

FULL COLOR



# Office 2013

## onDemand

### Includes

- Online Workshops that focus on real-world techniques
- MOS Exam Prep
- More than 700 of the most essential Office 2013 tasks

que

Steve Johnson, Perspection, Inc.

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

# Office 2013

onDemand

Steve Johnson  
Perspection, Inc.

A decorative graphic consisting of several overlapping, wavy, ribbon-like shapes in a spectrum of colors: orange, red, pink, magenta, green, teal, blue, and purple. The shapes flow from the left side of the cover towards the right, creating a sense of movement and depth.

**que**<sup>®</sup>

Que Publishing, 800 East 96th Street, Indianapolis, IN 46240 USA

## Office 2013 on Demand

### Copyright © 2013 by Perspection, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

Library of Congress Cataloging-in-Publication Data is on file

ISBN-13: 978-0-7897-5049-5

ISBN-10: 0-7897-5049-X

Printed and bound in the United States of America

First Printing: January 2013

16 15 14 13            4 3 2 1

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales.

For information, please contact: U.S. Corporate and Government Sales

1-800-382-3419 or [corpsales@pearsontechgroup.com](mailto:corpsales@pearsontechgroup.com)

For sales outside the U.S., please contact: International Sales

1-317-428-3341 or [International@pearsontechgroup.com](mailto:International@pearsontechgroup.com)

### Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Microsoft and the Microsoft Office logo are registered trademarks of Microsoft Corporation in the United States and/or other countries.

### Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The authors and the publishers shall have neither liability nor responsibility to any person or entity with respect to any loss or damage arising from the information contained in this book.

### Publisher

Paul Boger

### Associate Publisher

Greg Wiegand

### Executive Editor

Loretta Yates

### Managing Editor

Steve Johnson

### Author

Steve Johnson

### Page Layout

James Teyler

### Interior Designers

Steve Johnson

Marian Hartsough

### Photographs

Tracy Teyler

### Indexer

Katherine Stimson

### Proofreader

Beth Teyler

### Team Coordinator

Cindy Teeters

# Acknowledgments

---

## Perspection, Inc.

*Office 2013 on Demand* has been created by the professional trainers and writers at Perspection, Inc. to the standards you've come to expect from Que publishing. Together, we are pleased to present this training book.

Perspection, Inc. is a software training company committed to providing information and training to help people use software more effectively in order to communicate, make decisions, and solve problems. Perspection writes and produces software training books, and develops multimedia and web-based training. Since 1991, we have written more than 120 computer books, with several bestsellers to our credit, and sold over 5 million books.

This book incorporates Perspection's training expertise to ensure that you'll receive the maximum return on your time. You'll focus on the tasks and skills that increase productivity while working at your own pace and convenience.

We invite you to visit the Perspection web site at:

*[www.perspection.com](http://www.perspection.com)*

## Acknowledgments

The task of creating any book requires the talents of many hard-working people pulling together to meet impossible deadlines and untold stresses. We'd like to thank the outstanding team responsible for making this book possible: the writer, Steve Johnson; the production editor, James Teyler; the editor and proofreader, Beth Teyler; and the indexer, Katherine Stimson.

At Que publishing, we'd like to thank Greg Wiegand and Loretta Yates for the opportunity to undertake this project, Cindy Teeters for administrative support, and Lori Lyons for your production expertise and support.

*Perspection*

## About the Author

**Steve Johnson** has written more than 80 books on a variety of computer software, including Adobe Edge Animate, Adobe Photoshop CS6, Adobe Dreamweaver CS6, Adobe InDesign CS6, Adobe Illustrator CS6, Adobe Flash Professional CS5, Microsoft Windows 8, Microsoft Office 2010 and 2007, Microsoft Office 2008 for the Macintosh, and Apple OS X Mountain Lion. In 1991, after working for Apple Computer and Microsoft, Steve founded Perspection, Inc., which writes and produces software training. When he is not staying up late writing, he enjoys coaching baseball, playing golf, gardening, and spending time with his wife, Holly, and three children, JP, Brett, and Hannah. Steve and his family live in Northern California, but can also be found visiting family all over the western United States.

A large, light blue, lowercase letter 'a' logo is positioned on the left side of the page, partially overlapping the light blue vertical bar.

## We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As an associate publisher for Que, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that I cannot help you with technical problems related to the topic of this book. We do have a User Services group, however, where I will forward specific technical questions related to the book.

When you write, please be sure to include this book's title and author as well as your name, email address, and phone number. I will carefully review your comments and share them with the author and editors who worked on the book.

Email: [feedback@quepublishing.com](mailto:feedback@quepublishing.com)

Mail: Greg Wiegand  
Que Publishing  
800 East 96th Street  
Indianapolis, IN 46240 USA

For more information about this book or another Que title, visit our web site at [www.quepublishing.com](http://www.quepublishing.com). Type the ISBN (excluding hyphens) or the title of a book in the Search field to find the page you're looking for.

a

*This page intentionally left blank*

# Contents

---

<i>Introduction</i>	<i>xxi</i>
<b>1 Getting Started with Office</b>	<b>1</b>
Starting an Office Program	2 <b>New!</b>
Viewing an Office Program Window	3 <b>New!</b>
Using the Ribbon	4 <b>New!</b>
Choosing Commands	5 <b>New!</b>
Working with the Ribbon and Toolbars	6
Choosing Dialog Box Options	8
Using the Status Bar	9
Creating a Blank Office Document	10 <b>New!</b>
Creating a Document Using a Template	11 <b>New!</b>
Opening an Existing Office Document	12 <b>New!</b>
Converting an Existing Office Document	14 <b>New!</b>
Using Task and Window Panes	15
Arranging Windows	16 <b>New!</b>
Switching Views	18
Documenting Properties	19
Getting Help While You Work	20 <b>New!</b>
Saving an Office Document	22 <b>New!</b>
Saving an Office Document with Different Formats	24 <b>New!</b>
Saving an Office Document to Online Services	26 <b>New!</b>
Working with Accounts	27 <b>New!</b>
Checking Compatibility	28
Checking Accessibility	29
Recovering an Office Document	30
Closing a Document and Exiting Office	32 <b>New!</b>
<b>2 Using Shared Office Tools</b>	<b>33</b>
Editing Text	34
Copying and Moving Text	36
Finding and Replacing Text	38
Correcting Text Automatically	40

C

C



Inserting Information the Smart Way	42	
Checking Spelling	44	
Changing Proofing Options	45	
Using Custom Dictionaries	46	
Inserting Symbols	47	
Finding the Right Words	48	
Inserting Research Material	49	
Translating Text to Another Language	50	
Using Multiple Languages	51	
Undoing and Redoing an Action	52	
Zooming the View In and Out	53	
Previewing a Document	54	
Printing a Document	55	
Working with Touch Screens	56	<b>New!</b>

### 3 Adding Art to Office Documents 57

Locating and Inserting an Online Picture	58	<b>New!</b>
Inserting a Picture	59	
Inserting a Picture Screen Shot	60	
Adding an Artistic Style to a Picture	61	
Adding a Quick Style to a Picture	62	
Applying a Shape to a Picture	63	
Applying a Border to a Picture	64	
Applying Picture Effects	65	<b>New!</b>
Modifying Picture Size	66	<b>New!</b>
Compressing a Picture	68	
Correcting a Picture	69	<b>New!</b>
Recoloring a Picture	70	
Cropping and Rotating a Picture	72	
Removing a Picture Background	74	
Creating WordArt Text	75	
Formatting WordArt Text	76	
Applying WordArt Text Effects	78	
Modifying WordArt Text Position	79	<b>New!</b>
Creating SmartArt Graphics	80	
Formatting a SmartArt Graphic	82	
Modifying a SmartArt Graphic	84	
Adding Pictures to a SmartArt Graphic	85	
Creating an Organization Chart	86	
Inserting and Creating a Chart	87	<b>New!</b>
Changing a Chart Layout and Style	88	<b>New!</b>

Changing Chart Elements	89	<b>New!</b>
Formatting Line and Bar Charts	90	<b>New!</b>
Editing Chart Data	91	
Inserting Apps for Office Programs	92	<b>New!</b>

#### 4 Adding Shapes to Office Documents

Drawing and Resizing Shapes	94	
Adding Text to a Shape	96	
Creating and Editing Freeforms	97	
Adding a Quick Style to a Shape	98	
Adding a Quick Style to ShapeText	99	
Applying Color Fills	100	<b>New!</b>
Applying Picture or Texture Fills	102	<b>New!</b>
Applying Gradient Fills	103	<b>New!</b>
Applying Shape Effects	104	<b>New!</b>
Aligning and Distributing Objects	106	
Aligning Objects to Gridlines and Guides	108	
Changing Stacking Order	110	
Rotating and Flipping Objects	111	
Grouping and Merging Objects	112	<b>New!</b>
Selecting Objects Using the Selection Pane	114	

#### 5 Formatting Office Documents

Formatting Text	116	
Changing Alignment	118	
Using the Format Painter	120	
Adding Custom Colors	121	
Understanding Themes	122	
Viewing and Applying a Theme	123	<b>New!</b>
Creating Theme Colors	124	
Choosing Theme Fonts	126	
Choosing Theme Effects	127	
Creating a Custom Theme	128	
Choosing a Custom Theme	129	
Creating a Template	130	

#### 6 Creating a Document with Word

Viewing the Word Window	132	
Opening and Editing PDF Documents	133	<b>New!</b>
Changing Document Views	134	<b>New!</b>
Reading a Document	136	<b>New!</b>

Navigating a Document	138	
Setting Up the Page	139	
Setting Up the Page Margins	140	
Creating an Outline	142	
Selecting Text	143	
Checking Spelling and Grammar	144	<b>New!</b>
Inserting New Pages and Sections	146	<b>New!</b>
Adding Headers and Footers	148	
Inserting Page Numbers and the Date and Time	150	
Inserting or Embedding Online Video	152	<b>New!</b>

## **7 Formatting a Document with Word 153**

Formatting Text for Emphasis	154	<b>New!</b>
Finding and Replacing Formatting	156	
Changing Paragraph Alignment	158	
Changing Line Spacing	159	
Displaying Rulers	160	
Setting Paragraph Tabs	161	
Setting Paragraph Indents	162	
Changing Character Spacing	164	<b>New!</b>
Applying a Quick Style	166	<b>New!</b>
Changing a Style Set	167	<b>New!</b>
Creating and Modifying Styles	168	
Creating Bulleted and Numbered Lists	170	
Hiding Text	172	

## **8 Enhancing a Document with Word 173**

Adding Desktop Publishing Effects	174	
Adding a Watermark	175	
Adding Page Backgrounds	176	
Arranging Text in Columns	178	
Arranging and Aligning an Object	179	<b>New!</b>
Wrapping Text Around an Object	180	<b>New!</b>
Working with Text Boxes	182	
Inserting Building Blocks Using Quick Parts	184	
Creating a Table	186	
Entering Text in a Table	187	
Modifying a Table	188	<b>New!</b>
Adjusting Table Cells	190	
Formatting a Table	192	
Calculating a Value in a Table	194	

Addressing Envelopes and Labels	195
Creating a Form Letter	196
Creating Labels	198
Inserting a Table of Contents	200
Creating an Index	201
Creating Captions	202
Creating a Table of Figures	203
Creating Footnotes or Endnotes	204
Creating a Bookmark	205
Inserting Cross References	206
Comparing and Merging Documents	207
Using Track Changing	208 <b>New!</b>
Adding a Cover Page	210

## **9 Creating a Worksheet with Excel 211**

Viewing the Excel Window	212
Selecting Cells	213
Moving Around the Workbook	214 <b>New!</b>
Entering Labels on a Worksheet	216
Entering Values on a Worksheet	218
Entering Content Quickly with AutoFill	219
Inserting Content with Flash Fill	220 <b>New!</b>
Editing Cell Contents	221
Clearing Cell Contents	222
Inserting and Deleting Cell Contents	223
Selecting Rows, Columns, and Special Ranges	224
Selecting and Naming a Worksheet	226
Inserting and Deleting a Worksheet	227
Moving and Copying a Worksheet	228
Hiding and Unhiding Worksheets and Workbooks	230
Hiding and Unhiding a Column or Row	231
Inserting a Column or Row	232
Deleting a Column or Row	233
Adjusting Column Width and Row Height	234
Splitting a Worksheet into Panes	236
Freezing and Unfreezing a Column or Row	237
Showing and Hiding Workbook Elements	238

## **10 Building a Worksheet with Excel 239**

Understanding Formulas	240
Understanding Cell Referencing	241

Creating a Simple Formula	242	
Creating a Formula Using Formula AutoComplete	244	
Editing a Formula	245	
Naming Cells and Ranges	246	
Entering Named Cells and Ranges	248	
Managing Names	250	
Simplifying a Formula with Ranges	252	
Calculating Totals with AutoSum	253	
Calculating Totals with Quick Analysis	254	<b>New!</b>
Correcting Formulas	255	
Auditing a Worksheet	256	
Creating Functions	257	
Creating Functions Using the Library	258	<b>New!</b>
Calculating Multiple Results	259	
Using Nested Functions	260	
Using Text Functions	261	
Using Lookup and Reference Functions	262	
Summarizing Data Using Subtotals	264	
Summarizing Data Using Functions	265	
Converting Text to Columns	266	
Creating a Table	267	<b>New!</b>
Formatting a Table	268	<b>New!</b>
Formatting Table Elements	269	<b>New!</b>
Creating Calculations in a Table	270	
Removing Table Rows and Columns	271	
Working with Tables	272	
Sorting Data in a Table	274	
Displaying Parts of a Table with AutoFilter	276	
Using Slicers to Filter a Table	277	<b>New!</b>
Creating Groups and Outlines	278	
Adding Data Validation to a Worksheet	279	
Creating a Drop-Down List	280	

## **11** Designing a Worksheet with Excel **281**

Formatting Numbers	282	
Applying and Creating Cell Styles	284	
Applying Conditional Formatting	286	<b>New!</b>
Applying Specialized Conditional Formatting	288	<b>New!</b>
Creating Conditional Formatting	290	
Managing Conditional Formatting	291	
Creating Sparkline Formatting	292	<b>New!</b>

Controlling Text Flow	293
Formatting Tabs and Background	294 <b>New!</b>
Adding Borders to Cells	295
Setting Up the Page	296
Inserting Page Breaks	297
Adjusting Page Margins	298
Adding Headers and Footers	300
Customizing Worksheet Printing	302
Setting the Print Area	304

## 12 **Creating a Presentation with PowerPoint** **305**

Viewing the PowerPoint Window	306
Browsing a Presentation	307
Understanding PowerPoint Views	308 <b>New!</b>
Creating New and Consistent Slides	310 <b>New!</b>
Working with Objects	312
Entering and Editing Text	314
Resizing Text While Typing	316
Changing Text Spacing	317
Inserting and Developing an Outline	318
Moving and Indenting Text	320
Modifying a Bulleted and Numbered List	322
Creating Text Columns	324
Organizing Slides into Sections	325
Rearranging Slides	326
Using Slides from Other Presentations	328
Making Your Presentation Look Consistent	329
Controlling Slide Appearance with Masters	330
Controlling a Slide Layout with Masters	332
Modifying Placeholders	334
Controlling a Slide Background with Masters	336
Adding a Background Style	337 <b>New!</b>
Inserting a Table	338
Modifying a Table	339
Adding a Quick Style to a Table	340
Formatting a Table	341
Creating a Text Box	342 <b>New!</b>

## 13 **Delivering a Presentation with PowerPoint** **343**

Changing Slide Setup Options	344 <b>New!</b>
Adding Animation	345

Using Specialized Animations	346	<b>New!</b>
Coordinating Multiple Animations	348	
Adding Slide Timings	350	
Creating Slide Transitions	351	
Inserting Videos and Audio	352	<b>New!</b>
Editing and Formatting Videos and Audio	354	
Setting Video and Audio Play Options	356	<b>New!</b>
Recording a Narration	357	
Setting Up a Slide Show	358	<b>New!</b>
Creating a Custom Slide Show	360	
Starting a Slide Show	361	<b>New!</b>
Navigating a Slide Show	362	<b>New!</b>
Annotating a Slide Show	363	<b>New!</b>
Displaying a Slide Show in Presenter View	364	<b>New!</b>
Saving a Presentation as a Slide Show	365	
Saving a Presentation as a Video	366	
Packaging a Presentation on CD	367	
Preparing Handouts	368	
Preparing Speaker Notes	369	
Adding a Footer and Header	370	
Inserting the Date and Time	371	
Inserting Slide Numbers	372	
Previewing Slides	373	
Printing a Presentation	374	

## **14** Creating a Database with Access

**375**

Creating a Desktop Database	376	<b>New!</b>
Viewing the Access Window	378	
Changing Database Display Options	379	
Viewing Database Objects	380	
Working with Database Objects	382	
Planning Tables	384	
Creating a Table by Entering Data	385	
Creating an Application Part Using a Template	386	
Creating a Table Using SharePoint	387	
Working with a Table	388	
Importing Data into Tables	390	
Working with a Table in Design View	391	
Working with Fields	392	
Specifying Data Types and Field Properties	394	
Changing Field Properties	395	

Creating Input Masks	396
Creating a Lookup Field	397
Defining Table Relationships	398
Ensuring Referential Integrity	400
Backing Up and Repairing a Database	401
Packaging and Sharing a Database	402

## **15 Managing and Presenting Data with Access 403**

Sorting Records	404
Filtering Out Records	405
Creating Complex Filters Using Forms	406
Understanding the Different Types of Queries	407
Creating a Query Using a Wizard	408
Creating a Query in Design View	410
Getting Information with a Query	411
Modifying a Query in Design View	412
Performing Calculations in Queries	413
Summarizing Values with a Crosstab Query	414
Creating a Parameter Query	416
Finding Duplicate Fields	417
Creating a Form	418
Working with a Form in Design View	420
Entering and Editing Data in a Form	421
Modifying a Form	422
Creating a Report	424
Modifying a Report in Design View	426
Performing Calculations in Reports	428
Formatting a Form or Report	430
Grouping and Sorting in Reports	432
Formatting a Datasheet	434
Changing the Page Setup	435
Previewing and Printing Information	436

## **16 Creating a Web App with Access 437**

Creating a Web App	438	<b>New!</b>
Adding Tables and Data to a Web App	440	<b>New!</b>
Viewing and Editing Data from a Web App	442	<b>New!</b>
Creating a View in a Web App	443	<b>New!</b>
Modifying a Web Apps	444	<b>New!</b>
Packaging a Web App	446	<b>New!</b>



## 17 Communicating with Outlook

447

Preparing for Outlook	448	<b>New!</b>
Using Outlook for the First Time	449	
Viewing the Outlook Window	450	<b>New!</b>
Viewing Messages and Mailboxes	451	<b>New!</b>
Using the Folder Pane	452	<b>New!</b>
Viewing Items and Folders	453	<b>New!</b>
Creating a Contact	454	<b>New!</b>
Finding Contacts	456	
Sorting Contacts	457	
Creating and Addressing an E-Mail Message	458	
Formatting Message Text	460	
Attaching a File or Item to a Message	461	
Using Stationery	462	
Creating a Signature	463	
Inserting Message Content	464	
Sending Messages	465	
Setting Message Delivery Options	466	
Receiving and Reading Messages	468	<b>New!</b>
Flagging Messages	469	<b>New!</b>
Categorizing Messages By Color	470	<b>New!</b>
Deleting Messages	471	<b>New!</b>
Replying To and Forwarding a Message	472	<b>New!</b>
Finding and Filtering Messages	474	
Organizing Messages in Folders	476	<b>New!</b>
Managing Messages with Rules	478	
Managing Messages with Quick Steps	479	
Using Search Folders	480	
Working with a Message Conversation	481	
Reducing Junk Messages	482	
Archiving Messages	483	
Cleaning Up Messages	484	
Setting Outlook Options	485	
Working with Outlook Data	486	
Sending and Receiving Instant Messages	488	<b>New!</b>

## 18 Managing Information with Outlook

489

Viewing the Calendar	490	
Customizing the Calendar	491	<b>New!</b>
Scheduling an Appointment and Event	492	

Scheduling Meetings	494	
Participating in Online Meetings	496	<b>New!</b>
Responding to Meeting Requests	498	
Updating and Canceling Meeting Requests	500	
Working with Calendars	501	<b>New!</b>
Viewing the Weather in Calendars	502	<b>New!</b>
Creating and Updating Tasks	503	
Organizing Tasks	504	
Assigning Tasks to Others	505	
Monitoring Task Progress	506	
Managing Tasks	507	
Organizing Items by Categories	508	
Customizing How You View Items	509	
Creating and Modifying Notes	510	
Previewing and Printing Items from Outlook	511	
Connecting to a Social Network	512	<b>New!</b>
Publishing and Sharing Calendars	514	<b>New!</b>
Working with Site Mailboxes	514	<b>New!</b>
Adding and Viewing an RSS Feed	518	

## 19 Creating a Publication with Publisher 519

Viewing the Publisher Window	520	
Creating a New Publication	521	
Creating a Blank Publication	522	
Opening an Existing Publication	523	<b>New!</b>
Changing Your View	524	
Working with Pages	525	
Inserting and Editing Text	526	
Inserting Content	528	<b>New!</b>
Controlling Pages Appearance with Masters	530	
Applying Color	531	
Checking Your Design	532	
Setting Up the Page	533	
Printing a Publication	534	
Saving for Photo Printing	535	<b>New!</b>
Saving for Commercial Printing	536	

## 20 Designing a Publication with Publisher 537

Setting Up Layout Guides	538	
Viewing Elements and Tools	539	
Working with Text	540	<b>New!</b>

Connecting Text Frames	542
Creating a Consistent Look	544
Creating Tables	546
Working with Shapes and Pictures	548 <b>New!</b>
Wrapping Text Around an Object	550
Layering Objects	552
Grouping Objects Together	553
Aligning with Precision	554
Rotating and Flipping Objects	556

## 21 Publishing Office Documents for the Web 557

Opening a Web Page	558
Previewing a Web Page	559
Creating a Hyperlink	560
Adding Hyperlinks to Slide Objects	562
Formatting a Cell Hyperlink	564
Changing Web Page Options	565
Saving a Web Page	566
Publishing a Web Page	568
Saving Slides as Web Graphics	569
Creating Refreshable Web Queries	570
Getting Data from Web Queries	571
Getting Documents from the Web	572

## 22 Protecting and Securing Office Documents 573

Inspecting Documents	574 <b>New!</b>
Protecting a Worksheet	576
Locking or Unlocking Worksheet Cells	578
Adding Security Encryption to a Document	579
Adding Password Protection to a Document	580
Adding a Digital Signature	582
Adding a Signature Line	584
Avoiding Harmful Attacks	586
Using the Trust Center	588 <b>New!</b>
Selecting Trusted Publishers and Locations	589
Setting Document Related Security Options	590
Setting App Catalog Security Options	592 <b>New!</b>
Setting Add-in Security Options	593
Setting ActiveX Security Options	594
Setting Macro Security Options	595
Changing Message Bar Security Options	596

Setting Privacy Options	597
Setting External Content Security Options	598
Working with Office Safe Modes	600
Marking a Document as Read-Only	602

## 23 Reviewing and Sharing Office Documents

603

Sharing Workbooks	604
Creating and Reading a Cell Comment	606
Editing and Deleting a Cell Comment	607
Adding Comments to a Presentation	608 <b>New!</b>
Tracking Workbook Changes	610
Comparing and Merging Presentations	612
Creating and Linking Notes	613
Sending a Document Using E-Mail	614
Sending a Document by Internet Fax	615
Sending a Document by Instant Message	616 <b>New!</b>
Creating a PDF Document	617
Creating a XPS Document	618
Sharing Information Between Programs	619
Exporting and Importing Data	620
Linking and Embedding Files	622
Consolidating Data in Excel	624
Linking Data in Excel	626
Getting Text Data in Excel	627
Connecting to Data in Excel	628
Getting Query Data from a Database	630
Getting Data from Access	632
Sharing with SkyDrive and SharePoint	634 <b>New!</b>
Saving or Opening on SkyDrive and SharePoint	636 <b>New!</b>
Syncing Documents on SharePoint	638 <b>New!</b>
Sharing Documents on SkyDrive	640 <b>New!</b>
Working Together with Online Documents	642 <b>New!</b>
Publishing Slides to an Online Library	644
Broadcasting an Online Presentation	646 <b>New!</b>
Giving a Presentation at an Online Meeting	647 <b>New!</b>
Posting to an Online Blog	648

## 24 Expanding Office Functionality

649

Viewing and Managing Add-ins	650
Loading and Unloading Add-ins	652
Enhancing a Document with VBA	654

Viewing the Visual Basic Editor	656
Setting Developer Options	657
Understanding How Macros Automate Your Work	658
Recording a Macro	659
Creating a Macro	660
Running a Macro	661
Controlling a Macro	662
Building a Macro	664
Adding a Digital Signature to a Macro Project	666
Assigning a Macro to a Toolbar	667
Saving a Document with Macros	668
Opening a Document with Macros	669
Inserting ActiveX Controls	670
Using ActiveX Controls	672
Setting ActiveX Control Properties	673
Adding VBA Code to an ActiveX Control	674
Playing a Movie Using an ActiveX Control	675
Changing the Document Information Panel	676

## 25 Working with Other Office Tools

677

Working with OneNote	678	<b>New!</b>
Viewing the InfoPath Designer Window	680	
Working with InfoPath Designer	681	
Viewing the InfoPath Filler Window	682	
Working with InfoPath Filler	683	
Communicating Online with Lync	684	<b>New!</b>
Working with Office Tools	686	<b>New!</b>
Maintaining and Repairing Office	688	<b>New!</b>

<i>New Features</i>	689	<b>New!</b>
<i>Microsoft Office Specialist</i>	697	
<i>Index</i>	705	

# Introduction

---

Welcome to *Office 2013 on Demand*, a visual quick reference book that shows you how to work efficiently with Microsoft Office. This book provides complete coverage of basic to advanced Office skills.

## How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

## What's New

If you're searching for what's new in Office 2013, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Office 2013. A complete description of each new feature appears in the New Features guide in the back of this book.

## Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the web at [www.queondemand.com](http://www.queondemand.com) or [www.perspection.com](http://www.perspection.com).



## How You'll Learn

**How This Book Works**

**What's New**

**Keyboard Shortcuts**

**Step-by-Step Instructions**

**Real World Examples**

**Workshops**

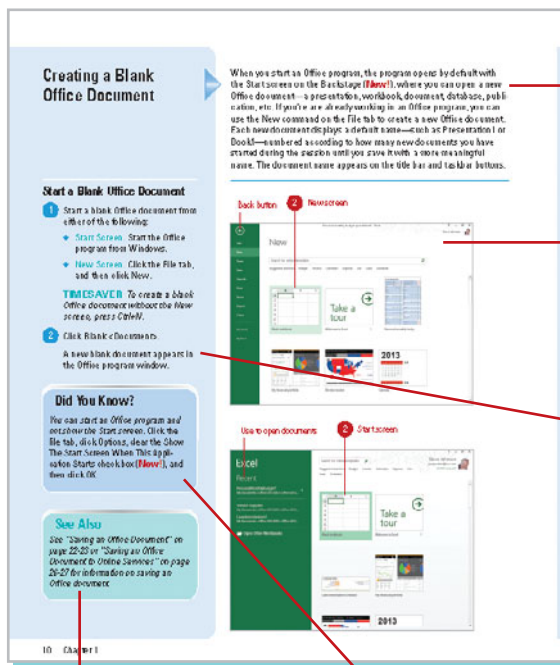
**Microsoft Office Specialist**

**Get More on the Web**



## Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



**Easy-to-follow introductions** focus on a single concept.

**Illustrations** match the numbered steps.

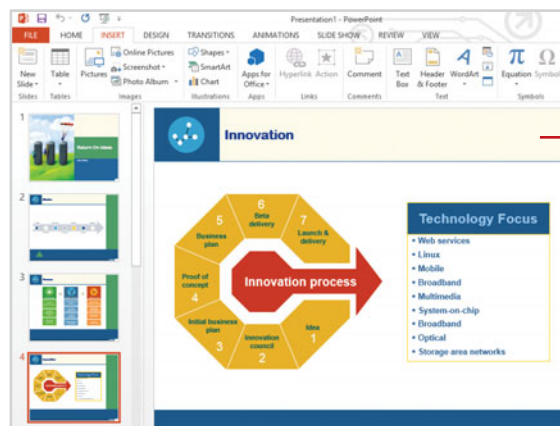
**Numbered steps** guide you through each task.

**See Also** points you to related information in the book.

**Did You Know?** alerts you to tips, techniques and related information.

## Real World Examples

This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the web at [www.queondemand.com](http://www.queondemand.com) or [www.perspection.com](http://www.perspection.com).



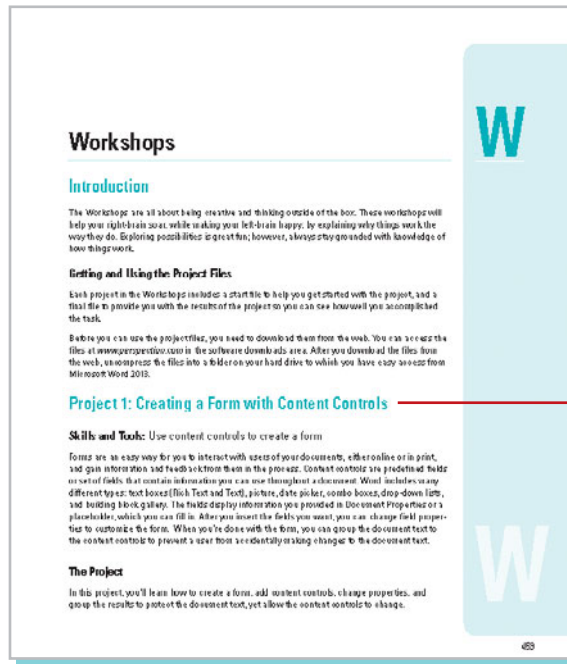
**Real world examples** help you apply what you've learned to other tasks.

# Workshops

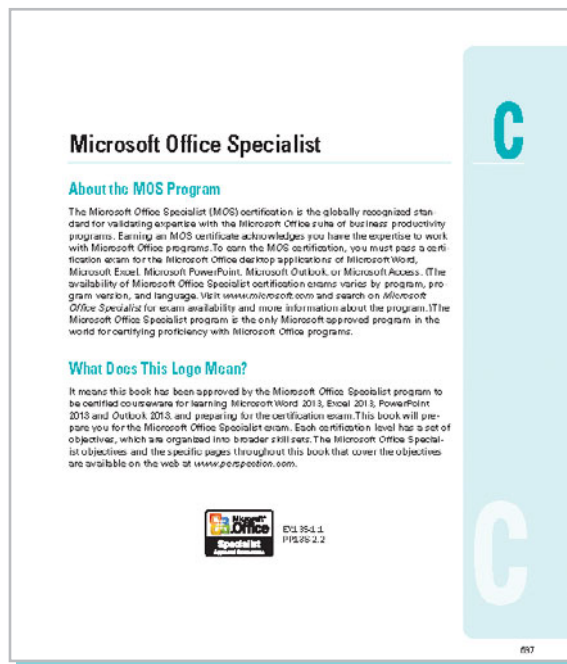
This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshops. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the web at [www.queondemand.com](http://www.queondemand.com) or [www.perspection.com](http://www.perspection.com).

# Microsoft Office Specialist

This book prepares you for the Microsoft Office Specialist (MOS) exam for Microsoft Office 2013 programs. Each MOS certification exam has a set of objectives, which are organized into broader skill sets. To prepare for the MOS certification exam, you should review and perform each task identified with a MOS objective to confirm that you can meet the requirements for the exam. Information about the MOS program is available in the back of this book. The MOS objectives and the specific pages that cover them are available on the web at [www.queondemand.com](http://www.queondemand.com) or [www.perspection.com](http://www.perspection.com).



The **Workshops** walks you through in-depth projects to help you put Microsoft Office to work.





## Get More on the Web

In addition to the information in this book, you can also get more information on the web to help you get up to speed faster with Office 2013. Some of the information includes:

### Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

### Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

### More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Office documents.
- ◆ **More Content.** Download new content developed after publication. For example, you can download a chapter on SharePoint server and Office 365.

You can access these additional resources on the web at [www.perspection.com](http://www.perspection.com).

## Keyboard Shortcuts

### Microsoft Office 2013 Common Tasks

If a command on a menu or ribbon includes a keyboard reference, known as a **keyboard shortcut**, in a ScreenTip or next to the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. In some cases, a keyboard shortcut uses three keys. Simply press and hold the first two keys, and then press the third key. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,). Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands.

### Finding a Keyboard Shortcut

To help you find the keyboard shortcut you're looking for, the shortcuts are organized in categories and listed with page numbers.

#### Common Tasks

Copy/Cut and Paste, 6	Language bar, 7
Disk Boxes: Open and Save As, 4	Ribbon, 5
File, 6	Task Panels, 2
Find and Replace, 5	Text or Cells, 3
Font, 5	Undo and Redo, 6
Format, 5	Windows, 3
Help, 2	Work with SmartArt/graphics, 6

#### Function Keys

Alt+Function, 8	Alt+Shift+Function, 8
Function, 7	Shift+Function, 7
Ctrl+Function, 8	Ctrl+Shift+Function, 8
Ctrl+Alt+Function, 8	

If you're searching for new keyboard shortcuts in Microsoft Office 2013, just look for the letter **K**. The **N** appears in the Keyboard Shortcuts table so you can quickly and easily identify new or changed shortcuts.

**Additional content** is available on the web. You can download keyboard shortcuts.

# Adding Art to Office Documents

# 3

## Introduction

Although well-illustrated documents can't make up for a lack of content, you can capture your audiences' attention if your documents are vibrant and visually interesting. Microsoft Office comes with a vast array of clip art, and there are endless amounts available through other software packages or on the web. When going online to look at clips, you can categorize them so that it's easier to find the best choice for your Office document. You can use the Microsoft Online web site (Office.com) to search for and download additional clip art.

You can easily enhance an Office document by adding a picture—one of your own or one of the hundreds that come with Microsoft Office. If you need to modify your pictures, you can resize them, compress them for storage, change their brightness or contrast, recolor them, or crop them.

WordArt is another feature that adds detail to your document. Available in other Office programs, WordArt can bring together your documents—you can change its color, shape, shadow, or size. Because WordArt comes with so many style choices, time spent customizing your documents is minimal.

In Office programs, you can insert SmartArt graphics to create diagrams that convey processes or relationships. Office provides a wide-variety of built-in SmartArt graphic types from which to choose, including graphical lists, process, cycle, hierarchy, relationship, matrix, and pyramid. Using built-in SmartArt graphics makes it easy to create and modify charts without having to create them from scratch.

Instead of adding a table of dry numbers, insert a chart. Charts add visual interest and useful information represented by lines, bars, pie slices, or other markers. Office uses Microsoft Excel to embed and display the information in a chart. With Office.com, you can add functionality with a third-party app. For example, you can add an app called Radial Bar Chart to provide other options for charting in Excel.

## What You'll Do

**Locate and Insert an Online Picture**

**Insert a Picture**

**Insert a Picture Screen Shot**

**Add an Artistic Style to a Picture**

**Add a Quick Style to a Picture**

**Apply a Shape and Border to a Picture**

**Apply Picture Effects**

**Modify Picture Size**

**Compress a Picture**

**Correct and Recolor a Picture**

**Crop, Rotate and Recolor a Picture**

**Remove a Picture Background**

**Create and Format WordArt Text**

**Apply and Modify WordArt Text Effects**

**Create and Format SmartArt Graphics**

**Modify a SmartArt Graphic**

**Add Pictures to a SmartArt Graphic**

**Create an Organization Chart**

**Insert and Create a Chart**

**Change a Chart Layout and Style**

**Change Chart Elements**

**Format Line and Bar Charts**

**Edit Chart Data**

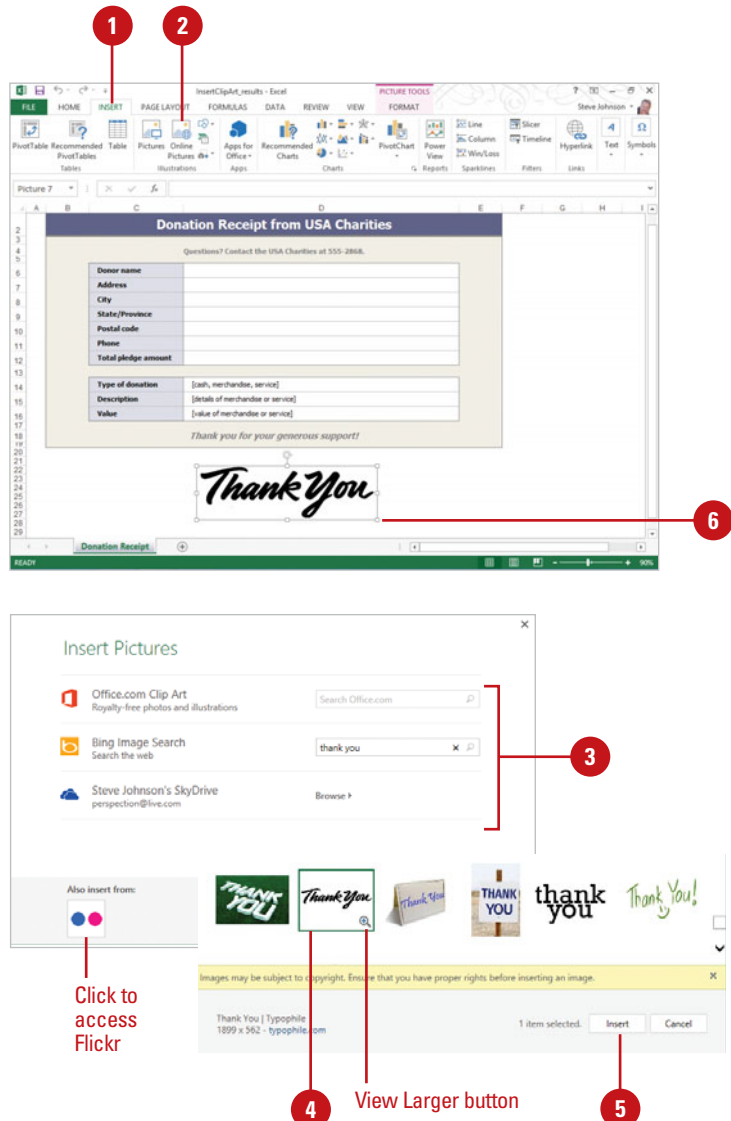
**Insert Apps for Office Programs**

# Locating and Inserting an Online Picture

## Locate and Insert an Online Picture

- 1 Click the **Insert** tab.
- 2 Click the **Online Pictures** button.
- 3 Use any of the following to locate an online picture:
  - ◆ **Office.com Clip Art**. Enter a keyword for the search, and then click the **Search** button.
  - ◆ **Bing Image Search**. Enter a keyword for the search, and then click the **Search** button. If prompted, click **Show all web results**. If a message bar appears, read it, then click the **Close** button to dismiss it.
  - ◆ **SkyDrive**. Click **Browse**, and then navigate to and select the picture.
  - ◆ **Online Services**. Click a service icon, such as Flickr, and then navigate to and select the picture. Connect to the service as needed.
- 4 Select the picture(s) you want.
  - ◆ To preview a larger picture, point to a picture, and then click the **View Larger** button.
- 5 Click **Insert**.
- 6 Select the picture, and then move and resize it, as desired.

If you need a picture to insert into a document and don't have one, you can search for and insert clip art from Office.com (**New!**), a picture from the web using Bing Image Search (**New!**), a picture from your SkyDrive (**New!**), or a picture from an online service (**New!**), such as Flickr. Office.com is a clip gallery that Microsoft maintains on its web site. Clip art includes photos and illustrations, such as vector images, which are mathematically defined to make them easy to resize and manipulate. To add an online picture to a document, you click the Online Pictures button on the Insert tab, and then locate, select, and insert the picture you want.



# Inserting a Picture

## Insert a Picture from a File

- 1 Click the **Insert** tab.
  - 2 Click the **Pictures** button.
  - 3 Click the **Look in** list arrow, and then select the drive and folder that contain the file you want to insert.
  - 4 Click the file you want to insert.
  - 5 Click **Insert**.
- ◆ To link a picture file, click the **Insert** button arrow, and then click **Link to File**.
  - ◆ To insert and link a picture file, click the **Insert** button arrow, and then click **Insert and Link**.

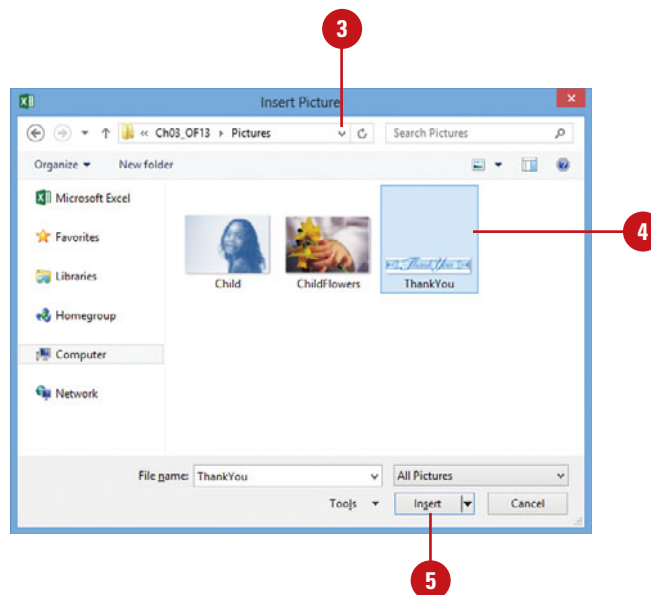
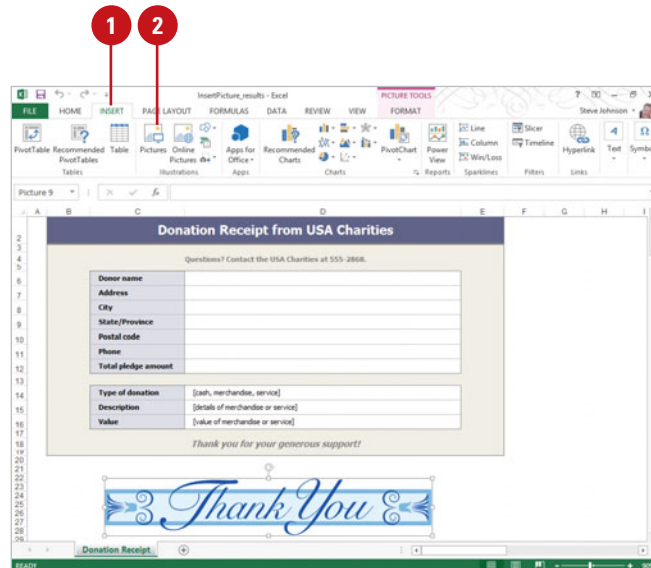
**TROUBLE?** If you see a red “x” instead of a picture or motion clip in your document, then you don’t have a graphics filter installed on your computer for that clip.

## Did You Know?

**You can change a picture.** Select the picture, click the Change Picture button on the Format tab, select a picture, and then click Insert.

**You can add graphic formats.** If the graphic format you want to insert is not in the list, you can use Office Setup’s Add or Remove Features option to install additional graphic formats.

Office makes it possible for you to insert pictures, graphics, scanned photographs, art, photos, or artwork from a collection of stock images or other program into a document. When you use the Pictures button on the Insert tab, you specify the source of the picture. When you insert pictures from files on your hard disk drive, scanner, digital camera, or web camera, Office allows you to select multiple pictures, view thumbnails of them, and insert them all at once, which speeds up the process.



# Inserting a Picture Screen Shot

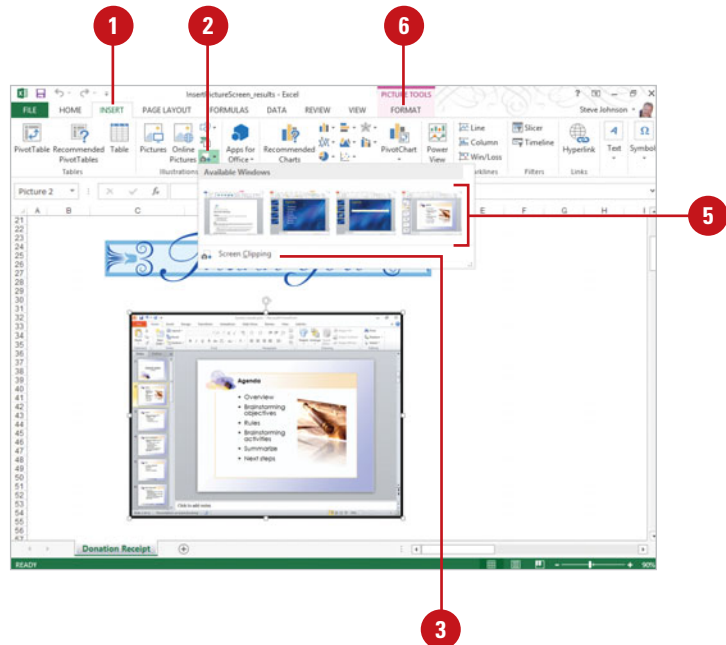
## Insert a Picture Screen Shot

- 1 Click the **Insert** tab.
- 2 Click the **Screenshot** button.
- 3 Click **Screen Clipping**.
- 4 Display the screen you want to capture, and then drag the large plus cursor to select the screen area to capture.
- 5 Click the **Screenshot** button, and then click the thumbnail of the screen shot you want to insert.
- 6 Use the tools on the Picture Tools tab to edit and improve the screen shot.

### Did You Know?

*You can copy the window or screen contents.* To make a copy of the active window, press Alt+Print Scrn. To copy the entire screen as it appears on your monitor, press Print Scrn.

If you're working on a training manual, presentation, or document that requires a picture of your computer screen, then the Screenshot button on the Insert tab just made your life a lot easier. You use the Screen Clipping tool to drag a selection around the screen area that you want to capture, and then select the picture from the Screenshot gallery. The Screenshot gallery holds multiple screen shots, so you can capture several screens before you insert them into your document. After you insert the screen shot into a document, you can use the tools on the Picture Tools tab to edit and improve it.

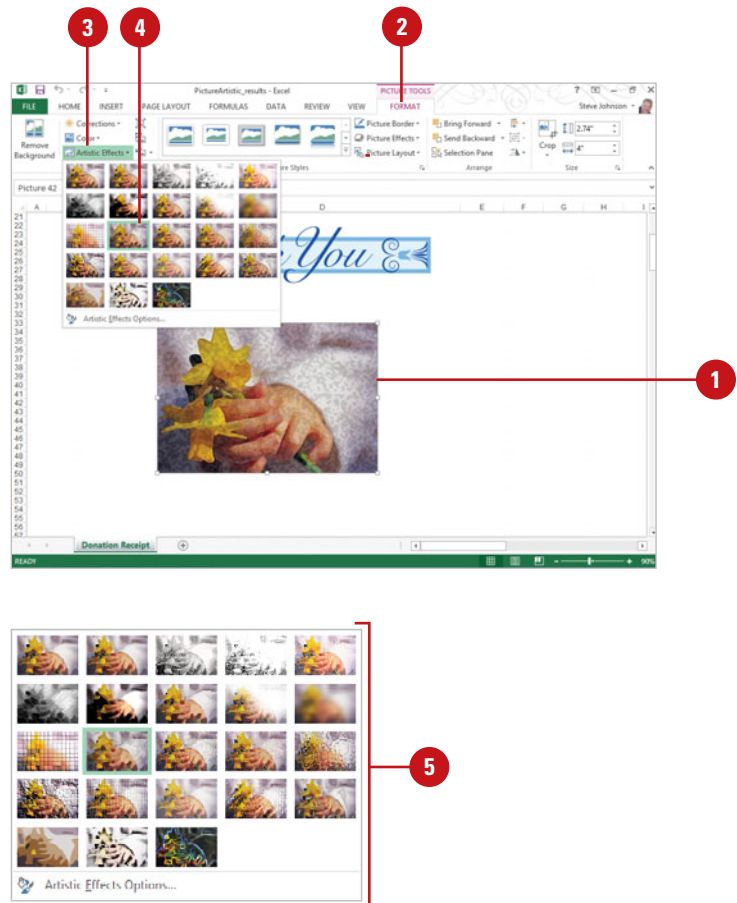


## Adding an Artistic Style to a Picture

### Add an Artistic Style to a Picture

- 1 Click the picture you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Artistic Effects** button.  
The current style appears highlighted in the gallery.
- 4 Point to a style.  
A live preview of the style appears in the picture.
- 5 Click the style you want from the gallery to apply it to the selected picture.

With the Artistic Quick Style gallery, you can transform a picture into a piece of artwork. The Artistic Quick Style gallery makes it easy to change the look of a picture to a sketch, drawing, or painting. The Picture Quick Style gallery provides a variety of different formatting options—such as Pencil Sketch, Line Drawing, Watercolor Sponge, Mosaic Bubble, Glass, Pastels Smooth, Plastic Wrap, Photocopy, and Paint Strokes—to create a professional look. To quickly see if you like an Artistic Quick Style, point to a thumbnail in the gallery to display a live preview of it in the selected shape. If you like it, you can apply it.



## Adding a Quick Style to a Picture

### Add a Quick Style to a Picture

- 1 Click the picture you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the scroll up or down arrow, or click the **More** list arrow in the Picture Styles group to see additional styles.

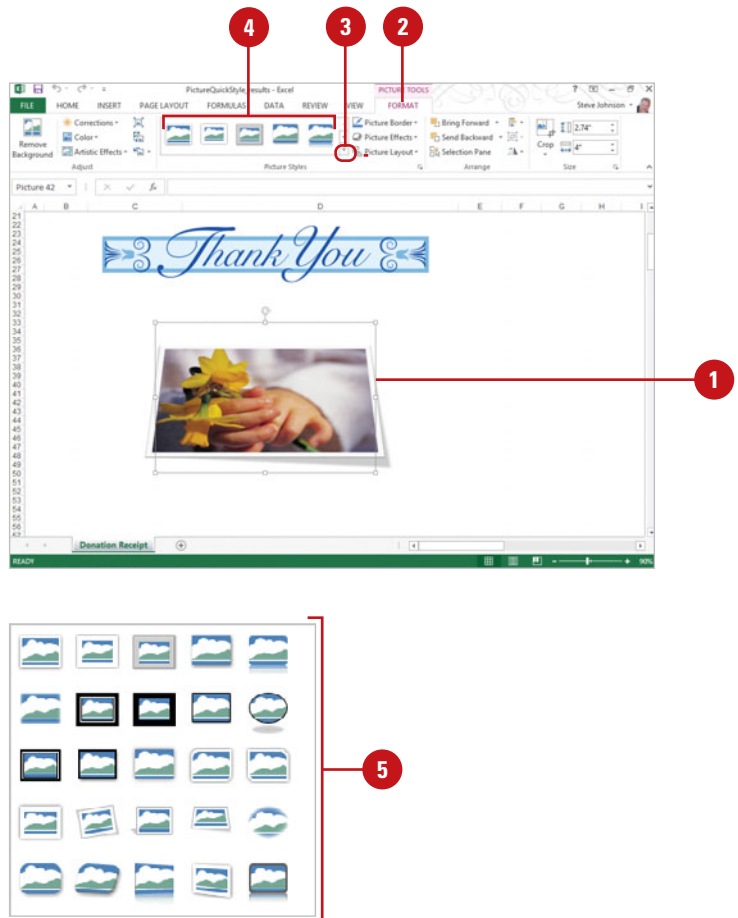
The current style appears highlighted in the gallery.

- 4 Point to a style.  
A live preview of the style appears in the current shape.
- 5 Click the style you want from the gallery to apply it to the selected picture.

### Did You Know?

**You can save a shape as a picture in the PNG format.** Right-click the shape, click **Save As Picture**, type a name, and then click **Save**.

Instead of changing individual attributes of a picture—such as shape, border, and effects—you can quickly add them all at once with the Picture Quick Style gallery. The Picture Quick Style gallery provides a variety of different formatting combinations to create a professional look. To quickly see if you like a Picture Quick Style, point to a thumbnail in the gallery to display a live preview of it in the selected shape. If you like it, you can apply it.





# Applying a Shape to a Picture

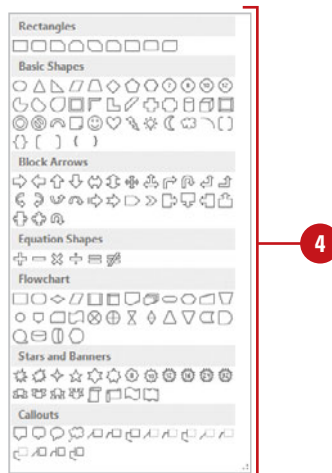
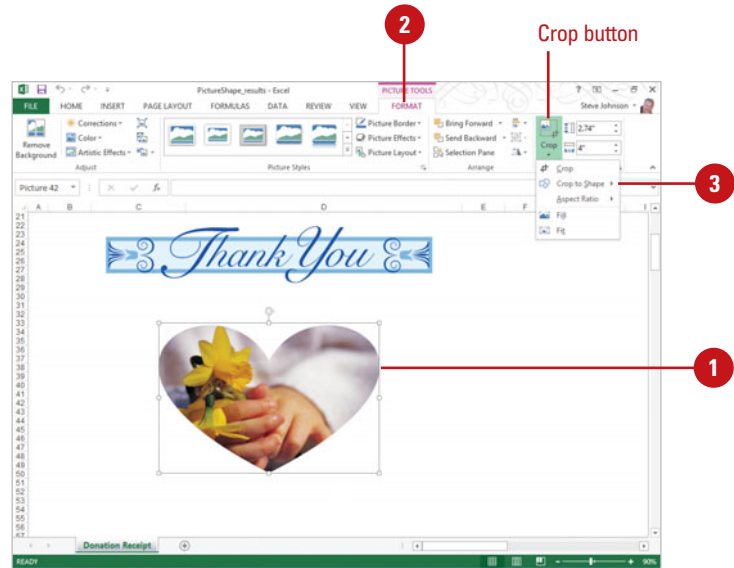
## Apply a Shape to a Picture

- 1 Click the picture you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Crop** button arrow, and then point to **Crop to Shape**.
- 4 Select the shape you want to apply to the selected picture.

### Did You Know?

*You can quickly return a picture back to its original form.* Select the picture, click the Format tab, and then click the Reset Picture button.

After you insert a picture into your document, you can select it and apply one of Office's shapes to it. The picture appears in the shape just like it has been cropped. The Crop to Shape gallery makes it easy to choose the shape you want to use. Live preview is not available with the Crop to Shape gallery. You can try different shapes to find the one you want. If you don't find the one you want, you can use the Reset Picture button to return the picture back to its original state.





## Applying a Border to a Picture

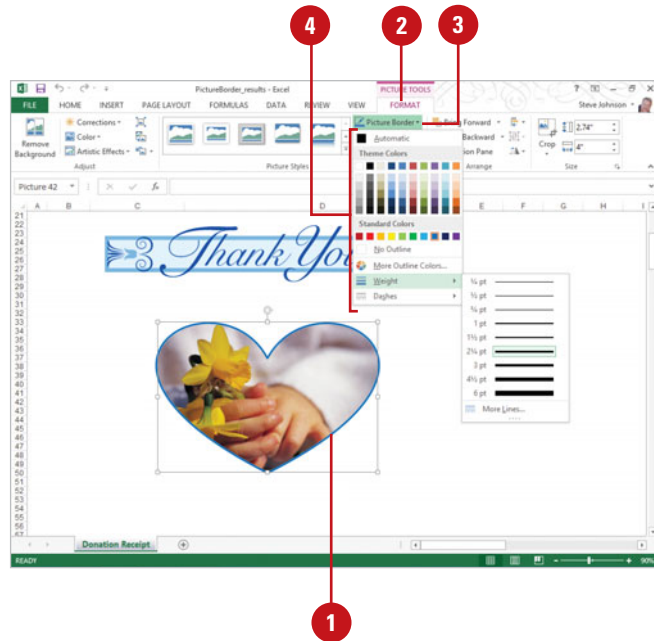
### Apply a Border to a Picture

- 1 Click the picture you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Picture Border** button.
- 4 Click a color, or point to **Weight**, or **Dashes**, and then select a style, or click **More Lines** to select multiple options.
- 5 Drag a sizing handle to change the size or angle of the line or arrow.

### Did You Know?

**You can remove a border.** Select the picture, click the Format tab, click the Picture Border button, and then click No Outline.

After you insert a picture, you can add and modify the picture border by changing individual outline formatting using the Picture Border button on the Format tab under Picture Tools. The Picture Border button works just like the Shape Outline button and provides similar options to add a border, select a border color, and change border width and style. You can try different border combinations to find the one you want. If you don't find one that works for you, you can use the No Outline command on the Picture Border gallery to remove it.



# Applying Picture Effects

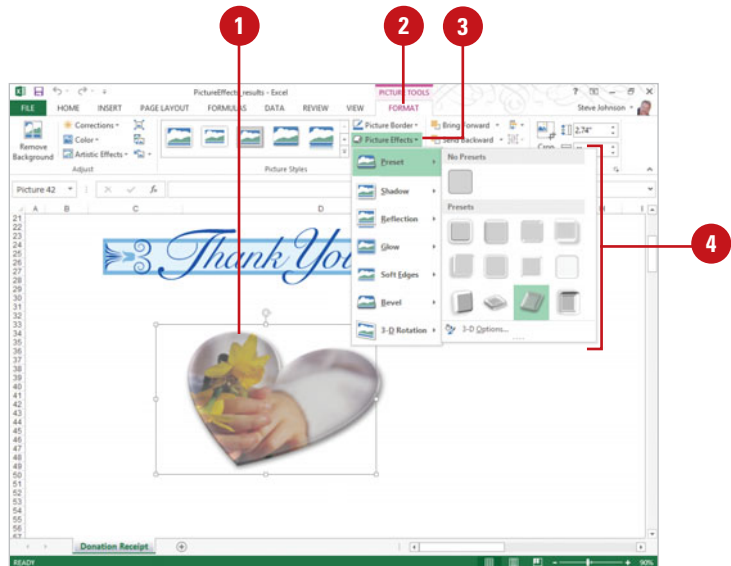
## Add an Effect to a Picture

- 1 Click the picture you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Picture Effects** button, and then point to the following:
  - ◆ **Preset** to select No 3-D, one of the preset types, or 3-D Options.
  - ◆ **Shadow** to select No Shadow, one of the shadow types, or Shadow Options.
  - ◆ **Reflection** to select No Reflection, one of the Reflection Variations, or Reflection Options.
  - ◆ **Glow** to select No Glow, one of the Glow Variations, More Glow Colors, or Glow Options.
  - ◆ **Soft Edges** to select No Soft Edges or a point size to determine the soft edge amount, or Soft Edges Options.
  - ◆ **Bevel** to select No Bevel, one of the bevels, or 3-D Options.
  - ◆ **3-D Rotation** to select No Rotation, one of the rotation types, or 3-D Options.

When you point to an effect, a live preview of the style appears in the current shape.

- 4 Click the effect you want from the gallery to apply it to the selected shape.

You can change the look of a picture by applying effects, such as shadows, reflections, glow, soft edges, bevels, and 3-D rotations. You can also apply effects to a shape by using the Picture Effects gallery for quick results, or by using the Format Shape pane (**New!**) for custom results. From the Picture Effects gallery, you can apply a built-in combination of 3-D effects or individual effects to a picture. To quickly see if you like a picture effect, point to a thumbnail in the Picture Effects gallery to display a live preview of it. If you like it, you can apply it. If you no longer want to apply a picture effect to an object, you can remove it. Simply select the picture, point to the effect type on the Picture Effects gallery, and then select the No effect type option.



# Modifying Picture Size

## Resize a Picture

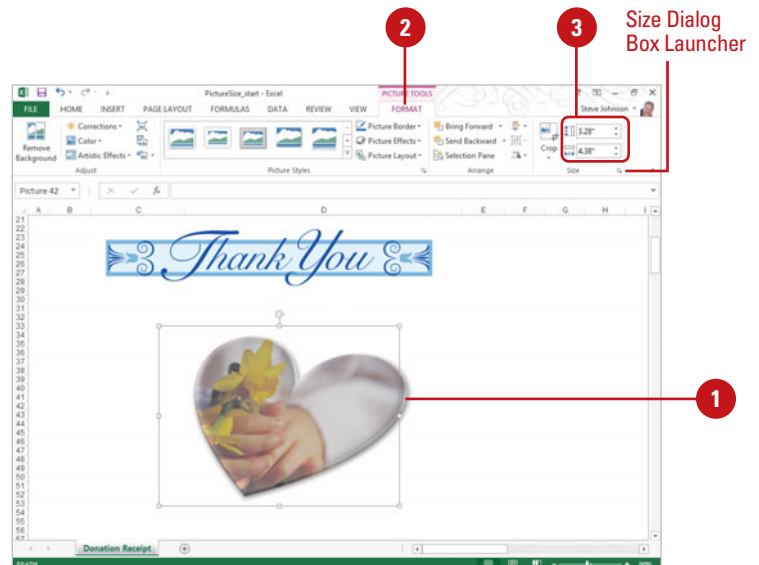
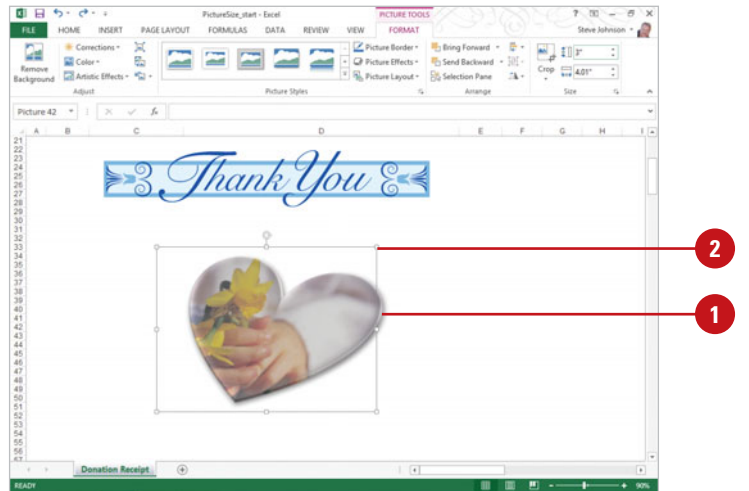
- 1 Click the object you want to resize.
- 2 Drag one of the sizing handles to increase or decrease the object's size.
  - ◆ Drag a middle handle to resize the object up, down, left, or right.
  - ◆ Drag a corner handle to resize the object proportionally.

## Resize a Picture Precisely

- 1 Click the object you want to resize.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the up and down arrows or enter a number (in inches) in the Height and Width boxes on the Ribbon and press Enter.

If the **Lock aspect ratio** check box is selected in the Format Picture dialog box (under Size), height or width automatically changes when you change one of them. Click the **Size Dialog Box Launcher** to change the option.

Once you have inserted a picture, clip art and other objects into your document, you can adapt them to meet your needs. Like any object, you can resize a picture. You can use the sizing handles to quickly resize a picture or use height and width options in the Size group on the Format tab to resize a picture more precisely. If you want to set unique or multiple options, you can use the Format Picture pane (**New!**). The Size & Properties options allow you to make sure your pictures keep the same relative proportions as the original and lock size proportions.



## Precisely Scale a Picture

- 1 Click the object you want to resize.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Size Dialog Box Launcher**.

The Format Picture pane opens, displaying format options (**New!**).

- 4 Do any of the following:
  - ◆ **Keep the picture proportional.** Select the **Lock aspect ratio** check box.
  - ◆ **Keep the picture the same relative size.** Select the **Relative to original picture size** check box.

- 5 Click the up and down arrows or enter a number in the Height and Width boxes in one of the following:

- ◆ **Size.** Enter a height and width size in inches.
- ◆ **Scale.** Enter a percentage size.

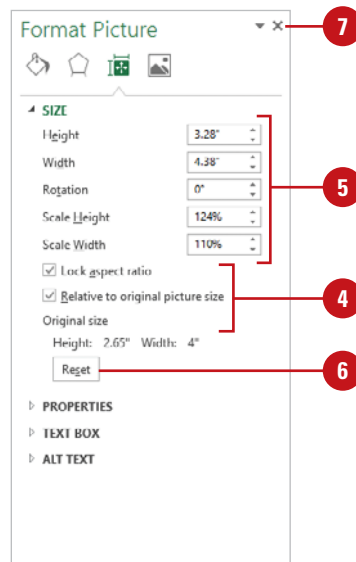
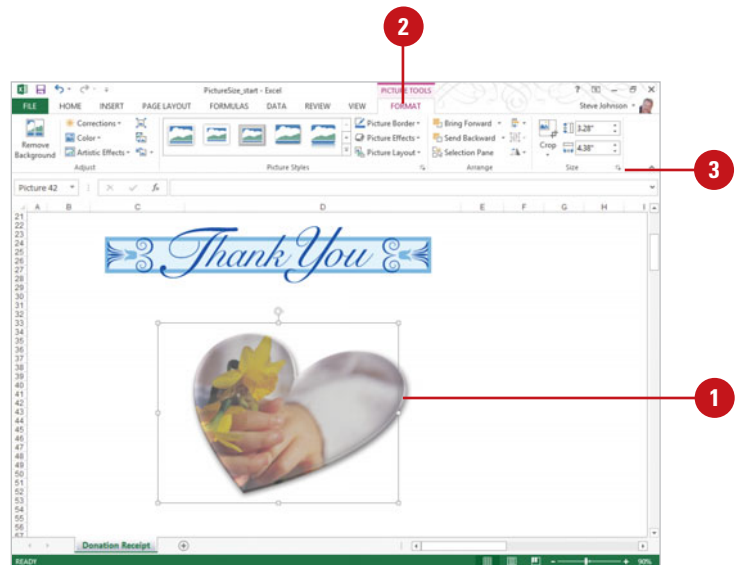
If the Lock aspect ratio check box is selected, height or width automatically changes when you change one of them.

- 6 If you want to remove your changes, click **Reset**.
- 7 Click the **Close** button in the pane.

### Did You Know?

#### ***Resizing bitmaps can cause distortion.***

Bitmap images are made up of dots, and do not lend themselves as easily to resizing because the dots can't expand and contract, which can lead to distortion. To avoid distortion, resize bitmaps proportionally and try to resize smaller instead of larger.

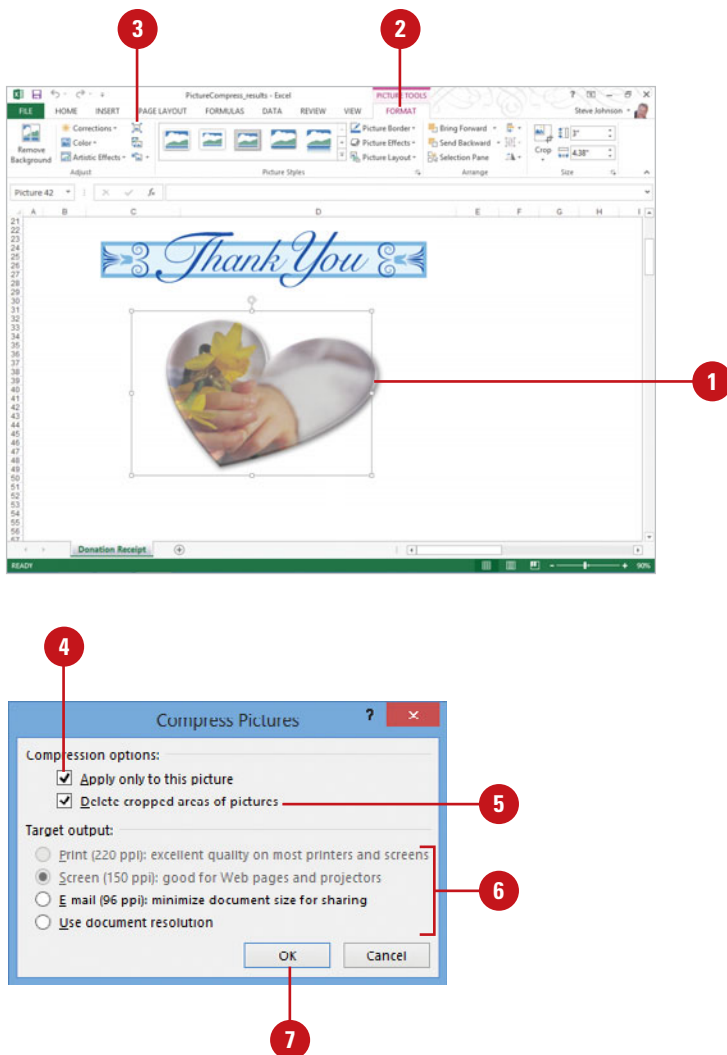


# Compressing a Picture

## Compress a Picture

- 1 Click to select the pictures you want to compress.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Compress Pictures** button.
- 4 Select the **Apply only to this picture** check box to apply compression setting to only the selected picture. Otherwise, clear the check box to compress all pictures in your document.
- 5 Select or clear the **Delete cropped areas of pictures** check box to reduce file.
- 6 Click the **Print, Screen, E-mail**, or **Document** option to specify a target output.
- 7 Click **OK**.

Office allows you to compress pictures in order to minimize the file size of the image. In doing so, however, you may lose some visual quality, depending on the compression setting. You can pick the resolution that you want for the pictures in a document based on where or how they'll be viewed (for example, on the web or printed). You can also set other options, such as Delete cropped areas of picture, to get the best balance between picture quality and file size or automatically compress pictures when you save your document.



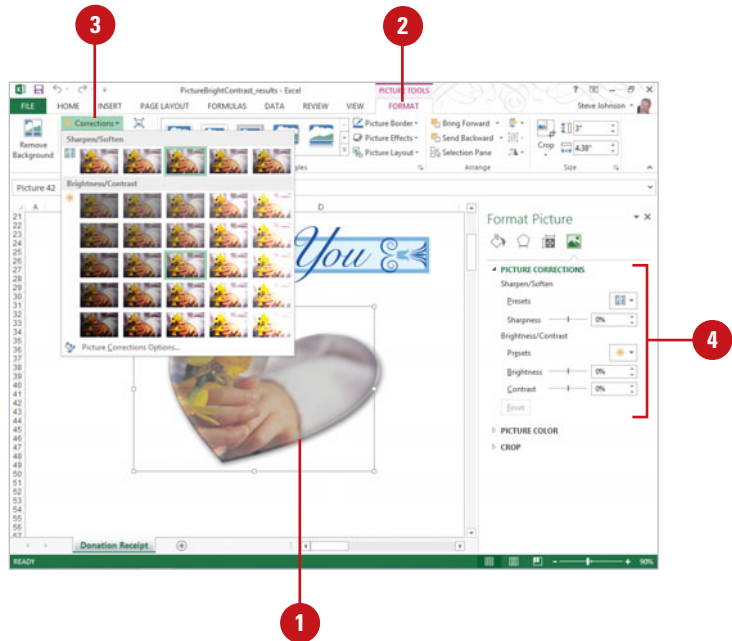
# Correcting a Picture

## Change Brightness and Contrast or Sharpen and Soften

- 1 Click the picture you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Corrections** button, and then do one of the following:
  - ◆ **Brightness and Contrast.** Click a brightness and contrast option.

A positive brightness lightens the object colors by adding more white, while a negative brightness darkens the object colors by adding more black. A positive contrast increases intensity, resulting in less gray, while a negative contrast to decrease intensity, resulting in more gray.
  - ◆ **Sharpen and Soften.** Click a sharpen and soften option.
- 4 To set custom correction percentages, click the **Corrections** button, click **Picture Corrections Options**, specify the options you want in the Format Picture pane (**New!**), and then click the **Close** button in the pane.

Once you have inserted a picture, you can control the image's colors, brightness, and contrast using Picture tools. The brightness and contrast controls let you make simple adjustments to the tonal range of a picture. The brightness and contrast controls change a picture by an overall lightening or darkening of the image pixels. In addition, you can sharpen and soften pictures by a specified percentage. If you want to set unique or multiple options, you can use the Format Picture pane (**New!**). You can experiment with the settings to get the look you want. If you don't like the look, you can use the Reset Picture button to return the picture back to its original starting point.

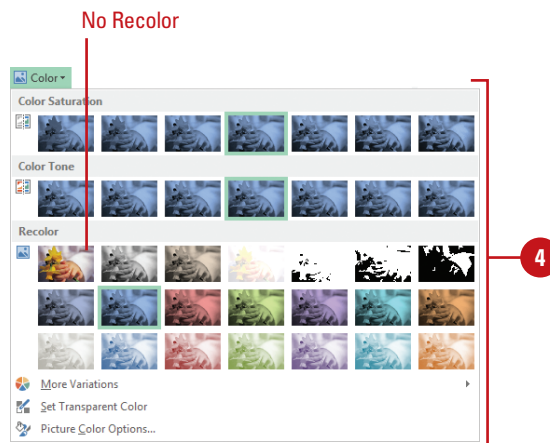
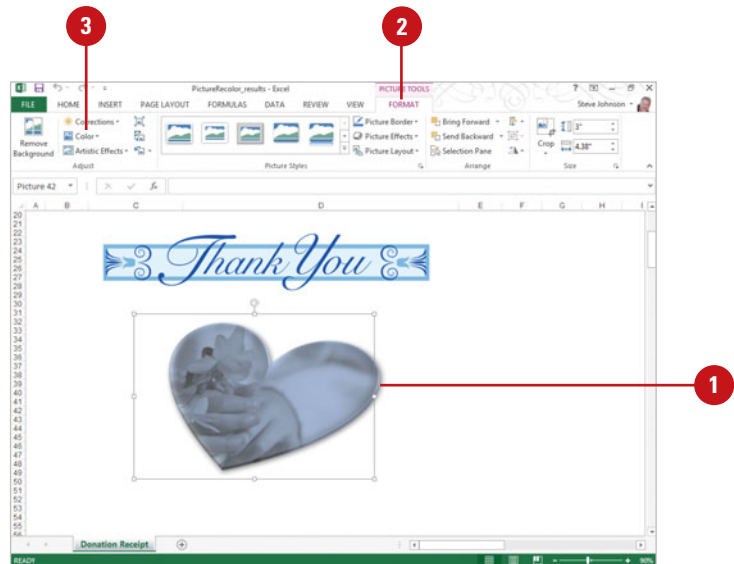


# Recoloring a Picture

## Recolor a Picture

- 1 Click the picture whose color you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Color** button.
- 4 Click one of the Color options.
  - ◆ **Recolor.** Click an option to apply a color type:
    - No Recolor.** Click this option to remove a previous recolor.
    - Grayscale.** Converts colors into whites, blacks and shades of gray between black and white.
    - Sepia.** Converts colors into very light gold and yellow colors like a picture from the old west.
    - Washout.** Converts colors into whites and very light colors.
    - Black and White.** Converts colors into only white and black.
  - ◆ **Color Saturation** or **Color Tone.** Click an option to apply a color saturation or tone based on the recolor selection.
  - ◆ **More Variations.** Point to this option to select a specific color.
  - ◆ **Picture Color Options.** Click this option to set custom recolor options by percentage.

You can recolor clip art and other objects to match the color scheme of your document. For example, if you use a flower clip art as your business logo, you can change shades of pink in the spring to shades of orange in the autumn. The Color Picture Quick Style gallery provides a variety of different recolor formatting combinations. To quickly see if you like a Color Picture Quick Style, point to a thumbnail in the gallery to display a live preview of it in the selected shape. If you like it, you can apply it. You can also use a transparent background in your picture to avoid conflict between its background color and your document's background. With a transparent background, the picture takes on the same background as your document.





## Set a Transparent Background

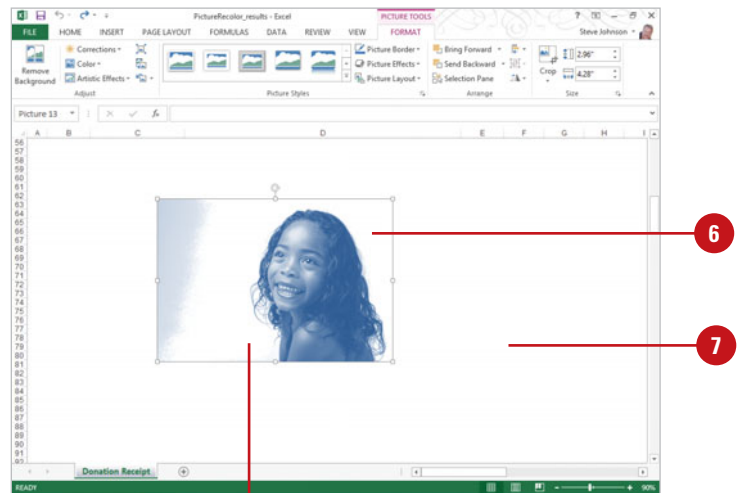
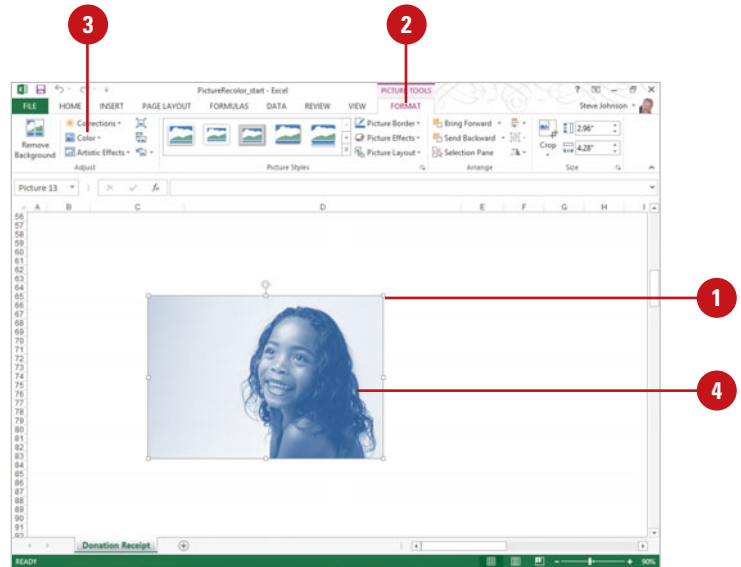
- 1 Click the picture you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Color** button, and then click **Set Transparent Color**.
- 4 Move the pointer over the object until the pointer changes shape.
- 5 Click the color you want to set as transparent.
- 6 Move the pointer over the picture where you want to apply the transparent color, and then click to apply it.
- 7 When you're done, click outside the image.

### Did You Know?

**Why is the Set Transparent Color command dimmed?** Setting a color as transparent works only with bitmaps. If you are working with an object that is not a bitmap, you will not be able to use this feature.

**You can't modify some pictures in Office.** If the picture is a bitmap (.BMP, .JPG, .GIF, or .PNG), you need to edit its colors in an image editing program, such as Adobe Photoshop, Microsoft Paint, or Paint Shop Pro.

**You can reset a picture back to its original state.** Click the picture you want to reset, click the Format tab under Picture Tools, and then click the Reset Picture button.



Area made transparent

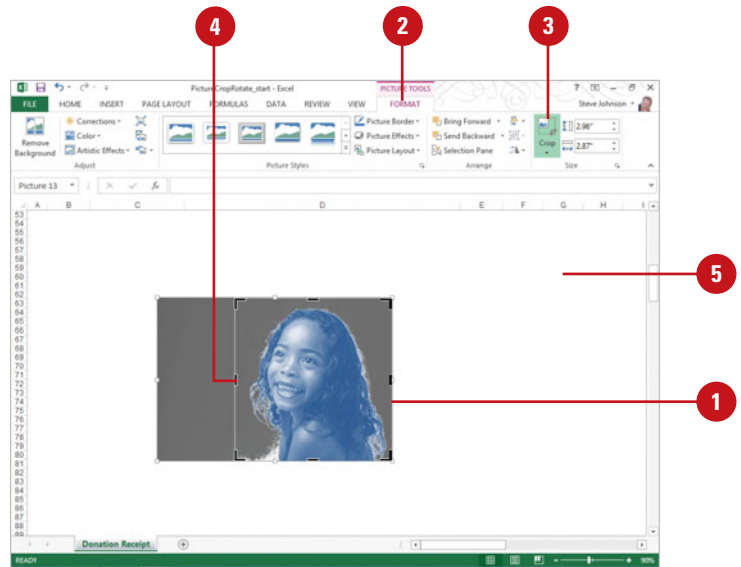


## Cropping and Rotating a Picture

### Crop a Picture Quickly

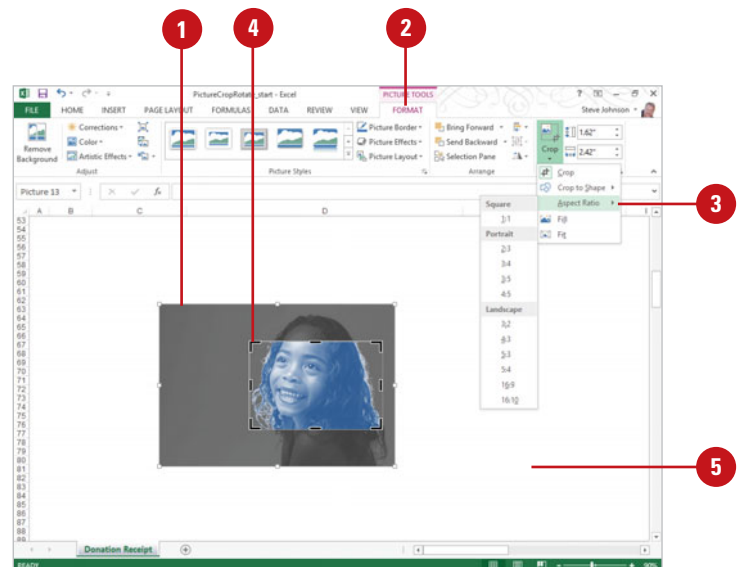
- 1 Click the picture you want to crop.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Crop** button.
- 4 Drag the sizing handles until the borders surround the area you want to crop.
- 5 Click outside the image when you are finished.

You can crop clip art to isolate just one portion of the picture. Because clip art uses vector image technology, you can crop even the smallest part of it and then enlarge it, and the clip art will still be recognizable. You can also crop bitmapped pictures, but if you enlarge the area you cropped, you lose picture detail. Use the Crop button to crop an image by hand. In addition, you can crop a picture while maintaining a selected resize aspect ratio or crop a picture based on a fill or fit. You can also rotate a picture by increments or freehand.



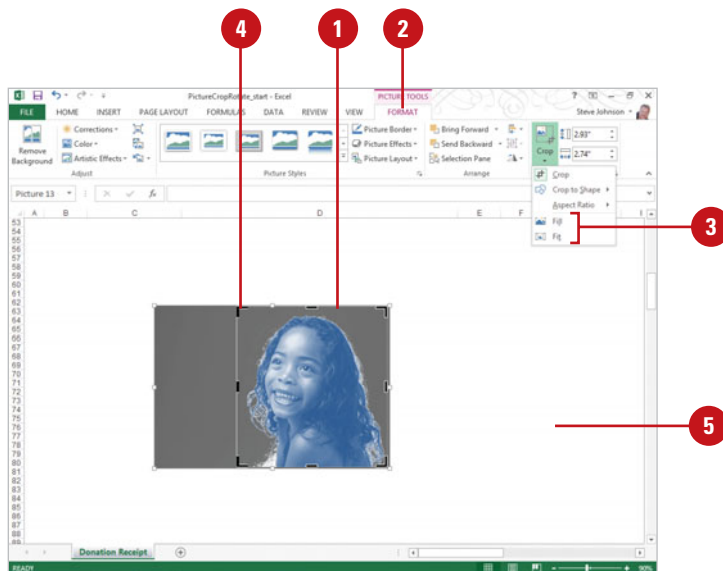
### Crop a Picture with an Aspect Ratio

- 1 Click the picture you want to crop.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Crop** button arrow, point to **Aspect Ratio**, and then select an aspect ratio.
- 4 Drag the sizing handles until the borders surround the area you want to crop.
- 5 Click outside the image when you are finished.



## Crop a Picture with a Fill or Fit

- 1 Click the picture you want to crop.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Crop** button arrow, and then select an option:
  - ◆ **Fill.** Resizes the picture so the entire picture area is filled while maintaining the aspect ratio. Any area outside of the picture area is cropped.
  - ◆ **Fit.** Resizes the picture so the entire picture displays inside the picture area while maintaining the aspect ratio.
- 4 Drag the sizing handles until the borders surround the area you want to crop.
- 5 Click outside the image when you are finished.

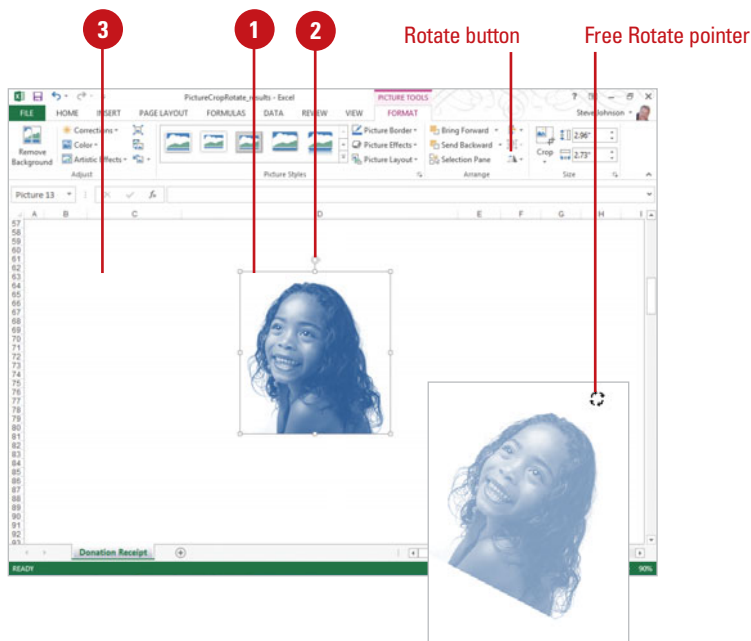


## Rotate a Picture

- 1 Click the object you want to rotate.
- 2 Position the pointer (which changes to the Free Rotate pointer) over the circle arrow rotate lever at the top of the object, and then drag to rotate it.
- 3 Click outside the object to set the rotation.

### Did You Know?

**You can rotate or flip a picture.** Select the picture, click the Format tab, click the Rotate button, and then click Rotate Right 90, Rotate Left 90, Flip Vertical, Flip Horizontal, or click More Rotation Options.

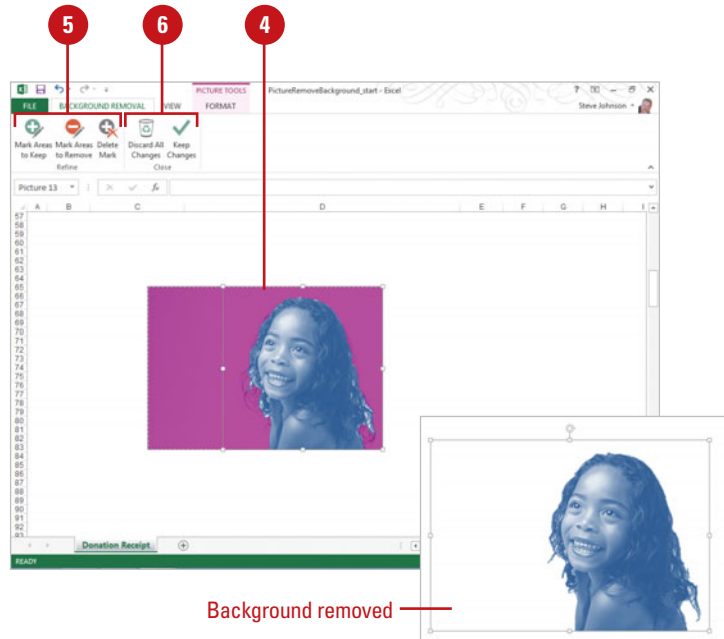
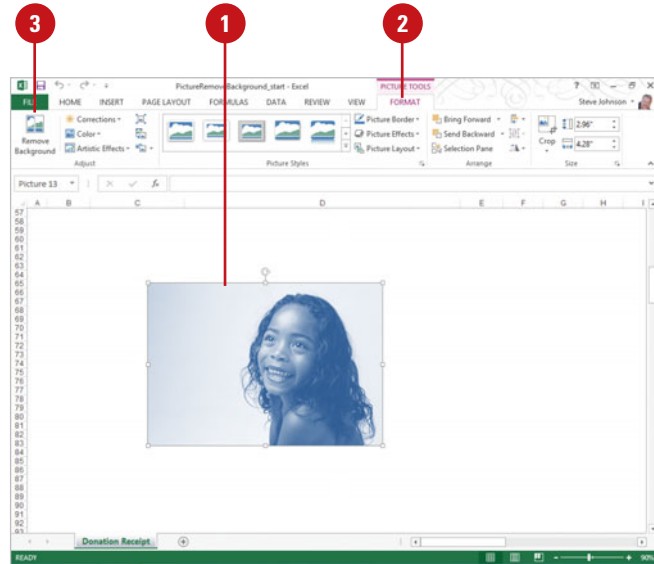


# Removing a Picture Background

## Remove a Picture Background

- 1 Click the picture you want to change.
- 2 Click the **Format** tab under Picture Tools.
- 3 Click the **Remove Background** button.
- 4 Drag the handles on the marquee lines to specify the part of the picture you want to keep. The area outside the marquee gets removed.
- 5 To manually specify which areas to keep and which areas to remove, do the following:
  - ◆ **Mark Areas to Keep.** Click the button, and then draw lines to specify which parts of the picture you do not want automatically removed.
  - ◆ **Mark Areas to Remove.** Click the button, and then draw lines to specify which parts of the picture you do want removed in addition to those automatically marked.
  - ◆ **Delete Mark.** Click the button, and then click marked lines to remove them.
- 6 Click the **Keep Changes** button to close and keep the removal or click the **Discard All Changes** button to close and cancel the automatic removal.

Sometimes you want to use an element from a picture instead of the entire picture. With the Remove Background command, you can specify the element you want in a picture, and then remove the background. You can use automatic background removal or you can manually draw lines to specify which parts of the picture background you want to keep and which to remove.



# Creating WordArt Text

## Insert WordArt Text

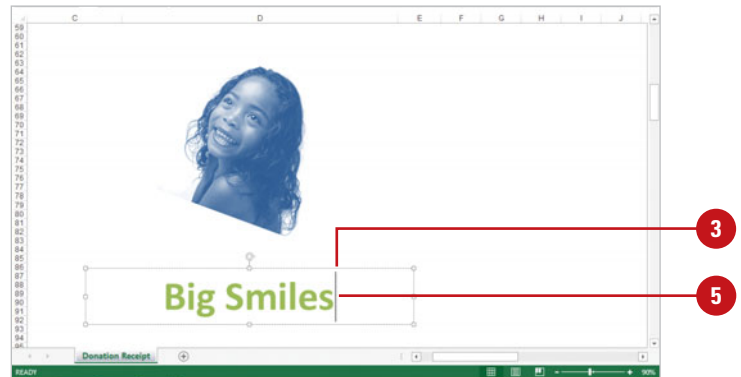
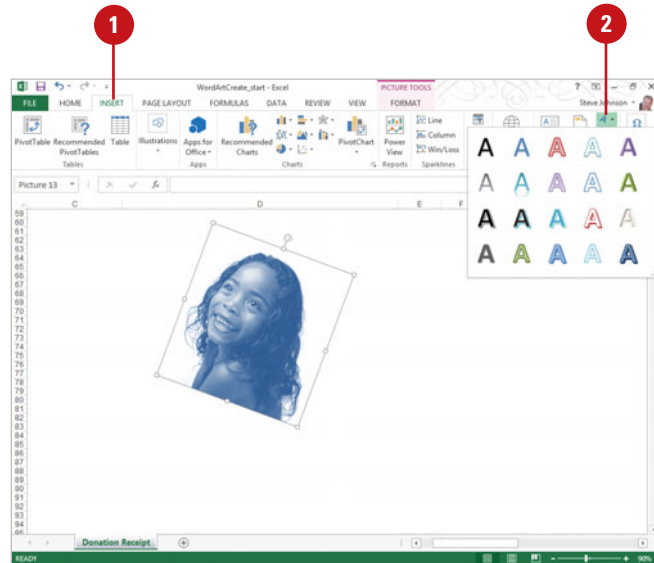
- 1 Click the **Insert** tab.
  - 2 Click the **WordArt** button, and then click one of the WordArt styles.
- A WordArt text box appears on the document with selected placeholder text.
- 3 Type the text you want WordArt to use.
    - ◆ Drag a resize handle as needed to increase or decrease the size of the WordArt text box.
  - 4 If applicable, use the Font and Paragraph options on the Home tab to modify the text you entered.
  - 5 To edit WordArt text, click to place the insertion point where you want to edit, and then edit the text.

### Did You Know?

**You can convert text in a text box to WordArt.** Select the text box, click the Format tab under Drawing Tools, and then click the WordArt text style you want from the Ribbon.

**You can remove WordArt text.** Select the WordArt text, click the Format tab, click the Quick Styles group, and then click Clear WordArt.

The WordArt feature lets you create stylized text to draw attention to your most important words. Most users apply WordArt to a word or a short phrase, such as *Big Smiles*. You should apply WordArt to a document sparingly. Its visual appeal and unique look requires uncluttered space. When you use WordArt, you can choose from a variety of text styles that come with the WordArt Quick Style gallery, or you can create your own using tools in the WordArt Styles group. To quickly see if you like a WordArt Quick Style, point to a thumbnail in the gallery to display a live preview of it in the selected text. If you like it, you can apply it. You can also use the free angle handle (pink diamond) inside the selected text box to adjust your WordArt text angle.



# Formatting WordArt Text

## Apply a Different WordArt Style to Existing WordArt Text

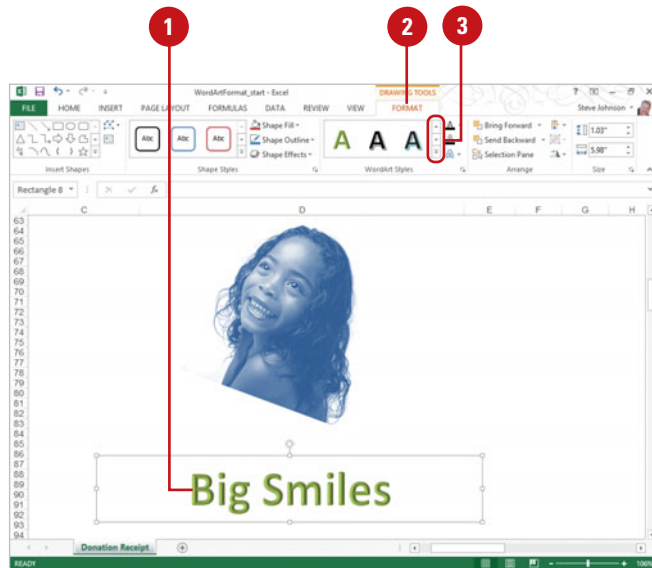
- 1 Click the WordArt object whose style you want to change.
  - 2 Click the **Format** tab under Drawing or WordArt Tools.
  - 3 Click the scroll up or down arrow, or click the **More** list arrow in the WordArt Styles group to see additional styles.
- The current style appears highlighted in the gallery.
- 4 Point to a style.
- A live preview of the style appears in the current shape text.
- 5 Click the style you want from the gallery to apply it to the selected shape.

### Did You Know?

**You can add more formatting to WordArt text.** Select the WordArt object, click the Home tab, and then use the formatting button in the Font and Paragraph groups.

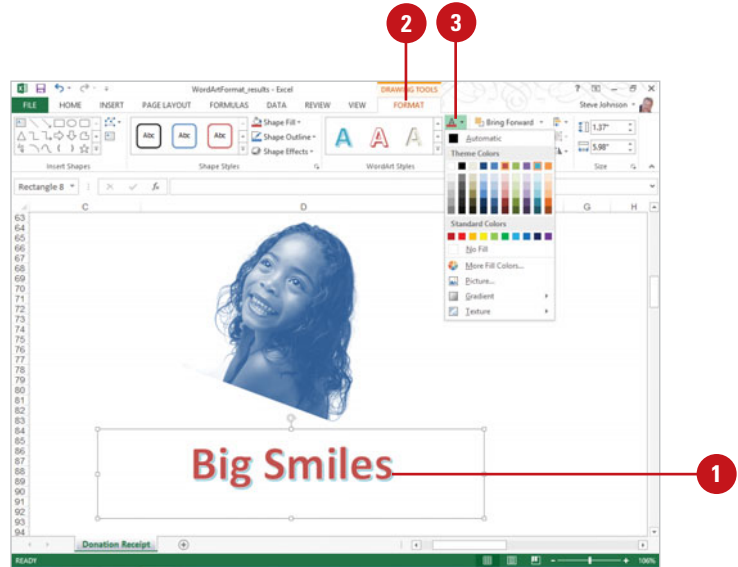
**You can change the WordArt fill color to match the background.** Click the WordArt object, right-click the object, click Format Shape, click the Background option, and then click Close.

In addition to applying one of the preformatted WordArt styles, you can also create your own style by shaping your text into a variety of shapes, curves, styles, and color patterns. The WordArt Styles group gives you tools for changing the fill and outline of your WordArt text. To quickly see if you like a WordArt Style, point to a thumbnail in the gallery to display a live preview of it in the selected text. If you like it, you can apply it.



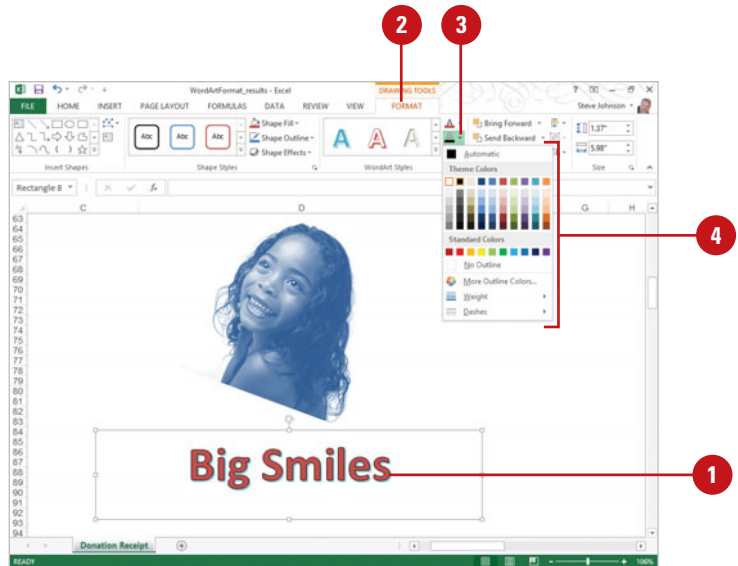
## Apply a Fill to WordArt Text

- 1 Click the WordArt object you want to change.
- 2 Click the **Format** tab under Drawing or WordArt Tools.
- 3 Click the **Text Fill** or **Shape Fill** button arrow, and then click or point to one of the following:
  - ◆ **Color** to select a theme or standard color.
  - ◆ **No Fill** to remove a fill color.
  - ◆ **Picture** to select a picture file.
  - ◆ **Gradient** to select No Gradient, one of the shadow types, or More Gradients.
  - ◆ **Texture** to select one of the texture types, or More Textures.



## Apply an Outline to WordArt Text

- 1 Click the WordArt object you want to change.
- 2 Click the **Format** tab under Drawing or WordArt Tools.
- 3 Click the **Text Outline** or **Shape Outline** button arrow.
- 4 Click a color, or point to **Weight** or **Dashes**, and then select a style.



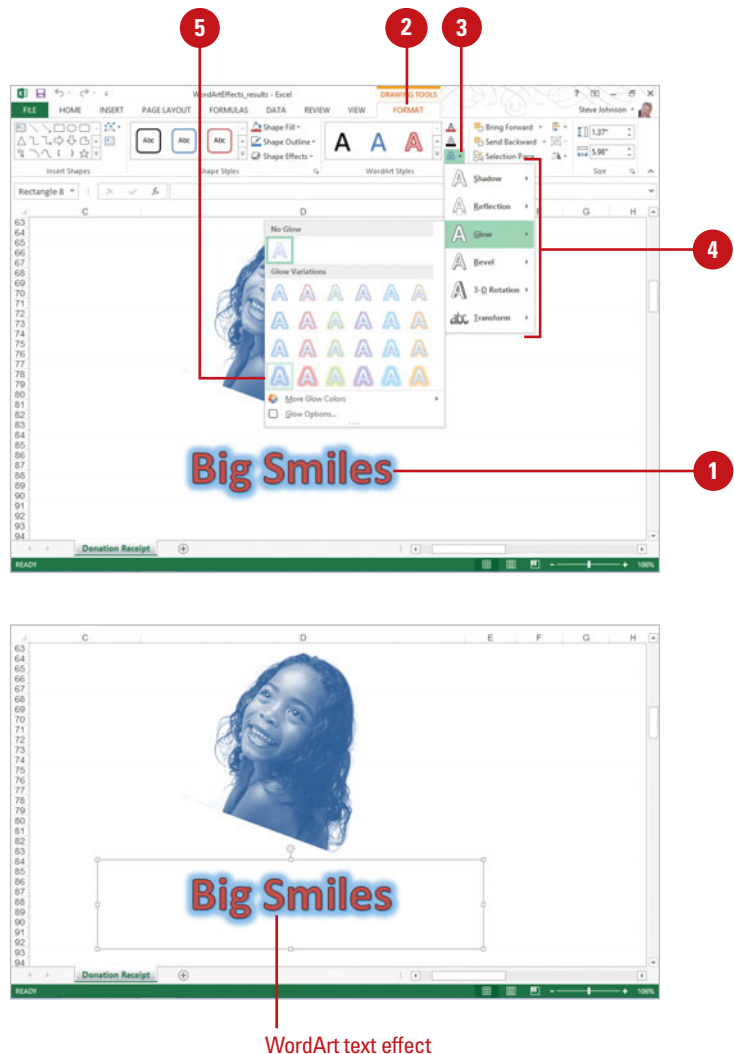


# Applying WordArt Text Effects

## Apply an Effect to WordArt Text

- 1 Click the WordArt object you want to change.
- 2 Click the **Format** tab under Drawing or WordArt Tools.
- 3 Click the **Text Effects** button.
  - ◆ For Word, use the Shadow Effects and 3D Effects buttons.
- 4 Point to one of the following:
  - ◆ **Shadow** to select No Shadow, one of the shadow types, or Shadows Options.
  - ◆ **Reflection** to select No Reflection, one of the Reflection Variations, or Reflection Options.
  - ◆ **Glow** to select No Glow, one of the Glow Variations, More Glow Colors, or Glow Options.
  - ◆ **Bevel** to select No Bevel, one of the bevel variations, or 3-D Options.
  - ◆ **3-D Rotation** to select No Rotation, one of the rotation types, or 3-D Rotation Options.
  - ◆ **Transform** to select No Transform, or one of the transform types (Follow Path or Warp).
- 5 Click the effect you want to apply to the selected shape.

You can change the look of WordArt text by applying effects, such as shadows, reflections, glow, soft edges, 3-D rotations, and transformations. You can apply effects to a shape by using the Text Effects gallery for quick results. From the Text Effects gallery you can apply a built-in combination of 3-D effects or individual effects to WordArt text. To quickly see if you like the effect, point to a thumbnail in the Text Effects gallery to display a live preview of it. If you like it, you can apply it. If you no longer want to apply the effect, you can remove it. Simply, select the WordArt text, point to the effect type on the Text Effects gallery, and then select the No effect type option.



# Modifying WordArt Text Position

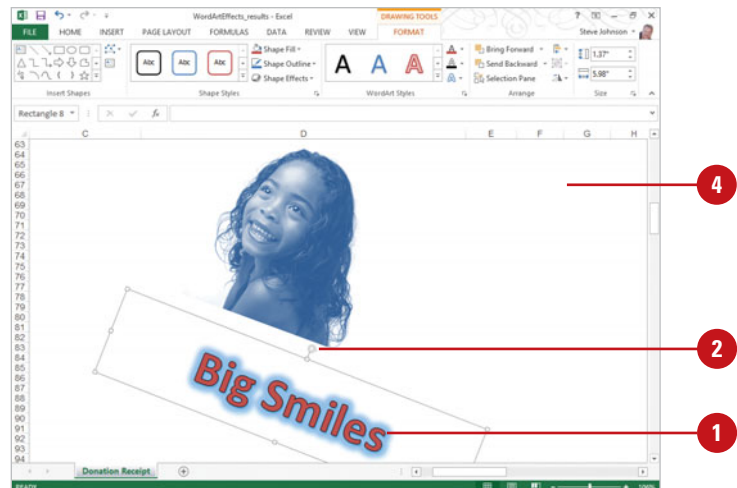
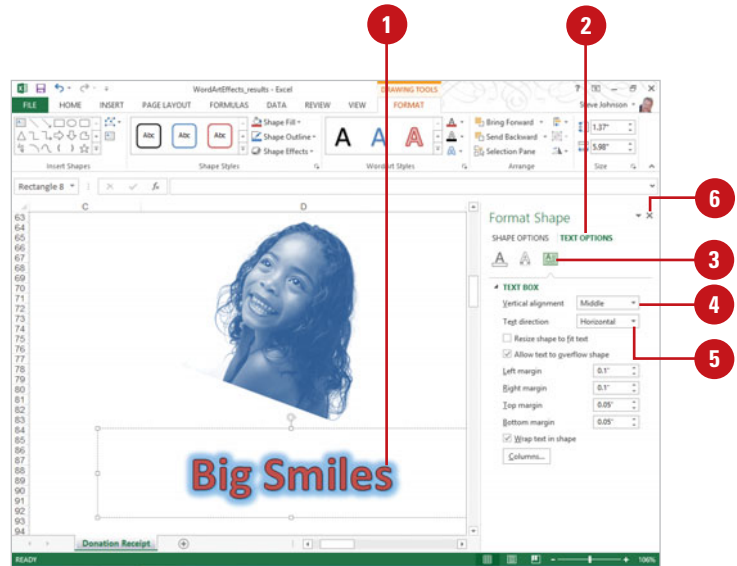
## Change WordArt Text Direction

- 1 Right-click the WordArt object you want to change, and then click **Format Shape** or **Format Object**.
- 2 Click **Text Options** in the Format Shape pane (**New!**).
- 3 Click **Text Box** (**New!**).
- 4 Click the **Vertical alignment** or **Horizontal alignment** list arrow, and then select an option: **Top**, **Middle**, **Bottom**, **Top Center**, **Middle Center**, or **Bottom Center**.
- 5 Click the **Text Direction** list arrow, and then select an option: **Horizontal**, **Rotate all text 90°**, **Rotate all text 270°**, or **Stacked**.
- 6 Click the **Close** button in the pane.

## Rotate WordArt Text

- 1 Click the WordArt object you want to change.
- 2 Position the pointer (which changes to the Free Rotate pointer) over the circle arrow rotate lever at the top of the object, and then drag to rotate it.
- 3 When you're done, release the mouse button.
- 4 Click outside the object to deselect it.

You can apply a number of text effects to your WordArt objects that determine alignment and direction. The effects of some of the adjustments you make are more pronounced for certain WordArt styles than others. Some of these effects make the text unreadable for certain styles, so apply these effects carefully. You can apply effects to a shape by using the Format Shape pane (**New!**) for custom results. You can also use the free rotate handle (green circle) at the top of the selected text box to rotate your WordArt text.





# Creating SmartArt Graphics

## Create a SmartArt Graphic

- 1 Click the **Insert** tab.
  - 2 Click the **SmartArt** button.
  - TIMESAVER** In a PowerPoint content placeholder, you can click the SmartArt icon to start.
  - 3 In the left pane, click a category, such as All, List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid, Picture, or Office.com.
  - 4 In the middle pane, click a SmartArt graphic style type.
  - 5 Click **OK**.
- The SmartArt graphic appears in the document.

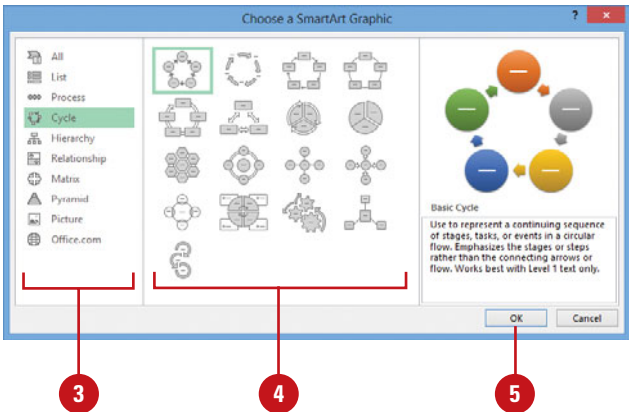
### Did You Know?

**You can change a SmartArt diagram type.** Select the SmartArt graphic, click the Design tab under SmartArt Tools, click the More list arrow for Layouts, click More Layout, select a diagram type, and then click OK.

**You cannot drag text into the Text pane.** Although you can't drag text into the Text pane, you can copy and paste text.

**You can create a blank SmartArt graphic.** In the Text pane, press Ctrl+A to select all the placeholder text, and then press Delete.

SmartArt graphics allow you to create diagrams that convey processes or relationships. Office provides a wide variety of built-in SmartArt graphic types, including graphical lists, process, cycle, hierarchy, relationship, matrix, pyramid, picture, and Office.com. Using built-in SmartArt graphics makes it easy to create and modify charts without having to create them from scratch. To quickly see if you like a SmartArt graphic layout, point to a thumbnail in the gallery to display a live preview of it in the selected shape. If you like it, you can apply it.



## SmartArt Graphic Purposes

Type	Purpose
List	Show non-sequential information
Process	Show steps in a process or timeline
Cycle	Show a continual process
Hierarchy	Show a decision tree or create an organization chart
Relationship	Illustrate connections
Matrix	Show how parts relate to a whole
Pyramid	Show proportional relationships up and down
Picture	Convert a picture to a SmartArt graphic
Office.com	Show SmartArt graphics from Office.com

6 Click the **Text Pane** button, or click the control with two arrows along the left side of the selection to show the Text pane.

7 Label the shapes by doing one of the following:

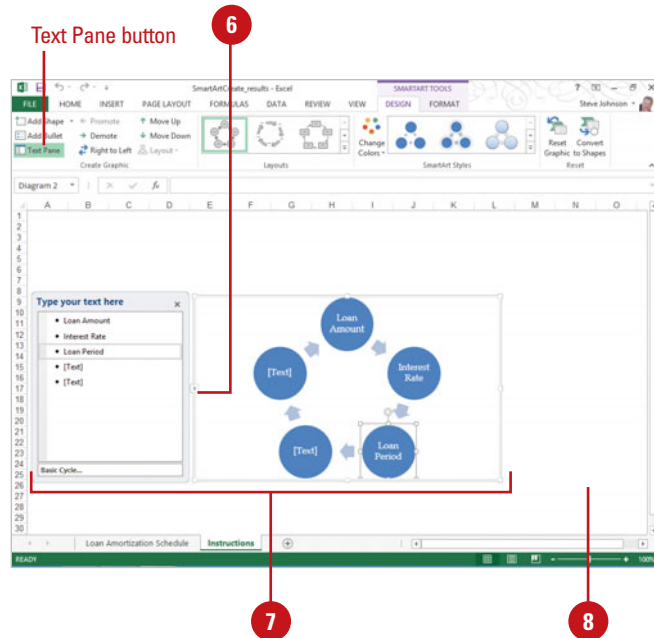
- ◆ Type text in the [Text] box.

You can use the arrow keys to move around the Text pane, or use the Promote or Demote buttons to indent.

- ◆ At the end of a line, press Enter to insert a line (shape), or select line text, and then press Delete to remove a line (shape).

- ◆ Click a shape, and then type text directly into the shape.

8 When you're done, click outside of the SmartArt graphic.



## Convert Text to a SmartArt Graphic

1 In PowerPoint, select the text box with the text you want to convert to a SmartArt graphic.

2 Click the **Home** tab.

3 Click the **Convert to SmartArt Graphic** button.

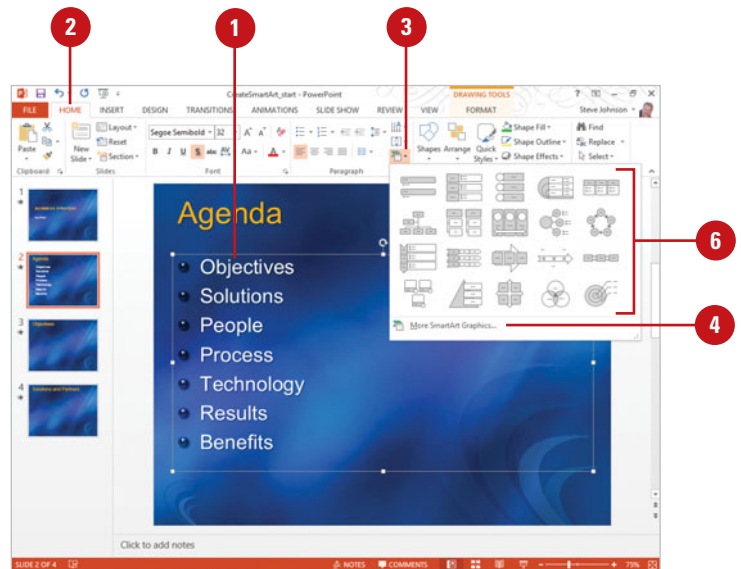
The gallery displays layouts designed for bulleted lists.

4 To view the entire list of layouts, click **More SmartArt Graphics**.

5 Point to a layout.

A live preview of the style appears in the current shape.

6 Click the layout for the SmartArt graphic you want from the gallery to apply it to the selected shape.



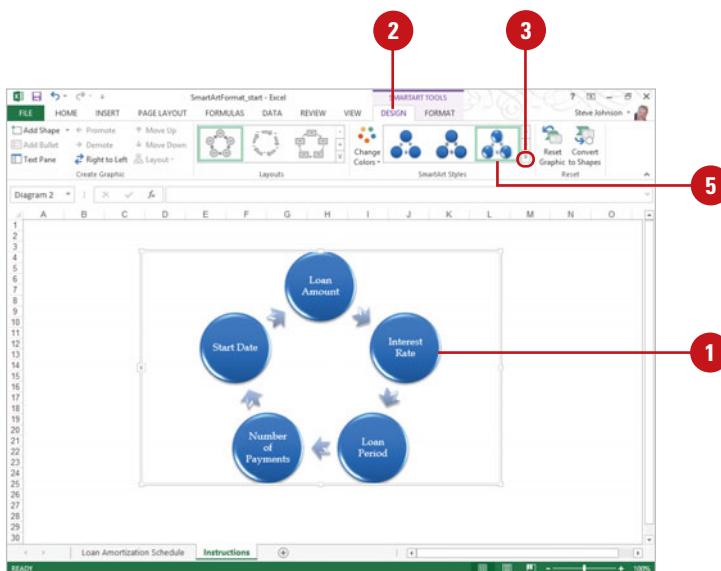
# Formatting a SmartArt Graphic

## Apply a Quick Style to a SmartArt Graphic

- 1 Click the SmartArt graphic you want to modify.
- 2 Click the **Design** tab under SmartArt Tools.
- 3 Click the scroll up or down arrow, or click the **More** list arrow in the Quick Styles group to see additional styles.
- 4 Point to a style.
- 5 Click the layout for the SmartArt graphic you want from the gallery.

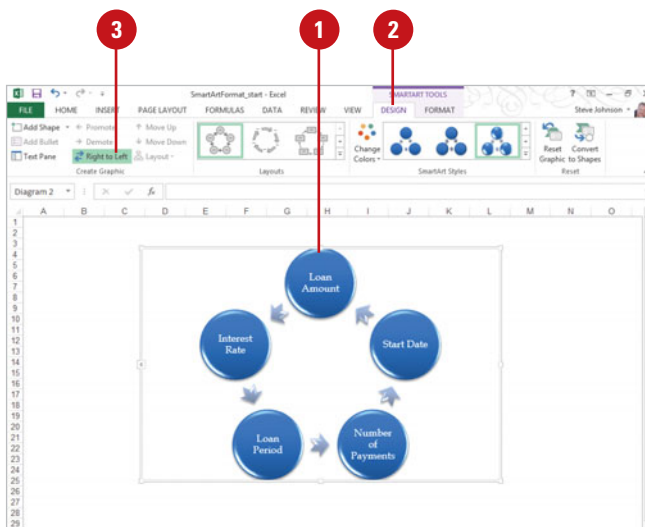
A live preview of the style appears in the current shape.

If your current SmartArt graphics don't quite convey the message or look you want, use live preview to quickly preview layouts in the Quick Styles and Layout Styles groups and select the one you want. If you only want to change the color, you can choose different color schemes using theme colors by using the Change Color button. If the flow of a SmartArt graphic is not the direction you want, you can change the orientation.



## Change a Smart Graphic Orientation

- 1 Click the SmartArt graphic you want to modify.
  - 2 Click the **Design** tab under SmartArt Tools.
  - 3 Click the **Right to Left** button.
- The button toggles, so you can click it again to switch back.



## Change a SmartArt Graphic Layout

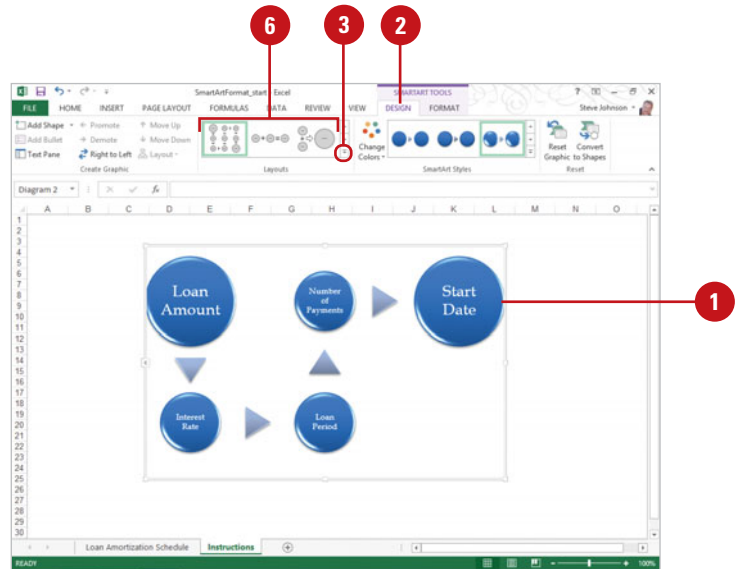
- 1 Click the SmartArt graphic you want to modify.
- 2 Click the **Design** tab under SmartArt Tools.
- 3 Click the scroll up or down arrow, or click the **More** list arrow in the Layout Styles group to see additional styles.

The gallery displays layouts designed for bulleted lists.

- 4 To view the entire list of diagram layouts, click **More Layouts**.
- 5 Point to a layout.

A live preview of the style appears in the current shape.

- 6 Click the layout for the SmartArt graphic you want from the gallery.
- 7 If you opened the entire list of layouts, click **OK**.



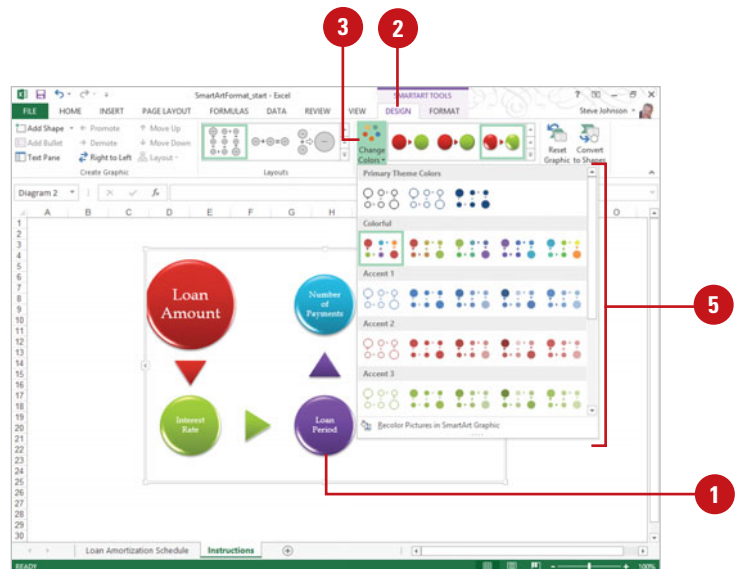
## Change a SmartArt Graphic Colors

- 1 Click the SmartArt graphic you want to modify.
  - 2 Click the **Design** tab under SmartArt Tools.
  - 3 Click the **Change Colors** button.
- The gallery displays the current layout with different theme colors.

- 4 Point to a style.

A live preview of the style appears in the current shape.

- 5 Click the layout for the SmartArt graphic you want from the gallery.



# Modifying a SmartArt Graphic

## Add a Shape to a SmartArt Graphic

- 1 Select the shape in the SmartArt graphic you want to modify.
- 2 Click the **Design** tab under SmartArt Tools.
- 3 Click the **Add Shape** button to insert a shape at the end, or click the **Add Shape** button arrow, and then select the position where you want to insert a shape.

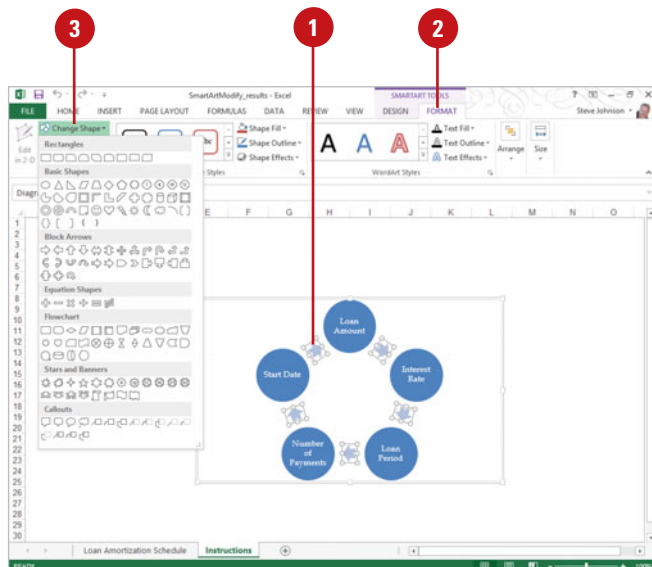
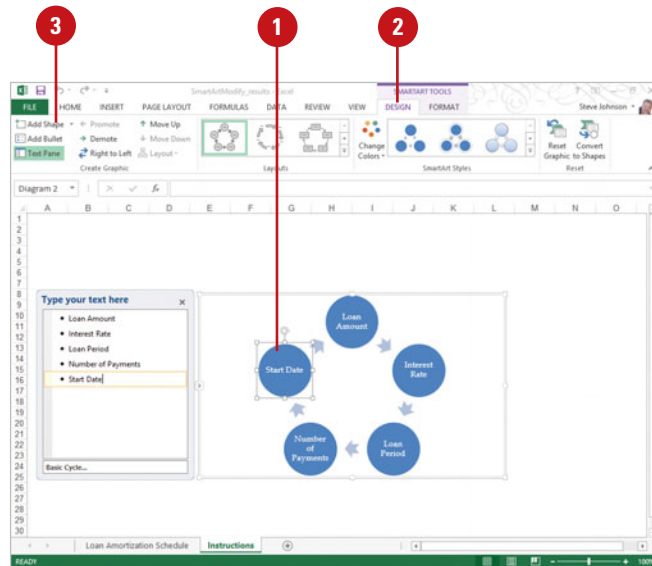
## Change Shapes in a SmartArt Graphic

- 1 Select the shapes in the SmartArt graphic you want to modify.
- 2 Click the **Format** tab under SmartArt Tools.
- 3 Click the **Change Shape** button, and then click a shape.

### Did You Know?

*You can reset a SmartArt graphic back to its original state.* Select the SmartArt graphic, click the Design tab under SmartArt Tools, and then click the Reset Graphic button.

After you create a SmartArt graphic, you can add, remove, change, or rearrange shapes to create a custom look. For shapes within a SmartArt graphic, you can change the shape from the Shape gallery or use familiar commands, such as Bring to Front, Send to Back, Align, Group, and Rotate, to create your own custom SmartArt graphic. If you no longer want a shape you've added, simply select it, and then press Delete to remove it.



# Adding Pictures to a SmartArt Graphic

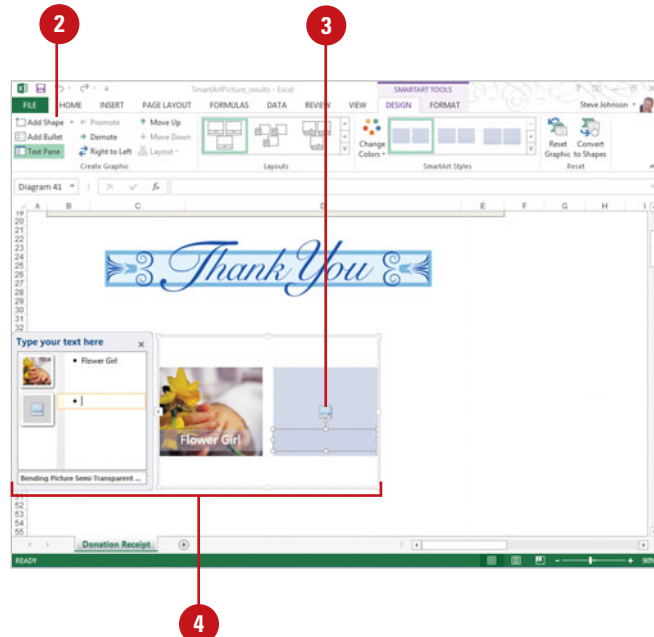
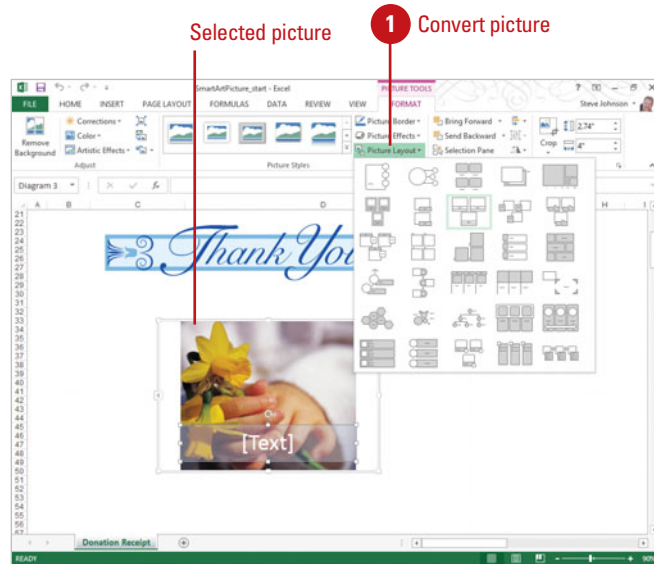
## Add a SmartArt Graphic to a Picture

- 1 Use either of the following to add pictures to a SmartArt graphic:
  - ◆ **Create New.** Click the **Insert** tab, click the **SmartArt** button, click **Picture**, click a layout, and then click **OK**.
  - ◆ **Convert Picture.** Select a picture, click the **Format** tab under **Picture Tools**, click the **Picture Layout** button, and then select a layout.
- 2 To add a shape, click the **Design** tab under **SmartArt Tools**, click the **Add Shape** button arrow, and then select the type of shape you want to add.
- 3 To add a picture, double-click a graphic placeholder, select a picture file, and then click **Insert**.
- 4 Label the shapes by doing one of the following:
  - ◆ Type text in the [Text] box.
  - ◆ Click a shape, and then type text directly into the shape.

### Did You Know?

**Convert a SmartArt graphic to shapes.** Select the SmartArt graphic, click the **Design** tab under **SmartArt Tools**, and then click the **Convert To Shapes** button. In PowerPoint, you can also use the **Convert To Text** option.

With SmartArt graphic layouts, you can insert pictures in the SmartArt shapes. In addition to the pictures, you can also add descriptive text using the Text pane or shape itself. The process is very simple. Insert a SmartArt picture layout, insert pictures, and then add descriptive text. If you already have pictures in your document, you can convert them to a SmartArt graphic.



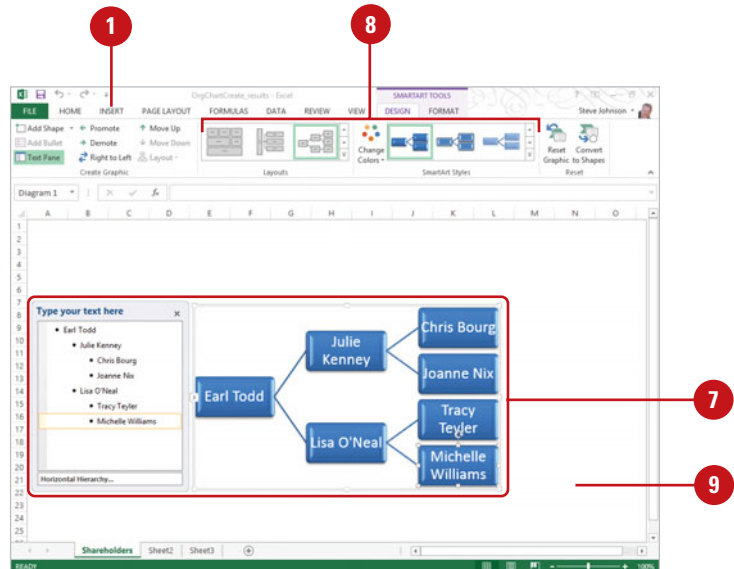
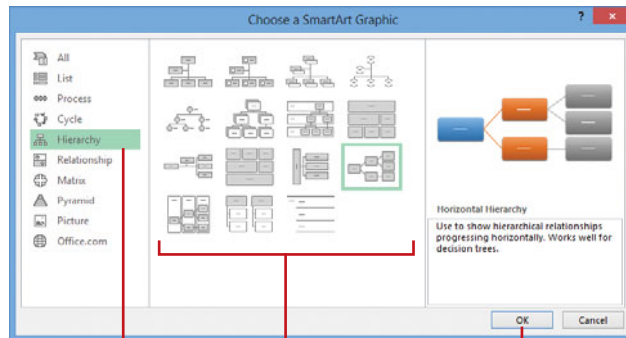


# Creating an Organization Chart

## Create an Organization Chart Using a SmartArt Graphic

- 1 Click the **Insert** tab.
  - 2 Click the **SmartArt** button.
  - 3 In the left pane, click **Hierarchy**.
  - 4 Click an organization chart type.
  - 5 Click **OK**.
  - 6 Label the shapes by doing one of the following:
    - ◆ Type text in the [Text] box.
    - ◆ Click a shape, and then type text directly into the shape.
  - 7 To add shapes from the Text pane, place the insertion point at the beginning of the text where you want to add a shape, type the text you want, press Enter, and then to indent the new shape, press Tab or to promote, press Shift+Tab.
- You can also click the Add Shape button arrow on the Design tab under SmartArt Tools, and then select the type of shape you want to add.
- 8 To change the layout or style, click the **Design** tab under SmartArt Tools, click the scroll up or down arrow, or click the **More** list arrow in the Layouts group or Quick Styles group, and then select a layout or style.
  - 9 When you're done, click outside of the SmartArt graphic.

An organization chart shows the reporting relationships between individuals in an organization. For example, you can show the relationship between a manager and employees within a company. You can create an organization chart using a SmartArt graphic or using Microsoft Organization Chart. A SmartArt graphic organization chart makes it easy to add shapes using the graphic portion or the Text pane. Like any SmartArt graphic, you can add special effects—such as soft edges, glows, or 3-D effects, and animation—to an organization chart.



# Inserting and Creating a Chart

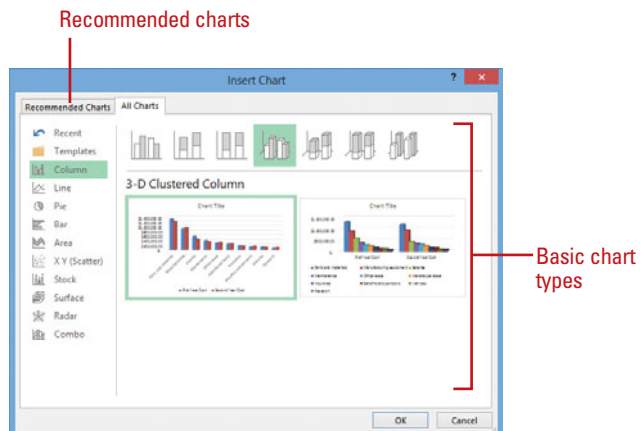
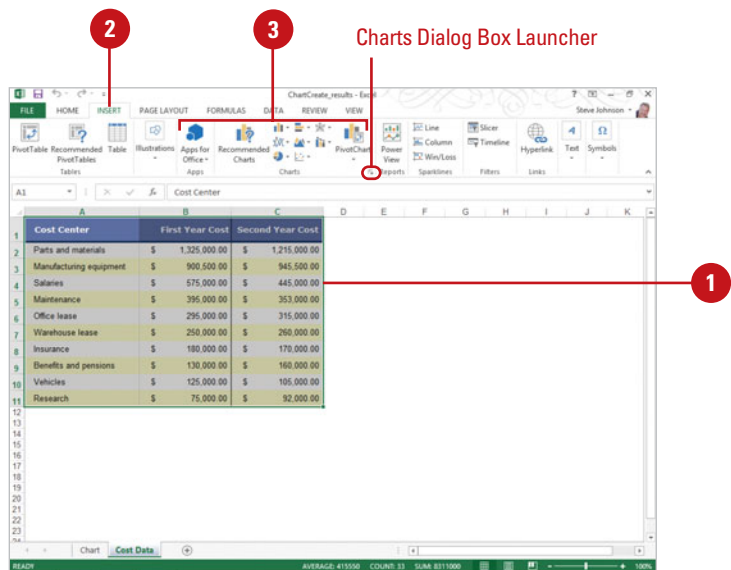
## Insert and Create a Chart

- 1 Select the data you want to use to create a chart.
- 2 Click the **Insert** tab.
- 3 Use one of the following methods:
  - ◆ **All Chart Types.** Click the **Charts** button or click the **Charts Dialog Box Launcher** (Excel), click the **All Charts** tab, click a category in the left pane, click a chart, and then click **OK**.
  - ◆ **Basic Chart Types.** In Excel, click a chart button (Column, Line, Pie, Bar, Area, Scatter, Other Charts) in the Charts group, and then click the chart type you want.
  - ◆ **Recommended Charts.** In Excel, click the **Recommended Charts** button (**New!**), click a chart in the left pane, and then click **OK**.
- 4 To change the chart type, click the **Change Chart Type** button on the Design tab under Chart Tools.

### Did You Know?

**You can delete a chart.** Click the chart object, and then press Delete.

A **chart** provides a visual, graphical representation of numerical data. Charts add visual interest and useful information represented by lines, bars, pie slices, or other markers. A group of data values from a row or column of data makes up a **data series**. Each data series has a unique color or pattern on the chart. Titles on the chart, horizontal (x-axis), and vertical (y-axis) identify the data. Gridlines are horizontal and vertical lines to help the reader determine data values in a chart. When you insert a chart, it's placed as an **embedded object**. Office programs use Microsoft Excel to embed and display a chart. You can then resize or move it just as you would any object. Start by choosing the chart type that is best suited for presenting your data. There are a wide variety of chart types, 2-D and 3-D formats, from which to choose. In Excel, you can also choose a recommended chart (**New!**) based on the data.





# Changing a Chart Layout and Style

## Change a Chart Layout or Style

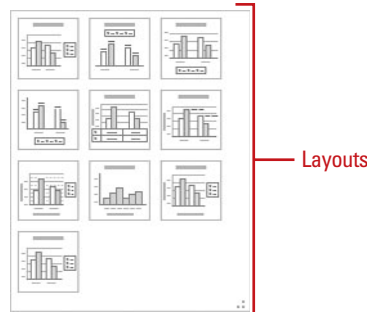
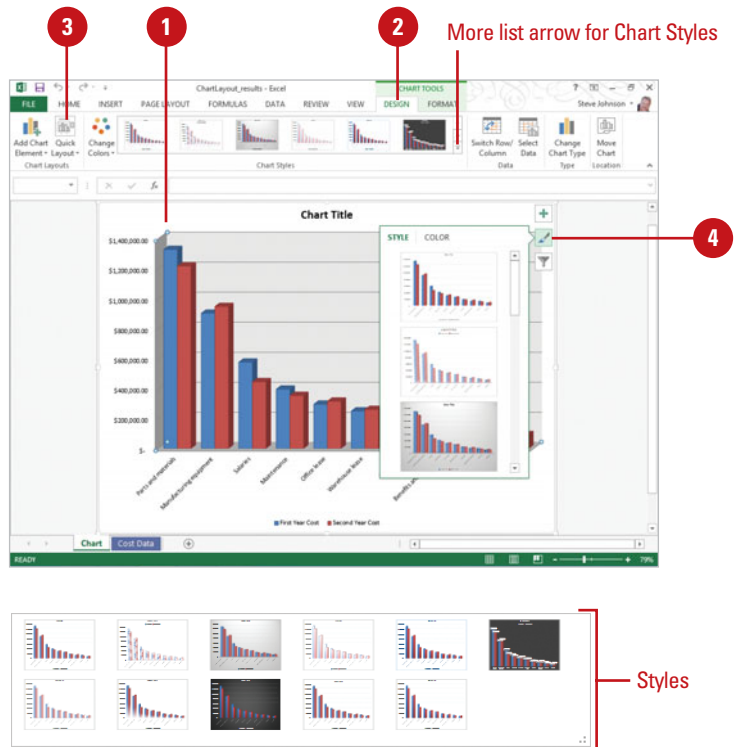
- 1 Select the chart you want to change.
- 2 Click the **Design** tab under Chart Tools.
- 3 To change the chart layout, click the **Quick Layout** button, and then click the layout you want.
- 4 To quickly change the chart style and colors, click the **Chart Styles** button (**New!**) near the chart, click **STYLE** or **COLOR**, and then click a style or color. You can also use options on the Design tab:
  - ◆ **Style.** Click the scroll up or down arrow, or click the **More** list arrow in the Chart Styles group, and then click the chart style you want.
  - ◆ **Color.** Click the **Change Colors** button, and then click a color.

### Did You Know?

**You can quickly access chart formatting.** Double-click a chart element to open the Format pane (**New!**).

**You can reset chart formatting.** Click the chart you want to reset, click the Format tab under Chart Tools, and then click the Reset To Match Style button.

Office's pre-built chart layouts and styles can make your chart more appealing and visually informative. Start by choosing the chart type that is best suited for presenting your data. There are a wide variety of chart types, available in 2-D and 3-D formats, from which to choose. For each chart type, you can select a predefined chart layout, style, and color to apply the formatting you want. If you want to format your chart beyond the provided formats, you can customize a chart. To change a chart design, you can use layout, style, and color options on the Design tab under Chart Tools or use the Chart Styles button (**New!**) (one of three) in the upper-right corner of the chart.

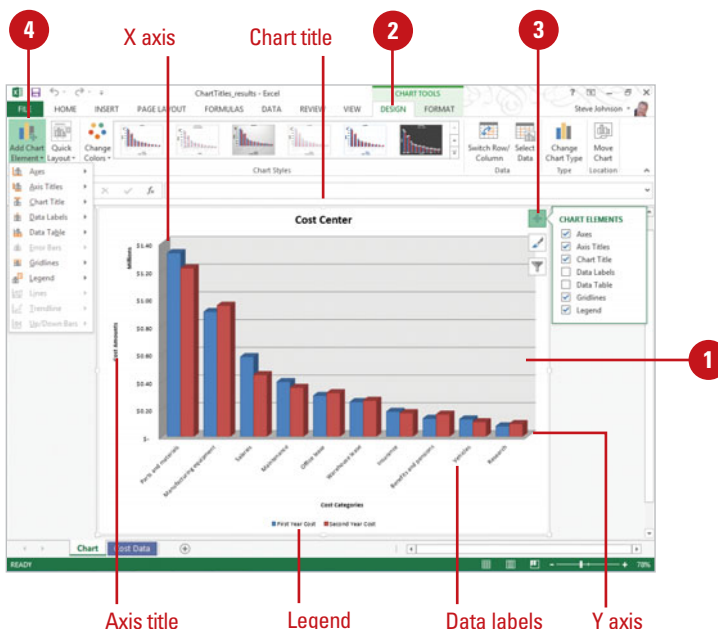


# Changing Chart Elements

## Change the Chart Elements

- 1 Select the chart you want to modify.
- 2 Click the **Design** tab under Chart Tools.
- 3 To quickly show or hide chart elements, click the **Chart Elements** button near the chart, and then select or clear the element check box (**New!**), or click an arrow, and then a command.
- 4 Click the **Add Chart Element** button (**New!**), and then point to one of the following options:
  - ◆ **Axes** to display the horizontal and vertical axes.
  - ◆ **Axis Titles** to display the horizontal and vertical axis titles.
  - ◆ **Chart Title** to display or position the main chart title. Double-click the text box to modify text.
  - ◆ **Data Labels** to show or hide data labels.
  - ◆ **Data Table** to show or hide a data table along with the chart.
  - ◆ **Gridlines** to display different types of gridlines.
  - ◆ **Legend** to display or position the chart legend.

The layout of a chart typically comes with a chart title, X and Y axes, axis titles, and a legend. However, you can also include other elements, such as data labels, a data table, gridlines. A **legend** is a set of labels that helps the reader connect the colors and patterns in a chart with the data they represent. Legend text is derived from the data series plotted within a chart. You can rename an item within a legend by changing the text in the data series. If the legend chart location doesn't work with the chart type, you can reposition it. **Data labels** show data values in the chart to make it easier for the reader to see, while a **Data table** shows the data values in a table next to the chart. To change elements, you can use the Add Chart Element button on the Design tab under Chart Tools or use the Chart Elements button (**New!**) (one of three) in the upper-right corner of the chart. If you want a customized look, you can double-click an element to set options using the Format pane (**New!**).



## For Your Information

### Linking a Chart or Axis Title to a Worksheet Cell

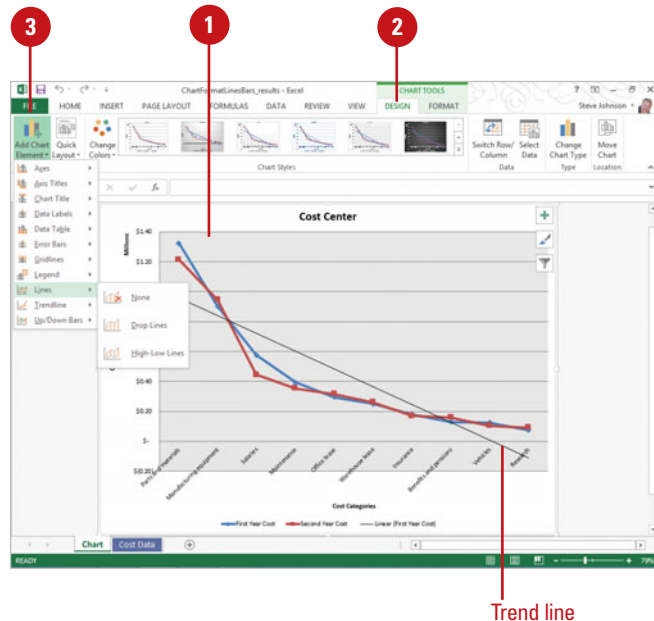
On the chart, click the chart or axis title you want to link, click in the formula bar, type equal sign (=), select the worksheet cell that contains the data or text you want to display in the chart, and then press Enter.

# Formatting Line and Bar Charts

## Format Line and Bar Charts

- 1 Select the line or bar chart you want to modify.
- 2 Click the **Design** tab under Chart Tools.
- 3 Click the **Add Chart Element** button (**New!**), and then point to one of the following options:
  - ◆ **Trendline** to remove or add different types of trendlines: Linear, Exponential, Linear Forecast, and Two Period Moving Average.
  - ◆ **Lines** to hide Drop Lines, High-Low Lines or Series Lines, or show series lines on a 2-D stacked Bar/Column Pie or Pie or Bar of Pie chart.
  - ◆ **Up/Down Bars** to hide Up/Down Bars, or show Up/Down Bars on a line chart.
  - ◆ **Error Bars** to hide error bars or show error bars with using Standard Error, Percentage, or Standard Deviation.

If you're using a line or bar chart, you can add trendlines, series lines, drop lines, high-low lines, up/down bars, or error bars with different options to make the chart easier to read. **Trendlines** are graphical representations of trends in data that you can use to analyze problems of prediction. For example, you can add a trendline to forecast a trend toward rising revenue. **Series lines** connect data series in 2-D stacked bar and column charts. **Drop lines** extend a data point to a category in a line or area chart, which makes it easy to see where data markers begin and end. **High-low lines** display the highest to the lowest value in each category in 2-D charts. Stock charts are examples of high-low lines and up/down bars. **Error bars** show potential error amounts graphically relative to each data marker in a data series. Error bars are usually used in statistical or scientific data. To format these charts, you can use the Add Chart Element button (**New!**) on the Design tab under Chart Tools.



# Editing Chart Data

## Edit the Data Source

- 1 Click the chart you want to modify.
- 2 Click the **Design** tab under Chart Tools.
- 3 Click the **Select Data** button on the Design tab under Chart Tools.
- 4 In the Select Data Source dialog box, use any of the following:
  - ◆ **Chart data range.** Displays the data range of the plotted chart.
  - ◆ **Switch Row/Column.** Click to switch plotting the data series from rows or columns.
  - ◆ **Add.** Click to add a new Legend data series to the chart.
  - ◆ **Edit.** Click to make changes to a Legend or Horizontal series.
  - ◆ **Remove.** Click to remove the selected Legend data series.
  - ◆ **Move Up and Move Down.** Click to move a Legend data series up or down in the list.
  - ◆ **Hidden and Empty Cells.** Click to plot hidden data and determine what to do with empty cells.
- 5 Click **OK**.

You can edit chart data in a worksheet one cell at a time, or you can manipulate a range of data. If you're not sure what data to change to get the results you want, use the Edit Data Source dialog box to help you. In previous versions, you were limited to 32,000 data points in a data series for 2-D charts. Now you can have as much as your memory to store. You can work with data ranges by series, either Legend or Horizontal. The Legend series is the data range displayed on the axis with the legend, while the Horizontal series is the data range displayed on the other axis. Use the Collapse Dialog button to temporarily minimize the dialog to select the data range you want. After you select your data, click the Expand Dialog button to return back to the dialog box.



# Inserting Apps for Office Programs

## Insert an App for an Office Program

- 1 Click the **Insert** tab.
- 2 Click the **Apps for Office** button (**New!**), and then click **See All**.

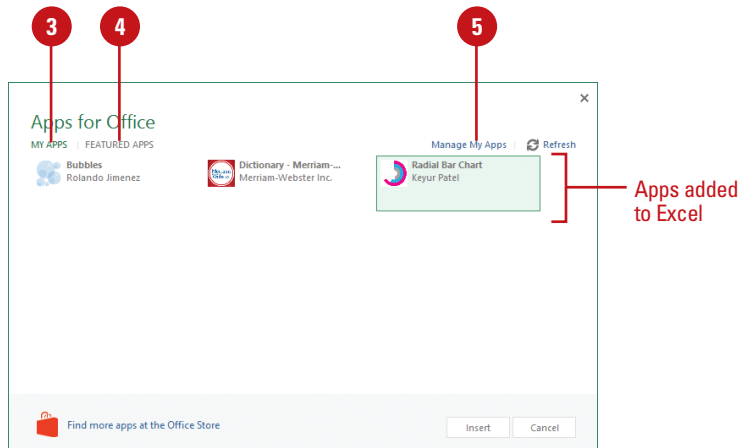
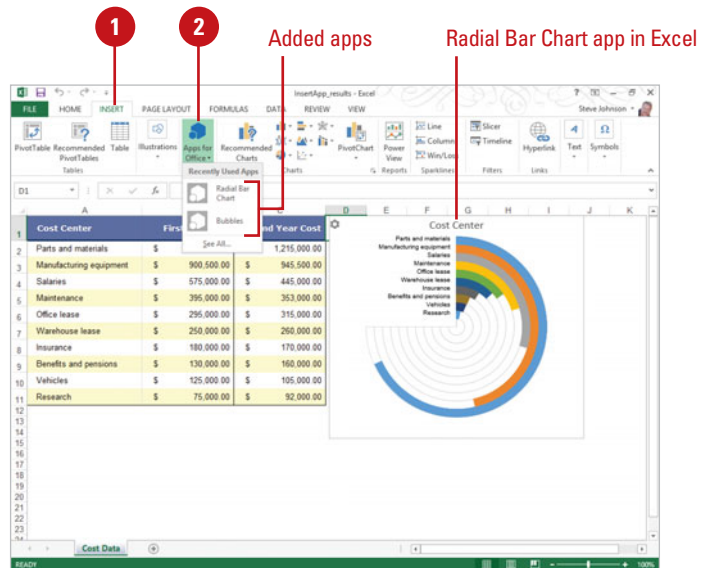
A list of installed apps appears under MY APPS.

- 3 To insert an app object, click **MY APPS**, click an app tile, and then click **Insert**.
  - ◆ To quickly insert an app object, click the **Apps for Office** button, and then click an app.

The app inserts an object with the specified functionality. Follow the on-screen instructions for the app object to use the app.

- 4 To add an app, click **FEATURED APPS**, click an app tile, wait for your browser to open, click the **Add** button, click the **Continue** button, and then click the **Close** button to exit.
- 5 To manage your apps, click **Manage My Apps**, and then wait for your browser to open. Use the options, and then click the **Close** button to exit.
  - ◆ To hide an app, click the **Hide** link.

With Office.com (**New!**), you can add functionality with a third-party app to an Office program, and then use the app to extend features in a document. For example, you can add an app called Radial Bar Chart to provide other options for charting in Excel. You can also add an app called Dictionary - Merriam to use an enhanced dictionary. To use Office.com, you need to have a Microsoft account, and be signed in with your Office program. You can insert an app by using the Apps for Office button (**New!**) on the Insert tab. The apps you add to your Office programs are inserted and managed online using your web browser. Apps are designed for specific Office programs and only appear for them.



# Index

## A

- absolute cell references, 241
- ACCDB files, 376
- Access, 383**
  - Access Services, publishing to, 376
  - ACCDE, creating, 402
  - Add a Field column, 384, 392
  - aligning
    - controls, 423
    - snap to grid for controls, 423
  - AND filters, 406
  - ascending sort of records, 404
  - AutoCorrect
    - objects, naming/renaming, 383
  - AutoFormat for reports, 430
  - AutoNumber
    - data types, 394
    - fields, 388
  - backing up database, 401
  - blank database, creating, 376-377
  - bound column in lookup field, 397
  - bound controls, creating, 426-427
  - calculations
    - queries, calculations in, 413
    - in reports, 428-429
    - total row, using, 392-393
  - calendar button in fields, 392-393
  - clearing filters, 405-406
  - compacting database, 401
  - comparing databases, 686
  - compatibility checker, 402
  - conditional formatting, 431
  - controls
    - aligning, 423
    - form controls, 422-423
    - for reports, 426-427
    - resizing, 423
    - snap to grid for, 423
    - stacked controls, creating, 423
    - tabular controls, creating, 423
  - crosstab queries, 414-415
  - currency data types, 394
  - customizing
    - Navigation pane, 383
    - startup, 378
  - datasheets, formatting, 434
  - Datasheet view
    - Add New Field column, 384
    - Design view, switching to, 380
    - filters in, 405
    - subdatasheets, inserting, 386
    - for tables, 385, 388
  - data types, specifying, 394
  - dates and times
    - data types, 394
    - of fields, 392-393
  - decimal places, setting number of, 395
  - deleting
    - forms, records from, 421
    - objects, 382
    - report, group or sort in, 433
    - tables, 389, 399, 412
  - descending sort of records, 404
  - Design view, 403
    - Datasheet view, switching to, 380
    - forms, working with, 420
    - queries in, 410, 412
    - tables, working with, 388, 391
  - display options in, 379
  - duplicate fields, finding, 417
  - editing form controls, 423
  - Edit Relationships dialog box, 400
  - Expression Builder
    - for query calculations, 413
    - for report calculations, 428-429

**Access (continued)**

- Field List pane, 384
  - inserting fields with, 392
- fields
  - changing properties, 395
  - common fields, specifying, 398-399
  - dates and times of, 392-393
  - defined, 388
  - duplicate fields, finding, 417
  - Filter By Form option, 405
  - multivalued fields, 387
  - properties, specifying, 394
  - in queries, 409
  - rich text in memo field, 392
  - templates, 384
  - total row, using, 392-393
  - working with, 392-393
- Filter By Form option, 405-406
- filters
  - AND, OR filters, 406
  - Filter By Form feature, 405-406
  - in tables, 405
- finding
  - duplicate fields, finding, 417
  - with Search box, 381
  - tables, records in, 389
- foreign keys, 398-399
- formatting
  - datasheets, 434
  - forms, 430-431
  - reports, 430-431
- Form Design Tools, 422
- forms, 381, 403
  - controls, adding, 422-423
  - creating, 418-419
  - deleting records from, 421
  - Design view, working in, 420
  - editing controls, 423
  - filters, creating, 406
  - formatting, 430-431
  - with Form Wizard, 418
  - modifying, 421
  - new records, entering, 421
  - page setup options, 435
  - previewing data in, 436
  - printing, 436
  - saving, 419
  - sorting records, 404
  - split forms, 418
- Form view, 403
- with Form Wizard, 418
- functions, 413
- grid, showing/hiding, 423
- groups
  - of objects, 382
  - report groups, creating, 432-433
- headers and footers in reports, 426
- horizontal spacing, changing, 426
- hyperlinks in, 394
- importing/exporting
  - objects, 382
  - tables, importing data into, 390
- input masks, creating, 396
- join types for tables, 400
- labels
  - for reports, 424
- last used database, opening with, 377
- Layout view, 403
  - groups in reports, 432-433
- lookup fields, creating, 397
- Lookup Wizard in, 394
- macros, 381,
  - building, 664-665
  - editing, 665
  - running, 665
- many-to-many table relationship, 398-399
- margins in reports, 435
- modules, 381
- naming/renaming
  - calculated field, renaming, 416
  - objects, 383
- navigating in tables, 388
- Navigation pane, 378
  - customizing, 383
  - forms, creating, 419
  - hiding, 381
  - Queries bar in, 408, 411
  - viewing database objects in, 380
  - working with objects in, 382-383
- numeric data, 394
- objects
  - aligning controls and, 423
  - list, viewing, 381
  - managing, 382



- Navigation pane, viewing in, 380
- OLE objects, 394
- one-to-many table relationship, 398-399
- one-to-one table relationship, 398-399
- OR filters, 406
- orientation of pages in reports or forms, 435
- package and sign, creating, 402
- pages, 381
  - setup options, 435
- parameter queries, 416
- PivotCharts, 418, 632-633
- PivotTable Reports, 632-633
- PivotTables, 632-633
  - and crosstab queries, 415
  - Web pages, saving as, 568
- placeholders for input masks, 396
- previewing report or form data, 436
- primary keys, specifying, 384
- primary tables, 398-399
- printing, 403
  - forms, 436
  - Relationships window, 399
  - reports, 436
- Print Preview toolbar, 436
- properties lists, 394
- queries, 381, 403
  - calculations, performing, 413
  - crosstab queries, 414-415
  - in Design view, 410, 412
  - Excel, retrieving data in, 630-631
  - Expression Builder for calculations, 413
  - fields in, 409
  - modifying, 412
  - parameter queries, 416
  - running, 411
  - saving filters as, 405
  - simple queries, creating, 408
  - sorting records, 404
  - understanding, 407
- Query Wizard, 407-409
- Quick Filter options, 405
- Quick Style formatting, 431
- referential integrity, 400
- Relationships window, printing, 399
- repairing database, 401
- reports, 381

- AutoFormat for, 430
  - creating, 424-425
  - datasheets, formatting, 434
  - deleting group or sort in, 433
  - Design view, modifying in, 424-425
  - Expression Builder, using, 428-429
  - formatting, 430-431
  - groups, creating, 432-433
  - headers and footers in, 426
  - labels, 424
  - page setup options, 435
  - page spacing, adjusting, 423
  - previewing data in, 436
  - printing, 436
  - section spacing, adjusting, 423
  - snapshots, creating, 436
  - sorting in, 404, 432-433
  - totals function, adding, 432-433
  - unbound report, creating, 426
  - values, formatting, 429
- Report view, 403
- Report Wizard, 424-425
- resizing
  - columns and rows, 385
  - controls, 423
- retrieving data from, 628-629
- rich text in memo field, 392
- ruler, showing/hiding, 427
- sample database, opening, 376
- saving
  - filters as queries, 405
  - forms, 419
  - objects, 402
- secondary sorts, 404
- selecting columns and rows, 385
- SharePoint lists for tables, 387
  - saving to, 402
- sharing a database, 402
  - as objects or PDF/XPS documents, 402
- showing/hiding
  - grid, 423
  - headers and footers in reports, 426
  - Navigation pane, 381
  - objects, 382
  - ruler, 427
- Show Table dialog box, 398
- Shutter Bar Open/Close button, 380



**Access (continued)**

- snapshots of reports, creating, 436
  - snap to grid for aligning controls, 423
  - sorting
    - records, 404, 432-433
    - in reports, 432-433
  - spacing
    - in forms, 423
    - in reports, 423
    - reports, adjusting in, 423
  - spell-checking, 436
  - stacked controls, creating, 423
  - storing data in databases, 380-381
  - subdatasheets, inserting, 386
  - tabbed documents in, 378-379
  - table relationships
    - defining, 398-399
    - deleting, 399
    - join types, 493
    - viewing, 399
  - tables, 381
    - common fields, specifying, 398-399
    - data types for, 384
    - deleting, 389, 399, 412
    - entering data for creating, 385
    - Excel workbooks, exporting to, 632-633
    - filters in, 405
    - finding records in, 389
    - importing data into, 390
    - navigating in, 388
    - new records, entering, 388
    - planning, 384
    - referential integrity, 400
    - with SharePoint lists, 387
    - sorting records, 404
    - spell-checking in, 436
    - templates for, 386
  - Table Wizard, 398
  - tabular controls, creating, 423
  - templates
    - for blank database, 376-377
    - field templates, 384, 392
    - for tables, 386
  - text data, 394
  - totals drop-down list, 432-433
  - totals function, adding, 432-433
  - unbound controls, creating, 426-427
  - Value list, 397
  - vertical spacing, changing, 423
  - viewing window, 378
  - web app
    - accounts, server location, 438
    - accessing Office 365 site, SharePoint site, 437-439
  - Action Bar
    - using, 442-443
    - customizing, 444-445
  - creating, 438-439
  - controls, adding and modifying, 444-445
  - edit data, 442
  - Excel, copying cells to, 441
  - modifying, 444-445
  - Navigation pane, 441
  - overview, 376, 437
  - packaging, 446
  - properties, settings for controls, 444-445
  - server location, view, 439
  - tables, creating or importing, 440-441
  - views, creating, 443
  - view data, 442
- 
- Access Find Duplicate Query Wizard, 417
  - Accessibility Checker, 29
  - accounting numbers, formatting, 282
  - Account, Microsoft, 27, 634-635
  - Account Settings dialog box, 486
    - RSS (Really Simple Syndication), accessing, 518
  - Actions, 33
    - changing options, 42
    - inserting information with, 42-43
  - Action Settings dialog box, 562
  - ActiveX controls. *See also macros; Trust Center*
    - form controls, 670
    - inserting, 670
    - list of, 672
    - movies, playing, 675
    - properties, setting, 673
    - security alerts, dealing with, 671
    - VBA code, adding, 674
  - adding/removing. *See also deleting; Excel; Outlook*
    - Actions, 42-43

- AutoCorrect entries, 41
- digital signatures, 583
- languages to programs, 51
- Office features, 688
- page breaks in Word, 146
- picture borders, 64
- Quick Access Toolbar, items on, 7
- Ribbon, buttons or groups on, 7
- SmartArt picture layouts, 85
- Status bar items, 9
- add-ins, 649. [See also downloading; Actions; Trust Center](#)
  - COM add-ins, 652-653
  - in Excel, 651
  - loading/unloading, 652-653
  - managing, 651
  - Program add-ins, 652-653
  - viewing, 650
- Add-Ins tab, 593, 650
- Add New Field column, Access, 392
- Address Book in Outlook, 487
- adjustment handles
  - Publisher, wrapping text in, 551
  - on shapes, 94
- Adobe Acrobat Reader, 617
- ADTS files, 352
- AIFF files, 352
- Align commands, 106-107
- aligning. [See also Access; Word](#)
  - header and footer text, 149
  - objects, 106-109
  - paragraph alignment, changing, 158
  - PowerPoint text, 342
  - shapes, 96
  - with SmartArt graphics, 84
  - text alignment, changing, 118-119
- Alignment Dialog Box Launcher, 119
- alternative text, 29
- Analysis ToolPaks, 651
- AND condition, 276
- animations. [See PowerPoint](#)
- antivirus software, 587
- appointments. [See Calendar](#)
- apps for Office
  - inserting and using, 92
  - dictionary app, 145
  - Office.com, 92

- archiving e-mail messages, 483
- arguments. [See also Excel](#)
  - in VBA (Visual Basic for Applications), 654
- array formulas, Excel, 259
- Artistic Quick Style gallery, 61
- ASF files, 352
- attachments to e-mail. [See Outlook](#)
- audio. [See Sounds](#)
- auditing Excel worksheets, 256
- AU files, 352
- Author building block, 184
- AutoArchive, 483
- AutoComplete, 143. [See also Excel](#)
  - Addressing for e-mail, 458
- AutoCorrect, 40-41. [See also Access](#)
  - editing entries, 41
  - examples of changes, 41
  - Math AutoCorrect, 40
  - spell-checking with, 44
- AutoCorrect dialog box, PowerPoint, 316
- AutoCorrect Exceptions dialog box, 40
- AutoFill. [See Excel](#)
- AutoFit
  - Excel columns and rows, adjusting, 235
  - PowerPoint, turning on/off in, 316
  - for Publisher text, 542-543
- AutoFormat for Access reports, 430
- Automated Safe mode, 600
- automatic page breaks in Excel, 297
- Automatic Updates, Windows, 587
- AutoNumber. [See Access](#)
- AutoRecover, 30-31
- AutoSum, Excel calculations with, 253
- AVERAGEIF function, 265
- AVERAGE with AutoSum, 253
- AVI files, PowerPoint supporting, 352

## B

- backgrounds. [See also Excel; PowerPoint;](#)
  - themes
  - picture background remove, 74
  - with Publisher, 531
  - as shape fill, 100
  - Word, adding page backgrounds in, 176-177
- Background Styles gallery, 337
- backing up Access database, 401

- Backstage
  - options, 23
- banded columns and rows, 269, 341
- bar charts, formatting, 90
- bevel, 78, 105
- binary file format (BIFF12), 24
- Bing Image Search
  - inserting an image from, 58
  - applying an image to a shape from, 102
- Bing Video Search
  - inserting an online video in Word, 152
- bitmaps. [See bmp files](#)
- black and white
  - for pictures, 70
  - PowerPoint slides, previewing, 373
- blank document creating, 10
- blog, posting to, 648
- BMP files, 71
- bookmarks, creating, 205, 354-355
- borders
  - pictures, applying to, 64
  - task pane border, moving, 15
  - Word document, adding and removing to, 176-177
- Break Link button, 183
- brightness of pictures, 69, 674
- Bring to Front
  - with SmartArt graphics, 84
  - for stacking objects, 110
- broadcast, presentation, 646
- browsers, opening documents in, 12
- browsing. [See also PowerPoint](#)
- building blocks, inserting, 184-185
- bulleted lists. [See PowerPoint; Word](#)

## C

- calculations. [See Access; Excel](#)
- Calendar, 447, 489
  - All Day Event check box, 492
  - appointments, 490
    - details, including, 492
    - recurring appointments, 493
    - scheduling, 492
  - assigning tasks, 505
  - customizing, 491
  - Date Navigator options, 491
  - events, scheduling, 492-493

- free/busy options, 491
- Global Address List, 494
- hiding tasks in grouped view, 504
- Internet, sharing on, 514-515
- meetings
  - accepting requests for, 498
  - adding people to, 495
  - canceling requests for, 500
  - declining request for, 499
  - different time, proposing, 498
  - new meeting, scheduling, 494
  - online meeting, creating, 496-497
  - resources, adding, 494-495
  - updating requests for, 500
- Microsoft Lync, online meeting, creating, 496-497
- Microsoft Office Online, publishing to, 514
- online meeting, creating, 496-497
- opening, 490
- previewing items, 511
- print styles, 511
- recurring appointments, scheduling, 493
- resources
  - automating and tracking, 499
  - meetings, scheduling with, 494-495
  - scheduling, 491
- saving as Web page, 491
- tasks
  - accepting/declining tasks, 505
  - assigning tasks, 505
  - canceling assignment, 506
  - changing views, 504
  - completed, marking as, 507
  - creating and updating, 503
  - in Detailed List view, 504
  - due date, setting, 503
  - hiding in grouped view, 504
  - progress, monitoring, 506
  - recurring tasks, creating, 507
  - in Simple List view, 504
  - time zone settings, 491
  - view, changing, 490
  - Web page, saving as, 491
  - work week settings, changing, 491
- capitalization. [See case sensitivity](#)
- captions, creating, 202
- capture screen shots, 60

- case sensitivity. [See also Word](#)
  - with AutoCorrect, 40-41
  - Excel tables, sorts in, 275
  - of passwords, 576
  - and spell-checking, 45
- CDs, PowerPoint slide show presentation on, 367
- cell icons, sorting Excel tables by, 274-275
- cell references, 240-241
- cells, 186. [See also Excel](#)
  - in PowerPoint tables, 338
- cell styles. [See Excel](#)
- Change Picture format, 59
- characters, 157. [See also symbols](#)
  - inserting, 47
  - styles, 168
- charts, 57. [See also organization charts; PowerPoint](#)
  - bar charts, formatting, 90
  - creating, 87
  - deleting, 87
  - drop lines, 90
  - editing data in, 91
  - as embedded objects, 87
  - error bars, 90
  - Excel worksheets, linking to, 89
  - formatting, 90
    - resetting, 88
  - hidden/empty cells in, 91
  - high-low lines, 90
  - inserting, 87
  - layouts for, 88
  - legend, changing, 89
  - line charts, formatting, 90
  - series lines, 90
  - styles for, 88
  - titles for, 89
  - trendlines, 90
  - types, changing, 87
- Charts Dialog Box Launcher, 87
- circles, drawing, 94
- clearing. [See also Excel](#)
  - Access filters, 405-406
  - PowerPoint table formatting, 340
- Click event, VBA (Visual Basic for Applications), 654
- Click sound to hyperlinks, adding, 562
- clip art (online pictures), 57
  - inserting, 58
  - locating, 58
  - PowerPoint, placeholders in, 311
  - as shape fill, 102
- Clipboard, 34
  - copying text with, 36-37
  - moving text with, 36-37
  - pasting text in, 36-37
- Close button, 15
- closing documents, 32
- co-authoring, Office documents, 642-643
- Collapse Dialog button, 91
- color modes, as HSL color mode. [See also RGB color mode](#)
  - documents, adding to, 121
  - for pictures, 70
  - for themes, 124-125
- colors. [See also Excel; fills; Outlook; PowerPoint; Publisher; themes](#)
  - custom colors, adding, 121
  - of fonts, 116
  - hyperlink colors, 122
  - of organization charts, 86
  - properties of, 125
  - with Publisher, 531
  - recoloring pictures, 70-71
  - of SmartArt graphics, 83
  - for WordArt, 76, 77
  - Word document, adding page color to, 176-177
- column breaks, 178-179
- columns and rows. [See also Access; Excel; Word](#)
  - PowerPoint text columns, 324
  - Publisher, setting up in, 538
- COM (Component Object Model). [See also ActiveX controls](#)
  - add-ins, 652-653
- command buttons, 4
- commands
  - from File tab, 5
  - from shortcut menu, 5
- Comma separated values text (.csv), 627
- comments. [See also Excel](#)
  - PowerPoint presentation, adding to, 608-609
- communication. [See Outlook](#)
- compacting Access database, 401

- Company building blocks, 184
- comparing
  - Access databases, 686
  - Excel spreadsheets, 686
  - windows side by side, 16-17
  - Word documents, 207
- comparing and merging presentations, 612
- compatibility
  - Accessibility Checker, 29
  - Compatibility Checker, 28
  - existing documents, converting, 14
  - older formats, saving documents in, 22-23
- Compatibility Checker, 28
- compressing pictures, 68, 674
- compressing, presentation, 366
- Conditional Formatting Rules Manager
  - Excel, in worksheet, 291
  - Access, in form or report, 431
- conditional formulas, 260
- connecting external data. [See Excel](#)
- Connection Properties dialog box, 628
- consolidating data, 624-625
- constants, 240
- contacts. [See Outlook](#)
- content. [See also Excel; Outlook](#)
  - invisible content, removing, 575
- contextual spell-checking, 45
- contextual tabs, 4
- contrast in pictures, 69, 674
- controls. [See Access; ActiveX controls](#)
- converting
  - Excel tables to ranges, 273
  - existing documents, 14
- Convert to Columns Wizard, 266
- copying. [See also Excel](#)
  - active window, copying, 62
  - with Clipboard, 36-37
  - dialog box, files in, 13
  - with drag-and-drop, 35
  - hyperlinks, 564
  - importing/exporting by, 620
  - macros to other workbook, 663
  - PowerPoint keyboard shortcuts, 313
- correcting text, 40-41. [See also AutoCorrect](#)
- COUNTA function, 265
- counterclockwise text orientation, 118

- COUNT function, 265
  - with AutoSum, 253
- COUNTIF function, 265
- cover page in Word, 210
- cropping. [See pictures](#)
- cross references, creating, 206
- crosstab queries, 414-415
- Crosstab Query Wizard, 414-415
- CSS, Web pages and, 565
- currency
  - Access data type, 394
  - Euro CurrencyTools, 651
  - numbers, formatting, 282-283
- curves, switching between, 97
- custom dictionaries, 46
- customizing. [See also Access; Excel; Outlook; PowerPoint; themes; Word](#)
  - advanced document properties, 19
  - Calendar, 491
  - colors, 121
  - drop caps in Word, 174
  - Quick Access Toolbar, 7
  - SmartArt graphics, 84
  - SmartArt picture layouts, 85
- cutting PowerPoint slides, 326

## D

- databases. [See also Access](#)
  - defined, 388
  - storing data in, 380-381
- Database title bar, 378
- Data Connection Wizard, 628-629
- data labels, 89
- data maps. [See XML \(Extensible Markup Language\)](#)
- data series, 87
- Datasheet view. [See Access](#)
- Date Navigator, Calendar, 491
- dates and times. [See also Access; Excel](#)
  - for PowerPoint slide shows, 371
  - in Word, 150-151
- dBASE, retrieving data from, 628-629
- debugging macros, 658, 662
- Debug toolbar, 662
- decimals in Access, 395
- defined names in Excel, 246
- Delete Cropped Areas Of Picture, 68

Deleted Items folder. [See Outlook deleting](#). [See also Access; Excel; PowerPoint; Publisher; themes; Word](#)

- charts, 87
- dialog box, files in, 13
- file encryption, 579
- hyperlinks, 561
- macros, 661
- page breaks in Word, 146
- shapes, 94
- text, 34-35
- in VBA (Visual Basic for Applications), 654
- WordArt, 75

delivery options. [See Outlook](#)

dependent cells, 241

Design Checker in Publisher, 532

Design view. [See Access](#)

desktop publishing. [See also Publisher](#)

- Word document, adding effects to, 174

destination files, 619

detailed data, 264

Detailed List view, tasks in, 504

Developer tab, 657. [See also ActiveX controls; macros](#)

diagnosing problems. [See repairing problems](#)

Dialog Box Launcher, 3

dialog box options, 8

dictionaries

- adding words to, 145
- custom dictionaries, 46
- exclusion dictionaries, 46
- from Research task pane, 49
- for spell-checking, 44

digital certificates, 582

digital ID, creating, 582

digital signatures, 582-583

- macro projects, adding to, 666
- messages, 466-467, 593

direction

- of PowerPoint characters, 342
- text boxes, text in, 182
- of WordArt text, 79

Disabled Items dialog box, 651

distributing objects, 106

distribution lists. [See Outlook](#)

DOCX files, 25

Document Information Panel, 19

- Mark as Final command and, 602
- template, selecting, 676

Document Inspector, 574-575

Document Library. [See SharePoint](#)

Document Recovery task pane, 30-31

documents. [See also formatting; read-only documents; shared documents; themes; Trust Center; Word](#)

- blank document creating, 10
- closing, 32
- colors, customizing, 121
- converting existing documents, 14
- digital signatures, 582-583
- existing documents, opening, 12-13
- external content security options, setting, 598
- file encryption for, 579
- inspecting, 574-575
- passwords for, 580-581
- previewing, 54
- printing, 55
- properties, viewing/editing, 19
- recently used documents, opening, 13
- recovering, 30-31
- saving, 22-23
- shape fill, background as, 100
- signatures
  - digital signatures, 582-583
  - signature lines, adding, 584-585
- templates, creating with, 11
- Web page, opening as, 558

Document Themes folder, 129

DOCX files, 25

dotted lines in organization charts, 86

double spacing documents, 159

double strikethrough. [See strikethrough/double strikethrough](#)

Download.com, 587

downloading

- harmful attacks, avoiding, 586-587
- Publish as PDF or XPS add-in, 617-618
- template packs, 11

Draft view, Word, 134-135

drag-and-drop, 34-35

- Outlook folders, messages to, 477
- SmartArt graphics, text into, 80

- drawing
  - Excel cells, borders for, 295
  - PowerPoint tables, 339
  - shapes, 94
- drop caps, adding and customizing, 174
- drop lines, 90

## E

- Edit Data Source dialog box, 91
  - editing. *See also* [Excel](#); [Outlook](#)
    - Access form controls, 423
    - AutoCorrect entries, 41
    - chart data, 91
    - embedded objects, 622
    - freeforms, 97
    - hyperlinks, 560, 562
    - macros, 663
    - PowerPoint, slide timings in, 350
    - Publisher text, 526
    - text, 34-35
    - themes, 125
  - effects. *See also* [specific types](#)
    - desktop publishing effects to Word document, 174
    - pictures, adding to, 65
    - shapes, adding to, 104-105
    - theme effects, choosing, 127
    - for WordArt, 78
    - to Word text, 155
  - Electronic Business Cards (EBCs). *See* [Outlook](#)
  - e-mail, 448. *See also* [Outlook](#)
    - Calendar, sending, 515
    - harmful attacks, avoiding, 586-587
    - servers, 448
    - sending documents for review, 614
  - embedding, 619
    - charts as embedded objects, 87
    - editing embedded objects, 622
    - existing object, 622-623
    - new objects, 622-623
    - videos in Word, 152
  - embossing in Word, 154-155
  - em dashes with AutoCorrect, 41
  - encrypting files, 579
  - endnotes or footnotes, creating, 204
  - entire document, selecting, 143
  - envelopes, addressing and printing, 195
  - error bars in charts, 90
  - Error checker, Excel, 255
  - error logs, checking, 686
  - Euro Currency Tools, 651
  - events. *See also* [VBA \(Visual Basic for Applications\)](#)
    - Calendar, scheduling in, 492-493
- 
- ### Excel, 211
- absolute cell references, 241
  - accepting tracked changes, 610-611
  - Access
    - database queries, retrieving, 630-631
    - exporting database tables to workbooks, 632-633
  - adding/removing
    - backgrounds, 294
    - borders to cells, 295
    - external data connections, 629
    - tabs, color to, 294
  - add-ins, list of, 651
  - Analysis ToolPaks, 651
  - arguments
    - array arguments, 259
    - in formulas, 242
    - Function Argument dialog box, 258
    - lookup function arguments, 263
    - placeholder arguments, 257
  - array formulas, creating, 259
  - ascending order sorts, 274
  - auditing worksheets, 256
  - AutoComplete
    - Formula AutoComplete, 244
    - labels, entering, 216-217
  - AutoFill
    - formulas, copying, 245
    - values in cells, entering, 218-219
  - AutoFilter
    - searches with, 276
    - table parts, displaying, 276
  - AutoFit, changing columns and rows width or height with, 235
  - automatic page breaks, 297
  - AutoSum, calculations with, 253
  - backgrounds
    - adding/removing, 294
    - for worksheets, 228
  - banded columns and rows, formatting, 269



- binary file format, workbooks in, 24
- borders to cells, adding/removing, 295
- calculated columns, creating, 270
- calculations, 240
  - with AutoSum, 253
  - grand totals, 264
  - linking, 626
  - multiple results, calculating, 259
  - subtotals, 264
  - tables, calculations in, 270
- cell references, 240-241
- cells
  - addresses, 248-249
  - borders, adding/removing, 295
  - clearing contents of, 222
  - comparison, formatting contents based on, 286
  - conditioning formatting, finding cells with, 288
  - deleting contents, 222-223
  - drawing borders, 295
  - editing contents, 221
  - entering, 216-218
    - with AutoFill, 219
    - with Flash Fill, 220
  - flow of text in cell, controlling, 293
  - Format Painter, copying with, 268
  - formulas, displaying, 242-243
  - hyperlinks, formatting, 564
  - icon, sorting tables by, 274-275
  - inserting, 223
  - merging cells, 293
  - naming ranges and, 246-247
  - navigating in, 214-215
  - pointing to, 243
  - ranking and average, formatting contents based on, 286-287
  - selecting, 213
  - tracking changes, 610-611
  - wrapping text in, 293
- cell styles, 281
  - applying, 284
  - custom style, creating, 285
- charts, linking, 89
- clearing
  - cell contents, 222
  - conditional formatting, 287, 290
  - outlines, 278

- print area, 304
- tables, 267
- colors
  - for comments, 607
  - conditional formatting with color scales, 288-289
  - scales, formatting with, 288-289
  - tables, sorting in, 274-275
  - tabs, adding/removing color to, 294
- columns and rows
  - AutoFit, changing width or height with, 235
  - banded columns and rows, formatting, 269
  - calculated columns, creating, 270
  - entire rows or columns, selecting, 224
  - formatting in tables, 269
  - freezing/unfreezing, 237
  - height of rows, adjusting, 234-235
  - inserting, 232
  - multisheet ranges, selecting, 225
  - printing options, 302-303
  - repeating columns and rows, avoiding, 304
  - resizing, 250
  - selecting, 224-225
  - showing/hiding, 231
  - sorting data in rows, 274
  - text to columns, converting, 266
  - Use row and column names option, 249
  - width of columns, adjusting, 234-235
- comments
  - adding, 606
  - clearing, 222
  - deleting, 607
  - editing, 607
  - formatting, 607
  - presentation, inserting, 608-609
  - printing, 298
  - reading, 606
- comparing spreadsheets, 686
- conditional formatting, 286-287
  - clearing, 290
  - with color scales, 288-289
  - data bars, formatting with, 288
  - with icon sets, 288-289
  - precedence order, editing, 291



**Excel (continued)**

- Conditional Formatting Rules Manager, 291
- conditional formulas, creating, 260
- Connection Properties dialog box, 628
- consolidating data, 624-625
- contiguous range of cells, selecting, 213
- converting tables to ranges, 273
- Convert to Columns Wizard, 266
- copying
  - with Format Painter, 268
  - refreshable Web data, 570
  - worksheets, 228-229
- customizing
  - fills, 219
  - margin settings, 298-299
  - printing options, 302-303
- data bars, formatting with, 288
- database queries, 630-631
- data validation, adding, 279
- dates and times
  - entering, 218
  - formatting numbers, 282
  - functions category, 258
  - worksheet, entering in, 218
- defined names, 246
- deleting
  - cell contents, 222-223
  - cell styles, 285
  - columns and rows, 233
  - comments, 607
  - font attributes, 283
  - name ranges, 251
  - page breaks, 297
  - in tables, 267, 271
  - worksheets, 227
- descending order sorts, 274
- detailed data, 264
- different workbook, copying/moving
  - worksheets to, 229
- drawing borders, 295
- drop-down list, creating, 280
- editing
  - cell contents, 221
  - comments, 607
  - formulas, 245
  - passwords and, 577
  - worksheet data, 91
- elements of workbook, showing/hiding, 238
- entire rows or columns, selecting, 224
- Error checker, correcting problems with, 255
- Euro Currency Tools, 651
- external data, 628-629
  - existing connection, connecting with, 628
  - properties for connection, changing, 629
  - removing data connection from, 629
  - retrieving, 628-629
  - security options, setting, 598
  - sources of, 628-629
- fill handles, 219
- filters
  - Name Manager options, 250
  - for table records, 276
- finding
  - cell contents, 222, 236
  - conditioning formatting, cells with, 288
  - Excel, creating searches with, 276
- Flash Fill, 220
- fonts
  - for comments, 607
  - deleting font attributes, 283
  - tables, sorting by font color in, 274-275
- Format Cells dialog box, 283, 290
- Format Painter, copying with, 268
- formatting
  - clearing, 222
  - comments, 607
  - comparison, formatting cell contents based on, 286
  - with data bars, 288
  - with Format Cells dialog box, 283
  - numbers, 282-283
  - ranking and average, formatting cell contents based on, 286-287
  - tables, 268-269
  - tabs, 294
- Formula AutoComplete, 244
  - named cell or range, entering, 248
- formula bar
  - cell contents, editing, 221
  - formulas, editing, 245

- resizing, 242-243
- Formula command, entering named range with, 249
- formulas, 240
  - arguments in, 242
  - array formulas, creating, 259
  - AutoFill for copying, 245
  - cell references in, 241
  - cells, displaying in, 242-243
  - conditional formulas, 260
  - deleting columns and rows, rechecking after, 233
  - editing, 245
  - entering, 242
  - Error checker, correcting problems with, 255
  - with Formula AutoComplete, 244
  - linking, 626
  - Paste Special for copying, 244
  - precedence order, 240, 242
  - printing, 243
  - ranges in, 252
  - repairing problems, 255
  - selecting cells for, 213
  - showing/hiding, 578
  - simple formulas, creating, 242-243
  - Watch window, correcting problems with, 255
- freezing/unfreezing columns and rows, 237
- full screen, viewing workbook in, 238
- Function Library, entering functions with, 258
- functions, 240
  - Function Library, entering with, 258
  - Insert Function button, entering with, 257
  - lookup functions, 262-263
  - nested functions, 240, 260
  - reference functions, 262-263
  - summarizing data with, 265
- grand totals, calculating, 264
- gridlines, printing, 302-303
- groups
  - creating, 278
  - multiple worksheets with, 228
- headers and footers, 300-301
  - formatting header rows, 269
- height of rows, adjusting, 234-235
- HLOOKUP function, 262-263
- horizontal page breaks, 297
- hyperlinks for cells in, 564
- icon sets, conditional formatting with, 288-289
- importing/exporting
  - Access database tables to workbooks, 632-633
  - text files, 620-621, 627
  - Web queries, data from, 570-571
- Insert Function button, entering functions with, 257
- inserting
  - cells, 223
  - columns and rows, 232
  - worksheets, 227
- keyboard, navigating with, 214-215
- labels
  - consolidating data with, 624
  - entering, 216-217
  - flow of text in cell, controlling, 293
  - for name ranges, 251
- linking worksheets, 626
- locking/unlocking cells, 578
- logical conditions with AutoFilter, 276
- logical operators
  - with AutoFilter, 276
  - for validation rules, 279
- long labels, truncating, 217
- lookup functions, 262-263
- macros, cell references with, 241
- margins
  - adjusting, 298-299
  - headers and footers, aligning, 301
- merging text in cells, 293
- mixed cell references, 241
- mouse
  - columns and rows, adjusting width and height of, 235
  - margins, adjusting, 298-299
  - mouse mode, 56
  - navigating with, 214
- moving worksheets, 228
- multisheet ranges, selecting, 225
- named ranges
  - changing names, 251
  - deleting, 251

**Excel (continued)**

- Formula AutoComplete, entering with, 248
- in formulas, 252
- labels, working with, 251
- Name box, entering with, 248
- organizing names, 250
- viewing names, 250
- Name Manager, 250-251
- naming/renaming
  - cells and ranges, 246-247
  - resizing name box in formula bar, 246-247
  - Use row and column names option, 249
  - worksheets, 225
- navigating in, 214-215
- nested functions, 240
  - conditional formulas, creating, 260
- New Formatting Rule dialog box, 290
- New Name dialog box, naming cells with, 247
- non-contiguous range of cells, selecting, 213
- number as label, entering, 216
- numeric formatting, 282-283
- numeric keypad, entering numbers with, 218
- orientation of page, changing, 296
- outlines, creating, 278
- page breaks, inserting, 297
- Page Layout view
  - headers and footers with, 300-301
  - margins in, 298
- pages
  - margins, adjusting, 298-299
  - orientation, changing, 296
  - print scaling, adjusting, 296
  - resizing, 296
  - watermarks, inserting, 301
- Page Setup dialog box, 296
- panes, splitting worksheet into, 236
- passwords, 576-577
  - for shared workbooks, 611
- pasting refreshable Web data, 570
- placeholder arguments, 257
- point measurements, 234
- precedence order, 240, 242
  - for conditional formatting, 291
- predefined headers and footers, adding, 300
- previewing page breaks, 297
- printing
  - comments, 298
  - formulas, 243
  - gridlines, 302-303
  - letters of columns, 302-303
  - numbers for rows, 302-303
  - part of worksheet, 302
  - print area, setting, 304
  - scaling, adjusting, 296
  - scaling options, 302-303
  - tables, 268
  - titles of columns and rows on each page, 302
- queries, database, 630-631
- Quick Analysis tool
  - applying conditional formatting, 286-289
  - calculating totals, 254
  - creating sparkline formatting, 292
  - creating a table, 267
- Quick Styles to tables, applying, 268
- ranges
  - in formulas, 252
  - references in, 213
- reference functions, 262-263
- rejecting tracked changes, 610-611
- relative cell references, 241
- repeating data, entering, 219, 220
- replacing cell contents, 222, 236
- resizing
  - columns and rows, 250
  - formula bar, 242-243
  - name box in formula bar, 246-247
  - pages, 296
  - tables, 273
- retrieving data from, 628-629
- saving
  - macros, workbook with, 668
  - Web queries, 570-571
- Scale to Fit Dialog Box Launcher, 302-303
- scope names, 246
- security, 576-577
  - formulas, showing/hiding, 578

- locking/unlocking cells, 578
  - selecting
    - cells, 213
    - columns and rows, 224-225
    - tables, columns and rows in, 272
    - worksheets, 226
  - shared documents
    - comments, 606-609
    - passwords for shared workbooks, 611
    - workbooks, 604-605
  - SharePoint
    - accessing, 636-637
  - showing/hiding
    - columns and rows, 231
    - elements of workbook, 238
    - formulas, 578
    - table formatting elements, 269
    - worksheets and workbooks, 230
  - slicers, filtering a table, 277
  - Solver, 651
  - sort fields, 274-275
  - sorting
    - named ranges, 250
    - tables, data in, 274-275
  - sparklines, creating, 292
  - splitting worksheet into panes, 236
  - storing data in, 214
  - subtotals, 264
    - calculating, 253
  - summarizing data
    - with functions, 265
    - with subtotals, 264
  - tables
    - calculations in, 270
    - case sensitive sorts, 275
    - cell icon, sorting by, 274-275
    - converting to range, 273
    - creating, 267
    - deleting in, 267, 271
    - displaying records, 276
    - drop-down list, creating, 280
    - duplicate rows, removing, 271
    - elements of table, formatting, 269
    - entire table, selecting, 272
    - formatting, 268-269
    - inserting columns and rows in, 272
    - multiple fields and attributes, sorting with, 274-275
    - names, 246
    - names for, 246
    - printing, 268
    - Quick Styles, applying, 268
    - resizing, 273
    - selecting columns and rows in, 272
    - totaling data in, 270
    - validation rules for, 279
  - tabs, 212
    - formatting, 294
  - text
    - columns, converting text to, 266
    - flow of text in cell, controlling, 293
    - functions, 261
    - labels, entering, 216
  - 3-D cell references, 241
  - tracer arrows, auditing with, 256
  - tracking workbook changes, 610-611
  - Use row and column names option, 249
  - validation rules, creating, 279
  - values, entering, 218-219, 220
  - vertical page breaks, 297
  - viewing window, 212, 306
  - views, switching between, 18
  - VLOOKUP function, 262
  - Watch window, correcting problems with, 255
  - watermarks in, 301
  - Web pages
    - hyperlinks to cells, formatting, 564
    - as workbooks or worksheets, 566, 568
  - Web queries
    - copying and pasting refreshable data, 570
    - importing data from, 570-571
    - refreshing Web queries, 570-571
    - saving, 571
    - width of columns, adjusting, 234-235
    - wildcard characters in functions, 261
    - Workbook Connections dialog box, 628
    - wrapping text in cells, 293
    - zooming on named ranges, 250
- 
- Excel Macro-Enabled Template (.xltn), 25, 668
  - Excel Macro-Enabled Workbook (.xlsm), 25, 668
  - Exchange Server, 448
  - exclusion dictionaries, 46

Existing Connections button, 628-629  
existing documents, opening, 12-13  
exiting Office, 32  
Expand Dialog button, 91  
expansion packs for XML, 651  
exporting. [See importing/exporting](#)  
Expression Builder. [See Access](#)  
expressions, 240  
eyedropper, 100-101

## F

Facebook  
    adding account, 27, 641  
    connecting to, Outlook, 512-513  
    posting a document to, 640-641  
faxing  
    shared documents, 615  
features, Office, adding/removing, 688  
Field List pane. [See Access](#)  
fields. [See Access](#)  
files  
    as e-mail attachments, 461  
    encrypting files, 579  
    extensions, displaying, 14  
    pictures from file, inserting, 59  
    PowerPoint video/audio, inserting, 352-353  
    Publisher files, creating, 535  
    save file formats, 25  
fill handles in Excel, 219  
fills. [See also gradient fills; texture fills; transparency](#)  
    picture fills, 102  
    SmartArt picture layouts, 85  
    shapes, applying to, 100-101  
    to WordArt, 77  
filters. [See also Access; Outlook](#)  
    Name Manager, Excel, options in, 250  
    for Outlook messages, 474-475  
Financial functions category, 258  
finding. [See also Access; Outlook; replacing](#)  
    Excel cell contents, 222, 236  
    help, 20-21  
    Outlook contacts, 457  
    text, 38  
    themes, 123  
    Word, formatting in, 156  
first-line indents, 162

flagging  
    e-mail messages, 469  
    repeated words, 45  
Flash Fill. [See Excel](#)  
Flash movies, playing, 675  
    inserting SWF files, Flash, 352  
Flickr  
    adding account, 27, 641  
    inserting a picture from, 58  
    posting a document to, 640-641  
flipping, 674, 111, 556  
floating tables, 186  
Folder pane in Outlook, 450  
folders. [See also Outlook](#)  
    PowerPoint presentations for, 367  
Font Color button, 116  
Font Dialog Box Launcher, 117  
fonts. [See also Excel; Publisher; themes](#)  
    changing fonts, 116  
    colors, 116  
        Excel tables, sorting in, 274-275  
    names of, 116  
    point size of, 117  
    printer fonts, 117  
    resizing, 116  
    for symbols, 47  
    TrueType fonts, 117  
Font Styles for shapes, 95  
footers. [See headers and footers](#)  
footnotes or endnotes, creating, 204  
foreign languages. [See languages](#)  
Format Cells dialog box  
    alignment options, 119  
    Excel, 283, 290  
    text formatting with, 117  
Format dialog box, 119  
Format Painter, 120  
Format Shape dialog box, 100-101  
    for gradient fills, 103  
    for WordArt, 79  
formatting, 115. [See also Access; charts; Excel; Outlook; PowerPoint; Publisher; Word](#)  
    Format Painter, 120  
    marks, viewing, 161  
    SmartArt graphics, 82-83, 100  
    SmartArt picture layouts, 85  
    text, 116-117

- WordArt, 76-77
- form controls, 670
- form letters, creating, 196-197
- forms. [See Access](#)
- Formula AutoComplete. [See Excel](#)
- formula bar. [See Excel](#)
- Formula dialog box, 194
- formulas. [See Excel](#)
- Form Wizard, 418
- fractions
  - with AutoCorrect, 41
  - formatting, 282
- frames. [See Publisher](#)
- freeforms, 93
  - creating, 97
- freezing/unfreezing Excel columns and rows, 237
- FTP (File Transfer Protocol), 572
- Function Argument dialog box, 258
- Function Library, Excel, 258
- functions. [See also Excel](#)
  - in Access, 413
  - VBA function procedures, 655

## G

- galleries, 3
- gestures, 56
  - Touch/Mouse Mode, 56
- GIF files
  - pictures, 71
  - for Web pages, 569
- Google
  - adding account, 641
  - posting a document to, 640-641
- gradient fills
  - to shapes, 100, 103
  - for WordArt, 77
- grammar-checking, 144-145
- grayscale
  - for pictures, 70
  - PowerPoint slides, previewing, 373
- grids and guides
  - adding/removing, 109
  - in charts, 87
  - moving, 109
  - objects, aligning, 108-109
- grouping/ungrouping. [See also Access; Excel](#)

- objects, 112-113
  - Publisher objects, 553
  - with SmartArt graphics, 84
  - tables, 112
  - tabs in, 4
- gutter measurements, presetting, 140

## H

- hackers. [See security](#)
- hanging indents, 162
- hard page breaks, 146
- harmful attacks, avoiding, 586-587
- headers and footers. [See also Excel; PowerPoint](#)
  - in Access reports, 426
  - personal information, removing, 574-575
  - in Word, 148-149
- help, 20
  - connection status, checking, 20-21
  - searching for, 20-21
- Help Viewer, 20
  - changing appearance of, 558
- hiding. [See showing/hiding](#)
- highlighting text in Word, 154-155
- high-low lines, 90
- HLOOKUP function, 262-263
- homographs, 586
- horizontal page breaks in Excel, 297
- HSL color mode
  - documents, adding to, 121
  - for themes, 124-125
- HTML (Hypertext Markup Language), 25, 566. [See also Outlook; Web pages](#)
  - database objects, 380
- HTTP (Hypertext Transfer Protocol)
  - accounts, 448
- hue, 125
- hyperlinks
  - in Access, 394
  - colors, 122
  - copying, 564
  - creating, 560
  - deleting, 561
  - destinations for, 560
  - editing, 560, 562
  - jumping to, 560-561
  - moving, 564
  - as Outlook e-mail signatures, 463

## Hyperlinks (*continued*)

- programs, creating links to, 563
- with Publisher, 528
- ScreenTips for, 561
- to slide objects, 562-563
- sounds, adding, 562-563
- table of content entries as, 200
- hyphenating words, 145, 160

## I

- iCalendar format, 514
  - icon sets in Excel, 288-289
  - .ics file extension, 514
  - IMAP (Internet Message Access Protocol)
    - accounts, 448
  - Import and Export Wizard, 486-487
  - importing/exporting, 619. *See also* [Access; Excel; XML \(Extensible Markup Language\)](#)
    - with copy and paste, 620
    - other program, exporting file to, 620-621
  - Outlook, data in, 486-487
  - PowerPoint notes and slides, 369
  - Publisher styles, 544-545
  - text files, 620-621, 627
  - Web queries, 570-571
- Inbox. [See Outlook](#)
- indenting PowerPoint text, 320-321
  - indexes, creating, 201
  - InfoPath, 677, 680-683
    - Designer, 680-681
      - viewing the window, 680
      - creating a form, 681
    - Filler, 682-683
      - viewing the window, 682
      - filling in a form, 683
  - InfoPath Form Template (.xsn) files, 676
  - input masks in Access, 396
  - Input Mask Wizard, 396
  - Insert Function feature, 257
  - inspecting documents, 574-575
  - instant messages, 488,
    - sending a document by, 616
    - sending and receiving, 684-685
  - international currency numbers, formatting, 282-283
  - Internet. *See also* [downloading; Microsoft Office Online; Web pages](#)

- Calendar, sharing, 514-515
- FTP (File Transfer Protocol), 572
- harmful attacks, avoiding, 586-587
- RSS (Really Simple Syndication), adding, 518
- shared documents by Internet Fax, sending, 615
- Internet Explorer, download monitoring with, 587
- invisible content, removing, 575
- ISP (Internet service provider), 448
- items. [See Outlook](#)

## J

- JPG/JPEG files
  - pictures, 71
  - for Web pages, 569
- junk e-mail, reducing, 482
- justified text in Word, 158

## K

- keyboard. *See also* [PowerPoint](#)
  - Excel, navigating in, 214-215
  - grid settings, overriding, 109
  - PowerPoint, browsing in, 307
- KeyTips, 4

## L

- labels. *See also* [Access; Excel; mailing labels](#)
  - chart labels, changing, 89
  - chart legends, changing, 89
  - Word, captions in, 202
- landscape orientation
  - in Access reports or forms, 435
  - for Excel pages, 296
  - PowerPoint slides in, 344
  - in Word, 138
- languages
  - adding language to programs, 51
  - for dates and times in Word, 151
  - dictionary language, choosing, 46
  - Mini Translator, 50
  - spell-checking in French, 45
  - thesaurus feature for, 48
  - translating text to other, 50
- layering objects in Publisher, 552
- layouts

- of charts, 88
- for organization charts, 86
- of SmartArt graphics, 83
- Layout Styles with organization charts, 86
- leaders
  - in table of contents, 200
  - with table of figures, 203
- left-aligning objects, 107
- left indents, 162
- legends on charts, 89
- LEN function, 261
- line charts, formatting, 90
- lines, 93. *See also* [Publisher](#); [Word](#)
  - gradient fills for, 103
- Linkedin
  - adding account, 27, 641
  - connecting to, Outlook, 512-513
  - posting a document to, 640-641
- linking, 619. *See also* [hyperlinks](#)
  - creating links, 622
  - existing object, 622-623
  - security settings for document links, 599
  - text boxes in Word, 183
  - updating links, 623
  - worksheets, 626
- lists and galleries, 3
- live preview, 5
  - of picture effects, 65
  - of shapes, 98, 104
  - of SmartArt graphics, 80
  - of themes, 123, 126
  - of WordArt, 75, 76
- logical conditions with AutoFilter, 276
- Logical functions category, 258
- logical operators. *See* [Excel](#)
- lookup fields in Access, 397
- lookup functions, 262-263
  - in Function Library, 258
- Lookup Wizard
  - in Access, 394, 397
  - in Excel, 263
- LOWER function, 261
- luminosity, 125
- Lync Recording Manager, 684-685
- Lync, 1, 677
  - adding Lync contacts, 685
  - instant messaging from Outlook, 488

- managing recordings, 684-685
- online meeting, creating and joining, 496-497
- sending a document by, 614
- sending and receiving, 684-685

## M

- macros. *See also* [Access](#); [Trust Center](#)
  - in Access, 664-665
  - charts, 660
  - copying to other workbook, 663
  - creating, 660
  - debugging, 658, 662
  - deleting, 661
  - digital signatures, adding, 666
  - editing, 663
  - Excel cell references with, 241
  - harmful attacks, avoiding, 586-587
  - opening workbooks with, 669
  - Personal Macro Document, 658-659
  - availability of macros in, 661
  - recording, 659
  - running, 661, 665
  - saving workbook with, 668
  - self-signing certificate for, 666
  - step mode, debugging with, 662
  - toolbar, assigning to, 667
  - understanding, 658
- mailing labels
  - addressing and printing, 195
- mail merge. *See* [Word](#)
- maintenance on Office programs, 688
- margins. *See also* [Excel](#); [Word](#)
  - in Access reports or forms, 435
  - in PowerPoint tables, 339
  - Publisher, setting up in, 538
- Mark as Final command, 602
- Match Case option, 156
- Math AutoCorrect, 40
- mathematical symbols, inserting, 47
- Math & Trig function category, 258
- MAX function, 265
  - with AutoSum, 253
- maximizing/minimizing
  - Ribbon, 4, 6
  - windows, 16
- MBD files, 376



meetings. [See Calendar](#)

merging. [See also Word; PowerPoint](#)

- Excel cells, 293
- PowerPoint comments, 609
- PowerPoint shapes, 112-113

Message Bar. [See Trust Center](#)

metadata, 19, 574

methods in VBA (Visual Basic for Applications), 654

MHT/MHTML files, 25, 566

Microsoft Access. [See Access.](#)

Microsoft Account, 27, 634-635

Microsoft Excel. [See Excel.](#)

Microsoft Exchange Server, 448

- meetings, scheduling, 494
- RPC, connecting with, 515

Microsoft InfoPath. [See InfoPath.](#)

Microsoft Lync. [See Lync.](#)

Microsoft Office Online. [See also downloading; help; Office.com; Office 365](#)

- accessing information from, 637
- add-ins from, 650
- Calendar, publishing, 514
- themes, searching for, 123

Microsoft Office Web Apps. [See Office Apps.](#)

Microsoft OneNote. [See OneNote.](#)

Microsoft Outlook. [See Outlook.](#)

Microsoft PowerPoint. [See PowerPoint.](#)

Microsoft Publisher. [See Publisher.](#)

Microsoft SkyDrive Pro. [See SkyDrive.](#)

Microsoft SQL Server database

- retrieving data from, 628-629

Microsoft Update Web site, 688

Microsoft Windows Firewall, 587

Microsoft Word. [See Word.](#)

MIN function, 265

- with AutoSum, 253

Mini-Toolbar, 6

- formatting text with, 116-117

Mini Translator, 50

missing files from setup, 688

mixed cell references, 241

modules

- in Access, 381
- in VBA (Visual Basic for Applications), 655

mouse. [See also Excel; IntelliMouse](#)

- commands, accessing, 4
- hyperlinks, highlighting, 562
- PowerPoint, timing in, 350
- Touch/Mouse Mode, 56
- windows, resizing, 16

movies. [See also PowerPoint](#)

- ActiveX controls, playing with, 675

moving. [See also PowerPoint](#)

- with Clipboard, 36-37
- comments, 608
- dialog box, files in, 13
- with drag-and-drop, 35
- Excel worksheets, 228
- grids and guides, 109
- hyperlinks, 564
- Publisher, text frames in, 540
- Quick Access Toolbar, 6

MP3/MP4 files in PowerPoint, 352

MPG/MPEG files in PowerPoint, 352

multiple languages, adding, 51

My Apps, 92

## N

named ranges. [See Excel](#)

Name Manager, Excel, 250-251

naming/renaming. [See also Access; Excel; Outlook](#)

- dialog box, files in, 13
- of fonts, 116

narrations in PowerPoint, 357

navigating

- in Access tables, 388
- dialog boxes, 8
- Excel workbooks, 214-215
- PowerPoint slide shows, 362

Navigation pane. [See Access; Outlook](#)

nested functions. [See Excel](#)

nested tables, 186, 192

New dialog box, 11

New Formatting Rule dialog box, Excel, 290

New Name dialog box, Excel, 247

NewTask dialog box, 503

Normal view. [See also PowerPoint](#)

- switching between views, 18

notes. [See also PowerPoint](#)

- in Outlook, 510

Notes Page view, PowerPoint, 369  
numbered lists. [See PowerPoint; Word](#)  
numeric keypad, 218

## O

objects. [See also Access; PowerPoint; Publisher](#)

- aligning, 106-109
- distributing, 106
- flipping, 111
- grids and guides, aligning with, 108-109
- grouping/ungrouping, 112-113
- hidden objects, viewing, 110
- regrouping, 112-113
- rotating, 111
- Selection pane, selecting with, 114
- snapping to place, 108
- stacking order, changing, 110
- troubleshooting arrangement of, 113
- in VBA (Visual Basic for Applications), 653
- wrapping text around, 180-181

ODBC (Open Database Connectivity)  
drivers, 628-629

Office apps. [See apps for Office; Office Web Apps](#)

Office 365 (SharePoint) site

- adding account services, 636-637
- App Catalog, Trust Center, 592
- creating, 592
- creating a web app database, 376-377

Office Web Apps, 642-643

- online meeting, using, 496-497
- online presentation, using, 647
- opening from, 636-637
- overview, 634-635
- Reuse Slides task pane with, 644-645
- saving to, 636-637
- sending a document by Lync, 614
- site mailboxes, 516-517
- sharing and publishing calendars, 514-155
- synchronizing to SharePoint, 638-639

Office.com

- creating SmartArt graphics, 80
- inserting clip art, 58
- applying clip art to a shape from, 102
- inserting and using apps, 92

- online Help, 20-21

Office Data Connection (ODC) files, 628

Office Mobile programs, 634-635

Office Presentation Service, 646

Office program Viewer, 12

Office Upload Center, 677

- using, 686-687

Office Web Apps. [See also apps for Office;](#)

- using in a browser, 634-635
- viewing & editing with, 642-643

older formats, saving documents in, 22-23

OLE (object linking and embedding), 619.  
[See also ActiveX controls](#)

- in Access, 394

OneNote, 677-679

- create note, 679
- create note in Office program (Word or PowerPoint), 613
- linked notes, 613
- online meeting, using, 496-497
- online presentation, using, 646
- Send to OneNote, 678-679
- viewing the window, 678

Open dialog box

- file extensions, displaying, 14
- location, changing, 13

operators, 240

OR condition, 276

organization charts

- colors, 86
- creating, 86
- dotted lines, using, 86
- layouts, changing, 86
- Quick Styles with, 86
- shapes with, 86

orientation. [See also Landscape orientation; Portrait orientation](#)

- in Access reports or forms, 435
- of SmartArt graphics, 82
- of text, 118
- Word, page orientation in, 138

outlines

- in Excel, 278
- shapes, applying to, 100-101
- in Word, 142, 154-155
- for WordArt, 77

Outline view, Word, 134-135, 142

## Outlook, 447, 489. *See also* Calendar

- access permissions for e-mail, 466
- Account Settings dialog box, 486
- adding/removing
  - color categories, 508
  - data, 486-487
- Address Book adding, 487
- addresses, 458, 459
  - contact list, adding to, 473
- archiving messages, 483
- ascending sort for contacts, 457
- attachments, 461
  - forwarding messages with, 472
  - harmful attacks, avoiding, 586-587
  - reply message, attachment in, 473
  - shared documents, sending, 614
- Auto Account Setup, 449
- AutoArchive, 483
- AutoComplete Addressing for e-mail, 458
- Blocked Senders tab, 482
- calendars, 490-502
  - appointments and events, 492-493
  - viewing, 490
  - customizing, 491
  - meetings, 494-500
  - weather, viewing, 503
  - working with, 502
- clean up messages, 484
- color categories, 471
  - adding/removing, 508
  - flag, sorting messages by color of, 469
  - messages, color-coding, 478
  - for notes, 510
  - Quick Click category, setting, 508
- contacts
  - creating, 454
  - deleting, 454
  - Electronic Business Cards (EBCs), 454-455
  - finding, 456
  - sorting, 457
  - views, changing, 455
- contact group
  - creating, 454
  - sorting, 457

- content
  - filtering messages based on, 474-475
  - inserting content in messages, 464
- conversation, messages, 481
- creating e-mail messages, 458
- customizing
- forwarded messages, 472
- Deleted Items folder, 470
  - emptying, 470
  - retrieving messages from, 470
- deleting
  - conversations, 481
  - contacts, 454
  - folders, 477
  - messages, 470, 484
  - notes, 510
- delivery options
  - sending e-mail with, 466
  - setting, 466-467
- descending sort for contacts, 457
- drag-and-drop messages to folders, 477
- editing
  - contact information, 454
  - notes, 510
- Electronic Business Cards (EBCs), 454-455
  - as content in e-mail message, 464
  - as signature, 463
- Exchange ActiveSync, 448
- file attachments to e-mail, 461
- Filter dialog box, 475
- filters
  - for messages, 474-475
  - for notes, 510
  - setting and removing, 474-475, 509
- finding
  - contacts, 457
  - messages, 474
- first time, using for, 449
- flagging e-mail messages, 469
- Folder list, 450
  - viewing folders in, 453
- Folder pane, navigation, 450
  - changing look of, 452
  - customizing, 452
  - minimizing, 452
  - moving with, 452
  - Out of Office message, creating, 473

- RSS (Really Simple Syndication),
  - accessing, 518
- folders
  - deleting, 477
  - moving messages to, 477
  - new folders, creating, 476
  - organizing messages in, 476-477
  - rules for organizing, 478
  - search folders, using, 480
  - sorting items in, 476
- formatting
  - forwarded messages, 473
  - replies to messages, 473
  - text of messages, 460
- forwarding messages, 472-473
- HTML format, 460
  - stationery in, 462
- Hotmail, 448
- hyperlinks in e-mail signatures, 463
- iCalendar, importing, 486-487
- importing data in, 486-487
- instant messages
  - enabling instant messaging, 488
  - sending and receiving, 488
  - sending a document by, 616
  - sending and receiving, 684-685
  - starting communication, 488
- Instant Search pane, finding messages with, 474
- items
  - as attachments to e-mail, 461
  - viewing, 453
- junk e-mail, reducing, 482
- Large Messages folder, 480
- logos in e-mail signatures, 463
- Lync, Microsoft, 488
- meeting, from message, 473
- multiple e-mail accounts, 449
- New Mail icon, 488
- notes, creating and editing, 510
- options for Outlook, 485
- Outlook Today, 504
- Out of Office message, creating, 473
- People pane, 450, 512-513
  - Outlook Social Connector, 514
  - setting up, 512
  - using, 513
  - with To-Do Bar, 451

- People view, 453
  - creating contacts, 454-455
  - changing views, 455
- Plain text format for e-mail, 460
- preparing to use, 448
- previewing
  - items, 511
  - message contents, 473
- printing items, 511
- profiles, 449
- Quick Action buttons, 468-469
- Quick Click category, setting, 508
- Quick Flag icon, 469
- Quick Steps, 479
- Quick Styles for e-mail, 460
- Reading pane, 450
  - customizing, 468
  - forwarding messages, 473
  - replying to messages, 472
  - reviewing messages in, 468
  - RSS (Really Simple Syndication), displaying, 518
- receiving messages, 468
  - options, setting, 465
- replying to messages, 472
- resending e-mail messages, 465
- Rich Text format, 460
  - as content in e-mail message, 464
- RSS (Really Simple Syndication) data,
  - receiving, 486
- rules, managing messages with, 478
- Safe Senders/Safe Recipients tabs, 482
- saving
  - with AutoArchive, 483
  - file, mail message as, 476
- search folders, using, 480
- sending e-mail messages, 465
- services, 449
- signatures for e-mail, 463
- sorting
  - contacts, 457
  - distribution lists, 457
  - folders, items in, 476
  - messages, 469
- spam, reducing, 482
- stationery to e-mail, applying, 462
- themes, 460
  - for stationery, 462

## Outlook (continued)

- To-Do List, 450
    - customizing, 451
    - Quick Flag list, 469
  - tracking options
    - sending e-mail with, 466
    - setting, 466-467
  - Unread Messages folder, 480
  - vCards, importing, 486-487
  - vCalendar, importing, 486-487
  - viewing window, 450
  - views of messages, 474-473, 478, 509
  - voting, e-mail tracking, 466-467
  - weather, in Calendar view, 490-491, 502
  - writing e-mail messages, 459
- 
- Out of Office message, creating, 473

## P

- Pack and Go Wizard, Publisher, 534-535
- page breaks
  - in Excel, 297
  - Word, adding/removing in, 146
- Page Layout view. [See also Excel](#)
  - switching between views, 18
- page numbers
  - in Publisher, 527
  - in Word, 150
- page orientation. [See orientation](#)
- Page Setup dialog box
  - Excel, 296
  - for margins, 140
  - in PowerPoint, 344
  - in Publisher, 533
- Paradox, 628-629
- paragraphs. [See also Word](#)
  - new lines, starting, 146
  - selecting, 143
  - styles, 168
- parameter queries, 416
- part of document, selecting, 143
- passwords, 573. [See also Excel](#)
  - changing or removing, 581
  - for documents, 580-581
  - file encryption and, 579
  - opening documents with, 581
  - parental controls, setting, 597
  - strong passwords, creating, 580
- Paste Options button, 34, 36
  - live preview, 36
  - for refreshable Web data, 570
- Paste Special for formulas, 244
- pasting. [See also PowerPoint](#)
  - importing/exporting by, 620
  - live preview, 36
  - refreshable Web data, 570
  - special results, pasting data with, 36-37
  - text, 36-37
- PDF files, 25
  - opening in Word, 133
  - saving document as, 366, 617
  - shared documents, sending, 614
- percentages, formatting, 282
- Personal Macro Workbook. [See macros](#)
- phishing, 586, 597
- photographs, inserting, 59
- Picture Border button, 64
- Picture Effects gallery, 65
- Picture Quick Style gallery, 62
- pictures, 57. [See also PowerPoint; Publisher](#)
  - artistic style, 61
  - borders, applying, 64
  - brightness, changing, 69
  - compressing, 68
  - contrast, changing, 69
  - cropping, 72-73, 674
    - deleting cropped areas, 68
  - deleting
    - borders, 64
    - cropped areas of, 68
  - effects, adding, 65
  - fills, 102
  - for hyperlinks, 564
  - inserting, 59
  - managing, 674
  - precisely resizing, 66
  - quick style, adding, 62
  - recoloring, 70-71
  - relative size, retaining, 67
  - resizing, 66-67
  - rotating, 72-73
  - scaling, 66-67
  - shape fills, 62-63, 100
- SmartArt picture layouts, 85
- transparent background, setting, 71

- WordArt, picture fill for, 77
- wrapping text around, 180-181
- Picture Shape gallery, 63
- pinning documents, 12-13
- PivotCharts. [See Access](#)
- PivotTables. [See Access](#)
- placeholders. [See also PowerPoint](#)
  - in Access, 396
- PNG files
  - for pictures, 62, 71
  - Web pages and, 565, 569
- point measurement
  - in Excel, 234
  - of fonts, 117
  - in PowerPoint, 317
- polygons. [See freeforms](#)
- POP3 (Post Office Protocol 3) accounts, 448
- portrait orientation
  - in Access reports or forms, 435
  - for Excel pages, 296
  - PowerPoint slides in, 344
  - in Word, 138
- posting
  - blog in Word, 648
  - social networks, 640-641
- POT files, 25
- POTM files, 25
- POTX files, 25
- PowerPoint, 305**


---

  - adding/removing
    - bulleted lists, bullets from, 322
    - numbered lists, numbers from, 322
  - aligning text, 342
  - animations
    - adding, 345
    - of bulleted lists, 346
    - chart elements, 346-347
    - customizing, 345
    - deleting, 348-349
    - dimming text after, 347
    - multiple animations, controlling, 348-349
    - order, modifying, 348
    - previewing, 345
    - slide objects, adding effects to, 348
    - for text, 346-347
    - time between animations, setting, 348-349

- annotating slide shows, 363
- AutoCorrect dialog box, 316
- AutoFit, turning on/off, 316
- backgrounds
  - graphics, adding, 336
  - resetting, 337
  - slide masters controlling, 336
  - styles, adding, 337
- ballpoint pen option, 363
- banner presentations, setting up slides for, 344
- black and white, previewing slides in, 373
- broadcast, presentation, 646
- browsing
  - animations, 349
  - presentations, 307
- bulleted lists
  - adding/removing bullets, 322
  - animation of, 346
  - character of bullet, changing, 322-323
  - distance between bullets and text, changing, 322
  - placeholder for, 311
  - text, entering, 315
- character direction, changing, 342
- charts
  - animating elements of, 346-347
  - placeholders for, 311
- clearing table formatting, 340
- clip art (online pictures), placeholders for, 311
- collapsing/expanding slides, 326-327
- colors
  - bulleted lists, bullets in, 323
  - numbered lists, numbers in, 323
- columns for text, creating, 324
- comments, adding, 608-609
- compare presentations, 612
- compressing, presentation, 366
- consistent presentations, creating, 329
- copying, keyboard shortcuts for, 313
- customizing
  - animations, 345
  - bulleted lists, 323
  - numbered lists, 323
  - slide shows, 360
- cutting slides, 326

**PowerPoint (continued)**

- dates and times for slide shows, 371
- deleting
  - animations, 348-349
  - columns and rows in tables, 339
  - masters, 330
  - narrations, 357
  - objects, 313
  - slides, 311, 318
- delivering presentations, 343
- dimming text after animation, 347
- drawing tables, 339
- duplicating slides, 311
- DVDs, packaging presentations for, 367
- editing timings for slides, 350
- embedding fonts, 365
- exporting notes and slides to, 369
- eyedropper, apply color, 100-101
- felt tip pen option, 363
- files, inserting video/audio from, 352-353
- folders, packaging presentations to, 367
- fonts
  - embedding fonts, 365
  - for headers and footers, 370
  - for slide show presentations, 367
- formatting
  - handout masters, 368
  - notes master, 369
  - tables, 340-341
- grayscale, previewing slides in, 373
- handouts/handout masters
  - dates and times on, 371
  - dotted rectangles in, 368
  - formatting, 368
  - headers and footers, creating, 368
  - placeholders in, 334-335, 368
- headers and footers
  - in handouts, 368
  - on slides, 370
- highlighter pen options, 363
- indenting text, 320-321
- keyboard
  - browsing with, 307
  - objects, working with, 313
- kiosk, running slides shows at, 361
- landscape orientation, setting up slides in, 344
- ledger paper, setup for slides on, 344
- letter paper, setup for slides on, 344
- line spacing, adjusting, 317
- looping movies/sounds, 358
- margins in tables, 339
- masters, 329
- merging comments, 609
- merging presentations, 612
- merging shapes, 112-113
- monitors, using multiple, 364
- mouse, timing slides with, 350
- movies/videos
  - bookmark, 354-355
  - embedding video, 352-353
  - files, inserting videos from, 352-353
  - format, 354-355
  - placeholders for, 311
  - play options, setting, 356
  - text, add overlay, 354-355
  - trim, 354-355
- moving
  - objects, 313
  - slides, 326
- naming/renaming
  - masters, 330
  - slide layout, 332
- narration, recording, 357
- navigating slide shows, 362
- Next Slide button, 307
- Normal view, 308-309
  - speaker notes, entering, 369
- notes master
  - formatting, 369
  - placeholders, 334-335
- Notes Page view, 369
- Notes pane, viewing, 369
- numbered lists
  - adding/removing numbers, 322
  - character of number, changing, 322-323
  - text, entering, 315
- objects
  - deleting, 313
  - masters controlling, 330
  - moving, 313
  - in notes master, 369
  - resizing, 312
  - selecting/deselecting, 312
- online meeting, using, 496-497

- on-screen show, setup for, 344
- other presentations, inserting slides from, 328
- Outline pane, 308
  - duplicating slides, 318-319
  - other program, inserting outline from, 318-319
  - rearranging slides in, 326-327
  - slides, working with, 318-319
  - text, entering, 318
- outlines
  - other program, inserting outlines from, 318-319
  - slides, adding, 318
  - text, entering, 318
- packaging presentations
  - on CDs, 367
  - for DVDs, 367
  - to folders, 367
- page setup options, 344
- paper types, setting slides up for, 344
- pasting
  - keyboard shortcuts for, 313
  - slides, 326
- pen in slide shows, 363
- PDF, creating from presentation, 366
- pictures
  - for bullet character, 323
  - placeholders for, 311
- placeholders, 310-311
  - default placeholders, 372
  - formatting, 334-335
  - in handout masters, 368
  - list of, 311
  - in masters, 329
  - showing/hiding, 334
  - slide layout, inserting in, 332-333
  - text placeholders, 314
- pointer options for slide shows, 363
- point measurement in, 317
- portrait orientation, setting up slides in, 344
- Presenter view, 364
- previewing
  - animations, 345
  - slides, 373
- Previous Slide button, 307
- printing slide shows, 360, 374
- publishing slides to SharePoint Document Library, 644-645
- Quick Styles for tables, 340-341
- Rehearse Timings option, 350
- resizing
  - objects, 312
  - tables, 339
  - text as you type, 316
- Reuse Slides task pane, 328
  - with SharePoint, 644-645
- reviewer initials, correcting, 608
- rotating text, 342
- ruler, showing/hiding, 320
- saving presentations as slide shows, 365
- saving presentation as video, 366
- screen resolution, choosing, 358
- sections, organizing, 325
- selecting
  - objects, 312
  - with Tab key, 313
  - text, 315
- selection box, 312
- SharePoint Document Library, publishing slides to, 644-645
- shortcuts for slide shows, 362
- showing/hiding
  - master background objects on slide, 336
  - movies/videos, 356
  - placeholders, 334-335
  - ruler, 320
  - slide shows, slides in, 359
  - sounds/audio, 356
- Show Markup button for comments, 608
- slide layout
  - existing layout, creating new layout from, 332-333
  - masters controlling, 332-333
  - placeholders, inserting, 332-333
- slide masters
  - backgrounds, controlling, 336
  - changing layout for, 335
  - deleting, 330
  - hiding background objects on slide, 336
  - naming/renaming, 330
  - new masters, inserting, 330-331
  - objects, controlling, 330



**PowerPoint (continued)**

- placeholders, 334-335
- preserving/not preserving, 330-331
- slide layout, controlling, 332-333
- Slide Master view, 329
- slide objects
  - animation effects, adding, 348
  - hyperlinks, adding, 562-563
- Slide pane, rearranging slides in, 326
- slides
  - collapsing/expanding slides, 326-327
  - dates and times on, 371
  - deleting, 318
  - different number, starting numbering with, 372
  - existing slide, applying layout to, 310
  - headers and footers, adding, 370
  - moving, 326
  - new slide, creating, 310
  - numbering on, 372
  - from other presentations, 328
  - outline, adding slide to, 318
  - Outline pane, rearranging slides in, 326-327
  - placeholders, entering information in, 310-311
  - previewing, 373
  - rearranging, 326-327
  - Rehearse Timings option, 350
  - setup options, 344
  - SharePoint Document Library, publishing to, 644-645
  - specific slide, numbering on, 372
  - themes, applying, 328
  - timings, setting, 350
  - updates for reused slides, 645
  - Web graphics, saving as, 569
- slide shows
  - annotating, 363
  - CD, packaging presentation on, 367
  - continuously running, 359
  - customizing, 360
  - dates and times, inserting, 371
  - DVDs, packaging presentations for, 367
  - embedding fonts for, 365
  - headers and footers in, 370
  - hiding slides, 359
  - navigating, 362
  - options, setting, 361
  - pen, using, 363
  - pointer options, 363
  - Presenter view, 364
  - printing, 360, 374
  - range of slides, showing, 359
  - saving presentations as, 365
  - setting up, 358-359
  - shortcuts for, 362
  - speaker notes, adding, 362
  - starting, 361
- Slide Sorter view, 309
  - animation, viewing, 345
  - rearranging slides in, 326
- Slides pane, Normal view, 309
- slide transitions
  - all slides, applying to, 351
  - specifying, 351
- SmartArt graphics, placeholders for, 311
- sounds/audio
  - bookmark, 354-355
  - files, inserting from, 352-353
  - format, 354-355
  - narrations, recording, 357
  - online, inserting from, 352-353
  - play options, setting, 356
  - trim, 354-355
- spacing
  - column spacing, adjusting, 324
  - line spacing, adjusting, 317
  - text spacing, adjusting, 317
- speaker notes
  - dates and times on, 371
  - Normal view, entering in, 369
  - slide shows, adding to, 362
- stacking text, 342
- styles
  - background styles, adding, 337
  - Quick Styles for tables, 340-341
- Tab key, selecting with, 313
- tables
  - banded columns and rows, 341
  - cells in, 338
  - clearing formatting, 340
  - creating, 338
  - deleting columns and rows, 339

- drawing, 339
  - formatting columns and rows in, 341
  - inserting columns and rows, 339
  - margins of cells, changing, 339
  - placeholders for, 311
  - Quick Styles, applying, 340-341
  - resizing, 339
  - tabs, 306
    - setting, 320-321
  - text
    - animations for, 346-347
    - AutoFit, turning on/off, 316
    - columns, creating, 324
    - dimming text after animation, 347
    - direction of characters, changing, 342
    - indenting text, 320
    - inserting, 314
    - in numbered or bulleted lists, 315
    - outlines, entering text for, 318
    - placeholder, entering into, 314
    - resizing as you type, 316
    - selecting, 315
    - spacing, adjusting, 317
  - themes
    - in masters, 329
    - slides, applying to, 328
  - timing
    - between animations, 348-349
    - between slides, 350
  - titles, placeholders for, 311
  - Viewer, 367
  - views, switching between, 18
  - voice narrations, 357
  - XPS, creating from presentation, 366
- 
- PPSM files, 25
  - PPS/PPSX files, 25
  - PPT files, 25
  - PPTM files, 25
  - PPTX files, 25
  - precedence order. [See Excel](#)
  - present online
    - meeting, 496-497
    - presentation, 646, 647
  - Presenter view. [See PowerPoint](#)
  - presets
    - gradient fills with, 103
    - pictures, adding to, 65
    - for shapes, 104
  - previewing. [See also live preview; Outlook; PowerPoint](#)
    - documents, 54
    - Excel, page breaks in, 297
    - Web pages, 559
  - previous version of document, showing, 12
  - primary colors. [See RGB color mode](#)
  - printer fonts, 117
  - printing. [See also Access; Excel; Publisher](#)
    - documents, 55
    - envelopes, 195
    - mailing labels, 195
    - Outlook items, 511
  - Print Layout view
    - switching between views, 18
    - Word, 134-135
  - Print Preview, 54
    - Outlook, items in, 511
  - Privacy dialog box, 2
  - Privacy Options. [See Trust Center](#)
  - private key security, 582
  - Product key, 2, 688
  - Program add-ins, 652
  - program tabs, 4
  - program windows
    - existing documents, opening, 12-13
    - viewing, 3
  - proofing. [See spell-checking](#)
  - PROPER function, 261
  - proprietary company information, 49
  - public key security, 582
  - Publish as PDF or XPS add-in, 617-618
  - Publisher, 519**


---

    - adjustment handles for text wrapping, 551
    - aligning objects in, 554-555
    - arrows, creating, 549
    - AutoFit text, using, 542-543
    - background colors, adding, 531
    - baseline guides in, 538
    - blank publications, creating, 522
    - building blocks, inserting, 528
    - business information, entering and updating, 527
    - character spacing, improving, 541
    - checking design, 532

## Publisher *(continued)*

- colors
  - adding, 531
  - of frames, 540
  - print settings, changing, 534-535
- columns and rows guides, setting up, 538
- connecting text frames, 542
- continued notice, inserting, 542-543
- custom shapes, creating, 549
- deleting
  - pages, 525
  - styles, 544-545
  - tables, 547
  - text frames, 543
- Design Checker, using, 532
- disconnecting text frames, 542
- editing text, 526
- example, creating new style by, 544
- existing publication, opening, 523
- files for printers, creating, 535
- flipping objects in, 556
- formatting
  - for tables, 546-547
  - text frames, 541
  - pictures, 529
  - shapes, 529
- frames, 537
  - picture frames, creating, 548
  - table frames, creating, 546
- grid guides in, 538
- grouping/ungrouping objects, 553
- hyperlinks, adding, 528
- importing styles, 544-545
- inserting pages, 525
- layering objects in, 552
- layout guides, setting up, 538
- lines
  - creating, 549
  - spacing, changing, 541
- margins, setting up, 538
- moving text frames, 540
- new publications, creating, 521
- New Publication task pane, 521
- ovals, creating, 549
- Pack and Go Wizard for printing, 534-535
- page numbers, inserting, 527
- page parts, inserting, 528
- page setup in, 533
- paper size in, 533
- pictures
  - adjustment handles for, 551
  - changing, 548
  - frames, creating, 548
- pin or unpin documents, 423
- printer setup in, 533
- printing
  - colors for, 534-535
  - commercial printing tools, using, 534-535
  - options for, 536
  - setting up for, 533
- Quick Publications, using, 521
- rectangles, creating, 549
- resizing text frames, 540
- rotating objects in, 556
- ruler guides in, 554-555
- selecting tables, 547
- shapes in, 549
- showing/hiding frame boundaries, guides, rulers, fields, baselines, Page Navigation, Graphics Manager, 539
- sizing handles for objects, 553
- snapping objects to guide, 554
- spacing characters and lines in, 541
- spell-checking, 527
- stacking objects in, 552
- styles
  - applying, 544
  - deleting, 544-545
  - example, creating by, 544
  - importing styles, 544-545
- switching between views, 524
- Table AutoFormat, 547
- tables
  - creating table frames, 546
  - deleting, 547
  - formatting for, 546-547
- text
  - editing, 526
  - objects, 526
  - wrapping text, 550-551
- text frames, 540-541
  - connecting, 542
  - continued notice, inserting, 542-543
- Text Wrap feature, 550-551

- thumbnails of pages, 525
- trapping tools, 534-535
- views, changing, 524
- window, viewing, 520
- wrapping text in, 550-551
- zooming in, 524

publishing. [See also Publisher](#)

- Web pages, 568

pull quote text boxes, 182

## Q

queries. [See also Access](#)

- in Excel, 630-631

Query Wizard, 407-409

- for external data, 628-629

Quick Access Toolbar, 3

- adding/removing items from, 7

- add-ins, loading/unloading, 652-653

- commands on, 6

- customizing, 7

- for macros, 658, 667

- moving, 6

- printing from, 55

- resetting, 6

Quick Analysis tool. [See Excel](#)

Quick filter options, 405

Quick Part building blocks, 184-185

Quick Print button, 55

Quick Publications, 521

Quick Steps, in Outlook, 479

Quick Style gallery, 166

Quick Styles. [See also shapes](#)

- to Excel tables, 268

- with organization charts, 86

- for Outlook e-mail, 460

- to SmartArt graphics, 82

- for tables in Word, 192-193

- in Word, 166

QuickTime, inserting, 352

## R

Reading Highlight button, 156

Reading pane. [See Outlook](#)

Read Mode view. [See Word](#)

read-only documents, 580

- alerts for opening document as, 604

- documents, opening, 12

- marking as, 602

Recent Documents list, 12

- file extensions, displaying, 14

recently used documents, opening, 13

Recently Used functions category, 258

recoloring pictures, 70-71

Recolor Picture Quick Style gallery, 70

recovering

- with AutoRecover, 30-31

- documents, 30-31

Redo feature, 52

references. [See Research task pane](#)

reflections

- pictures, adding to, 65

- to shapes, 105

- to WordArt, 78

Regroup command, 112-113

reinstalling Office, 688

relative cell references, 241

relative size of picture, retaining, 67

renaming. [See naming/renaming](#)

repairing problems, 688

- Access database, 401

- in Excel formulas, 255

- in existing documents, 12

- with macros, 658, 662

- objects, arrangement of, 113

- Office programs, 688

repeated words, flagging, 45

Replace Text As You Type check box, 40-41

replacing. [See also finding](#)

- Excel cell contents, 222, 236

- shapes, 95

- text, 38-39

- Word, formatting in, 156-157

reports. [See Access](#)

Report Wizard, 424-425

Research task pane

- inserting research material, 49

- Mini Translator, 50

- parental controls, setting, 597

- thesauruses from, 48-49

- translating text in, 50

Reset Picture button, 69

resizing. [See also Access; Excel; PowerPoint](#)

- bitmaps, 67

- fonts, 116

## Resizing (*continued*)

- pictures, 66-67
- Publisher, text frames in, 540
- shapes, 94-95
- task panes, 15
- windows, 15-16
- resources. [See Calendar](#)
- restoring windows, 16
- Reuse Slides task pane, PowerPoint, 328
- reviewing marks, 209
- Reviewing pane, 209
- RGB color mode, 125
  - documents, adding to, 121
  - for themes, 124-125
- Ribbon, 1, 3. [See also tabs](#)
  - adding/removing buttons or groups, 7
  - add-ins for, 593
  - Developer tab, 657
  - maximizing/minimizing, 4, 6
  - Touch/Mouse Mode, 56
  - working with, 4
- Rich Text format. [See Outlook](#)
- right indents, 162
- rotating. [See also 3-D rotation](#)
  - pictures, 72-73
  - PowerPoint text, 342
  - Publisher, objects in, 556
  - shapes, 111
  - with SmartArt graphics, 84
  - text orientation, 118
  - WordArt, 79
- rows. [See columns and rows](#)
- RPC, connecting to Exchange server with, 515
- RSS (Really Simple Syndication), adding, 518
- ruler
  - in Access, 427
  - PowerPoint ruler, showing/hiding, 320
  - Publisher, guides in, 554-555
- Run dialog box, 601

## S

- Safe for Initialization (SFI) settings, 594
- safe mode
  - Automated safe mode, 600
  - disabled items, viewing, 601
  - enabling, 600

- User-Initiated safe mode, 600-601
- saturation, 125
- Save as type
  - installing file format in, 620
  - for templates, 130
- Save button, 22-23
- Save command, 6
- Save dialog box
  - accessing options in, 22
  - file extensions, displaying, 14
- saving. [See also Access; Calendar; Outlook; templates; Web pages; XML \(Extensible Markup Language\)](#)
  - documents, 22-23
  - formats list for, 25
  - older formats, documents in, 22-23
  - options, setting, 23
  - other formats, documents with, 24-25
  - PDF file, document as, 617
  - PowerPoint presentations as slide shows, 365
  - properties of document, viewing/changing, 19
  - templates, 130
  - Web queries, 570-571
  - XPS files, document as, 618
- Scale to Fit Dialog Box Launcher, Excel, 302-303
- scaling pictures, 66-67
- scanning
  - pictures, 59
- scope names in Excel, 246
- screen resolution, choosing, 358
- Screenshots, 60
- ScreenTips
  - for add-ins, 593, 650
  - for hyperlinks, 561
  - for macros, 667
  - for themes, 123
  - turning on/off, 6
- scrolling
  - synchronizing scrolling, 16-17
- searching. [See finding; replacing](#)
- sections
  - inserting, in Word, 146-147
  - organizing, in PowerPoint, 325
- security, 573. [See also Excel; passwords; safe mode; Trust Center](#)

- Check Office documents that are from or link to suspicious Web sites option, 587, 597
- for external data, 598, 628-629
- file encryption, adding, 579
- harmful attacks, avoiding, 586-587
- inspecting documents, 574-575
- links to documents, security settings for, 599
- parental controls, setting, 597
- read-only, marking documents as, 602
- selecting. [See also Access; Excel; PowerPoint; Word](#)
- hyperlinks, 561
- Publisher tables, 547
- selection box in PowerPoint, 312
- Selection pane, 114
- Send Backward, 110
- Send to Back
  - with SmartArt graphics, 84
  - for stacking objects, 110
- Send to OneNote, 678-679
- series lines, 90
- servers, 448
- Set Transparent Color command, 71
- setup, missing files from, 688
- shading in Word document, 176-177
- shadows
  - with fonts, 116
  - pictures, adding to, 65
  - to shapes, 105
  - in Word, 154-155
  - to WordArt, 78
- Shape Effects gallery, 104
- Shape Outline, 100-101
- Shape Quick Style gallery, 98
- shapes, 93. [See also freeforms; objects; text boxes](#)
  - adjusting, 95
  - applying shapes to pictures, 63
  - connecting two shapes, 110
  - drawing, 94
  - effects, adding to, 104-105
  - fills, applying, 100-101
  - formatting SmartArt shapes, 100
  - gradient fills for, 103
  - individual effects, adding, 105
  - with organization charts, 86

- outlines, adding, 100-101
- pictures and, 62-63, 102
- presets adding, 104
- in Publisher, 549
- Quick Styles
  - adding, 98
  - to text, 99
- replacing, 95
- resizing, 94-95
- with SmartArt graphics, 84, 99
- text
  - adding, 96
  - Quick Styles, adding, 99
- texture fills to, 100, 102
- to WordArt, 79
- WordArt, adding, 99
- shared documents, 603. [See also Excel; SkyDrive](#)
  - e-mail, sending for review by, 614
  - Internet Fax, sending by, 615
  - between programs, 619
  - sharing documents, SkyDrive, 640-641
- SharePoint. [See also Office 365](#)
  - for Access tables, 387
  - App Catalog, Trust Center, 592
  - creating, 592
  - co-authoring with, 642-643
  - database web app, creating, 376-377
  - Document Library
    - saving documents to, 636-637
    - saving presentations to, 644-645
    - slides, publishing, 644-645
  - Office Web Apps, 642-643
  - online meeting, using, 496-497
  - online presentation, using, 647
  - opening from, 636-637
  - overview, 634-635
  - Reuse Slides task pane with, 644-645
  - saving to, 26, 636-637
  - sending a document by Lync, 614
  - site mailboxes, 516-517
  - sharing a database to, 402
  - sharing and publishing calendars, 514-155
  - synchronizing files to, 638-639
  - tasks, displaying, 504
- Shockwave Flash Object ActiveX control, 675

- shortcuts, 2, 5
- showing/hiding. [See also Access; Excel; PowerPoint; Word](#)
  - balloons, 208
  - Calendar tasks, hiding, 504
  - charts, hidden/empty cells in, 91
  - Developer tab, 657
  - objects, viewing hidden objects, 110
  - Publisher frame boundaries, guides, rulers, fields, baselines, Page Navigation, Graphics Manager, 539
  - Reviewing pane, 209
  - viewing hidden objects, 110
  - white space between pages, 146-147
  - Word, hidden text in, 154-155
- side bars, inserting, 182
- side-by-side tables, 186
- signatures. [See also digital signatures; documents](#)
  - on e-mail, 463
  - signature lines, adding, 584-585
- Signatures task pane, 582-583
- Single File Web Pages, 565-567
- single spacing documents, 159
- single word, selecting, 143
- size. [See also resizing](#)
  - of fonts, 116
  - pictures, compressing, 68, 674
- Size and Position dialog box, 72-73
- SkyDrive
  - inserting a picture from, 58
  - applying an picture to a shape from, 102
  - opening from, 12-13, 636-637
  - overview, 634-635
  - posting a document to social networks, 640-641
  - saving to, 22-23, 26, 636-637
  - sharing a document, 640-641
- SkyDrive Pro, 1, 677, 686
  - overview, 634-635
  - synchronizing to SharePoint, 638-639
- slicers. [See Excel](#)
- Slide Master view, PowerPoint, 329
- slides. [See PowerPoint](#)
- Slide Show view, PowerPoint, 309
- Slide Sorter view. [See PowerPoint](#)
- SmartArt graphics, 57. [See also organization charts](#)
  - blank graphic, creating, 80
  - colors of, 83
  - converting text to, 80-81
  - creating, 80-81
  - customizing, 84
  - formatting, 82-83, 100
  - layout, changing, 83
  - orientation, changing, 82
  - with PowerPoint, 311
  - picture layouts, 85
  - purposes, list of, 80
  - Quick Styles, applying, 82
  - resetting, 84
  - shapes with, 84, 99
    - 2-D, editing shapes in, 99
- smart tags. [See Actions](#)
- snapping to guide in Publisher, 554
- snapshots
  - of Access reports, 436
- snap to grid
  - for Access controls, 423
  - aligning objects with, 107
- snap to shape, aligning objects with, 107
- social networks. [See also Facebook; Twitter; LinkedIn](#)
  - adding accounts, 27, 641
  - posting to, 640-641
- soft edges
  - pictures, adding to, 65
  - to shapes, 105
  - with 3-D effects, 104
- soft page breaks, 146
- Solver, 651
- sorting. [See also Access; Excel](#)
  - Outlook contacts, 457
  - Word, table contents in, 193
- sounds. [See also PowerPoint](#)
  - hyperlinks, adding to, 562-563
- source files, 619
- spacing. [See also Access; PowerPoint](#)
  - in Publisher, 541
- spam, 482, 586
- sparklines, creating, in Excel, 292
- speaker notes. [See PowerPoint](#)
- special characters in Word, 157
- spell-checking, 44
  - in Access tables, 436
  - changing options, 45



- in Publisher, 527
  - in Word, 144-145
- Split button, 236
- splitter, 15
- spoofing detection, 587
- Spotlight section, 11
- stacking order for objects, 110
- starting programs, 2
- Start menu
  - shortcuts, creating, 2
  - starting programs for, 2
- Start screen
  - creating new documents, 10-11
  - opening recent documents, 12-13
  - options to show or hide, 10
  - starting a program, 2
- Status bar, 3
  - adding/removing items on, 9
  - signature icon, 582-583
- Step by Step Mail Merge wizard, 196-197
- Strict Open XML format, 12-13, 22-23
- strong passwords, creating, 580
- styles. [See also Excel; PowerPoint; Publisher; Quick Styles; Word](#)
  - for charts, 88
  - Table Quick Styles, 268, 340
- subscript, 117
  - in Word, 154-155
- SUBSTITUTE function, 261
- subtotals. [See Excel](#)
- SUMIF function, 265
- summarizing data. [See Excel](#)
- superscript, 117
  - with AutoCorrect, 41
  - in Word, 154-155
- SWF files, Flash, 352
- swiping, 56
- switching
  - between curves, 97
  - between Publisher views, 524
  - between views, 18
  - between windows, 16-17
- Symantec antivirus software, 587
- symbols
  - with AutoCorrect, 41
  - inserting, 47
- synchronizing scrolling, 16-17
- syntax for VBA code, 654

## T

- Tab delimited text (.txt), 627
- Tab key
  - indents, setting, 162-163
  - objects, selecting, 112
  - PowerPoint, selecting in, 313
- tab leaders, 203
- Table AutoFormat, Publisher, 547
- table of contents, creating, 200
- table of figures, creating, 203
- Table Quick Styles, 268, 340
- tables. [See also Access; Excel; PowerPoint; Publisher; Word](#)
  - ungrouping, 112
- tabs, 3. [See also Excel; PowerPoint](#)
  - in dialog boxes, 8
  - in groups, 4
  - stops, 161
  - types of, 4
  - Word, paragraph tabs in, 161
- tapping, 56
- task panes, 15
- tasks. [See Calendar](#)
- Telemetry, 677
  - Telemetry Log, 686
  - Telemetry Database, 686
- templates. [See also Access; Word](#)
  - creating, 130
  - documents, creating, 11
  - safe mode and, 600
- text. [See also Excel; PowerPoint; Publisher; shapes; SmartArt graphics; themes; WordArt](#)
  - Actions, adding/removing, 43
  - alignment, changing, 118-119
  - alternative text, 29
  - AutoCorrect for, 40-41
  - deleting, 34-35
  - editing text, 34-35
  - finding text, 38
  - Format Cells dialog box, formatting with, 117
  - Format Painter, 120
  - formatting, 116-117
  - for hyperlinks, 564
  - Mini Translator, 50
  - replacing text, 38-39



## Text (continued)

- translating text to other languages, 50
- text boxes, 93. *See also* Word
  - creating, 96, 342
  - in VBA (Visual Basic for Applications), 654
- text files, importing, 620-621, 627
- text functions, 258, 261
- texture fills
  - to shapes, 100, 102
  - for WordArt, 77
- Text Wrap feature, Publisher, 550-551
- Theme Colors dialog box, 122
- themes, 115, 122. *See also* Outlook; PowerPoint
  - applying, 123
  - custom themes
    - colors, 124-125
    - creating, 128
  - dark/light themes, 122
  - deleting
    - color themes, 125
    - effects, 127
    - fonts, 127
  - editing, 125
  - effects, choosing, 127
  - fonts
    - choosing, 126
    - deleting, 127
  - four text/background themes, 122
  - hyperlink colors, 122
  - six accent colors, 122
  - viewing, 123
- Thesaurus feature, 48-49
- THMX files, 128
- 3-D charts, 88
- 3-D effects. *See also* bevel; 3-D rotation
  - precedence of, 104
- 3-D rotation
  - pictures, adding to, 65
  - to shapes, 105
  - to WordArt, 78
- times. *See* dates and times
- title bar in Outlook, 450
- titles
  - for charts, 89
  - of charts, 87
  - PowerPoint, placeholders in, 311

- To-Do List. *See also* Outlook
  - tasks on, 503-504
- toolbars, 6-7. *See also* Quick Access Toolbar
  - macros, assigning, 667
- touch screen
  - Touch Mode, 56
- tracer arrows in Excel, 256
- Track Changes command, 610-611
- tracking. *See also* Outlook
  - Word, changes in, 208-209
- transform to WordArt, 78
- Transition Quick Style gallery, 351
- translating text to other languages, 50
- transparency
  - picture background, setting, 71
  - picture background remove, 74
  - shape color fills with, 101
- trapping tools in Publisher, 534-535
- trendlines, 90
- trim movie/video, 354-355
- troubleshooting. *See* repairing problems
- TrueType fonts, 117
- Trust Center, 573, 586-587
  - ActiveX controls
    - alerts, dealing with, 671
    - changing settings, 593
    - harmful attacks, avoiding, 586-587
  - add-ins
    - harmful attacks, avoiding, 586-587
    - security alert, dealing with, 653
    - setting options for, 593
- App Catalog, 592
  - creating, 592
- Check Office documents that are from or link to suspicious Web sites option, 587, 597
- documents, trusted, 590-591
- file block settings, 590-591
- for external data, 598, 628-629
- links to documents, settings for, 599
- macros
  - changing security setting, 595
  - harmful attacks, avoiding, 586-587
  - opening workbooks with, 669
- Message Bar
  - add-ins, alerts for, 593
  - changing security options, 596
  - macro alerts in, 595, 666

- security alert options, 589
- parental controls, setting, 597
- Protected view, 590-591
- Privacy Options
  - parental controls, setting, 597
  - setting, 597
- Safe for Initialization (SFI) settings, 594
- safe mode with, 600
- selecting trusted publishers and locations, 589
- spoofing detection, 587
- viewing, 588

Twitter

- adding account, 27, 641
- posting a document to, 640-641

## U

Undo feature, 33, 52

- on Quick Access Toolbar, 6
- shape fills, 100

uninstalling Office, 688

Universal Data Connection (UDC) files, 628

updates

- checking for, 688
- links, 623
- for reused slides, 645
- table of contents in Word, 200

UPPER function, 261

URLs (Uniform Resource Locators), 559

- for Web queries, 571

User-Initiated safe mode, 600-601

## V

VBA (Visual Basic for Applications), 381, 649, 654-655. *See also* macros

- ActiveX controls, adding code to, 674
- Analysis ToolPak VBA, 651
- class modules, 655
- code
  - ActiveX controls, adding to, 674
  - writing, 654
- events, 654
  - procedures, 655
- expressions, 654
- function procedures, 655
- harmful attacks, avoiding, 586-587
- modules, 655

- objects, 654
- procedures in, 655
- projects, 655
- properties, 654
- standard modules, 655
- structure of, 654
- sub procedures in, 655
- Visual Basic Editor, 655-656

vector images, 58

vertical page breaks in Excel, 297

vertical text orientation, 118

videos. *See* Movies

- inserting or emdedding a video in Word, 152

Vimeo

- emdedding a video in Word, 152

View buttons, 3

View selector, 18

- in Access, 378

View tab, 18

viruses, avoiding, 586-587

Visual Basic Editor, 655-656

- Modules Window, 655-656
- Object Browser, 655-656
- Project Explorer, 655
- viewing, 656

VLOOKUP function, 262

VML for Web pages, 565

voting, e-mail tracking, 466-467

## W

washout for pictures, 70

Watch window, Excel, 255

watermarks

- on Excel pages, 301
- Word document, adding and customizing in, 175

WAV files, PowerPoint supporting, 352

weather, in Calendar view, 490-491, 502

Web addresses. *See* URLs (Uniform Resource Locators)

Web app. *See* Access; *See also* Office app

WebDAV, publishing Calendar to, 515

Web Layout view, Word, 134-135

Web pages, 557. *See also* Excel; hyperlinks; Publisher

- Calendar as Web page, saving, 491
- cell hyperlinks, formatting, 564

**Web Pages (continued)**

- changing appearance of, 558
- movie/video, inserting, 354-355
- opening, 558
- options, changing, 565
- PowerPoint slides as Web graphics, 569
- previewing, 559
- Privacy Options, 587, 597
- publishing, 568
- saving, 566-567
  - slides as Web graphics, 569
- Single File Web Pages, 565-567
- slides as Web graphics, saving, 569
- Web servers
  - Calendar, publishing, 515
  - publishing Web pages to, 568
- wildcard characters in functions, 261
- window panes, 15
- windows
  - arranging, 16-17
  - resetting position, 17
  - side by side, comparing, 16-17
  - splitter, moving, 15
  - switching between, 16-17
- Windows Rights Management, XPS format and, 618
- WMA or WMV files, PowerPoint, 352

**Word, 131**

- aligning
  - columns, text in, 178
  - guides, 179
  - header and footer text, 149
  - paragraph alignment, changing, 158
  - objects, 179
  - table cells, text in, 192
- arranging objects, 179
- AutoText, 184
- bookmarks, creating, 205
- borders, adding and removing, 176-177
- building blocks, inserting, 184-185
- bulleted lists
  - creating, 170
  - multi-level lists, creating, 171
  - styles, changing, 171
- calculating values in tables, 194
- captions, creating, 202
- case
  - changing case of text, 154

- searching for, 156-157
- character spacing, changing, 164-165
- colors to page, adding, 176-177
- columns and rows
  - arranging text in, 178-179
  - breaks in, 178-179
  - modifying, 188-189
- comparing documents, 207
- cover page, adding, 210
- cross references, creating, 206
- customizing
  - captions, labels for, 202
  - drop caps, 175
  - margins, 141
  - page size options, 139
  - watermarks, 175
- date and time, inserting, 150-151
- deleting
  - columns, 178
  - headers or footers, 148
  - page breaks, 146
  - page numbers, 150
  - section breaks, 147
  - tables, elements in, 189
- deselecting text, 143
- desktop publishing effects, adding, 174
- double spacing documents, 159
- Draft view, 134-135
- drop caps, adding and customizing, 174
- effects, formatting, 154-155
- endnotes or footnotes, creating, 204
- envelopes, addressing and printing, 195
- finding formatting, 156
- first-line indents, 162
- footnotes or endnotes, creating, 204
- formatting
  - marks, viewing, 161
  - tables, 192-193
- form letters, creating, 196-197
- formulas in tables, calculating, 194
- grammar-checking, 144-145
- guides, aligning, 179
- gutter measurements, presetting, 140
- hanging indents, 162
- headers and footers, 148-149
  - different pages, different headers and footers for, 148-149
- height of rows, setting, 191

- highlighting text, 154
- horizontal ruler, 160
- hyphenation in, 145, 160
- importing PowerPoint notes and slides, 369
- indents, setting, 162-163
- indexes, creating, 201
- labels for captions, 202
- lines
  - numbers, adding, 163
  - spacing, changing, 159
- live layout preview, 179
- mailing labels
  - addressing and printing, 195
  - with mail merge, 198-199
- mail merge
  - for form letters, 196-197
  - for labels, 198-199
- margins
  - custom margins, creating, 141
  - in Read Mode view, 137
  - indents and, 162
  - standard margins, selecting, 141
  - visually adjusting, 140
- merging
  - cells and tables, 190
  - documents, 207
  - mail merge, 196-199
- numbered lists
  - creating, 170
  - multi-level lists, creating, 171
  - styles, changing, 171
- outlines in, 142, 154-155
- Outline view, 134-135, 142
- page backgrounds, adding, 176-177
- page breaks, adding/removing, 146
- page numbers in, 150
- page setup in, 138-139
- paragraphs
  - alignment, changing, 158
  - indents, setting, 162-163
  - table of contents, adding to, 200
  - tabs, setting, 161
- PDF files, opening in Word, 133
- Print Layout view, 134-135
- properties of tables, changing, 192
- pull quote text box, 182
- Quick Part building blocks in, 184-185
- Quick Styles, applying, 166
- reading documents in, 136-137
- Read Mode view, 134-135, 136-137
  - options to open in, 133
  - reading documents in, 136-137
  - view options, changing, 137
- replacing formatting in, 156-157
- reviewing changes in, 209
- rulers, showing/hiding, 160
- sections, inserting, 146-147
- selecting
  - in documents, 143
  - in tables, 187
  - text, 143
- shading, adding and removing, 176-177
- showing/hiding
  - balloons, 208
  - formatting marks, 161
  - Reviewing pane, 209
  - rulers, 160
  - white space between pages, 146-147
- side bars, inserting, 182
- single spacing documents, 159
- sorting table contents, 193
- spacing
  - character spacing, changing, 164-165
  - line spacing, changing, 159
  - with mail merge, 197
- special characters, finding and replacing, 157
- spell-checking, 144-145
- splitting cells and tables, 190
- styles
  - applying, 166
  - bullet styles, changing, 171
  - changing style sets, 167
  - creating style sets, 167
  - modifying, 169
  - new style, creating, 168
  - number styles, changing, 171
  - viewing list of, 169
- Tab key, setting indents with, 162-163
- table of contents, creating, 200
- table of figures, creating, 203
- tables
  - aligning text in cells, 192
  - calculating values in, 194
  - creating, 186

**Word** *(continued)*

- evenly distributing columns and rows, 189
- existing text, creating from, 186
- formatting, 192-193
- height of rows, setting, 191
- merging cells and tables, 190
- modifying, 188-189
- moving in, 187
- properties, changing, 191
- Quick Styles, formatting with, 192-193
- selecting elements of, 187
- sorting contents of, 193
- splitting cells and tables, 190
- text, entering, 187
- width of columns, setting, 189, 191
- tabs for paragraphs, 161
- text boxes, 182-183
  - creating, 183
  - linking, 183
  - pull quote text box, 182
  - side bars, inserting, 182
- text effects, 154-155
- thumbnail view, 136-137
- tracking changes in, 208-209
- vertical ruler, 160
- views
  - changing, 134-135
  - switching between, 18
- watermarks, adding and customizing, 175
- Web Layout view, 134-135
- white space between pages, showing/hiding, 146-147
- width of columns, setting, 189, 191
- wrapping text
  - around objects, 180-181
  - in tables, 186

---

**WordArt**, 57

- deleting, 75
- direction of text, changing, 79
- effects, applying, 78
- fill, applying, 77
- formatting, 76-77
- inserting, 75
- outlines, 77
- position, changing, 79
- rotating, 79

- to shapes, 99
- WordArt Quick Style gallery, 75
  - for shapes, 99
- WordArt Styles group, 76
- worksheets. [See Excel](#)
- wrapping text. [See also Word](#)
  - in Excel cells, 293
  - in Publisher, 550-551

**X**

- XLSB files, 25
- XLSM and XLSX files, 25, 668
- XLStart folder, 658
- XLT files, 25
- XLTM and XLTX files, 25, 668
- XML Data format
  - personal information, removing, 574-575
- XML Expansion Packs, 651
- XML (Extensible Markup Language), 24
  - expansion packs, 651
  - saving, 22
- XML InfoPath forms, 676
- XML format, Strict Open, 12-13, 22-23
- XPS files, 25
  - saving document as, 366, 618
  - shared documents, sending, 614

**Y**

- YouTube
  - adding accounts, 27
  - inserting or emdedding a video in Word or PowerPoint, 152, 352-353

**Z**

- Zoom controls, 3, 53
- zooming, 53
  - on named range in Excel, 250
  - in Publisher, 524