

Step by Step



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Microsoft Office Home & Student 2013

Beth Melton, Mark Dodge,
Echo Swinford, and Ben M. Schorr

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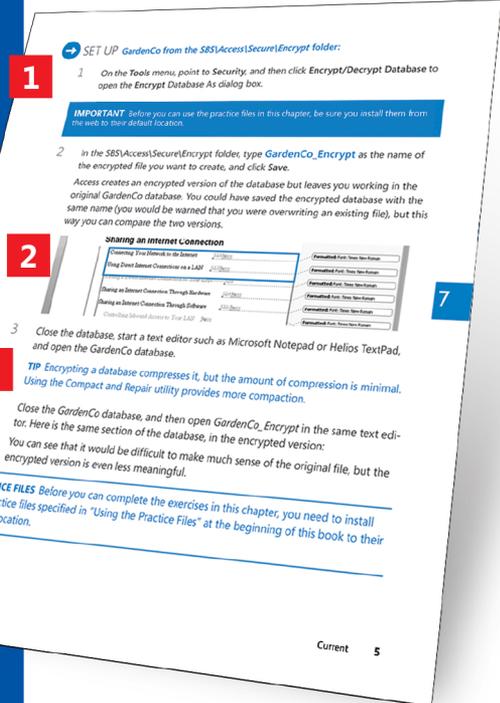
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Microsoft Office Home and Student 2013

Step by Step

Beth Melton
Mark Dodge
Echo Swinford
Ben M. Shorr

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Introduction

The Microsoft Office Home and Student 2013 suite of programs provide the tools you need for easy and efficient word processing, presentation planning, spreadsheet creation, and note taking. *Microsoft Office Home and Student 2013 Step by Step* offers a comprehensive look at the features of Office that most people will use most frequently, particularly those new to Office Home and Student 2013.

Who this book is for

Microsoft Office Home and Student 2013 Step by Step and other books in the Step by Step series are designed for beginning to intermediate level computer users. Whether you are already comfortable working in Office and want to learn about new features in Office Home and Student 2013 or are new to Office, this book provides invaluable hands-on experience so that you can work with Microsoft Word, PowerPoint, Excel, and OneNote.

How this book is organized

This book is divided into 29 chapters. Chapters 1–4 provide information on Office fundamentals, including how to work in the Office environment, how to avail yourself of shared Office features across applications, and how to share and collaborate with Office 365 services. Chapters 5–10 show you how to create, read, and navigate, format, organize, and share Word documents. Chapters 11–16 cover how to design and create impactful presentations in PowerPoint, including working with themes, masters, and layout, along with multimedia, creating customized graphics, and finalizing and making your presentation. Chapters 17–23 take you through the steps of creating, editing, and formatting database worksheets and workbooks, manipulating and analyzing data in spreadsheets, and creating charts and graphics. Chapters 24–29 cover all the features of OneNote, and show how to work with notebooks, sections, and pages, and how to organize and share your notes.

The first chapter of each of the five parts of the book contains introductory information that will primarily be of interest to readers who are new to a particular Office application or are upgrading from an earlier version. If you have worked with a more recent version of Office, you might want to skip past that material.

This book has been designed to lead you step by step through all the tasks you're most likely to want to perform with Office Home and Student 2013. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to work with all the Office Home and Student applications. However, each topic is self-contained, so you can jump in anywhere to acquire exactly the skills you need.

Download the practice files

Before you can complete the exercises in this book, you need to download the book's practice files to your computer. These practice files can be downloaded from the following page:

<http://aka.ms/OfficeHomeStudent2013SbS/files>

IMPORTANT Microsoft Office Home and Student 2013 is not available from this website. You should purchase and install that program before using this book.

The following table lists the practice files for this book.

Chapter	File
Chapter 2: Using shared Office features	Fabrikam Management Team.pptx Sample Picture.jpg Simple to-do list.xlsx
Chapter 6: Reading and navigating documents	Fabrikam Rebrand Campaign.docx Newsletter_A.docx Newsletter_B.docx
Chapter 7: Creating and editing documents	List Example.docx Newsletter_C.docx Sample Logo and Address.docx
Chapter 8: Formatting documents	Fabrikam Rebrand Campaign_A.docx Fabrikam Rebrand Campaign_B.docx Fabrikam Rebrand Campaign_C.docx Fabrikam Rebrand Campaign_D.docx Fabrikam Rebrand Campaign_final.docx
Chapter 9: Organizing documents	Example Newsletter.docx List Example.docx List Example_B.docx List Example_C.docx

Chapter	File
Chapter 10: Finalizing documents	Fabrikam Newsletter.pdf Newsletter_B.docx
Chapter 12: Working with themes, masters, and layouts	SampleContentA_Start.pptx SampleContentB_Start.pptx SamplePictureB.JPG
Chapter 13: Creating on-slide content	SampleContentA_start.pptx SampleContentA_end.pptx SampleContentB_start.pptx SampleContentB_end.pptx SampleContentC_start.pptx SampleContentC_end.pptx SampleContentD_start.pptx SampleContentD_end.pptx SampleContentE_start.pptx SampleContentE_end.pptx SampleContentF_start.pptx SampleContentF_end.pptx SampleContentG_start.pptx
Chapter 14: Creating Office graphics	SampleContentA_Start.pptx SampleContentB_Start.pptx SamplePictureB.JPG
Chapter 15: Working with multimedia	Fabrikam Employee Excursion.wmv SampleContentA_start.pptx SampleContentA_end.pptx SampleContentB_start.pptx SampleContentC_start.pptx SampleContentD_start.pptx
Chapter 16: Finalizing and presenting	SampleContentA_Start.pptx SampleContentB_Start.pptx SampleContentC_Start.pptx SampleContentD_Start.pptx
Chapter 18: Creating and editing worksheets	Fabrikam-Employees_start.xlsx Fabrikam-Management_start.xlsx

Chapter	File
Chapter 19: Manipulating numbers and text	Fabrikam-Management2_start.xlsx Fabrikam-Seven-Year-Summary_start.xlsx Fabrikam-Seven-Year-Summary2_start.xlsx Loan_start.xlsx Real-Estate-Transition_start.xlsx
Chapter 20: Analyzing data	2015Projections_start.xlsx Fabrikam-Jan-2013-Sales_start.xlsx FabrikamJanSales2013.txt FabrikamQ1SalesDetail_start.xlsx JanSales2_start.xlsx RealEstateTransition_start.xlsx
Chapter 21: Formatting worksheets	Custom Formats 2_start.xlsx Custom Formats 3_start.xlsx Custom Formats_start.xlsx FabrikamSummary_start.xlsx FabrikamSummary2_start.xlsx FabrikamSummaryTheme_start.xlsx FabrikamSummaryTheme.xlsx Real-Estate-Transition_start.xlsx
Chapter 22: Manipulating workbooks and worksheets	FabrikamQ1_start.xlsx FabrikamQ1-B_start.xlsx Q1-Summary_start.xlsx Q1-Transactions_start.xlsx Q1-Transactions2_start.xlsx UnitSales_start.xlsx UnitSales2_start.xlsx
Chapter 23: Creating charts and graphics	FabrikamLogo_start.xlsx FabrikamSalesTable_start.xlsx FabrikamSalesTable2_start.xlsx FabrikamSalesTable3_start.xlsx FabrikamSalesTable4_start.xlsx FabrikamSalesTable5_start.xlsx Logo_start.xlsx Report_start.xlsx

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Getting support and giving feedback

The following sections provide information about getting help with Office Home and Student 2013 or the contents of this book and contacting us to provide feedback or report errors.

Errata

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site:

<http://aka.ms/OfficeHomeStudent2013SbS/errata>

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Part 1

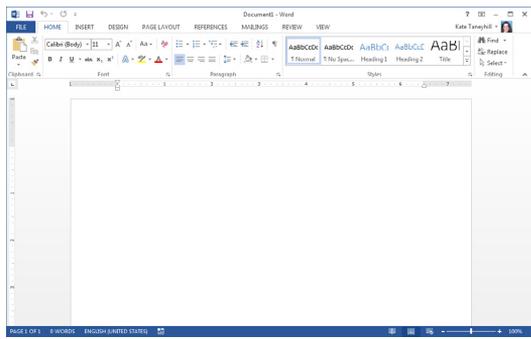
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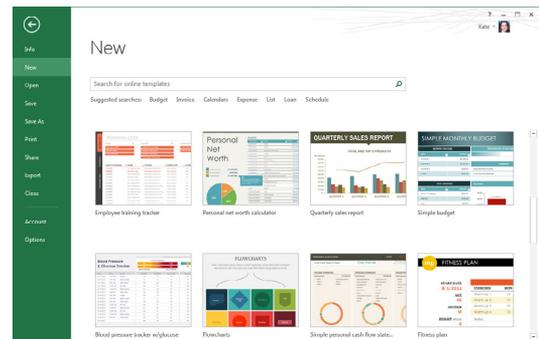
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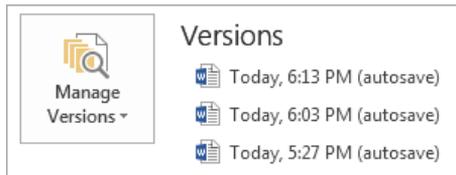
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Getting comfortable in Office Home and Student 2013

1

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Explore the Office environment.
- Work with Office files.
- Recover unsaved files and versions.
- Customize the user interface.
- Customize the ribbon.
- Choose the right application for the task at hand.

One of the biggest advantages of using Microsoft Office Home and Student 2013 is the similarities across the applications. The most obvious is the user interface, which is the overall look and feel of the application and how you interact with it. If you've used previous versions of Office, you may notice that many commands and features are nearly identical to those in past releases of Office, if not exactly the same, such as the commands for copying and pasting information, formatting text, creating charts, or inserting pictures. All of these similarities greatly reduce the learning curve, which allows you to apply the functionality in one application across the entire Office suite.

As you apply that knowledge and learn more about each application, you'll likely discover similar functionality that may not be initially obvious. For example, you can create a company newsletter by using Microsoft Word or PowerPoint. You can document company meeting notes in Microsoft OneNote or Word. And you can store lists of data in both Word and Microsoft Excel.

In this chapter, you'll learn about the Office environment, which includes the user interface, application options, and Office settings, plus you'll learn about Office terminology, Help options, and other functionality available in Office. This chapter also covers basic instructions for starting an Office application and working with Office files. At the end of this chapter, you'll get an overview of each application and tips for choosing the right application for various tasks.

Exploring the Office environment

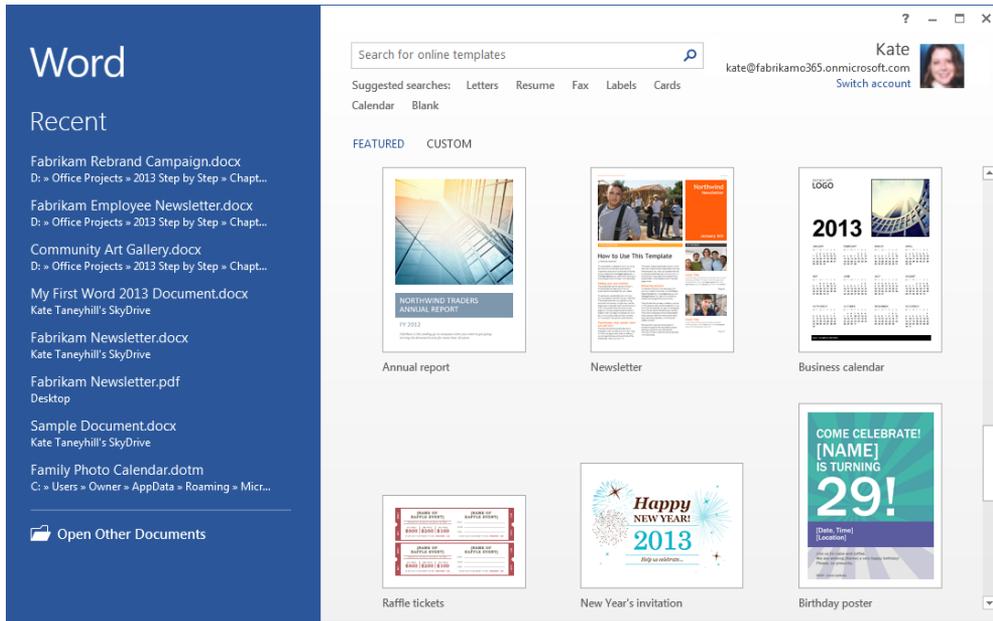
The first step in getting comfortable with Office Home and Student 2013 is to become familiar with your Office surroundings. In this section, you'll explore the user interface along with application options and settings that are shared across the Office applications.

TIP Even if you're already comfortable with this information from working with a previous version of Office, please read this section for tips that you may have not previously discovered.

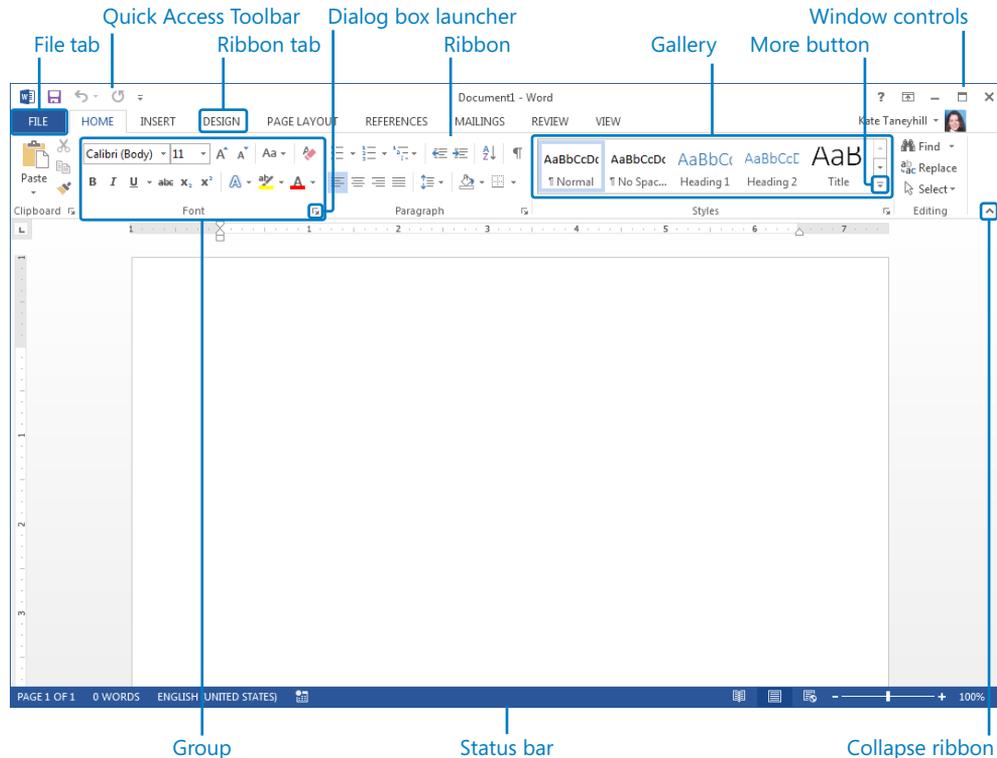
You typically start an Office application from the Windows Start screen in Windows 8 or the Start menu in Windows 7. You can also start an application and open a file at the same time by opening a file sent to you as an email attachment or by double-clicking a file from somewhere in your computer environment, such as your Windows desktop.

With the exception of OneNote, when you start an application without opening a file, the new application Start screen appears.

TIP OneNote doesn't have an application Start screen. When you start the application, the main window is displayed.



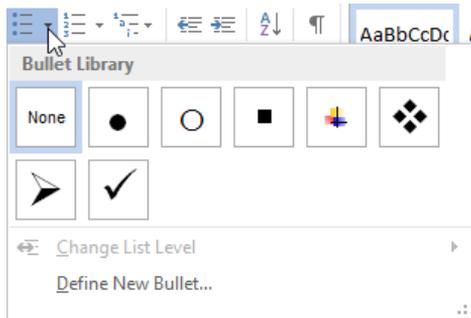
From the application Start screen, you can open a recently used file, open an existing file, or create a new file from a template. After you create a new file or open an existing one, the main window will be displayed.



The application window has the following elements:

- Ribbon** The main component of the Office user interface and where you'll find the primary commands for working with the content of your Office files. The ribbon includes tabs that have commands associated with a specific task. For example, objects that you insert in an Office document; like a picture, chart, or shape; are located on the Insert tab. This task-oriented organization also extends to the commands themselves, which are placed in related groups. For example, frequently used commands for formatting text are all located in a group named Font in most applications.

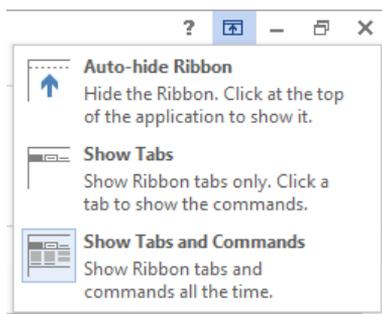
TIP Some commands on the ribbon have what's known as a split control, which is a combination of a button and an arrow. An example is the Bullets command, found in Word on the Home tab in the Paragraph group. If you click the button, the default option, or the last option you selected during your editing session, will automatically be applied. When you click the arrow next to the button, a list of options will display, such as a list of available bullets.



Note that for larger split controls, like the Paste button, the arrow will appear below the button instead of to the right. An easy way to determine if you're using a split control is to point to the button. If only the button or the arrow is highlighted rather than the entire button, then it's a split control.



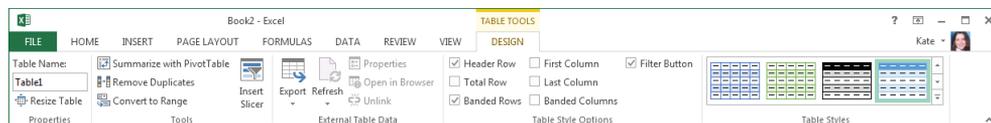
- **Title bar** Appears at the top of the application window and displays the name of the active file and application name. In most standard Windows applications, including the Office applications, the title bar also has the program icon on the far left.
- **Window controls** Located on the far right of the title bar. Along with the standard Minimize, Restore Down/Maximize, and Close buttons, there are two additional buttons:
 - **Help** Clicking this button displays help for the application.
 - **Ribbon Display Options** Clicking this button gives you a list of choices for viewing the ribbon.



The Auto-Hide Ribbon option gives you nearly a full-screen view because it also hides the status bar along with the ribbon. Show Tabs and Show Tabs And Commands toggle the ribbon between a collapsed or expanded state, displaying only the ribbon tabs or displaying both the ribbon tabs and commands.

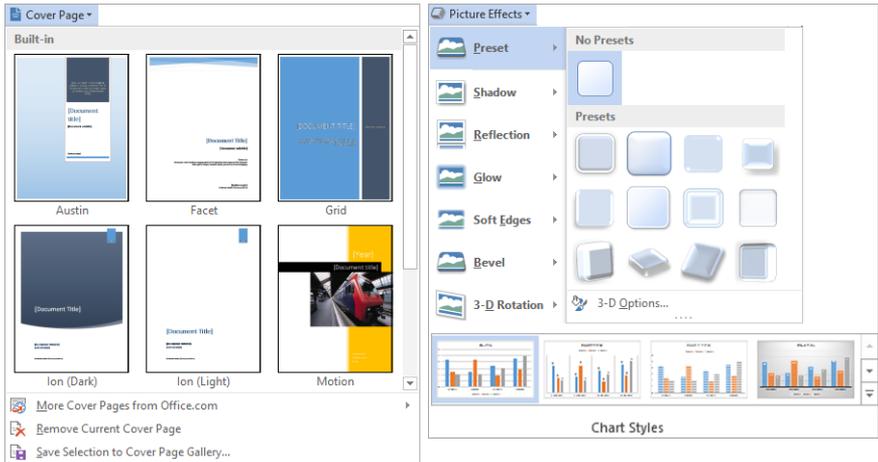
SEE ALSO For more information about how to hide, collapse, and expand the ribbon, see the “Customizing the user interface” section later in this chapter.

- **Quick Access Toolbar** Appears on the left end of the title bar by default. Each application has its own set of frequently used commands that are specific to the application. The most common commands are Save, Undo, and Redo.
- **Status bar** Located at the bottom of the application window; displays information about the application or current file. In most applications, view controls and the zoom slider are located on the right end of the status bar.
- **Dialog box launcher** Appears in the lower-right corner of a group when additional options for the related set of commands are available. Clicking the dialog box launcher opens a dialog box or task pane.
- **Tool tabs** Appear in the ribbon when additional commands are available for a selected object, such as a table, picture, chart, or drawing object.



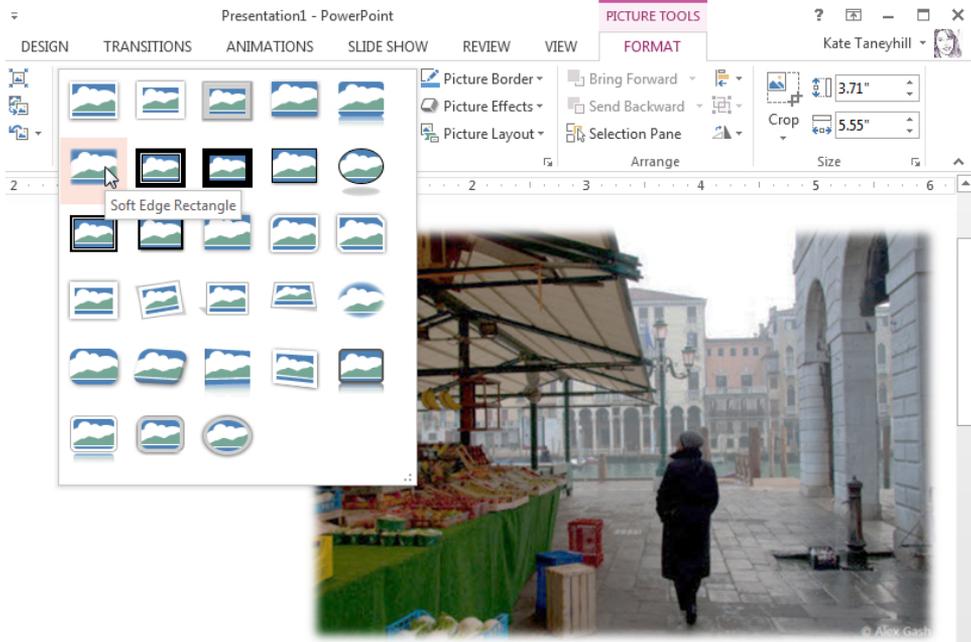
TIP You can quickly activate a tool tab for most objects by double-clicking the object.

- **Gallery** A visual list of choices, such as a collection of formats that offer multiple options. A gallery also refers to a set of related tools.



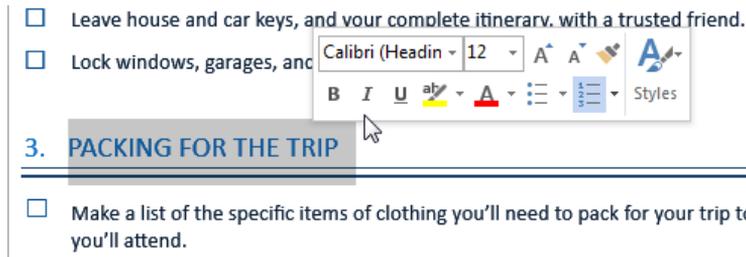
TIP Many galleries have additional options that may not appear in the ribbon. To view gallery options, right-click a gallery item. For example, to lock a shape for multiple uses, right-click a shape in the Shapes gallery and then click Lock Drawing Mode. To dismiss this mode, press the Esc key.

- **Live Preview** Enables you to view changes like pasted text or picture formatting prior to making a modification.



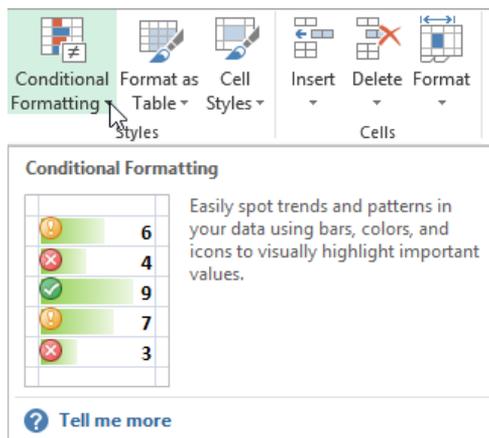
TIP Live Preview is available in all applications except OneNote.

- **Mini toolbar** Appears on the screen in most applications when you have text or an object selected; provides quick access to the most-used formatting commands.



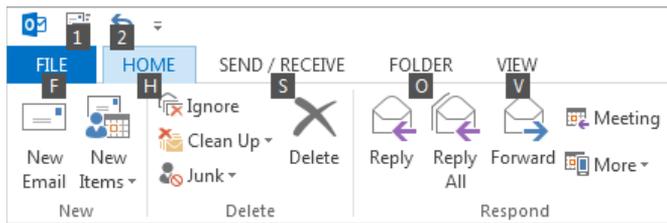
TIP The Mini Toolbar may also appear when you right-click selected text or objects.

- **ScreenTips** ScreenTips provide descriptions of commands and are displayed when you point to a ribbon command. If the command has an associated keyboard shortcut, that shortcut will appear in parentheses next to the name of the command. Several ScreenTips also include detailed help or a feature preview. For instance, in Excel, the ScreenTip for the Conditional Formatting command on the Home tab in the Styles group includes a detailed explanation for how to use conditional formatting. It also includes a preview of how data bars and an icon set are displayed for a range of values.



TIP If a command has an associated Help topic, Tell Me More is displayed at the bottom of the ScreenTip. Clicking the link displays the Help topic.

- **KeyTips** Enable you to navigate the ribbon by using the keyboard. To display KeyTips, press and release the Alt key. The KeyTips are the letters, numbers, or combinations of letters and numbers that appear on the ribbon. When you press only the Alt key, KeyTips for the ribbon tabs and Quick Access Toolbar are displayed. To view KeyTips for a specific ribbon tab, after you press the Alt key, press the corresponding KeyTip on the keyboard. For example, to navigate to the Home tab and view the KeyTips for that tab, press Alt+H. Or to view the KeyTips for the Backstage view, press Alt+F.



TIP Commands on the Quick Access Toolbar have sequential KeyTips associated with the position of the command. For example, your first command is automatically assigned Alt+1.

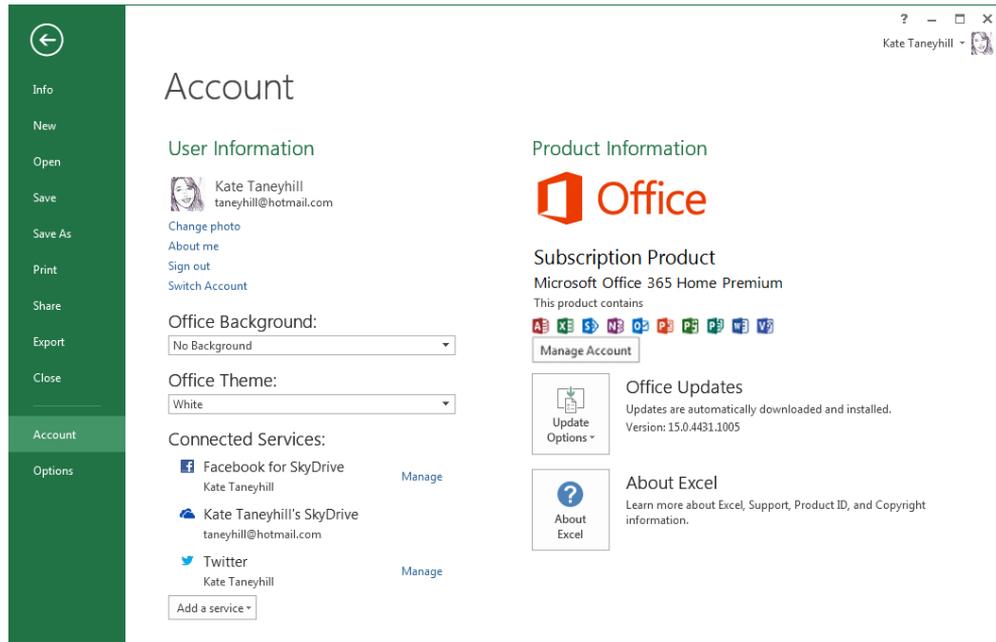
The Office environment also extends to an area called the Backstage view, which is displayed by clicking the File tab on the ribbon.

Whereas the ribbon and Quick Access Toolbar are used for working with the content inside a file, the Backstage view is used for working with the entire file and for changing application settings.

The commands in the Backstage view are separated into two groups. The first set is for file-related commands, such as Info, Open, Save As, and Print. These commands are covered in the next section of this chapter.

The last set, specifically the Account and Options commands, are related to the application and are considered part of the Office environment.

- **Account** This is where you manage a new feature in Office Home and Student 2013 called an Office cloud account and get information about your Office installation.



NOTE The previous image is from Microsoft Office 365 Home Premium, which is a subscription based edition of Office. The Microsoft Office Home and Student 2013 edition only includes Word, Excel, PowerPoint, and OneNote.

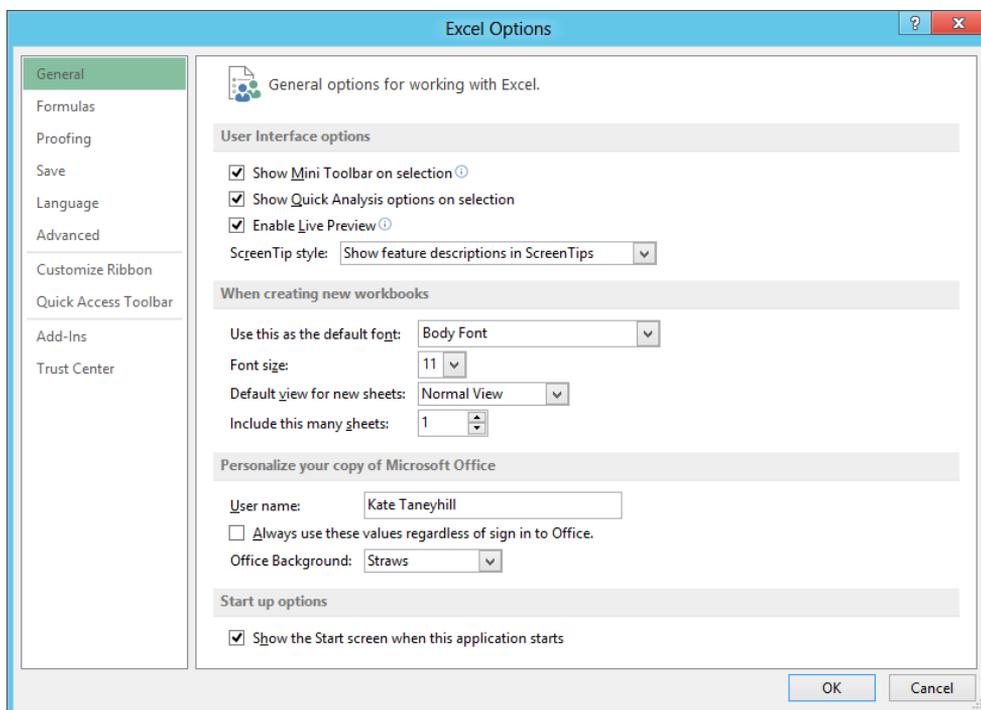
The User Information area has information about your Office cloud account, like your user name and your photo if you've elected to add one. This location is also where you can set a preferred Office background, with designs such as clouds or circles that appear in title bar of your Office applications, or where you can change the Office Theme.

SEE ALSO For more information about Office cloud accounts and connected services, see Chapter 3, "Sharing and collaborating."

The Product Information area is where you find information about your Office installation such as the Office suite you have installed and the applications that are included. This is also where you can choose how your Office installation is updated and view your update history.

- **Options** This is where you can change a variety of application preferences and customize certain behaviors that are specific to the application. In some applications, such as Excel and Access, there are also options specific to the active file.

1

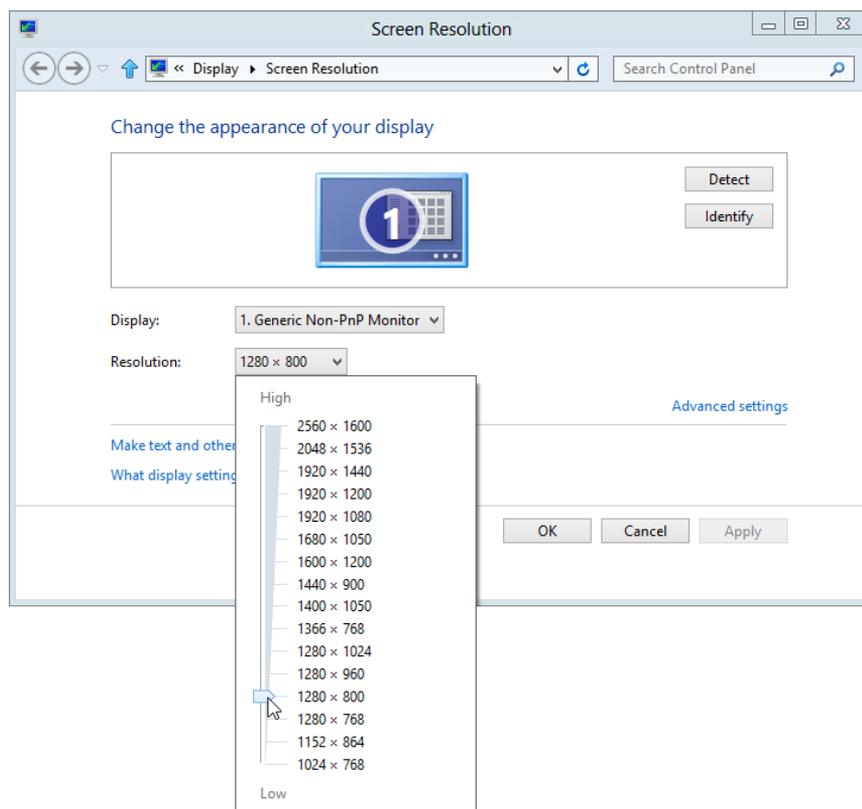


To close the Backstage view and return to the application window, click the arrow in the upper-left corner or press the Esc key.

Adjusting your ribbon display

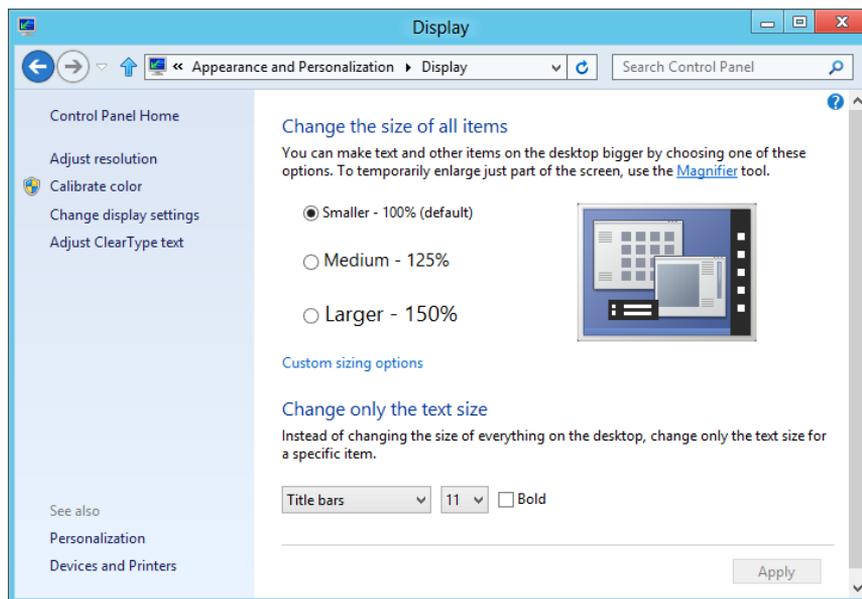
The ribbon is dynamic and adjusts to the size of the application window, your screen resolution, and your screen magnification. If you're using a low resolution, one that makes everything appear larger, a small application window, or a screen magnification of more than 100 percent, the appearance of groups and buttons may be affected. For example, a gallery or an entire group of commands may collapse to a single group button, or button images may appear without labels, or buttons may appear stacked vertically instead of horizontally. And when you are resizing an application window, if there isn't enough room to display the ribbon, it could disappear completely. You may want to take a few minutes to resize an application window to become more familiar with the dynamic ribbon changes.

To modify your screen resolution in both Windows 8 and Windows 7, right-click an empty area of your desktop and then click Screen Resolution. In the Screen Resolution dialog box, click Resolution and drag the slider to adjust your resolution.



TIP Screen resolution is expressed as pixels wide × pixels high, such as 1024×768. The greater the screen resolution, or the higher the numbers, the greater the amount of information that will fit on your screen. The greater the number of pixels wide (the first number), the greater the number of buttons that can be shown on the ribbon. Note that screen resolution options are dependent on your monitor, but they typically range from 800×600 to 2048×1152.

As previously noted, the ribbon also adjusts to your screen magnification. To modify your screen magnification in both Windows 8 and Windows 7, right-click an empty area of your desktop and then click Personalize. In the lower-left corner, click Display and then select your preferred screen magnification.



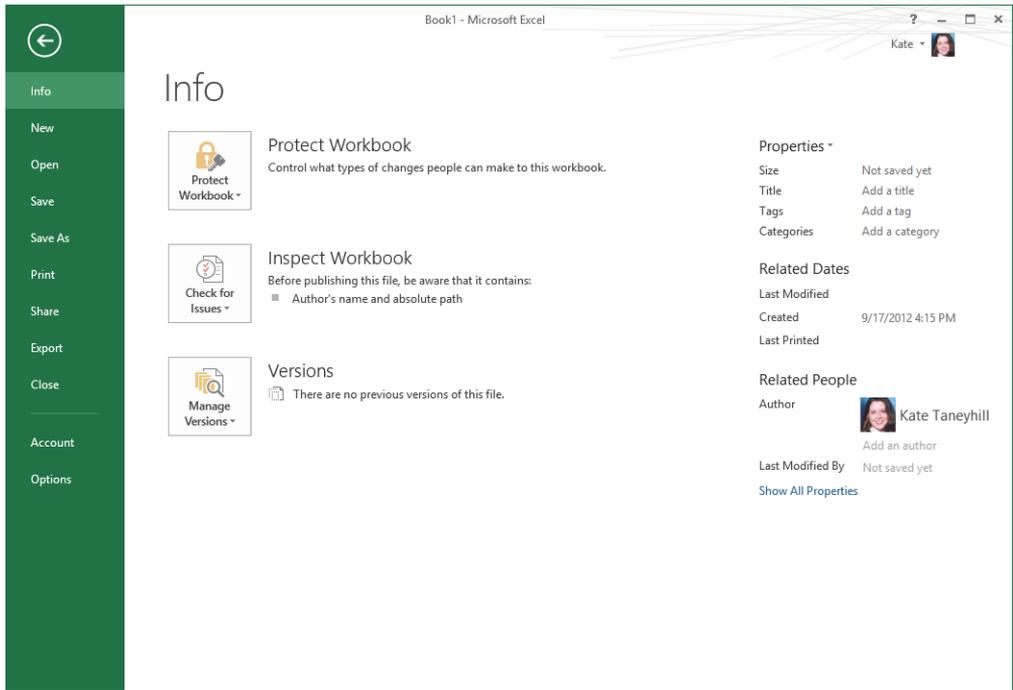
Working with Office files

In the previous section you learned about the Backstage view and how this area of the application is used for file-oriented tasks. In this section, you'll explore the primary file options that are available across the Office applications.

IMPORTANT The images and content provided in this section are from Excel. The other Office applications have similar options, and major differences between the applications are described in tips.

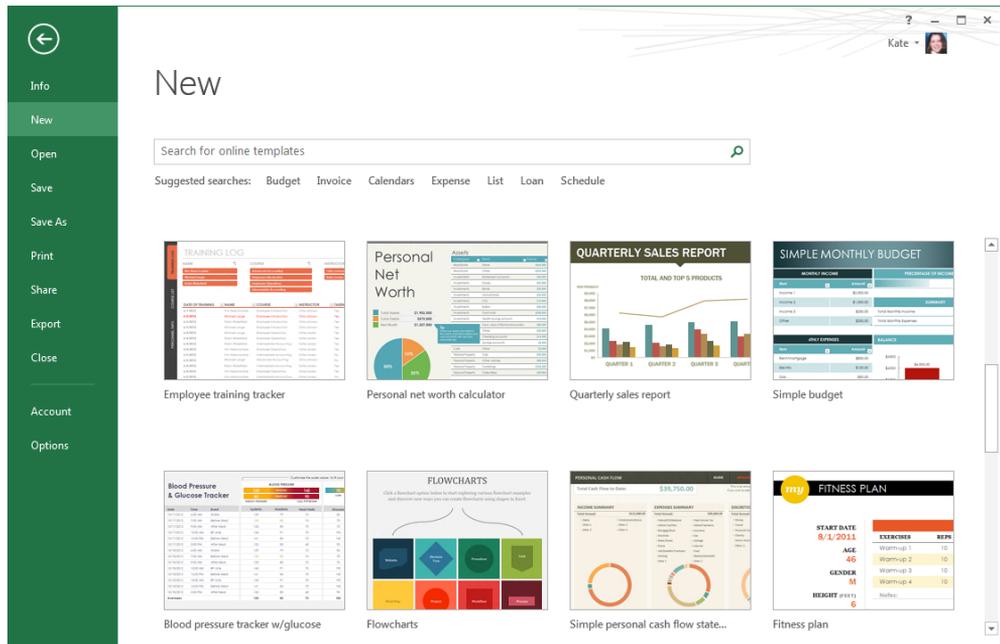
The pages in the Backstage view that contain commands for working with files are described in the following list:

- **Info** In most applications, the Info page displays information about the active file, such as the name and location of the file, the author, and the date the file was last modified. In all of the applications, you'll find specialized file management tools that are specific to the file and application. The following list provides an overview of some of the management tools and features you'll learn about in other chapters and sections of this book.
 - In Excel, PowerPoint, and Word, you'll find tools for opening previous versions of your current document and recovering files you forgot to save.
 - In OneNote you use the Info page to manage your open notebooks, by using tools such as syncing and sharing options.



SEE ALSO For more information about versions and recovering unsaved documents, see the “Recovering unsaved files and versions” section later in this chapter.

- **New** The New page is available in most applications and provides access to templates that enable you to create new files in the application. You can choose to start from scratch and select a blank template, or you can select one that already has content to help you get started on a specific type of task. For example, across the applications you’ll find templates that range from newsletters, budgets, and sales reports, to contact information and asset tracking.

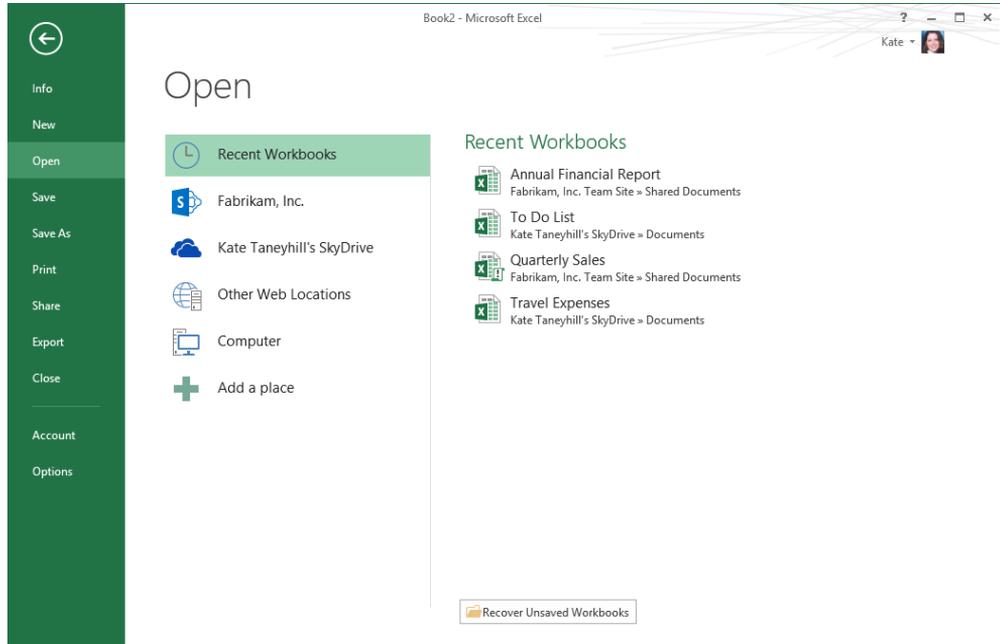


NOTE The templates shown in this book may not be the same as those that appear on your screen. New templates are added regularly, which may alter the results.

To create a new file in the applications that offer templates, simply double-click the template you want. Depending on the application and template, you may need to provide additional information before a new file is displayed in the application window. For example, in OneNote, you need to provide a location and file name and then save the file before it's created. This is because OneNote automatically saves certain changes.

TIP In OneNote, there are page templates available in the application, and you can find entire notebook templates in the Templates gallery on Office.com. PowerPoint templates include designs and layout templates along with task-oriented templates.

- **Open** The Open page lists the recent files you previously opened and displays a list of available places from which you can open files.



Pinning the files you use the most

To pin the files you use the most to the recent file list, point to the file and then click the pushpin to the right of the file name. Pinned files are placed at the top of the list.

Recent Workbooks



To unpin the file, click the pushpin a second time. You can pin and unpin frequently used folders to the Recent Folders list on the Open and Save As pages as well. You can also right-click a recently used file for additional options such as the ability to remove a file from the list and clear all pinned files.

TIP Your recent files list can also be accessed from the main list of tabs in the Backstage view. To make this change, click Options, and then click Advanced. Locate the Display options and then click Quickly Access This Number Of Recent Workbooks. Note that in other applications the option text reflects the type of Office document you use for that application. Also in the Display area are options to change the number of recent files and unpinned folders that appear on the Open and Save As pages.

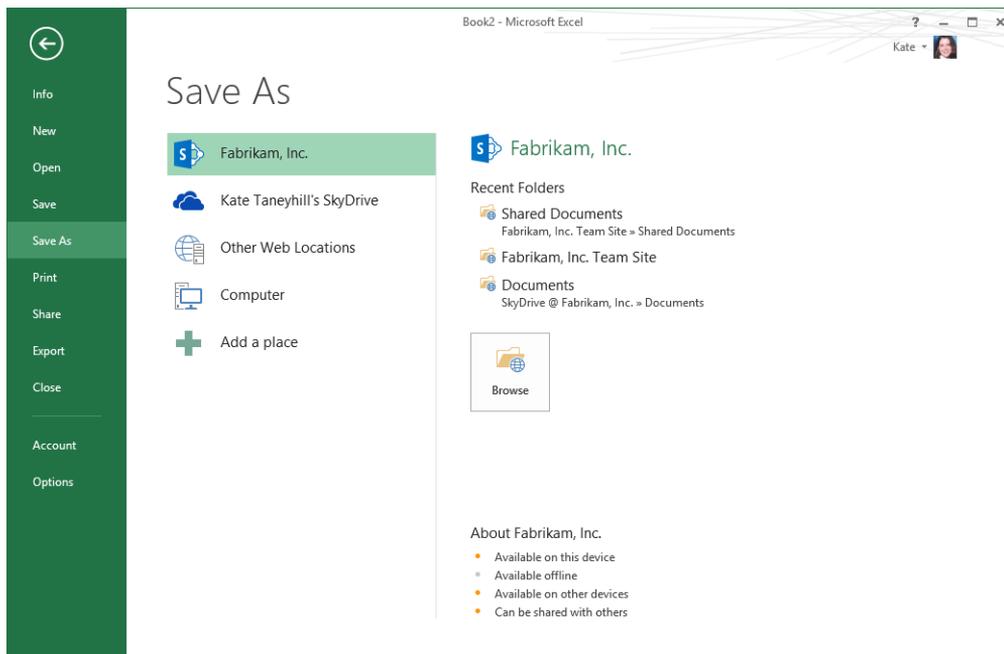
SEE ALSO For more information about opening files from Microsoft SkyDrive, Microsoft SharePoint Online, or other web locations, see Chapter 3.

To view your recent files, click the Recent option near the top of the view, such as Recent Workbooks in Excel.

To open a file, if it's in the recent file list, you can click the file to open it in the application. If the file you need isn't in the list, first click the location where the file is stored, such as Computer, and then to the right of the location, click a recent folder. Or, if the folder you need isn't in the recent list, click the Browse button at the bottom. Either action displays the Open dialog box. After you select a file to open, click the Open button to open the file in the application.

TIP You can also double-click a location, like Computer, to quickly display the Open dialog box.

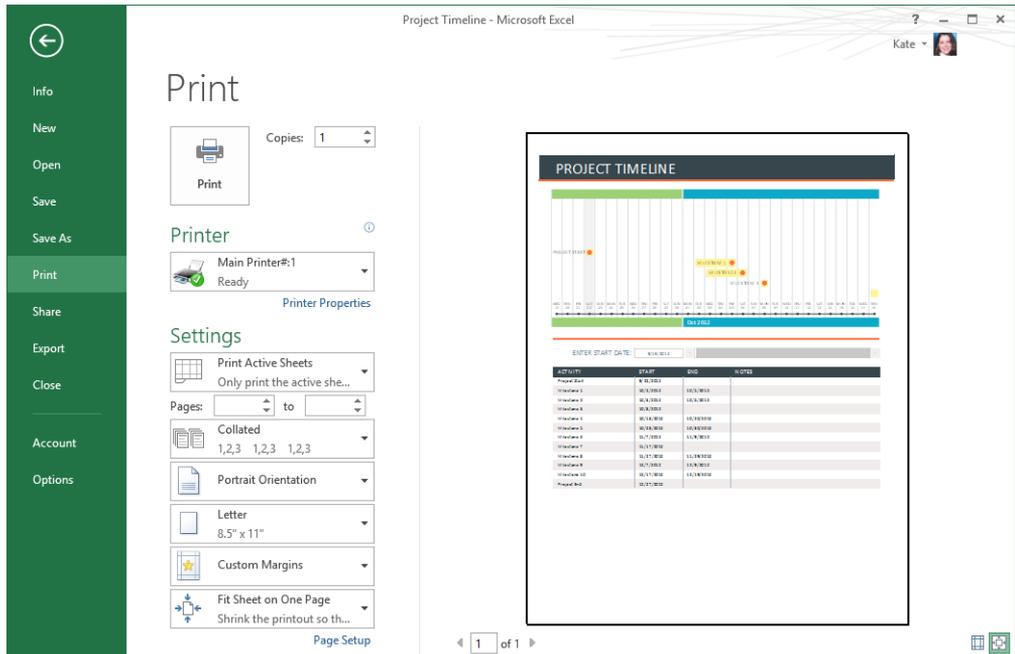
- **Save** When you save a file for the first time and click Save, the Save As page is displayed. After a file has been saved, clicking Save in the Backstage view will update the file and return you to the application window.
- **Save As** The options on the Save As page are similar to those on the Open page. The main difference is that there isn't a recent file list.



To save a file, select the location you want, and if the folder you want isn't in the recent folders list, click the Browse button. Either action displays the Save As dialog box. After you provide a file name, and if necessary, a different location in the Save As dialog box, click the Save button to save the file.

TIP As with the Open page, you can double-click a location to quickly display the Save As dialog box.

- **Print** In all Office applications except OneNote, the Print page provides printing and page layout options along with a preview of your file. In the Printer area, you can choose a different printer and set printer options. In the Settings section, you can specify various print and page settings prior to printing your file.



To print your file, click the Print button at the top of the view.

TIP OneNote has similar print and preview options, but they aren't combined in the same view.

There are also additional file options available on the Share and Export pages. The Share page gives you ways to share your file with others, such as sending your file as an email attachment or sharing it with others online in a web location or through a web browser.

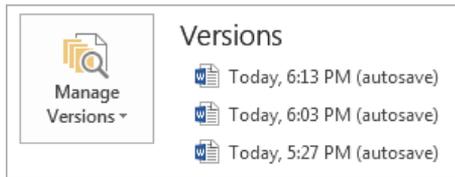
On the Export page, you'll find the ability to save your file in a Portable Document Format (PDF) or XML Paper Specification (XPS) format. And in PowerPoint, you have options for converting your presentation to a video.

Because the majority of these options vary across Office applications or depend on additional components, you'll learn more about them and get step-by-step instructions in other chapters.

Recovering unsaved files and versions

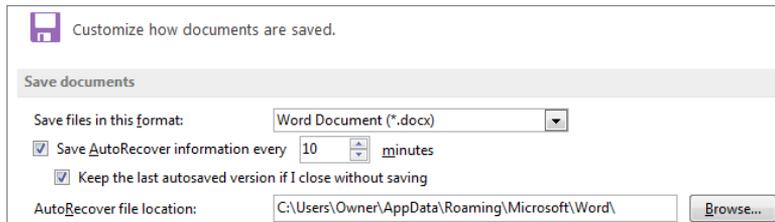
There's a very good chance you will accidentally close a file without saving it, if you haven't already made such a mistake. The good news is that in Excel, PowerPoint, and Word, you may be able to recover your unsaved changes. And if you've spent some time working on an Office document and discover you'd like to return to a previous version of it, you may be able to do that too. File management tools for both of these situations are located in the Backstage view, on the Info page.

In the Versions area, a list of autosave files of your current document might be displayed.



These versions are automatically created while you're working and are deleted when you save and close your Office document. There are a couple of requirements that need to be met before an autosave version is created.

- You must choose to save AutoRecover information, which is turned on on the Save page of the Options dialog box by default.
- An AutoRecover save must be made. This save is based on the time interval next to the AutoRecover information option and depends on whether you've made changes that need to be saved.



When these conditions are met, you can recover up to your last five autosave versions of your current file.

To open a previous version, click the file you want to open in the list and the autosave version will open in a separate window. You can then choose to restore your file, save the version as a new file, or close it without saving changes.

TIP If you only need to recover a portion of an autosave version, you don't need to restore your file to the earlier version. Simply copy the information you need and paste it in your main document.

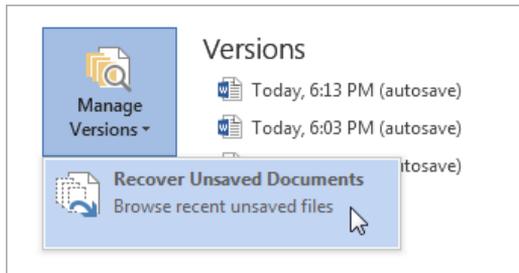
The Versions area is also where you can recover a file you closed without saving. There are two types of unsaved files: those you never saved and unsaved autosave versions. The latter applies to files that were previously saved. It's the last autosave version of a file you closed without saving current changes.

IMPORTANT Files you never previously saved are automatically deleted after four days. Unsaved autosave versions are automatically deleted the next time you edit the file and save changes.

As with the autosave version requirements, in order to recover an unsaved file, you must elect to save AutoRecover information. And to recover an unsaved autosave version, you must also elect to keep the last autosaved version when you close without saving. The latter option is also found in the Options dialog box near the top of the Save options.

To recover unsaved files, click Manage Versions and then do one of the following.

- In Excel, click Recover Unsaved Workbooks.
- In PowerPoint, click Recover Unsaved Presentations.
- In Word, click Recover Unsaved Documents.



The Open dialog box appears and lists the files you can recover for the application you are using. Select the file you want and then click Open to open it in the application. And if you to want to keep that file, make sure you save your changes.

Customizing the user interface

In the first section of this chapter, you explored the user interface and became familiar with terminology and product-specific functionality. The next step is to personalize your Office surroundings to help you settle in and begin making yourself at home.

Here are some of the ways you can customize your user interface:

- To free up space on your screen, you can set the ribbon to auto-hide or you can toggle the ribbon between a collapsed and expanded state. A ribbon set to auto-hide is hidden from view. A collapsed state shows only the tabs, and the expanded state shows both the tabs and the commands.
- Set the Quick Access Toolbar to appear above or below the ribbon.
- Add additional commands to the Quick Access Toolbar or remove commands you don't need.
- Choose the information you prefer to display in the status bar, if applicable to the application.

Adapting exercise steps

The screen shots shown in this book were captured at a screen resolution of 1024×768, at 100 percent magnification. If your settings are different, the ribbon on your screen might not look the same as the one shown in this book. As a result, exercise instructions that involve the ribbon might require a little adaptation. Our instructions use this format:

- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, our instructions use this format:

- On the **Home** tab, in the **Editing** group, click the **Find** arrow and then, in the **Find** list, click **Go To**.

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First click the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, click the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

In this book, we provide instructions based on traditional keyboard and mouse input methods. If you're using Office on a touch-enabled device, you might be giving commands by tapping with your finger or with a stylus. If so, substitute a tapping action any time we instruct you to click a user interface element. Also note that when we tell you to enter information in Office, you can do so by typing on a keyboard, tapping in the entry field under discussion to display and use the On-Screen Keyboard, or even speaking aloud, depending on your computer setup and your personal preferences.

Customizing the Office environment

In this exercise, you'll customize your Office environment by collapsing and expanding the ribbon, setting it to an auto-hide state, and moving the Quick Access Toolbar below the ribbon.

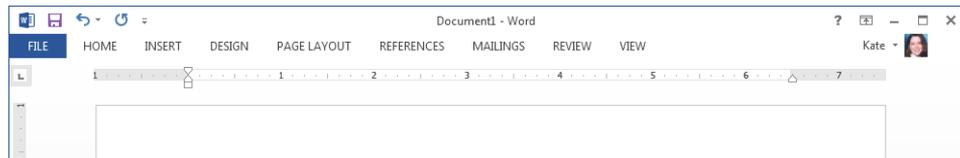
1

➔ **SET UP** You don't need any practice files to complete this exercise. Start Word and follow the steps.

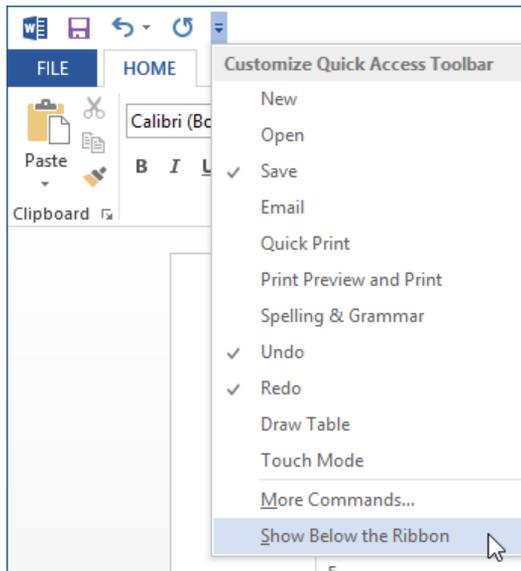
IMPORTANT Unless otherwise noted, the customizations in this section are not application specific.

- 1 On the Word Start screen, click **Blank document**.
- 2 Double-click the active ribbon tab to collapse it.

KEYBOARD SHORTCUT Press **Ctrl+F1** to toggle the ribbon between a collapsed and expanded state.



- 3 Click the **Home** tab to expand the ribbon, and in the **Font** group, click the **Bold** button.
- 4 Click in the document to return the ribbon to a collapsed state.
- 5 In the window controls at the right end of the title bar, click the **Ribbon Display Options** button and then from the list, click **Auto-hide Ribbon**.
- 6 Click the top of the application window to display the ribbon.
- 7 On the **Home** tab, in the **Font** group, click the **Bold** button.
- 8 Click in the document to return the ribbon to an auto-hide state.
- 9 Click the arrow at the end of the **Quick Access Toolbar** and then near the bottom of the list, click **Show Below the Ribbon**.



- ✘ CLEAN UP** Set the ribbon to your preferred auto-hide, expanded, or collapsed state. Set the position of the Quick Access Toolbar to your preference, either shown above or below the ribbon. If you're continuing to the next exercise, leave Word and your document open. Otherwise, exit Word without saving changes to the document you created.

Customizing the Quick Access toolbar

As noted in the introduction of this section, you can also customize the Quick Access Toolbar by adding frequently used commands, such as New or Open, or by adding commands directly from the ribbon. Here are two ways you can add additional commands:

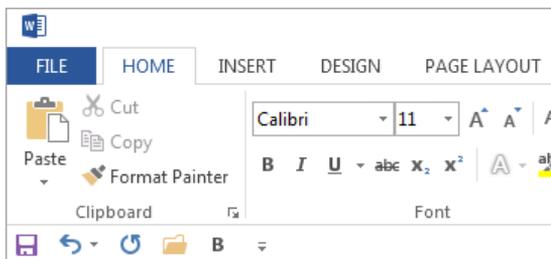
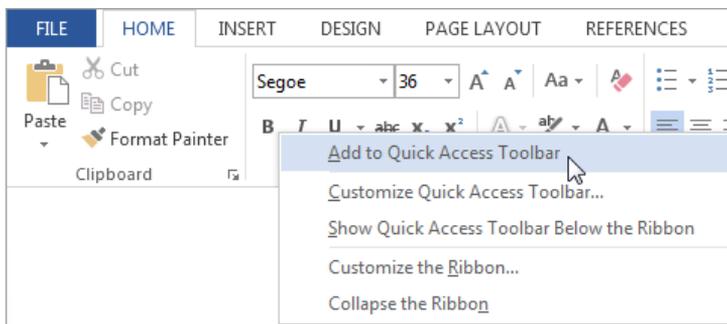
- Click the arrow at the end of the **Quick Access Toolbar** and then select a command from the **Customize Quick Access Toolbar** list.
- Right-click a command on the ribbon and then click **Add to Quick Access Toolbar**.

To remove a command from the Quick Access Toolbar, right-click the command and then click **Remove From Quick Access Toolbar**.

In this exercise, you'll customize the Quick Access Toolbar by adding and removing commands.

→ SET UP You don't need any practice files to complete this exercise. If Word and your blank document are still open from the previous exercise, follow the steps. Otherwise, start Word, create a new document, and follow the steps.

- 1 Click the arrow at the end of the **Quick Access Toolbar** and then in the list, click **Open**.
- 2 On the **Home** tab, in the **Font** group, right-click the **Bold** button, and then click **Add to Quick Access Toolbar**.



TIP You can also add dialog boxes or a group on the ribbon, such as the Font group, to your Quick Access Toolbar for faster access. To do so, right-click a dialog box launcher or right-click a group name and then click **Add To Quick Access Toolbar**.

- 3 On the **Quick Access Toolbar**, right-click the **Open** button and then click **Remove from Quick Access Toolbar**.
- 4 Remove the **Bold** button from the **Quick Access Toolbar**.

✕ CLEAN UP If you're continuing to the next exercise, leave Word and your document open. Otherwise, exit Word without saving changes to the document you created.

TIP For more information about how to rearrange the commands on your Quick Access Toolbar or to add commands that don't appear on the ribbon, see "Customizing the ribbon" later in this chapter.

Customizing the status bar

You can also customize the status bar by choosing what you prefer to display. Similar to how you customize the Quick Access Toolbar, you can right-click the status bar to customize it. The Customize Status Bar list shows the available status bar items, and a check mark will appear next to those that are currently displayed. You then select or deselect items in the list to add or remove them. Note that some items only appear in the status bar when a feature is turned on, to help reduce status bar clutter. For example, if you choose to show Caps Lock, it will only display in the status bar if you've turned caps lock on and are typing in all caps.

Customize Status Bar	
<input type="checkbox"/> Formatted Page Number	1
<input type="checkbox"/> Section	1
<input checked="" type="checkbox"/> Page Number	Page 1 of 1
<input type="checkbox"/> Vertical Page Position	1"
<input type="checkbox"/> Line Number	1
<input type="checkbox"/> Column	1
<input checked="" type="checkbox"/> Word Count	0 words
<input checked="" type="checkbox"/> Number of Authors Editing	
<input checked="" type="checkbox"/> Spelling and Grammar Check	
<input checked="" type="checkbox"/> Language	English (United States)
<input checked="" type="checkbox"/> Signatures	Off
<input type="checkbox"/> Information Management Policy	Off
<input type="checkbox"/> Permissions	Off
<input type="checkbox"/> Track Changes	Off
<input checked="" type="checkbox"/> Caps Lock	Off
<input type="checkbox"/> Overtype	Insert
<input type="checkbox"/> Selection Mode	

In this exercise, you'll customize the status bar in Word.

→ **SET UP** You don't need any practice files to complete this exercise. If Word and your blank document are still open from the previous exercise, follow the steps. Otherwise, start Word, create a new document, and follow the steps.

- 1 At the bottom of the Word window, note **Page 1 of 1** on the left end of the status bar.



- 2 Right-click the status bar and then in the **Customize Status Bar** list, click **Page Number** to turn it off.
- 3 In the **Customize Status Bar** list, click **Page Number** again to turn it back on.
- 4 Click in the application window to close the **Customize Status Bar** options.

✕ **CLEAN UP** Exit Word without saving changes in the document you created.

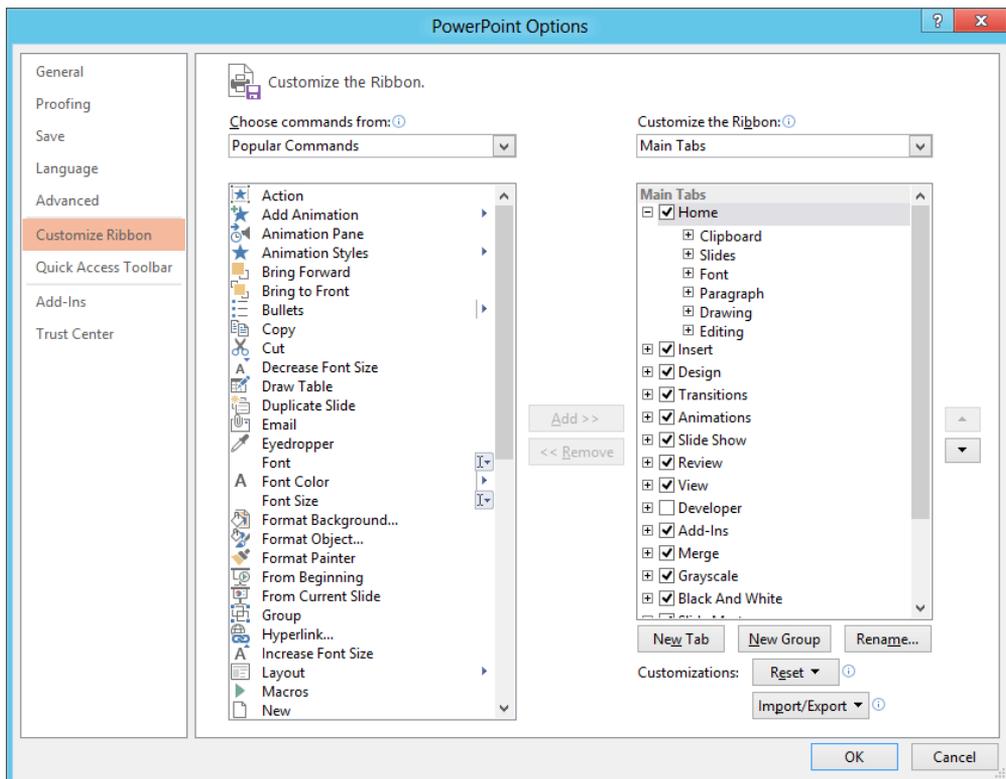
TIP You can also customize the behavior of the mini toolbar, Live Preview, or ScreenTips. To access these settings, display the Backstage view and then click Options. These user interface options are located at the top of the General section. Note that the user interface options vary across the applications. For example, OneNote does not support Live Preview.

Customizing the ribbon

As noted at the beginning of this chapter, one of the biggest advantages of Office is the similarities across the applications. In this section, you'll start applying what you learn about one feature to other components that are similar, like the Quick Access Toolbar and ribbon.

In comparison, both the Quick Access Toolbar and ribbon contain the primary commands for an application and can be customized. The main difference between them, other than appearance, is that the Quick Access Toolbar holds your most frequently used commands, whereas the ribbon provides a more standardized set of commands. However, there may be times when you want to make modifications to the ribbon. For instance, there are more advanced commands that aren't in the ribbon by default that you may find beneficial. Or you might find you can work more efficiently by moving a command or group to another location or tab.

To customize the ribbon, you display the Backstage view, click Options, and then click Customize Ribbon.



The left side of the ribbon customization settings area lists commands that can be added to the ribbon, and the right side lists the ribbon tabs. You can add commands from the list of available commands to any existing group on the ribbon, or you can create a new group and add commands to it.

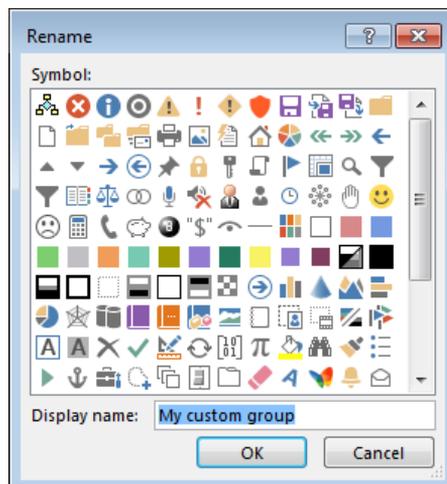
You can also create a new ribbon tab and add new groups and commands or modify the tool tabs that appear when a specific object is selected, like a picture. To access all available ribbon tabs, in the Customize The Ribbon area, click the arrow next to Main Tabs and then click All Tabs.

Additionally, you can reorder built-in tabs, groups, and commands using the Move Up and Move Down arrows on the right side of the dialog box.

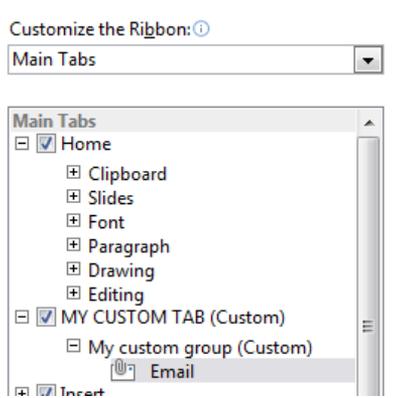
In this exercise, you'll customize the ribbon by adding a new tab, group, and command to the ribbon in PowerPoint. You'll then delete your customizations. At the end of this exercise, you'll apply what you learned about ribbon customization to the Quick Access Toolbar.

→ SET UP You don't need any practice files to complete this exercise. Start PowerPoint, create a blank presentation, and follow the steps.

- 1 In the **Backstage** view, click **Options**, and then click **Customize Ribbon**. Below the ribbon tab list, click **New Tab**.
- 2 Click **New Tab (Custom)** to select it, and then click the **Rename** button near the bottom.
- 3 Enter **MY CUSTOM TAB** and then click **OK**.
- 4 Click **New Group (Custom)** and rename it to **My custom group**.

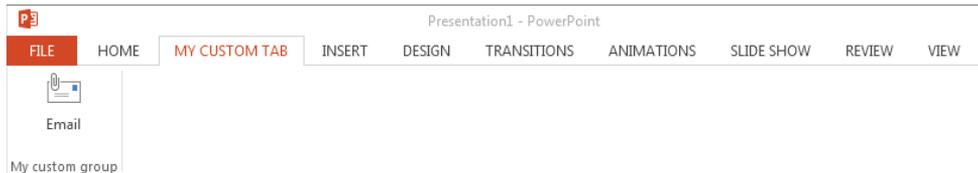


- 5 From the **Popular Commands** list, select any command. For instance, select **Email**. Click **My custom group** and then click the **Add** button near the middle of the **Options** dialog box.



IMPORTANT Commands can only be added to groups on the ribbon. If you don't select a group prior to adding a command, you will encounter an error message.

- 6 To review your customizations, click **OK** at the bottom of the **Options** dialog box.
- 7 On the ribbon, click **MY CUSTOM TAB** and note your custom group and newly added command.



- 8 Reopen the **Options** dialog box and display the ribbon customization options.
- 9 If necessary, select **MY CUSTOM TAB**.
- 10 Near the middle of the **Options** dialog box, click the **Remove** button to delete your custom tab and custom group.

- 11 Experiment with other ribbon customizations. For example, to reorder tabs, groups, or individual commands, make a selection, and then on the right side of the dialog box, click the **Move Up** and **Move Down** buttons.
- 12 After you're comfortable customizing the ribbon, in the **Options** dialog box, click **Customize Quick Access Toolbar** and apply what you learned in the previous steps. For example, reorder the commands or add new ones.
- 13 To reset all of your ribbon and **Quick Access Toolbar** customizations, click the **Reset** button near the bottom of the **Options** dialog box, and then click **Reset all customizations**.
- 14 Click **Yes** to confirm the deletion of your customizations.

TIP To back up your ribbon and Quick Access Toolbar customizations or to share them with others, use the Import/Export options at the bottom of the dialog box.



CLEAN UP Close the Options dialog box and exit PowerPoint without saving the presentation.

Choosing the right application for the task at hand

As noted at the beginning of this chapter, many of the applications have similar functionality. In the next chapter, you'll learn about shared features that are available to most of the Office applications. With so many overlapping capabilities, you may be wondering how to determine the application you need to use for your various projects.

In this section, you'll get an overview of various tasks you can perform in each application that's available in the Office Home and Student 2013 suite. For the applications that have similar functionalities, you'll receive more information at the end of this section on how to choose an application to perform a specific task.

Application	Tasks
Excel	<ul style="list-style-type: none"> ■ Calculate and analyze numeric information such as budgets, income, expenses, loans, and scientific or statistical data. ■ Organize and track information, such as inventory, task lists, projects, financial data, and address lists. ■ Summarize numeric and other data and display results in charts and PivotTables. ■ Create forms that include controls, such as check boxes, drop-down lists, and option groups, to be filled in by other users.
OneNote	<ul style="list-style-type: none"> ■ Organize and keep track of your notes and other information in searchable notebooks. ■ Collect information from other Office applications or Windows Internet Explorer. ■ Capture your notes in text, ink, drawings, images, audio, and video. ■ Insert pictures, tables, files, spreadsheets, or diagrams. ■ Collaborate in real time with other people.
PowerPoint	<ul style="list-style-type: none"> ■ Create presentations for a speech, class, or demonstration. ■ Create photo albums to share with friends and family or for personal use. ■ Add multimedia such as graphics, video, and audio along with animations. ■ Present your presentation to a live audience or in an online meeting, or transform it into a video.
Word	<ul style="list-style-type: none"> ■ Create general documents such as letters, memos, term papers, essays, or reports. ■ Create documents that contain graphics, such as newsletters, cards, flyers, invitations, and photo calendars. ■ Create advanced documents, such as mass mailings that can be printed and mailed or sent by email. ■ Create a book or report with a table of contents, indexes, and cross references. ■ Create forms that include controls such as check boxes, drop-down lists, and date pickers, to be filled in by other users. ■ Generate other documents, such as envelopes, labels, blog posts, and webpages.

As previously discussed, several of the Office applications provide similar functionality. For instance, you can use Word or PowerPoint to create Office documents that include graphics, such as flyers or photo albums. You can create forms in Excel and Word. And you can use both Word and Excel for lists of information.

More often than not, you'll likely choose the application you're most comfortable with and forgo learning something new. Before you do, keep in mind that each application specializes in specific capabilities and can produce better results when selected for certain tasks. Think of it as going to a restaurant—if you go to one that specializes in seafood, you might find steak on the menu, but it may not be as good as a steak you get from a steak house.

Also keep in mind that what you learn in one application can be applied to another, so the learning curve may be easier than you think. Here are a few tips to help you determine the right application for specific tasks.

- For files that include graphics, consider the type of content you want to include, the amount of text, and the complexity of the layout. If it's a small amount of text and you don't need to use cross-references, fields, or other advanced text features, then use PowerPoint. In PowerPoint, it's easier to move your content and visually align objects. Plus, you can add vertical and horizontal guides for precision placement.
- For photo albums, think about the end result you want. If you want to display the album electronically on a computer or projection screen, use PowerPoint. It also enables you to add transitions and animations for a professional-looking result. Plus, you can convert your presentation to a video that can be published on websites like YouTube.
- For simple lists of data, such as an inventory or making a task, address, grocery, or birthday list, consider using Excel. It has tools for sorting, filtering, and managing your lists.
- For forms, determine whether the form contains calculations. Although Word supports calculations, creating formulas in Excel is easier and more reliable. However, if your form needs to contain advanced text features or needs the page flexibility of a word processor, then create your form in Word.

This list is certainly not an exhaustive list of all of the different types of files you can create or tasks you'll perform in your projects. This is a vast topic that could easily warrant its own book. But the information provided here should be enough to give you a good start in choosing the right application.

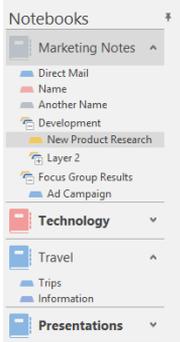
Key points

- The ribbon and Quick Access Toolbar have commands for working with the content of a file.
- The Backstage view has commands for working with the entire file or the application.
- You can create new documents, workbooks, presentations, publications, notebooks, and databases on the New page in the Backstage view.
- You can open, save, print, share, and export documents in the Backstage view.
- You can customize the Office user interface and modify application settings to fit your workflow.
- Choosing the right application for specific tasks can help you be more productive and get better results.

Chapter at a glance

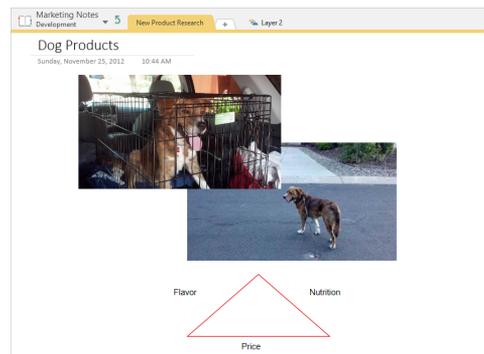
Organize

Organize notebooks and sections,
page 671



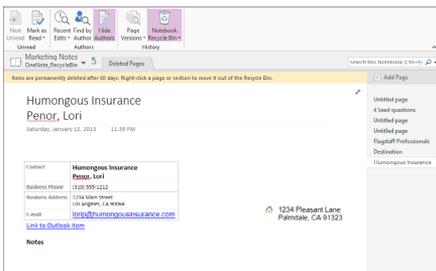
Images

Insert images and ink,
page 676



Recover

Recover deleted sections or pages,
page 684



Working with notebooks, sections, and pages

25

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Create and organize notebooks.
- Create, organize, and manage sections and section groups.
- Create and organize pages and subpages.
- Add and organize notes.
- Insert images and work with ink and shapes.
- Recover deleted sections or pages.

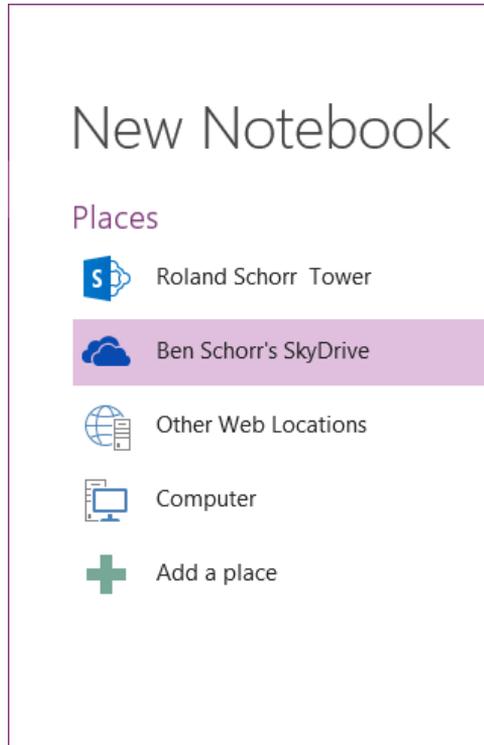
Microsoft OneNote is built around the metaphor of a spiral-bound notebook—though of course you can have multiple notebooks in OneNote if you like. Each notebook is divided into sections, and each section contains the pages where your notes are located.

Before you can get started capturing ideas and research with OneNote, you need to get your notebooks, sections, and pages set up. Adding notebooks is easy. You need to decide where you want to store them and what you want to call them, but after that, you're ready to go. You can have as many notebooks as you have storage space for. Notebooks must have at least one section, but they don't have to have more than one. Likewise, each section has to have at least one page, but can have only one. It's not likely you'll want to have a notebook that has only a single section and single page in it, but you can.

PRACTICE FILES You don't need any practice files to complete the exercise in this chapter.

Creating a notebook

Creating a notebook is quite simple to do. Simply click the File tab to go to the Backstage view and then choose New. The New Notebook page appears, and it's time to make your first important choice—where to put your new notebook.



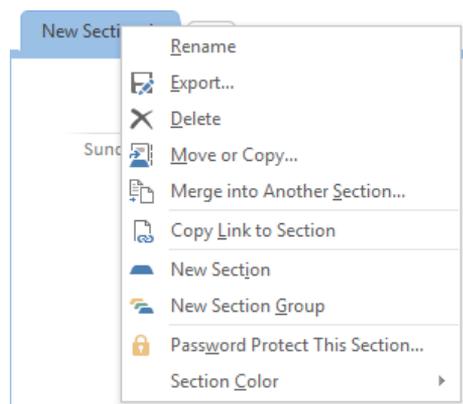
OneNote shows you the list of places it recognizes and gives you the option to add a place that it doesn't. It's worth noting that the Add A Place option only offers choices of places in the cloud. You won't get local or network locations there. The default location in OneNote 2013, as in many programs of the Microsoft Office Home and Student 2013 suite, is on your Microsoft SkyDrive. On the list shown just previously, you may notice from the icon that the first place listed is a Microsoft SharePoint site.

When you are choosing a location to store your new notebook, there are a few things you should know:

- If you plan to share this notebook with mobile devices, only the Windows Phone version of OneNote mobile can access notebooks stored on SharePoint. If you're an iPhone, iPad, or Android user, you'll need to store the notebook on SkyDrive.
- If you plan to share this notebook with other PCs, you can select any network location those PCs also have access to. A network file share, network storage device, SharePoint, or SkyDrive will all work fine as long as all of the PCs involved can access that location.
- After you've selected your location, give your notebook a name. Choose a name that makes sense to you, but try not to make it too long. *Marketing* and *Clients* are great names. *Collection of notes about my trips throughout North Carolina, California, Canada, and much of Southern Mississippi* is a poor name.
- With your location chosen and notebook named, click **Create Notebook**. Your new notebook is created and opened in OneNote with a single section and a single page within that section.

Creating and organizing sections

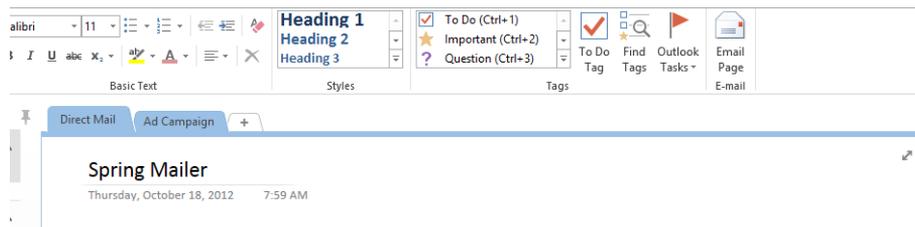
OneNote helpfully creates the first section for you, and it's a safe bet that you don't really want that section to be named *New Section 1*. To rename the section, right-click the section tab and select **Rename** from the menu that appears (or just double-click the name on the section tab).



The same naming guidelines you followed for the notebooks apply to sections, as well. The names should be descriptive but not ridiculously long or detailed.

TIP Try to avoid using too much punctuation in notebook or section names. Notebooks are stored as folders and sections as files; too much punctuation can cause problems with synchronization and file storage.

Creating a new section is as simple as clicking the + tab. When you do so, OneNote creates a new section and names it *New Section x*. Rename it to whatever you'd like, as described previously.



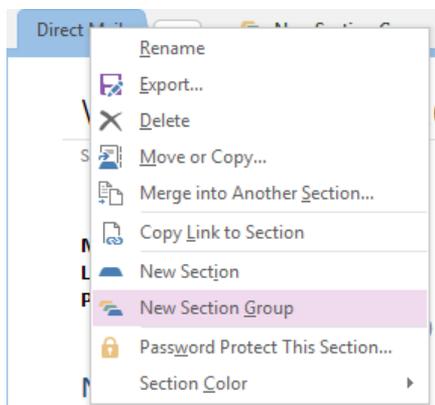
If you'd like to rearrange the order of your sections, just click a tab and drag it left or right along the tab row above your page or drag a section up or down on the Navigation pane at the left.

SEE ALSO If you need a refresher on section tabs or the Navigation pane, see Chapter 24, "Getting comfortable in OneNote 2013."

Section groups

Now that we've looked at notebooks and sections, you're probably wondering what section groups are. Section groups are merely an organizational construct that let you group your sections together in a logical fashion (hence the name).

- To create a section group, right-click any of the section tabs or the empty space to the right of the section tabs and select **New Section Group**.



- A group called **New Section Group** will be created, which you can right-click and rename.
- Click the section group to go into it, and click the green swirly arrow at the left side of the section tabs to go back up to the previous level.

TIP You can create just about as many layers of section groups as you want, but don't get too crazy about it. Nine layers of section groups could be rather difficult to easily navigate.

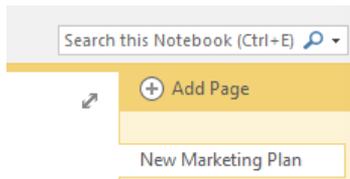
To add a section to a section group, click in that section group and create a new section. To move existing sections into a section group, drag them onto the section group.

Creating and organizing pages

The real work in OneNote gets done on pages. All the rest (notebooks, sections, section groups) are just a framework to help organize those pages. Everything we talk about when it comes to typing notes or inserting images or ink happens on pages.

Creating a page is quite simple:

- At the top of the page list on the right side of the screen, click **Add Page**. A new page is created.



As with sections and section groups, your page will have a default name; for example, *Untitled Page*, which you are encouraged to change. There are several ways to rename your page:

- Right-click the page tab and select **Rename**
- Click in the page title area of the page (above the horizontal line) and enter a name for your page.
- Enter some text on the page. In the absence of a formal name, OneNote will use whatever the first line of text is for the title of the page.

TIP You can create as many pages as you like in a particular section.

After you've created your page, you can change the order by dragging it up or down in the page list on the right side of the window.

TIP A popular feature request is the ability to sort pages alphabetically. OneNote 2013 doesn't include that feature, but there have been Microsoft PowerToys available for download in the past that could do it.

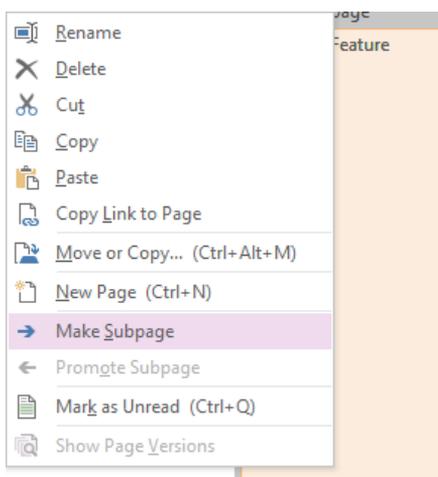
After the page is created, click anywhere on the page to begin adding notes and content.

Creating subpages

A subpage is a regular page that is indented a bit in the page list in order to show that it is a subpage of the page above it. Do you have to use subpages? No, but you might want to, because an organizational construct will separate related data onto multiple pages.

To create a subpage, follow these steps:

- 1 Create a new page, as described previously, below the page where you want the subpage to appear.
- 2 Right-click the tab of that new page and select Make Subpage, or drag the subpage tab to the right.



Adding and organizing notes

Adding notes to a page in OneNote is as simple as clicking where you'd like the note to appear and adding your content. Most often, that content tends to be typed notes, but it can also be ink, images, web content, and more.

To add typed text, click where you want the text to appear and begin entering text. Don't be too concerned if you decide to change the layout later. You can move your notes around on the page whenever you want.

To format your text, select the text you want to format and use the formatting tools on the Home tab of the ribbon or on the Mini Toolbar that appears just above the selected text. You can apply various font colors, font sizes or types, effects like Bold or Underline, and also highlights to your text.

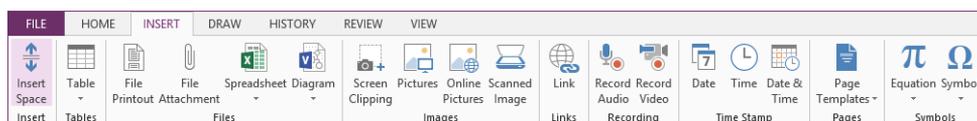
OneNote makes a basic set of Styles that you can use to format your notes. To apply a style, select the text you want to apply the style to, and then select the style you want to apply from the Styles gallery on the ribbon.

TIP The styles in OneNote 2013 can't be customized, and you can't create your own style. You're limited to the predefined styles that are included with the product.

Inserting images

There are a number of ways you can insert images into your notes in OneNote 2013. First, select the note page where you want the image to appear. Then use one of the following techniques to insert your image:

- On the **Insert** tab, click **Pictures** to select an image from your hard drive or **Online Pictures** to search online sources for an image or piece of clip art to insert.
- On the **Insert** tab, click **Screen Clipping** to use the **Screen Clipping** tool to select and insert a portion of your screen. This is great for inserting images of error messages or other on-screen content.



- If you have a scanner connected to your computer or device, you can click **Scanned Image** on the **Insert** tab to insert an image from your scanner.
- In some cases, you can drag images from other applications right into your notes.
- You can press the **Windows logo key+N** to open the **Send to OneNote** tool, then press **N** again to start a screen clipping action. Select a section of the screen you want to clip, and then paste it into your notes.

SEE ALSO We'll talk more about screen clipping in Chapter 35, "Getting better results with less work."

- After you've inserted an image into OneNote, you can move it to wherever you would like it to appear on the page. Just drag the image to place it. You can also resize the image by dragging one of the image's handles that appear at the sides and corners of the image when you select it.

Working with ink and shapes

OneNote was originally created to be the "killer app" on the original tablet PCs. Back in the early 2000s, Microsoft got on board to promote a variant of the laptop computer that had a touch screen. Some were laptops where the screen could lie flat; these were called *convertibles*. Others had screens that detached entirely from the keyboard, much like early, primitive, iPads. These were called *slates*. The devices ran a version of Windows that was designed specifically for tablets, and OneNote (then OneNote 2003) was a powerful tool for those early efforts at tablet computing. Though those tablets never really took off, OneNote has endured and thrived, and the ink capability of those early devices has continued in OneNote.

In this exercise, you'll explore the inking capabilities of OneNote.

SET UP You don't need any practice files to complete this exercise. Just open OneNote and open a blank page that you can practice drawing on.

- 1 Click the **Draw** tab.



- 2 On the **Draw** tab, in the **Tools** group, you'll find a selection of pen colors and thicknesses. Click one of the pens from the pen gallery to select it, or click the **More** button on the right edge of the gallery to expand it and show more pen choices.

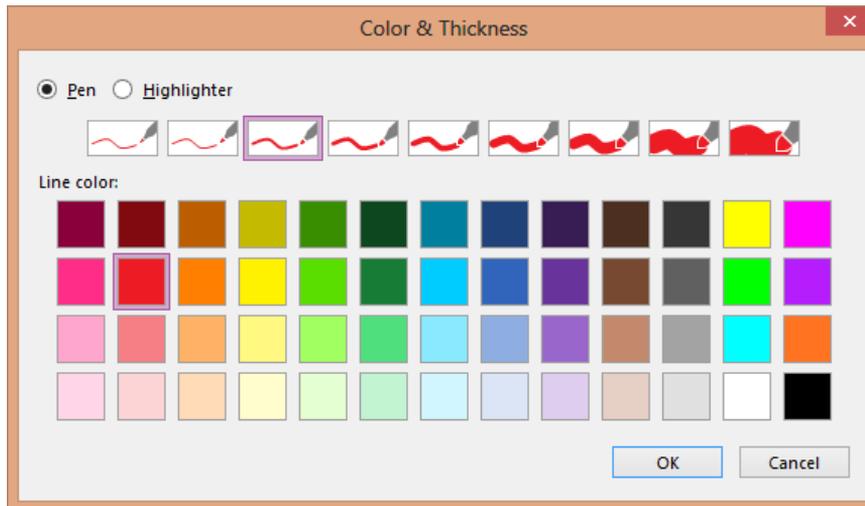


- 3 After you've selected a pen, click in the page area. Then draw, write, or annotate with that pen, using your mouse or a stylus.
- 4 To change back to entering text, click the **Type** button at the left end of the **Draw** tab.

 **CLEAN UP** Delete the practice drawing page if you want to.

Custom pens

If you can't find the pen you want, you can create a custom pen by clicking the Color & Thickness button in the middle of the Draw tab.

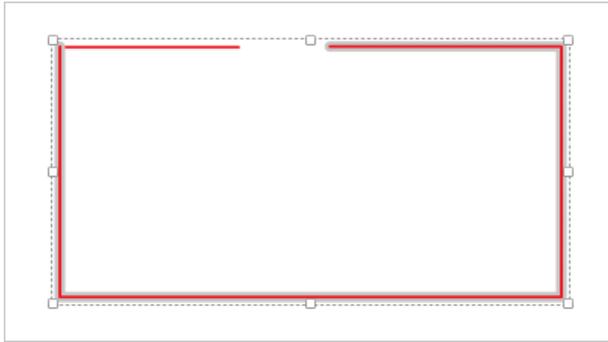


Shapes

Next to the Color & Thickness button you'll find the Shapes gallery. These shapes may look like the kind of shapes you're used to in other applications, but actually, they're just pre-defined ink strokes. That's important to understand, because you use the pens gallery to select the color and thickness of the lines in your shape.

To create a shape, select the pen you want to use from the pens gallery, and then select the shape you want to draw from the shapes gallery. Use your mouse or stylus to drag the shape onto the page where you want it to appear.

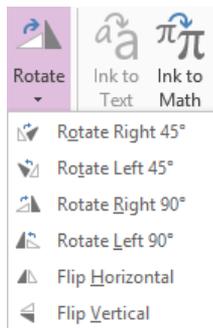
Didn't get it exactly the right size or precisely where you want it? Just drag and drop the shape where you want it or grab one of the resizing handles and make the shape larger or smaller.



If you want multiple copies of the same shape, select your shape, click Copy (or press Ctrl+C), then move to another part of the page and click Paste (or press Ctrl+V). You can make as many copies of the same shape as you like, then drag those shapes to various places on the page.

If you want to select multiple shapes and move them as a group, you should use the Lasso Select option. Click Lasso Select button on the Draw tab and draw a line around the shapes you want to select. When you've completed the loop, OneNote will select all of the items within that Lasso. Then you can drag the shapes or delete the group as you choose.

If the shape isn't aligned the way you'd like, you can rotate it to the right or left. Select your item and click Rotate on the Draw tab (or right-click the shape and select Rotate from the shortcut menu) to display more choices for how you can rotate the shape.



Erasing ink or shapes

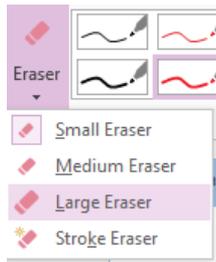
If you don't like what you've drawn, you can use a couple of methods provided by OneNote to erase it. The first way, if it's something you just drew, is to simply use Undo (press Ctrl+Z). You can undo several steps in case you wish to go back further than one step. Just continue pressing the key combination until you've removed the steps you don't want.

If you accidentally undo one too many steps, you can use Redo (press Ctrl+Y) to advance one step.

If you want to do a somewhat more determined sculpting of your ink, you can use the Eraser tool on the Draw tab. When you click the Eraser tool, the pointer turns into an eraser that you can use to erase ink or shapes (or parts of them) from your page.

TIP The eraser can be used to erase parts of drawings but not of inserted images.

You have four different types of erasers to choose from. To select one, click the arrow below the Eraser button to view the menu.

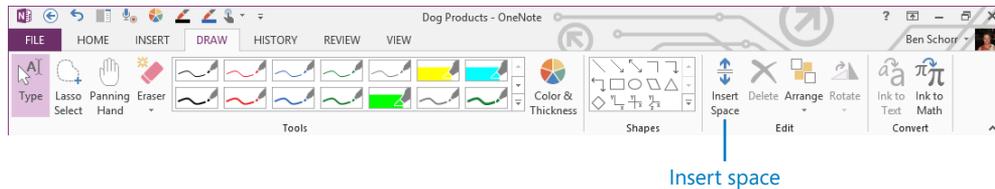


The types of erasers are described in the following list.

- **Small Eraser** An eraser with a small head for very fine work.
- **Medium Eraser** An eraser that is a bit bigger than the small eraser; used for faster erasing.
- **Large Eraser** A rather large eraser head; used for wiping large swathes of the page in quick strokes.
- **Stroke Eraser** A special eraser that removes entire ink strokes with a single click. This eraser is useful for quickly removing a specific ink stroke without disturbing other ink around it.

Inserting space

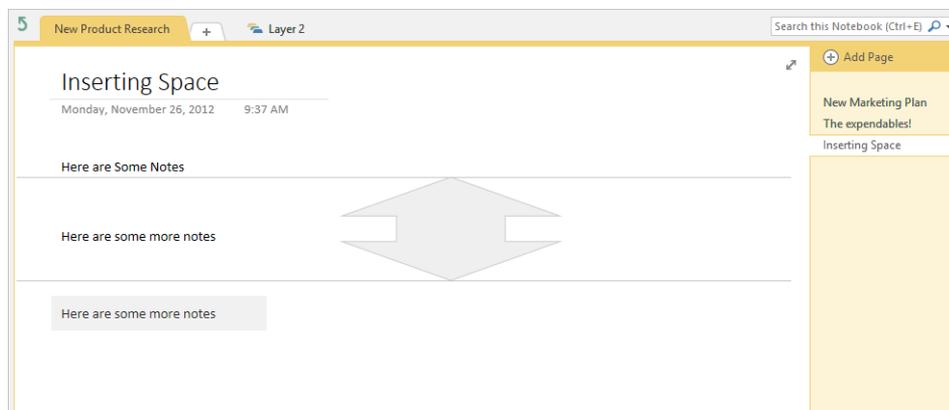
Sometimes you'll want to move items down the page so that you can insert other items above them. The Insert Space tool helps you do that. Just point above the items you want to move down, click the Insert Space button on the Draw tab, and drag down to move all of the items below that point down.



You can also insert space horizontally with the Insert Space tool. Simply point to the side of the page; the Insert Space line will change from a horizontal line to a vertical line. Then you can drag left or right to move everything over.

TIP The Insert Space button can also be used to remove space. If you have some blank space in your page and you want to move everything below that space up, point above the items you want to move up, click Insert Space, and drag up to remove the excess space.

To illustrate how this works, enter some text on the page. Then enter some text in a different note container that appears somewhat lower on the page. Next, click Insert Space on the Draw tab, and point to the space between those two note containers. Then drag down to insert more space between them.



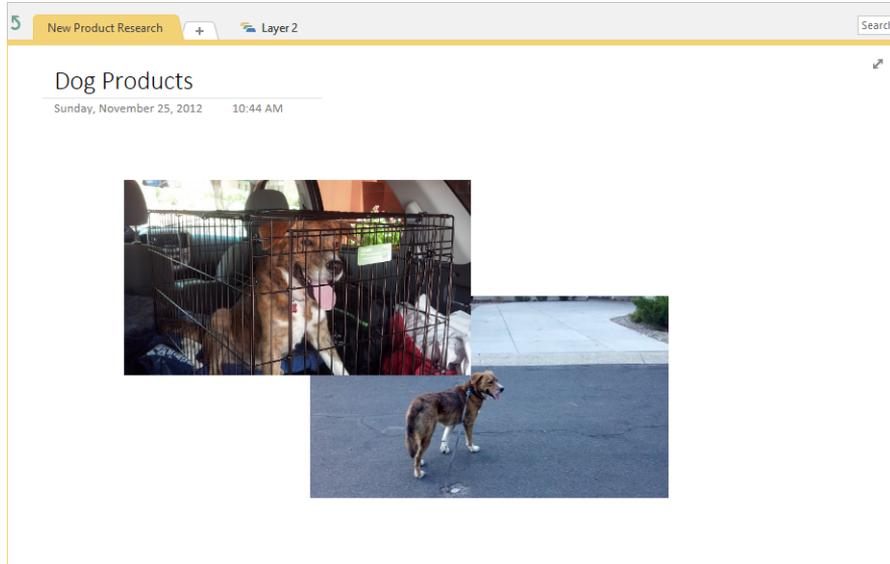
Arranging shapes

Shapes don't only exist in two dimensions in OneNote. You can also layer them front to back, and for that you use the Arrange tool.

To place a shape in front of another shape, select that shape, click the Arrange tool on the Draw tab, and select Bring To Front.



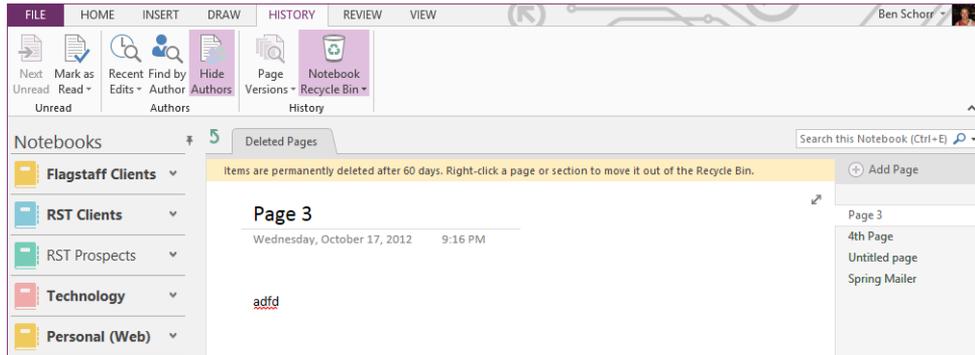
After you've brought the shape to the front, drag it on top of the shape you want it to be in front of. In the following graphic, you can see that the Arrange tool has been used to bring the photo of the dog in the crate to the front of the image, and send the other dog photo to the back. Then the front photo was moved so that it overlaps the back photo.



If you play around with the Arrange features, you'll find that you can create some complex layers of shapes.

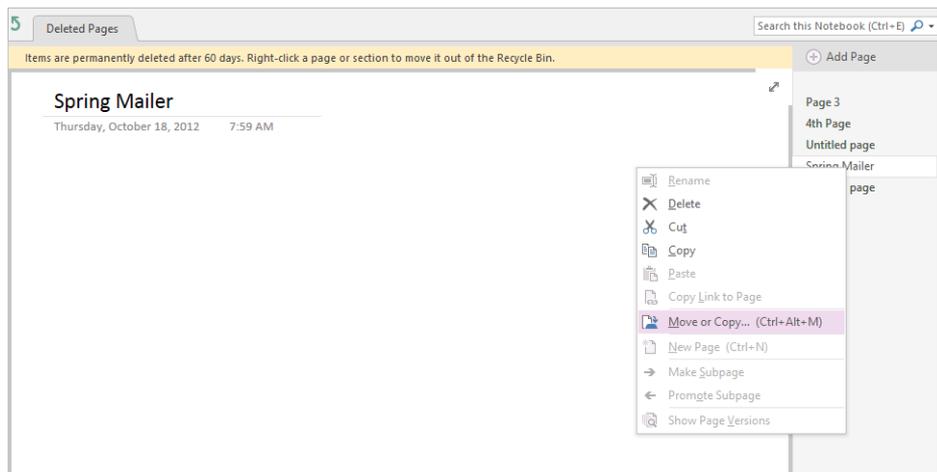
Recovering deleted sections or pages

If you've deleted a page or section and want to get it back, then the Notebook Recycle Bin is your friend.



Following are the steps for restoring deleted sections or pages.

- 1 On the **History** tab, click the **Notebook Recycle Bin** button, and then select **Notebook Recycle Bin** from the menu that appears. OneNote displays deleted pages or sections it still has from the current notebook.
- 2 To restore a section or page, right-click the tab for the section or page, choose **Move or Copy**, and move it back to where you'd like it in the notebook.



TIP You can also drag to move deleted pages from the Notebook Recycle Bin back to the regular notebooks.

- 3 If you're sure that you don't need anything in the **Recycle Bin**, you can empty it to save a little bit of space. Just click **Notebook Recycle Bin** on the **History** tab. Then select **Empty Recycle Bin** from the menu.

Key points

- OneNote 2013 uses notebooks, sections, and pages to help you organize your notes. You can have as many notebooks as you like, each containing one or many sections. Each section can contain one or many pages.
- You can move pages and sections between notebooks.
- On a page, you can take notes with text, images, ink, shapes, or other kinds of content.
- Ink and shapes are drawn with pens, which can have many different colors or thicknesses.
- Ink and shapes can be moved, resized, or rotated as needed.
- OneNote's eraser provides several options for cleaning up any mistakes.
- If you accidentally delete a section or page, it can be recovered from OneNote's Notebook Recycle Bin.

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