7, documents of the same type are grouped within an application taskbar button.



**Figure 4.18** Click check boxes in the Show group to enable or disable display options.



**Figure 4.19** Gridlines can make it easier to place objects.



**Figure 4.20** Use the Navigation Pane to quickly move to a desired spot in a document.

## Setting Display Options

In addition to using the zoom controls to change the magnification (see “Setting the Magnification” in Chapter 2), you can show or hide the following elements in the document window by clicking check boxes in the Show group on the View tab (**Figure 4.18**):

- ◆ **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 (**Figure 4.19**). Placed objects automatically snap to the nearest grid intersection.
- ◆ **Navigation Pane.** In Word 2010, the Navigation Pane (**Figure 4.20**) replaces the Document Map. Use the Navigation Pane 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:

- ◆ *Do either of the following:*
  - ▲ On the View tab in the Show group, click the Ruler check box.
  - ▲ Click the View Ruler icon at the top of the vertical scroll bar (see Figure 4.1).

### To show/hide gridlines:

- ◆ On the View tab in the Show group, click the Gridlines check box.

### To show/hide the Navigation Pane:

- ◆ On the View tab in the Show group, click the Navigation Pane check box. To switch among viewing document headings, page thumbnails, and search results, click a tab at the top of the Navigation Pane. To close the pane, click its close box (X) or remove its check mark from the Show group (**Figure 4.18**).

## 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.

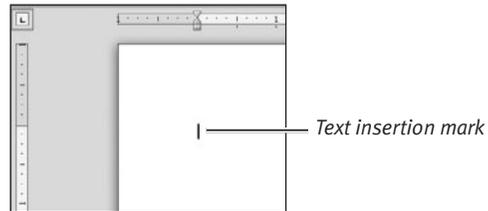
### To enter text:

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 (Figure 4.21).
  - ▲ **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.
 

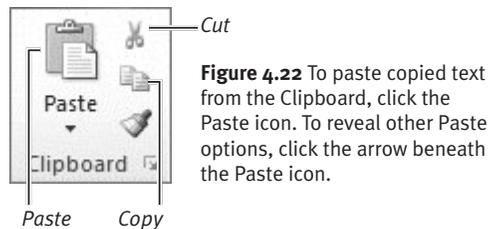
Entered text appears at the text insertion mark. In a new document, the text is formatted with the default font and the paragraphs are left-aligned.
4. As you type, text automatically wraps as needed to fit within the current paragraph's margins. When you want to begin a new paragraph, press **Enter**.

### ✓ Tips

- For information on changing character or paragraph formatting (such as applying a different font or centering title text), see Chapter 5.
- You can add text copied from other documents to a Word document by clicking the Paste icon in the Clipboard group of the Home tab (Figure 4.22) or by pressing **Ctrl** **V**.



**Figure 4.21** In a new or opened document, the text insertion mark is set at the beginning of the document.

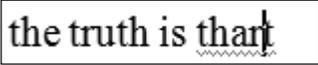


**Figure 4.22** To paste copied text from the Clipboard, click the Paste icon. To reveal other Paste options, click the arrow beneath the Paste icon.

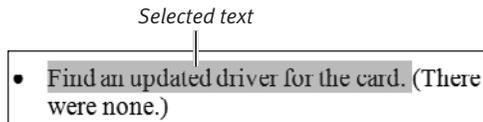
## Using Click-and-Type

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.

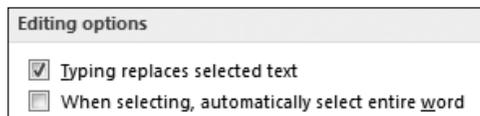
Instead of typing from the text insertion mark at the top of a new document or the bottom of an opened document, you can double-click any blank spot below either of these points. Word sets the text insertion mark at the double-clicked spot and automatically adds sufficient paragraph returns to fill in the gap above.



**Figure 4.23** Set the text insertion mark to the right or left of the text you want to delete.



**Figure 4.24** Selected text is highlighted like this.



**Figure 4.25** To simplify text selection, remove the check mark from the second check box in the Editing options section.

## Selecting Partial Words

If you find that you're frequently (and automatically) selecting entire words when trying to select partial words, the reason is that a Word Options setting is getting in your way.

To change this setting, click the File tab. In the Backstage, click Options. In the Word Options dialog box, select the Advanced category and remove the check mark from When selecting, automatically select entire word (**Figure 4.25**, above). Click OK to save the new setting.

## Basic Text Editing

You can use any of the following techniques to correct errors in a document and make other desired changes, such as adding text. The techniques vary, depending on whether you are 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 (**Figure 4.23**).

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 text (**Figure 4.24**) 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.

2. *Do one of the following:*

- ▲ To *delete* the selected text, press **Del**, **Backspace**, or **Delete**.

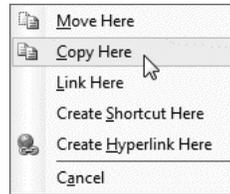
- ▲ To *replace* the selected text, type the replacement text. When you begin typing, the selected text is deleted.

## To insert new text:

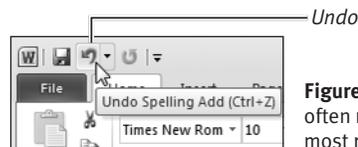
1. Position the text insertion mark where you want to add the new text.  
You can insert new text anywhere in a document.
2. Do either of the following:
  - ▲ Type the new text.
  - ▲ Paste the new text by clicking the Paste icon in the Clipboard group of the Home tab or by pressing **Ctrl**+**V**.

### ✓ Tips

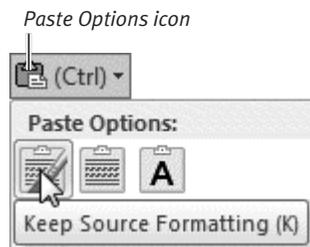
- You can also delete text by *cutting* it. Unlike a normal deletion, cut text is stored in the Clipboard (and the Office Clipboard), where it's available for pasting. To cut selected text, click the Cut icon in the Clipboard group of the Home tab (see Figure 4.22) or press **Ctrl**+**X**.
- You can 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.
- 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 (**Figure 4.26**), choose Copy Here.
- To undo the most recent edit, immediately click the Undo icon in the Quick Access Toolbar (**Figure 4.27**) or press **Ctrl**+**Z**. (Note that you can undo multiple actions by clicking the Undo icon's down arrow.)



**Figure 4.26** When right-dragging text, you can elect to perform a copy rather than a move.



**Figure 4.27** You can often reverse your most recent action.



**Figure 4.28** Choose a formatting method from the Paste Options drop-down menu.

## 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 (**Figure 4.28**, above). Click the icon to choose a formatting option.

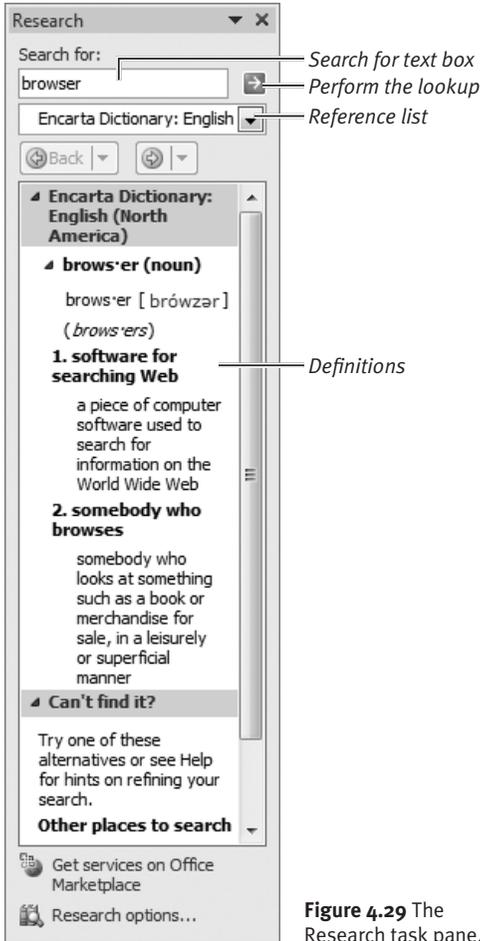


Figure 4.29 The Research task pane.

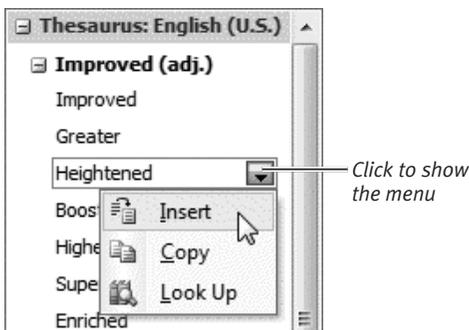


Figure 4.30 To use a synonym in the current document, click its down arrow and choose an option.

## Using the Proofing Tools

Word includes a dictionary, thesaurus, and spelling/grammar checker 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.

### To look up a word's definition:

- ◆ Do either of the following:
  - ▲ If the word is in the current document, select it, right-click it, and choose Look Up > Encarta Dictionary from the context menu that appears.
  - ▲ Switch to the Review tab, and click the Research icon in the Proofing group. In the Research pane (Figure 4.29), type or paste the word into the Search for box, select Encarta Dictionary from the drop-down list, and click the green arrow button.

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 it, right-click it, and open the Synonyms submenu in the context menu that appears. To replace the word, choose a synonym from the list.
  - ▲ Switch to the Review tab, and click the Thesaurus icon in the Proofing group. In the Research pane (Figure 4.29), type or paste the word into the Search for box and then click the green arrow button. (If the word is preselected in the document, it will automatically appear in the Search for box.)

To use a listed synonym in your document, click the down arrow beside the word, and choose Insert or Copy (Figure 4.30).

## To check spelling/grammar as you type:

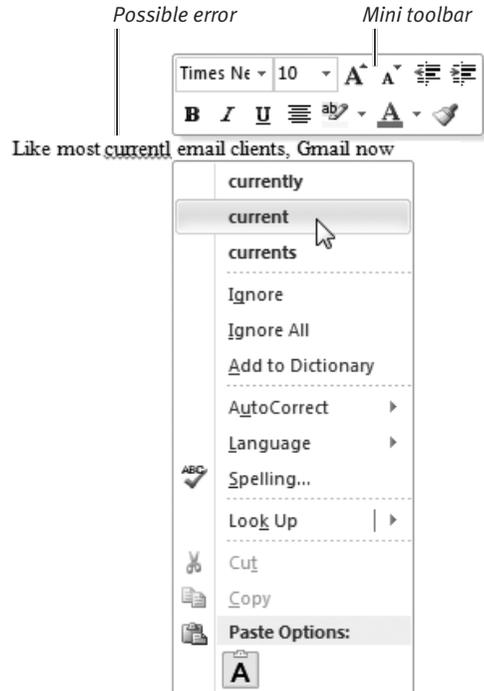
1. When the Check spelling as you type preference is enabled (see the Tip at the end of this section), each suspected spelling or grammatical error is marked with a wavy, colored underline.

2. **Spelling.** To correct or dismiss a marked spelling error, right-click the underlined text and choose one of these options from the context menu (**Figure 4.31**):

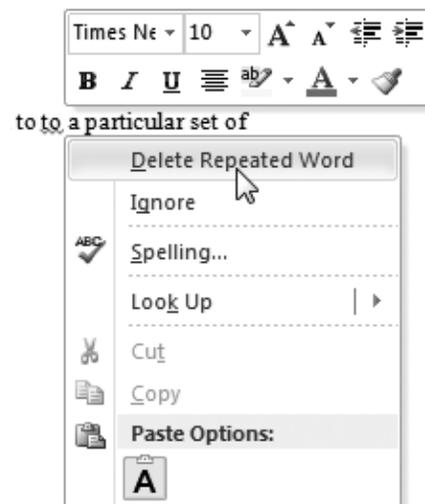
- ▲ To accept a suggested correction (if any are listed), choose a replacement spelling from the words listed at the top of the context menu.
- ▲ Choose Ignore to skip this instance of the word, leaving it unchanged.
- ▲ Choose Ignore All to ignore all instances of the flagged spelling in the document.
- ▲ If the spelling is correct, choose Add to Dictionary to ensure that the word is never flagged again—in this or any other document.

3. **Grammar.** To correct or dismiss a marked grammar error, right-click the underlined text. Choose one of the following options from the context menu (**Figure 4.32**):

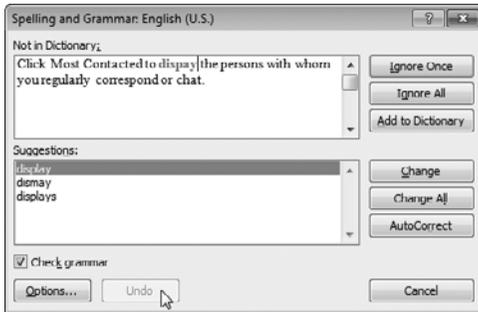
- ▲ Choose the suggested fix to let Word make the correction.
- ▲ Choose Ignore if you believe the grammar is correct or if you want to manually make the correction.



**Figure 4.31** Right-click a marked spelling error and choose an option from the context menu.



**Figure 4.32** Grammatical errors can be handled by accepting a proposed correction or by choosing Ignore.



**Figure 4.33** Suspected spelling errors (top) are marked in red and grammatical errors (bottom) are shown in green. Both are displayed in context in the top section of the dialog box.

## Correcting Letter Case Errors

Has this happened to you? You accidentally press **[Caps Lock]** instead of **[Shift]** and now your newly typed text reads SUSAN JONES. Or while entering mailing addresses, your assistant decides not to bother with capitalization. You can fix many such errors by choosing a correction from the Change Case icon's menu in the Font group on the Home tab.

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

1. *Optional:* To restrict the check to a specific portion of the document, select the text to be checked.
2. *Do one of the following:*
  - ▲ On the Review tab, click the Spelling & Grammar icon in the Proofing group.
  - ▲ Press **[F7]**.

If suspected errors are identified, the Spelling and Grammar dialog box appears (**Figure 4.33**).

3. **Spelling.** To handle a suspected spelling error, *do one of the following:*
  - ▲ To accept a suggested correction (if any are listed), 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.
  - ▲ Edit the misspelled word in the Not in Dictionary box and click Change.
  - ▲ To accept the flagged word as spelled correctly, click Ignore Once to ignore this instance of the word or click 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 to Dictionary.
  - ▲ If the flagged word is one that you routinely misspell this way, select the correct spelling in the Suggestions list and click AutoCorrect. The misspelling is added to the AutoCorrect list and will automatically be corrected as you type in future writing sessions.

*continues on next page*

- 4. Grammar.** To handle a suspected grammatical error, *do one of the following*:
- ▲ Click the button labeled with the correction, such as Delete or Change, if one is presented.
  - ▲ If you believe the grammar is correct or you intend to rewrite the text, click Ignore Once to ignore the flagged error.
  - ▲ Rewrite the text in the top half of the dialog box and click Change.

### ✓ Tips

- To set spelling/grammar checking preferences, click the File tab and then click Options. In the Word Options dialog box, select the Proofing category (**Figure 4.34**), make any desired changes, and click OK.
- You can go directly to the Proofing section of the Word Options dialog box by clicking the Options button in the Spelling and Grammar dialog box.
- Word 2010 can consider the context of words when performing spelling/grammar checks (**Figure 4.35**), allowing it to flag words that are spelled properly but are incorrect (distinguishing among *to*, *too*, and *two*, for example).
- 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 (**Figure 4.34**).
- The AutoCorrect feature automatically corrects common typos and misspellings as you type. To view or edit the current AutoCorrect word list (**Figure 4.36**), click the AutoCorrect Options button in the Proofing section of the Word Options dialog box (**Figure 4.34**).



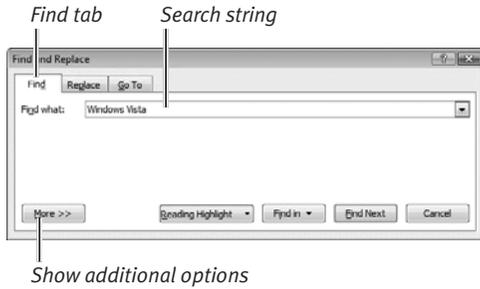
**Figure 4.34** Set preferences for the proofing tools in the Proofing section of the Word Options dialog box.

### Are their to many words in this sentence?

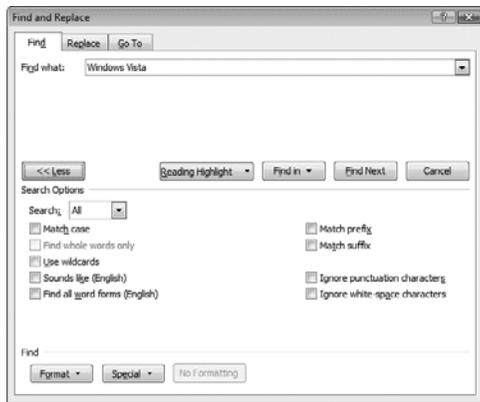
**Figure 4.35** Although *their* and *to* are proper words, Word can flag them as incorrect if you've enabled Use contextual spelling in the Proofing section of the Word Options dialog box.



**Figure 4.36** Add words that you commonly misspell to the AutoCorrect list.



**Figure 4.37** To perform a simple search, enter a search string in the Find what box and click Find Next.



**Figure 4.38** You can expand the dialog box to set additional Find options.

## 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 text searches are best performed in the Navigation Pane, described at the end of this chapter.

### To perform a Find:

1. On the Home tab, click the Replace icon in the Editing group (**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 (**Figure 4.37**).
4. *Optional:* To set additional options and criteria, click the More >> button. The dialog box expands (**Figure 4.38**):
  - ▲ 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 menu.

*continues on next page*

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 (**Figure 4.39**).

6. *Do either of the following*:

- ▲ To search for the next match, click Find Next. Repeat as necessary.
- ▲ When you're finished, click Cancel or click the close box (X).

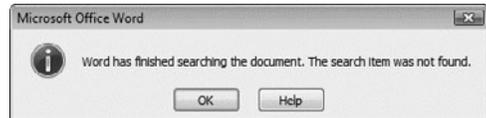
**To perform a Find/Replace:**1. On the Home tab, click the Replace icon in the Editing group (**Ctrl**(H)).

The Find and Replace dialog box appears, open to the Replace tab.

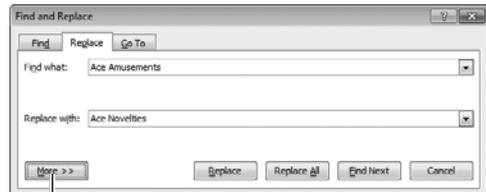
2. Enter a search string in the Find what box and a replacement string in the Replace with box (**Figure 4.40**).3. *Optional*: To set additional options and criteria, click the More >> button. The dialog box expands (**Figure 4.41**).4. *Do either of the following*:

- ▲ 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. Continue as necessary.

## 5. When you're finished, click Cancel or click the close box (X).

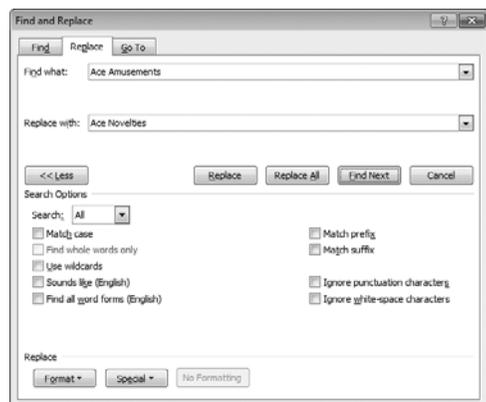


**Figure 4.39** If the search string isn't found, this dialog box appears. A similar dialog box is presented after all matches have been found and viewed.

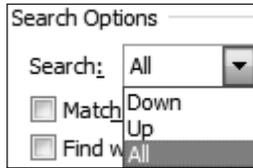


Show additional options

**Figure 4.40** Enter Find what and Replace with strings.



**Figure 4.41** You can expand the dialog box to enter more specific criteria.



**Figure 4.42** You can control the search direction and scope.

### ✓ Tips

- 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.
- The initial direction and scope of a search are determined by the text insertion mark and your choice in the Search drop-down menu (**Figure 4.42**) in the bottom half of the Find and Replace dialog box. A search starts from the text insertion mark and proceeds in the direction specified in the Search drop-down menu as follows:
  - ▲ 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.
- When you replace text without checking Match case (see Figure 4.41), 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 (see Figure 4.41) when performing a Replace. For example, when attempting to replace every instance of John with Mi ke, checking Find whole words only will prevent Johnson from being changed to Mi keson.

## Entering Symbols and Special Characters

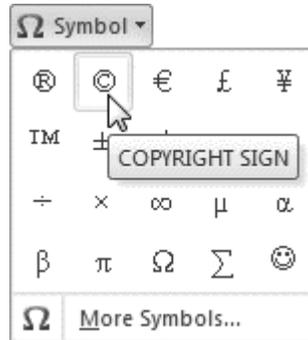
Some characters—especially symbols, such as copyright (©)—can be extremely difficult to type. Using the Symbol drop-down gallery or the Symbol dialog box, you can easily insert a symbol or other character from any font that's installed on your computer.

### To insert a symbol or other character:

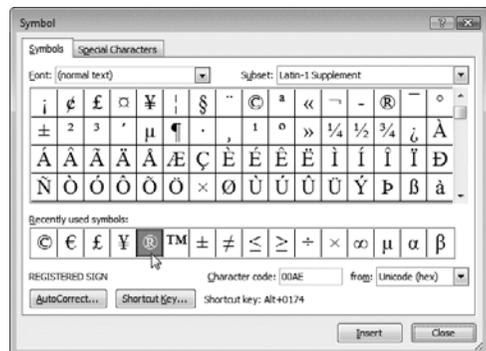
1. Set the text insertion mark at the spot in your text where you want to insert the symbol or other character.
2. In the Symbols group on the Insert tab, click the Symbol icon.
3. *Do either of the following:*
  - ▲ Choose the character from the Symbol drop-down gallery (Figure 4.43). The character is inserted into the text.
  - ▲ Choose More Symbols to open the Symbol dialog box (Figure 4.44). To insert a character, double-click it or select it and click Insert. Click the Close button or the close box (X) to dismiss the dialog box.

### ✓ Tips

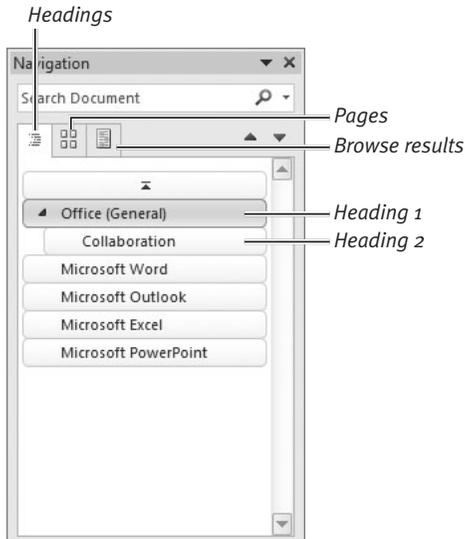
- When inserting a character, Word uses the font at the text insertion mark. To use a different font (Webdings, for example, contains unusual characters not found in other fonts), choose it from the Font drop-down menu in the Symbol dialog box.
- To use a special character throughout a document, insert it once, select the character, copy it (Ctrl+C), and then paste the character (Ctrl+V) wherever it's needed.



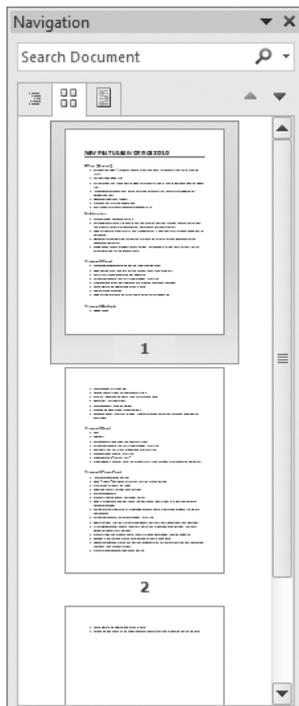
**Figure 4.43** Common symbols can be selected from this gallery.



**Figure 4.44** To insert a symbol that isn't in the Symbol gallery or one from a different font, use the Symbol dialog box.



**Figure 4.45** You can jump directly to important headings.



**Figure 4.46** You can also display pages as graphic thumbnails.

## Using the Navigation Pane

As mentioned, the Office 2010 Navigation Pane replaces the Document Map from earlier versions of Word. In addition to quickly jumping to important document sections by clicking a thumbnail or text heading, you can do the following:

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

### To open/close the Navigation Pane:

- ◆ To open the Navigation Pane, switch to the View tab and click the Navigation Pane check box in the Show group (see Figure 4.18), click the Find icon in the Editing group on the Home tab, or press **Ctrl**+**F**.
- ◆ To close the pane, click its close box (X) or remove the check mark from the Navigation Pane check box in the Show group.

### To go to a particular page or heading:

- ◆ To go to a heading, click the Headings tab in the Navigation Pane. In the list that appears (**Figure 4.45**), click the desired heading.  
Only paragraphs to which you've applied a *Heading* style (such as Heading 1, Heading 2, and so on) are listed in the pane. To learn about Word styles, see Chapter 5.
- ◆ To go to a page, click the Pages tab in the Navigation Pane. Click the thumbnail of the desired page (**Figure 4.46**).

## To perform a text search:

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

The Find Options dialog box appears (**Figure 4.47**). Set options and click OK.

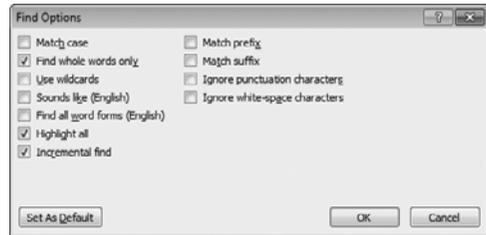
2. Type search text in the box at the top of the Navigation Pane. Word searches as you type. Matches are highlighted in the document. The contents of the Navigation Pane depend on the tab that's selected:

- ▲ **Headings.** Any heading that contains a match is highlighted in yellow.
- ▲ **Pages.** Any page that contains a match is displayed; all others are hidden.
- ▲ **Browse results.** Matches are shown in context in the Navigation Pane (**Figure 4.48**).

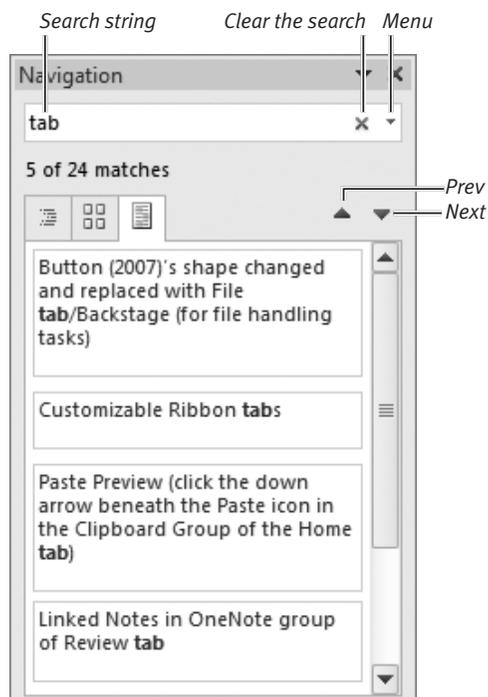
3. To go to a match, *do any of the following*:
  - ▲ In the Navigation Pane, click a heading, thumbnail, or text result.
  - ▲ Click the up (Previous) or down (Next) icons in the Navigation Pane.
  - ▲ Press **[Enter]** to go to the next match.

### ✓ Tips

- Choose the Find, Replace, or Go To command from the upper section of the drop-down menu to open the normal Find and Replace dialog box (see Figure 4.40).
- To find non-text items in the current document, choose a command from the lower half of the drop-down menu: Graphics, Tables, Equations, Footnotes/Endnotes, or Comments. To navigate among the found items, click the Previous and Next icons (Figure 4.48).
- To end a search, click the close box (X) to the right of the search box or press **[Esc]**.



**Figure 4.47** You can set the same search options that appear in the Find and Replace dialog box (see Figure 4.41).



**Figure 4.48** Matches are shown in a list.



# INDEX

---

¶ (paragraph mark), 114  
3-D charts, 232  
3-D reference style, 202–203

## A

A1 reference style, 202  
absolute references, 206  
access privileges, 401, 408  
Account Settings dialog box, 295  
action buttons, 272  
Action Settings dialog box, 272  
active cell, 157  
active document, 83  
active sheet, 157, 158  
Add New Account dialog box, 292, 293, 294  
Address Book. *See also* contact records  
    creating contact groups in, 322–323  
    purpose of, 289  
    searching for contacts in, 319  
Adobe Acrobat, 144  
Adobe Reader, 144, 277  
aligning  
    numbers, 117  
    paragraphs, 115  
alignment icons, 115  
Alignment Tab dialog box, 112  
anchors, 161  
Animation gallery, 264, 265  
Animation Painter tool, 7  
animations, 241, 246  
Appointment Recurrence dialog box, 384

appointments  
    creating recurring, 384  
    defined, 382  
    deleting, 386  
    modifying, 386  
    recording, 383  
    responding to reminders for, 385  
    scheduling, 381  
    searching for, 387–388  
    *vs.* tasks, 391  
archiving  
    files, 401, 402  
    messages, 306, 363  
arguments, 207  
arithmetic operators, 204  
Arrange All command, 18, 83  
Arrange By options, 351, 352, 353  
artistic effects, 67  
artwork, 54, 57, 59, 104  
aspect ratio, 70  
attachments  
    adding to email messages, 336  
    finding messages with, 356  
    including within calendar items, 390  
    opening, 355  
    previewing, 354  
    saving, 355–356  
    sending Word documents as, 145  
AutoComplete feature, 162, 328  
AutoCorrect feature, 92  
Auto Fill Options menu, 171  
AutoFit options, 45, 188  
automatic page breaks, 105

AutoRecover options, 13, 29, 30–32  
AutoSum formula, 209  
axis titles, 227

## B

background, chart, 226  
background color, 102, 196, 345  
background images, 200  
Background Removal tools, 71  
Backstage  
    in Excel, 156  
    opening/closing, 11  
    in Outlook, 291  
    in PowerPoint, 242  
    purpose of, 4  
backups, 397, 399  
Banded Columns/Rows option, 215  
Bcc icon, 328  
Blank Page icon, 108  
blank pages, 107, 108  
blind carbon copies, 328  
Blocked Senders list, 375  
blogs, 150–151  
blog service providers, 150  
bookmarks, 269  
borders  
    for documents, 104  
    for movies, 267  
    for photos, 68  
    for table cells, 47, 190, 196–197  
Borders and Shading dialog box, 47, 104  
breaks, 105–106  
brightness setting, 65

- Broadcast Slide Show dialog box, 283
- browsers. *See* Web browsers
- bulleted lists, 118–121
- Bullet gallery, 119
- business cards, 320–321, 337
- Business suite, x
- ## C
- Cached Exchange Mode, 288, 349
- calculated columns, 216
- calculations, in tables, 49, 216
- Calendar button, 382
- Calendar pane, 381, 382
- calendars, 381–390
  - changing color scheme for, 386
  - comparing, 390
  - creating recurring events in, 384
  - deleting items in, 386
  - emailing, 389–390
  - going to specific date in, 389
  - modifying items in, 386
  - recording items in, 383
  - searching, 387–388
  - setting preferences for, 305
  - sharing, 390
  - using multiple, 388
- capitalization, 91, 95
- Caps Lock, 91
- captions, 53
- carbon copies, 328
- Cascade icon, 18
- case errors, 91
- categories
  - contact record, 311
  - message, 369–371
  - task, 394
- Cc box, 328
- CD, packaging presentations for, 278–279
- cell addresses, 202
- cell phones, viewing/editing
  - documents on, 6
- cell references, 202–203, 206
- cells. *See also* tables
  - adding borders to, 197
  - applying shading to, 47
  - changing border properties for, 47
  - copying, 166
  - deleting, 167
  - duplicating, 170
  - editing contents of, 164
  - editing data in, 164
  - entering data in, 162–163
  - entering formulas in, 49
  - filling with color, 196
  - fitting text within, 192
  - formatting data in, 48, 163, 190
  - inserting, 166
  - merging/splitting, 46
  - moving, 165
  - naming, 182–183
  - selecting, 160–161
- Cell Styles gallery, 191
- Center alignment, 115
- Change Case icon, 91
- Change Chart Type dialog box, 225
- Change Pictures icon, 73
- Change Styles icon, 127
- change tracking, 146–147
- Change View icon, 351
- character formatting
  - applying as you type, 124
  - applying to cell data, 48, 191
  - applying to lists, 118
  - duplicating, 126
  - in Excel, 191
  - keyboard shortcuts for, 126, 333
  - in Outlook, 333, 335
  - removing, 125, 335
  - in Word, 99, 124–126
- chart elements, 224
- Chart icon, 51
- chart layouts, 230
- Chart Layouts group, 230
- chart placeholders, 253
- charts, 223–237
  - adding/formatting text for, 227–228
  - adding trendlines to, 234
  - changing background for, 226
  - changing type/style for, 225, 230
  - copying, 51
  - creating, 51, 225
  - customizing, 223
  - designing, 224
  - displaying data set for, 231
  - as floating objects, 223, 225
  - inserting objects in, 223
  - labeling data in, 227
  - modifying axes in, 235
  - modifying data in, 237
  - sparklines, 236
  - specifying new layout for, 230
  - switching rows/columns in, 229
  - ways of using, 223
  - working with gridlines in, 232
  - working with legends in, 233
- chart styles, 230
- Chart Styles gallery, 230
- Chart Title menu, 227
- Check Compatibility command, 34
- circular references, 211
- Clean Up Conversation dialog box, 365
- Clear Formats command, 198
- clickable links, in email messages, 338
- click-and-type feature, 86
- clip art, 54, 252
- Clipboard
  - Office, 21–22, 23
  - Windows, 21, 23
- close box, 14, 80, 157, 243
- Close command, 14
- cloud computing, 397
- color
  - background, 102, 196
  - transparency, 66
- Color Categories dialog box, 369
- color fills, 215
- color gradients, 102, 215
- color saturation, 66
- color scales, 194
- color tone, 66
- columns. *See also* tables
  - adding/deleting, 46, 168, 169, 220–221
  - calculated, 216
  - formatting, 215
  - inserting breaks in, 106
  - selecting, 47, 221
  - setting width of, 188, 189
  - sorting, 180–181, 218
  - switching with rows, 229
  - in Word documents, 100
- Column Width dialog box, 188
- Combine command, 149
- Combine Documents dialog box, 149
- comma-delimited text files, 175
- command menus, 16
- comma-separated text files, 175
- comma-separated value files, 176
- Compare Documents dialog box, 148
- Compare Side by Side dialog box, 84
- comparison operators, 204
- Compatibility Checker, 29, 34, 148
- Compatibility Pack, Microsoft Office, 144
- compression algorithms, 402
- Compress Picture command, 72
- concatenation operator, 204
- conditional formatting, 190, 194–195, 197
- Confirm Password dialog box, 184

- constants, 170, 202, 204  
 contact groups, 322–323  
 contact records, 309–323. *See also*  
   Address Book  
   adding email addresses to, 314  
   adding photos to, 314  
   adding to contact group,  
     322–323  
   categorizing, 311  
   creating, 311–314  
   creating business cards from,  
     320–321  
   deleting, 314  
   editing, 314  
   for Hotmail/Windows Live  
     accounts, 312  
   importing/exporting, 313–314  
   information stored in, 309  
   saving, 311  
   searching for, 318–319  
   viewing, 312, 315–317  
 Contacts button, 310  
 Contacts window, 309, 310  
 contextual tabs, 17  
 contrast setting, 65  
 conversations  
   components of, 352  
   ignoring, 365  
   managing, 365  
   viewing, 8, 352  
 Conversation view, 8  
 Convert icon, 34  
 Convert Text to Table command,  
   43  
 Convert to Range icon, 214  
 copy-and-paste  
   in Excel, 166, 199  
   in Office 2010, 23  
   in Word, 86  
 Copy Items dialog box, 366  
 Copy to Folder dialog box, 279  
 cover pages, 107  
 Create button, 11  
 Create New Folder dialog box, 367  
 Create Sparklines dialog box, 236  
 Crop icon, 69  
 cropping photos, 69–70  
 CSV files, 176  
 currency, 193  
 Customize Keyboard dialog box,  
   28  
 customizing  
   Office, 24  
   Quick Access Toolbar, 25  
   Ribbon, 26–27  
   Word keyboard shortcuts, 28  
 Custom Sort command, 181
- cut-and-paste  
   in Excel, 165, 221  
   in Office 2010, 23  
   in Word, 88
- D**
- data  
   adding/deleting, 44, 162–163,  
     237  
   editing, 164, 237  
   filtering, 181, 218, 219  
   finding/replacing, 177–179  
   formatting, 48, 163, 187–200  
   importing/exporting, 172–176,  
     313–314  
   invisible, 33  
   labeling, 227  
   merging with form letter,  
     131–136  
   protecting, 184–186  
   sorting, 180–181, 218  
   summarizing, 234  
 data arrays, 180–181  
 data bars, 194  
 database programs, 176  
 databases, 213  
 Date and Time dialog box, 112  
 Date & Time icon, 257  
 default font, 125  
 definitions, dictionary, 89  
 Deleted Items folder, 364  
 Delete Sheet commands, 221  
 delimiter characters, 176  
 delivery receipts, 344  
 density, 66  
 Depth Gridlines submenu, 232  
 Desktop, opening documents  
   from, 13  
 dial-up connections, 301, 304  
 dictionary, 89  
 Different First Page check box, 113  
 Different Odd & Even Pages check  
   box, 113  
 digital signatures, 36  
 dissolves, 241  
 Distribute Columns icon, 45  
 Distribute Rows icon, 45  
 distribution lists, 322  
 .doc files, 144  
 document formatting, 99, 100  
 Document Inspector, 29, 33, 148  
 document-management tools,  
   29–37  
 Document Map, 85, 97  
 Document Panel, 37  
 document properties, 29, 37
- documents  
   adding cover page to, 107  
   adding headers/footers to,  
     109–113  
   adding pictures to, 53  
   arranging in cascade fashion, 18  
   backing up, 397, 399  
   changing magnification of, 20  
   changing paragraph/line  
     spacing in, 122–123  
   closing, 14, 77, 84  
   combining, 149  
   comparing, 84, 148  
   creating, 11–12, 404  
   creating new instance of, 18, 83  
   displaying open, 18  
   dividing into sections, 106  
   editing, 397  
   emailing, 144, 145  
   encrypting, 36  
   formatting, 99–136  
   inserting blank page in, 107, 108  
   inserting breaks in, 105–106  
   inserting tables in, 42–43  
   marking as final, 35  
   merging two, 131  
   opening, 12–13  
   pasting Office Clipboard items  
     into, 21  
   printing, 15  
   protecting, 35–36  
   publishing as blog entries, 150,  
     151  
   restoring previous versions of, 31  
   saving, 13–14, 29, 30, 406–407  
   setting indents in, 116–117  
   sharing, 29, 143–151, 397, 408  
   splitting into parts, 19  
   tracking changes in, 146–147  
 Document Views group, 81  
 .docx files, 144  
 domain names, 289, 375  
 double-clicking, 11  
 double-spaced text, 122  
 downloading files, 402  
 Download Pictures command, 350  
 Drafts folder, 344  
 Draft view, 82  
 drag-and-drop  
   in Excel, 165, 221  
   in Office 2010, 23  
   in Word, 88  
 drawing canvas, 56  
 Draw Table command, 43  
 Draw Table tool, 47  
 DVD, packaging presentations for,  
   278–279

**E**

EBCs, 320–321

Edit Name dialog box, 183

Edit Quick Step dialog box, 379

Electronic Business Cards,  
320–321

electronic mail, 287. *See also*  
email

email. *See also* Outlook

accounts (*See* email accounts)

addresses (*See* email addresses)

attachments, 301, 336, 354–356

clients, xii, 287

defined, 287

messages (*See* email messages)

sending calendars via, 389–390

sharing Word documents via,  
145

Web-based, xii, 288, 298, 300

email accounts

accessing with Web browser,  
289

adding, 292–294

changing settings for, 295–296

checking malfunctioning, 296

creating, 289

deleting, 296

setting default, 296

setting junk-mail options for,  
374–375

specifying default signature  
for, 343

types of, 288

working with profiles for,  
297–298

email addresses. *See also* Address  
Book

blocking, 375

components of, 289

finding, 310

letter case in, 289

representing spaces in, 289

storing in Address Book, 289

email messages, 325–380

adding signature to, 305, 343

applying theme/stationery to,  
345–346

archiving, 306, 363

avoiding unwanted, 298

backing up, 378

categorizing, 369–371

changing view for, 351

checking for new, 348

checking spelling in, 340–341

copying, 366

creating, 327–331

creating contact records from,  
312

deleting, 362–364

flagging, 361, 372–373

formats for, 332

formatting, 333–335

forwarding, 330–331

inserting items in, 337–339

marking as read/unread, 350,  
360–361

moving, 366

organizing into folders, 367–368

printing, 357–358

reading, 349–350

recalling sent, 331

replying to, 329–330

requesting receipts for, 344

resending, 331

saving as drafts, 344

searching, 291, 353

sending, 325, 330

setting preferences for, 305–306

setting priority for, 344

spell-checking, 305

types of, 326

working with attachments to,  
336, 354–356

E-mail Options dialog box,  
374–375

embedded objects, 223

embedded videos, 269

Enable Editing button, 408

Encarta Dictionary, 89

Encrypt Document dialog box,  
36, 184

encryption, 184

Eraser tool, 47

Eudora, 314

Evaluate Formula dialog box, 211

events

defined, 382

deleting, 386

modifying, 386

recording, 383

responding to reminders for,  
385

searching for, 387–388

setting recurring schedule for,  
384

Excel, 155–237. *See also*

workbooks; worksheets

adding total rows in, 217

browser-based version of, 404

cell references in, 202–203, 206

change-tracking features, 147

changing default font in, 190

changing table's size in, 220–221

creating calculated columns  
in, 216

creating charts in, 51, 225 (*See  
also* charts)

creating formulas in, 204–210,  
216 (*See also* formulas)

creating tables in, 214 (*See also*  
tables)

editing data in, 164

entering data in, 158, 162–163

filling cells in, 170–171

filtering tables in, 218, 219

finding/replacing data in,  
177–179

formatting features, 162–163,  
187–200, 215

importing/exporting data in,  
172–176

insertion/deletion

considerations, 169

interface, 156–157

list-management features, 201,  
213

moving tables in, 221

naming cells/ranges in, 182–183

new features, 7

opening Office Clipboard in, 21

password-protecting  
workbooks in, 184–186

printing tables in, 222

purpose of, xi, 155

reorganizing worksheets in,  
165–169

scripts, 203

selecting cells in, 160–161

selecting rows/columns in, 221

setting magnification in, 20

setting preferences for, 158

and SkyDrive, 397

sorting table data in, 180–181,  
218

undoing actions in, 165

Exchange accounts, 8, 288,  
293–294, 300, 328, 349

Exit button, 40

exporting data, 174–176

**F**

fades, 269

faxes, 8, 347

fields, 213, 220

figure captions, 53

file compression, 402

file formats, 144

FileMaker Pro, 174

file management, 402–403

- file storage, online, 397. *See also* SkyDrive
- File tab
- in Office Web Apps, 405
  - in Outlook, 291
  - in PowerPoint, 242
  - vs. Office Button, 4, 11
  - in Word, 78
- Fill Effects dialog box, 102, 196
- Fill feature, 170–171
- fills, 215
- filtering data, 181, 218, 219
- Find and Replace dialog box, 80, 93–95, 177, 178–179
- Find Options dialog box, 98
- Find & Select menu, 177
- Firefox, 282, 397, 399, 404
- First Time Setup dialog box, 380
- fixed-width fields, 176
- flagging items, 361, 372–373
- floating objects, 223, 225
- Fly In dialog box, 265
- flying text, 241
- folder management, 400–401
- Folder Options control panel, 11
- folders, message, 366–368
- Font dialog box, 6, 124, 228
- fonts, 125, 228, 333
- footers, 109–113, 265, 274
- Format As Table dialog box, 214
- Format Axis dialog box, 235
- Format Cells dialog box, 192, 193, 196–197, 215
- Format Legend dialog box, 233
- Format Painter tool, 126, 199, 333, 335
- Format Picture dialog box, 65, 66
- formatting. *See also*
- character formatting;
  - paragraph formatting
- chart text, 228
- columns, 100
- conditional, 190, 194–195, 197
- data, 48, 163, 190
- duplicating, 126
- email messages, 333–335
- finding/replacing, 179
- gridlines, 233
- legends, 233
- numbers, 193
- outlines, 140
- removing, 198
- replacing, 199
- reusing, 199
- shapes, 255
- sparklines, 236
- tables, 215
- worksheets, 187–200
- X/Y axes, 235
- Format Trendline dialog box, 234
- form letters, 131–136
- Formula Auditing group, 211
- formula bar, 157
- formulas, 204–210
- anatomy of, 204
  - copying/moving, 206
  - creating, 208–209, 216
  - editing, 210
  - exporting, 174
  - filling adjacent cells with, 171
  - operators used in, 204
  - recalculating, 49
  - in tables, 49
  - troubleshooting, 211
  - using functions in, 201, 207
  - ways of using, 201
- fractions, 193
- Full Screen Reading view, 81
- Function Arguments dialog box, 207
- Function Library group, 207, 210
- functions
- arguments for, 207
  - defined, 207
  - nested, 209
  - using in formulas, 201, 207
  - ways of inserting, 207
- ## G
- Gmail, 288, 294, 298, 300
- Google Gmail. *See* Gmail
- Go To Date dialog box, 389
- gradients, 102, 215
- grammar checker, 90–92
- graphics, 7, 52, 113. *See also*
- artwork
- gridlines, 85, 190, 232
- ## H
- handouts, 244, 246, 275
- hanging indents, 116, 117
- Header and Footer dialog box, 257, 274
- headers, 109–113, 257, 274
- Help features
- Office, 38–39
  - Outlook, 291, 307
  - Word, 79
- Help icon, 38
- Highlight Cells Rules submenu, 195
- Home and Business suite, x
- Home and Student suite, x
- Hotmail accounts
- and Contacts database, 312
  - and Outlook, xii, 288, 294, 296, 298
  - POP3/IMAP support, 298
  - and PowerPoint Broadcast Service, 282
  - and scheduled sends/receives, 300
  - setting options for, 296
  - and SkyDrive, 398
- HTML format, 325, 332
- hyperlinks, 338–339
- ## I
- icon sets, 194
- image-editing tools, 5, 52, 64–73
- images. *See also* photos
- background, 200
  - inserting in email messages, 337
  - resetting edits for, 73
- IMAP accounts, 288, 292, 293, 300, 369
- Import and Export Wizard, 313, 314
- Import Data dialog box, 176
- importing data, 172–173, 313–314
- Import Text File dialog box, 175
- indents, 116–117
- inline images, 52
- Insert Cells command, 166
- Insert Chart dialog box, 51
- Insert Function dialog box, 207
- Insert Hyperlink dialog box, 338
- Insert Picture dialog box, 53
- Insert Table dialog box, 42, 43
- instant messaging, 398
- Instant Search box, 291, 318, 319, 353
- interface
- Excel, 156–157
  - Office Web Apps, 405
  - Outlook, 290–291
  - PowerPoint, 242–243
  - Word, 78–80
- Internet, broadcasting slide shows over, 282–284
- Internet E-mail Settings dialog box, 295
- Internet Explorer, 52, 145, 282, 397, 399, 404
- Internet Message Access Protocol, 288. *See also* IMAP accounts
- Internet Service Providers, 288, 353

invisible data, 33  
ISPs, 288, 353

## J

Junk E-mail Options dialog box, 374–375  
junk mail, 306, 374–375. *See also* spam  
Justify alignment, 115

## K

keyboard shortcuts  
  character-formatting, 126, 333  
  Word, 28  
kiosk mode, 280

## L

landscape orientation, 100  
layering commands, 258  
layers, 62  
layouts, chart, 230  
leader character, 117  
Left alignment, 115  
legends, 233  
letters, form, 131–136  
levels, outline, 139  
Line and Paragraph Spacing menu, 122  
line spacing, 122  
line style settings, 68  
linked objects, 223  
linked videos, 269  
list-management features, 201, 213  
lists, 118–121, 213  
Live Spaces, Windows, 150

## M

macros, 203  
magnification, 20  
Mail Control Panel, 297  
Mail dialog box, 297  
mailing lists, 201, 309, 325, 361, 374  
Mail Merge Wizard, 131–136  
Mail Setup – Outlook dialog box, 293  
MailTips, 8, 328  
mailto: links, 329, 338–339  
Manage Quick Steps dialog box, 379  
Manage Versions icon, 32  
manual page breaks, 105–106  
margins, 100, 101  
Mark as Final command, 35

Mark Complete icon, 394  
masking, 71  
mathematical calculations, 204.  
  *See also* formulas  
Maximize/Restore Down button, 19  
membership rosters, 201. *See also* mailing lists  
Merge Cells icon, 46  
merge fields, 131  
merge formatting, 131–136  
message folders, 366–368  
message formats, 332  
message lists, 291, 351, 353, 358  
messages. *See* email messages  
message threads, 352  
message window, 326  
Messenger, 398  
Microsoft  
  Access, x  
  Excel (*See* Excel)  
  Exchange, 288 (*See also* Exchange accounts)  
  Internet Explorer (*See* Internet Explorer)  
  Office (*See* Office)  
  Outlook (*See* Outlook)  
  PowerPoint (*See* PowerPoint)  
  Windows (*See* Windows)  
  Word (*See* Word)  
  *Microsoft Office Access 2003 for Windows*, x  
  Microsoft Office Compatibility Pack, 144  
  Minimize button, 19  
  Mini toolbar, 48  
  mixed references, 206  
  mobile phones, viewing/editing documents on, 6  
  Move Items dialog box, 366  
  movie-clip placeholders, 252  
  movie-editing tools, 267–269  
  multi-column layouts, 106  
  multilevel lists, 118, 121  
  MySpace, 303

## N

name box, 157  
named ranges, 157, 183  
Name Manager dialog box, 183  
Navigation Pane, 7, 85, 97–98, 291  
nested functions, 209  
network printers, 15  
New Folder command, 367  
New Name dialog box, 182  
New Profile dialog box, 297

New RSS Feed dialog box, 302  
New Web Query dialog box, 172  
New Window command, 18  
New Window icon, 83  
no-print zone, 101  
Notepad, 99  
notes  
  adding to calendars, 382  
  adding to presentations, 243, 246  
  printing, 243, 274  
  setting preferences for, 306  
Notes area, PowerPoint, 242  
Notes component, Outlook, 290, 306, 327  
Notes Page view, 243, 244, 246  
numbered lists, 118–121  
Number Format menu, 163  
number formatting, 193  
number styles, 109  
numeric constants, 170

## O

objects  
  animating, 264–266  
  changing layering of, 62, 258  
  floating, 52  
  grouping, 258  
  inserting in charts, 223  
  moving, 62  
  resizing, 62, 63  
  rotating, 62, 63  
  selecting, 258  
  setting text wrap for, 61  
  in slides, 258  
Office 2007, 4, 11  
Office 2010  
  applications (*See* Office applications)  
  basics, 9–40  
  compatibility issues, 34  
  copying/pasting in, 23  
  customizing, 24–28  
  cutting/pasting in, 23  
  document-management tools, 29–37  
  dragging/dropping in, 23  
  help information, 38–39  
  image-editing tools, 5, 52, 64–73  
  launching from Web Apps, 406  
  learning to use, xii  
  new features, 3–8  
  personalizing your copy of, 29  
  sharing tools, 148  
  suites, x, 9  
  video-editing tools, 267–269  
  Web Apps (*See* Office Web Apps)

- Office applications. *See also*  
 specific applications  
 closing documents in, 14  
 creating documents in, 11–12  
 launching, 10  
 opening documents in, 12–13  
 printing documents in, 15  
 quitting, 40  
 saving documents in, 13–14  
 using the Ribbon in, 16–17  
 working with windows in,  
 18–19
- Office Button, 4, 11
- Office Clipboard, 21–22, 23, 79
- Office Mobile 2010, 6
- Office Web Apps, 397–408  
 interface, 405  
 launching Office from, 406  
 saving edits/changes in, 404, 405  
 and shared documents, 408  
 vs. other Office apps, 397, 404
- OneNote, 39, 58, 397, 404
- online file storage, 397. *See also*  
 SkyDrive
- OpenType fonts, 6
- operator precedence, 205
- operators, 204–205
- Orientation menu, 100
- orphans, 105
- outdents, 116, 117
- outlines, 137–142  
 changing display settings for,  
 142  
 creating, 139  
 defined, 137  
 formatting, 140  
 printing, 142  
 purpose of, 137  
 reorganizing, 140–141
- Outline tab, 243
- Outline view, 82, 137, 138, 277
- outlining applications, 137
- Outlook, 287–394  
 adding email accounts in,  
 292–294  
 backing up folders in, 378  
 categorizing messages in,  
 369–371  
 changing account settings in,  
 295–296  
 changing view in, 351  
 checking for new messages in,  
 348  
 checking spelling in, 340–341  
 copying/moving mail in, 366  
 creating message folders in,  
 367–368  
 creating rules in, 376–378  
 deleting messages in, 362–364  
 flagging messages in, 372–373  
 getting help with, 291, 307  
 handling junk mail in, 374–375  
 inserting tables in, 42–43  
 interface, 290–291  
 managing conversations in, 365  
 managing mail in, 359–380  
 managing tasks/appointments  
 in, 381–394  
 marking messages as read in,  
 360–361  
 message-creation options,  
 344–346  
 new features, 8  
 People Pane, 303  
 purpose of, xii, 287  
 reading messages in, 349–350  
 searching for messages in, 353  
 setting magnification in, 20  
 setting preferences for, 305–306  
 Social Connector, 303  
 subscribing to RSS feeds in, 302  
 types of email accounts  
 supported by, 288  
 using signatures in, 342–343  
 working online/offline in, 304  
 working with attachments in,  
 336, 354–356  
 working with calendars in,  
 381–390  
 working with contacts in,  
 309–323 (*See also* contact  
 records)  
 working with profiles in,  
 297–298  
 working with Quick Steps in,  
 379–380  
 working with send/receive  
 groups in, 299–301
- Outlook Express, 314
- Outlook Options dialog box,  
 305–306, 330
- Outlook Personal Folders Backup  
 tool, 378
- ## P
- Package for CD dialog box, 278
- Package Presentation for CD, 241,  
 278–279
- Page Background group, 102
- Page Borders icon, 104
- page breaks, 105–106
- Page Color icon, 102
- Page indicator, 80
- Page Layout tab, 100
- Page Number Format dialog box,  
 109
- page numbers, 109
- Page Setup dialog box, 100, 101
- paper size, 100
- paragraph alignment, 115
- Paragraph dialog box, 116
- paragraph formatting  
 applying to cell data, 48, 191  
 applying to lists, 118  
 in Excel, 191  
 in Outlook, 334, 335  
 in Word, 99, 114, 118
- paragraph mark (¶), 114
- paragraphs  
 aligning, 115  
 applying styles to, 128  
 changing before/after spacing  
 for, 123  
 changing line spacing for, 122  
 defined, 114  
 indenting, 116–117
- paragraph spacing, 122, 123
- paragraph styles, 105, 114
- Password dialog box, 185
- passwords  
 for documents, 29, 36  
 for email accounts, 294, 298  
 for presentations, 278, 279  
 for workbooks, 184–186
- Paste All button, 21
- Paste command, 22
- Paste Options menu, 88
- Paste Preview, 5
- Paste Special command, 199
- PDF files, 144, 145, 277
- People Pane, 303
- percentages, 193
- permissions, 36, 401, 408
- personalized letters, 131
- phishing, 374
- photo albums, 259–260
- photos. *See also* images  
 adding borders/frames to, 68  
 compressing, 72  
 cropping, 69–70  
 editing (*See* image-editing tools)  
 inserting in email messages, 337  
 removing background from, 71  
 replacing one with another, 73  
 resetting edits for, 73
- Picture Borders menu, 68
- Picture icon, 53
- Picture Options dialog box, 150
- picture placeholders, 252
- pictures. *See* images; photos

Picture Tools, 5, 52, 64  
 picture watermarks, 103, 104  
 PivotTables, 7  
 placeholders, 252–254  
 Plain Text format, 144, 145, 325, 332  
 points, 123  
 point symbols, outline, 139  
 POP3 accounts, 288, 292, 293, 296, 300, 301  
 portrait orientation, 100  
 poster frames, 267, 268  
 Post Office Protocol, 288. *See also* POP3 accounts  
 PostScript fonts, 6  
 PowerPoint, 241–284. *See also* presentations  
   adding/deleting slides in, 251  
   animating objects/text in, 264–266  
   broadcasting slide shows in, 282–284  
   browser-based version of, 404  
   change-tracking features, 147  
   creating presentations in, 245–246, 248–249  
   delivering presentations with, 281–284  
   inserting tables in, 42–43  
   interface, 242–243  
   new features, 7–8  
   opening Office Clipboard in, 21  
   previewing slide shows in, 261  
   printing notes/handouts in, 274–275  
   purpose of, xi, 241  
   rehearsing presentations in, 273  
   replacing placeholders in, 252–254  
   saving presentations created in, 276–280  
   setting magnification in, 20  
   setting themes in, 250  
   and SkyDrive, 397  
   switching views in, 243, 244  
 PowerPoint Viewer, 241  
 precedence, operator, 205  
 preferences  
   Excel, 158  
   Office, 24  
   Outlook, 305–306  
   Word, 78  
 presentations. *See also* PowerPoint;  
   slide shows  
   adding/deleting slides in, 251  
   adding transitions to, 271–272

animating objects/text in, 264–266  
 creating, 245–246, 248–249  
 creating video from, 279–280  
 delivering, 281–284  
 dividing into sections, 246, 271  
 including movies in, 267–269  
 inserting shapes in, 255  
 organizing slides in, 246, 270  
 output options for, 246  
 password-protecting, 278, 279  
 previewing, 261  
 printing notes/handouts for, 274–275  
 rearranging slides in, 243  
 rehearsing, 246, 273  
 replacing placeholders in, 252–254  
 reviewing settings for, 280  
 saving, 245, 249, 276–280  
 self-running, 280  
 setting themes for, 245, 248, 250  
 ways of viewing, 241  
 Presentation Views group, 244  
 Print dialog box, 357  
 Printed Watermark dialog box, 103  
 printing  
   documents, 15  
   email messages, 357–358  
   help information, 39  
   message lists, 358  
   to network printers, 15  
   notes/handouts, 246, 274–275  
   outlines, 142  
   previewing prior to, 15  
   tables, 222  
 Print Layout view, 81  
 priority, message, 344  
 Professional Plus suite, x  
 Professional suite, x  
 profiles, 297–298  
 Proofing indicator, 80  
 proofing tools, 89–92  
 properties, document, 29, 37  
 Protected View, 12, 408  
 protection, password. *See* passwords  
 Publish Calendar to Office.com  
   dialog box, 390

## Q

Quick Access Toolbar, 17, 25, 157, 243, 291  
 Quick Click category, 370, 371  
 Quick Click flag, 372  
 Quick Steps, 8, 379–380

Quick Styles, 127, 334  
 Quick Tables, 42, 43

## R

R1C1 reference style, 203  
 range names, 157, 183  
 ranges, 157, 160–161, 182–183, 202, 215  
 Reading Pane, 291  
 Reading View, 7, 244, 246  
 read receipts, 344  
 Really Simple Syndication, 287. *See also* RSS feeds  
 Recall This Message command, 331  
 Recent Documents list, 13  
 Recording toolbar, 273  
 records, 213, 220  
 recurring events, 384, 394  
 Redo command, 165  
 reference operators, 204  
 reference styles, 202–203  
 Rehearse Timings icon, 273  
 relative references, 171, 206  
 reminders, 305, 306, 373, 381, 385  
 Remove Background command, 71  
 Remove Watermark command, 104  
 replacing text, 93–95  
 reports, 106, 107  
 Research task pane, 89  
 Resend This Message command, 331  
 Reset Picture command, 73  
 Resize Table dialog box, 221  
 Reviewing Pane, 147  
 Ribbon  
   customizing, 4, 26–27  
   in Excel, 157  
   minimizing/maximizing, 17  
   in Office Web Apps, 405  
   in Outlook, 291  
   in PowerPoint, 243  
   purpose of, 16  
   in Word, 79  
 Rich Text Format, 144, 145, 325, 332  
 Right alignment, 115  
 rows. *See also* tables  
   adding/deleting, 46, 167, 168–169, 220–221  
   formatting, 215  
   selecting, 47, 221  
   setting height of, 189  
   sorting, 181  
   switching with columns, 229  
   total, 217

- RSS Feed Options dialog box, 302
- RSS feeds
- deleting, 302
  - deleting messages from, 362–363
  - grouping, 301
  - meaning of acronym, 287
  - setting update limit for, 302
  - subscribing to, 302
- .rtf files, 144. *See also* Rich Text Format
- rulers, 79, 85, 101
- rules, 194, 195, 375, 376–378
- Rules and Alerts dialog box, 376
- Rules Wizard, 376–378
- ## S
- Safari, 282, 397, 399, 404
- saturation, color, 66
- Save As dialog box, 13
- Save command, 30
- Save Workspace command, 19
- Schedule View, 8
- scientific notation, 193
- scope, 183
- screen clippings, 6
- screenshots, 58
- scripts, 203
- scroll bar, 79
- scroll box, 79
- searching
- calendars, 387–388
  - contacts, 318–319
  - email messages, 291, 353
  - help information, 38, 39
  - Word documents, 7, 93–95
  - worksheets, 177–179
- section breaks, 106
- sections, grouping slides into, 271
- Secure Password Authentication, 294
- Select Data Source dialog box, 237
- Selection Pane, 7, 63
- Send a Calendar via E-mail dialog box, 389
- Send/Receive All Folders icon, 348
- send/receive groups, 299–301
- Send/Receive Groups dialog box, 299
- series data, 171
- Set Quick Click dialog box, 370, 372
- Set Up Show dialog box, 280, 281
- shading, cell, 47
- Shading menu, 47
- shapes, 55, 255, 258
- Shapes gallery, 255
- Shapes icon, 55
- SharePoint Server, 8
- SharePoint Services 4, 282
- sharing documents, 143–151, 408
- sharpness setting, 65
- Sheet Background dialog box, 200
- sheets, 157. *See also* worksheets
- Sheet tab bar, 157, 158
- Show/Hide ¶ icon, 114
- Show in Favorites command, 368
- Show in Groups option, 351
- Shrink to Fit option, 192
- signatures
- digital, 36
  - email, 305, 342–343
- single-clicking, 11
- SkyDrive, 397–408
- accessing, 399, 407
  - connecting to Web Apps via, 404
  - file management, 402–403
  - folder management, 400–401
  - Office documents and, 406–407
  - opening documents stored on, 407
  - saving documents to, 406–407
  - setting sharing permissions for, 408
  - ways of using, 397, 399
  - and Windows Live/Hotmail accounts, 398
- slicers, 7
- Slide Number icon, 257
- slides. *See also* slide shows
- adding action buttons to, 272
  - adding date/time to, 257
  - adding/deleting, 251
  - adding notes to, 246
  - adding transitions to, 271–272
  - creating, 245
  - duplicating, 256
  - grouping into sections, 271
  - numbering, 257
  - organizing, 246, 270
  - rearranging, 243
- slide shows. *See also* presentations
- adding transitions to, 271–272
  - broadcasting, 282–284
  - presenting, 281–284
  - previewing, 261
  - rehearsing, 273
  - saving, 276–280
  - ways of viewing, 241
- Slide Show view, 244
- Slide Sorter view, 244, 246, 270
- Slides tab, 243
- slide transitions, 246
- SmartArt, xi, 57, 254
- Social Connector, 303
- social networking sites, 303
- Sort dialog box, 50, 218
- Sort & Filter icon, 219
- Sort & Filter menu, 180–181
- sorting
- lists, 120
  - table data, 50, 180–181, 218
- Sort Options dialog box, 181
- spacing, line/paragraph, 122–123
- spam, 298, 306, 350, 374–375
- sparklines, 7, 223, 236
- special characters, 96
- spell checking, 7, 90–92, 305, 340–341
- Spelling & Grammar dialog box, 341
- Split Cells icon, 46
- Split icon, 19
- spreadsheet program, xi, 155. *See also* Excel
- Standard suite, x
- Start button, 10
- static objects, 223
- stationery, email, 345–346
- status bar, 81, 291, 304
- stock charts, 234
- strings, 177
- structured reference style, 203, 216
- Student suite, x
- styles, 127–130
- adding to Quick Style set, 128
  - applying, 128
  - chart, 230
  - defined, 127
  - deleting, 130
  - modifying, 129
  - purpose of, 99
- Styles pane, 79
- suites, x, 9
- SUM function, 201, 207
- Switch Documents menu, 83
- Switch Row/Column icon, 229
- Symbol dialog box, 96
- Synchronous Scrolling icon, 84
- synonyms, 89
- ## T
- Tab Color pop-out, 200
- tab-delimited text files, 175
- Table icon, 42
- table placeholders, 253

- tables (Excel), 213–222
    - adding rows/columns to, 220–221
    - adding total rows to, 217
    - changing size of, 220–221
    - creating, 214
    - creating calculated columns in, 216
    - deleting, 214
    - deleting rows/columns from, 220–221
    - filtering, 218, 219
    - formatting, 215
    - importing data from, 172–173
    - moving, 221
    - printing, 222
    - selecting, 214
    - selecting rows/columns in, 221
    - sorting, 218
  - tables (Office), 41–50
    - adding rows/columns to, 46
    - applying styles to, 47
    - deleting rows/columns from, 46
    - entering data in, 44
    - entering formulas in, 49
    - formatting data in, 48
    - inserting, 42–43
    - merging/splitting cells in, 46
    - modifying grid for, 45–47
    - naming, 183
    - selecting rows/columns in, 47
    - sorting, 50
    - ways of creating, 42
  - Table Style Options group, 215
  - Table Tools, 43, 44
  - tabs
    - alternatives to, 117
    - creating, 27, 117
    - moving, 26
    - removing, 117
    - renaming, 27
    - showing/hiding, 26
  - tab-separated text files, 175
  - Task Recurrence dialog box, 394
  - tasks, 391–394
    - assigning, 392
    - categorizing, 394
    - creating, 392
    - deleting, 394
    - marking as complete, 393, 394
    - modifying, 393–394
    - recurring, 394
    - responding to reminders for, 385
    - viewing, 391, 393
  - vs. appointments, 391
  - vs. to-do items, 394
  - Tasks pane, 381, 391
  - temperature, color, 66
  - templates, xi, 12, 248, 376–377, 380
  - Test Account Settings dialog box, 293
  - text
    - adding to charts, 227
    - animating, 264–266
    - checking for spelling/grammar errors, 90–92
    - deleting, 87
    - entering, 86
    - finding/replacing, 93–95
    - fitting within cells, 192
    - flying, 241
    - formatting, 99, 228
    - inserting, 88
    - replacing, 87
  - text boxes, 60, 256
  - text color, 102
  - text concatenation operator, 204
  - text constants, 170
  - text editors, 99
  - text effects, 7
  - Text Effects command, 127
  - text files, 175–176
  - Text Import Wizard, 175–176
  - text insertion mark, 86
  - text placeholders, 252
  - text search, 98
  - text watermarks, 103, 104
  - text wrap, 61, 192
  - themes
    - for email messages, 345–346
    - for presentations, 243, 245, 248, 249, 250
    - for worksheets, 200
  - thesaurus, 89
  - title pages, 107
  - titles, axis/chart, 227
  - To-Do Bar, 291, 391
  - to-do lists, 381, 391, 394
  - tone, color, 66
  - ToolTips, 38, 405
  - Top/Bottom Rules submenu, 195
  - total rows, 217
  - Track Changes Options dialog box, 146
  - transitions, 241, 246, 271–272
  - transparency color, 66
  - trendlines, 234
  - Trim Video command, 268
  - TrueType fonts, 6
  - .txt files, 144
- U**
- UM, 347
  - Undo command, 165
  - Unified Messaging, 347
  - URLs, 338–339
  - user names, 398
- V**
- vCards, 320–321, 337
  - .vcf files, 321
  - Video Border menu, 267
  - Video Tools tab, 267, 268
  - View controls
    - Excel, 157
    - PowerPoint, 243, 244
    - Word, 80, 81–82
  - View Options menu, 81
  - View Ruler icon, 79, 85, 101
  - View Side by Side icon, 84
  - Visual QuickStart* series, ix, x
  - voice mail, 8, 347
- W**
- watermarks, 61, 102, 103–104
  - Web Apps. *See* Office Web Apps
  - Web-based email, xii, 288, 298, 300
  - Web-based presentations, xi
  - Web broadcasts, 282–284
  - Web browsers. *See also* specific browsers
    - accessing email accounts with, 289, 298
    - editing documents with, 397
  - Web Layout view, 82
  - Web logs, 150–151
  - Web Query Options dialog box, 173
  - Web table, importing data from, 172–173
  - Widow/Orphan control, 105
  - widows, 105
  - wildcards, 178
  - window-management commands, 18–19, 83
  - Windows
    - Clipboard, 21, 23
    - launching applications, 10
    - Start menu, 10
    - Vista, 10
  - Windows Live
    - creating account for, 398
    - Hotmail accounts, 288
    - and Outlook, xii, 288, 312

- and PowerPoint Broadcast Service, 282
  - SkyDrive (*See* SkyDrive)
  - Spaces, 150
  - user names, 398
  - Windows Media Video files, 279
  - WinZip, 402
  - WMF files, 279
  - Word, 77–151
    - adding blank page in, 107, 108
    - adding cover page in, 107
    - adding headers/footers in, 109–113
    - browser-based version of, 404
    - change-tracking features, 146–147
    - changing default font in, 125
    - changing line spacing in, 122–123
    - character formatting in, 99, 124–126
    - click-and-type feature, 86
    - closing documents in, 77, 84
    - combining documents in, 149
    - comparing documents in, 148
    - configuring for blog work, 150
    - creating lists in, 118–121
    - creating outlines in, 137–142
    - deleting text in, 87
    - editing text in, 87–88
    - emailing documents from, 144, 145
    - entering special characters in, 96
    - entering symbols in, 96
    - entering text in, 86
    - file extensions/formats, 144
    - finding/replacing text in, 93–95
    - formatting documents in, 99–136
    - getting help with, 79
    - inserting breaks in, 105–106
    - inserting new text in, 88
    - inserting tables in, 42–43 (*See also* tables)
    - interface, 78–80
    - managing windows in, 83–84
    - merge formatting in, 131–136
    - modifying keyboard shortcuts in, 28
    - modifying page background in, 102–104
    - new features, 7
    - opening Office Clipboard in, 21
    - paragraph formatting in, 114
    - popularity of, 77
    - proofing tools, 89–92
    - purpose of, xi, 77
    - replacing text in, 87
    - selecting partial words in, 87
    - setting alignment in, 115
    - setting display options in, 85
    - setting indents in, 116–117
    - setting magnification in, 20
    - setting preferences in, 78
    - sharing documents created in, 143–151
    - and SkyDrive, 397
    - specifying page settings in, 100–101
    - undoing edits in, 88
    - using Navigation Pane in, 97–98
    - version considerations, 84
    - View controls, 80, 81–82
    - working with styles in, 127–130
  - WordArt, xi, 59, 127, 255
  - Word Count dialog box, 80
  - Word Options dialog box, 28, 92
  - word-processing program, xi, 77. *See also* Word
  - Words indicator, 80
  - workbooks
    - creating new, 159
    - password-protecting, 184–186
    - vs.* worksheets, 158
    - ways of using, 155
  - Work Offline icon, 304
  - worksheets
    - changing default font for, 190, 198
    - changing order of, 159
    - consolidating data across multiple, 202–203
    - deleting, 159
    - duplicating cells in, 170
    - editing data in, 164
    - entering data in, 162–163
    - finding/replacing data in, 177–179
    - formatting, 187–200
    - importing/exporting data in, 172–176
    - inserting new, 159
    - managing, 158
    - naming cells/ranges in, 182–183
    - renaming, 158
    - reorganizing, 165–169
    - selecting cells in, 160–161
    - selecting rows/columns in, 221
    - sorting data in, 180–181, 218
    - vs.* workbooks, 158
    - ways of using, 213
  - Wrap Text icon/menu, 61, 192
  - WYSIWYG, xi, 81
- ## X
- X axis, 235
  - .xls files, 174
  - .xlsx files, 174
  - XPS files, 145
- ## Y
- Yahoo! Mail, 288
  - Y axis, 235
  - yellow dot, 56
- ## Z
- Zip archives, 401, 402
  - ZIP codes, 163, 180, 193
  - zoom controls
    - Excel, 20, 157
    - Outlook, 351
    - PowerPoint, 20, 243
    - Word, 20, 80
  - Zoom dialog box, 20