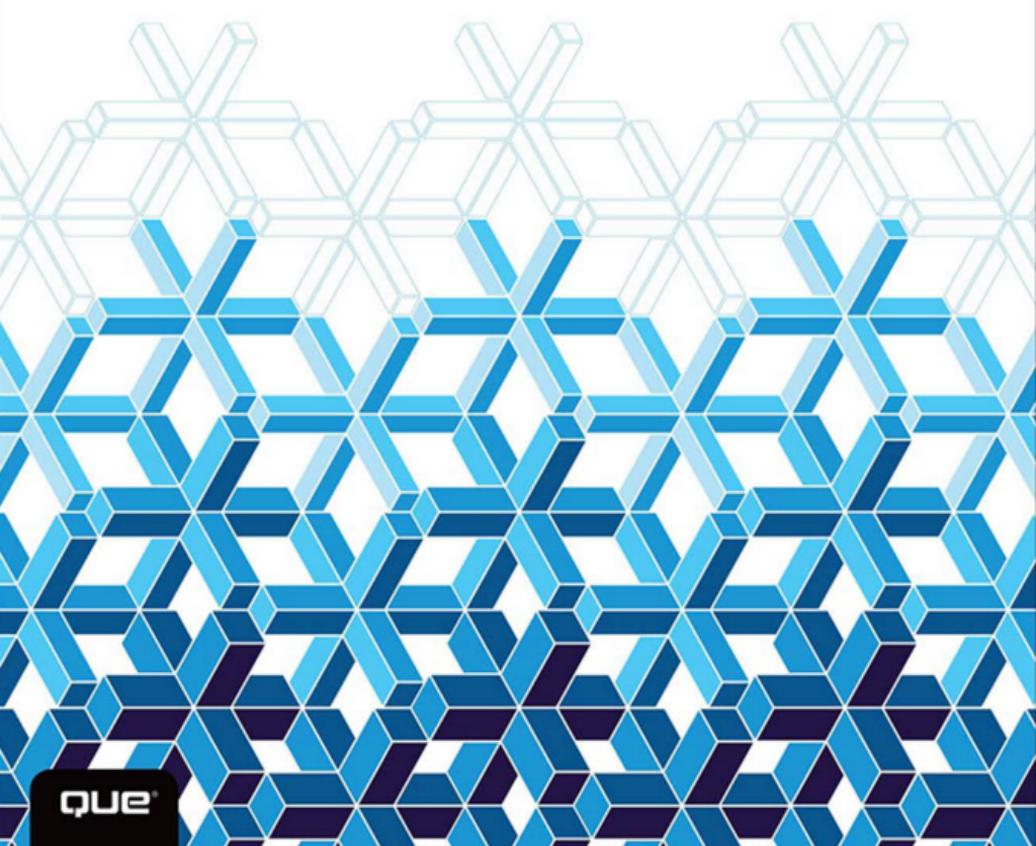


 Content Update
Program

FREE...See Details Inside

Office® 2016 IN DEPTH

Joe Habraken



que®

FREE SAMPLE CHAPTER



SHARE WITH OTHERS



Office® 2016 IN DEPTH

This book is part of Que's exciting new Content Update Program, which provides automatic content updates for major technology improvements!

- As Microsoft makes significant updates to Office 2016, sections of this book will be updated or new sections will be added to match the updates to the software.
- The updates will be delivered to you via a free Web Edition of this book, which can be accessed with any Internet connection.
- This means your purchase is protected from immediately outdated information!

For more information on Que's Content Update program, see the inside back cover or go to www.quepublishing.com/CUP.

If you have additional questions, please email our Customer Service department at informit@custhelp.com.



Office[®] 2016 IN DEPTH

Joe Habraken

que[®]

800 East 96th Street
Indianapolis, Indiana 46240

OFFICE® 2016 IN DEPTH

Copyright © 2016 by Pearson Education, 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.

ISBN-13: 978-0-7897-5567-4

ISBN-10: 0-7897-5567-X

Library of Congress Control Number: 2015943751

Printed in the United States of America

First Printing: October 2015

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing 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.

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 information provided is on an “as is” basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

Special Sales

For information about buying this title in bulk quantities, or for special sales opportunities (which may include electronic versions; custom cover designs; and content particular to your business, training goals, marketing focus, or branding interests), please contact our corporate sales department at corpsales@pearsoned.com or (800) 382-3419.

For government sales inquiries, please contact governmentsales@pearsoned.com.

For questions about sales outside the U.S., please contact international@pearsoned.com.

Editor-in-Chief

Greg Wiegand

Executive Editor

Rick Kughen

Development Editor

William Abner

Managing Editor

Sandra Schroeder

Project Editor

Mandie Frank

Copy Editor

Bart Reed

Indexer

Joy Lee

Proofreader

Dan Knott

Technical Editor

Vince Averello

Publishing Coordinator

Kristen Watterson

Designer

Mark Shirar

Compositor

Tricia Bronkella

CONTENTS AT A GLANCE

Introduction 1

I Introduction to the Office 2016 Application Suite

- 1** Getting Oriented to the Office 2016 Applications 5
- 2** Navigating and Customizing the Office Interface 19
- 3** Managing and Sharing Office Files 47
- 4** Using and Creating Graphics 67
- 5** Using the Office Apps 95

II Word

- 6** Requisite Word: Essential Features 123
- 7** Enhancing Word Documents 155
- 8** Working with Tables, Columns, and Sections 197
- 9** Managing Mailings and Forms 219
- 10** Creating Special Documents 241

III Excel

- 11** Requisite Excel: Essential Features 275
- 12** Worksheet Formatting and Management 315
- 13** Getting the Most from Formulas and Functions 349
- 14** Enhancing Worksheets with Charts 383
- 15** Using Excel Tables and Pivottables 417
- 16** Validating and Analyzing Worksheet Data 453

IV PowerPoint

- 17** Requisite Powerpoint: Essential Features 471
- 18** Advanced Presentation Formatting, Themes, and Masters 495
- 19** Better Slides with Clip Art, Pictures, and SmartArt 525
- 20** Enhancing Slides with Animation, Transitions, and Multimedia 549
- 21** Delivering a Presentation and Creating Support Materials 577

V Outlook

- 22** Requisite Outlook: Configuration and Essential Features 603
- 23** Managing Email in Outlook 633
- 24** Using the Calendar for Appointments and Tasks 673
- 25** Working with Contacts and Planning Meetings 703
- 26** Using the Journal and Notes 733
- 27** Securing and Maintaining Outlook 747

VI Publisher

- 28** Requisite Publisher: Essential Features 775
- 29** Advanced Publisher Features 805

VII OneNote

- 30** Requisite OneNote: Essential Features 827
- 31** Working with Notebook Pages 855
- 32** Integrating OneNote with Other Office Applications 873

VIII Appendix

- A** Office Application Integration 889
- B** Office Macros 905

Index 923

CONTENTS

Introduction 1

I Introduction to the Office 2016 Application Suite

1 Getting Oriented to the Office 2016 Applications 5

Introducing Office 2016 5

New Features and Tools in Office 2016 8

 Saving and Sharing Files in the Cloud 8

 Editing Adobe Acrobat Files 9

 Other Office 2016 Improvements and Updates 10

The Office 2016 Suite Applications 11

The Different Versions of the Office 2016 Suite 12

Hardware and Software Requirements for Office 2016 13

Installing Office 2016 14

Getting Help in the Office Applications 16

2 Navigating and Customizing the Office Interface 19

Getting Familiar with the Office Interface 19

 Galleries 20

 Contextual Tabs 21

 Overview of the Office Application

 Window 22

Navigating the Office Applications 25

 Working with the Ribbon 25

 Working in the Backstage 28

Customizing an Application Interface 30

 Customizing the Ribbon 31

 Customizing the Quick Access

 Toolbar 33

 Customizing the Status Bar 36

Configuring Application Options 37

 Advanced Option Settings 39

 Add-Ins 39

Using Office Add-ins 40

Using the Trust Center 41

 Trusted Publishers 43

 Trusted Locations 44

3 Managing and Sharing Office Files 47

Understanding Office File Formats 47

 Saving Files as Different File Types 50

 Converting Files to Different File Types 51

Configuring Save File Options 52

Creating and Managing Files 54

 Managing Files 56

 Creating a New Folder 57

 Creating a New Library 58

 Viewing File Versions in an Application 59

Searching for Office Files 60

Sharing Files Using Homegroup 61

Protecting an Office File 63

Prepare a File for Sharing 65

4 Using and Creating Graphics 67

The Office 2016 Options for Graphics and Pictures 67

- Working with SmartArt Graphics 70
- Inserting SmartArt Graphics 72
- Modifying SmartArt Graphics 74

Working with Your Digital Pictures 77

- Inserting Pictures 77
- Adjusting Pictures 78
- Cropping an Image 81
- Using the Background Removal Tool 81

Inserting Online Pictures 83

- Inserting Bing Image Search Results 84
- Inserting Facebook Images 84
- Inserting Flickr.com Images 85
- Inserting Images from Your OneDrive 86

Using Shapes and the Office Drawing Tools 87

- Adding and Combining Multiple Shapes 88
- Formatting a Shape with the Drawing Tools 90

Using the Screenshot Feature 91

Using WordArt 93

5 Using the Office Apps 95

What the Online Apps Can Do 96

Where the Online Apps Live 97

Saving Office Application Files to the Cloud 99

- Saving a File to OneDrive or OneDrive for Business 101
- Sharing a File Saved to the Cloud 102

Using the Word Online app 104

- The Word Online App's File Tab 105
- The Word Online App's Home Tab 106
- The Word Online App's Insert Tab 107

The Word Online App's Review Tab 108

The Word Online App's View Tab 108

Using Excel Online 109

- The Excel Online App's File Tab 109
- Working in the Excel Online App 110
- Inserting Functions and Charts in the Excel Online App 110

Using PowerPoint Online 113

- Working with Slides 114
- Adding Pictures and SmartArt 115

The Windows 10 Mobile Office Apps 116

- The Word Mobile App 117
- The Excel Mobile App 120

II Word

6 Requisite Word: Essential Features 123

Introducing Word 2016 123

- The Word 2016 Interface 123
- New Features and Improvements 125

Options for Creating a New Word Document 126

Using Templates 128

- Creating a Template 131
- Attaching a Template 133

Navigating a Word Document 134

- Moving Around a Document with the Mouse 134

Moving Around a Document with the Keyboard 135

- Selecting Text 136

Understanding Document Formatting 137

- Character Formatting Versus Paragraph Formatting 137
- Manual Formatting Versus Styles and Themes 138

- Working with Fonts and Text Formatting **138**
 - Formatting Text 139
- Working with Paragraph Formatting **142**
 - Setting Paragraph Alignment 143
 - Changing Line Spacing 144
 - Setting Line and Page Breaks 145
 - Setting Indents 146
 - Working with Tabs 148
- Page Layout: Margins and Page Options **150**
 - Changing Margins 151
 - Changing Page Orientation and Paper Size 152
 - Inserting Page Breaks 152
- Printing Documents **152**
- 7 Enhancing Word Documents 155**
 - Creating Better Documents **155**
 - Creating Bulleted and Numbered Lists **156**
 - Bulleted Lists 156
 - Numbered Lists 158
 - Multilevel Lists 159
 - Working with Borders and Shading **160**
 - Formatting with Themes **162**
 - Creating Headers and Footers **166**
 - Inserting Headers and Footers 167
 - The Header and Footer Tools 168
 - Working with Page Numbering 170
 - Inserting Pictures, Clip Art, and Charts **171**
 - Inserting Pictures 172
 - Inserting Online Pictures and Clip Art 173
 - Inserting a Chart 175
 - Integrating Text and Images 177
 - Changing the Document Display **178**
 - Using the Navigation Pane 180
 - Using the Outline View 181
 - Splitting the Document Window 182
 - Using the Review Tools **183**
 - Running Spelling and Grammar 183
 - Using the Thesaurus 184
 - Using the Insights Command 185
 - Working with Quick Parts **186**
 - Creating and Inserting an AutoText Entry 186
 - Creating and Inserting Building Blocks 187
 - Configuring AutoCorrect **188**
 - Understanding Styles **189**
 - Using the Styles Gallery 190
 - Creating Styles 191
 - Editing Styles 192
 - Managing Styles 193
- 8 Working with Tables, Columns, and Sections 197**
 - Options for Adding a Table **197**
 - Inserting a Table 199
 - Drawing a Table 201
 - Converting Text to a Table 201
 - Entering and Deleting Text and Navigating a Table 202
 - Selecting and Positioning a Table 203
 - Formatting Tables **204**
 - Adjusting Columns and Rows 206
 - Formatting Cells 207
 - Using Table Styles 209
 - Sorting Table Data **211**
 - Using Formulas in Tables **212**
 - Adding Columns to a Document **214**

- Understanding Sections **215**
 - Adding and Removing Section Breaks 216
 - Formatting Page Attributes in a Section 217

9 Managing Mailings and Forms 219

- Options for Mail-Related Documents **219**
- Creating an Envelope **220**
- Creating a Label or Labels **222**
- Understanding Mass Mailings **223**
- Performing a Mail Merge **223**
 - Using the Mail Merge Commands 225
 - Understanding Recipient Lists 226
 - Creating a Recipient List 227
 - Editing and Manipulating a Recipient List 229
 - Using Merge Fields 231
 - Using Merge Rules 233
 - Previewing Merge Results 234
 - Completing the Merge 235
 - Creating Merged Envelopes and Labels 235
- Understanding Word Fields **236**
- Building a Form with Form Controls **238**

10 Creating Special Documents 241

- Options for Large Documents **241**
- Creating a Table of Contents **242**
 - Creating a Table of Contents with Built-in Styles 243
 - Creating a Table of Contents with Your Own Styles 244
 - Adding Entries and Updating the TOC 246
 - Building a TOC with Field Codes 247

- Working with Captions and Tables of Figures **249**

- Inserting a Caption 249
 - Inserting a Table of Figures 250

- Using Cross-References **251**

- Generating an Index **253**
 - Marking Index Entries 254
 - Inserting the Index 255

- Working with Citations and Bibliographies **256**
 - Creating Citations 256
 - Managing Citations 257
 - Inserting the Bibliography 258

- Inserting Footnotes and Endnotes **260**

- Tracking Document Changes **261**
 - Options for Viewing Changes 264
 - Reviewing Changes 265
 - Comparing Documents 266

- Building a Better “Big” Document **268**
 - Creating Bookmarks 268
 - Inserting Comments 269

- Creating a Master Document **270**
 - Working in Outline View 271
 - Creating Subdocuments from Scratch 272
 - Inserting Existing Document Files into a Master Document Outline 273
 - Manipulating the Master Document 274

III Excel

11 Requisite Excel: Essential Features 275

- Introducing Excel 2016 **275**
- Navigating the Excel Workspace **277**
 - The Excel Ribbon 278
 - Moving Around a Worksheet 280

- Creating Workbooks and Worksheets **281**
 - Using Office.com Templates 281
 - Inserting and Rearranging Worksheets 283
- Managing Excel Workbooks **284**
 - Protecting Workbooks and Worksheets 286
 - Locking Cells 286
 - Specifying Edit Ranges 288
 - Preparing a Workbook for Sharing 290
 - Managing Versions 291
- Entering Data in a Worksheet **291**
 - Entering Labels 292
 - Entering Values 292
 - Using AutoComplete 293
- Filling and Entering Series **294**
 - Using the Fill Handle 295
 - Creating Custom Fill Lists 297
 - Creating Custom Series 298
 - Using Flash Fill 299
- Copying, Moving, and Deleting Cell Contents **299**
 - Using the Paste Special Dialog Box 302
 - Moving Cells and Ranges 304
 - Clearing and Deleting Cells 304
- Editing Cell Content **305**
- Viewing Worksheets **306**
- Printing Worksheets **308**
 - Using the Page Layout Commands 308
 - Setting a Print Area 310
 - Inserting Page Breaks 310
 - Setting Print Titles 311
 - Working on the Print Page 311
 - Inserting Headers and Footers 313
- 12 Worksheet Formatting and Management 315**
 - Formatting Text Entries **315**
 - Accessing the Format Cells Dialog Box 316
 - Changing Text Orientation 317
 - Formatting Values **318**
 - Using the Format Cells Dialog Box 320
 - Creating Custom Number Formats 321
 - Adding Comments to Cells **323**
 - Formatting Comment Text 324
 - Deleting and Viewing Comments 324
 - Using Themes **325**
 - Formatting Cells Using Borders and Color **326**
 - Adding Cell Borders 326
 - Using Background Colors 328
 - Using Cell Styles and the Format Painter **328**
 - Creating a Cell Style 329
 - Using the Format Painter 330
 - Using Conditional Formatting **330**
 - Using Highlight Cell Rules 331
 - Using Top/Bottom Rules 332
 - Using Data Bars 333
 - Using Color Scales 334
 - Using Icon Sets 334
 - Creating Conditional Formatting Rules 334
 - Manipulating Cells and Cell Content **336**
 - Inserting Cells 336
 - Merging Cells and Wrapping Text 337
 - Finding and Replacing Cell Items 337
 - Working with Columns and Rows **339**
 - Changing Column Width and Row Height 339
 - Inserting Columns and Rows 340
 - Deleting Columns and Rows 340
 - Hiding Columns and Rows 341

Working with Worksheets **341**
 Freezing Rows and Columns 341
 Splitting Worksheets 342
 Hiding Worksheets 343

Naming Ranges **343**
 Creating Range Names from
 Selections 345
 Managing Range Names 345

Adding Images and Graphics to
 Worksheets **346**

13 Getting the Most from Formulas and Functions 349

Performing Calculations in Excel
 Worksheets **349**

Relative Versus Absolute Referencing **351**

Creating and Editing Formulas **354**
 Understanding Operator
 Precedence 355
 Entering Formulas 356
 Editing Formulas 356

Working with Excel Functions **357**

Entering a Function in a Cell **358**
 Using AutoSum 358
 Using the Status Bar Statistical
 Functions 360
 Using the Insert Function Dialog
 Box 360
 Using the Function Library 361

Using Range Names in Formulas and
 Functions **364**
 Inserting a Range Name into a
 Formula 364
 Inserting a Range Name into a
 Function 365

Referencing Cells or Ranges on Other
 Worksheets **366**

Copying and Moving Formulas and
 Functions **368**

Choosing the Right Function **368**
 Financial Functions 369
 Logical Functions 370
 Statistical Functions 372
 Lookup & Reference Functions 373
 Date & Time Functions 374
 Text Functions 375
 Other Function Categories 376

Proofing Your Formulas and Functions **377**
 Common Error Messages 377
 Using the Auditing Tools 379
 Using the Watch Window 380

14 Enhancing Worksheets with Charts 383

Understanding Excel Charts **383**
 Chart Terminology 384
 Using Different Chart Types 387

Creating Charts **393**
 Inserting a Chart from the Ribbon 394
 Selecting a Recommended Chart 395
 Inserting Charts with the Quick Analysis
 Gallery 395
 Tools for Quickly Customizing a
 Chart 396
 Moving, Copying, or Deleting a
 Chart 397

Modifying a Chart **398**
 Changing Chart Type or Chart Data 398
 Selecting Chart Layouts and Styles 400

Working with Chart Elements **402**
 Modifying Titles and Data Labels 404
 Working with the Legend and Data
 Points 404
 Manipulating Axes and Gridlines 406
 Adding Trendlines, Drop Lines, and Bars
 to a Chart 406

- Creating a Combination Chart **410**
 - Working with a Pie of Pie Chart **411**
 - Creating a Custom Combination Chart **411**
 - Using Sparklines **413**
 - Creating Sparklines **413**
 - Modifying Sparklines **414**

15 Using Excel Tables and Pivottables 417

- Excel and Databases **417**
- Defining a Table Range **418**
- Creating a Table Using Styles **419**
- Using the Table Tools **420**
- Sorting Table Data **421**
 - How Excel Sorts Data **422**
 - Using the Sort Dialog Box **422**
- Filtering Table Data **424**
 - Using the AutoFilter Search Box **425**
 - Creating Custom AutoFilters **425**
 - Filtering Tables with Slicers **428**
 - Creating Advanced Filters **429**
- Using the Data Form **431**
- Creating Outlines and Subtotals **432**
- Working with External Data **435**
 - Importing Data from Access **436**
 - Importing a Web Table **437**
 - Importing Text Files **438**
- Connecting to Other Data Sources **439**
 - Using Microsoft Query **441**
 - Viewing and Refreshing Connections **444**
- Working with PivotTables **445**
 - Using the Recommended PivotTables Command **447**
 - Creating a PivotTable **447**

- Working with the PivotTable Tools **450**
- Using Slicers **452**

16 Validating and Analyzing Worksheet Data 453

- Taking Advantage of Data Validation **453**
 - Specifying Validation Criteria **454**
 - Configuring Input Messages and Error Alerts **456**
 - Circling Invalid Data **458**
- Performing a What-If Analysis **459**
 - Creating a Data Table **460**
 - Creating Scenarios **462**
 - Viewing Scenarios and Creating Reports **464**
- Using Goal Seek and Solver **466**
 - Working with Goal Seek **466**
 - Working with Solver **467**

IV PowerPoint

17 Requisite Powerpoint: Essential Features 471

- PowerPoint 2016 **471**
- Options for Creating a New Presentation **472**
 - Using Templates **473**
 - Using a Theme to Create a New Presentation **476**
 - Creating a Presentation from an Existing Presentation **477**
 - Inserting Slides from the Reuse Slides Task Pane **478**
 - Publishing Slides to a Library **479**
- Creating a Template **480**
- Inserting New Slides **481**
 - Entering Text **482**
 - Inserting Slides from a Word Outline **483**
 - Inserting Other Object Content **483**

- Modifying a Slide's Layout **484**
- Working with Slides in Different Views **484**
 - Zooming In and Out 486
 - Rulers, Gridlines, and Guides 487
 - Color/Grayscale Commands 488
- Opening a New Presentation Window **489**
- Rearranging and Deleting Slides **490**
- Modifying Bulleted Lists **491**
- Using Numbered Lists **493**
- Viewing a Presentation During Editing **493**

18 Advanced Presentation Formatting, Themes, and Masters 495

- Working with Text Boxes and Formatting **495**
 - Inserting a Text Box 496
 - Basic Text Formatting 497
 - Formatting a Text Box with the Drawing Tools 499
 - Selecting Quick Styles and Shape Attributes 499
 - Shape Fill, Outline, and Effects 500
 - Using WordArt Styles and Text Settings 503
- Arranging Text in Tables **507**
 - Inserting a Table on an Existing Slide 507
 - Formatting a Table 507
 - Table Layout Commands 508
- Working with Themes **510**
 - Applying Themes 511
 - Applying Theme Variants 512
 - Creating a Custom Theme 517
- Using Headers and Footers **517**
- Understanding Masters **518**

- Altering and Creating Master Slides **520**
- Creating Layout Masters **522**
- Using Slide Sections **523**

19 Better Slides with Clip Art, Pictures, and SmartArt 525

- Using Graphics to Enhance Slides **525**
- Inserting a Picture **527**
- Adding Online Images to Slides **529**
- Creating a Photo Album **531**
 - Adjusting Picture Settings 532
 - Configuring Album Layout Settings 533
- Working with Shapes **534**
- Using SmartArt Graphics **535**
 - Inserting a SmartArt Graphic 538
 - Converting Text to a SmartArt Graphic 539
 - Using the SmartArt Tools 540
- Adding Charts to Slides **541**
 - Inserting a Chart onto a Slide 542
 - Modifying and Formatting a Chart 544
- Working with Slide Objects **546**
 - Grouping Objects 546
 - Layering Objects 546
- Adding Hyperlinks to Slides **547**

20 Enhancing Slides with Animation, Transitions, and Multimedia 549

- Animations versus Transitions **549**
- Assigning Animation to a Slide Object **551**
 - Accessing Additional Animation Effects 553
 - Using Motion Paths 554

- Advanced Animation Techniques **559**
 - Changing Effect Options 560
 - Adding Additional Animations 561
 - Using the Animation Painter 562
 - Including Sound Effects with Animations 562
 - Setting Timings for Animations 564
- Managing Slide Animations **565**
- Adding Transitions to Slides **566**
- Modifying Transitions **567**
- Adding Sound to a Slide **569**
- Editing Sound Options **569**
- Adding Video to a Slide **571**
 - Inserting Online Video 571
 - Inserting a Video File 574
 - Modifying Your Video Clips 575

21 Delivering a Presentation and Creating Support Materials 577

- Planning Your Presentation **578**
- Checking the Presentation for Spelling and Grammar Errors **579**
- Running Through a Completed Presentation **580**
- Using the Presenter View **581**
- Using Hidden Slides **583**
- Creating a Custom Slide Show **585**
- Creating a Self-Running Presentation **586**
 - Setting Up a Slide Show 586
 - Rehearsing Timings 588
 - Recording a Slide Show 589
- Creating an Interactive Presentation **590**
- Presenting a Slide Show Online **592**
 - Presenting Online with Skype for Business 592

- Presenting Online with the Office Presentation Service 593

Working with the Notes and Handout Masters **594**

- Setting Handout Master Options 595
- Setting Notes Master Options 596

Printing Presentations, Notes, and Handouts **596**

Exporting a Presentation **599**

Sharing Your Presentation **600**

V Outlook

22 Requisite Outlook: Configuration and Essential Features 603

Introducing Outlook 2016 **603**

Outlook and Email Accounts **604**

- Exchange ActiveSync 605
- Outlook.com Email 606
- Internet Email 606

Configuring Outlook at First Start **607**

Understanding Outlook Profiles **610**

- Creating a New Profile 610
- Managing Profiles 611
- Loading Profiles 613

Understanding Outlook Data Files **614**

- Configuring Outlook for Microsoft Exchange Server 614
- Creating Personal Folders Files 616
- Repairing Outlook Data Files 617

Importing and Exporting Data **619**

- Importing Data 619
- Exporting Data 621

Navigating the Outlook Workspace **621**

- Accessing Outlook Items Using the Navigation Bar 623

Working with Views in Outlook **624**

Categorizing Outlook Items **627**

Searching for Outlook Items **628**

Using Advanced Find 629

Using Search Folders 629

Printing Outlook Items **631**

23 Managing Email in Outlook 633

Working in the Mail Folder **633**

Creating an Email Message **635**

Using the Outlook Address Book **637**

Setting Message Options **639**

Specifying Email Format 640

Setting Message Flags, Importance, and Sensitivity 640

Configuring Voting Buttons, Receipts, and Delivery Options 642

The Message Options/Properties Dialog Box 645

Attaching Files and Items to a Message **647**

Attaching a Business Card 648

Attaching a Calendar 648

Using Themes and Email Stationery **650**

Adding a Signature **652**

Sending Mail **653**

Recalling a Message **653**

Working with Received Email **654**

Organizing Messages in the Inbox 655

Showing Messages as

Conversations 655

Filtering Email 656

Managing Email **657**

Using Quick Steps 658

Answering a Message 660

Forwarding a Message 660

Saving an Attachment 660

Deleting Messages 662

Printing Mail 663

Moving Email 663

Managing Email Accounts **664**

Editing Email Account Settings 666

Adding an Email Account 667

Adding an Outlook.com Mail

Account 669

Setting Outlook Mail Options **669**

24 Using the Calendar for Appointments and Tasks 673

Navigating the Calendar **673**

Changing the Calendar View 675

Change the Time Scale and Time Zone 677

Scheduling an Appointment **678**

Scheduling a Recurring Appointment 680

Scheduling an Event 681

Editing and Managing Appointments 682

Searching the Calendar **683**

Sharing Calendars **684**

Creating a Calendar Share Invitation 685

Opening a Shared Calendar 686

Viewing Multiple Calendars 686

Emailing a Calendar 688

Publishing a Calendar Online 689

Setting Calendar Options **690**

Working with Tasks **692**

Using the Task Folder 693

Creating a New Task from the Task Folder 694

- Creating a Recurring Task 694
- Assigning and Accepting Tasks 695
- Viewing and Managing Tasks 696
- Managing Tasks 699
- Setting Tasks Options 700

25 Working with Contacts and Planning Meetings 703

- Navigating the Contacts List **703**
- Creating a New Contact **705**
 - Entering Contact Details 708
 - Adding Fields for a Contact 709
- Editing Contact Information **709**
 - Editing a Business Card 711
 - Tagging Contacts with Flags and Categories 712
 - Mapping a Contact's Address 713
- Searching the Contacts Folder **714**
- Organizing Contacts with Groups **715**
- Forwarding and Sharing Contacts **716**
 - Forwarding Contacts 717
 - Sharing Contacts 718
- Accessing Contacts on Social Networks **720**
- Communicating with Contacts **722**
- Contact Actions **724**
- Printing Contact Information **725**
- Setting Contact Options **726**
- Scheduling Meetings **726**
 - Selecting the Meeting Location 728
 - Using the Scheduling Assistant 728
 - Viewing and Editing Meeting Information 729
- Responding to Meeting Requests **730**

26 Using the Journal and Notes 733

- Using the Outlook Journal **733**
 - Creating a New Journal Entry 734
 - Using the Journal Timer 735
 - Adding Tags and Names to a Journal Entry 736
 - Adding Outlook Items and Inserting Files 737
 - Journal Actions 739
- Viewing the Journal **740**
 - Manipulating the Journal View 741
 - Using Search to Filter Journal Entries 742
- Working with Notes **742**
 - Viewing and Managing Notes 743
 - Creating Appointments and Tasks from Notes 744

27 Securing and Maintaining Outlook 747

- Security Overview **747**
 - Malware and Antivirus Software 748
 - Strong Password Protection 749
- Configuring Outlook Security Settings **751**
- Encrypting Email and Using Digital Signatures **753**
 - Options for Encrypting Email 754
 - Digitally Signing Emails 755
- The Perils of HTML Email **755**
- Dealing with Message Attachments **756**
- Coping with Junk Email **758**
 - Working with the Junk Email Commands 759
 - Setting Junk Email Options 760

- Creating Email Rules **762**
 - Creating a Quick Rule for a Specific Sender 762
 - Creating Complex Rules 763
 - The Rule Wizard 764
- Managing Rules **767**
- Archiving Outlook Items **768**
 - Configuring AutoArchive Settings 769
 - Setting AutoArchive Options for a Folder 770
 - Archiving Manually 771
- Configuring an Autoreply Message **772**

VI Publisher

28 Requisite Publisher: Essential Features **775**

- Introducing Publisher 2016 **775**
- Planning Your Publication **776**
- Working with Publication Templates **777**
- Creating a New Publication **779**
 - Using a Template 779
 - Using Blank Sizes 780
 - Creating a New Template 781
 - Navigating the Publisher Workspace 782
 - Using the Rulers and Guides 783
 - Options for Viewing the Publication 785
- Creating a Business Information Set **787**
 - Creating a New Business Information Set 787
 - Creating Additional Business Information Sets 788

- Working with Text **789**
 - Editing Text in a Text Box 789
 - Creating Your Own Text Boxes 790
 - Formatting Text Boxes 791
 - Linking Text Boxes 796
 - Inserting a Text File 797

- Inserting Illustrations **798**
 - Options for Inserting Pictures 798
 - Formatting a Picture 801
 - Inserting Clip Art 802
 - Inserting Shapes 802

- Using Building Blocks **802**

- Printing Publications **803**

29 Advanced Publisher Features **805**

- Adding Pages to a Publication **805**
- Configuring Page Settings **807**
- Changing the Current Template **810**
- Working with Master Pages **812**
 - Placing Objects on the Master Page 813
 - Inserting Headers and Footers 814
 - Creating Master Pages 815
- Using Tables in Publications **816**
 - Table Design Commands 816
 - Table Layout Commands 817
- Manipulating Publication Objects **818**
 - Grouping Objects 818
 - Layering Objects 819
 - Swapping Images 820
- Merging Data into a Publication **820**
 - Performing a Mail Merge 821
 - Performing a Catalog Merge 823

- Fine-tuning Your Publications **825**
 - The Spelling Feature 825
 - Hyphenation 825
 - Design Checker 825

VII OneNote

30 Requisite OneNote: Essential Features **827**

- Introducing OneNote **827**
 - How OneNote Notebooks Are Organized 828
- Navigating the OneNote Workspace **829**
 - The OneNote Ribbon 830
 - The Notebook Pane 832
- Creating a Notebook **832**
- Modifying Notebook Properties **834**
 - Sharing a Notebook 836
 - Viewing the Sync Status 839
- Working with Sections **840**
 - Creating or Deleting a Section 840
 - Modifying Sections 841
 - Merging a Section 843
 - Creating a Section Group 844
- Working with Pages **845**
 - Creating Pages Using Templates 845
 - Creating Subpages 846
- Restoring Sections and Pages from the Notebook Recycle Bin **847**
- Inserting and Formatting Notes **848**
- Using Tags **849**
- Finding Tagged Notes **851**
- Using Tables to Store Information **852**

31 Working with Notebook Pages **855**

- Managing Pages **855**
 - Using the Move or Copy Pages Dialog Box 856
 - Making More Space Available on a Page 857
 - Modifying the Page Setup and View **858**
 - Viewing Page Versions **860**
 - Viewing Recent Edits **861**
 - Viewing Changes by Author **862**
 - Adding Objects to Notebook Pages **864**
 - Adding Pictures 866
 - Recording Audio 867
 - Recording Video 868
 - Adding Drawings to OneNote Pages 868
 - Printing Notebook Pages **870**
- ### 32 Integrating OneNote with Other Office Applications **873**
- Taking Linked Notes **873**
 - Using File Printout **876**
 - Adding Links **878**
 - Attaching Files **879**
 - Inserting Screen Clips **880**
 - Integrating OneNote and Outlook **882**
 - Adding Outlook Tasks 882
 - Emailing a Notebook Page 884
 - Inserting Meeting Details 885

VIII Appendix

A Office Application Integration 889

Sharing Application Data 889

Understanding Object Linking and Embedding 890

 Choosing Between Linking and Embedding 892

Linking Objects 893

 Linking with Paste Special 893

 Linking with the Paste Options Gallery 895

 Linking Using the Object Command 896

Updating and Breaking Links 897

 Editing Linked Objects 899

 Embedding Objects 900

 Embedding with Paste Special 900

 Embedding Using the Object Command 900

 Embedding New Objects 901

Editing Embedded Objects 902

Sharing Data with Outlook Using Actions 902

B Office Macros 905

Macros and Office 2016 905

 Adding the Developer Tab to the Ribbon 906

 Enabling Macros in the Trust Center 907

 Creating Macro-Enabled Office Files 909

Understanding Macros 909

Creating a Macro 911

 Recording a Macro 912

 Assigning a Macro Button to the Quick Access Toolbar 913

Running Macros 914

Editing Recorded Macros 915

 Exploring the VBA Editor 915

 Stepping Through a Macro 917

Digitally Signing Macros 917

Index 923

ABOUT THE AUTHOR

Joe Habraken is a computer technology professional, educator, and best-selling author with more than 25 years of experience in the information technology and digital media production fields. His books include numerous titles on the Microsoft Office application suite, computer networking, and Microsoft's Windows Server network platform. Titles include Que's *Microsoft Office 2013 In Depth* and *Sams Teach Yourself Windows Server 2008 in 24 Hours*. Joe is an associate professor of Communication at the University of New England in Biddeford, Maine, where he teaches a variety of digital media and information technology courses.

Dedication

To Kim. How did I get so lucky as to end up with you?

Acknowledgments

It takes a lot of people to create a large and comprehensive book like this; the author (me) is just one of many who spent long hours working hard, staring at a computer screen. It has been a real privilege to collaborate with the team of professionals at Que who have helped make this project (and my other Que titles) a reality and a success. I would like to thank executive editor Rick Kughen, who worked very hard to assemble the project team for this book, helped determine the content coverage for the text, and showed the patience of a saint during the actual writing process. I would also like to thank William Abner, who served as the development editor, and copy editor Bart Reed, who both waded through first-draft text and came up with many great ideas for improving its content. Our technical editor, Vince Averello, did a fantastic job making sure that everything in the book was correct and suggested a number of additions that made the book even more technically sound. I would also like to thank our other team members: managing editor Sandra Schroeder; proofreader Dan Knott; indexer Joy Lee; publishing coordinator Kristen Watterson; designer Mark Shirar, who made everything look great; and our page layout guru, Tricia Bronkella. Finally, a huge thanks to our project editor, Mandie Frank, who made sure the book made it to press on time—what a fantastic group of publishing professionals!

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.

We welcome your comments. You can email or write to let us 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 we cannot help you with technical problems related to the topic of this book.

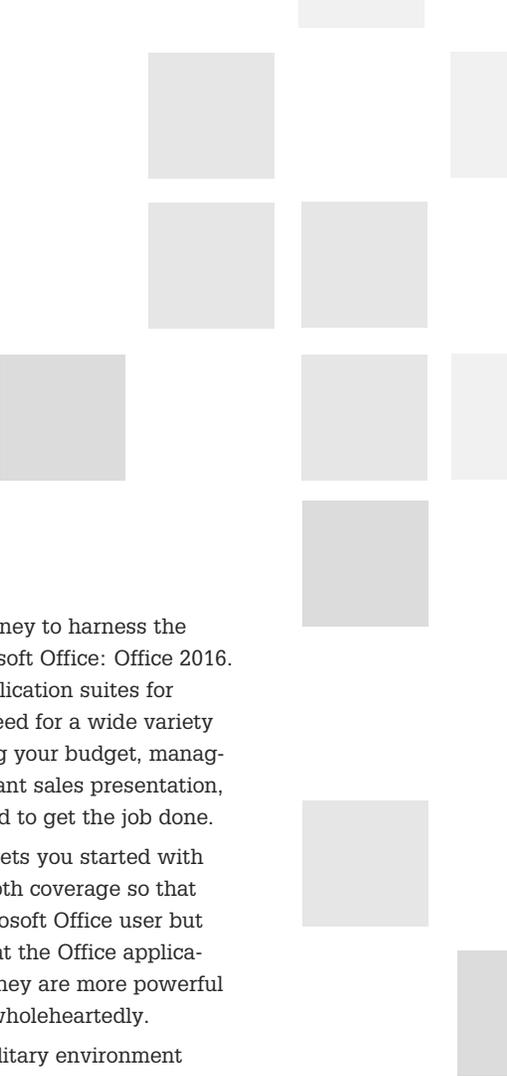
When you write, please be sure to include this book's title and author as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

Email: feedback@quepublishing.com

Mail: Que Publishing
ATTN: Reader Feedback
800 East 96th Street
Indianapolis, IN 46240 USA

Reader Services

Visit our website and register this book at quepublishing.com/register for convenient access to any updates, downloads, or errata that might be available for this book.



INTRODUCTION

Congratulations! You are about to embark on a journey to harness the incredible capabilities of the latest version of Microsoft Office: Office 2016. Microsoft Office has been the gold standard for application suites for many years and provides all the applications you need for a wide variety of tasks. Whether you are writing a novel, balancing your budget, managing your emails and contacts, or creating an important sales presentation, Office 2016 offers all the features and tools you need to get the job done.

If you have never used Microsoft Office, this book gets you started with each of the Office applications and gives you in-depth coverage so that you can tackle any task or feature. If you are a Microsoft Office user but have not upgraded for a few years, you will find that the Office applications have undergone a dramatic transformation: They are more powerful and intuitive, and they embrace cloud file storage wholeheartedly.

As personal computing moved from a somewhat solitary environment to a new world of connectivity and collaboration, Microsoft enriched the Microsoft Office applications to make it easier for you to communicate and collaborate with other users on your business or home network and via the Internet. Office collaboration tools make it easier for you to share files and review documents edited by colleagues.

This latest version of Office also takes into account the fact that we all now work in a much more graphically rich computing environment and typically create files that include images, diagrams, and other graphics. Office 2016 includes many new enhancements, as well as trusted and tested tools that improve your capabilities to enrich your documents, worksheets, and presentations with a variety of digital graphics as well as sound and video.

Who Should Buy This Book

This book has been designed to get the Office novice up and running, and to allow the experienced Office user a chance to flex their application “muscles” and accomplish even more with the likes of Word, Excel, PowerPoint, and Outlook.

There are definitely some good reasons why you should consider purchasing this book and making it your Microsoft Office 2016 go-to reference. First, this book is part of Que's *In Depth* series, which is dedicated to providing comprehensive guides for a variety of software applications and operating systems. The highly skilled team at Que Publishing works hard to give you the very best computer reference books.

This particular book is designed for a range of Microsoft Office users, from the novice to the well-seasoned veteran. New users will find it an excellent hands-on tool for learning the basics of the various Office applications. More experienced users will find it a resource that enables them to go well beyond the basic capabilities of powerful application software packages such as Word, Excel, Outlook, PowerPoint, Publisher, and OneNote.

The goal is to provide in-depth coverage of Microsoft Office 2016 application features and software tools as well as supply the context in which to use those particular features or tools as you edit documents, create email messages, or fine-tune complex worksheets.

This book serves as a reference for specific application features, but it can also be a resource for learning how to best take advantage of the capabilities of the individual Office applications and to leverage the capabilities of Office as an integrated suite of software tools. As someone whose job it is to teach students the practical application of software in the real world, I have made sure that this book embraces that ideal and enables you to use the various Office applications more completely and effectively, whatever your endeavors.

The book is written in an easy-to-read, conversational style that allows you to concentrate on learning and understanding. Although each of the Office applications provides multiple ways to tackle nearly every task, this book stresses best practices in using applications such as Word, Excel, and PowerPoint to help you achieve better results when using these software tools.

How This Book Is Organized

Microsoft Office 2016 In Depth is organized into seven parts and also includes two appendixes. Each Office application covered in this book is discussed in detail in its own part or section. This makes it possible for you to quickly access information related to a specific Office application: Word, Excel, PowerPoint, Outlook, Publisher, or OneNote. All the most important and useful features and tasks are covered in the application-specific sections of this book. The book also includes an introductory section (Part I) that quickly gets you up to speed with the Office 2016 interface and the new features and tools in this version of the powerful Microsoft Office application suite. Two appendixes are included: One provides insight into using the Office applications in an integrated fashion, and the other is a primer on Office macros.

Part I, “Introduction to the Office 2016 Application Suite,” gets you oriented to the Office application interface and geography, stressing Microsoft’s Office Fluent user interface approach, and looks at improvements and new features in the Office applications. This section also discusses managing

and sharing your Office application files and working with graphics and images in the various Office applications. An introduction to the updated Office Online apps is also provided, as is a look at the Windows 10 Office Mobile apps.

Part II, “Word,” takes an in-depth look at the Office suite’s powerful word processor and desktop publishing application. This section begins with an overview of the Word application environment and how to access essential Word features and tools. Each subsequent chapter in this section builds your Word knowledge base, from commonly used features and commands to advanced subject matter that helps you create more complex and specialized Word documents using styles, tables, and sections. This section also provides complete coverage of advanced features, such as Word’s mail merge and forms, and it details approaches for creating larger documents that require a table of contents, footnotes, and cross-references.

Part III, “Excel,” quickly orients you to this powerful spreadsheet application so that you can immediately begin to work with worksheets, text labels, values, formulas, and cell ranges. This section then focuses on worksheet management and advanced formatting, and provides an in-depth discussion on using formulas and functions in your Excel worksheets. Charts, pivot tables, and tools for sorting and filtering data are also covered in this section. This part culminates in coverage of Excel’s advanced features for validating and analyzing your worksheet data.

Part IV, “PowerPoint,” provides a detailed discussion of this powerful presentation tool. Beginning with an overview of the PowerPoint application environment and basic presentation tools and concepts, this section gives you all the information you need to build complex and compelling PowerPoint presentations. Chapters in this section include information on how to build better PowerPoint slides using themes, slide transitions, and special animations. The options and best practices for presenting PowerPoint presentations are also provided, with particular insight into how printed materials such as handouts and notes can make a presentation even more effective.

Part V, “Outlook,” covers how to use this powerful information manager in both small office and home office environments and on corporate networks. The chapters in this section give you an overview of the Outlook interface and essential features. The Outlook section then shifts from the general to the specific, by concentrating on each of the diverse capabilities Outlook provides as an email client, contact information manager, calendar manager, and organizer of tasks, notes, and other personal information. Coverage is also given to help you secure the information in Outlook and protect your Outlook Inbox from spam, viruses, and other security threats.

Part VI, “Publisher,” discusses the Office suite’s dedicated desktop publishing application. Publisher has evolved from a home office-oriented application into an extremely useful and robust design application that enables you to quickly create a variety of visually appealing and professional documents. This section orients you to the basics of creating special documents in Publisher and then builds your knowledge base in the application so that you can create more complex items, including online content.

Part VII, “OneNote,” covers the capabilities of this information manager, which enables you to gather, organize, and share information. This section begins with an overview of the OneNote interface and the creation of OneNote notebooks. Chapters in this section walk you through the use of tabs, pages, and tables in your notebooks to store and organize information. This section concludes with a look at how OneNote can be integrated with other Office applications, such as Word and Excel.

The book completes its discussion of the Office applications with Appendix A, “Office Application Integration,” and Appendix B, “Office Macros,” which provide information on integrating the Office

applications and Office macros, respectively. Each appendix is designed to give you additional information related to the Office applications that can be used to leverage your capabilities when using Office suite members such as Word, Excel, and PowerPoint. In my mind, the appendixes provide information over and above the in-depth coverage of the Office applications in their respective sections of the book. You'll want to have a strong working knowledge of the Office applications before you tackle the information in the appendixes, particularly Appendix B.

Conventions Used in This Book

Special conventions are used throughout this book to help you get the most out of each and every page as you ramp up your knowledge of Microsoft Office 2016.

Key Combinations

Much of what we do in the various Office applications is typically a matter of mouse clicks (if we aren't typing text); however, some commands are key combinations on the keyboard. Key combinations are represented with a plus sign. For example, if the text calls for you to bold text using the Ctrl+B key combination, the plus sign (+) denotes that the keys are to be pressed at the same time.

Special Elements

Special elements in this book give you additional information that helps you better understand the text in a particular chapter section or warn you about a potential problem with a particular software feature. These elements help you better navigate the features and tools discussed in this book. They consist of Notes, Tips, Cautions, and cross-references. The name of each special element provides insight into how you can use the information.

Cross-References

Cross-references point you to other locations in this book or other books in the Que family. They make it easy for you to jump to another part of the book for supplemental information related to the topic in the chapter you are currently reading. Cross-references appear as follows:

➔ *For information on configuring an Outlook profile and email account the first time you run Outlook, see Chapter 22, "Requisite Outlook: Configuration and Essential Features."*

note

Notes expand on the information in a chapter. The extra information in Notes isn't essential as you work through a chapter, so you can take advantage of Notes as time allows.

caution

Cautions warn you about potential pitfalls with an application feature or tool. Heeding the warning provided by a Caution can save you both time and frustration as you navigate a tricky or confusing concept, feature, or tool in an Office application.

tip

Tips provide best practices and shortcuts as you work with the various Office features and tools. Tips are designed to help you get the most out of a particular software feature and increase your overall efficiency and ability with the application.

This page intentionally left blank

MANAGING AND SHARING OFFICE FILES

The Microsoft Office 2016 applications provide you with all the tools you need to create documents, presentations, workbooks, and publications. After you create your various files using the Office applications, it is up to you to manage your files and share them with colleagues and co-workers.

In this chapter, we take a look at the Office file formats used in each of the Office applications. We also look at your options for managing and sharing files.

Understanding Office File Formats

The default file formats for each of the Office applications (all except for OneNote) take advantage of the open XML (eXtensible Markup Language) file standards. The file formats provide benefits in terms of file compaction, improved damage recovery, better detection of files containing macros, and better compatibility with other vendor software.

Although some backward-compatibility issues may be involved when you attempt to share a file using one of these file formats with a user who still works with an earlier version of a particular Office application (think pre-Office 2007 versions), most problems have been ironed out. Users still working with earlier versions of the Office applications can take advantage of various conversion utilities and software updates that enable them to convert or directly open a file using one of the new file formats.

You can also save your files in file formats that offer backward compatibility for co-workers still using older versions of the Office applications. And the Office applications (such as Word and Excel) provide you with compatibility-checking tools that help negate any issues with files shared with users of legacy Office applications.

As already mentioned, Word, Excel, and PowerPoint use the open XML file formats by default when you save a file in these applications. And you have a number of other file format options in these applications, if needed.

Publisher 2016, on the other hand, saves publications by default in the .pub file type. The .pub file type is “directly” compatible with Publisher 2013, through Publisher 2003. Although Publisher does not enable you to save a publication in the open XML file format (like Word and Excel), you can save Publisher files in the XPS file type, which is an XML file format for “electronic paper.” Publisher also has file types available that you can use to make your publications backward compatible with collaborators who are using previous versions of Microsoft Publisher.

➔ *For more about Publisher file types, see “Creating a New Publication,” p. 779.*

Each of the Office applications gives you options in terms of saving a file in different file formats. The following lists provide an overview of some of the file types used in Word, Excel, and PowerPoint, respectively.

Word:

File Extension	Description
docx	XML file type; default file type for Word 2010, 2013, and 2016 documents
docm	XML file type; macro-enabled document
dotx	XML file type; Word template
dotm	XML file type; macro-enabled Word template
doc	Binary file type; document compatibility with Word 97–2003
dot	Binary file type; template compatibility with Word 97–2003

Excel:

File Extension	Description
xlsx	XML file type; default file type for Excel 2010, 2013, and 2016 workbooks
xlsm	XML file type; macro-enabled workbook
xltx	XML file type; Excel template
xltm	XML file type; macro-enabled Excel template
xls	Binary file type; document compatibility with Excel 97–2003
xlt	Binary file type; template compatibility with Excel 97–2003

PowerPoint:

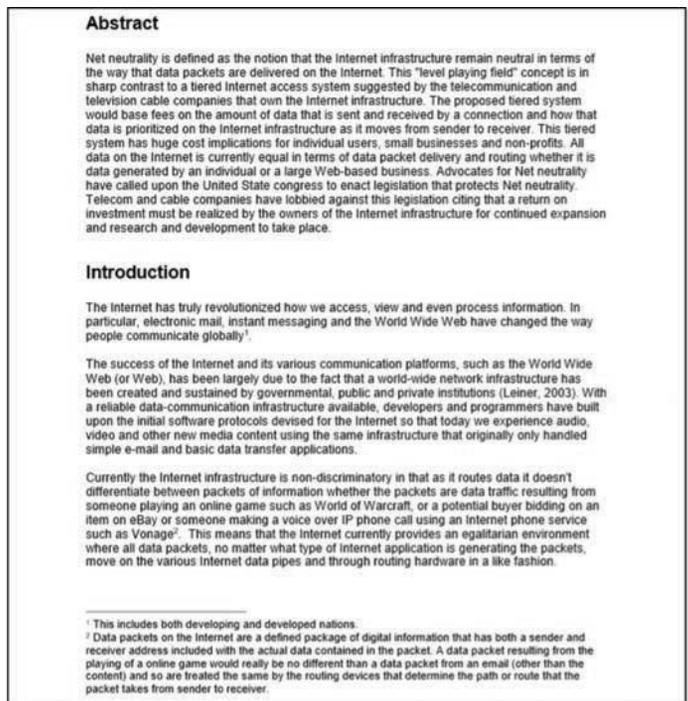
File Extension	Description
pptx	XML file type; default file type for PowerPoint 2010, 2013, and 2016 presentations
pptm	XML file type; macro-enabled presentation
potx	XML file type; PowerPoint template

File Extension	Description
potm	XML file type; macro-enabled PowerPoint template
ppsx	XML file type; PowerPoint show
ppsm	XML file type; macro-enabled PowerPoint show
ppt	Binary file type; presentation compatibility with PowerPoint 97–2003
pot	Binary file type; template compatibility with PowerPoint 97–2003

The Office 2016 applications also provide other file formats that make it simple for you to share your documents or workbooks in a format designed for easy viewing. For example, you can use the PDF file format (created by Adobe Systems), which enables users who have the free Adobe Reader software installed on their computer to view your file. Windows 10 also provides a PDF viewer (Windows Reader) to view a PDF document and change from a one-page view to a two-page view. The viewer also enables you to search the PDF document using the Find tool.

The XML electronic paper file format (XPS) also makes it easy for others to view your work. Windows 10 supplies an XPS viewer that enables any Windows 10 user to open and view files in the XPS file type. Figure 3.1 shows the Windows 10 XPS viewer containing a Word document converted to an XPS document.

Figure 3.1
A Word XPS document in the XPS viewer.



Both the PDF and the XPS file formats are primarily designed to enable you to share a view of a particular file without requiring that the Office applications themselves be installed on the computer of the user who will view the file. Although both the PDF and XPS file types require a particular viewer type to view the file, viewers such as Acrobat Reader and a number of XPS viewers (including Microsoft's XPS viewer) are available for free download on the Web. Most operating systems, including Windows 10, have their own native PDF and XPS viewers.

**tip**

This particular chapter doesn't address Outlook because how it stores and works with different items such as emails and contacts is different than in applications such as Word and Excel where you create specific files. Part V, "Outlook," covers this in more detail.

Saving Files as Different File Types

When you create a new Word document, Excel workbook, or PowerPoint presentation, you eventually need to save your work to a file. Each of these applications uses the open XML file format by default. For example, if you save a new Word document and do not change the Save As Type setting, you get a file with the extension .docx.

When you save a file for the first time, the Save As dialog box opens. At a minimum, you must provide a filename for the new file, and you have the option of specifying the location where the file will be saved. You also have control over the file type used when the file is saved. You can select the file type in the Save As Type drop-down list. Figure 3.2 shows the Word Save As dialog box with the Save As Type drop-down list selected.

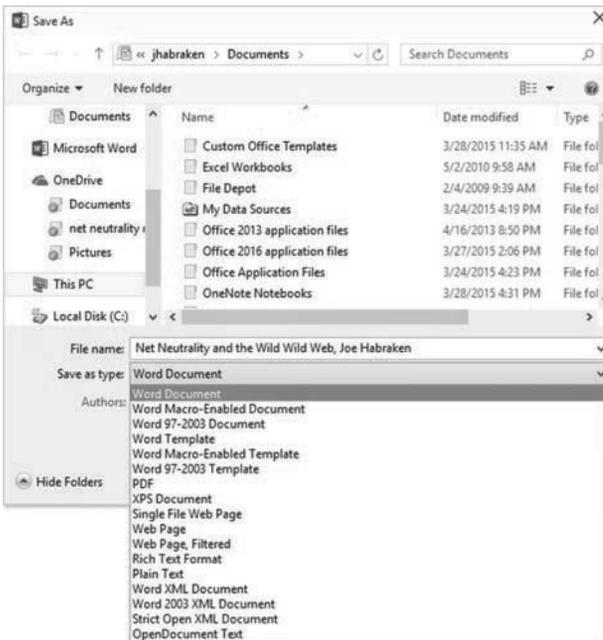


Figure 3.2
Selecting the file type for a Word document.

After selecting the file type, click Save to save the file. When you have saved the file for the first time, the Save button on the application's Quick Access Toolbar saves the changes that you make to the file as you add and edit information to it.

You can also convert an existing file to another file type by using the Save As dialog box. After you save a file, the only route to the Save As dialog box is via the application's Backstage. Follow these steps to open the Save As dialog box for a previously saved file:

1. Select File to access the Backstage.
2. Select Save As. The Backstage Save As page opens.
3. Select a place (location) to save the file on the left side of the Save As page. You can choose from My Computer and cloud places such as your OneDrive or a SharePoint site.
4. Select Browse to choose your location and open the Save As dialog box.
5. In the Save As dialog box, use the Save As Type drop-down list to specify the file type for the file.
6. You also have the option of changing the name and location for the newly created file.
7. Click Save. The Save As dialog box closes.

The file is saved using the new file format you selected. The file has a new name and save location, if you chose to change these settings in the Save As dialog box.

**tip**

You can also save Office files such as Word documents, Excel worksheets, and PowerPoint presentations in various web page formats, making it easy to include the content on a website.

Converting Files to Different File Types

Save As gives you the capability to change a file's current file type to another file type. Another avenue for converting a particular file to a different file type is the Export page in the Backstage. You can access this page by selecting File and then selecting Export.

The Export page provides two possibilities: Create PDF/XPS Document and Change File Type. By default, the Create PDF/XPS Document is selected on the Export page, so to quickly create a PDF or XPS "copy" of the current file, click the Create PDF/XPS button. The Publish As PDF or XPS dialog box opens (it looks much like the Save As dialog box). By default, the file is saved as a PDF, but you can switch to XPS using the Save As Type drop-down list. Specify a location and a name for the file, and then select Publish to save the PDF (or XPS) file.

The Export page also provides the Change File Type pane, which is accessed by selecting Change File Type on the left side of the Export page. The Change File Type pane makes changing a file's file type less confusing than just picking a file type from the Save As Type drop-down list in the Save As dialog box. File types are visually represented in the Change File Type pane, and short descriptions of each file type are provided. Figure 3.3 shows the Excel Change File Type pane in the Backstage.

To create a copy of the current file in a new file type, select one of the alternative file types provided in the Change File Type pane. For example, you might want to save an Excel workbook that is currently in the Excel .xlsx file format (the default) to the Excel 97–2003 workbook file type (.xls) so that you can share the file with a colleague who uses an earlier version of Excel.

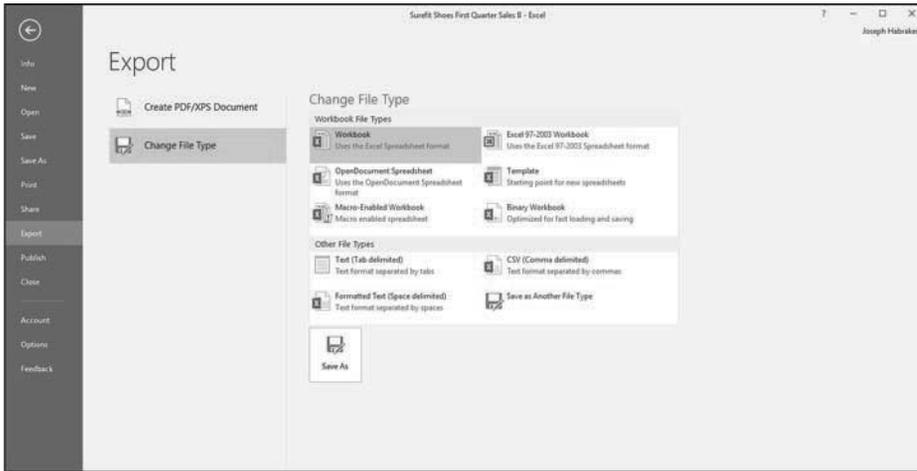


Figure 3.3
The Export page and the Excel Change File Type pane.

Select the new file type in the Change File Type pane, and the Save As dialog box opens. The file type that you chose in the Change File Type pane is selected in the Save As Type drop-down list. You can change the filename or the file location as needed; then click Save to save a copy of the original file in the file type.

Although going directly to the Save As dialog box via the Backstage Save As command might seem to be a faster option than getting to the Save As dialog box via the Change File Type pane, the latter option does a better job of laying out the possibilities. Until you have a good feel for which file type is which on the Save As Type drop-down list in the Save As dialog box, use the Change File Type pane as an aid to selecting the appropriate file type for the file. Obviously, “appropriate” depends on what you are going to do with the file in its alternative file type.

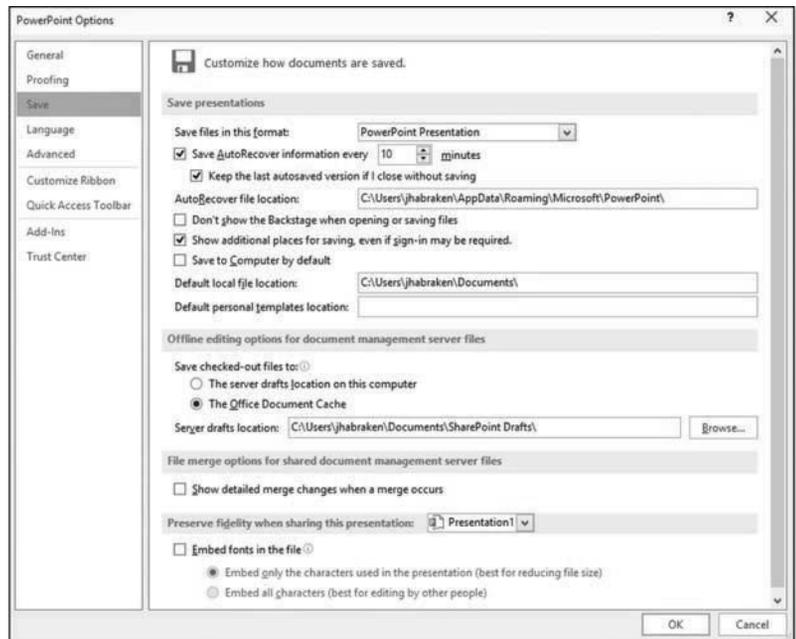
Configuring Save File Options

When you save a file in one of the Office applications, you have the option to specify the location where the file will be saved. You also have the option of bypassing the Backstage when saving files (and opening files as well). By default, the Office applications are configured to save your files in your Documents folder; however, this doesn't happen automatically because (by default) you are ushered to the Backstage when you want to save a file. Files saved in Office applications are saved to your Documents folder. So if you don't provide an alternative location, the files end up in the default folder.

You can control the save options for an Office application and specify both the default file format for saving files and the default location for files and templates. You can even set an option so that the Backstage won't open every time you save a new file; this option enables you to “jump” right to the Save As dialog box. Other options that you control include the default file location and the default file format used to save files in a particular Office application. The settings for these various options are in the Save pane of an Office application's Options window.

To open the Options window for an Office application, select File to open the Backstage. Then select Options. The Options window for the application opens. Click Save to view the save settings for the application. Figure 3.4 shows the Save pane for PowerPoint. The Save options for PowerPoint, Word, and Excel are similar.

Figure 3.4
The PowerPoint Save options.



To change the default file format, use the Save Files in This Format drop-down list. Change the file format only if you have a good reason, such as the fact that you always work with people who use a legacy version of an Office application, and you want to match the file type that they use. You can also edit the default file location. The default file location is used only if you also select Don't Show the Backstage When Opening or Saving Files. Selecting this option takes you right to the Save As dialog box when you save a new file for the first time (instead of going to the Save As page in the Backstage).

If you do want to specify the location where your files are stored by default, you can edit the entry in the Default Local File Location box. You are required to type the path, so you may want to use the Windows File Explorer to browse for the path so that you enter it correctly in the Default Local File Location box.

Other options provided by the Save pane relate to the AutoRecover feature and offline editing options when you work in an environment that uses network servers running SharePoint Server. Leave most of these options at the defaults—particularly those related to offline editing in a server environment.

Creating and Managing Files

The Office 2016 applications provide you with different ways to create new files. When you open one of the Office applications, such as Word, Excel, or PowerPoint, you are taken to the Start screen. The Start screen enables you to create a new blank file (such as a new blank document in Word), open files from the Recent list, or take advantage of a huge library of themes and templates.

By design, templates are ready-made blueprints for documents, workbooks, or other Office application files. For example, you might want to create a monthly budget for your household. If you want some help in creating the overall layout that goes into making this budget in Excel, you can take advantage of the Simple Monthly Budget template that is provided by Office.com and easily opened via the Excel Backstage.

Templates often provide layout attributes, text formatting, and even placeholder text. The sophistication of the file created using a particular template depends on the actual template. For example, you might use a Word Memo template that creates a simple memo containing some placeholder text (that you replace) in the To, From, and Re: areas of the memo. Or you might take advantage of the Simple Monthly Budget template mentioned a moment ago. It provides individual tables in a worksheet for items such as projected costs and projected monthly income, and it supplies ready-made charts for your monthly expenses and expenses by category. Figure 3.5 shows a new Excel worksheet opened using the Household Monthly Budget template.

You can also start a new file using a theme. A theme is a collection of colors, fonts, and text effects. Most of the possibilities provided on the Start screen and the Backstage New page are actually themes (unless you do an online search for templates on the Start screen or New page). Themes provide you with an overall document look, as a template does, but using a theme negates having to work within the confines of a template's placeholder text and other document settings. Using themes or templates, however, is a quick way to begin the process of creating an eye-catching document, presentation, or worksheet.



caution

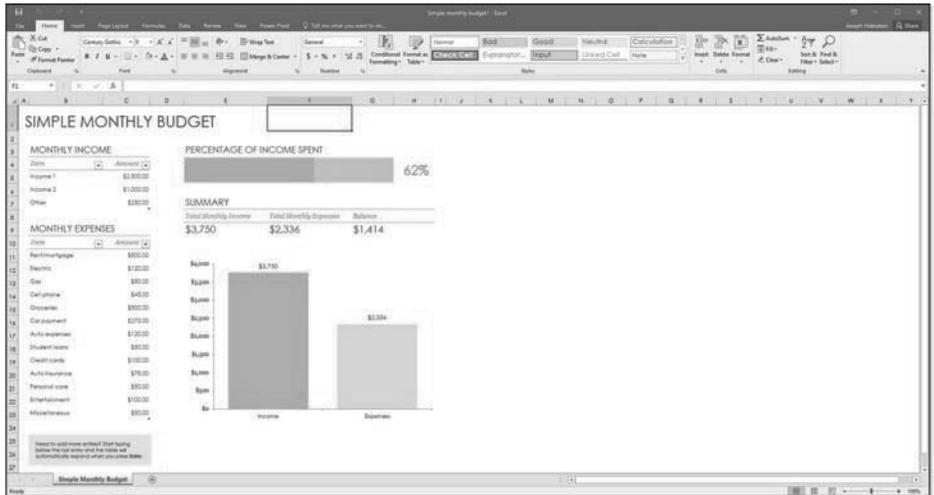
If you work in a networked environment other than a home or small office environment, you might drive your network administrator completely insane if you change the default Save settings for your Office applications. Check with your administrator before you attempt to change these settings.



note

Everything that you create in the Office applications is based on a template. Each application has a default template. For example, in Word, the default template is the Normal template and is used when you create a new blank document.

Figure 3.5
Excel's Simple
Monthly
Budget tem-
plate.



You can take advantage of themes and templates in Excel, Word, PowerPoint, and Publisher. To start a new file based on a template or theme, follow these steps:

1. Select File to open the Backstage.
2. Select New in the Backstage. The New page opens (which is similar to the Start screen). Figure 3.6 shows the Excel New page.
3. Select a template or theme in the New window to preview the template or theme. The Preview window also provides a description of the theme or template.
4. If you want to search for an online template or theme, select one of the suggested searches at the top of the New page or enter keywords in the Search box and run the search.
5. The search results show all the templates available online that match your search criteria. On the right side of the Search results, you find a Category list. The categories listed are keyword subsets of all the templates that were found using your search terms. Each category has a number to the right showing how many of the listed templates fall into the category. You can view a subset of the search results by selecting a category.
6. If you selected a template stored locally on your computer, click Create. If the template is an Office.com template, click Download. In either case, a new file opens in the application window based on the template.



Figure 3.6
Create a new file based on a template or theme.

You determine whether to create your files from new blank documents, workbooks, or presentations, or to take advantage of the various themes and templates available. Working with themes and templates can help you determine how a special document, such as a newsletter, or a special worksheet, such as an invoice, should be laid out. So instead of reinventing the wheel, it makes sense to take advantage of the benefits a template can provide. You can also use themes to great advantage when you are creating a “family” of documents that are related. For example, you might use the same theme for a Word document, an Excel worksheet, and a PowerPoint presentation that are related to a specific project you are developing.

Managing Files

Managing files effectively is a bit of an art form. You need to create some sort of structured environment that keeps your saved files organized but also makes it easy for you to find the files you work with often. Your particular situation might also require that you store your files in particular network shares (folders) so that others can easily access them. The Microsoft Office 2016 applications have adopted a cloud storage strategy that also makes it possible for you to easily store files on your OneDrive, OneDrive Pro (available with an Office 365 subscription), or corporate SharePoint site.

Whether you store your files on your computer’s hard drive, on a shared drive on a network server, or in the cloud on your OneDrive, you still have to adopt a strategy for organizing your files. And whether you are talking about a hard drive or OneDrive, these storage containers can still be seen as the electronic equivalent of a filing cabinet. Each drawer in the filing cabinet is equivalent to a folder on the drive. The hanging file folders inside filing cabinet drawers are equivalent to the subfolders inside the main folders.

The naming conventions you use for the folders and subfolders you create are really up to you but should reflect some sort of system. For example, you could have a folder named Projects that con-

tains subfolders named for each of the specific projects you are working on. Take some time to figure out your folder taxonomy. If you end up with a folder named Miscellaneous, I recommend that you rethink your naming system.

This method of organizing files in folders and subfolders works no matter what version of Windows (Windows 10, Windows 8, or Windows 7) you are currently running. However, before you get too far along in your planning, you might want to take a look at a new option—the library—that can help you organize and access files, no matter where you store them on your computer (or your network).

In Windows 10, a library is a container that gathers files from different locations on your computer and your network and displays them as a collection that you can access. By default, Windows 10 provides the Documents, Music, Pictures, and Videos libraries.

So you can go “old school” and create folders and subfolders on your computer’s hard drive, or you can take advantage of libraries to give you easy access to the Office files you use. Whether you are creating new folders on your computer or on a network share assigned to you, you can use the File Explorer as your primary tool. The same goes if you want to create new libraries: Use the File Explorer.

The next two sections look more closely at creating folders and libraries on your computer’s hard drive. Working in the cloud and organizing cloud storage is similar in most respects to organizing a “physical” drive. You can create folders on both your OneDrive and OneDrive Pro (or other SharePoint site). OneDrive Pro also gives you the capability to create and manage libraries. A SharePoint library is a little different, however, than a library you create on your hard drive using the Windows 10 File Explorer. However, they both serve the same purpose as “virtual” containers that organize your files.

Creating a New Folder

In Windows 10, switch to the desktop and then click the File Explorer icon on the taskbar. File Explorer (shown in Figure 3.7) provides links on the left side of the window, such as various links to the desktop or your current libraries (Documents, Music, and so on). In its main pane, it provides a listing of the hard drives, DVD drives, CD drives, and so forth on your computer and any network shares (in the Network Location area) configured for your use (including SharePoint sites).

To view the folders on a particular drive, such as the C: drive (which is typically the default drive on most PCs), double-click the drive. You can create new folders on any drive or in existing folders, such as the Documents folder. Navigate to the drive or folder you want to serve as the parent container, and then click the New Folder button on File Explorer’s Ribbon. Type a new name for the folder, and you are good to go. You can drag existing files and folders into the new folder (using File Explorer) and specify the new folder when you save an Office file in the Save As dialog box.



note

You might want to use your Documents folder as the parent container for the subfolders you create for your various projects. This enables you to create the necessary folder structure without cluttering the C: drive with a lot of new folders.



tip

You can also create new folders in an Office application’s Save As dialog box. Navigate to where you want to create the new folder, and then select New Folder on the toolbar in the Save As dialog box. Provide a name for the folder. You can now use the folder as a location to save the current file.

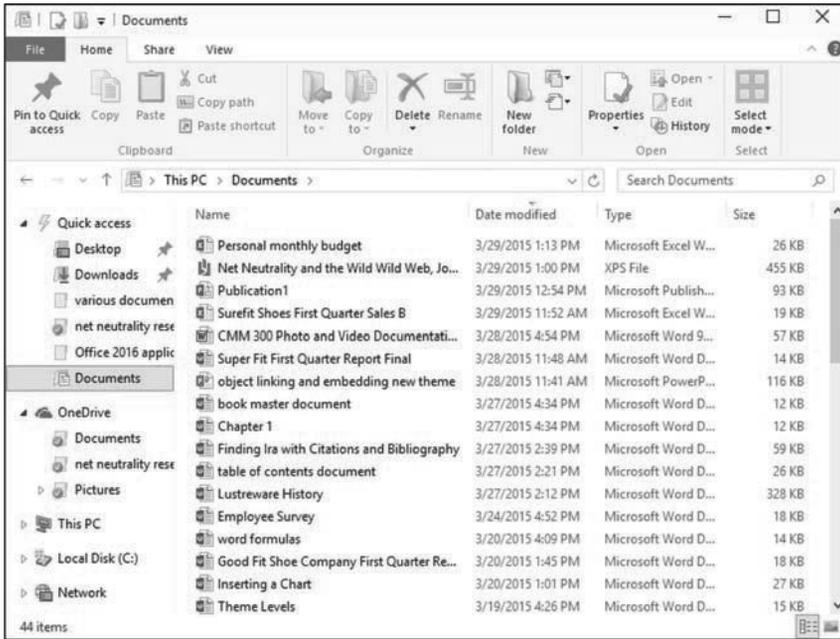


Figure 3.7
Create new libraries or folders using File Explorer.

Creating a New Library

As already mentioned, a Windows 10 library enables you to view and access files from different locations on your computer and your network. A library isn't really a container because a library doesn't store the actual files. A library is a kind of virtual container that can point to different folder locations and enable you to access related files (such as all the files related to a particular project).

To create a new library in File Explorer follow these steps:

1. Right click the Navigation pane and select Show Libraries. This places the Libraries icon in the Navigation pane.
2. Right click the Libraries icon and point at New on the shortcut menu.
3. Select Library, a New Library appears in the Details pane.
4. Click on the default library name (New Library) and then type a name for the library.

Once you have created a library, you can add folders to the library as needed. Use File Explorer to navigate to any folder on your computer or on your network. Right-click the folder and then point at include in library. A list of available libraries appears. Select the library.

When you are working in one of the Office applications and want to open a particular file from one of your libraries using the Open dialog box, select the library in the Location list and then locate the file you want to open. You can also save your Office application files to folders in a library when you are in the Save As dialog box.

Viewing File Versions in an Application

When you are working in an Office application such as Word or Excel, the application uses the AutoRecover feature to create different versions of the file you are working on. By default, the Office applications save AutoRecover information for your current file every 10 minutes. If you accidentally close a document or workbook in Word or Excel without saving, the last AutoRecovered version of your file is saved so that you can access it (this is also a default setting in the application's Save options).

When you save a file and close it, all the AutoRecovered versions of the file are deleted. But you can peruse the different versions of your file saved by the AutoRecover feature as you work on the document. This includes any unsaved versions of the document that exist because you did not save changes that you made to the file before you closed it (each unsaved version was automatically saved by Excel even though you didn't save it).

To view any unsaved versions of the current file, such as an Excel workbook, select File to open the Backstage and then click Info. Figure 3.8 shows the Info window for an Excel workbook. The area of interest in this window is the Versions area. Note that, in Figure 3.8, a version of the file exists (from the previous day) because the file was closed without the changes made to the file being saved.

Figure 3.8
The Excel Info page.



You can also browse for unsaved versions of a file by clicking the Manage Versions button and then selecting Recover Unsaved Documents. This enables you to browse for any unsaved versions saved on your computer. Any unsaved versions of the current document that have been automatically saved are listed in the Versions area of the window.

You can open a version of the file from the list by selecting it. When you open the automatically saved version of the file (which is labeled “unsaved”), a message bar appears at the top of the document window below the Ribbon. It states that the current document is a “Recovered Unsaved File” and the file is temporarily stored on the computer. You are provided two options: Compare and Restore. You can select Compare to compare this version of the file with the current version of the file. Any differences between the two files are detailed using the Track Changes feature and are displayed in the document and the Reviewing pane. You can go through each of the changes marked in the document and accept or reject them as needed.

You also have the option of selecting Restore. This option saves the AutoRecovered version of the file over the current copy of the file. A message box opens, letting you know that the current version will be overwritten by the restored version. Click OK to overwrite the current version.

Searching for Office Files

If you haven't done a good job of keeping your files organized and can't seem to locate the file you need, you can search for files a couple different ways. One option is to use the Search box provided by File Explorer. Open File Explorer, and then select the location for the search using the icons on the left of the File Explorer window. You can then type the filename or a portion of the filename in the search box; the search begins automatically.

The File Explorer window supplies the results of the search. You can modify the search as needed. You can also open a file listed in the search results. The Close Search button closes the search and returns you to the previous File Explorer window.

Another option for searching your Office files is to do a search in an application's Open dialog box. This is particularly useful if you remember at least part of the filename but don't really remember what folder contains the actual file. To access the Open dialog box, select File to open the Backstage. Then select Open. On the Open page, select a particular location, such as Computer. You can then select the Browse button to access the Open dialog box.

In the Open dialog box, navigate to the drive, folder, or library that you want to search for the file. Type your keywords for the search into the Search box in the upper-right corner of the Open dialog box. Files that match your search criteria have the search keywords highlighted in both the document title and document content, as shown in Figure 3.9.

If you want to search a different folder using the same search, select that folder in the Organize list and then click the Search box to select your recently used keywords. When you want to open a file that has been identified by the search, double-click the filename to open it in the current application.



note

The File Explorer provides you with a tab of Search Tools when you run a search. Location commands enable you to specify where the search should take place (current folder versus subfolders). Commands are also available to refine the search, such as Date Modified, Kind, and Size.

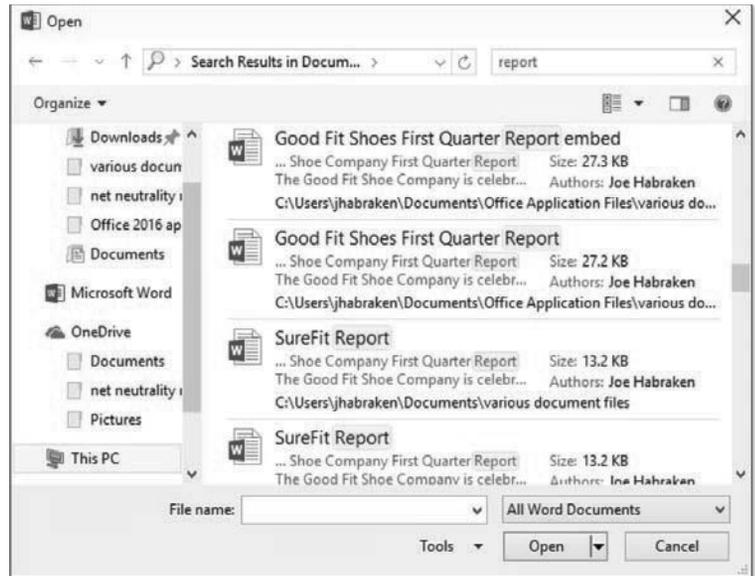


note

If you need a complete reference to Windows 10, check out *Microsoft Windows 10 In Depth*, by Brian Knittel and Paul McFedries.

Figure 3.9

The Word Open dialog box, as it appears after you have searched by keyword.



Sharing Files Using Homegroup

Chapter 5, “Using the Office Apps,” provides a primer on sharing files in the cloud, specifically OneDrive, and how to best take advantage of the various Office apps available for platforms such as iOS, Windows, and Android. Cloud strategies for sharing files are available to every kind of Office user. For example, the home user of Office can take advantage of OneDrive, and the small business user with an Office 365 subscription can save files to OneDrive for Business.

In the small business or home office environment, you can also share resources on your computer using a homegroup. Sharing files and other computer resources such as printers using a homegroup is just one more way to make it easy to collaborate with other users. When you create a homegroup, Windows generates the password used by subsequent users who want to join the homegroup.

The homegroup shares resources on your computer by sharing libraries such as the Documents and Pictures libraries. Libraries enable you to share folders in place. As we discussed earlier in the chapter, a library is really a virtual container that lists the files in a folder that has been added to it.

To access the homegroup settings (and create a homegroup), select the Windows 10 Start screen and then select All Apps. On the Apps page, select Settings (under “S,” the Apps list is alphabetical). The Settings window opens. In the Settings Window, select Network & Internet. The Network & Internet settings will open. Select Ethernet. In the Related Settings list that appears, select HomeGroup.



tip

You will need to set your network to private and enable file and print sharing to create a homegroup. This can be accomplished from the homegroup settings; select Change Advanced Sharing settings and make the necessary changes.

The HomeGroup settings open. To create a homegroup, select Create a Homegroup. The Create a Homegroup tool opens. Click Next to begin the homegroup creation process. A list of your current Libraries appears, as does a Printers and Devices category. Choose one of two options for each of the libraries listed: Shared or Not Shared. Figure 3.10 shows the Create Homegroup window and the share list.



Figure 3.10
Choose the libraries and devices you want to share.

After specifying what you want to share (and not share), click Next. The password for the homegroup is generated. Make sure that you write down the password; you must use it to add other computers to the homegroup.

If you have set up a homegroup, you have probably found that only the default Windows 10 libraries were listed for sharing (or not sharing). You can add your own libraries to the homegroup using the File Explorer. Open the File Explorer on the desktop, and then select the Libraries icon on the left of the File Explorer window. Select a library, and then select Share on the File Explorer Ribbon.

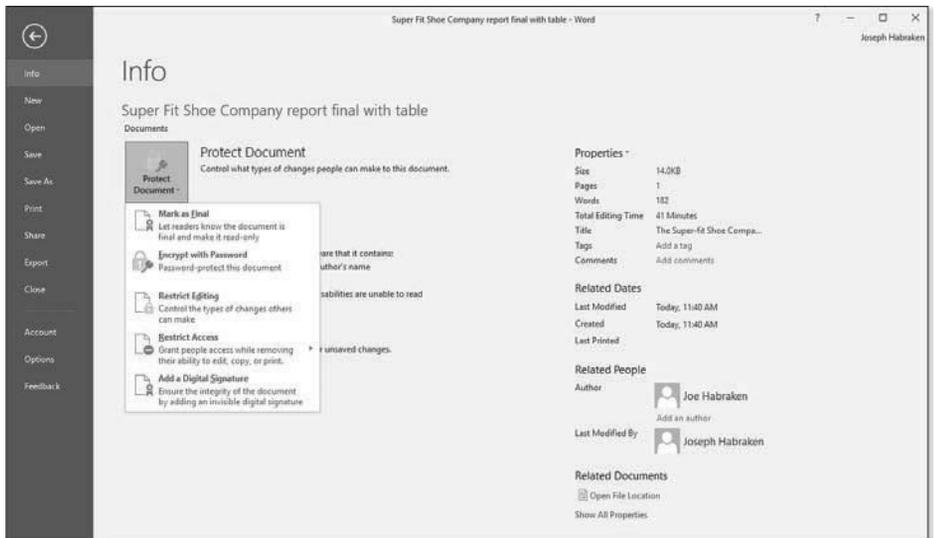
You can specify the sharing of the library by selecting Homegroup (View) or Homegroup (View and Edit); obviously, the Homegroup (View and Edit) setting enables other users to not only view but also edit the contents of the library. You also have the option to share the library with specific people using the Specific People command (the File Sharing command opens, showing the people with whom you are sharing your files).

After you set the access level for the library, it is added to the homegroup. Obviously, you can also remove a library from the homegroup by selecting Stop Sharing on the Share tab when that library is selected in the File Explorer window.

Protecting an Office File

The Office applications enable you to protect a file (such as a document or workbook) that is shared with other users (particularly users on a network). The Protect Document settings help protect the content of the file and can also potentially restrict what can be changed in the document and by whom. To view these options, click the Protect Document button in the Info window, as shown in Figure 3.11.

Figure 3.11
Select a document-protection strategy on the Info page.



The following options are available:

- **Mark As Final:** This command marks the file as final and makes the file read-only. All editing commands for the file are disabled; however, any user opening the document can remove the Mark As Final setting in the Backstage. This feature is primarily designed to keep users from inadvertently making changes to a file.
- **Encrypt with Password:** The file is encrypted and protected with a password. When you select this option, you are required to enter a password for the file. Only users with the password can open the file.
- **Restrict Editing:** This command opens the Restrict Formatting and Editing task pane in the document, presentation, or worksheet window. You can restrict formatting to a selection of styles and specify editing restrictions for the document, including making the document read-only.

- **Restrict Access:** This option enables you to take advantage of a Digital Rights Management server. This type of service allows you to assign users different permission levels for the file.
- **Add a Digital Signature:** You can digitally sign a file to prove its authenticity. Signing a file digitally requires that you obtain a digital certificate. A certificate authority can provide digital certificates.

The first three options provided by Protect Document are available to any kind of Office user (home, small business, or big business). The Mark As Final option is useful when you want your collaborators to know that the current version of the document is the final version. This setting also makes the file read-only, but anyone wanting to change the file can remove the Mark As Final attribute and edit away. So this option is not a strong security measure.

Encrypting the document with a password (the second option) definitely limits access to the file because the password is necessary to open it. This means that you also have to keep track of the password because it is the only way to open the encrypted file. This is a strong security measure, but it can backfire if you forget the password for the file.

The Restrict Editing setting enables you to be somewhat selective in what you allow other users to do to the file. You can specify both formatting and editing restrictions using the Restrict Editing task pane. You can also choose parts of a document or worksheet and specify the users who can edit those portions of the file. This feature requires that you have user groups on your network, such as domain user groups on a Windows Server network.

The Restrict Access setting requires that you have access to a Digital Rights Management server (DRM server). So if you work in a corporate environment that provides a DRM server, you can take advantage of this way of securing Office files. Restricting access using a DRM server enables you to specify a particular user (by username or email address) and then assign a level of access to that user.

Digitally signing a file is a way to authenticate that a file is from a trusted source. So adding a digital signature to a file is more about letting users with whom you share the file know that the file is authentic and does not contain any malicious code that might damage their computers or computer files. Adding a digital signature to a file provides protection to your collaborators—the people who review the shared file—more than it protects you from a particular security problem.

To digitally sign an Office file, you need a digital certificate. You can obtain digital certificates from an online certificate authority such as Symantec (symantec.com/ssl+certificate) and Digicert (digicert.com); depending on the size of your business, you might find digital certificates cost prohibitive. CAcert is a community-based certificate authority that offers certificates to members for free.

You can also create your own digital certificate using the Digital Certificate for VBA Projects utility provided with Office 2016. Appendix B, “Office Macros,” provides a complete walkthrough of using this utility in the section “Digitally Signing Macros.”

You should digitally sign a file only when you are providing a final draft to your collaborators. Signing the file marks the file as final, which makes it read-only. So when you have a final file and the certificate is on your computer, you are ready to go.

Click Protect Document and then Add a Digital Signature. The Sign dialog box opens. Enter the commitment type and the purpose for signing the file. Your default signing certificate is listed in the

dialog box in the Signing As pane. You can click the Change button to locate a different certificate if you have multiple certificates on your computer.

When you are ready to sign the document, click Sign. The Signature Confirmation box opens, letting you know that your signature has been saved with the document. However, if the document is changed, the signature becomes invalid.

Prepare a File for Sharing

The Microsoft Office applications also give you tools for checking a document before you share it. These features are primarily designed for both security and accessibility issues. For example, you can check the document for any personal information that might be contained in it; this is a security check because you don't necessarily want to share personal information in the shared document. Or you might have text in the document that will be difficult for people with disabilities to read; this is an accessibility issue.

The Check for Issues button on the Info window in the Backstage provides three tools that check your file for possible issues related to sharing:

- **Inspect Document:** This tool inspects the document for specific content such as comments, annotations, document properties, and hidden text. The main purpose of the inspector is to help ferret out personal information that you might have inadvertently stored in the document.
- **Check Accessibility:** This tool opens the Accessibility Checker task pane in the document and provides a list of warnings related to accessibility issues in your document. For example, several blank lines between paragraphs might signal to a person using a screen reader that the document has ended. As you select each warning in the task pane, you are presented with information on why you should fix the issue and suggestions on how to fix it.
- **Check Compatibility:** This tool checks the file for items that are not supported by earlier versions of the application you are using. For example, you might have used the Citation and Bibliography features in Word 2016, but the Compatibility Checker tells you that earlier versions of Word (Word 97–2003) need to convert these items to static text.

As already mentioned, you can run these tools from the Backstage in the Info window. The purpose of these tools is to negate the chance of sharing personal information (inspect document), to make sure that the file is accessible to users with disabilities (check accessibility), and to ensure that users of earlier Office products can access the file and view its content (check compatibility).

This page intentionally left blank

This page intentionally left blank

INDEX

Symbols

- = (equal sign), 354
- & (ampersand), 376
- 3D area charts, 390
- 3D Format, 502
- 3D Rotation, 503

A

- absolute referencing, Excel, 352-353
- Access, importing data from (Excel), 436-437
- Accessibility Checker task pane, 65
- accessing
 - animation effects, PowerPoint, 553-554
 - contacts on social networks, Outlook, 720-722
 - Format Cells dialog box, Excel, 316-317
 - OneDrive, 97
 - Trust Center, Outlook, 751-752

- Account Backstage page, 29
- Acrobat Reader, 49-50
- actions, 735-740, 902-903
 - data sharing between Word and Outlook, 902-904
 - performing on Journal entries/items, 735
- Actions group, contacts (Outlook), 724-725
- ActiveX controls, 44
 - Trusted Locations, 44
 - Trusted Publishers, 43
- Add a Digital Signature, 286
- Add Chart Element command, 401, 544
- Add Chart Element gallery, 402
- Add Constraint dialog box, 469
- adding
 - animations, PowerPoint, 561-562
 - cell borders, Excel, 326-327
 - drawings to notebook pages, OneNote, 868-869
 - fields, for contacts (Outlook), 709
 - hyperlinks, PowerPoint, 547-548

images/graphics to worksheets, Excel, 346-347

links, OneNote, 878-879

objects to notebook pages, OneNote, 864-866

online images, PowerPoint, 529-531

Outlook tasks, 882-884

pages, publications (Publisher), 805-807

photos, for contacts (Outlook), 708

pictures, PowerPoint Online app, 115-116

pictures to notebook pages, OneNote, 866-867

shapes, 88-89

SmartArt, PowerPoint Online app, 115-116

sound effects, PowerPoint, 569

transitions, PowerPoint, 566-567

add-ins, 39-40

Backstage options, 39-40

Trusted Locations, 44

Trusted Publishers, 43

addresses, mapping (Outlook), 713

Adjust group commands, 78-80

adjusting

picture settings in photo albums, PowerPoint, 532-533

pictures, 78-80

Adobe Acrobat files, editing, 9-10

Advanced Animation group, 560

advanced filters, tables (Excel), 429-431

Advertisements, Building Blocks, 803

AIFF (Audio Interchange File Format), 563

Align command, Drawing Tools, 792

Align Text command, 498

Alignment, Text Box Tools, 794

Allow drop-down list, 455

Allow Users to Edit Ranges dialog box, 288

altering master slides, PowerPoint, 520-522

amerspsand (&), 376

Analysis Toolpak, 393

Analyze tab, PivotTables Tools, 450-451

animation effects, accessing (PowerPoint), 553-554

Animation gallery, 552

Animation Painter, 560, 562

Animation pane, 565-566

animations, PowerPoint, 549-551

accessing animation effects, 553-554

adding, 561-562

advanced techniques, 559-560

Animation Painter, 562

assigning to slide objects, 551-552

changing effect options, 560-561

managing, 565-566

Motion Paths. *See* Motion Paths

sound effects, 562-564

timing, 564-565

antivirus software, 748

APA (American Psychological Association) style manual

bibliographies, 256

citations, 256

indexes, 256

Apply To command, 814

apps

Excel Online app, 109

File tab, 109-110

inserting functions and charts, 110-113

working with, 110

Office Online apps, 95-97

Online app viewers, 97-98

PowerPoint Online app, 97, 113-114

adding pictures/SmartArt, 115-116

slides, 114-115

- Windows 10 Mobile Office apps, 116-117
 - Excel Mobile app, 120-121*
 - Word Mobile app, 117-120*
 - Word Online app, 104-105
 - File tab, 105*
 - Insert tab, 107-108*
 - Review tab, 108*
 - View tab, 108-109*
 - archiving Outlook items, 768-769**
 - configuring AutoArchive settings, 769-770
 - manually, 771-772
 - setting AutoArchive options for folders, 770-771
 - area charts, Excel, 389-390**
 - arithmetic operators, formulas (Excel), 354**
 - Arrange, Drawing Tools, 792**
 - Arrange command, 91**
 - Arrange group commands, shapes, 76**
 - Arrangement group commands, Outlook, 705**
 - Artistic Effects command, 79**
 - assigning animations to slide objects, PowerPoint, 551-552**
 - A-Trust, and Trusted Publishers, 43**
 - attaching files, OneNote, 879-880**
 - attachment handling, Trust Center (Outlook), 752**
 - attachments, email (Outlook), 756-758**
 - audiences, presentations (PowerPoint), 578**
 - audio, recording, (notebook pages, OneNote), 867-868**
 - Audio command, 569**
 - Audio Interchange File Format (.aiff), 563**
 - Audio Tools, 569-571**
 - auditing tools, proofing formulas/functions, 379-380**
 - AutoArchive dialog box, 769**
 - AutoArchive feature, Outlook, 768-769**
 - configuring settings, 769-770
 - AutoComplete, worksheets, Excel, 293-294**
 - AutoCorrect, Word**
 - AutoCorrect dialog box, 189, 903-904
 - AutoFormat as You Type, 189
 - features, 188
 - Replace Text As You Type list, 189
 - AutoFill Options, Excel, 295-296**
 - AutoFilter menu, 421-422, 424-425**
 - custom AutoFilters, 425-427
 - AutoFit, 339**
 - automatic download options, Trust Center (Outlook), 752**
 - Automatic Replies dialog box, 773**
 - AutoRecover feature, 59-60**
 - autoreply messages, configuring (Outlook), 772-774**
 - AutoSum function, 357**
 - entering functions in cells, 358-360
 - AutoText, Word**
 - AutoText Gallery, 186
 - versus building blocks, 186
 - creating/inserting, 186-187
 - AVERAGE function, 373**
 - axis, charts, Excel, 384, 406**
-
- ## B
- background colors, cells (Excel), 328**
 - Background Removal tool, 81-82**
 - backgrounds**
 - charts, Excel, 384
 - themes, PowerPoint, 515-517

Backstage, 17

- accessing, 28
- Account page, 29
- Close page, 29
- Export page, 29
- Info page, 29
 - Check for Issues, 65*
- New page, 29
- Open page, 29
- Options page, 29
 - add-ins, 39-40*
 - Advanced, 38-39*
 - AutoCorrect, 189*
 - General, 37*
 - Language, 38*
 - Proofing, 38*
- Print, 29
- returning to application windows, 30
- Save As page, 29, 51
- Save page, 29
- Share page, 29
- tooggling to/from application windows, 30

Backstage Cleanup tool, 772**Backstage Info view, 285****Backstage New Notebook page, 833****Backstage Print page, 312****Backstage Print window, 597****Backstage Share Notebook page, 837****Backstage Share page, 601****backward compatibility**

- of Office 2016 applications, 47
- of Word themes, 162

bar charts, Excel, 387-388**bars, chart elements (Excel), 408-410****Between, Data options, 456****bibliographies**

- inserting, 256, 259
- style manuals, 256

binary file extensions

- Excel, 48
- PowerPoint, 48
- Word, 48

Bing Dictionary, 185**Bing image search results, inserting, 84****Bing Maps app, 41****blank sizes, creating publications
(Publisher), 780-781****blocked file types, Outlook, 756-757****bookmarks, 241, 268-269****borders, cell borders (Excel), 326-327****Borders & Accents, Building Blocks, 803****borders and shading, Word, 160-162****Borders gallery, 326-327****Bring Forward command, 547****brochures, Word templates, 129****bubble charts, Excel, 392****Building Blocks, Publisher, 802-803****building blocks, Word**

- AutoText
 - AutoText Gallery, 186*
 - versus building blocks, 186*
 - creating/inserting, 186-187*
- Building Blocks Organizer, 186, 188
- creating/inserting, 187-188
- overview, 186

bulleted lists, Word, 156-158**Bullets command, 848****Business Card view, Outlook, 704****business cards, editing contact information
(Outlook), 711-712**

Business Information dialog box, 788

business information sets, Publisher

creating, 787

creating additional, 788-789

creating new, 787-788

C

CAcert, digital signatures, 64

calculations, Excel, performing, 349-351

Calendar

accessing via Navigation bar, 623, 673-674

appointments

deleting, 683

editing, 682

moving, 683

recurring appointments, 680-681

scheduling, 678-679

setting reminders, 679

tagging with categories, 680

attaching to email messages, 649-650

Date Navigator, 674-675

events, scheduling, 681

multiple, 675

comparing in Schedule view, 676

options categories, 690-691

Automatic Accept or Decline, 691

Scheduling Assistant, 691

Time Zones, 691

Weather, 691

Work Time, 691

searching, 683

with common properties, 684

with keywords, 684

shared calendars

creating share invitations, 685

emailing, 688-689

opening, 686

publishing online, 689-690

viewing multiple, 687

time scale, 677

time zone, 677

views

changing, 675-677

Day, 674-675

Month, 674, 676

Schedule, 676

Week, 676

Work Week, 676

Calendar options categories, 690

Calendars, Building Blocks, 803

capturing screenshots, 92

Card view, Outlook, 704

Catalog Merge feature, Publisher, 823-825

categories, charts (Excel), 384

cell, clearing (Excel), 304-305

cell borders, adding (Excel), 326-327

cell contents, Excel

clearing cells, 304-305

copy-and-paste, 299-302

deleting, 305

editing, 305-306

finding and replacing, 337-339

moving cells and ranges, 304

Paste Special command, 302

Operation options, 303

cell ranges, transposing (Paste Special command), 303

cell references, editing in formulas, 356

cell styles, Excel, 328-329

creating, 329-330

Format Painter, 330

Cell Styles gallery, 328-329

cells, Excel

- deleting, 305
- formatting, 326
 - adding cell borders, 326-327*
 - background colors, 328*
- inserting, 336
- locking, 286-288
- merging, 337
- moving, 304
- referencing on other worksheets, 366-368
- wrapping text, 337

Change Chart Type command, 399**Change Entrance Effect dialog box, 553****Change Motion Path dialog box, 556****Change Picture command, 80****Change Template command, 810****Change Template dialog box, 811****Change View command, Outlook, 705****changes by author, viewing (OneNote), 862-864****changing**

- effect options, animations (PowerPoint), 560-561
- templates, Publisher, 810-811
- text orientation, Excel, 317-318

character formatting, Word

- Character Spacing options, 142
- comparison with paragraph formatting, 137-138
- inconsistencies, marking, 150
- manual versus styles/themes, 138
- overview, 137
- versus Page Layout settings, 137

chart area, 384**chart data, 398-400****Chart Elements, 396****chart elements, Excel, 402-404**

- axes/gridlines, 406
- bars, 408-410
- data points, 404-406
- drop lines, 408
- legends, 404-406
- modifying titles and data labels, 404
- trendlines, 406-408

Chart Filters, 397**chart layouts, Excel, 400-401****Chart Styles, 397****chart styles, Excel, 400-401****Chart Styles gallery, 401****Chart Tools, 113, 385, 398****chart type, changing, 398-400****charts, Excel, 383**

- captions in Word, 250
- combination charts, 410
 - customizing, 411-412*
- combination charts, Excel, pie of pie charts, 411
- copying, 397-398
- creating, 393
 - inserting charts from Ribbon, 394*
 - inserting with Quick Analysis gallery, 395-396*
 - Recommended Charts feature, 395*
- customizing, 396-397
- data series, 385-386
- deleting, 397-398
- elements, 402-404
 - axes/gridlines, 406*
 - bars, 408-410*
 - data points, 404-406*
 - drop lines, 408*
 - legends, 404-406*
 - trendlines, 406-408*

- inserting in Excel Online app, 110-113
- line charts, 385
- modifying, 398
 - chart type or chart data, 398-400*
 - selecting chart layouts and styles, 400-401*
- moving, 397-398
- sparklines, 413
 - creating, 413-414*
 - modifying, 414-415*
- terminology, 384-386
- types of, 387
 - area charts, 389-390*
 - bubble charts, 392*
 - column/bar charts, 387-388*
 - doughnut charts, 392*
 - line charts, 388*
 - pie charts, 389*
 - radar charts, 393*
 - scatter charts, 390-391*
 - stock charts, 391-392*
 - surface charts, 392*
- charts, PowerPoint, 526, 541-542**
 - inserting, 542-543
 - modifying, 544-545
- charts, Word**
 - Chart Tools, 176
 - Excel worksheets, 176
 - formatting, 176
 - text and images, integrating, 177-178
 - types, 175
- Check for Issues options**
 - Check Accessibility, 65
 - Check Compatibility, 65
 - Inspect Document, 65
- Check Full Name dialog box, 707**
- circling invalid data, Excel, 458**
- Circular References command, 378**
- citations, 256**
 - creating, 256-257
 - style manuals, 256
- citations, managing, 257-258**
- CLEAN function, 376**
- Clear command, 304**
- clearing cells, Excel, 304-305**
- clip art. *See* online pictures/clip art; pictures**
 - inserting, in Publisher, 802
- Clipboard, 301-302**
- Cloud, files (sharing/saving to), 8-9**
- cloud, sharing files saved to the cloud, 102-104**
- cloud services, 99-100**
- CMS (Chicago Manual of Style) style manual**
 - bibliographies, 256
 - citations, 256
 - indexes, 256
- collaboration, Word, 10**
- Color command, 79**
- Color Saturation gallery, 79**
- color scales, Excel, 334**
- colors**
 - background colors, cells, Excel, 328
 - themes, PowerPoint, 513-514
- Colors gallery, 401, 513**
- column/bar charts, Excel, 387-388**
- columns, Excel**
 - changing, width, 339-340
 - deleting, 340
 - freezing, 341-342

hiding, 341

inserting, 340

combination charts, Excel, 410

customizing, 411-412

pie of pie charts, 411

combining shapes, 88-89

commands

Communicate commands, 722

Junk Mail, 759-760

Refine commands, 714-715

comments

inserting, 269-270

Track Changes, 261-263

comments, Excel, 323-324

deleting, 324-325

formatting comments, 324

viewing, 324-325

Communicate commands, 722

communicating with contacts, Outlook, 722-724

comparison operators, formulas, Excel, 355

compatibility functions, Excel, 377

Compress Pictures command, 79

CONCATENATE function, 375

conditional formatting, Excel, 330-331

color scales, 334

creating rules, 334-335

data bars, 333

Highlight Cell Rules, 331-332

icon sets, 334

Top/Bottom rules, 332-333

configuring

autoreply messages, Outlook, 772-774

input messages, Excel, 456-458

page settings, Publisher, 807-810

security settings, Outlook, 751-753

user identification, Outlook, 749-750

Connected Services, 18

connecting to data sources, Excel, 439-440

Microsoft Query, 441-444

viewing/refreshing, 444-445

Contact dialog box, 706

Contact Group dialog box, 716

contact information (Outlook)

editing, 709-710

business cards, 711-712

mapping addresses, 713

tagging contacts with flags and categories, 712-713

printing, 725

contact options, Outlook, 726

contacts, Outlook

accessing on social networks, 720-722

Actions group, 724-725

adding fields, 709

communicating with, 722-724

creating new, 705-708

entering details, 708

forwarding, 717-718

organizing with groups, 715-716

sharing, 716-720

Contacts (People)

accessing via Navigation bar, 623

associating with Journal entries/items, 737

views, selecting/changing, 624-625

Contacts folder, Outlook, 714-715

Contacts list, Outlook, 703-705

contextual tabs, 21-22

Convert to SmartArt command, 498

converting text to SmartArt graphics, PowerPoint, 539-540

copy-and-paste, cell contents (Excel), 299-302

copying

- charts, Excel, 397-398
- formulas/functions, Excel, 368
- sections, OneNote, 841-842

Corrections command, 78

COUNT function, 360

Count Numbers function, 360

Create Link command, 794

Create New Business Information Set dialog box, 787

Create New Theme Colors dialog box, 514

Create Rule dialog box, 764

Create Sparklines dialog box, 413

Create Table dialog box, 419

Creative Commons, 83

- Bing image search results, 84

criteria, for data validation, Excel, 454-456

Crop command, 81

cropping

- pictures, 81
- removing, 81

cross-references

- anchors for, 252
- automatic updating, 252
- creating, 252-253
- reference types, 252-253

cube functions, Excel, 376

custom AutoFilters, creating, 425-427

Custom dialog box, 713

custom fill lists, creating (Excel), 297-298

custom format codes, Excel, 322

custom lists, deleting (Excel), 298

Custom Lists dialog box, 297

custom lists, filling series (Excel), 298-299

custom number formats, Excel, 321-323

custom series, creating (Excel), 298-299

Custom Slide Show command, 585-586

customizing

- charts, Excel, 396-397
- combination charts, Excel, 411-412
- Motion Paths, 559
- slide shows, PowerPoint, 585-586
- themes, PowerPoint, 517

D

data, entering. See entering data

data bars, Excel, 333

Data Connection Wizard, 440

data forms, Excel, 431-432

data labels, Excel

- charts, 384
- modifying, 404

data merging (Publisher), 820

- catalog merges, 823-825
- mail merges, 821-823

data points, charts (Excel), 404-406

data series, 384

- charts, Excel, 385-386

data sharing

- Check for Issues
 - Check Accessibility, 65*
 - Check Compatibility, 65*
 - Inspect Document, 65*
- corporate networks, 889
- Enterprise Office 365 and SharePoint, 889
- Office Web Apps, 889
- OneDrive, 889

data sources

- connecting to, Excel, 439-440
 - Microsoft Query*, 441-444
 - viewing/refreshing*, 444-445
- creating, 441-442

Data Table dialog box, 461-462**data tables, creating for what-if analysis (Excel), 460-462****Data Validation command, 454, 458****Data Validation dialog box, Settings tab, 455-456****data validation, Excel, 453-454**

- circling invalid data, 458
- configuring input messages and error alerts, 456-458
- specifying criteria for, 454-456

databases, Excel and, 417-418**Date & Time functions, Excel, 374-375****Date tab, Excel, 279****Define tab, 108****Delete dialog box, Excel, 305****deleting**

- cell contents, Excel, 305
- charts, Excel, 397-398
- columns, Excel, 340
- comments, Excel, 324-325
- custom lists, Excel, 298
- page versions, 861
- rows, Excel, 340
- sections, OneNote, 840
- worksheets, Excel, 283

Depth theme, Powerpoint, 473**Design Checker, Publisher, 825-826****Design commands, Table Tools (Publisher), 816-817****Design tab**

- PivotTables, 451-452
- PowerPoint Online app, 114
- SmartArt Tools, PowerPoint, 540-541
- Table Tools, 509-510

details field, contacts, Outlook, 708**diagram categories, SmartArt, 72****dialog box launcher**

- common window elements, 23
- Excel application window,
- task panes, 25

Dictionary app, Merriam-Webster, 40**Digital Certificate for VBA Projects utility, 64, 918****digital certificates, 753-754****digital ID, 753****digital pictures**

- Background Removal tool, 81-82
- cropping, 81
- file formats, 77
- GIF files, 77
- inserting, 77-78
- inserting online pictures, 83
 - Bing image search results*, 84
 - Facebook images*, 84-85
 - Flickr.com images*, 85-86
 - OneDrive*, 86-87

Digital Rights Management. See DRM**digital signatures/certificates**

- creating with Digital Certificate for VBA Projects utility, 64
- versus email message signatures, 652
- macros
 - certificate authorities*, 918
 - creating certificates*, 918
 - Digital Certificate for VBA Projects*, 918
 - digitally signing macro projects*, 919

enabling in Certificate Store, 919-920
Microsoft Office Security Options dialog box, 920-921
 online certificate authorities, 64
 Protect Document setting, 64-65
digitally signing, email, Outlook, 755
Digitcert digital signatures, 64
#DIV/0!, 377
.doc file extension, Word 97-2003, 48
Dock to Desktop view, 860
Document Inspector, 290-291
.docm file extension, macro-enabled document, 48
.docx file extension, Word document, 48
.dot file extension, Word 97-2003 template, 48
.dotm file extension, macro-enabled Word template, 48
.dotx file extension, Word template, 48
doughnut charts, Excel, 392
Drawing Tools
 Format command, 90-91
 formatting
 shapes, 90-91
 text boxes, PowerPoint, 499
 text boxes, Publisher, 791-793
drawings, adding to notebook pages (OneNote), 868-869
DRM (Digital Rights Management) server, Restrict Access settings, 64
drop lines chart elements, Excel, 408

E

Edit Business Card dialog box, 711
edit ranges, specifying, Excel, 288-290

editing

Adobe Acrobat files, 9-10
 cell contents, Excel, 305-306
 contact information (Outlook), 709-710
 business cards, 711-712
 mapping addresses, 713
 tagging contacts with flags and categories, 712-713
 formulas, Excel, 356
 master pages, Publisher, 813
 meeting information, Outlook, 729-730
 Motion Paths, 556-559
 sound effects, PowerPoint, 569-571
 text boxes, PowerPoint, 496
 in text boxes, 789-790
Editing view, 108
effect options, animations (PowerPoint), 560-561
Effect Options command, 557, 560-561
Effect Options gallery, Wipe transition, 567-568
effects, themes (PowerPoint), 514-515
Effects gallery, 515
Effects icon, Format Shape task pane, 502-503
email, Outlook
 digitally signing, 755
 encrypting, 754-755
 HTML email, 755-756
email accounts/messages
 accessing via Navigation bar, 623, 633-634
 adding signatures to messages, 652-653
 Address Book, 637-638
 checking names, 639
 searching lists, 638-639
 attaching to messages
 business cards, 648-649
 files/items, 647-648

categories

- assigning to items, 627-628*
- renaming, 627*

configuring accounts

- Add an Email Account, 606, 633*
- Auto Account Setup, 607-608*
- Choose Service, 608*

creating messages

- command sets, 636-637*
- Message Options/Properties dialog box, 645-646*
- stationery, 650-651*
- themes, 650-651*

default folders, 635

displaying messages as conversations, 655-656

Exchange ActiveSync-compatible accounts

- adding, 667-669*
- compatibility with “smart” handheld devices, 604*
- selecting, 604-605, 665*
- settings, accessing, 665*
- settings, editing, 666-667*

Exchange Server accounts

- adding, 667-669*
- Global Address List, 637, 639*
- selecting, 604-605, 664*
- settings, accessing, 665*
- settings, configuring, 607-608*
- settings, editing, 666-667*

formats for messages, 637, 640

IMAP (Internet Message Access Protocol) accounts

- adding, 667-669*
- selecting, 604-607, 664*
- settings, accessing, 665*
- settings, configuring, 608-609*
- settings, editing, 666-667*

SMTP (Simple MailTransport Protocol), 609, 665-668

SPA (Secure Password Authentication), 609

Inbox folder

- Arrangement commands, 656*
- Favorites list, 634*
- People pane, 634*
- Reading pane, 634*

Internet email accounts

- adding, 667-669*
- selecting, 606-607*
- settings, configuring, 608-609*
- settings, editing, 666-667*
- SMTP (Simple MailTransport Protocol), 609, 665*
- SPA (Secure Password Authentication), 609*

labels for messages

- flags, 640-641*
- importance level, 641-642*
- sensitivity level, 642*

managing messages, 657-658

- by deleting, 662-663*
- by forwarding, 660*
- by moving, 663*
- by printing, 663*
- with Quick Steps, 658-659*
- by replying, 660*
- by saving attachments, 660-662*

organizing messages, 655

Outlook Mail global options, 669-671

Outlook.com accounts

- adding, 668-669*
- selecting, 604-607, 665*
- settings, accessing, 665*

- POP3 (PostOffice Protocol version 3)
 - accounts
 - adding, 667-669*
 - selecting, 604-607, 664*
 - settings, accessing, 665*
 - settings, configuring, 608-609*
 - settings, editing, 666-667*
 - SMTP (Simple MailTransport Protocol), 609, 665-668*
 - SPA (SecurePassword Authentication), 609*
 - profiles
 - creating, 610-611*
 - loading, 613*
 - managing, 611-613*
 - single or multiple, 610*
 - recalling messages, 653-654
 - searches
 - Advanced Find dialog box, 629-630*
 - filtering messages, 656-657*
 - refining searches, 629*
 - Search Tools, 628-629*
 - sending messages, 653
 - tracking
 - delivery options, 644-645*
 - receipt requests, 643*
 - voting buttons, 642-643*
 - views, selecting/changing, 624-625
- email attachments, Outlook, 756-758**
- Email Page command, 882**
- email rules**
 - Outlook, 762
 - complex rules, 763-764*
 - Rule Wizard, 764-767
- Email Rules tab, 768**
- email security options, Trust Center (Outlook), 752**
- emailing, notebook pages (OneNote), 884-885**
- embedding/embedded objects**
 - versus linking objects, 892
 - new objects, 901
 - Object command
 - Insert Object dialog box, 900-901*
 - Object dialog box, 901*
 - Paste Special command, 900
- Encrypt with Password, 286**
- encrypting email, Outlook, 753-755**
- Engineering functions, 376**
- English Dictionary, 185**
- entering data, Excel worksheets, 291-292**
 - AutoComplete, 293-294
 - labels, 292
 - values, 292-293
- entering formulas, Excel, 356**
- Enterprise Office 365, SharePoint and Office 2016, 889**
- Entrust, 918**
- envelopes, Word, 220**
 - adding
 - addresses from Outlook, 221*
 - electronic postage, 221*
 - Envelope Options dialog box, 235-236
 - Envelopes and Labels dialog box, 220-222
 - printing, 221
- equal sign (=), 354**
- error alerts, data validation (Excel), 456-458**
- error bars, chart elements (Excel), 408-409**
- Error Checking dialog box, 380**
- errors, formulas/functions, 377**
 - common error messages, 377-378
- Euro Currency Tools add-in, 39**

Excel, 12

absolute referencing, 352-353

application window, 22

AutoFill Options, 295-296

cell contents

clearing cells, 304-305

copy-and-paste, 299-302

deleting, 305

editing, 305-306

finding and replacing, 337-339

moving cells and ranges, 304

Paste Special command, Operation options, 303

Paste Special dialog box, 302

transposing cell ranges, 303

cell styles, 328-329

creating, 329-330

Format Painter, 330

cells

inserting, 336

merging, 337

wrapping text, 337

charts. *See* charts, Excel

charts in Word documents, 176

columns

changing width, 339-340

deleting, 340

hiding, 341

inserting, 340

comments, 323-324

deleting, 324-325

formatting comment text, 324

viewing, 324-325

conditional formatting, 330-331

color scales, 334

creating rules, 334-335

data bars, 333

Highlight Cell Rules, 331-332

icon sets, 334

Top/Bottom rules, 332-333

connecting to data sources, 439-440

Microsoft Query, 441-444

viewing/refreshing, 444-445

custom format codes, 322

data forms, 431-432

data validation, 453-454

circling invalid data, 458

configuring input messages and error alerts, 456-458

specifying criteria for, 454-456

databases and, 417-418

edit ranges, specifying, 288-290

embedding objects

editing embedded objects, 902

versus linking objects, 892

file formats, 48

filling series, 294

creating custom fill lists, 297-298

Fill handle, 295-297

Flash Fill feature, 299

Find and Replace feature, 337-339

formatting cells, 326

adding cell borders, 326-327

background colors, 328

formatting text entries, 315-316

changing text orientation, 317-318

Format Cells dialog box, 316-317

formatting values, 318-319

creating custom number formats, 321-323

Format Cells dialog box, 320

formulas, 354

arithmetic operators, 354

copying/moving, 368

editing, 356

- entering*, 356
 - operator precedence*, 355
- formulas, Excel, comparison operators, 355
- functions, 357-358
 - compatibility functions*, 377
 - copying/moving*, 368
 - cube functions*, 376
 - Date & Time functions*, 374-375
 - Engineering functions*, 376
 - entering in cells*, 358
 - entering in cells, autoSum*, 358-360
 - entering in cells, Function Library*, 361-364
 - entering in cells, Insert Function dialog box*, 360-361
 - entering in cells, statistical functions*, 360
 - entering in cells, SUM function*, 358-360
 - financial functions*, 369-370
 - information functions*, 377
 - logical functions*, 370-372
 - Lookup & Reference functions*, 373-374
 - Math & Trig function*, 376
 - statistical functions*, 372-373
 - SUM function*, 357
 - text functions*, 375-376
- Goal Seek, 466-467
- importing data
 - from Access*, 436-437
 - text files*, 438-439
 - web tables*, 437-438
- locking, cells, 286-288
- mixed references, 353-354
- naming, ranges, 343-344
- number formats, 320
- outlines, 432-434
- overview, 275-276
- Paste Special command, transposing cell ranges, 303
- PivotPoint,
- PivotTables, 445-446
 - creating*, 447-450
 - PivotTable Tools*, 450-452
 - Recommended PivotTables command*, 447
 - slicers*, 452
- proofing formulas/functions, 377
 - auditing tools*, 379-380
 - common error messages*, 377-378
 - Watch Window*, 380-381
- range names, 364
 - creating from selections*, 345
 - inserting in formulas*, 364-365
 - inserting in functions*, 365-366
 - managing*, 345
- referencing, cells or ranges on other worksheets, 366-368
- relative referencing, 351
- rows
 - deleting*, 340
 - hiding*, 341
 - inserting*, 340
- rows and columns, changing height, 339-340
- Solver, 466-469
- subtotals, 434-435
- table ranges, defining, 418-419
- Table Tools, 420-421
- tables
 - creating using styles*, 419-420
 - filtering data*, 424-425
 - filtering data, advanced filters*, 429-431
 - filtering data, AutoFilter Search box*, 425
 - filtering data, custom AutoFilters*, 425-427

filtering data, slicers, 428-429

sorting data, 421-424

templates, 48

compatibility with Excel 97-2003, 48

macro-enabled, 48

themes, 325-326

versions, managing, 291

what-if analysis, 459

creating data tables, 460-462

creating scenarios, 462-464

viewing scenarios and creating reports, 464-466

workbooks

protecting, 286

saving, 284-285

sharing, 290-291

starting, 277-278

workbooks, creating, 281

Office.com templates, 281-282

worksheets

adding images/graphics, 346-347

deleting, 283

entering data, 291-294

freezing rows/columns, 341-342

hiding, 343

inserting, 283

moving around in, 280

performing calculations, 349-351

printing, 308-314

protecting, 286

rearranging, 283

renaming, 283

splitting, 342-343

viewing, 306-308

workspace, 277

Ribbon tabs, 278-280

Excel Function Library, 634

Excel Mobile app, 120-121

Excel Online app, 109

File tab, 109-110

inserting, functions, 110-113

Start screen, 276

working with, 110

Excel Online app Backstage, 110

Excel Power Query, 275

Excel Save As page, 101

Exchange ActiveSync-compatible services, 604

Export Backstage page, 29

Change File Type, 51-52

Create PDF/XPS Document, 51

exporting presentations, PowerPoint, 599-600

eXtensible Markup Language. See XML file format

Extra Content task pane, 812

Eyedropper tool, PowerPoint, 500

F

Facebook images, inserting online pictures, 84

fields

adding for contacts, Outlook, 709

user-defined fields, Outlook, 709

File Explorer

file management, 57

libraries, adding to homegroups, 62

file formats

inserting pictures, Publisher, 798-799

for pictures, 527

video, 574

File Printout command, OneNote, 876-878

File tab

Excel Online app, 109-110

Word Online app, 105

file types, blocked file types (Outlook), 756-757**file/folder management, Office applications.****See also data sharing**

AutoRecover, 59-60

creating files, 54-56

File Explorer, 57

file formats, 47

backward compatibility, 47

converting to another type, 51-52

default, 53

Excel, 48

PDF, 49-50

PowerPoint, 48

Word, 48

XML and XPS, 49-50

file versions, 59-60

folders

creating, 57

Documents folder, 57

libraries, 57

creating, 58

OneDrive Pro versus SharePoint libraries, 57

protecting files, 63

digital signatures, 64-65

encrypting with passwords, 63-64

restrictions, 63-64

saving files

Options, Save pane, 53-54

with Quick Access Toolbar Save button, 51

with Save As dialog, 50

saving files

as web page formats, 51, 53

searching for files

File Explorer's Search box, 60

Open dialog box, 60-61

searching for files

storage alternatives, 53, 56-57

files

attaching, OneNote, 879-880

saving, to Cloud, 8-9

saving Office app files

to Cloud, OneDrive, 99-102

sharing to Cloud, 8-9

Fill command, 297**Fill Effects, Word, 162****Fill handle, filling series (Excel), 295-297****fill series, creating, 295****filtering data, tables (Excel)**

AutoFilter Search box, 425

creating advanced filters, 429-431

creating custom AutoFilters, 425-427

slicers, 428-429

financial functions, Excel, 369-370**Find and Replace dialog box, 338****Find and Replace feature, Excel, 337-339****Find Tags command, 851, 861****finding and replacing, cell contents (Excel), 337-339****finding tagged notes, OneNote, 851-852****Finish & Merge command, 823****Flash Fill feature, 299****Flash Fill tool, 294****Flickr.com, 530-531**

inserting images, 85-86

Fly In dialog box, 565**Font, Text Box Tools, 794****font attributes, changing (PowerPoint), 497-498**

Font commands, Word

- Bold, 139
- Change Case, 140
- Clear All Formatting, 140
- Decrease Font Size, 140
- Font Color, 139
- Font Size, 139
- Increase Font Size, 140
- Italic, 139
- keyboard shortcuts, 140
- Strikethrough, 139
- Subscript, 139
- Superscript, 139
- Text Effects and Typography, 140
- Text Highlight Color, 139
- Underline, 139

Font dialog box, 498**Font dialog box, Advanced tab, Word**

- Character Spacing options
 - Kerning, 142*
 - Position, 142*
 - Scale, 142*
 - Spacing, 142*
- OpenType fonts, 139, 142

font formatting, Word, 139

- copying/pasting attributes, 141
- glyphs, 142
- inconsistencies, marking, 150
- ligatures, 142
- software fonts, 139

fonts, themes (PowerPoint), 514**footers. See headers/footers**

- master pages, Publisher, 814-815
- PowerPoint, 517-518

footnotes/endnotes

- converting from one to other, 261
- creating, 260-261

Format Background task pane, 516**Format Cells dialog box, 23**

- Excel, 316-317
 - formatting values, 320*

format codes, Excel, 322**Format Data Labels task pane, 403****Format Data Series task pane, 405****Format Painter, 141, 330****Format Picture task pane, 80****Format Shape task pane, 502**

- Effects icon, 502-503
- PowerPoint, text effects, 505-507

Format tab, SmartArt Tools, PowerPoint, 541**Format Text Box dialog box, 795****formatting**

- cells, Excel, 326
 - adding cell borders, 326-327*
 - background colors, 328*
- charts, PowerPoint, 544-545
- comments, Excel, 324
- conditional formatting. *See conditional formatting*
- notes, OneNote, 848
- pictures, Publisher, 801
- shapes
 - with Drawing Tools, 90-91*
 - PowerPoint, 501-503*
- tables, PowerPoint, 507-508
- text boxes, PowerPoint, with Drawing Tools, 499
- text boxes, Publisher, 791
 - Drawing Tools, 791-793*
 - Text Box Tools, 793-796*
- text entries, Format Cells dialog box, 316-317

- text entries, Excel, 315-316
 - changing text orientation, 317-318*
 - values, Excel, 318-319
 - creating custom number formats, 321-323*
 - Format Cells dialog box, 320*
 - formatting, PowerPoint, 497**
 - changing
 - font attributes, 497-498*
 - paragraph attributes, 498-499*
 - forms, Word. See online forms**
 - formulas, Excel, 354**
 - arithmetic operators, 354
 - comparison operators, 355
 - copying/moving, 368
 - defined, 349-350
 - editing, 356
 - entering, 356
 - inserting range names, 364-365
 - operator precedence, 355
 - proofing, 377
 - auditing tools, 379-380*
 - common error messages, 377-378*
 - Watch Window, 380-381*
 - Formulas tab, 362**
 - Excel, 279
 - forwarding contacts, Outlook, 717-718**
 - Freeze Panes command, 341-342**
 - freezing**
 - columns, 341-342
 - rows, 341-342
 - Full Page View, 859**
 - Function Arguments dialog box, 358, 363**
 - Function Library, 361-364**
 - functions, Excel, 350-351, 357-358**
 - compatibility functions, 377
 - copying/moving, 368
 - cube functions, 376
 - Date & Time functions, 374-375
 - Engineering functions, 376
 - entering functions in cells, statistical functions, 360
 - entering in cells, 358
 - AutoSum function, 358-360*
 - Function Library, 361-364*
 - Insert Function dialog box, 360-361*
 - financial functions, 369-370
 - information functions, 377
 - inserting in Excel Online app, 110-113
 - logical functions, 370-372
 - Lookup & Reference functions, 373-374
 - Math & Trig function, 376
 - proofing, 377
 - auditing tools, 379-380*
 - common error messages, 377-378*
 - Watch Window, 380-381*
 - range names, inserting, 365-366
 - statistical functions, 372-373
 - SUM function, 357
 - text functions, 375-376
 - Functions Argument dialog box, 358**
 - Future Value function, 357**
-
- ## G
-
- galleries, Office interface, 20-21, 126**
 - Get External Data group commands, 436**
 - GIF files, 77**
 - Glow, 502**
 - Go To feature, 339**
 - Goal Seek, 459, 466-467**
 - Gradient Fill, 516**
 - grammar errors, presentations, PowerPoint, 579-580**

Grand Totals command, 451**graphics**

- adding, to worksheets, Excel, 346-347
- clip art, 68
- overview, 67-70
- pictures, 68, 77
 - adjusting, 78-80*
 - Background Removal tool, 81-82*
 - cropping, 81*
 - inserting, 77-78*
 - inserting online pictures, 83-87*
- PowerPoint, 525-527
 - adding online images, 529-531*
- screenshots, 69, 91-92
- shapes. *See* shapes, 68
- SmartArt, 68-71
 - diagram categories, 72*
 - inserting, 72-74*
 - modifying, 74-76*
 - PowerPoint, 535-538*
 - sizing, 74*
- WordArt, 69, 93-94

Gridlines, Excel

- chart elements, 406
- charts, 384

Group command, 546**Group Objects command, 89****grouping**

- objects, Publisher, 818-819
- objects, PowerPoint, 546

groups, Outlook,

- contacts, Outlook, 715-716

guides, publications, Publisher, 783-785**Guides gallery, 784****H****Handout Master, PowerPoint, 595-596****handouts, PowerPoint, 594-595**

- Handout Master, 595-596
- printing, 596-599

hanging indents, Word, 147**hardware requirements for Office 2016 suite, 13-14****Header and Footer dialog box, 517-518****Header dialog box, 314****headers/footers**

- Excel, printing, 313-314
- PowerPoint, 517-518
- Publisher, master pages, 814-815
- Word
 - advantages of, 166*
 - Building Blocks Organizer, 169*
 - Document Info, 168, 169-170*
 - Document Property, 169*
 - Header & Footer Tools, 167-169*
 - Header gallery, 167*
 - Insert, 167*
 - Navigation, 168*
 - one-sided pages versus facing pages, 166*
 - Options, 168*
 - Page Number, 170-171*
 - Position, 168*
 - Quick Parts, 169*
 - sections, 166, 169*

height, rows, Excel, 339-340**Help, 17-18**

- Microsoft Office Help button, 23
- TMWYWTD (Tell Me What You Want to Do), 16-17

hidden slides, presentations, PowerPoint, 583-584

Hide Page Title command, 858

Hide Slide command, 583

hiding, Excel

columns, 341

rows, 341

worksheets, 343

Highlight Cell Rules, 331-332

Home tab

Excel, 278

PowerPoint Online app, 114

homegroups

creating, 62

generating passwords, 62

libraries and devices

adding, 62

removing, 62

sharing, 61-62

overview, 61

settings, 61

HTML email, Outlook, 755-756

hyperlinks, adding, PowerPoint, 547-548

hyphenation

Publisher, 825

Word, 146

I

icon sets, Excel, 334

IF function, 363, 370-372

illustrations, Publisher, inserting, 798

IM (instant messaging), 723

images. *See also* pictures

adding to worksheets, Excel, 346-347

swapping, Publisher, 820

Import Data dialog box, 444

importing data, Excel

from Access, 436-437

text files, 438-439

from web tables, 437-438

indents, Word, 146-147

indexes

inserting, 255

marking entries, 254-255

purposes of, 253

style manuals, 256

Info Backstage page, 28-29

Info page, Check for Issues

Check Accessibility, 65

Check Compatibility, 65

Inspect Document, 65

information functions, Excel, 377

input messages, configuring in Excel, 456-458

Insert Address Block dialog box, 822

Insert Chart dialog box, 394

PowerPoint, 542

Insert dialog box, 336

Insert Function dialog box, 111, 360-361

Insert Pictures dialog box, 78, 527-528

Insert Pictures window, 83, 529-530

Insert Shapes, 90

Drawing Tools command, 792

Insert Space command, OneNote, 857

Insert tab

Excel, 278-279

PowerPoint Online app, 114

Word Online app, 107-108

Insert Video dialog, 572

inserting

cells, Excel, 336

charts, Excel Online app, 110-113

charts, Excel
 with Quick Analysis gallery, 395-396
 from Ribbon, 394

charts, PowerPoint, 542-543

clip art, Publisher, 802

columns, Excel, 340

functions, Excel Online app, 110-113

illustrations, Publisher, 798

meeting details, integrating OneNote and Outlook, 885-887

notes, OneNote, 848

online pictures, 83
 Bing image search results, 84
 Facebook images, 84-85
 Flickr.com images, 85-86
 OneDrive, 86-87

online video, PowerPoint, 571-574

page breaks, worksheets, Excel, 310-311

pictures, 77-78
 PowerPoint, 527-529

pictures, Publisher, 799
 file formats, 798-799

placeholders, Publisher, 799-800

range names, Excel
 in formulas, 364-365
 in functions, 365-366

rows, Excel, 340

screen clips, OneNote, 880-882

shapes, Publisher, 802

SmartArt, 72-74
 PowerPoint, 538-539

tables, PowerPoint, in existing slides, 507

text boxes, PowerPoint, 496-497

text files, Publisher, 797-798

video files, PowerPoint, 574

worksheets, Excel, 283

Insights pane, 18

installing, Office 2016 suite, 15

instant messaging (IM), 723

integrating

OneNote with other programs
 adding links, 878-879
 attaching files, 879-880
 File Printout command, 876-878
 inserting screen clips, 880-882

OneNote with Outlook, 882
 adding Outlook tasks, 882-884
 emailing notebook pages, 884-885
 inserting meeting details, 885-887

interactive presentations, PowerPoint, 590-591

invalid data, circling (Excel), 458

Ion theme, Powerpoint, 473

J

Journal entries/items

accessing via Folder list, 734

accessing via Navigation bar, 623

adding category tags to, 736

associating with Contacts (People), 737

creating, 734-735

inserting from Outlook, 738-739

performing actions on, 735-740

searching and filtering, 742

shortcomings, 734

timing, 735-736, 739

uses, 733-734

views
 Arrangement and Current View group
 commands, 741-742
 default, 740-741

JPEG files, 77

Junk Email filter, 758, 762

Junk Email Options dialog box, 760-762**junk mail, Outlook, 758-759**

- commands, 759-760
- options, 760-762

K

keyboard shortcuts

- Excel, 280
- formatting fonts, 140
- navigating Word documents, 135-136

L

labels, Excel (entering data), 292**labels, Word, 222**

- adding addresses from Outlook, 222
- Envelopes and Labels dialog box, 222
- Label Options dialog box, 222-223
- printing, 221, 223
- Update Labels dialog boxes, 236

landscape orientation

- page setup, 152
- printing, 153

large or special documents

- bibliographies
 - inserting, 256, 259*
 - style manuals, 256*
- bookmarks, 241, 268-269
- citations, 256
 - creating, 256-257*
 - managing, 257-258*
 - style manuals, 256*
- comments
 - inserting, 269-270*
 - Track Changes, 261-263*

comparing documents, 266-267

- combining changes, 268*
- reviewing changes, 267-268*

cross-references

- anchors for, 252*
- automatic updating, 252*
- creating, 252-253*
- reference types, 252-253*

footnotes/endnotes

- converting from one to other, 261*
- creating, 260-261*

indexes

- inserting, 255*
- marking entries, 254-255*
- purposes of, 253*
- style manuals, 256*

master documents

- benefits of, 270-271*
- global items, 271*
- inserting existing document files, 273-274*
- in Outline view, 271-272*
- Outlining tools, 270*
- subdocuments, creating from scratch, 272-273*
- subdocuments, linked, 271-272*
- subdocuments, locking, 274*
- subdocuments, merging/splitting, 274*
- subdocuments, unlinking, 274*

Outline view, linking from multiple files, 242

sections, 242

TOCs (table of contents), 242

- adding entries, 246*
- building with TC field codes, 247-249*
- creating, with built-in styles, 242-244*
- creating, with own styles, 242-245*
- Field dialog box, 247-249*

inserting into documents, 243
Table of Contents gallery, 244-243
updating, 243, 246-247

Track Changes, 242

accepting/rejecting changes, 266
comments, 261-263
options, 263-264
reviewing changes, 265
Reviewing Pane, 263
viewing changes, 264-265
views, 261-262

layering

objects, PowerPoint, 546-547
 objects, Publisher, 819

Layout commands

Table Tools, Publisher, 817-818
 tables, PowerPoint, 508-509

layout masters, PowerPoint, 522

layout settings, configuring for photo albums (PowerPoint), 533-534

Layout tab, Table Tools, 853

legends, charts (Excel), 384, 404-406

libraries, 57

creating, 58
 Excel Function Library, 634
 homegroups
 adding, 62
 removing, 62
 sharing, 61-62
 OneDrive Pro versus SharePoint libraries, 57
 sharing with homegroups, 61

licensing agreements, 13

ligatures, 142

line and page breaks, Word, 145-146

line charts, Excel, 385, 388

line spacing, Word, 144-145

Link dialog box, 879

Linked Notes mode, OneNote, 873-876

LinkedIn, 722

Linking, Text Box Tools, 794

linking/linked objects. *See also* OLE

editing objects
 from container files, 899-900
 overview, 899, 902
 from source files, 899
 versus embedding objects, 892

Links dialog box
 Automatic Update, 899
 Break Link, 898-899
 Change Source, 898
 editing objects from container files, 899-900
 editing objects from source files, 899
 Lock, 898
 Manual Update, 899
 Open Source, 898-899
 selecting multiple objects, 899
 Update Now, 898-899

Object command, Ribbon's Insert, Create from File, 896-897

overview, 897-898

Paste Options, 895
 Link & Keep Source Formatting (F), 896
 Link & Use Destination Styles (L), 896

Paste Special
 Paste Link, 893-895
 versus Paste Options, 896

text boxes, Publisher, 796-797

updating links
 Edit Links to Files, 898
 Update Link, 899

links, adding

OneNote, 878-879
 PowerPoint, 547-548

List view, Outlook, 705

lists, Word

bulleted

character selection, 156-157

defining custom, 156-158

multilevel, 159-160

numbered

defining custom, 158-159

number selection, 158

Live Preview, 26

enabling, 37

location, presentations (PowerPoint), 578

locking cells, Excel, 286-288

log box, 850

logical functions, Excel, 370-372

logon credentials, Windows 10, 99

LOOKUP functions, 374

M

M4A, 563

macros

adding to Ribbon, 906-907

advantages of, 905-906

Code group commands, 911

Developer tab, adding to Ribbon, 906-907

digital certificates

certificate authorities, 918

creating, 918

Digital Certificate for VBA Projects, 918

digitally signing macro projects, 919

enabling in Certificate Store, 919-920

Microsoft Office Security Options

dialog box, 920-921

Excel

Code group commands common with Word, 911

recording macros, 906, 912-913

saving macros, 911

.xlsm XML file type extension, workbooks, 48

.xltm XML file type extension, templates, 48

naming conventions, 912

naming macros, 912

OneNote, unavailability of macros, 906

Outlook

saving macros, 911

viruses, 907

writing code for macros, 906

planning macro steps, 912

PowerPoint

.potm XML file type extension, templates, 48

.ppsm XML file type extension, shows, 48

.pptm XML file type extension, presentations, 48

saving macros, 911

writing code for macros, 906

Publisher

saving macros, 911

writing code for macros, 906

recorded macros, editing, 917

recording macros, 906, 912-913

assigning to Quick Access Toolbar, 913-914

running macros, 914-915

saving macros, 910-911

stepping through macros, 917

Trust Center

disabling macros, except digitally signed, 918

editing macros, 908

enabling macros, 907-908

VBA (Visual Basic for Applications), 906

modules, 910

object-oriented programming language, 910

subroutines, 910

Visual Basic Editor, 915-916

digitally signing macro projects, 919

editing recorded macros, 917

stepping through macros, 917

Word

2010, 2013 and 2016 documents, 48

Code group commands common with Excel, 911

.dotm XML file type extension, templates, 48

recording macros, 906

recording macros and assigning to Quick AccessToolbar, 913-914

saving macros, 910

Mail Merge command, Outlook, 724-725**mail merges, Publisher, 821-823****mail merges, Word, 223-224**

data sources, 227

Envelope Options dialog box, 235-236

Finish & Merge command, 235

inserting merge fields, 231-233

Mail Merge Wizard, 224-225, 226

previewing results/errors, 234-235

printing options, 236

Rules command, 233-234

Start Mail Merge commands, 225-226

Mailbox Cleanup tool, 772**mail-related documents, Word**

envelopes, 220

adding addresses from Outlook, 221

adding electronic postage, 221

Envelope Options dialog box, 235-236

Envelopes and Labels dialog box, 220-221, 222

printing, 221

labels, 222

adding addresses from Outlook, 222

Label Options dialog box, 222-223

printing, 221, 223

Update Labels dialog boxes, 236

mail merges, 223-224

data sources, 227

Envelope Options dialog box, 235-236

Finish & Merge command, 235

inserting merge fields, 231-233

Mail Merge Wizard, 224-226

previewing results/errors, 234-235

printing options, 236

Rules command, 233-234

Start Mail Merge commands, 225-226

merge fields

editing/selecting fields, 228, 236-238

field codes, 236-238

inserting fields, 231-233

recipient lists

creating, 227-228

editing data sources, 231

editing/manipulating, 229-231

editing/selecting fields, 228, 236-238

filtering, 230-231

options, 226-227

recipient lists, sorting, 230-229

saving, 228-229

snail mail or email, 223

malware, 748

manually archiving Outlook items, 771-772

mapping addresses, contacts (Outlook), 713

margins, Word

page setup, 150-152

printing options, 154

Mark As Final, 286

master documents

benefits of, 270-271

global items, 271

inserting existing document files, 273-274

in Outline view, 271-272

Outlining tools, 270

subdocuments

creating from scratch, 272-273

linked, 271-272

locking, 274

merging/splitting, 274

subdocuments, unlinking, 274

master pages, Publisher, 812-813

creating, 815-816

editing, 813

headers/footers, 814-815

placing objects on, 813-814

master slides, PowerPoint, 518-519

creating/altering, 520-522

layout masters, 522

Math & Trig function, Excel, 376

meeting details, inserting (integrating OneNote and Outlook), 885-887

Meeting Details command, 882

meeting invitation messages, Outlook, 730-731

meeting locations, scheduling meetings (Outlook), 728

meeting requests, responding to (Outlook), 730-732

meetings, scheduling in Outlook, 726-727

Memo template, 54

Merge & Center command, 337

merge fields, Word

editing/selecting fields, 228, 236-238

field codes, 236-238

inserting fields, 231-233

Merge Section dialog box, 843

Merge Shapes command, PowerPoint, 89-90

merging

cells, Excel, 337

data, Publisher, 820

catalog merges, 823-825

mail merges, 821-823

sections, OneNote, 841-844

Merriam-Webster Dictionary app, 40

Microsoft Enterprise Office 365. See Enterprise Office 365

Microsoft Excel. See Excel

Microsoft Exchange dialog box, Security tab, 750

Microsoft Office. See Office 2016

Microsoft Office 365 subscriptions, 12-13

Microsoft OneDrive. See OneDrive

Microsoft OneNote. See OneNote

Microsoft OpenType fonts, 134, 142

Microsoft Outlook. See Outlook

Microsoft PowerPoint. See PowerPoint

Microsoft Publisher. See Publisher

Microsoft Query, connecting to data sources, 441-444

Microsoft SharePoint. See SharePoint

Microsoft Trustworthy Computing link, 42

Microsoft Windows XPS viewer. See XPS viewer

Microsoft Word. See Word documents

MIDI (Musical Instrument Digital Interface), 563

mixed references, Excel, 353-354

MLA (Modern Language Association) style manual

bibliographies, 256

citations, 256

indexes, 256

Mobile apps, 11

Mobile Office apps (Windows 10), 116-117

Excel Mobile app, 120-121

Word Mobile app, 117-120

modifying

chart titles, Excel, 404

charts, Excel, 398

chart type or chart data, 398-400

selecting chart layouts and styles, 400-401

charts, PowerPoint, 544-545

data labels, Excel, 404

notebooks (OneNote), properties, 834-836

sections, OneNote, 841-843

setup and view of notebook pages,

OneNote, 858-860

SmartArt, 74-76

sparklines, charts (Excel), 414-415

transitions, PowerPoint, 567-569

video files, PowerPoint, 575-576

Motion Paths, 554-555

applying, 555-556

creating custom, 559

editing, 556-559

Move command, Outlook, 724

Move Notebook dialog box, 838

Move or Copy dialog box, 283

Move or Copy Pages dialog box, OneNote, 856-857

Move or Copy Section dialog box, 841

moving

around in worksheets, Excel, 280

cells, Excel, 304

charts, Excel, 397-398

formulas/functions, Excel, 368

ranges, Excel, 304

sections, OneNote, 841-842

MP3, 563

MP4, 563

multilevel lists, Word, 159-160

multiple shapes, adding/combining, 88-89

N

#NAME?, 377

Name Manager, 345

naming ranges, Excel, 343-344

navigating Office applications

common features, Backstage

accessing, 28

Account, 29

add-ins, 39-40

Advanced Options, 38-39

Close, 29

Export, 29

General Options, 37

Info, 29

Info, Check for Issues, 65

Language Options, 38

New, 29

Open, 29

Options, 29

overview, 28

Print, 29

Proofing Options, 38

returning to application windows, 30

Save, 29
Save As, 29, 51
Share, 29
toggle to/from application windows, 30
 common features, Ribbon/Ribbon tabs, 23
 accessing with keyboard, 27
 command access, 25
 command groups, 19-20
 customizing, 31-33
 drop-down arrows, 25
 galleries, 20-21, 26
 galleries, Live Preview, 26
 minimizing, 26-27
 Review tab, 19-20
 Word documents
 with keyboard shortcuts, 135-136
 with mouse, 134
 with mouse, horizontal scrollbar, 134-135
 with mouse, vertical scrollbar, 134-135
 selecting text with keyboard, 137
 selecting text with mouse, 136
 selecting text with Word Extend feature, 137
NETWORKDAYS function, Excel, 374
New Address List dialog box, 821
New Backstage page, 29
new features, 8-11
New Master Page dialog box, 815
New Product List dialog box, 824
New Range dialog box, 289
New Tag dialog box, 850
New Web Query window, 437-438
Normal templates, Word, 128
Notebook Information window, 834-835

notebook pages, OneNote, 855-856

adding, drawings to, 868-869
 adding objects to, 864-866
 adding pictures, 866-867
 emailing, 884-885
 making more space available, 857
 modifying setup and view, 858-860
 Move or Copy Pages dialog box, 856-857
 printing, 869-872
 recording
 audio, 867-868
 video, 868
 sharing, 103-104
 viewing
 changes by author, 862-864
 page versions, 860-861
 recent edits, 861-862

Notebook pane, OneNote, 24, 832
Notebook Properties dialog box, 834-835
Notebook Recycle Bin, restoring, sections and pages, 847
notebooks (OneNote)

creating, 832-834
 modifying properties, 834-836
 organization of, 828-829
 sharing, 836-839

Notes

creating, 742-743
 appointments, 744-745
 tasks, 745
 entering information, 743
 forwarding, 744
 opening, 744
 PowerPoint, 594
 searching with criteria, 744

viewing, 743-744

inserting and formatting, 848

tagged notes, finding, 851-852

Notes Master, 596

printing, 596-599

Notes Master, PowerPoint, 596

=NOW() function, 357

NPER function, 370

Number Format command, 319

number formats, Excel, 320

creating, 321-323

Number group commands, 319

numbered lists, Word, 158-159

Numbering command, 848

numerical series, 296

O

object editing

from container files, 899-900

overview, 899, 902

from source files, 899

object linking and embedding. See OLE

objects, PowerPoint, 546

grouping, 546

layering, 546-547

objects, Publisher

grouping, 818-819

layering, 819

ODBC (Open Database Connectivity), 442

Office 365 Home, 13

Office 365 Personal, 13

Office 365 Small Business Premium, 13

Office 365 subscriptions, 12-13

Office 365 University, 13

Office 2016, 909

adding, 40-41

Advanced options

Cut, Copy and Paste, 39

Display, 38-39

Editing, 38-39

General, 38

Print, 38-39

common window elements, 23-24

customizing

overview, 30-31

Quick Access Toolbar, 33-35

Ribbon, 31-33

status bars, 36

file formats, 47

backward compatibility, 47

Excel, 48

PDF, 49-50

PowerPoint, 48

Word, 48

XML and XPS, 49-50

hardware/software requirements, 13-14

installing, 15

interface consistency, 20

overview, 5-8

saving files as macro-enabled, 909

versions of, 12-13

Office Clipboard, 301-302

Office Online apps, 95-99

Excel Online app, 109

File tab, 109-110

inserting functions and charts, 110-113

working with, 110

PowerPoint Online app, 113-114

adding pictures/SmartArt, 115-116

slides, 114-115

saving files to cloud, 99

OneDrive, 101-102

sharing files saved to the cloud, 102-104

Word Online app, 104-105

File tab, 105

Insert tab, 107-108

Review tab, 108

View tab, 108-109

Office Presentation Service, 593-594

Office Store

Bing Maps, 41

dictionaries, 185

Office Web Apps,

data sharing, 889

Office.com

PowerPoint, clip art and photos for bullets, 493

templates, creating workbooks/
worksheets, 281-282

Word

clip art and photo library, 171

templates, 130

OLE (object linking and embedding). See also embedding/embedded objects; linking /linked objects

overview

embedding, 891-892

embedding versus linking, 892

general capabilities, 890

linking, 891

OneDrive, 10

accessing, 97

online apps, 104

files, saving/sharing, 8-9

inserting online pictures, 86-87

Office Online apps, 97

saving files, Office app files, 101-102

OneDrive for Business, 96

OneDrive/OneDrive Pro

data sharing, 889

file management, 56

folders and libraries, 57

versus SharePoint, libraries, 57

OneNote, 12, 827, 855

attaching, files, 879-880

data sharing, 890

File Printout command, 876-878

integrating with other programs

adding links, 878-879

File Printout command, 876-878

inserting screen clips, 880-882

integrating with Outlook, 882

adding Outlook tasks, 882-884

emailing notebook pages, 884-885

inserting meeting details, 885-887

linked notes, 873-876

navigating workspace, 829-830

Notebook pane, 832

OneNote Ribbon, 830-832

notebook pages, 855-856

adding drawings to, 868-869

adding objects to, 864-866

adding pictures, 866-867

making more space available, 857

modifying setup and view, 858-860

Move or Copy Pages dialog box, 856-857

printing, 869-872

recording audio, 867-868

recording video, 868

viewing changes by author, 862-864

viewing page versions, 860-861

viewing recent edits, 861-862

notebook pages, sharing, 103-104

notebooks

creating, 832-834

modifying properties, 834-836

organization of, 828-829

sharing, 836-839

notes, inserting and formatting, 848

overview, 827-828

pages, 845

creating subpages, 846

creating with templates, 845-846

restoring sections and pages, from
Notebook Recycle Bin, 847

section groups, creating, 844-845

sections, 840

merging, 843-844

modifying, 841-843

password-protecting, 842-843

sections, Word documents, creating/
deleting, 840

sync status, viewing, 839-840

tables, storing information, 852-854

tagged notes, finding, 851-852

tags, 849-851

OneNote command, Outlook, 725

OneNote Linked Notes pane, 875

OneNote unavailability of macros, 906

Online app Backstage, 105

Online app viewers, 97-98

online apps, 11

online forms, Word

enabling Developer tab, 238

templates

creating, 238

inserting form fields/controls, 238-239

*properties for form fields/controls,
239-240*

restricting editing of, 240

Online Pictures, 69, 83

**online pictures/clip art. See also charts;
pictures**

adding, to slides, PowerPoint, 529-531

inserting, 83

Bing image search results, 84

Facebook images, 84-85

Flickr.com images, 85-86

OneDrive, 86-87

PowerPoint, 526

Word

Bing Image Search, 174-175

Creative Commons, 174

Facebook or Flickr accounts, 174

Insert Pictures browser, 174-175

integrating text and images, 177-178

OneDrive, 175

Online Pictures, 174

**online video, inserting (PowerPoint),
571-574**

Open Backstage page, 29

Open Database Connectivity (ODBC), 442

OpenType fonts, 134, 142

**Operation options, Paste Special command,
303**

operator precedence, formulas (Excel), 355

Options Backstage page, 29

Organic theme, Powerpoint, 473

orientation options, Word

page setup, 152

printing, 153

Outline view, Word, 179, 181-182

outlines, Excel, 432-434

Outlook. See also Calendar; Contacts; email accounts/messages

adding photos for contacts, 708

archiving, 768-769

configuring AutoArchive settings,
769-770

manually, 771-772

setting AutoArchive options for folders,
770-771

autoreply messages, configuring, 772-774

categories

assigning to items, 627-628

renaming, 627

contact information, printing, 725

contact options, setting, 726

contacts

accessing on social networks, 720-722

Actions group, 724-725

adding fields, 709

communicating with, 722-724

creating new, 705-708

forwarding, 717-718

organizing with groups, 715-716

sharing, 716-720

Contacts folder, searching, 714-715

Contacts list, navigating, 703-705

data files, 613

Exchange Server, 614-616

Internet email, 614

personal folders files, 616-617

repairing, 617-618

data sharing with Word using actions,
902-903

Additional Actions, 903, 904

AutoCorrect dialog box, 903-904

editing contact information, 709-710

business cards, 711-712

mapping addresses, 713

*tagging contacts with flags and
categories, 712-713*

embedding objects, 892

versus linking objects, 892

features of, 604

groups,

Import and Export Wizard, 619

exporting data, 621

importing data, 619-620

integrating with OneNote, 882

adding Outlook tasks, 882-884

emailing notebook pages, 884-885

inserting meeting details, 885-887

macros

saving macros, 911

viruses, 907

writing code for macros, 906

mail merges with Word

envelopes, 221

labels, 222

recipient lists, 227

navigating

Folder pane, 622

Navigation pane, 622, 623-624

People pane, 622

Reading pane, 622

Status bar, 623

printing items, 631-632

responding to meeting requests, 730-732

scheduling meetings, 726-727

meeting locations, 728

Scheduling Assistant, 728-729

*viewing/editing meeting information,
729-730*

security

antivirus software, 748

blocked file types, 756-757

configuring security settings, 751-753

configuring user identification, 749-750

P

email, 753-754
email, digitally signing, 755
email, encrypting, 754-755
email attachments, 756-758
email rules, 762
email rules, complex, 763-764
HTML email, 755-756
junk mail, 758-759
junk mail, commands, 759-760
junk mail, options, 760-762
malware, 748
overview, 747-748
passwords, 749-751
Rule Wizard, 764-767
rules, managing, 767-768
sharing invitations, 719-720
Trust Center, 752-753
 accessing, 751-752
user-defined fields, 709
views
 changing, 625
 creating custom, 625-626
 relating to particular folders, 626-627
 selecting, 624-625
Outlook Backstage, 726
Outlook contacts entering details, 708
Outlook Global Address List, 637
Outlook security email rules, quick rules for specific senders, 762-763
Outlook tasks, adding, 882-884
Outlook Tasks command, 882
Outlook Tasks gallery, 883
Outside My Organization reply, 773

page breaks, inserting in worksheets (Excel), 310-311

Page Color command, 858

Page Layout commands, printing (worksheets, Excel), 308-310

Page Layout settings, Word

versus character and paragraph

formatting, 137

formatting inconsistencies, marking, 150

 Page Setup dialog box

hyphenation, 146

margins, 150-152

page breaks, 152

page orientation, 152

paper size, 152

whitespace, 150

spacing, 144

Page Layout tab, Excel, 279

Page Layout view, Excel, 307

Page Parts, Building Blocks, 802-803

page settings, configuring (Publisher), 807-810

Page Setup dialog box, 809-810

Page Setup group, OneNote, 858

page versions, deleting, 861

Page Versions command, 860-861

pages, adding, to publications, Publisher, 805-807

pages, OneNote, 845

creating

subpages, 846

with templates, 845-846

restoring, from Notebook Recycle Bin, 847

Paper Size command, 858

paragraph attributes, changing (PowerPoint), 498-499

paragraph formatting, Word, 142-143

- alignment, 143-144
- comparison of, 137-138
- inconsistencies, marking, 150
- indents, 146-147
- line and page breaks, 145-146
- line spacing, 144-145
- manual versus styles/themes, 138
- overview, 137
- versus Page Layout settings, 137
- Paragraph dialog box, 143
- Reveal Formatting task pane, 149-150
- tabs, 148

Paragraph group, 106, 498

Password Protection pane, 842

password-protecting sections, OneNote, 842-843

passwords, 64

- Encrypt with Password, 63
- for homegroups, 62
- Outlook, 749-751

Paste command, 300

Paste gallery, Excel, 300-301

Paste Name dialog box, 366

Paste Options, 895

- Link & Keep Source Formatting (F), 896
- Link & Use Destination Styles (L), 896

Paste Special command, 900

- Excel, 302
- Operation options, 303
- Paste Link, 893-895
- versus Paste Options, 896
- transposing cell ranges, 303

Pattern Fill, 516

PDF file format, 49-50

PDFs, editing in Word, 9-10

People. *See* Contacts (People)

People view, Outlook, 704

performing what-if analysis, Excel, 459

Personalize Your Copy of Microsoft Office, 37

Phone view, Outlook, 704

Photo Album dialog box, 532

photo albums, PowerPoint

- creating, 531-532
- layout settings, configuring, 533-534
- picture settings, adjusting, 532-533

photos. *See also* pictures

- adding for contacts, Outlook, 708

Picture Fill, 516

picture settings, adjusting in photo albums (PowerPoint), 532-533

Picture Tools, 78, 528-529, 801

- Format tab, 528

Picture Tools Format tab, 78

pictures. *See also* charts; online pictures/clip art

- notebook pages, OneNote, 866-867

PowerPoint Online app, 115-116

- adjusting, 78-80

Background Removal tool, 81-82

cropping, 81

file formats, 77

inserting, 77-78

inserting online pictures, 83

Bing image search results, 84

Facebook images, 84-85

Flickr.com images, 85-86

OneDrive, 86-87

PowerPoint, 526

inserting, 527-529

Word

- file formats supported*, 172
- Layout Options*, 173
- Picture Tools*, 172-173, 177-178
- Reset Picture*, 173
- text and images, integrating*, 177-178
- file formats*, 798-799
- formatting*, 801
- inserting*, 799

Pictures command, 69**pie charts, Excel, 389****pie of pie charts, Excel, 411****Pitchbook template, 474****PivotChart, 452****PivotTables, Excel, 445-446**

- creating, 447-450
- PivotTable Tools, 450-452
- Recommended PivotTables command, 447
- slicers, 452

PivotTables Tools, 450-452

- Analyze tab, 450-451
- Design tab, 451-452

placeholders

- inserting, Publisher, 799-800
- layout masters, PowerPoint, 522
- SmartArt, PowerPoint, 539
- for text, Word templates, 129

placing objects on master pages, Publisher, 813-814**planning**

- presentations, PowerPoint, 550-551
- publications, Publisher, 776-777

Playback tab, Video Tools, 575**plot area, 384****PMT function, 370****PNG files, 77****portrait orientation**

- page setup, 152
- printing, 153

.pot file extension, template compatibility with PowerPoint 97-2003, 48**.potm file extension, macro-enabled PowerPoint template, 48****.potx file extension, PowerPoint template, 48****PowerPoint, 12**

- animations, 549-551
 - accessing animation effects*, 553-554
 - adding*, 561-562
 - advanced techniques*, 559-560
 - Animation Painter*, 562
 - assigning to slide objects*, 551-552
 - changing effect options*, 560-561
 - managing*, 565-566
 - Motion Paths*. *See Motion Paths*
 - sound effects*, 562-564
 - timing*, 564-565
- charts, 541-542
 - inserting*, 542-543
 - modifying/formatting*, 544-545
- Eyedropper tool, 500
- file formats, 48
- Format Shape task pane, text effects, 505-507
- formatting, 497
 - changing font attributes*, 497-498
 - changing paragraph attributes*, 498-499
 - shapes*, 501-503
- graphics, 525-527
 - adding online images*, 529-531
- handouts, 594-595
 - Handout Master*, 595-596
- headers/footers, 517-518
- hyperlinks, adding, 547-548

- layout masters, 522
- master slides, 518-519
 - creating/altering, 520-522*
- Merge Shapes command, 89-90
- notes, 594
 - Notes Master, 596*
- objects, 546
 - grouping, 546*
 - layering, 546-547*
- photo albums
 - adjusting picture settings, 532-533*
 - creating, 531-532*
 - layout settings, 533-534*
- pictures, inserting, 527-529
- presentations
 - creating custom slide shows, 585-586*
 - exporting, 599-600*
 - hidden slides, 583-584*
 - interactive presentations, 590-591*
 - planning, 550-551*
 - Presenter view, 581-583*
 - presenting online, 592-594*
 - running through, 580-581*
 - self-running presentations. See self-running presentations*
 - sharing, 600-602*
 - spelling and grammar errors, 579-580*
- printing, 596-599
- quick styles, 499-500
- Ribbon tabs, Home tab, 497
- shape attributes, 499-500
- Shape Fill command, 500, 501
- shape styles, 499-500
- shapes, 534-535
- slide sections, 523-524
- SmartArt, 535-538
 - converting text to SmartArt, 539-540*
 - inserting, 538-539*
- SmartArt Tools
 - Design tab, 540-541*
 - Format tab, 541*
- sound effects
 - adding, 569*
 - editing, 569-571*
- Table Tools, Design tab, 509-510
- tables, 507
 - formatting, 507-508*
 - inserting in existing slides, 507*
 - Layout commands, 508-509*
- templates, 48
 - compatibility with PowerPoint 97-2003, 48*
 - macro-enabled, 48*
- text boxes
 - editing, 496*
 - formatting with Drawing Tools, 499*
 - inserting, 496-497*
- textures, 501
- themes, 510-513
 - applying, 511-512*
 - backgrounds, 515-517*
 - colors, 513-514*
 - customizing, 517*
 - effects, 514-515*
 - fonts, 514*
- transitions, 551
 - adding, 566-567*
 - modifying, 567-569*
- video, 571
 - inserting online video, 571-574*
 - inserting video files, 574*
 - modifying video files, 575-576*
- WordArt styles, 503-504
 - text effects, 504-505*
 - text fill, 504-505*
 - text outline, 504-505*

PowerPoint Export tools, 599**PowerPoint Online app, 97, 113-114**

adding, pictures/SmartArt, 115-116

Design tab, 114

Home tab, 114

Insert tab, 114

slides, 114-115

View tab, 114

.ppsm file extension, macro-enabled

PowerPoint show, 48

.ppsx file extension, PowerPoint show, 48**.ppt file extension, presentation**

compatibility with PowerPoint 97-2003, 48

.pptm file extension, macro-enabled

presentation, 48

.pptx file extension, PowerPoint 2010, 2013, and 2016 presentations, 48**presentations, PowerPoint**

creating

custom slide shows, 585-586

with existing presentations, 473, 477-478

from scratch, 473

with templates, 473-476

with themes, 473, 476-477

exporting, 599-600

hidden slides, 583-584

interactive presentations, 590-591

opening multiple presentation windows, 489-490

planning, 550-551

Presenter view, 581-583

presenting online, 592

Office Presentation Service, 593-594

Skype for Business, 592-593

printing, 596-599

running through, 580-581

self-running presentations, 586

recording slide shows, 589-590

rehearsing timings, 588-589

setting up slide shows, 586-587

sharing, 600-602

slides

copying/pasting/deleting, 490-491

editing content, 475-476

entering text, 482-483

inserting from existing presentations, 478

inserting from Word outlines, 483

inserting new, 481-482

inserting other object content, 483-484

lists, bulleted, 491-493

lists, numbered, 493

modifying layout, 484

slides, publishing to libraries, 479-480

spelling and grammar errors, 579-580

starting

with Backstage New page, 472-473

with Start screen, 471-472

templates

creating custom templates from presentations, 480-481

creating presentations with, 473-476

Custom Office Templates folder, 480

online templates, 474-475

previewing, 475

saving custom templates, 480-481

themes

creating presentations with, 473, 476-477

online themes, 477

previewing, 476

views

during editing, 493-494

in grayscale or black and white, 488-489

- gridlines, 487-488*
 - guides/smart guides, 487-488*
 - Normal, 485-486*
 - Notes Page, 485-486*
 - Outline, 485*
 - Reading, 485*
 - rulers, 487*
 - slide shows, 486, 493-494*
 - Slide Sorter, 485-486*
 - switching between, 486*
 - zooming in/out, 486-487*
- Presenter view, presentations, PowerPoint, 581-583**
- presenting slide shows online, 592**
- Office Presentation Service, 593-594
 - Skype for Business, 592-593
- Preview command, Transitions tab, 567**
- Preview window, template or theme descriptions, 56**
- previewing, SmartArt, 538**
- Print Area command, 310**
- print areas, worksheets (Excel), 310**
- Print Layout view, Word, 179**
- Print page**
- Publisher, 803-804
 - worksheets, Excel, 311-313
- print titles worksheets, Excel, 311**
- printing**
- contact information, Outlook, 725
 - notebook pages, OneNote, 869-872
 - PowerPoint, presentations, notes, and handouts, 596-599
 - publications, Publisher, 803-804
 - worksheets, Excel, 308
 - headers/footers, 313-314*
 - inserting page breaks, 310-311*
 - Page Layout commands, 308-310*
 - Print page, 311-313*
 - print titles, 311*
 - collated or uncollated, 153*
 - margins, 154*
 - one or two sided, 153*
 - orientation, 153*
 - page number selection, 152-153*
 - pages per sheet, 154*
 - paper size, 154*
 - preview, 152*
- privacy options, Trust Center (Outlook), 752**
- programmatically access options, Trust Center (Outlook), 753**
- Proofing Backstage options, 38**
- Spelling & Grammar command, 20
- proofing formulas/functions, 377**
- auditing tools, 379-380
 - common error messages, 377-378
 - Watch Window, 380-381
- Proofing Options, Word**
- disabling, 183
 - Thesaurus, 184-185
- properties, notebooks (OneNote), 834-836**
- proportional fonts, 139**
- Protect Current Sheet, 286**
- Protect Document settings**
- Add a Digital Signature, 64-65
 - Encrypt with Password, 63-64
 - Mark As Final, 63-64
 - Restrict Access, 64
 - Restrict Editing, 63-64
- Protect group, Review tab, 20**
- Protect Sheet dialog box, 287**
- Protect Workbook command, 286**
- Protect Workbook Structure, 286**

protecting workbooks/worksheets, Excel, 286

publication templates, Publisher, 777-779

publications, Publisher

adding, pages, 805-807

creating, 779

with blank sizes, 780-781

new templates, 781-782

rulers and guides, 783-785

with templates, 779-780

planning, 776-777

printing, 803-804

viewing, 785-786

Publisher, 12

Building Blocks, 802-803

business information sets

creating, 787

creating additional, 788-789

creating new, 787-788

Design Checker, 825-826

file formats and version compatibility, 48

hyphenation, 825

inserting

clip art, 802

illustrations, 798

picture placeholders, 799-800

pictures, 799

shapes, 802

master pages, 812-813

creating, 815-816

editing, 813

headers/footers, 814-815

placing objects on, 813-814

merging data, 820

catalog merges, 823-825

mail merge, 821-823

objects

grouping, 818-819

layering, 819

overview, 775-776

page settings, configuring, 807-810

pictures, formatting, 801

planning publications, 776-777

publication templates, 777-779

publications

adding pages, 805-807

creating, 779-782

printing, 803-804

rulers and guides, 783-785

viewing, 785-786

Spelling feature, 825

swapping images, 820

tables, 816

Table Tools, Design commands, 816-817

Table Tools, Layout command, 817-818

templates, changing, 810-811

text, 789

creating text boxes, 790

editing in text boxes, 789-790

text boxes

formatting, 791-796

linking, 796-797

text files, inserting, 797-798

workspace, navigating, 782-783

Publisher Start page, 778

Publishers, inserting pictures, (file formats), 798-799

purposes of presentations, PowerPoint, 578

PV function, 369

Q

queries, creating, 443-444

Query Wizard, 441-444

Quick Access Toolbar

common window elements, 23

customizing, 33-35

Excel application window,

macros

assigning to, 913-914

running from, 914

Save button, 51

Word, Print Preview, 152

Quick Analysis gallery, inserting charts, 395-396

Quick Layout gallery, 400

Quick Parts, Word

AutoText, 186-187

building blocks, 186-187

Building Blocks Organizer, 186, 188

headers/footers, 169

quick styles, PowerPoint, 499-500

Quick Styles command, 501

QuizShow template, Powerpoint, 474

R

radar charts, Excel, 393

range names, Excel, 343-344, 364

creating from selections, 345

inserting in formulas, 364-365

inserting in functions, 365-366

managing, 345

ranges, Excel

moving, 304

naming, 343-344

referencing on other worksheets, 366-368

Rate function, 369

Read Mode, Word, 128, 179

rearranging, worksheets, Excel, 283

recent edits, viewing notebook pages (OneNote), 861-862

Recent Edits command, 861-862

recipient lists, 231

creating, 227-228

editing data sources, 231

editing/manipulating, 229-231

editing/selecting fields, 228, 236-238

filtering, 230-231

options, 226-227

saving, 228-229

sorting, 230-229

Recommended Charts feature, Excel, 395

Recommended PivotTables command, 447

Record Slide Show command, 589

Record Slide Show dialog box, 589

recording

audio, notebook pages, OneNote, 867-868

slide shows, PowerPoint, 589-590

video, notebook pages, OneNote, 868

#REF, 377

referencing, Excel

absolute referencing, 352-353

cells or ranges on other worksheets, 366-368

mixed references, 353-354

relative referencing, 351

Refine commands, 714-715

Reflection, 502

refreshing connections, Excel, 444-445

Rehearse Timings command, 588-589

rehearsing timings, self-running presentations, PowerPoint, 588-589

relative referencing, Excel, 351

Remove Background command, 78

removing cropping, 81

renaming worksheets, Excel, 283

Replace Format dialog box, 339

reports, creating for what-if analysis (Excel), 464-466

Research Task Pane, 23

Reset Picture command, 80-81

responding to meeting requests, Outlook, 730-732

restoring sections and pages from Notebook Recycle Bin, 847

Restrict Access, 286

Restrict Editing, 63

Reveal Formatting task pane, Word, 149-150

Reverse Sort command, Outlook, 705

Review tab

Excel, 279

Word Online app, 108

Review tab/review tools

command groups, 19-20

Word

Proofing Options, Thesaurus, 184-185

Spelling and Grammar, 183-184

Review tab/review tools Word Proofing Options, disabling, 183

Ribbon

Home tab, PowerPoint, 497

inserting, charts, Excel, 394

OneNote, 830-832

Slide Show tab, 580

Transitions tab, 567

Ribbon Slide Master tab, 520-522

Ribbon/Ribbon tabs, 26

accessing with keyboard, 27

command access, 25

command groups, 19-20

common window elements, 23

customizing, 31-33

Developer tab, 906-907

drop-down arrows, 25

Excel Mobile app, 120-121

File tab, Options, 138

galleries, 20-21

Live Preview, 26

minimizing, 26-27

Review tab, 19-20

Word Mobile app, 119

Rooms command, scheduling meetings (Outlook), 728

rows, Excel

changing, height, 339-340

deleting, 340

freezing, 341-342

hiding, 341

inserting, 340

RSS Feeds, accessing via Navigation bar (Outlook), 623

Rule Lines command, 858

Rule Wizard, 764-767

Ruler Guides dialog box, 785

rulers

common window elements, 24

customizing, 30-31

publications, Publisher, 783-785

Word

indents, 147

tabs, 148-149

viewing, 146

rules

- creating conditional formatting rules, Excel, 334-335
- Outlook, managing, 767-768

Rules and Alerts dialog box, 749, 763**Rules Lines gallery, 858****running through presentations, PowerPoint, 580-581**

S

Save As Backstage page, 29**Save Backstage page, 29****Save button, 23****saving**

- Office app files, to cloud, 99
- workbooks, Excel, 284-285

saving files

- backward compatibility, 47
- to Cloud, 8-9
- converting to another type
 - with Backstage Save As page, 51-52*
 - with Export, Change File Type, 51-52*
 - with Export, Create PDF/XPS Document, 51*

default locations for storing files, 53

file formats, 47

- defaults, 53*

- Excel, 48*

- PDF, 49-50*

- PowerPoint, 48*

- Word, 48*

- XML and XPS, 49-50*

Office app files to Cloud, OneDrive, 101-102

Options, Save pane, 53

- AutoRecover, 54*

- Default Local File Location, 53*

- offline editing, 54*

- Save Files in This Format list, 53*

- with Quick Access Toolbar Save button, 51

- with Save As dialog, 50

- as web page formats, 51

Scale to Fit group, Page Layout tab, 309**scatter charts, Excel, 390-391****Scenario Manager, 462-466****Scenario Summary dialog box, 465****Scenario Values dialog box, 463****scenarios, creating for what-if analysis (Excel), 462-464****Scheduling Assistant, Outlook, 728-729****scheduling meetings, Outlook, 726-727**

- meeting locations, 728

- Scheduling Assistant, 728-729

- viewing/editing meeting information, 729-730

Screen Clipping command, 881**Screen Clipping tool, 91-92****screen clips, inserting (OneNote), 880-882****Screenshot command, 881****screenshots, 69, 91**

- capturing, 92

- PowerPoint, 526

ScreenTips, 394**Search Tools, Refine commands, 714-715****searching Contacts folder, Outlook, 714-715****Section command, 523****section groups, OneNote, 844-845****sections, 242****sections, OneNote**

- creating/deleting, 840

- merging, 843-844

- modifying, 841-843

password-protecting, 842-843
restoring, from Notebook Recycle Bin, 847

sections, Word documents, 215-216

breaks, 215-216
 adding, 216
 Breaks gallery, 216-217
 deleting, 217
 types of, 217
formatting page attributes, 217
previewing, 217

security. See also Trust Center

digital signatures/certificates
 creating with Digital Certificate for VBA Projects utility, 64
 online certificate authorities, 64
Microsoft Office Security Options dialog box, digital certificates, 920-921
passwords for homegroups, 62
Protect Document settings, 63
 Add a Digital Signature, 64-65
 Encrypt with Password, 63-64
 Mark As Final, 63-64
 Restrict Access, 64
 Restrict Editing, 63-64

security, Outlook

antivirus software, 748
configuring, security settings, 751-753
email, 753-754
 digitally signing, 755
 encrypting, 754-755
email attachments, 756-758
email rules, 762
 complex rules, 763-764
 Rule Wizard, 764-767
 for specific senders, 762-763
HTML email, 755-756

junk mail, 758-759
 commands, 759-760
 options, 760-762
malware, 748
overview, 747-748
passwords, 749-751
rules, managing, 767-768

Select a Reply Template dialog box, 774

Select Data Source dialog box, 399-400

selections, creating range names (Excel), 345

self-running presentations, PowerPoint, 586

recording slide shows, 589-590
rehearsing timings, 588-589
setting up slide shows, 586-587

Send Backward command, 547

series

filling, Excel, 294
 creating custom fill lists, 297-298
 creating custom series, 298-299
 Fill handle, 295-297
 Flash Fill feature, 299
numerical series, 296

Series dialog box, 298

Set Up Show dialog box, 587

Settings tab, Data validation dialog box, 455-456

shading. See borders and shading, Word

Shadow, 502

shape attributes, PowerPoint, 499-500

Shape Effects command, 501

Shape Fill command, 792

PowerPoint, 500-501

Shape Styles, 90

shape styles, PowerPoint, 499-500

Shape Styles gallery, 500

Drawing Tools, 792

shapes, 68, 87-88

adding, 88-89

Arrangement and Current View group
commands, 76

combining, 88-89

formatting

with Drawing Tools, 90-91

PowerPoint, 501-503

inserting, Publisher, 802

PowerPoint, 526, 534-535

Word, 87

Shapes gallery, 87-88

PowerPoint, 535

Share Backstage page, 29**Share group, Outlook, 717****Share Notebook page, 836-838****Shared Notebook Synchronization dialog
box, 839-840****SharePoint**

Calendars

publishing online, 689

sharing, 685-686

file management, 56

folders and libraries, 57

integration with, 889

OneDrive. *See* OneDrive

sharing

contacts, Outlook, 716-720

files to Cloud, 8-9

invitations, Outlook, 719-720

notebook pages, OneNote, 103-104

notebooks, OneNote, 836-839

Office app files that are saved to cloud,
102-104

presentations, PowerPoint, 600-602

workbooks, Excel, 290-291

shortcut menus, 24**Show Formulas command, 372****single quotation marks, 366****Size, Text Box Tools, 796****Size command, 91**

Drawing Tools, 793

sizing, SmartArt, 74**SkyDrive. *See* OneDrive/OneDrive Pro****Skype for Business, 12, 723-724**

presenting presentations online, 592-593

Slice theme, Powerpoint, 473**slicers, Excel**

filtering table data, 428-429

PivotTables, 452

Slide Master command, 519**slide objects, assigning animation to
PowerPoint, 551-552****slide sections, PowerPoint, 523-524****Slide Show tab, 580****slide shows**

presenting online, 592

Office Presentation Service, 593-594

Skype for Business, 592-593

recording macros, PowerPoint, 589-590

setting up, self-running presentations,
586-587

slides, PowerPoint

animations, 565-566

copying/pasting/deleting, 490-491

editing content, 475-476

entering text, 482-483

hidden slides, 583-584

inserting

- from existing presentations, 478*
- new, 481-482*
- other object content, 483-484*
- from Word outlines, 483*

lists

- bulleted, 491-493*
- numbered, 493*

master slides, 518-519

- creating/altering, 520-522*

modifying layout, 484

publishing to libraries, 479-480

transitions, adding, 566-567

slides, PowerPoint Online app, 114-115**SmartArt, 68, 70-72**

- adding to PowerPoint Online app, 115-116
- diagram categories, 72
- inserting, 72-74
- modifying, 74-76
- PowerPoint, 526, 535-538
 - converting text to SmartArt, 539-540*
 - inserting, 538-539*
- sizing, 74

SmartArt categories, 536-538**SmartArt gallery, 71****SmartArt Graphic gallery, 540****SmartArt lists, 71****SmartArt Tools**

- Design tab, 74-75, 540-541
- Format tab, 76, 541

snail mail or email, 223**social networks, accessing contacts (Outlook), 720-722****Soft Edges, 502****soft fonts, 139****software fonts, 139****software requirements for Office 2016, 13-14****Solid Fill, 516****Solver, 466-469****Solver add-in, 39, 459****Solver Parameters dialog box, 468****Sort dialog box, Excel, 422-424****sorting table data, Excel, 421-424****sound effects, PowerPoint**

- adding, 569
- animations, 562-564
- editing, 569-571

space, notebook pages (OneNote), 857**Sparkline Tools, Design tab, 414-415****sparklines, charts (Excel), 413**

- creating, 413-414
- modifying, 414-415

Spelling & Grammar command, 20**Spelling and Grammar checks, 183-184****spelling errors, presentations (PowerPoint), 579-580****Spelling feature**

- Excel, 306
- Publisher, 825
- Word Online app, 108

splitting worksheets, Excel, 342-343**Start screen, Excel, 276****starting workbooks, Excel, 277-278****statistical functions, Excel, 360, 372-373****status bars**

- common window elements, 24
- customizing, 36

stock charts, Excel, 391-392**storing information, OneNote, 852-854****Strikethrough command, 139****strong passwords, Outlook, 749-751**

Style dialog box, 329**styles, Word, 189-190**

assigning to document text, 106-107
 creating, new and from formatting, 192
 editing, 192-193
 importing/exporting, 195-196
 lists, 190

Define New List Style, 190

Manage Styles dialog box, 190, 193-194

Edit, 194

Organizer, 195-196

Recommend, 194

Restrict, 195

Set Defaults, 195

manual versus character and paragraph
 formatting, 138

Modify Style dialog box, 193

previewing, 192-193

Quick Styles gallery, 190-191

Style Inspector, 190, 192

style sets/Style Set gallery, 190-191

creating new sets, 191

resetting sets, 191

themes, 163-164

tables, 190

Table Tools Layout tab, 190

templates, 130, 132

Styles gallery, 848**subpages, creating, in OneNote, 846****subscriptions, Office 365 subscriptions,
12-13****Subtotal command, 435****subtotals, Excel, 434-435****Subtotals command, 451****SUM function, 357-360****Suppress Line Numbers, Word, 146****surface charts, Excel, 392****swapping, images, Publisher, 820****.swf, 574****Symantec, 918**

digital signatures, 64

sync status, viewing (OneNote), 839-840

T
Table command, Word Online app, 107**Table Styles gallery, 510****Table Tools**

Design commands, Publisher, 816-817

Design tab, 509-510

Layout commands, 508-509

Publisher, 817-818

Layout tab, 853

tables, Excel, 417-418

creating using styles, 419-420

data tables, creating for what-if analysis,
460-462

defining ranges, 418-419

filtering data, 424-425

AutoFilter Search box, 425

creating advanced filters, 429-431

creating custom AutoFilters, 425-427

with slicers, 428-429

sorting data, 421-424

Table Tools, 420-421

**tables, OneNote, storing information,
852-854****tables, PowerPoint, 507**

formatting, 507-508

inserting in existing slides, 507

Layout commands, 508-509

tables, Publisher, 816

Table Tools

*Design commands, 816-817**Layout commands, 817-818***tables, Word**

Border Painter tool, 210

captions

*inserting, 249-250**selecting label types, 250*

cells

*aligning text, 208-209**merging and splitting, 208**sizing, 206*

columns

*adding, 214-215**breaks, 215**versus tabular format, 214*

converting text to tables, 199-202

delimiters, 201-202

creating new, 198

deleting text, 203

drawing, 198, 201

*rows and columns, 201, 203**Table Drawing tool, 201*

entering text, 203

versus Excel, 199

formulas, 212-214

inserting, 198-200

*Excel spreadsheet, 199**rows and columns, 200, 206**saving settings as default, 201**with Table Grid, 198*

navigating, 203

pictures/graphics, 198

positioning, 203-204

Quick Tables gallery, 199

Tabular List, 199

rows and columns

*adjusting, 206**drawing, 201, 203**height and widths, 206-207**inserting, 200, 206**positioning, 207*

sorting data, 211-212

Table Styles gallery, 209-210

*Delete Table Style, 211**New Table Style, 210-211*

Table Tools Design, 205

*Border Painter tool, 210**Draw Borders, 205**versus Layout, 205**Table Style Options, 209*

Table Tools Layout, 204-205

*aligning elements, 204**auto fitting, 200-201**versus Design, 205**erasing elements, 201**selecting elements, 203-204**styles, 190**viewing gridlines, 206*

tables of figures

*inserting, 250-251**updating, 251***tables, Word columns editing settings, 215****tables ranges, Excel, defining, 418-419****Tables Styles gallery, 419-420****Tables Tools, Excel, 420-421****tabs, Word, 148**

versus column format, 214

leaders for, 148

setting on ruler, 149

tagging contacts, Outlook, 712-713**tags, OneNote, 849-851****Tags gallery, 849-850**

Tags Summary pane, 851-852**Tasks**

- accessing via Navigation bar, 623
- assigning attributes or categories, 693
- assigning/accepting tasks, 695-696
- creating
 - with To-Do Bar, 692*
 - in Notes, 745*
 - with Task dialog box, 692-693*
- declining tasks, 696
- editing, 698-699
- managing, 699
- setting options, 700-701
- Tasks folder, 693
 - creating new tasks, 694*
 - creating recurring tasks, 694-695*
- viewing tasks lists, 696-698

TCP/IP (Transport Control Protocol/Internet Protocol), 748**Tell Me What You Want to Do (TMWYWTD), 16-17****templates**

- creating new, Publisher, 781-782
- creating pages, OneNote, 845-846
- creating publications, Publisher, 779-780
- Office.com templates, creating workbooks/worksheets, 281-282
- publication templates, Publisher, 777-779
- Publisher, changing, 810-811

templates, Excel

- files, creating from, 55-56
- Simple Monthly Budget, 54-55

templates, Office applications, 48

- benefits of, 54, 56
- compatibility with Excel 97-2003, 48
- compatibility with PowerPoint 97-2003, 48
- files, creating with, 54-56

- macro-enabled, 48
- Memo, 54
- previewing, 56
- searching for, 56

templates, PowerPoint, 48**templates, Publisher, files, creating from, 55-56****templates, Word, 48, 130**

- attaching templates, 133-134
- brochures, 129
- files, creating from, 55-56
- filtering lists, 131
- from installed, 130
- macro-enabled, 48
- new templates, 131-133
- Normal, 128, 129
- from Office.com, 130
- from self-created, 130
- styles, 130-131
- text placeholders, 129
- Word 97-2003, 48

text, Publisher, 789

- editing, 789-790
 - in text boxes, 789-790*

Text, Text Box Tools, 793**text**

- converting to SmartArt graphics, PowerPoint, 539-540
- wrapping in cells, Excel, 337

Text Box command, 496**Text Box Tools, Publisher, 793-796****text boxes, PowerPoint**

- editing, 496
- formatting, with Drawing Tools, 499
- inserting, 496-497

text boxes, Publisher

- creating, 790
- formatting, 791
 - Drawing Tools, 791-793*
 - Text Box Tools, 793-796*
- linking, 796-797

Text command, 90**Text Direction command, 498****text effects**

- Format Shape task pane, 505-507
- PowerPoint, 504-505

Text Effects command, 505**Text Effects gallery, 94****text entries, Excel, formatting, 315-316**

- changing text orientation, 317-318
- Format Cells dialog box, 316-317

text files, importing, into Excel, 438-439**text files, Publisher, inserting, 797-798****text fill, PowerPoint, 504-505****Text Fill command, 504****Text Fit Command, 794****text functions, Excel, 375-376****Text Import Wizard, 438-439****text orientation, changing, Excel, 317-318****text outline, PowerPoint, 504-505****Text Outline command, 505****Texture Fill, 516****textures, PowerPoint, 501****themes**

- Excel, 325-326
 - creating from, 55-56*
- PowerPoint, 510
 - applying, 511-512*
 - backgrounds, 515-517*
 - colors, 513-514*

- customizing, 517*
- effects, 514-515*
- files, creating from, 55-56*
- fonts, 514*

PowerPoint Online app, 114**previewing, 56****Publisher, files, 55-56****themes, Word**

- backward compatibility, 162
- consistency across applications, 162
- custom, 165
- custom style sets, 165
- default, 162
- deleting, 165
- Document Formatting group, 162-164
- files, creating from, 55-56
- manual formatting versus styles/themes, 138
- Styles/Style Set galleries, 163-164
- Themes gallery, 162-163

Themes gallery, 512**Thesaurus, 184-185****timing, PowerPoint**

- animations, 564-565
- self-running presentations, 588-589

title bars, 23

- common window elements, 23

TMWYWTD (Tell Me What You Want to Do), 16-17**TOCs (table of contents), 242**

- adding entries, 246
- building with TC field codes, 247-249
- creating
 - building with TC field codes, 242-244*
 - with own styles, 242-245*
- Field dialog box, 247-249
- inserting into documents, 243

Table of Contents gallery, 244-243
 updating, 243, 246-247

ToolTips, 21

Top/Bottom rules, 332-333

Trace Dependents, 379

Trace Precedents command, 379

Track Changes, 242
 accepting/rejecting changes, 266
 comments, 261-263
 options, 263-264
 reviewing changes, 265
 Reviewing Pane, 263
 viewing changes, 264-265
 views
 All Markup, 262
 Simple Markup, 261-262

Tracking group, Review tab, 20

Training template, PowerPoint, 474

transitions, PowerPoint, 551
 adding to slides, 566-567
 modifying, 567-569

Transitions tab, 567

TRANSPOSE function, 373

transposing cell ranges, Paste Special command, 303

trendlines, Excel, 406-408

Trigger command, 560

TRIM function, 376

=TRIM function, 456

Trim Video command, 575

Trojan horses, 748

True Type fonts, 139, 142

Trust Center. *See also security*
 macros, 907-908
 editing, 908
 enabling

opening, 42
 Outlook, accessing, 751-752
 overview, 41-42
 settings, changing, 43
 Trusted Locations, 44-45
 Trusted Publishers, 43-44

Trusted Publishers, Outlook, 752-753

Typography, Text Box Tools, 794-795

U

Undo command, 81

Unprotect Sheet command, 288

up/down bars, Excel, 410

user identification, configuring (Outlook), 749-750

User Name option, 37

user-defined fields, Outlook, 709

V

validation rules, 453-454

specifying criteria for, 454-456

#VALUE, 377

values

entering, worksheets, Excel, 292-293

formatting, Excel, 318-319

creating custom number formats, 321-323

Format Cells dialog box, 320

Variants gallery, 513

VeriSign, and Trusted Publishers, 43

versions

Compatibility Checker task pane, 65

of Excel, managing, 291

of Office 2016, 12-13

viewing

Compare or Restore options, 60

Versions area, 59

video

PowerPoint, 571

inserting online video, 571-574

inserting video files, 574

modifying video files, 575-576

recording, notebook pages, OneNote, 868

video files, PowerPoint

inserting, 574

modifying, 575-576

Video Tools, 575

Playback tab, 575

View tab

Excel, 279, 306-308

OneNote, 859

PowerPoint Online app, 114

Word Online app, 108-109

viewing

changes by author, notebook pages
(OneNote), 862-864

comments, Excel, 324-325

connections, Excel, 444-445

meeting information, Outlook, 729-730

page versions, notebook pages (OneNote),
860-861

publications, Publisher, 785-786

recent edits, notebook pages (OneNote),
861-862

scenarios, what-if analysis, Excel, 464-466

sync status, OneNote, 839-840

worksheets, Excel, 306-308

views

Dock to Desktop view, 860

Full Page View, 859

VLOOKUP function, 373-374**W**

Watch Window, Excel, 380-381

Waveform Audio file format (.wav), 562

web beacons, 755

Web Layout view, 179

web page formats, 51

web tables, importing into Excel, 437-438

**WebDAV (Web Distributed Authoring and
Versioning) servers, 689-690**

What-If Analysis command, 464

what-if analysis, Excel, 459

creating

data tables, 460-462

reports, 464-466

scenarios, 462-464

viewing scenarios and creating reports,
464-466

Widow/Orphan controls, Word, 146

width, columns, Excel, changing, 339-340

Windows 10

logon credentials, 99

Mobile Office apps, 116-117

Windows Defender, 748

Windows 10 apps,**Windows 10 Mobile Office apps**

Excel Mobile app, 120-121

Word Mobile app, 117-120

**Windows Azure Marketplace, Data
Connection Wizard, 440**

Windows Defender, Windows 10, 748

Windows Reader, 49

Windows XPS viewer, 49-50

**Wipe transition, Effect Options gallery,
567-568**

wizards

- Query Wizard, 441-444
- Rule Wizard, 764-767
- Text Import Wizard, 438-439

WMA (Windows Media Audio (.wma), 563**Word, 11**

- collaboration, 10
- editing, PDFs, 9-10
- shapes, 87

Word Art Styles, Text Box Tools, 794**Word documents**

- borders and shading
 - Borders and Shading dialog box, 161-162*
 - fill effects, 162*
- charts
 - Chart Tools, 176*
 - Excel worksheets, 176*
 - formatting, 176*
 - integrating text and images, 177-178*
 - types, 175*
- creating/opening, 126-128
- creating/opening, new, from templates, 128-130
- data sharing, 902-904
 - Additional Actions, 903*
 - AutoCorrect dialog box, 903-904*
 - editing email, 890*
 - mail merges, 890*
 - Smart Tags, 890*
- Document Views
 - Draft, 179*
 - Outline, 179-182*
 - Print Layout, 179*
 - Read Mode, 179*
 - Split command, 182-183*
 - Web Layout, 179*
- file formats, 48

formatting text, characters

- Character Spacing options, 142*
- comparison of, 137-138*
- inconsistencies, marking, 150*
- manual versus styles/themes, 138*
- overview, 137*
- versus Page Layout settings, 137*

formatting text, fonts

- copying/pasting attributes, 141*
- Font commands, 139-140*
- Font dialog box, 142*
- Format Painter, 141*
- keyboard shortcuts, 140*
- OpenType fonts, 139, 142*
- software fonts, 139*

formatting text, paragraphs

- alignment, 143-144*
- comparison of, 137-138*
- indents, 146-147*
- line and page breaks, 145-146*
- line spacing, 144-145*
- manual versus styles/themes, 138*
- overview, 137, 142-143*
- versus Page Layout settings, 137*
- Paragraph dialog box, 143-146*
- Reveal Formatting task pane, 149-150*
- tabs, 148*

headers/footers

- advantages of, 166*
- Building Blocks Organizer, 169*
- Document Info, 168, 169-170*
- Document Property, 169*
- Header & Footer Tools, 167-169*
- Header gallery, 167*
- Insert, 167*
- Navigation, 168*
- one-sided pages versus facing pages, 166*

- Options*, 168
- Page Number*, 170-171
- Position*, 168
- Quick Parts*, 169
- sections*, 166, 169
- lists
 - bulleted*, 156-158
 - multilevel*, 159-160
 - numbered*, 158-159
- navigating
 - with keyboard shortcuts*, 135-136
 - with mouse*, 134
 - with mouse, horizontal scrollbar*, 134, 135
 - with mouse, vertical scrollbar*, 134-135
 - selecting text with keyboard*, 137
 - selecting text with mouse*, 136
 - selecting text with Word Extend feature*, 137
- Navigation pane
 - accessing*, 179
 - Collapse/Expand toggle*, 181
 - Headings feature*, 180
 - Search box*, 180
 - View Side By Side*, 181
- new features
 - OneDrive*, 125
 - Simple Markup view*, 125
 - Tell Me Box*, 125
- online pictures/clip art
 - Bing Image Search*, 174-175
 - Creative Commons*, 174
 - Facebook or Flickr accounts*, 174
 - Insert Pictures browser*, 174-175
 - OneDrive*, 175
 - Online Pictures*, 174
 - text and images, integrating*, 177-178
- Page Layout settings
 - versus character and paragraph formatting*, 137
 - hyphenation*, 146
 - indents*, 146-147
 - margins*, 150-152
 - marking formatting inconsistencies*, 150
 - page breaks*, 152
 - page orientation*, 152
 - paper size*, 152
 - spacing*, 144
- pictures
 - file formats supported*, 172
 - Layout Options*, 173
 - Picture Tools*, 172-173, 177-178
 - Reset Picture*, 173
 - text and images, integrating*, 177-178
- printing
 - collated or uncollated*, 153
 - margins*, 154
 - one or two sided*, 153
 - orientation*, 153
 - page number selection*, 152-153
 - pages per sheet*, 154
 - paper size*, 154
 - preview, Print Preview*, 152
 - preview, Zoom slider*, 154
- Proofing Options
 - Define Dictionary*,
 - disabling*, 183
 - Thesaurus*, 184-185
- Quick Parts
 - AutoText*, 186-187
 - building blocks*, 186-187
 - Building Blocks Organizer*, 186, 188
 - headers/footers*, 169

Review tab, Spelling and Grammar, 183-184

Review tools, Proofing Options

Define Dictionary,

disabling, 183

Spelling and Grammar, 183-184

Thesaurus, 184-185

selecting text

with keyboard, 137

with mouse, 136

with Word Extend feature, 137

shading, options, 161

starting

from Start screen, 126-127

from Windows 8 taskbar, 125

styles, 189-190

creating new and from formatting, 191-192

editing, 192-194

importing/exporting, 195-196

lists, 190

lists, Define New List Style, 190

Manage Styles dialog box, 190, 193-196

Modify Style dialog box, 193

Organizer, 195-196

previewing, 192-193

Quick Styles gallery, 190-191

recommending, 194

restricting, 195

setting defaults, 195

Style Inspector, 190, 192

style sets/Style Set gallery, 190-191

tables, 190

tables/Table commands

styles, 190

Table Tools Layout tab, 190

Word versus Excel, 199

templates, 48, 130

attaching, 133-134

brochures, 129

filtering lists, 131

macro-enabled, 48

new documents, 128-130

new templates, 131-133

Normal, 128-129

Normal, changing, 143

styles, 130-131

text placeholders, 129

Word 97-2003, 48

text integration with images, 177-178

themes

backward compatibility, 162

consistency across applications, 162

custom style sets, 165

custom themes, 165

default themes, 162

deleting themes, 165

Document Formatting group, 162-164

manual formatting versus styles/themes, 138

Styles/Style Set galleries, 163-164

Themes gallery, 162-163

Word Mobile app, 117-120

Word Online app, 104-105

File tab, 105

Insert tab, 107-108

Review tab, 108

View tab, 108-109

Word Save As page, 100

Word Share page,

WordArt, 69, 93-94

WordArt Styles, 90

- PowerPoint, 503-504
 - text effects, 504-505*
 - text fill, 504-505*
 - text outline, 504-505*

WordArt Styles gallery, 76, 504**WordArt Styles group, 94****Workbook Views group, 306, 307****workbooks, Excel**

- creating, 281
 - Office.com templates, 281-282*
- protecting, 286
- saving, 284-285
- sharing, 290-291
- starting, 277-278

worksheets, Excel

- adding, images/graphics, 346-347
- creating, 281
 - Office.com templates, 281-282*
- deleting, 283
- entering data, 291-292
 - AutoComplete, 293-294*
 - labels, 292*
 - values, 292-293*
- freezing rows/columns, 341-342
- hiding, 343
- inserting, 283
- moving around in, 280
- performing calculations, 349-351
- printing, 308
 - headers/footers, 313-314*
 - inserting page breaks, 310-311*
 - Page Layout commands, 308-310*
 - print areas, 310*

Print page, 311-313

print titles, 311

- protecting, 286
- rearranging, 283
- renaming, 283
- splitting, 342-343
- viewing, 306-308

workspace

- Excel, 277
 - Ribbon tabs, 278-280*
- OneNote, 829-830
 - Notebook pane, 832*
 - OneNote Ribbon, 830-832*
- Publisher, navigating, 782-783

worms, 748**wrapping text in cells, Excel, 337**

X-Y-Z

X Y charts, Excel, 390-391

- .xls file extension, document compatibility with Excel 97-2003, 48**
- .xlsm Excel macro-enabled workbook file extension, 48**
- .xlsx file extension, Excel 2010, 2013, and 2016 workbooks, 48**
- .xlt file extension, template compatibility with Excel 97-2003, 48**
- .xltm file extension, macro-enabled Excel template, 48**
- .xltx file extension, Excel template, 48**
- XML electronic paper file format. *See* XPS file format**

XML file format, 49-50

Excel file extensions, 48

PowerPoint file extensions, 48

Word file extensions, 48

XPS file format, 49-50**XPS viewer, 49-50**