

INDEX

Symbols

- 1904 date system, (Excel), 413
- 3D references (Excel), using in formulas, 441
- \# picture switches, 337-338
- * format switches, 336-337
- \@ format switches, 338-339

A

- absolute references (Excel) versus relative references, 443-445
- accented characters, inserting, 84-85
- Accounting formats (Excel number formats), 409
- Action Buttons (PowerPoint), navigating with, 560-561
- action captures, macro recorder, 727-728
- Action Settings (PowerPoint), navigating with, 560
- activating Office 2007, 18-19
- ActiveX, configuring security, 707-708
- Add or Remove Features button, 22
- add-in security, configuring, 706-707
- add-ins, 688, 692-693
 - Excel, 695-696
 - Analysis Toolpak, 696-697
 - Conditional Sum Wizard, 697-698
 - Euro Currency Tools, 698-699
 - Lookup Wizard, 697-698
 - Solver, 699-701
 - Ink Tools, 716
 - recreating Office 2003 user interface, 693-694
 - Ribbon, reorganization, 694-695
 - security, 701-702
 - configuring, 706-707
- adding
 - axis titles, to charts (Excel), 528
 - borders to documents (Word), 266-268
 - boxes to documents (Word), 266-268
 - comments to Word documents, 194
 - content controls, to letters (Word), 315-317
 - drawing guides, 572
 - graphics, to envelopes, 319
 - ink, to Office documents, 716
 - legends, to charts (Excel), 528
 - lines to documents (Word), 265-266
 - pictures, 119-121
 - rows, to tables (Excel), 479
 - rows and columns, to tables (Word), 253-254
 - styles to Cell Styles gallery, 423
 - tables (Word), to documents, 243-244
 - text, to PowerPoint slides, 567-568
 - titles, to charts (Excel), 527-528
 - watermarks, to documents (Word), 265
- adjusting, margins (Word), 218-221
- advanced options, adjusting, 46
- aligning
 - shapes, 117-118
 - text in cells, tables (Word), 260
- All Chart Types command, 135
- alternative file formats, utilizing, 67-68
- Analysis Toolpak (Excel), 696-697
- animation
 - charts, 606-607
 - custom animations, modifying preset animations, 604
 - customizing (PowerPoint), 601-602, 604
 - drawing layer
 - hiding contents with, 606
 - overview, 605-606
 - enabling/disabling, 45
 - linking, 612
 - in slide shows
 - bullet points, 600-601
 - text and objects, 599
 - troubleshooting, 612-613

annotations

- adding with ink, 719-720
- entering, 713-714
- locking documents when using, 720

antivirus software, importance of, 51**Application Data folder, subfolders of, 58****Apply Styles task pane (Word), 296****Applying the Percentage category (Excel number formats), 410****area charts (Excel), overview, 520****array formulas (Excel), 446-447**

- troubleshooting, 469

ascending list sorting (Excel), 485**Ask field, 344****asterisks (Word), 223****At Startup, Open All Files in the Specified Directory box (Excel), 395****Attributes (Excel), changing in, 420-422****audience handouts (PowerPoint), 580-582, 592-593****audio, saving (OneNote), 673-676****AutoComplete, overview, 65****AutoComplete (Excel), 480****AutoCorrect**

- advanced techniques, 97-98
- {fillin} fields, 97-98
- lists
 - customizing, 94-97
 - entries, adding, 95-96
 - entries, deleting, 96
 - formatted entries, 94-96
- lists, customizing, 97
- overview, 91-92
- signatures, adding, 106

- symbols/special characters, entering, 83
- troubleshooting, 51, 98, 105
- typing faster with, 90-91

AutoCorrect (Excel), 462**AutoCorrect (Word), 98, 178-180****AutoFill, ranges (removing items from), 483****AutoFill (Excel)**

- creating custom lists, 484-485
- overview, 481-483. *See also* Smart Tags (Excel AutoFill)

AutoFilter (Excel)

- comparison criteria to create custom filters, 491-492
- comparison operators, 492
- finding sets of data with, 488
- text filters, number filters, and date filters, 489-491

AutoFit (Excel), column widths/row heights, setting, 429**AutoFit Options action menu (PowerPoint), 567****AutoFormat (Word), 237**

- settings, disabling settings, 199-200

AutoFormatting (PowerPoint), while entering text, 568**Automatic Backup, setting up, 77-79****automatic formatting, Word, 213-215****automatic number formats (Excel), overriding, 404****automatic number formatting (Excel cells), 402****Automatically After nn, nn check box, 600****Automatically Use Suggestions from the Spelling Checker check box, 94****AutoRecover options (Excel), 395****AutoShapes (PowerPoint)**

- Action Buttons (PowerPoint), 560-561
- text, entering, 567

AutoSum (Excel), overview, 454-455**AutoText (Word), 178-180****axes, charts (Excel), 530**

- adding moving averages and other trendlines, 533-534
- applying scaling factors to vertical axes, 530
- changing scale of vertical axes, 532
- gridlines, showing/hiding, 533
- logarithmic scaling, 531
- plotting series on secondary axes, 532
- time series along horizontal axes, 530-531

axis titles, charts (Excel), 528**B****backgrounds, 265**

- changing
 - in OneNote, 661-662
 - PowerPoint Slide Master, 576-577
 - themes (PowerPoint), 587-590

backing up (OneNote), 683**bar charts (Excel), overview, 518****Basic File Search task pane, 76****blank cells (PivotTables), removing, 507**

blank presentations (PowerPoint), 548. *See also* presentations (PowerPoint)

Blanks option (Excel Go To Special dialog box), 364

boilerplate text, in letters (Word), 317

bookmarks

- in long Word documents, 276
- navigating Word documents, 174-175

borders

- adding to documents (Word), 266-268
- Excel cells, 426-428
- tables (Word), 259

boxes

- adding to documents (Word), 266-268
- Excel cells, 426-428

brochures, creating in Word with third-party templates, 689

bubble charts (Excel), overview, 521

budgets, creating in Excel with third-party templates, 690

Building Blocks Organizer, 13

built-in templates (Word), 303-304

bullet points, animating in slide shows, 600-601

bullet-proofing macros, 732-733

bulleted lists, formatting, 101

bulleted lists (PowerPoint) tightening up to text, 575 working with, 568-570

bulleted lists (Word), formatting, 234-236

bullets, formatting lists, 101-103

bullets (OneNote), 656-659

buttons

- adding/removing from toolbars, 39
- dragging-and-dropping, 40

C

calculating capabilities (OneNote), 642

calculations (Excel)

- controlling order and timing, 441-443
- Excel 97 bugs, 443
- without formulas, 455
- Goal Seek tool, utilizing, 467-468
- monitoring with the Watch Window, 447

callouts, 116

Capitalize First Letter of Sentence check box, 93

Capitalize First Letter of Table Cells check box, 94

CAs (certifying authorities), 733

CDs, saving presentations (PowerPoint) on, 625-626

cell formatting (Excel)

- automatic number formats, 402
- compound fraction formats, 403
- conditional formatting
 - color scales, 433
 - colored data bars, 432
 - icon sets, 433
 - overview, 430-431
 - Top/Bottom Rules, 432
- copying with Format Painter button, 434
- creating, overview, 414-416
- custom number formats, creating, 416-419
- custom versus conditional, 420

date/time formats

- 1904 date system, 413
- creating, 417-418
- Extended Date Functions Add-in, 413
- setting, 411-412
- versus Windows's Regional Options Control Panel, 412
- Y2K issues, 413-414
- display formats, conditions, adding to, 419
- fraction formats, 403
- general number formats, 402
- number formats
 - keyboard shortcuts for, 408
 - setting, 408-411
- overview, 402
- rounding errors, avoiding, 404-406
- scientific notation, 407
- troubleshooting, 435
- versus worksheet functions, 456

cell references (Excel)

- navigating with, 360
- relative references versus absolute references, 443-445
- using in formulas, 441

Cell Styles (Excel)

- formatting worksheets (Excel), 422-423
- merging (Excel), 423

Cell Styles gallery, adding styles to, 423

cells (Excel), 354. *See also* ranges (Excel)

- adding text to, 418-419
- blank PivotTable cells, removing, 507
- borders/boxes/colors, utilizing, 426, 428
- data entry
 - in multiple cells, 362
 - restricting/validating, 375

- finding and replacing
 - content, 366-367
 - indenting, 425
 - linking, 374-375
 - merging, 428
 - moving between or within regions, 362
 - protection options, 390-391
 - ranges, utilizing, 361
 - relative cell references,
 - converting to absolute references, 362
 - troubleshooting, 397
- cells (Word)**
 - aligning text in tables, 260
 - merging in tables, 254-255
 - selecting in tables, 249-250
 - splitting in tables, 254-255
- certifying authorities (CAs), 733**
- changes, restricting in Word documents, 195-196**
- changing**
 - backgrounds of PowerPoint slides, 576-577
 - ink, appearance of, 716-717
 - look and feel of Office, 43
- character attributes, changing, 100-101**
- character formats (Word), 204-207**
- character styles versus paragraph styles (Word), 291-293**
- characters, highlighting (Word), 206**
- Charmap.exe, 84**
- chart sheets (Excel), 354**
- charts**
 - animating, 606-607
 - creating, 134-136
- charts (Excel)**
 - combination charts, 522
 - creating, 514
 - selecting chart types, 517
 - selecting data to plot, 515-517
 - creating/saving custom charts, 523-524
 - customizing appearance of, 534
 - changing fill and outline colors, 534
 - visual effects, adding, 535
 - customizing axes, 530
 - adding and moving averages and other trendlines, 533-534
 - applying scaling factors to vertical axes, 530
 - changing scale of vertical axes, 532
 - gridlines, showing/hiding, 533
 - logarithmic scaling, 531
 - plotting series on secondary axes, 532
 - time series along horizontal axes, 530-531
- default charts, creating, 525
- labeling, 527
 - axis titles, adding, 528
 - data tables, adding, 529
 - displaying data labels, 529
 - legends, adding/editing, 528
 - titles, adding/editing, 527-528
- moving, 526
- multilevel category axis,
 - creating, 536-537
- selecting layout and styles, 525-526
- standard chart types
 - area charts, 520
 - bar charts, 518
 - bubble charts, 521
 - column charts, 518
 - doughnut charts, 520
 - line charts, 519
 - overview, 517
 - pie charts, 519-520
 - radar charts, 521
 - scatter charts, 520
 - stock charts, 521
 - surface charts, 521
 - troubleshooting, 535

Choices in the Currency (Excel number formats), 409

Circle Invalid Data command button (Excel), 379

Click and Type (Word), 225

clip art. See also drawing canvases; pictures

- accessing, 131
- adding to PowerPoint slides, 572-573
- keywords, setting, 133
- linking, 155
- overview, 131
- pictures, adding, 133-134
- searching, 131-132

Clip Organizer, 133-134

ClipArt Organizer, 16

clipboards. See Office Clipboard

collating, printing in Word, 192

color coding Excel cells, 426-428

Color drop-down list box (PowerPoint Bullets and Numbering dialog box), 569

color scales, cell formatting (Excel), 433

color-coding worksheets (Excel), 358

colored data bars, conditional formatting (Excel), 432

colors

- charts (Excel), 534
- themes (PowerPoint), 583-585

column charts (Excel), 518

Column Differences option (Excel Go To Special dialog box), 364

- column subtotals (PivotTables), adding/removing, 505
- column widths (Excel), changing, 429-430
- column-major searches, 89
- columns (Excel)
 - hiding, 366
 - labels, freezing for onscreen viewing, 372-373
 - sorting lists by, 485-486
 - totaling automatically, 454-455
- columns (Word)
 - adding to tables, 253-254
 - changing widths, 251-253
 - deleting from tables, 253-254
 - formatting documents, 269-270
 - selecting in tables, 249-250
- combination charts (Excel), 522
- command-line switches (Word), 200
- commands adding to toolbars, 39
- comments, adding
 - with ink, 719-720
 - to Word documents, 194
- Comments option (Excel Go To Special dialog box), 363
- comparison criteria, creating custom filters (Excel), 491-492
- comparison functions (Excel), 462
- complex tables (Word), drawing, 246-247
- compound documents
 - building, 150
 - embedding versus linking, 150-152. *See also* embedded objects
- compound documents, building, 149
- compound fraction formatting (Excel cells), 403
- Compress Pictures feature, 127-128
- compressing pictures, 127
- Conditional Formats option (Excel Go To Special dialog box), 365
- conditional formatting (Excel)
 - color scales, 433
 - colored data bars, 432
 - icon sets, 433
 - overview, 430-431
 - Top/Bottom Rules, 432
- Conditional Sum Wizard, 697-698
- conditions (Excel)
 - adding, 419
 - overview, 493
- Config.msi, 22
- configuring
 - ActiveX security, 707-708
 - add-in security, 706-707
 - external content security, 709
 - macro security, 708-709
 - Office Clipboard, 143-144
- connecting shapes, 113-114
- Constants option (Excel Go To Special dialog box), 364
- constraining shapes with Shift and Ctrl, 112-113
- containers (OneNote), 639
- content controls, adding to letters (Word), 315-317
- contiguous ranges (Excel), 361. *See also* ranges (Excel)
- converting
 - data from Office Clipboard into alternative formats, 145-147
 - text to tables (Word), 247-248
- copying. *See also* Office Clipboard
 - data-validation rules (Excel), 378
 - formats (Word), 210
 - formatting documents (Word), 265
 - parts of tables (Word), 251
 - styles and settings, between templates (Word), 308
- Correct Accidental Usage of cAPS LOCK Key check box, 94
- Correct TWo INitial CApitals check box, 93
- crashes, Recovery options, 78
- criteria, definition of, 89
- criteria ranges (Excel), 492. *See also* filters (Excel)
 - text entering, 494
- cropping, definition of, 123
- cropping pictures, 123-124
- cross references in long Word documents, 276-279
- Ctrl, constraining shapes, 112-113
- Ctrl+1, 408
- currency value entry (Excel), 395
- Current Array option (Excel Go To Special dialog box), 364
- Current Region option (Excel Go To Special dialog box), 364
- Curve tool, 113
- custom animations, 605-606. *See also* animations
 - modifying preset animations, 604
- custom filters, creating with comparison criteria (Excel), 491-492

**custom series (Excel),
sorting lists by, 486****customizing**

- animations (PowerPoint), 601-604
- AutoCorrect lists, 94-97
- charts (Excel), 534
 - changing fill and outline colors, 534
 - visual effects, 535
- dialog boxes, 64-67
- Excel, Quick Access Toolbar (QAT), 393-395
- form letters with fields (Word), 349-350
- labels, 320-321
- Office installation, 20-21
- OneNote. *See* OneNote
- QAT, 33-35
- Research task pane, 48-49
- Ribbon, 32-33
- Smart Tags, 46-48
- task panes, 46
- templates (Word), 302-303, 307
- toolbars (OneNote), 38-40
 - appearance of buttons, 40-42
- Word interface, 196
 - controlling how Word documents appear on the taskbar, 196
 - disabling AutoFormat settings, 199-200
 - option settings, 197-199

cutting text, 105**D****dashes (Word), 180-182****data**

- combining multiple data types in one document, 149-150
- drag-and-drop actions, overview, 147-149
- entering and editing in tables (Word), 250

- merging to create custom reports and letters (Word), 321-323
- sharing between programs, 140. *See also* Office Clipboard
- sorting within tables (Word), 256-257

data entry (Excel), entering numbers as text, 407-408**data fields. *See* fields (Word)****data labels, displaying in charts (Excel), 529****data series (Excel), 361. *See also* ranges****data source, specifying for form letters, 326****data tables, adding to charts (Excel), 529****Data Validation option (Excel Go To Special dialog box), 365****data-validation rules (Excel)**

- cell formats, combining with, 416
- defining, 375-376
- deleting/copying/moving, 378-379
- troubleshooting, 379, 398

database functions (Excel)

- comparison functions, 462
- information functions, 462
- mathematical operations, 459-460
- overview, 459
- text values
 - combining/separating, 460-462
 - troubleshooting, 469

Date category (Excel number formats), 410**date filters (Excel), 489-491****date-time picture switches (Word fields), 338-339****date/time formats (Excel)**

- 1904 date system, 413
- creating, 417-418

Extended Date Functions

- Add-in, 413
- setting, 411-412
- versus Windows's Regional Options Control Panel, 412
- Y2K issues, 413-414

date/time functions (Excel), working with, 456-457**dates (Excel), sorting lists by, 486****dates (Word)**

- adding, 273
- showing in fields, 340-342
- troubleshooting, 348

decimal points (Excel), adjusting, 409**deleting**

- data-validation rules (Excel), 378
- page breaks, documents (Word), 261
- rows and columns from tables (Word), 253-254
- section breaks, documents (Word), 264
- worksheets (Excel), 356

delimited files, importing into Excel, 496**Dependents Differences option (Excel Go To Special dialog box), 365****descending list sorting (Excel), 485****Descriptive Statistics utility, 697****design templates (PowerPoint)**

- accessing/finding more, 549
- copying between presentations, 550
- starting with, 548-549

designs (PowerPoint), 582**Desktop Search utilities, 79-80**

diagrams

- adding to PowerPoint slides, 572-573
- creating with SmartArt, 136-137

dialog boxes

- all files, viewing, 68
- AutoComplete, 65
- customizing, 64-67
- customizing boxes, description of, 66
- Places Bar, overview, 64
- right-clicking files, 67
- type-ahead features, 65
- Views button, 65

dictionary files, 45. *See also* spell-check**digital signatures, 703**

- macros, 733-735

directories (Word), 329-330**disabling AutoFormat settings (Word), 199-200****display formats (Excel), conditions, adding to, 419****displaying**

- document properties, fields (Word), 342-344
- field results (Word), 339-340
- Office Clipboard, 141-142

#DIV/0!, 464**Document Map (Word), 168-169**

- navigating Word documents, 172-173

document properties, displaying in fields (Word), 342-344**document views (Word), 162-163**

- Draft view, 162-164
- Full Screen Reading view, 166-167
- Outline view, 165-166
- Print Layout view, 165
- splitting document windows, 170

- Web Layout view, 164
- Zoom options, 169-170

document windows (Word), splitting, 170**documents**

- adding tables to (Word), 243-244
- combining. *See* compound documents
- links, managing, 155-156
- locking, when using annotations, 720
- naming, 62-64
- sharing. *See* sharing documents
- side by side comparisons, 157

documents (Word)

- adding
 - borders, 266-268
 - boxes, 266-268
 - watermarks to, 265
- fields, inserting, 333-334
- formatting with columns, 269-270
- formatting by section, 262
 - copying formatting between sections, 265
- deleting section breaks, 264
- inserting section breaks, 263
- types of sections, 263
- lines, adding to documents, 265-266
- long documents
 - bookmarks, 276
 - cross-references, 276-279
 - deciding to have one or multiple files, 275
 - indexes, 279-281
 - table of contents, 281-282
- page breaks, 261-262
- shading, 268-269

double-clicking

- files, 67
- in Word 2007, 87

doughnut charts (Excel), overview, 520**downloading templates from Microsoft Office Online, 61-62****Draft view (Word), 162-164****drag-and-drop actions, 147-149. *See also* Office Clipboard****drag-and-hover technique, 149****dragging and dropping to convert data (Excel), 367 menus and buttons, 40****drawing on slides (PowerPoint), 624****drawing canvases, 119. *See also* pictures**

- Format options, 118
- Word 2007, 110-111

drawing guides, adding, 572**drawing layers**

- animating, 605-606
- hiding contents with, 606
- overview, 109-110

Drawing toolbar

- alignment tools, 117-118
- drawing layer, 109
- overview, 109
- shapes, grouping, 117-118

Drawing tools**(PowerPoint), adding pictures/diagrams/clip art to, 572-573****drop caps (Word), 229-230****drop zones (PivotTables), 498-499****duplex printing, 219****E****E-mail command (PowerPoint), 613-614****Edit pane, Picture Manager, 123**

editing

- data, in tables (Word), 250
- embedded objects, 152-153
- legends, charts (Excel), 528
- linked objects, 154
- pictures, 124-126
- PivotTables, 503-504
- presentation outlines (PowerPoint), 551-552
- text
 - in PowerPoint slides, 567-568
 - on Tablet PCs, 717-719
 - titles, charts (Excel), 527-528

Editing Options (Word), 197**effects, themes**

(PowerPoint), 586-587

ellipsis, disabling

AutoCorrect, 97

email, sharing OneNote

pages, 667

embedded objects

- creating/editing, 152-153
- versus linking, 150-152. *See also* linking
- troubleshooting, 156

embedding pictures,

120-121

emoticons, disabling, 97**entering**

- data in tables (Word), 250
- text on Tablet PCs, 717-719

envelopes

- merging, 331
- printing, 318-319

environment variables,

45, 60

equal signs (Excel Formula bar), 452**error alerts (Excel), 377-378****Error Checking (Excel), 464-466****error messages (Excel)**

- removing from PivotTables, 507
- resolving (Excel), 463

error-free formulas,

entering, 452

Euro Currency Tools, 698-699**Excel**

- absolute references versus relative references, 443-445
- add-ins, 695-696
 - Analysis Toolpak, 696-697
 - Conditional Sum Wizard, 697-698
 - Euro Currency Tools, 698-699
 - Lookup Wizard, 697-698
 - Solver, 699-701
- At Startup, Open All Files in the Specified Directory box, 395
- AutoComplete, overview, 480
- AutoFill
 - creating custom lists, 484-485
 - overview, 480-483
- AutoFilter
 - comparison criteria to create custom filters, 491-492
 - finding sets of data with, 488
 - text filters, number filters, and date filters, 489-491
- AutoFit, column widths/row heights, setting, 429
- AutoSum, overview, 454-455
- borders/boxes/colors, utilizing, 426-428
- budgets, creating with third-party templates, 690
- calculations
 - controlling order and timing, 441-443
 - Excel 97 bugs, 443
 - monitoring with the Watch Window, 447

cell formatting

- automatic number formats, 402
- compound fraction formats, 403
- creating, 414-416
- custom number formats, creating, 416-419
- custom versus conditional, 420
- fraction formats, 403
- general number formats, 402
- overview, 402
- troubleshooting, 435
- cell styles, merging, 423
- cells, 354
 - adding text to, 418-419
 - merging, 428
- chart sheets, 354
- charts
 - area charts, 520
 - bar charts, 518
 - bubble charts, 521
 - column charts, 518
 - creating custom charts, 523-524
 - default charts, creating, 525
 - doughnut charts, 520
 - line charts, 519
 - pie charts, 519-520
 - radar charts, 521
 - scatter charts, 520
 - standard chart types, 517
 - stock charts, 521
 - surface charts, 521
- columns, hiding, 366
- compatibility with Microsoft Works, 360
- conditional formatting
 - color scales, 433
 - colored data bars, 432
 - icon sets, 433
 - overview, 430-431
 - Top/Bottom Rules, 432
- converting data through drag and drop, 367
- currency value entry, 395
- customizing, Quick Access Toolbar (QAT), 393-395

- data, manipulating, 366
- data entry
 - in multiple cells, 362
 - numbers, entering as text, 407-408
 - restricting/validating, 375
- data-validation rules
 - cell formats, combining with, 416
 - defining, 375-376
 - deleting/copying/moving, 378-379
 - troubleshooting, 379
- database functions
 - comparison functions, 462
 - information functions, 462
 - mathematical operations, 459-460
 - overview, 459
 - text values, combining/separating, 460-462
- date/time formats
 - 1904 date system, 413
 - creating, 417-418
 - Extended Date Functions Add-in, 413
 - setting, 411-412
 - versus Windows's Regional Options Control Panel, 412
 - Y2K issues, 413-414
- decimal points, adjusting, 409
- default formatting (workbooks/worksheets), changing, 396
- display formats, conditions, 419
- error alerts, 377-378
- filters
 - advanced criteria, 492-496
 - creating with comparison criteria, 492
 - multiple criteria, 494
 - overview, 487
- find and replace options, 366-367
- fonts/character attributes, changing, 420-422
- Format Painter button, copying formats with, 434
- formulas
 - 3D references, 441
 - array formulas, 446-447
 - case-sensitivity of names, 452
 - cell references, 441
 - copying with AutoFill, 481
 - debugging, 454
 - hiding in the Formula bar, 445-446
 - named ranges, utilizing, 448-450
 - overview, 440
 - range names/labels, utilizing, 448
- Go To dialog box, 360-361
- ranges, selecting, 363-366
- Goal Seek tool, utilizing, 467-468
- headers and footers, labeling printed pages, 383-385
- importing/exporting data, 496-498
- input messages, displaying, 377
- labels, 354
- limitations of, 406
- lists
 - copying custom lists, 484
 - finding data in, 487
 - overview, 474
- macros. *See* macros
- mixed references, 444
- Name box, navigating with, 360
- number formats
 - keyboard shortcuts for, 408
 - setting, 408-411
- number sequences, changing increments, 482
- operands, description of, 440
- operators, description of, 440
- page breaks, inserting, 381-382
- Paste Options Smart Tags, 368-369
- Paste Special options, 369-371
- PivotCharts. *See* PivotCharts
- PivotTables. *See* PivotTables
- Precision As Displayed, 406
- quick calculations, 455
- Range Finder, utilizing for formulas, 467
- range names, managing, 450-451
- ranges
 - with AutoFill, 483
 - moving from cell to cell, 362
 - multiple cells, working with, 361
 - removing items from selecting, 361-362
- relative references versus absolute references, 443-445
- repeating titles for multiple page printouts, 386
- rounding errors, avoiding, 404-406
- row heights/column widths, changing, 429-430
- row/column labels, freezing for onscreen viewing, 372-373
- rows, hiding, 366
- saving formats as named styles, 434
- scientific notation, overview, 407
- Set Precision As Displayed, 407
- sorting lists
 - by dates/custom series, 486

- by multiple columns, 485-486
- overview, 485
- startup switches, 396-397
- syntax of functions, 451
- text,
 - aligning/wrapping/rotating, 424-425
- Transpose option, 371
- troubleshooting
 - array formulas, 469
 - cells, 397
 - data-validation rules, 398
 - error messages, 463-464
 - formulas, 462-463
 - headers and footers, 397-398
 - named ranges, 469
 - passwords, 398
 - text values, 469
 - worksheets, 464-466
- web pages, publishing data in, 392-393
- workbooks, 354
 - file formats, 355
- worksheet functions
 - versus cell
 - formatting, 456
 - data, manipulating, 451
 - date/time functions, working with, 456-457
 - description of, 440
 - error-free formulas, entering, 452-454
 - financial formulas, calculating, 455-456
 - nesting functions within functions, 470-471
 - rows/columns, totaling automatically, 454-455
 - statistical analyses, performing, 458-459
- worksheets, 354
 - forcing specific page counts, 386-387
 - formatting with Cell Styles, 422-423
 - links, utilizing, 374-375
 - printing, 380

- printing extra items, 383
- printing with ranges, 380-381
- splitting, 373-374
- versus templates, 396
- Zoom controls, 371-372

Excel 2007

- character attributes, changing, 101
- overview, 13
- text, finding/replacing, 89

Excel 97-2003 Workbook (.xls), 355

Excel Binary Workbook (.xlsb), 355

Excel Macro-Enabled Workbook (.xlsm), 355

Excel Workbook (.xlsx), 355
exponential notation (Excel).
See scientific notation, 407

Extended Date Functions Add-in (Excel), 413

extensions, utilizing alternative file formats, 67-68

extensions (files), 63

external content, configuring security, 709

extract ranges (Excel), 495

F

field codes, viewing, 282

fields (Word), 332-333

- custom fields, 340
 - displaying document properties, 342-344
 - managing numeric sequences, 345-347
 - page numbering, 342
 - prompting for input, 344-345
 - showing dates and times, 340-342
- customizing form letters, 349-350
- displaying field results, 339-340

- field code syntax, 335
- formatting results, 335
 - \# picture switches, 337-338
 - * format switches, 336-337
 - \@ format switches, 338-339
- indexes, 348
- inserting into documents, 333-334
- locking, 340
- placing within documents, 327-328
- showing/hiding field codes, 334-335
- table of contents, 348
- troubleshooting, 348

file formats

- alternative file formats, 67-68
- workbooks (Excel), 355

files

- all formats, viewing in dialog boxes, 68
- alternative formats, utilizing, 67-68
- creating, 58-61
- default properties, 71-72
- default storage folders, changing, 58
- extensions, 63
- multiple files, 76-77
- naming, 62-64
- networks, opening/saving on, 58
- properties
 - organizing with, 72-73
 - overview, 68-71
 - viewing, 73-74
- removing personal information from, 75
- searching, 75-76
 - Basic File Search task pane, 76
 - Desktop Search utilities, 79-80
 - overview, 76
- storing, 56-57

filing sections into groups (OneNote), 638

fill handles (Excel), 482

{fillin} fields, 97-98

Fillin field, 344

filters (Excel)

advanced criteria, 492-496
AutoFilter

comparison criteria to create custom filters, 491-492

finding sets of data with, 488

text filters, number filters, and date filters, 489-491

creating with comparison criteria, 492

multiple criteria, 494
overview, 487

Final Showing Markup view (Word), 193

financial formulas (Excel), calculating, 455-456

find and replace

Excel, 366-367

text (Word), 182-183

formatting, 186-187

Find Whole Words Only check box, 90

finding

data (Excel), 366

information, in notebooks (OneNote), 648-649

text, 88-90

text (Word), 183-185

first-line indents, 227

floating objects versus inline objects (Word), 213

flowcharts, 138

folders, changing default folders, 58

fonts (Excel)

changing in, 420-422

managing, 98-99

serif versus sans serif, 99

fonts (PowerPoint)

replacing, 592

themes, 585-586

utilizing, 591-592

footers (Word), 271

adding dates and time, 273

creating, 271-272

numbering pages, 272-273

section breaks, 274-275

footers and headers. See headers and footers

footnotes, inserting (Word), 187-188

foreign languages

accented/international

characters, inserting,

84-85

installing, 86

mapping keyboards for, 85-86

form letters

creating (Word), 325

customizing with fields (Word), 349-350

data source for,

specifying, 326

fields, placing within,

327-328

personalizing with Mail

Merge Wizard (Word),

323-328

Format Cells dialog (Excel).

See cell formatting (Excel)

Format Painter button

(Excel), copying formats

with, 434

formats, saving as named styles (Excel), 434

formatted AutoCorrect entries, 94-96

formatting. See also

AutoCorrect

bulleted/numbered

lists, 101

bullets, 101-103

character attributes,

100-101

diagrams, SmartArt, 137

lists, bullets and numbers, 101-103

numbers, 101-103

pictures, 121

PivotTables, 509-510

shapes, 115-116

themes, 99

worksheets (Excel) with

Cell Styles, 422-423

formatting (OneNote)

bullets and numbered lists, 656-659

text, 654

formatting (Word), 204

automatic formatting, 213-215

best practices, 290-291

changing document formats

globally, 304-306

character formats, 204-207

copying formats, 210

direct formatting versus

styles, 208

documents with columns,

269-270

field results, 335

\# picture switches,

337-338

* format switches,

336-337

\@ format switches,

338-339

finding and replacing,

186-187

floating versus inline

objects, 213

formatting documents auto-

matically, 236-238

kerning, 238

lists, bullets and numbers,

234-236

locking, 215-216

page/section setup options,

210-212

paragraph formats, 207

paragraph formatting,

224-225

adjusting line and

paragraph spacing,

227-228

- adjusting paragraph alignment and outline level, 225-226
- drop caps, 229-230
- indenting paragraphs, 226-227
- page breaks, 228-229
- positioning text with tabs, 230-232
- Quick Style Gallery, 300-301
- removing, 210
- revealing formatting within documents, 208-209
- saving formats as named styles, 297-299
- styles, 291
 - Apply Styles task pane, 296
 - list styles, 294
 - manually, 294-295
 - paragraph versus character styles, 291-293
 - table styles, 294
 - text formatting, 221-224
- formatting switch, 335**
- Formula bar, hiding formulas, 445-446**
- formulas (Excel)**
 - 3D references, 441
 - array formulas, 446-447
 - troubleshooting, 469
 - calculations
 - controlling order and timing, 441-443
 - Excel 97 bugs, 443
 - monitoring with the Watch Window, 447
 - case-sensitivity of names, 452
 - cell references, 441
 - copying with AutoFill, 481
 - debugging, 454
 - error-free formulas, entering, 452-453
 - hiding in the Formula bar, 445-446
 - named ranges
 - troubleshooting, 469
 - utilizing, 448-450

- operands, description of, 440
- operators, description of, 440
- overview, 440
- Range Finder, utilizing, 467
- range names, managing, 450-451
- range names/labels, utilizing, 448
- relative references versus absolute references, 443-445
- troubleshooting
 - AutoCorrect, 462-463
 - error messages, 463-464
- Formulas option (Excel Go To Special dialog box), 364**
- fraction formatting (Excel cells), 403**
- Freeform tool, 113**
- Freeze Panes option (Excel), 372**
- Full Screen Reading view (Word), 166-167**
- future value (fv), 456**

G

- general number cell formatting (Excel), 402**
- general number formats (Excel), creating, 416-419**
- general number formatting (Excel cells), 402**
- gestures (Tablet PCs), 717**
- global templates (Word), 289**
- Go To dialog box (Excel), 360-361**
 - ranges, selecting, 363-366
- Goal Seek tool (Excel), utilizing, 467-468**
- grammar, checking in Word, 188-189**

- graphics**
 - adding to envelopes, 319
 - entering automatically (Word), 178-180
 - shapes, inserting, 111-112
 - snap and grid features, 114-115
 - text boxes and callouts, 116
 - wrapping text around (Word), 282-283

- graphics tools, 108**
 - Curve tool, 113
 - Freeform tool, 113
 - Microsoft Chart, 108
 - Scribble tool, 113
 - SmartArt tools, 108

- Grayscale converter (PowerPoint), 628**

- gridlines**
 - adding (OneNote), 660
 - showing/hiding, charts (Excel), 533

- grids (PowerPoint), lining up pictures, 572-573**

- grouping**
 - items in PivotTables, 510-511
 - shapes, 117-118

- groups, filing sections into (OneNote), 638**

- Growth Trend series (Excel), 482**

- guidelines (PowerPoint), pictures, lining up, 572-573**

- gutters, 220**

H

- Handout Master (PowerPoint), 580-582, 592-593**

- hanging indents, 227**

- hardware considerations (PowerPoint), 621-622**

Header and Footer Tools

Design tab, dates and time, 273

Headers (Word), 271

adding dates and time (Word), 273
 creating, 271-272
 numbering pages, 272-273
 section breaks, 274-275

headers and footers (Excel)

labeling printed pages, 383-385
 troubleshooting, 397-398

headers and footers (PowerPoint slides), 577-579**headings, positioning (PowerPoint and Word), 426****Help, 25-26****hidden slides**

(PowerPoint), 556
 anticipating questions with, 622-623

hiding

field codes (Excel), 348
 field codes (Word), 334-335
 formulas (Excel) in
 Formula bar, 445-446
 gridlines, charts (Excel), 533
 rows and columns (Excel), 366
 worksheets (Excel), 356

highlighting

applying to characters (Word), 206
 with custom toolbars, 51

horizontal lines. See lines**hyperlinks (OneNote), 676-677**

troubleshooting, 682

hyperlinks (PowerPoint)

inserting into slides, 557
 Slide Master, troubleshooting, 592
 utilizing in slides, 559-560

hyphens (Word), 180-182**I****icon sets, conditional formatting (Excel), 433****icons, creating, 41**

images, scanned images, 121. See also pictures

importing data (Excel), 496-498**indenting paragraphs (Word), 226-227****indexes (Word)**

fields, 348
 in long documents, 279-281
 spell-checking, 285
 updating, troubleshooting, 285

inflection points, 113**information functions (Excel), 462****inheritance schemes for styles (Word), 298****ink**

adding to Office documents, 716
 annotations/comments, adding, 719-720
 changing look of, 716-717

ink (OneNote), 715**ink (Tablet PCs), 713-715****Ink Tools add-in, 716****inline objects versus floating objects (Word), 213****input messages (Excel), displaying, 377****Insert (pictures) option, 120****Insert and Link (pictures) option, 120****inserting**

accented and international characters, 84-85

cross-references in long Word documents, 276-279

fields (Word) into documents, 333-334

footnotes (Word), 187-188

section breaks, documents (Word), 263

shapes, 111-112

symbols and special characters, 82-84

Installed on First Use, customizing installation, 21**installing**

Office 2007
 changing installation, 22-23
 troubleshooting, 22
 Office Home and Student Edition 2007, 17-18
 service packs, 19-20
 updates, 19-20

international characters, inserting, 84-85**K****kerning, troubleshooting (Word), 238****keyboard shortcuts**

bypassing menus, 35-37
 displaying, 36
 Excel

cell formatting, 408

Find shortcut, 487

Excel cell formatting, 402

Excel workbooks, 358-359

for styles (Word), 295

macros, 736

PowerPoint, navigating

presentations, 558-559

text selection, 87-88

troubleshooting, 51

Word, creating list of, 728

keyboards, navigating Word documents, 171-172

L

labeling, charts (Excel), 527

- axis titles, adding, 528
- data tables, adding, 529
- displaying data labels, 529
- legends, adding/editing, 528
- titles, adding/editing, 527-528

labels

- customizing, 320-321
- merging, 331-332
- printing, 319-320

labels (Excel), 354

- range labels in formulas (Excel), 448

Last Cell option (Excel Go To Special dialog box), 365**layers**

- drawing layer, overview, 109
- overview, 109-110
- Z orders, 109

layout, selecting for charts (Excel), 525-526**layout masters, PowerPoint Slide Master, 576****layout options, formatting drawings, 118****legends, adding/editing to charts (Excel), 528****Letter Wizard, 312****letters (Word)**

- boilerplate text, 317
- envelopes, printing, 318-319
- form letters
 - creating, 325
 - placing fields within, 327-328
 - specifying data source for, 326

labels

- customizing, 320-321
- printing, 319-320

merging data to create custom reports and letters, 321-323

- personalizing form letters with Mail Merge Wizard, 323-328
- writing, 312
 - adding content controls, 315-317
 - with Office Online, 313
 - with templates, 313-315

license agreements, Office Home and Student 2007, 10**line charts (Excel), overview, 519****line spacing, adjusting (Word), 227-228****line-column charts (Excel), overview, 522****Linear Trend series (Excel), 482****lines, adding to documents (Word), 265-266****Link to File (pictures) option, 120****linked objects**

- creating/editing, 154
- versus embedding. *See also* embedded objects
- managing, 155-156
- troubleshooting, 157

linking

- animations (PowerPoint), 612
- pictures, 120-121

links, utilizing in Excel worksheets, 374-375. *See also* hyperlinks**list styles (Word), 294****ListNum field, 346****lists versus tables, 474-476****lists (Excel)**

- AutoComplete, overview, 480

AutoFill

- creating custom lists, 484-485
 - overview, 480-483
- copying custom lists, 484
- filtering. *See* filters (Excel)
- finding data in, 487
- overview, 474
- sorting
 - by dates/custom series, 486
 - by multiple columns, 485-486
 - overview, 485
 - turning into tables, 476-477
 - adding rows, 479
 - choosing table styles, 478
 - naming tables, 477-478
 - total row, 478-479

lists (PowerPoint), working with, 568-570**Local Install Source, 17****locking (Word)**

- fields, 340
- formatting, 215-216

logarithmic scaling, charts (Excel), 531**logos, creating, 129-130****Lookup Wizard, 697-698****Loop Until Next Sound check box, 598****loop/rewind options (PowerPoint), 612**

M

macro recorder

- action capture process, 727-728
- overview, 726
- recording macros with, 728-729

macros, 688, 691-692

- abilities of, 723
- adding to toolbars, 39
- common mistakes, overview, 731-732

- digital signatures, 733-735
- editing, overview, 730-731
- keyboard shortcuts for,
 - changing, 736
- macro recorder. *See* macro recorder
- naming, 729
- overview, 722-723
- recording, 728-729
- running, overview, 733
- security, 701-702
 - configuring, 708-709
- storage of, 725
- testing, 729
- testing/bullet-proofing, 732-733
- troubleshooting, 730
 - analyzing recorded macros, 730-731
 - common recorded macro mistakes, 731-732
- what not to do, 724
- mail merge (Word), 330**
 - creating custom reports and letters, 321-323
 - merging envelopes, 331
 - merging labels, 331-332
- Mail Merge Wizard**
 - personalizing form letters (Word), 323-328
 - results, previewing, 328-329
- Maintenance Mode (Setup)**
 - adding/removing features, 22-23
 - overview, 22
 - repairing installations, 23-24
 - uninstalling Office 2007, 24
- managing**
 - fonts, 98-99
 - links between documents and objects, 155-156
 - notebooks (OneNote), 635-637
 - sections (OneNote), 637-638
- manipulating data (Excel), 366**
 - with Paste Options Smart Tag, 368-371
 - worksheet functions (Excel), 451
- margins (Word), adjusting, 218-221**
- master slides (PowerPoint)**
 - Handout Master, 580-582, 592-593
 - headers and footers, 577-579
 - Notes Master, 580-581, 592-593
 - overview, 573
 - removing elements from single documents, 579-580
 - Slide Master, 574-576
 - layout masters, 576-577
 - troubleshooting, 592
- Match Case check box, 89**
- mathematical operations (Excel database functions), 459-460**
- MDI (multiple document interface), 77**
- menus**
 - adding to toolbars, 39
 - bypassing with keyboard shortcuts, 35-37
 - dragging-and-dropping, 40
- merging**
 - cell styles (Excel), 423
 - cells
 - Excel, 428
 - in tables (Word), 254-255
 - envelopes, mail merge (Word), 331
 - labels, mail merge (Word), 331-332
- Microsoft Chart, 108**
- Microsoft Office 2003, recreating user interface with add-ins, 693-694**
- Microsoft Office Online, downloading templates, 61-62**
- Microsoft Template Library, 398-399**
- Microsoft Update, 19**
- Microsoft Works, Excel compatibility, 360**
- mixed references (Excel), 444**
- monitors, utilizing multiple monitors (PowerPoint), 622**
- mouse, navigating in Word documents, 172**
- mouse clicks**
 - converting Excel data with drag and drop, 367
 - files, opening, 67
 - navigating presentations (PowerPoint), 558-559
 - Open/Save As dialog boxes, 67
 - row heights/column widths (Excel), changing, 429
 - slide shows (PowerPoint), 619
 - in Word 2007, 87
 - zooming (Excel), 372
- moving**
 - charts (Excel), 526
 - data-validation rules (Excel), 378
 - parts of tables (Word), 251
 - worksheets (Excel), 356-357
- moving averages, charts (Excel), 533-534**
- MRU (Most Recently Used) lists, overview, 65**
- multimedia, slide shows**
 - adding to, 608-610
 - controlling, 610-611
- multiple files, 76-77**
- music, 608. *See also* multimedia**

N

#N/A, 464

#NAME?, 464

named ranges (Excel)

in formulas, 448-450. *See also* ranges

managing names, 450-451
troubleshooting, 469

named styles (Word), saving formats as, 297-299

naming files effectively, 62-64

naming tables (Excel), 477-478

navigating

documents (Word), 171
bookmarks, 174-175
with Document Map, 172-173
with keyboards, 171-172
with mouse, 172
with Select Browse Object menu, 175-177
selecting text with keyboard and mouse, 173-174
with thumbnails and Document Map, 168-169
workbooks (Excel)
with cell references and range names, 360
with keyboard shortcuts, 358

nested tables (Word), 285

nesting tables within tables (Word), 248-249

nesting functions (Excel) within functions, 470-471

networks, opening/saving files, 58

New Cell Style command, 423

Normal view (PowerPoint), 551
notes, adding, 553

notebooks

sharing OneNote notebooks, 678
on two computers, 678-680
with other people, 680-682

Tablet PCs
annotations and comments, 713-714
definition of, 712
ink, 713-715
requirements, 712

notebooks (OneNote), 635-637

finding information in, 648-649
saving pages in another format, 647-648
what to put on the pages, 639-643

notes (OneNote), tagging for follow-up, 663-667

notes (PowerPoint), adding, 553

Notes Master (PowerPoint), 580-581, 592-593

#NULL!, 464

#NUM!, 464

number filters (Excel), 489-491

number formats (Excel)
keyboard shortcuts for, 408
setting, 408-411

number formats (Excel). *See* cell formatting (Excel)

number of periods (nper), 456

numbered lists, formatting, 101

numbered lists (OneNote), 656-659

numbered lists (PowerPoint), working with, 568, 570

numbered lists (Word), formatting, 234-236

numbering pages (Word), 272-273

numbers, formatting lists, 101-103

numbers (Excel), entering as text, 407-408

numeric picture switches (Word fields), 337-338

numeric sequences, managing in fields (Word), 345-347

O

object design, definition of, 150

objects

animating in slide shows, 599
floating versus inline objects (Word), 213
stacking, 118

Objects option (Excel Go To Special dialog box), 364

Office 2007

Help, 25-26
Tablet PCs and, 712-713
uninstalling, 24

Office Clipboard

advantages/capabilities of, 140-141
configuring, 143-144
converting data, 145-147
customizing, 144
disadvantages of, 144
displaying, 141-142
pasting from, 142-143
third-party alternatives, 145
troubleshooting, 156
utilizing, 142
versus Windows Clipboard, 140

Office documents, ink, 716

Office Genuine Advantage, 17

Office Home and Student Edition 2007

installing, 17-18
OneNote, 11
overview of, 10-11

Office interface

advanced options, adjusting, 46
changing look and feel of, 43
Office menu, 29-31
Smart Tags, customizing, 46-48
spell-checking, setting up, 44-45
task panes, customizing, 46

Office menu, 29-31

Office Online, letters from, 313

Office Product Activation, 17

Office Update, 19

OneNote, 11

audio and video, saving, 673-676
backing up, 683
calculating capabilities, 642
containers, 639
customizing, 37-38, 42-43
 interface, 643-644
 toolbars, 38-40
 toolbars, appearance of buttons, 40-42
 toolbars, managing, 38
formatting bullets and numbered lists, 656-659
hyperlinks, 676-677
 troubleshooting, 682
ink, 715
notebooks, 635-637
 finding information in, 648-649
 what to put on the pages, 639-643
optimizing, 670-672
overview, 15-16, 634-635
pages, 659
 backgrounds, changing, 661-662

 paper size, changing, 659-660
 rules and grid lines, adding, 660
 sharing via email, 667
pages and subpages, creating, 638-639
printing pages, 645-647
saving notebook pages in another format, 647-648
section groups, 638
sections, managing, 637-638
sending web pages to, 651-652
sharing notebooks, 678
 on two computers, 678-680
 with other people, 680-682
Side Notes, 670
Tablet PCs, 713
tagging notes for follow-up, 663-667
templates, saving page templates, 662-663
text
 formatting, 654
 organizing as outlines, 654-656
troubleshooting, 650
weddings, planning with third-party templates, 690-691

OneNote Quick Launcher, 670

Open dialog box

all files, viewing, 68
AutoComplete, 65
Places Bar, overview, 64
right-clicking files, 67
type-ahead features, 65
Views button, 65

opening

files, over networks, 58
notebooks (OneNote), 635-637
Picture Manager, 122

operands (Excel), 440

operators (Excel), 440

optimizing OneNote, 670-672

Options dialog box, customizing with, 46

Organization Chart tool, 15

organizing

files with properties, 72-73
tabular information, 476

orientation of paper (Word), changing, 217-218

Outline view (Word), 165-166

outlines (Word)

creating from documents, 550
exporting to PowerPoint, 550-551

Outlook 2003, keyboard shortcut inconsistencies, 36

overriding automatic number formats (Excel), 404

P

Package for CD feature (PowerPoint), 624-625

page borders, 265

page breaks

controlling (Word), 228-229
documents (Word), 261-262
in tables (Word), troubleshooting, 284

page breaks (Excel), inserting, 381-382

page numbering, fields (Word), 342

page setup options (Word), 210-212

pages

numbering (Word), 272-273
positioning tables (Word), 257-258

pages (OneNote), 659

- backgrounds, changing, 661-662
- creating, 638-639
- paper size, changing, 659-660
- printing, 645-647
- rules and grid lines, adding, 660
- sharing via email, 667

paper size (OneNote), changing, 659-660**paper size (Word), changing, 217-218****paragraph formats (Word), 207****paragraph formatting (PowerPoint), 591****paragraph formatting (Word), 224-225**

- adjusting line and paragraph spacing, 227-228
- adjusting paragraph alignment and outline level, 225-226
- drop caps, 229-230
- indenting paragraphs, 226-227
- page breaks, 228-229
- positioning text with tabs, 230-232

paragraph marks (Word), 222

- showing, 205

paragraph spacing, adjusting (Word), 227-228**paragraph styles, versus character styles (Word), 291-293****Parental Control features (Research task pane), 49****parentheses (Excel calculations), 442****passwords (Excel)**

- troubleshooting, 398
- workbooks, 388

Paste Options Smart Tags (Excel), 146, 368-369**Paste Special options (Excel), 369-371****Paste Special Smart Tag, format options, 146-147****pastings. *See* Office Clipboard****payment (pmt), 456****pen gestures (Tablet PCs), 717****personal information, removing from Office files, 75****photo albums, creating (PowerPoint), 561-562****photos, 119. *See also* pictures****Picture Manager, 16-17**

- Compress Pictures feature, 127-128
- editing tools, 124-126
- opening, 122
- organizing pictures, 127
- overview, 122-123

Picture Shortcuts pane, Picture Manager, 122**pictures. *See also* clip art; scanned images**

- adding, 119-121
 - linking versus embedding, 121
 - overview, 119
 - to PowerPoint slides, 572-573
- clip art, adding to, 133-134. *See also* clip art
- compressing, 127-128
- editing, 124-126
- embedding, 120-121
- formatting, 121
- linking, 120-121
- organizing, 127
- pull quotes, creating, 128-129
- resizing/cropping, 123-124
- troubleshooting, 138
- WordArt, 129-130

pie charts (Excel), overview, 519-520**pie-of-bar charts (Excel), overview, 522****pie-of-pie charts (Excel), overview, 522****PivotCharts, creating/editing, 508-509. *See also* PivotTables****PivotTables**

- blank cells/error messages, removing, 507
- column/row subtotals, adding/removing, 505
- creating, 503
- drop zones, 498-499
- editing, 503-504
- example of, 500, 502
- formatting, 509
- grouping items in, 510-511
- overview, 498
- printing, 509
- refining, 500
- refreshing, 508
- renaming, 510
- sort orders, changing, 504
- switching between report layouts, 506
- updating, 503-504
- uses for, 499-500
- when to use, 502-503

placeholders (PowerPoint) going outside of, 566 manually inserting, 566 types of, 565 utilizing, 565**Places Bar, overview, 64****pointing devices, Tablet PCs, 713-714****positioning**

- tables (Word), on pages, 257-258
- text, with tabs (Word), 230-232

.potx files. *See* templates (PowerPoint)**Power Utility Pak (PUP), 692**

PowerPoint

Action Buttons, navigating presentations with, 560-561

Action Settings, navigating presentations with, 560

AutoFit Options action menu

- placeholders, fitting text, 567
- turning off, 567

AutoFormatting, while entering text, 568

bulleted lists, tightening up to text, 575

bulleted/numbered lists, working with, 568-570

design templates

- accessing/finding more, 549
- starting with, 548-549

designs

- choosing effectively, 582
- overview, 582

E-mail command, 613-614

file types, overview, 544-545

fonts, 591-592

hardware considerations, 621-622

headings, positioning, 426

hidden slides, anticipating questions with, 622-623

hyperlinks, utilizing in slides, 559-560

importing from Word outlines, 550-551

importing HTML files, 551

keyboard shortcuts, navigating presentations, 558-559

macros. *See* macros

master slides

- Handout Master, 580-582, 592-593
- headers and footers, 577-579
- Notes Master, 580-581, 592-593

- overview, 573
- removing elements from single documents, 579-580
- Slide Master, 574-577
- troubleshooting, 592

monitors, multiple monitors, utilizing, 622

Normal view, 551

notes, adding, 553

Package for CD feature, 624-625

paragraph formatting, 591

photo albums, creating, 561-562

pictures/diagrams/clip art, adding, 572-573

placeholders

- going outside of, 566
- manually inserting, 566
- types of, 565
- utilizing, 565

presentations. *See also* presentations (PowerPoint)

printing presentations

- choosing print elements, 627
- color presentations on black-and-white printers, 628
- previewing, 628
- with Print button, 627

Repeat button, 618

slide layouts

- choosing, 564-565
- overview, 564

Slide Show view, previewing presentations, 553

slide shows

- managing, 555-558
- right-clicking, 619

Slide Sorter view, 148

- managing slide shows, 555-558
- rearranging presentations, 552

slides

- contents of, 567
- overview, 542
- printing effectively, 581

- text, adding/editing, 567
- title slides, 544
- writing/drawing on, 624

speaker notes, organizing remarks with, 616-617

tables

- versus Word tables, 572
- working with, 570

text formatting, changing, 591

timers, rehearsing with, 617-619

uses for, 542

VBA limitations, 726

Viewer, 626

web browsers, viewing presentations in, 553-555

Web presentations, troubleshooting, 628

PowerPoint 2007, overview, 14-15**PowerPoint Viewer, 626**

.ppsx files. *See* slide shows (PowerPoint)

.pptx files. *See* presentations (PowerPoint)

Precedents Differences option (Excel Go To Special dialog box), 364

Precision As Displayed option (Excel), 406

preparing for presentations (PowerPoint), 616

- preflight checklist, 629

present value (pv), 456

presentations (PowerPoint)

- anticipating questions, hidden slides, 622-623
- copying designs between templates, 550
- creating
 - blank presentations, 546-548
 - overview, 546
 - for the Web, 619-621
- editing presentation outlines, 551-552

file types, 544-545
 hardware considerations, 621-622
 importing from Word outlines, 550-551
 importing HTML files, 551
 keyboard shortcuts, 558-559
 multiple monitors, utilizing, 622
 navigating with Action Buttons, 560-561
 navigating with Action Settings, 560
 notes, adding, 553
 packaging, overview, 624-625
 preparing for
 importance of, 616
 preflight checklist, 629
 printing
 choosing print elements, 627
 color presentations on black-and-white printers, 628
 previewing, 628
 with Print button, 627
 saving on CD, 625-626
 Slide Show view, previewing presentations, 553
 Slide Sorter view, rearranging presentations, 552
 web browsers, viewing in, 553-555

presenters, preflight checklist, 629

Preview pane, Picture Manager, 123

Preview pane (Open/Save As dialog), 66

previewing
 mail merge results, 328-329
 presentations (PowerPoint), Slide Show view, 553

Print Layout view (Word), 165

Print Options (Word), 198

Print Preview mode (Word), 189

printing
 annotations/comments, 720
 envelopes, 318-319
 labels, 319-320
 pages (OneNote), 645-647
 PivotTables, 509-510
 presentations (PowerPoint), 627
 Word
 choosing what to print, 190-191
 collating, 192
 Print Preview mode, 189
 thumbnails, 191
 worksheets (Excel), 380
 controlling page breaks, 381-382
 defining print area with ranges, 380-381
 extra items, 383
 forcing worksheets to fit a specified number of pages, 386-387
 headers and footers, 383-385
 repeating titles for multiple page printouts, 386

privacy protection options, 50

prompting, for input, fields (Word), 344-345

properties
 default properties, 71-72
 organizing with, 72-73
 overview, 68-69, 71
 viewing, 73-74

Protect Workbook command, 392

protecting
 privacy, sharing documents (Word), 201
 worksheets (Excel), 387
 passwords, 388
 preventing changes to, 389-391
 structure of workbooks, 391-392

protection options
 Excel workbooks, 391-392
 Excel worksheets, 389-391

publishing data (Excel), in Web pages, 392-393

pull quotes, creating, 128-129

PUP (Power Utility Pak), 692

Q

QAT (Quick Access toolbar)
 customizing, 33-35
 Excel, 393-395

Quick Parts Gallery, 12

Quick Style Gallery (Word), 300-301

Quick Styles (Excel 2007), 14

quick tables (Word), creating, 244-246

quotes
 formatting in Word, 239
 pull quotes, creating, 128-129

R

radar charts (Excel), overview, 521

Range Finder (Excel), utilizing for formulas, 467

range names (Excel), navigating with, 360

ranges (Excel). *See also* cells (Excel)
 criteria ranges, 492. *See also* filters (Excel)
 text entering, 494
 data entry, restricting/validating, 375
 default print areas, defining, 380-381
 extract ranges, 495
 finding and replacing content, 366-367

- linking, 374-375
 - moving from cell to cell, 362
 - multiple cells, working with, 361
 - named ranges, in formulas, 448-450
 - names
 - managing, 450-451
 - troubleshooting, 469
 - noncontiguous ranges, copying, 368
 - removing items from, with AutoFill, 483
 - selecting, 361-362
 - with Go To dialog box, 363-366
 - rate (rate), 456**
 - readability of worksheets (Excel), 420**
 - rearranging presentations (PowerPoint), Slide Sorter view, 552-553**
 - Recent folder (Office), 65**
 - recording macros, 728-729**
 - Recovery options, setting up, 77-79**
 - Redo option, 103-104. See also Undo option**
 - troubleshooting, 105
 - #REF!, 464**
 - refreshing PivotTables, 508**
 - relative cell references (Excel), converting to absolute references, 362**
 - relative references (Excel) versus absolute references, 443-445**
 - removing**
 - filter criteria (Excel), 491
 - formatting (Word), 210
 - personal information from Office files, 75
 - renaming worksheets (Excel), 357-358**
 - Repeat button (PowerPoint), 618**
 - replacing**
 - data (Excel), 366
 - fonts (PowerPoint), 592
 - text, 88-90
 - text (Word), 185-186
 - report layouts, switching between, 506**
 - Research task pane**
 - customizing, 48-49
 - Parental Control features, 49
 - resizing pictures, 123-124**
 - restricting**
 - changes to Word documents, 195-196
 - data entry (Excel), for cells or ranges, 375
 - Reveal Formatting task pane (Word), 309**
 - rewind/loop options (PowerPoint), 612**
 - Ribbon, 28**
 - customizing, 32-33
 - reorganizing, 694-695
 - right-clicking**
 - Open/Save As dialog boxes, 67
 - slide shows (PowerPoint), 619
 - rotating text in tables (Word), 254**
 - ROUND functions (Excel), 459-460**
 - rounding errors (Excel cell formatting)**
 - avoiding, 404-406
 - truncating versus rounding, 404
 - Row Differences option (Excel Go To Special dialog box), 364**
 - row heights (Excel), changing, 429-430**
 - row subtotals (PivotTables), adding/removing, 505**
 - row-major searches, 89**
 - rows**
 - adding
 - to tables (Excel), 479
 - to tables (Word), 253-254
 - changing heights (Word), 251-253
 - deleting from tables (Word), 253-254
 - selecting, in tables (Word), 249-250
 - rows (Excel)**
 - hiding, 366
 - labels, freezing for onscreen viewing, 372-373
 - totaling automatically, 454-455
 - RTF (Rich Text Format), decline of, 68**
 - rules, 266. See also lines, 266**
 - adding in OneNote, 660
 - Run from My Computer, customizing installation, 21**
 - running macros, 733**
- S
- sans serif fonts, 99**
 - Save As dialog box**
 - AutoComplete, 65
 - Places Bar, 64
 - right-clicking files, 67
 - type-ahead features, 65
 - Views button, 65
 - saving**
 - audio and video (OneNote), 673-676
 - files, over networks, 58
 - formats as named styles (Excel), 434
 - formats as named styles (Word), 297-299
 - notebook pages (OneNote), in another format, 647-648

- presentations (PowerPoint),
 - on CD, 625-626
 - templates, 60-61
 - OneNote, 662-663
 - themes (PowerPoint), 590
- scaling charts (Excel)**
 - applying to vertical axes, 530
 - changing scale of vertical axes, 532
 - logarithmic scaling, 531
- scanned images, overview, 121-122**
- scatter charts (Excel), overview, 520**
- scientific notation (Excel), overview, 407**
- ScreenTips, displaying, 36**
- ScreenTips (Excel), 452**
- Scribble tool, 113**
- Search task pane**
 - basic searches, 76
 - Desktop Search utilities, 79-80
 - overview, 76
- searches**
 - row-major versus column-major, 89
 - text searches, 88-90
 - troubleshooting (OneNote), 650
 - wildcards, 90
- searching files, 75-76**
- section breaks, affect on headers and footers (Word), 274-275**
- sections**
 - documents (Word), 262
 - copying formatting
 - between sections, 265
 - deleting section breaks, 264
 - inserting section breaks, 263
 - types of sections, 263
 - setup options (Word), 210-212
- sections (OneNote)**
 - creating and managing, 637-638
 - filing into groups, 638
 - troubleshooting, 650
- security**
 - add-ins, 701-702
 - Excel workbooks
 - overview, 387
 - passwords, 388
 - protecting structure of, 391-392
 - Excel worksheets, protection options, 389-391
 - macros, 701-702
 - Trust Center, 702-703
 - bypassing security measures by storing documents in trusted locations, 704-706
 - configuring ActiveX security, 707-708
 - configuring add-in security, 706-707
 - configuring macro security, 708-709
 - external content, 709
 - trusted publishers list, 703
 - Word, 201
- security options**
 - antivirus software, 51
 - setting, overview, 49
- security macros, digital signatures, 733-735**
- Select Browse Object menu, navigating in Word documents, 175-177**
- selecting**
 - cells, rows, and columns (Word), 249-250
 - chart types, for charts (Excel), 517
 - data, for charts (Excel), 515-517
 - ranges (Excel), 361
 - with Go To dialog box, 363-366
- text, 86-88
 - with keyboard and mouse (Word), 173-174
- sending web pages (OneNote), 651-652**
- Seq field, 347**
- serial date formats (Excel), 411-412**
- series, plotting on secondary axes, charts (Excel), 532**
- serif fonts, 99**
- service packs, installing, 19-20**
- Set Precision As Displayed option (Excel), 407**
- Setup**
 - changing installation, 22-23
 - customizing, 20-21
 - Maintenance Mode
 - adding/removing features, 22-23
 - overview, 22
 - repairing installations, 23-24
 - uninstalling Office 2007, 24
 - troubleshooting, 22
- shading (Word)**
 - documents, 268-269
 - tables, 259
- shapes. *See also* pictures**
 - aligning, 117-118
 - connecting, 113-114
 - constraining with Shift and Ctrl, 112-113
 - formatting, 115-116
 - grouping, 117-118
 - inserting, 111-112
 - snap and grid features, 114-115
- sharing documents (Word), 192**
 - adding comments, 194
 - restricting changes, 195-196

strategies for non-Word environments, 196
tracking changes, 192-194

Shared Documents folder, 56

sharing notebooks (OneNote), 678
on two computers, 678-680
sharing with other people, 680-682

Shift, constraining shapes, 112-113

shortcuts (keyboards), text selection, 87-88

showing

dates and times, fields (Word), 340-342
gridlines, charts (Excel), 533
paragraph marks (Word), 205

showing/hiding

field codes, 348
fields (Word), 334-335

side by side comparisons, 157

Side Notes (OneNote), 670

sidebars, 128

signatures

adding with AutoCorrect, 106
digital signatures, 703
macros, 733-735

Slide Design task pane (PowerPoint 2007), 14

Slide Finder (PowerPoint), managing slides, 556-558

slide layouts (PowerPoint)

choosing, 564-565
overview, 564
placeholders, 565-566

Slide Master (PowerPoint). *See also* master slides (PowerPoint)

utilizing, 574-576
changing background of every slide, 576-577
layout masters, 576

Slide Show view (PowerPoint), previewing presentations, 553

slide shows

animating
bullet points, 600-601
custom animation, 601-604
text and objects, 599
Animation Schemes, modifying, 604
animations
charts, 606-607
drawing layer, 605-606
linking, 612
troubleshooting, 612-613

file types, 544-545

hiding contents with the drawing layer, 606
managing, 555-556, 558
multimedia

adding, 608-610
controlling, 610-611
right-clicking, 619

transitions

applying
fade out versus fade in, 596
to groups of slide, 598
to one slide, 597
speed, controlling, 599
utilizing, 596-597

Slide Sorter view (PowerPoint)

managing slide shows, 555-558
rearranging presentations, 552

slide transitions, 596

slides (PowerPoint)

bulleted/numbered lists, working with, 568-570
contents of, 567
headers and footers, master slides, 577-579
hidden slides, anticipating questions with, 622-623
hyperlinks, utilizing, 559-560

managing, 555-558
master slides. *See* master slides (PowerPoint)
overview, 542
pictures/diagrams/clip art, adding, 572-573
printing effectively, 581
tables
versus Word tables, 572
working with, 570
text, adding/editing, 567
title slides, 544
versus title slides, 565. *See also* title slides (PowerPoint)
writing/drawing on, 624

smart quotes, 239

Smart Tags

Customizing, 46-48
Excel AutoFill, 481-482.
See also AutoFill (Excel)

SmartArt, 15-16

diagrams
creating, 136-137
formatting, 137

SmartArt tools, 108

smiley faces, disabling, 97

snap and grid features, 114-115

Snap Objects to Other Objects feature, 114

Snap Objects to Other Objects setting (PowerPoint), 573

Snap to Grid feature, 114

Snap to Shape feature, 114

Solver add-in, 699-701

Sort dialog box (Excel)

dates/custom series, sorting lists by, 486
multiple columns, sorting lists by, 485-486

sort orders (PivotTables), changing, 504

sorting data within tables (Word), 256-257

sound effects, enabling/disabling, 45

sounds, 608. See also multimedia

speaker notes (PowerPoint), 580-581, 592-593
organizing remarks with, 616-617

special characters, inserting, 82-84

Special Characters tab, description of, 83

speech-recognition technology, 104-105

spell-check
AutoCorrect entries, adding, 96
setting up, 44-45

spell-checking
setting up, 44-45
Word, 188-189
indexes, 285

split bars (Excel), 373

splitting
cells, in tables (Word), 254-255
document windows (Word), 170
worksheets (Excel), 373-374

stacking objects, 118

startup switches (Excel), 396-397

startup switches (Word), 200

statistical analyses (Excel), performing, 458-459

Statistics tab (Properties dialog box), 71

stock charts (Excel), overview, 521

stops, tab stops (Word), 232-233

storing
documents in trusted locations, 704-706

files, 56-57
on default server (Word), 57
templates (Word), 306-307

structured referencing, 475

styles
adding to Cell Styles gallery, 423
versus direct formatting (Word), 208
selecting for charts (Excel), 525-526
tables (Excel), choosing table styles, 478

styles (Word), 288-290
copying between templates, 308
formatting documents, 291
Apply Styles task pane, 296
list styles, 294
manually, 294-295
paragraph versus character styles, 291-293
table styles, 294
Quick Style Gallery, 300-301
saving formats as named styles, 297-299
troubleshooting, 308-309
automatic updates, 309
restoring default Normal template, 309

Styles toolbar (Word), 288

subpages (OneNote), creating, 638-639

subtotals (PivotTables), adding/removing, 505

surface charts (Excel), overview, 521

switches (Word), 200

switching, between report layouts (PivotTables), 506

Symbol dialog box, 84
description of, 82

symbols, inserting, 82-84

syntax (Excel functions), 451

T

table of contents (TOC)
fields (Word), 348
in long Word documents, 281-282

Table of Contents (TOC) generator (Word), 281-282

table styles (Word), 258-259, 294

tables
versus lists, 474-476
organizing tabular information, 476

tables (Excel), creating from lists, 476-477

adding rows, 479
choosing table styles, 478
naming tables, 477-478
total row, 478-479

tables (PowerPoint)
versus Word tables, 572
working with, 570

tables (Word), 242-243

adding
to documents, 243-244
rows and columns, 253-254

borders and shading, 259
changing column widths and row heights, 251-253
complex tables, drawing, 246-247

converting text to tables, 247-248

data
entering and editing, 250
sorting within tables, 256-257

deleting rows and columns, 253-254

large tables, 260-261
merging and splitting cells and tables, 254-255

moving and copying parts, 251
nested tables, 285

- nesting tables within tables, 248-249
- positioning on pages, 257-258
- versus PowerPoint tables, 572
- quick tables, creating, 244-246
- selecting cells, rows, and columns, 249-250
- table styles, 258-259
- text
 - aligning in cells, 260
 - rotating, 254
- troubleshooting, 283-284
- Tablet PCs**
 - annotations/comments
 - adding, 719-720
 - entering, 713-714
 - definition of, 712
 - ink, 713-715
 - Office 2007, 712-713
 - OneNote, 713
 - pens as pointing devices, 713-714
 - requirements, 712
 - text, entering and editing, 717-719
- tabs**
 - creating user-input forms (Word), 233-234
 - positioning text (Word), 230-232
 - setting stops with rulers (Word), 232-233
- tabular information, organizing, 476**
- tagging notes for follow-up (OneNote), 663-667**
- task panes**
 - arranging, 46
 - customizing, 46
 - Research task pane
 - customizing, 48-49
 - Parental Control features, 49
- templates**
 - creating your own, 60-61
 - downloading from Microsoft Office Online, 61-62
 - Microsoft's Template Library, 398-399
 - overview, 58-61
 - saving your own, 60-61
 - starting PowerPoint with, 548-549
 - third-party templates, 688-689
 - creating brochures in Word, 689
 - creating budgets in Excel, 690
 - planning weddings in OneNote, 690-691
 - troubleshooting, 79
 - for writing letters (Word), 313-315
- templates (Excel) versus worksheets, 396**
- templates (OneNote), saving, 662-663**
- templates (PowerPoint), file types, 544-545**
- templates (Word), 288-289**
 - built-in templates, 303-304
 - copying styles and settings between, 308
 - creating from scratch, 306
 - customizing, 302-303, 307
 - global templates, 289
 - storing, 306-307
- testing macros, 729, 732-733**
- text. *See also* fonts**
 - accented/international characters, inserting, 84-85
 - adding to Excel cells, 418-419
 - adding/editing, in PowerPoint slides, 567
 - animating, in slide shows, 599
 - AutoCorrect, typing faster with, 90-91. *See also* AutoCorrect
 - cutting, 105
 - entering
 - automatically in Word, 178-180
 - with speech-recognition technology, 104-105
 - on Tablet PCs, 717-719
 - find and replace, 88-90
 - formatting, 186-187
 - foreign languages, utilizing, 85
 - selecting, 86-88
 - symbols/special characters, inserting, 82-84
 - Unicode standard, description of, 82
 - wrapping, 118
- text (Excel), aligning/wrapping/and rotating in, 424-425**
- text (OneNote)**
 - formatting, 654
 - organizing as outlines, 654-656
- text (Word)**
 - aligning in cells, tables, 260
 - boilerplate text, in letters, 317
 - converting to tables, 247-248
 - entering automatically, 178-180
 - finding, 183-185
 - finding and replacing, 182-183
 - replacing, 185-186
 - rotating, in tables, 254
 - selecting with keyboard and mouse, 173-174
 - wrapping around graphics, 282-283
- text boxes, 116**
 - pull quotes, creating, 128-129
- text entry (Excel) into criteria ranges, 494**

- text files, importing into Excel, 496-498
- text filters (Excel), 489-491
- text formatting (PowerPoint), changing, 591. *See also* fonts (PowerPoint)
- text formatting (Word), 221-224
- text layer, 109
- text values (Excel)
 - combining/separating, 460-462
 - troubleshooting, 469
- themes, 99
 - starting PowerPoint with, 548-549
- themes (PowerPoint), 582
 - backgrounds, 587-590
 - choosing effective themes, 582
 - effects, 586-587
 - fonts, 585-586
 - modifying colors, 583-585
 - saving custom themes, 590
- themes (Word), 290
- third-party templates, 688-689
 - creating brochures in Word, 689
 - creating budgets in Excel, 690
 - planning weddings in OneNote, 690-691
- This Point Forward (Word), 212**
- thumbnails (Word), 168-169
 - printing, 191
- time (Word)
 - adding, to documents, 273
 - troubleshooting, 348
- Time category (Excel number formats), 410
- time series, using along horizontal axes (Excel), 530-531
- time/date formats (Excel)
 - 1904 date system, 413
 - Extended Date Functions Add-in, 413
 - setting, 411-412
 - versus Windows's Regional Options Control Panel, 412
 - Y2K issues, 413-414
- time/date functions (Excel), working with, 456-457
- timers (PowerPoint), rehearsing with, 617-619
- times, showing in fields (Word), 340-342
- Title Master (PowerPoint), 577. *See also* master slides (PowerPoint)
- title slides (PowerPoint), 544
 - versus 'regular' slides, 565
- titles (Excel)
 - adding axis titles to charts, 528
 - adding/editing to charts, 527-528
- toolbars
 - buttons, adding/removing, 39
 - customizing, for quick highlighting, 51
- toolbars (OneNote)
 - customizing, 38-40
 - appearance of buttons, 40-42
 - managing, 38
- tools, 716. *See also* add-ins
 - graphics tools. *See* graphics tools
- Top/Bottom Rules, conditional formatting (Excel), 432
- total row, tables (Excel), 478-479
- totaling, rows and columns automatically (Excel), 454
- tracking changes (Word), 192-194
- transition effects, 596
- transitions
 - applying
 - to groups of slide, 598
 - to one slide, 597
 - combining effects, 612
 - fade out versus fade in, 596
 - speed, controlling, 599
 - utilizing, 596-597
 - web browsers, 598
- Transpose option (Excel), 371
- trend series (Excel), 482
- trendlines, charts (Excel), 533-534
- triple-clicking in Word 2007, 87
- troubleshooting
 - AutoCorrect, 51, 105
 - embedded objects, 156
 - keyboard shortcuts, 51
 - linked objects, 157
 - locking documents when using annotations, 720
 - macros, 730
 - analyzing, 730-731
 - common mistakes, 731-732
 - keyboard shortcuts for, 736
 - Office Clipboard, 156
 - picture links, 138
 - Redo option, 105
 - Setup, 22
 - slide show animations, 612-613
 - templates, 79
- troubleshooting (Excel)
 - array formulas, 469
 - cell formatting, 435
 - cells, 397
 - charts, 535
 - data errors, 379
 - data-validation rules, 398
 - formulas, 467
 - AutoCorrect, 462-463
 - error messages, 463-464

headers and footers, 397-398
 named ranges, 469
 passwords, 398
 text values, 469
 worksheets, 464-466

troubleshooting (OneNote)
 hyperlinks, 682
 restoring capability to save printouts, 650
 searches, 650
 sections, 650

troubleshooting (PowerPoint)
 master slide link damage, 592
 web presentations, 628

troubleshooting (Word)
 disappearing cell contents and row markers, 284
 disappearing final columns, 284
 formatting options, kerning, 238
 hiding and revealing field codes, 348
 index entries, 285
 page breaks in table cells, 284
 restoring default Normal template, 309
 revealing character formatting, 309
 row heights, 284
 spell-checking indexes, 285
 stray delimiters, 283
 styles, 308-309
 time and date discrepancies, 348

TRUNC functions (Excel), 459-460

truncating versus rounding, 404

Trust Center, security, 702-703
 bypassing security measures by storing documents in trusted locations, 704-706
 configuring ActiveX security, 707-708

configuring add-in security, 706-707
 configuring macro security, 708-709
 external content, 709
 trusted publishers list, 703

trusted publishers, 703

type (type), 456

type-ahead features (dialog boxes), overview, 65

U

unauthenticated certificates, 734

UNC syntaxes, 58

Undo option, overview, 103-104

unformatted AutoCorrect entries, 96

Unicode standard, description of, 82

uninstalling Office 2007, 24

updates, installing, 19-20

updating
 indexes in Word, troubleshooting, 285
 PivotTables, 503-504
 worksheets (Excel) with links, 374-375

user profiles, 57

user-input forms, creating with tabs (Word), 233-234

V

validating
 data entry (Excel), for cells or ranges, 375
 Office 2007, 18-19

#VALUE!, 464

VBA (Visual Basic for Applications), 688
 PowerPoint and, 726
 using effectively, 736-737

VBA macros
 digital signatures, 733-735
 overview, 722

video, saving (OneNote), 673-676

video clips, 608. See also multimedia

Viewer (PowerPoint), 626

viewing
 field codes, 282
 file properties with Windows Explorer, 73-74

Views button (dialog boxes), overview, 65

viruses, 51. See also antivirus software

Visible Cells Only option (Excel Go To Special dialog box), 365

Visual Basic Editor. See also macros
 overview, 725
 stepping through macros, 730-731

visual effects, charts (Excel), 535

W

Watch Window (Excel), monitoring calculations, 447

watermarks, 265
 adding to documents (Word), 265

web browsers
 transitions, 598
 viewing PowerPoint presentations in, 553-555

Web Layout view (Word), 164

web pages
 Excel data, publishing in, 392-393
 sending to OneNote, 651-652

Web presentations (PowerPoint)

- creating, 619-621
- troubleshooting, 628

wildcards

- for finding text (Word), 183
- searches, 90

windows, worksheets

- (Excel). *See* worksheets (Excel)

Windows Character Map applet, 84**Windows Clipboard versus Office Clipboard, 140****Windows Explorer, viewing file properties, 73-74****Windows Installer, Config.msi, 22. *See also* Setup****Windows Vista, speech-recognition technology, 104-105****Windows's Regional Options Control Panel versus date/time formats (Excel), 412****wizards**

- Conditional Sum Wizard, 697-698
- Letter Wizard, 312
- Mail Merge Wizard. *See* Mail Merge Wizard

Word

- asterisks, 223
- AutoCorrect, 178-180
- AutoFormat, 237
- AutoText, 178-180
- brochures, creating with third-party templates, 689
- Click and Type, 225
- customizing interfaces, 196
 - controlling how Word documents appear on the taskbar, 196
 - disabling AutoFormat settings, 199-200
 - option settings, 197-199

dashes, 180-182

directories, 329-330

document views, 162-163

- Draft view, 162-164

- Full Screen Reading view, 166-167

- Outline view, 165-166

- Print Layout view, 165

- splitting document

- window, 170

- Web Layout view, 164

- Zoom options, 169-170

documents. *See* documents (Word)

exporting to PowerPoint, 550-551

fields, 332-333

- formatting results, 335

- inserting into documents, 333-334

- showing/hiding field

- codes, 334-335

- syntax, 335

files, storing on default server, 57

finding and replacing text, 182-183

- formatting, 186-187

finding text, 183-185

footers

- adding dates and

- time, 273

- creating, 271-272

- numbering pages,

- 272-273

- section breaks, 274-275

footnotes, inserting,

187-188

formatting

- best practices, 290-291

- changing formats globally, 304-306

- Quick Style Gallery,

- 300-301

- saving formats as named

- styles, 297-299

formatting documents by section, 262

- copying formatting

- between sections, 265

- deleting section

- breaks, 264

- inserting section

- breaks, 263

- types of sections, 263

formatting options, 204

- automatic formatting,

- 213-215

- character formats,

- 204-207

- copying formats, 210

- direct formatting versus

- styles, 208

- floating versus inline

- objects, 213

- formatting documents

- automatically, 236-238

- lists, bullets and num-

- bers, 234-236

- locking formatting,

- 215-216

- page/section setup

- options, 210-212

- paragraph formats, 207

- removing text format-

- ting, 210

- revealing formatting

- within documents,

- 208-209

formatting with styles, 291

- Apply Styles task

- pane, 296

- list styles, 294

- manually, 294-295

- paragraph versus charac-

- ter styles, 291-293

- table styles, 294

headers

- adding dates and

- time, 273

- creating, 271-272

- numbering pages,

- 272-273

- section breaks, 274-275

headings, positioning, 426

hyphens, 180-182

keyboard shortcuts, creat-

ing list of, 728

letters. *See* letters (Word)

macros. *See* macros

- mail merge, 330
 - merging envelopes, 331
 - merging labels, 331-332
 - margins, adjusting, 218-221
 - merging data to create custom reports and letters, 321-323
 - navigating, with thumbnails and the Document Map, 168-169
 - navigating documents, 171
 - bookmarks, 174-175
 - with Document Map, 172-173
 - with keyboards, 171-172
 - with mouse, 172
 - with Select Browse Object menu, 175-177
 - selecting text with keyboard and mouse, 173-174
 - outlines, creating, 550
 - paper size and orientation, changing, 217-218
 - paragraph formatting, 224-225
 - adjusting line and paragraph spacing, 227-228
 - adjusting paragraph alignment and outline level, 225-226
 - drop caps, 229-230
 - indenting paragraphs, 226-227
 - page breaks, 228-229
 - positioning text with tabs, 230-232
 - paragraph marks, 222
 - showing, 205
 - personalizing form letters with Mail Merge Wizard, 323-328
 - printing
 - choosing what to print, 190-191
 - collating, 192
 - Print Preview mode, 189
 - thumbnails, 191
 - quotes, straight or smart, 239
 - replacing text, 185-186
 - security, 201
 - sharing documents, 192
 - adding comments, 194
 - restricting changes, 195-196
 - strategies for non-Word environments, 196
 - tracking changes, 192-194
 - spelling and grammar, 188-189
 - startup switches, 200
 - styles, 288-290
 - Styles toolbar, 288
 - tables, 242-243
 - versus PowerPoint tables, 572
 - tables. *See* tables (Word), 243
 - tabs
 - creating user-input forms, 233-234
 - setting tab stops with ruler, 232-233
 - templates, 288-289
 - built-in templates, 303-304
 - copying styles and settings between, 308
 - creating from scratch, 306
 - customizing, 302-303, 307
 - global templates, 289
 - storing, 306-307
 - text formatting, 221-224
 - themes, 290
 - This Point Forward, 212
 - troubleshooting
 - disappearing cell contents and row markers, 284
 - disappearing final columns, 284
 - hiding and revealing field codes, 348
 - index entries, 285
 - page breaks in table cells, 284
 - restoring default Normal template, 309
 - revealing character formatting, 309
 - row height, 284
 - spell-checking indexes, 285
 - stray delimiters, 283
 - styles, 308-309
 - time and date discrepancies in fields, 348
 - wrapping, text around graphics, 282-283
- Word 2007**
- character attributes, changing, 101
 - drawing canvas, 110-111
 - find and replace, 88
 - keyboard shortcuts, text selection, 88
 - Math AutoCorrect list, 94
 - multiple documents, running, 77
 - overview, 12-13
 - signatures, adding, 106
 - spell-check, setting up, 44-45
 - text, finding/replacing, 89
- WordArt, 129-130**
- workbooks (Excel), 354**
- adding worksheets, 356
 - default formatting, changing, 396
 - file formats, 355
 - keyboard shortcuts for, 359
 - navigating
 - with cell references/range names, 360
 - with keyboard shortcuts, 358
 - protecting structure of, 391-392
 - saving, as web pages, 392-393
 - security
 - overview, 387
 - passwords, 388

worksheet functions (Excel)

versus cell formatting, 456
 data, manipulating, 451
 database functions. *See*
 database functions
 date/time functions, working with, 456-457
 debugging formulas, 454
 error-free formulas, entering, 452-454
 financial formulas, calculating, 455-456
 nesting functions within functions, 470-471
 operators, description of, 440
 rows/columns, totaling automatically, 454-455
 statistical analyses, performing, 458-459

worksheets (Excel), 354

adding to workbooks, 356
 all sheet names, displaying, 354
 color-coding, 358
 copying, 356
 data entry, restricting/validating, 375
 data-validation rules
 defining, 375-376
 deleting/copying/moving, 378-379
 troubleshooting, 379
 default formatting, changing, 396
 deleting, 356
 error alerts, 377-378
 Excel 97 bugs, 443
 fonts/character attributes, changing, 420, 422
 headers and footers, labeling printed pages, 383-385
 hiding, 356
 input messages, displaying, 377
 links, utilizing, 374-375
 moving, 356-357
 multiple worksheets, working with, 359

page breaks, inserting, 381-382
 PivotTables, adding to, 503
 printing, 380
 extra items, 383
 forcing specific page counts, 386-387
 repeating titles for multiple page printouts, 386
 rounding errors, avoiding, 404-406

with ranges, 380-381

protection options, 389-391
 readability, improving, 420
 redesigning, 436
 renaming, 357-358
 row/column labels, freezing for onscreen viewing, 372-373
 splitting, 373-374
 versus templates, 396
 troubleshooting, 464-466
 windows, customizing, 371
 Zoom controls, 371-372
 workspace, 355
 Wrap Text option (Excel), 424

wrapping text, 118

text around graphics (Word), 282-283

writing

letters (Word), 312
 adding content controls, 315-317
 with Office Online, 313
 with templates, 313-315
 on slides (PowerPoint), 624

X**XML, Smart Tag interaction, 47****XY charts (Excel), overview, 520****Y****Y2K issues (Excel), 413-414****Z****Z orders, 109****Zoom controls, worksheets (Excel), 371-372****Zoom options (Word), 169-170**