

Microsoft® Office 365™ **OFFICE 2016**

INTRODUCTORY

Steven M. Freund
Corinne L. Hoisington
Mary Z. Last
Philip J. Pratt
Susan L. Sebok
Misty E. Vermaat



SHELLY CASHMAN SERIES®

Australia • Brazil • Japan • Korea • Mexico • Singapore • Spain • United Kingdom • United States

Microsoft® Office 2016: Introductory

Steven M. Freund, Corinne L. Hoisington,
Mary Z. Last, Philip J. Pratt, Susan L. Sebok,
Misty E. Vermaat

SVP, GM Skills & Global Product Management:
Dawn Gerrain

Product Director: Kathleen McMahon

Senior Product Team Manager: Lauren Murphy

Associate Product Managers: William Guiliani,
Melissa Stehler

Senior Director, Development: Marah
Bellegarde

Product Development Manager: Leigh Hefferon

Managing Content Developer: Emma F.
Newsom

Developmental Editors: Amanda Brodtkin, Deb
Kaufmann, Lyn Markowicz, Lisa Ruffolo,
Karen Stevens

Product Assistant: Erica Chapman

Manuscript Quality Assurance: Jeffrey
Schwartz, John Freitas, Serge Palladino,
Susan Pedicini, Danielle Shaw, Susan Whalen

Senior Production Director: Wendy Troeger

Production Director: Patty Stephan

Senior Content Project Manager: Matthew
Hutchinson

Manufacturing Planner: Julio Esperas

Designer: Diana Graham

Text Designer: Joel Sadagursky

Cover Template Designer: Diana Graham

Cover image(s): karawan/Shutterstock.com;
Mrs. Opossum/Shutterstock.com

Composer: Lumina Datamatics, Inc.

Vice President, Marketing: Brian Joyner

Marketing Director: Michele McTighe

Marketing Manager: Stephanie Albracht

© 2017 Cengage Learning

ALL RIGHTS RESERVED. No part of this work covered by the copyright herein may be reproduced or distributed in any form or by any means, except as permitted by U.S. copyright law, without the prior written permission of the copyright owner.

Microsoft and the Office logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/ or other countries. Cengage Learning is an independent entity from the Microsoft Corporation, and not affiliated with Microsoft in any manner.

The material in this book was written using Microsoft Office 2016 and was Quality Assurance tested before the publication date. As Microsoft continually updates Office 2016 and Office 365, your software experience may vary slightly from what is seen in the printed text.

Mac users: If you're working through this product using a Mac, some of the steps may vary. Additional information for Mac users is included with the data files for this product.

For product information and technology assistance, contact us at
Cengage Learning Customer & Sales Support, 1-800-354-9706

For permission to use material from this text or product,
submit all requests online at www.cengage.com/permissions.

Further permissions questions can be e-mailed to
permissionrequest@cengage.com

Library of Congress Control Number: 2015958650

ISBN: 978-1-305-87001-7

ISBN: 978-1-305-87004-8 (spiralbound)

ISBN: 978-1-305-87003-1 (casebound)

Cengage Learning

20 Channel Center Street
Boston, MA 02210
USA

Cengage Learning is a leading provider of customized learning solutions with employees residing in nearly 40 different countries and sales in more than 125 countries around the world. Find your local representative at www.cengage.com.

Cengage Learning products are represented in Canada by Nelson Education, Ltd.

To learn more about Cengage Learning, visit www.cengage.com

Purchase any of our products at your local college store or at our preferred online store www.cengagebrain.com

Microsoft® Office 365™

OFFICE 2016

INTRODUCTORY

Contents

Productivity Apps for School and Work

| | |
|--------------------------------|-------|
| Introduction to OneNote 2016 | PA 2 |
| Introduction to Sway | PA 6 |
| Introduction to Office Mix | PA 10 |
| Introduction to Microsoft Edge | PA 14 |

Microsoft Office 2016 and Windows 10

Office 2016 and Windows 10: Essential Concepts and Skills

| | |
|--|---------------|
| Objectives | OFF 1 |
| Roadmap | OFF 1 |
| Introduction to the Windows 10 Operating System | OFF 2 |
| Using a Touch Screen and a Mouse | OFF 3 |
| Scrolling | OFF 4 |
| Keyboard Shortcuts | OFF 5 |
| Starting Windows | OFF 5 |
| To Sign In to an Account | OFF 6 |
| The Windows Desktop | OFF 7 |
| Introduction to Microsoft Office 2016 | OFF 7 |
| Microsoft Office 2016 Apps | OFF 7 |
| Microsoft Office 2016 Suites | OFF 8 |
| Running and Using an App | OFF 9 |
| Word | OFF 9 |
| To Run an App Using the Start Menu and Create a Blank Document | OFF 9 |
| To Maximize a Window | OFF 11 |
| Word Document Window, Ribbon, and Elements Common to Office Apps | OFF 12 |
| To Display a Different Tab on the Ribbon | OFF 16 |
| To Collapse and Expand the Ribbon and Use Full Screen Mode | OFF 17 |
| To Use a Shortcut Menu to Relocate the Quick Access Toolbar | OFF 19 |
| To Customize the Quick Access Toolbar | OFF 20 |
| To Enter Text in a Document | OFF 21 |
| Document Properties | OFF 22 |
| To Change Document Properties | OFF 22 |
| Printing, Saving, and Organizing Files | OFF 23 |
| Printing a Document | OFF 23 |
| To Print a Document | OFF 23 |
| Organizing Files and Folders | OFF 25 |

| | |
|---|---------------|
| To Create a Folder | OFF 26 |
| Folder Windows | OFF 27 |
| To Create a Folder within a Folder | OFF 28 |
| To Create the Remaining Folders | OFF 28 |
| To Expand a Folder, Scroll through Folder Contents, and Collapse a Folder | OFF 29 |
| To Switch from One App to Another | OFF 30 |
| To Save a File in a Folder | OFF 31 |
| Navigating in Dialog Boxes | OFF 34 |
| To Minimize and Restore a Window | OFF 34 |
| To Save a File on OneDrive | OFF 35 |
| To Sign Out of a Microsoft Account | OFF 37 |
| Screen Resolution | OFF 38 |
| To Change the Screen Resolution | OFF 39 |
| To Exit an Office App with One Document Open | OFF 41 |
| To Copy a Folder to OneDrive | OFF 42 |
| To Unlink a OneDrive Account | OFF 44 |
| Additional Microsoft Office Apps | OFF 45 |
| PowerPoint | OFF 46 |
| To Run an App Using the Search Box | OFF 47 |
| The PowerPoint Window and Ribbon | OFF 48 |
| To Enter Content in a Title Slide | OFF 49 |
| To Save a File in a Folder | OFF 49 |
| To Create a New Office Document from the Backstage View | OFF 50 |
| To Enter Content in a Title Slide of a Second PowerPoint Presentation | OFF 51 |
| To Save a File in a Folder | OFF 51 |
| To Close an Office File Using the Backstage View | OFF 52 |
| To Open a Recent Office File Using the Backstage View | OFF 52 |
| To Exit an Office App | OFF 53 |
| Excel | OFF 53 |
| To Create a New Blank Office Document from File Explorer | OFF 54 |
| To Run an App from File Explorer and Open a File | OFF 55 |
| Unique Features of Excel | OFF 56 |
| To Enter a Worksheet Title | OFF 57 |
| To Save an Existing Office File with the Same File Name | OFF 58 |
| To Save a File with a New File Name | OFF 59 |
| To Exit an Office App Access | OFF 59 |

| | | | |
|---|---------------|--|--------------|
| To Run an App | OFF 59 | To Change the Case of Selected Text | WD 17 |
| Unique Elements in Access | OFF 60 | To Apply a Text Effect to Selected Text | WD 18 |
| To Create an Access Database | OFF 61 | To Shade a Paragraph | WD 19 |
| To Close an Office File | OFF 62 | To Select Multiple Lines | WD 20 |
| To Open an Existing Office File | OFF 63 | To Change the Font Size of Selected Text | WD 20 |
| To Exit an Office App | OFF 63 | To Bullet a List of Paragraphs | WD 21 |
| Other Office Apps | OFF 64 | To Undo and Redo an Action | WD 22 |
| Outlook | OFF 64 | To Italicize Text | WD 23 |
| Publisher | OFF 65 | To Color Text | WD 24 |
| OneNote | OFF 66 | To Use the Mini Toolbar to Format Text | WD 25 |
| Renaming, Moving, and Deleting Files | OFF 67 | To Select a Group of Words | WD 26 |
| To Rename a File | OFF 68 | To Underline Text | WD 27 |
| To Move a File | OFF 68 | To Bold Text | WD 27 |
| To Delete a File | OFF 69 | To Zoom One Page | WD 28 |
| Microsoft Office and Windows Help | OFF 70 | To Change Theme Colors | WD 29 |
| To Open the Help Window | | To Zoom Page Width | WD 30 |
| in an Office App | OFF 70 | Selecting Text | WD 30 |
| Moving and Resizing Windows | OFF 70 | Inserting and Formatting a Picture | |
| To Move a Window by Dragging | OFF 70 | in a Word Document | WD 31 |
| To Resize a Window by Dragging | OFF 71 | To Center Another Paragraph | WD 31 |
| Using Office Help | OFF 72 | To Insert a Picture | WD 31 |
| To Obtain Help Using the Search Text Box | OFF 72 | To Zoom the Document | WD 33 |
| Obtaining Help while Working in an Office App | OFF 73 | To Resize a Graphic | WD 34 |
| To Obtain Help Using the Tell Me Box | OFF 74 | To Zoom 100% | WD 35 |
| Using the Windows Search Box | OFF 74 | To Apply a Picture Style | WD 36 |
| To Use the Windows Search Box | OFF 74 | To Apply Picture Effects | WD 37 |
| Summary | OFF 75 | Enhancing the Page | WD 38 |
| Apply Your Knowledge | OFF 76 | To Add a Page Border | WD 39 |
| Extend Your Knowledge | OFF 77 | To Zoom One Page | WD 40 |
| Expand Your World | OFF 78 | To Change Spacing before and | |
| In the Labs | OFF 78 | after Paragraphs | WD 40 |
| | | To Center Page Contents Vertically | WD 41 |
| | | To Save the Document and Exit Word | WD 42 |
| | | Correcting Errors and Revising a Document | WD 42 |
| | | Types of Changes Made to Documents | WD 43 |
| | | To Run Word, Open a Document, and | |
| | | Specify Settings | WD 43 |
| | | To Insert Text in an Existing Document | WD 43 |
| | | To Delete Text | WD 44 |
| | | To Move Text | WD 44 |
| | | To Save and Print the Document | WD 45 |
| | | To Switch to Read Mode | WD 46 |
| | | To Switch to Print Layout View | WD 46 |
| | | Summary | WD 47 |
| | | Apply Your Knowledge | WD 48 |
| | | Extend Your Knowledge | WD 50 |
| | | Expand Your World | WD 51 |
| | | In the Labs | WD 52 |
| | | MODULE TWO | |
| | | Creating a Research Paper with | |
| | | References and Sources | |
| | | Objectives | WD 57 |
| | | Introduction | WD 57 |
| | | Project — Research Paper | WD 57 |
| | | MLA Documentation Style | WD 58 |
| | | Changing Document Settings | WD 60 |
| | | To Run Word and Specify Settings | WD 60 |
| | | Styles | WD 60 |
| | | To Modify a Style | WD 61 |
| | | Adjusting Line and Paragraph Spacing | WD 62 |
| | | To Change Line Spacing | WD 62 |

Microsoft **Word 2016**

MODULE ONE

Creating, Formatting, and Editing a Word Document with a Picture

| | |
|---|--------------|
| Objectives | WD 1 |
| Introduction | WD 1 |
| Project — Flyer with a Picture | WD 1 |
| To Run Word and Specify Settings | WD 3 |
| Entering Text | WD 3 |
| To Type Text | WD 4 |
| To Display Formatting Marks | WD 5 |
| To Insert a Blank Line | WD 5 |
| To Zoom Page Width | WD 6 |
| Wordwrap | WD 7 |
| To Wordwrap Text as You Type | WD 7 |
| Spelling and Grammar Check | WD 8 |
| To Check Spelling and Grammar as You Type | WD 8 |
| To Enter More Text | WD 9 |
| Navigating a Document | WD 10 |
| Formatting Paragraphs and Characters | WD 11 |
| Font, Font Sizes, and Themes | WD 12 |
| To Center a Paragraph | WD 13 |
| To Center Another Paragraph | WD 13 |
| Formatting Single versus Multiple Paragraphs and Characters | WD 14 |
| To Select a Line | WD 14 |
| To Change the Font Size of Selected Text | WD 15 |
| To Change the Font of Selected Text | WD 16 |

| | | | |
|--|--------------|---|---------------|
| To Remove Space after a Paragraph | WD 63 | Summary | WD 111 |
| To Update a Style to Match a Selection | WD 64 | Apply Your Knowledge | WD 112 |
| Creating a Header | WD 64 | Extend Your Knowledge | WD 113 |
| To Switch to the Header | WD 65 | Expand Your World | WD 115 |
| To Right-Align a Paragraph | WD 66 | In the Labs | WD 116 |
| To Enter Text | WD 66 | | |
| To Insert a Page Number | WD 66 | | |
| To Close the Header | WD 68 | | |
| Typing the Research Paper Text | WD 68 | MODULE THREE | |
| To Enter Name and Course Information | WD 69 | Creating a Business Letter with a Letterhead and Table | |
| To Click and Type | WD 70 | Objectives | WD 121 |
| Keyboard Shortcuts | WD 71 | Introduction | WD 121 |
| To Format Text Using a Keyboard Shortcut | WD 71 | Project — Business Letter with a Letterhead and Table | WD 121 |
| To Display the Rulers | WD 72 | To Run Word and Change Word Settings | WD 123 |
| To First-Line Indent Paragraphs | WD 72 | To Change Margin Settings | WD 123 |
| To AutoCorrect as You Type | WD 74 | Creating a Letterhead | WD 124 |
| To Use the AutoCorrect Options Button | WD 75 | To Insert a Shape | WD 125 |
| To Create an AutoCorrect Entry | WD 75 | Floating versus Inline Objects | WD 127 |
| The AutoCorrect Dialog Box | WD 77 | To Change an Object's Position | WD 127 |
| To Enter More Text | WD 77 | To Change an Object's Text Wrapping | WD 128 |
| Citations | WD 78 | To Apply a Shape Style | WD 129 |
| To Change the Bibliography Style | WD 78 | To Add Text to a Shape | WD 129 |
| To Insert a Citation and Create Its Source | WD 79 | To Use the 'Increase Font Size' Button | WD 130 |
| To Enter More Text | WD 81 | To Bold Selected Text | WD 131 |
| Footnotes | WD 82 | To Change the Document Theme | WD 131 |
| To Insert a Footnote Reference Mark | WD 82 | To Insert an Online Picture | WD 131 |
| To Enter Footnote Text | WD 83 | To Resize a Graphic to a Percent of the Original Size | WD 133 |
| To Insert a Citation Placeholder | WD 83 | To Change the Color of a Graphic | WD 134 |
| Footnote Text Style | WD 84 | To Set a Transparent Color in a Graphic | WD 135 |
| To Modify a Style Using a Shortcut Menu | WD 84 | To Adjust the Brightness and Contrast of a Graphic | WD 136 |
| To Edit a Source | WD 86 | To Change the Border Color on a Graphic | WD 137 |
| To Edit a Citation | WD 88 | To Change an Object's Text Wrapping | WD 137 |
| Working with Footnotes and Endnotes | WD 89 | To Move a Graphic | WD 138 |
| To Enter More Text | WD 90 | To Copy a Graphic | WD 138 |
| To Count Words | WD 90 | To Use Paste Options | WD 139 |
| Automatic Page Breaks | WD 91 | To Move a Graphic | WD 139 |
| To Enter More Text and Insert a Citation Placeholder | WD 91 | To Flip a Graphic | WD 140 |
| To Hide and Show White Space | WD 92 | To Format and Enter Text | WD 140 |
| To Edit a Source | WD 93 | To Insert a Symbol from the Symbol Dialog Box | WD 141 |
| To Enter More Text | WD 94 | To Insert a Symbol from the Insert a Symbol Gallery | WD 142 |
| Creating an Alphabetical Works Cited Page | WD 95 | To Enter Text | WD 143 |
| To Page Break Manually | WD 95 | To Bottom Border a Paragraph | WD 143 |
| To Apply a Style | WD 96 | To Clear Formatting | WD 144 |
| To Center Text | WD 96 | AutoFormat As You Type | WD 145 |
| To Create a Bibliographical List | WD 96 | To Convert a Hyperlink to Regular Text | WD 146 |
| Proofreading and Revising the Research Paper | WD 98 | Creating a Business Letter | WD 147 |
| To Modify a Source | WD 99 | To Save a Document with a New File Name | WD 147 |
| To Update a Field | WD 99 | To Apply a Style | WD 147 |
| To Go to a Page | WD 101 | Using Tab Stops to Align Text | WD 149 |
| Copying, Cutting, and Pasting | WD 101 | To Display the Ruler | WD 149 |
| To Copy and Paste | WD 102 | To Set Custom Tab Stops | WD 149 |
| To Display the Paste Options Menu | WD 103 | To Insert the Current Date in a Document | WD 151 |
| To Find Text | WD 103 | To Enter the Inside Address and Salutation | WD 152 |
| To Replace Text | WD 104 | To Create a Building Block | WD 152 |
| Find and Replace Dialog Box | WD 105 | To Modify a Building Block | WD 153 |
| To Find and Insert a Synonym | WD 105 | To Insert a Building Block | WD 154 |
| To Check Spelling and Grammar at Once | WD 106 | Building Blocks versus AutoCorrect | WD 155 |
| The Main and Custom Dictionaries | WD 107 | To Insert a Nonbreaking Space | WD 155 |
| To Look Up Information | WD 108 | To Enter Text | WD 156 |
| To Zoom Multiple Pages | WD 109 | Tables | WD 157 |
| To Change Read Mode Color | WD 110 | | |
| To Save and Print the Document and Exit Word | WD 111 | | |

| | | | |
|---|---------------|--|---------------|
| To Insert an Empty Table | WD 157 | To Select a Group of Words | PPT 17 |
| To Enter Data in a Table | WD 158 | To Bold Text | PPT 18 |
| To Enter More Data in a Table | WD 159 | To Increase Font Size | PPT 18 |
| To Apply a Table Style | WD 160 | Adding New Slides, Changing Slide Layouts, and Changing the Theme | PPT 19 |
| To Resize Table Columns to Fit Table Contents | WD 161 | To Add a New Slide and Enter a Slide Title and Headings | PPT 19 |
| To Select a Column | WD 162 | To Add a Slide with the Title Only Layout | PPT 21 |
| Selecting Table Contents | WD 163 | To Enter a Slide Title | PPT 23 |
| To Align Data in Cells | WD 163 | To Change the Theme | PPT 23 |
| To Center a Table | WD 164 | To Change the Variant | PPT 25 |
| To Insert a Row in a Table | WD 165 | PowerPoint Views | PPT 26 |
| To Merge Cells | WD 167 | To Move to Another Slide in Normal View | PPT 26 |
| To Change the Font of Text in a Table Row | WD 168 | Inserting Pictures into Slides | PPT 28 |
| Deleting Table Data | WD 169 | To Insert a Picture into the Title Slide | PPT 28 |
| To Add More Text | WD 169 | To Insert a Picture into a Slide without a Content Placeholder | PPT 29 |
| To Bullet a List as You Type | WD 169 | To Insert a Picture into a Content Placeholder | PPT 30 |
| To Enter More Text and then Save and Print the Letter | WD 171 | To Insert a Picture into a Slide without a Content Placeholder | PPT 31 |
| Addressing and Printing Envelopes and Mailing Labels | WD 172 | Resizing Photos and Illustrations | PPT 32 |
| To Address and Print an Envelope | WD 172 | To Proportionally Resize Pictures | PPT 32 |
| Envelopes and Labels | WD 173 | To Nonproportionally Resize the Photograph on Slide 2 | PPT 33 |
| Summary | WD 173 | To Resize the Illustration on Slide 4 | PPT 34 |
| Apply Your Knowledge | WD 174 | To Move Pictures | PPT 35 |
| Extend Your Knowledge | WD 175 | To Rotate a Picture | PPT 36 |
| Expand Your World | WD 177 | Ending a Slide Show with a Closing Slide | PPT 37 |
| In the Labs | WD 178 | To Duplicate a Slide | PPT 38 |
| | | To Arrange a Slide | PPT 39 |
| | | Making Changes to Slide Text Content | PPT 39 |
| | | Replacing Text in an Existing Slide | PPT 40 |
| | | Deleting Text | PPT 40 |
| | | To Delete Text in a Placeholder | PPT 40 |
| | | Adding a Transition | PPT 42 |
| | | To Add a Transition between Slides | PPT 42 |
| | | Document Properties | PPT 44 |
| | | Viewing the Presentation in Slide Show View | PPT 45 |
| | | To Start Slide Show View | PPT 45 |
| | | To Move Manually through Slides in a Slide Show | PPT 46 |
| | | To Save and Print the Presentation | PPT 47 |
| | | Summary | PPT 48 |
| | | Apply Your Knowledge | PPT 49 |
| | | Extend Your Knowledge | PPT 50 |
| | | Expand Your World | PPT 51 |
| | | In the Labs | PPT 52 |
| | | MODULE TWO | |
| | | Enhancing a Presentation with Pictures, Shapes, and WordArt | |
| | | Objectives | PPT 57 |
| | | Introduction | PPT 57 |
| | | Project — Presentation with Pictures, Shapes, and Wordart | PPT 57 |
| | | Downloading a Theme and Editing Slides | PPT 59 |
| | | To Search for and Download an Online Theme | PPT 59 |
| | | To Delete a Slide | PPT 60 |
| | | To Create a Title Slide | PPT 61 |
| | | To Create the First Text Slide | PPT 62 |
| | | To Create the Second Text Slide | PPT 63 |

Microsoft PowerPoint 2016

MODULE ONE

Creating and Editing a Presentation with Pictures

| | |
|---|---------------|
| Objectives | PPT 1 |
| Introduction | PPT 1 |
| Project — Presentation with a Bulleted List and Pictures | PPT 2 |
| Choosing a Document Theme and Variant | PPT 3 |
| To Choose a Document Theme and Variant | PPT 3 |
| Creating a Title Slide | PPT 5 |
| To Enter the Presentation Title | PPT 6 |
| Correcting a Mistake When Typing | PPT 7 |
| Paragraphs | PPT 7 |
| To Enter the Presentation Subtitle Paragraph | PPT 7 |
| To Zoom a Slide | PPT 8 |
| Formatting Characters in a Presentation | PPT 9 |
| Fonts and Font Styles | PPT 9 |
| To Select a Paragraph | PPT 9 |
| To Italicize Text | PPT 10 |
| To Increase Font Size | PPT 10 |
| To Select a Word | PPT 11 |
| To Change the Text Color | PPT 11 |
| Adding a New Slide to a Presentation | PPT 12 |
| To Add a New Text Slide with a Bulleted List | PPT 12 |
| Creating a Text Slide with a Multilevel Bulleted List | PPT 13 |
| To Enter a Slide Title | PPT 14 |
| To Select a Text Placeholder | PPT 15 |
| To Type a Multilevel Bulleted List | PPT 15 |
| To Type the Remaining Text for Slide 2 | PPT 17 |

| | | | |
|---|----------------|--|----------------|
| Inserting and Formatting Pictures in a Presentation | PPT 63 | To Color a Photo | PPT 124 |
| To Insert a Picture into a Slide without a Content Placeholder | PPT 63 | To Add an Artistic Effect to a Photo | PPT 125 |
| To Change a Picture | PPT 65 | To Change the Stacking Order | PPT 126 |
| To Correct a Picture | PPT 66 | Modifying Placeholders | PPT 127 |
| To Apply a Picture Style | PPT 67 | To Resize a Placeholder | PPT 128 |
| To Add a Picture Border | PPT 68 | To Align Paragraph Text | PPT 128 |
| To Change a Picture Border Color | PPT 69 | To Move a Placeholder | PPT 129 |
| To Apply Picture Effects | PPT 70 | To Delete a Placeholder | PPT 130 |
| Inserting and Formatting a Shape | PPT 71 | Changing Views | PPT 131 |
| To Add a Shape | PPT 72 | To Change Views | PPT 131 |
| To Resize a Shape | PPT 73 | Modifying and Copying an Illustration | PPT 132 |
| To Add Other Shapes | PPT 74 | To Zoom a Slide | PPT 133 |
| To Apply a Shape Style | PPT 75 | To Ungroup an Illustration | PPT 133 |
| To Apply Another Style | PPT 77 | To Change the Color of a Clip Object | PPT 134 |
| To Add Text to a Shape | PPT 78 | To Delete a Clip Object | PPT 136 |
| To Change the Font | PPT 78 | To Regroup Objects | PPT 137 |
| To Format the Text | PPT 79 | To Copy a Clip from One Slide to Another | PPT 138 |
| Format Painter | PPT 80 | Adding Media to Slides | PPT 139 |
| To Format Text Using the Format Painter | PPT 80 | To Insert a Video File | PPT 140 |
| To Copy and Paste a Shape | PPT 81 | To Trim a Video File | PPT 141 |
| Formatting Slide Backgrounds | PPT 83 | To Add Video Options | PPT 142 |
| To Insert a Texture Fill | PPT 84 | To Insert an Audio File | PPT 143 |
| To Format the Background Texture | | To Add Audio Options | PPT 145 |
| Fill Transparency | PPT 86 | To Resize a Video | PPT 147 |
| To Insert a Gradient Fill | PPT 86 | To Add a Video Style | PPT 147 |
| To Insert a Picture to Create a Background | PPT 87 | To Add a Video Border | PPT 148 |
| To Format the Background Picture | | To Change a Video Border Color | PPT 149 |
| Fill Transparency | PPT 88 | Animating Slide Content | PPT 150 |
| Inserting and Formatting WordArt | PPT 88 | Custom Animations | PPT 150 |
| To Insert WordArt | PPT 89 | To Animate an Illustration Using an Entrance Effect | PPT 150 |
| To Change the WordArt Shape | PPT 90 | To Change Animation Direction | PPT 151 |
| To Apply a WordArt Text Fill | PPT 91 | To Animate an Illustration Using an Emphasis Effect | PPT 152 |
| To Change the Weight of the WordArt Outline | PPT 92 | To Animate an Illustration Using an Exit Effect | PPT 153 |
| To Change the Color of the WordArt Outline | PPT 93 | To Change Exit Animation Direction | PPT 154 |
| Reviewing and Revising Individual Slides | PPT 94 | To Preview an Animation Sequence | PPT 154 |
| Replace Dialog Box | PPT 94 | To Modify Entrance Animation Timing | PPT 155 |
| To Find and Insert a Synonym | PPT 94 | To Modify Emphasis and Exit Timings | PPT 156 |
| To Add Notes | PPT 95 | To Animate Content Placeholder Paragraphs | PPT 157 |
| To Find and Replace Text | PPT 96 | Customizing Slide Elements | PPT 158 |
| Checking Spelling | PPT 97 | To Change the Theme and Variant on One Slide | PPT 159 |
| To Check Spelling | PPT 98 | To Change the Theme Colors | PPT 160 |
| To Add a Transition between Slides | PPT 100 | To Run a Slide Show with Media | PPT 161 |
| To Print Speaker Notes | PPT 101 | To Preview and Print a Handout | PPT 161 |
| To Save and Print the Presentation | PPT 102 | Summary | PPT 162 |
| Summary | PPT 103 | Apply Your Knowledge | PPT 163 |
| Apply Your Knowledge | PPT 104 | Extend Your Knowledge | PPT 166 |
| Extend Your Knowledge | PPT 107 | Expand Your World | PPT 169 |
| Expand Your World | PPT 110 | In the Labs | PPT 170 |
| In the Labs | PPT 111 | | |

MODULE THREE

Reusing a Presentation and Adding Media and Animation

| | |
|---|----------------|
| Objectives | PPT 121 |
| Introduction | PPT 121 |
| Project — Presentation with Video, Audio, Animation, and Photos with Effects | PPT 121 |
| Inserting Photos and Adding Effects | PPT 123 |
| To Insert and Resize a Photo into a Slide without Content Placeholders | PPT 123 |
| Adjusting Photo Colors | PPT 124 |

Microsoft **Excel 2016**

MODULE ONE

Creating a Worksheet and a Chart

| | |
|--|-------------|
| Objectives | EX 1 |
| Introduction | EX 1 |
| Project — Personal Budget Worksheet and a Chart | EX 1 |
| Selecting a Cell | EX 4 |

| | | | |
|---|--------------|---|---------------|
| Entering Text | EX 4 | To Enter the Column Titles | EX 61 |
| To Enter the Worksheet Titles | EX 5 | To Enter the Salary Data | EX 62 |
| AutoCorrect | EX 7 | Flash Fill | EX 62 |
| To Enter Column Titles | EX 7 | To Use Flash Fill | EX 63 |
| To Enter Row Titles | EX 9 | To Enter the Row Titles | EX 64 |
| Entering Numbers | EX 9 | To Change the Sheet Tab Name and Color | EX 64 |
| To Enter Numbers | EX 10 | Entering Formulas | EX 65 |
| Calculating a Sum | EX 12 | To Enter a Formula Using the Keyboard | EX 65 |
| To Sum a Column of Numbers | EX 12 | Arithmetic Operations | EX 66 |
| Using the Fill Handle to Copy a Cell to | | Order of Operations | EX 66 |
| Adjacent Cells | EX 13 | To Enter Formulas Using Point Mode | EX 67 |
| To Copy a Cell to Adjacent Cells in a Row | EX 14 | To Copy Formulas Using the Fill Handle | EX 69 |
| To Calculate Multiple Totals at the | | Option Buttons | EX 70 |
| Same Time | EX 16 | To Determine Totals Using the Sum Button | EX 70 |
| To Enter a Formula Using the Keyboard | EX 18 | To Determine the Total Tax Percentage | EX 71 |
| To Copy a Cell to Adjacent Cells in a Row | EX 19 | Using the AVERAGE, MAX, and MIN Functions | EX 72 |
| Formatting the Worksheet | EX 19 | To Determine the Highest Number in a Range | |
| Font Style, Size, and Color | EX 21 | of Numbers Using the Insert | |
| To Change a Cell Style | EX 21 | Function Dialog Box | EX 72 |
| To Change the Font | EX 22 | To Determine the Lowest Number in a Range | |
| To Apply Bold Style to a Cell | EX 23 | of Numbers Using the Sum Menu | EX 74 |
| To Increase the Font Size of a Cell Entry | EX 24 | To Determine the Average of a Range | |
| To Change the Font Color of a Cell Entry | EX 25 | of Numbers Using the Keyboard | EX 76 |
| To Center Cell Entries across Columns | | To Copy a Range of Cells across Columns | |
| by Merging Cells | EX 26 | to an Adjacent Range Using the | |
| To Format Rows Using Cell Styles | EX 27 | Fill Handle | EX 77 |
| To Format Numbers in the Worksheet | EX 29 | Verifying Formulas Using Range Finder | EX 78 |
| To Adjust the Column Width | EX 31 | To Verify a Formula Using Range Finder | EX 78 |
| To Use the Name Box to Select a Cell | EX 32 | Formatting the Worksheet | EX 79 |
| Other Ways to Select Cells | EX 33 | To Change the Workbook Theme | EX 80 |
| Adding a Pie Chart to the Worksheet | EX 33 | To Format the Worksheet Titles | EX 81 |
| To Add a 3-D Pie Chart | EX 35 | To Change the Background Color and Apply a Box | |
| To Apply a Style to a Chart | EX 36 | Border to the Worksheet Title and Subtitle | EX 82 |
| Changing the Sheet Tab Names | EX 37 | To Apply a Cell Style to the Column Headings and | |
| To Move a Chart to a New Sheet | EX 38 | Format the Total Rows | EX 83 |
| To Change the Sheet Tab Name | EX 39 | To Format Dates and Center Data in Cells | EX 84 |
| Document Properties | EX 40 | To Apply an Accounting Number Format and | |
| Printing a Worksheet | EX 41 | Comma Style Format Using the Ribbon | EX 85 |
| To Preview and Print a Worksheet | | To Apply a Currency Style Format with a Floating | |
| in Landscape Orientation | EX 41 | Dollar Sign Using the Format | |
| Autocalculate | EX 43 | Cells Dialog Box | EX 86 |
| To Use the AutoCalculate Area | | To Apply a Percent Style Format and | |
| to Determine a Maximum | EX 44 | Use the Increase Decimal Button | EX 87 |
| Correcting Errors | EX 45 | Conditional Formatting | EX 87 |
| Correcting Errors while Entering Data into a Cell | EX 45 | To Apply Conditional Formatting | EX 88 |
| Correcting Errors after Entering Data into a Cell | EX 45 | Conditional Formatting Operators | EX 91 |
| Undoing the Last Cell Entry | EX 46 | Changing Column Width and Row Height | EX 91 |
| Clearing a Cell or Range of Cells | EX 47 | To Change Column Width | EX 91 |
| Clearing the Entire Worksheet | EX 48 | To Change Row Height | EX 94 |
| Summary | EX 49 | Checking Spelling | EX 95 |
| Apply Your Knowledge | EX 50 | To Check Spelling on the Worksheet | EX 96 |
| Extend Your Knowledge | EX 52 | Additional Spelling Checker Considerations | EX 97 |
| Expand Your World | EX 53 | Printing the Worksheet | EX 97 |
| In the Labs | EX 53 | To Change the Worksheet's Margins, Header, | |
| | | and Orientation in Page Layout View | EX 98 |
| | | To Print a Worksheet | EX 100 |
| | | To Print a Section of the Worksheet | EX 101 |
| MODULE TWO | | Displaying and Printing the Formulas Version | |
| Formulas, Functions, and Formatting | | of the Worksheet | EX 102 |
| Objectives | EX 57 | To Display the Formulas in the Worksheet and | |
| Introduction | EX 57 | Fit the Printout on One Page | EX 103 |
| Project — Worksheet with Formulas and Functions | EX 58 | To Change the Print Scaling Option Back to 100% | EX 104 |
| Entering the Titles and Numbers into the Worksheet | EX 60 | | |
| To Enter the Worksheet Title and Subtitle | EX 61 | | |

| | |
|-----------------------|--------|
| Summary | EX 105 |
| Apply Your Knowledge | EX 106 |
| Extend Your Knowledge | EX 107 |
| Expand Your World | EX 108 |
| In the Labs | EX 109 |

MODULE THREE

Working with Large Worksheets, Charting, and What-If Analysis

| | |
|---|--------|
| Objectives | EX 113 |
| Introduction | EX 113 |
| Project — Financial Projection Worksheet with What-If Analysis and Chart | EX 114 |
| To Enter the Worksheet Titles and Apply a Theme | EX 117 |
| Rotating Text and Using the Fill Handle to Create a Series | EX 117 |
| To Rotate Text in a Cell | EX 118 |
| To Use the Fill Handle to Create a Series of Month Names | EX 119 |
| Using the Auto Fill Options Menu | EX 120 |
| To Increase Column Widths | EX 121 |
| To Enter and Indent Row Titles | EX 122 |
| Copying a Range of Cells to a Nonadjacent Destination Area | EX 122 |
| To Copy a Range of Cells to a Nonadjacent Destination Area | EX 123 |
| Using the Paste Options Menu | EX 124 |
| Using Drag and Drop to Move or Copy Cells | EX 124 |
| Using Cut and Paste to Move Cells | EX 125 |
| Inserting and Deleting Cells in a Worksheet | EX 125 |
| To Insert a Row | EX 126 |
| Inserting Columns | EX 127 |
| Inserting Single Cells or a Range of Cells | EX 127 |
| Deleting Columns and Rows | EX 128 |
| To Enter Numbers with Format Symbols | EX 128 |
| To Enter the Projected Monthly Sales | EX 129 |
| To Enter and Format the System Date | EX 130 |
| Absolute Versus Relative Addressing | EX 132 |
| To Enter a Formula Containing Absolute Cell References | EX 134 |
| Making Decisions — The IF Function | EX 136 |
| To Enter an IF Function | EX 137 |
| To Enter the Remaining Formulas for January | EX 138 |
| To Copy Formulas with Absolute Cell References Using the Fill Handle | EX 139 |
| To Determine Row Totals in Nonadjacent Cells | EX 140 |
| Nested Forms of the IF Function | EX 141 |
| Adding and Formatting Sparkline Charts | EX 142 |
| To Add a Sparkline Chart to the Worksheet | EX 142 |
| To Change the Sparkline Style and Copy the Sparkline Chart | EX 144 |
| To Change the Sparkline Type | EX 145 |
| Formatting the Worksheet | EX 145 |
| To Assign Formats to Nonadjacent Ranges | EX 146 |
| To Format the Worksheet Titles | EX 148 |
| To Assign Cell Styles to Nonadjacent Rows and Colors to a Cell | EX 149 |
| To Copy a Cell's Format Using the Format Painter Button | EX 150 |
| To Format the What-If Assumptions Table | EX 151 |

| | |
|---|--------|
| Adding a Clustered Column Chart to the Workbook | EX 151 |
| To Draw a Clustered Column Chart on a Separate Chart Sheet Using the Recommended Charts Feature | EX 152 |
| To Insert a Chart Title | EX 154 |
| To Add Data Labels | EX 154 |
| To Apply Chart Filters | EX 155 |
| To Add an Axis Title to the Chart | EX 156 |
| To Change the Chart Style | EX 157 |
| To Modify the Chart Axis Number Format | EX 158 |
| To Remove Filters and Data Labels | EX 159 |
| Organizing the Workbook | EX 160 |
| To Rename and Color Sheet Tabs | EX 160 |
| To Reorder the Sheet Tabs | EX 160 |
| To Check Spelling in Multiple Sheets | EX 161 |
| To Preview and Print the Worksheet | EX 161 |
| Changing the View of the Worksheet | EX 162 |
| To Shrink and Magnify the View of a Worksheet or Chart | EX 162 |
| To Split a Window into Panes | EX 164 |
| To Remove the Panes from the Window | EX 165 |
| To Freeze Worksheet Columns and Rows | EX 165 |
| To Unfreeze the Worksheet Columns and Rows | EX 167 |
| What-If Analysis | EX 167 |
| To Analyze Data in a Worksheet by Changing Values | EX 167 |
| To Goal Seek | EX 168 |
| Goal Seeking | EX 170 |
| Insights | EX 171 |
| To Use the Smart Lookup Insight | EX 171 |
| Accessibility Features | EX 172 |
| Summary | EX 172 |
| Apply Your Knowledge | EX 174 |
| Extend Your Knowledge | EX 175 |
| Expand Your World | EX 177 |
| In the Labs | EX 177 |

Microsoft **Access 2016**

MODULE ONE

Databases and Database Objects: An Introduction

| | |
|---|-------|
| Objectives | AC 1 |
| Introduction | AC 1 |
| Project — Database Creation | AC 1 |
| Creating a Database | AC 4 |
| To Create a Database | AC 4 |
| To Create a Database Using a Template | AC 5 |
| The Access Window | AC 5 |
| Navigation Pane and Access Work Area | AC 6 |
| Determining Tables and Fields | AC 6 |
| Naming Tables and Fields | AC 6 |
| Determining the Primary Key | AC 6 |
| Determining Data Types for the Fields | AC 7 |
| Creating a Table | AC 8 |
| To Modify the Primary Key | AC 10 |
| To Define the Remaining Fields in a Table | AC 11 |
| Making Changes to the Structure | AC 12 |
| To Save a Table | AC 13 |
| To View the Table in Design View | AC 14 |
| Checking the Structure in Design View | AC 14 |

| | | | |
|--|--------------|---|---------------|
| To Change a Field Size in Design View | AC 15 | To Create a Query in Design View | AC 67 |
| To Close the Table | AC 16 | To Add Fields to the Design Grid | AC 69 |
| To Add Records to a Table | AC 17 | Determining Criteria | AC 69 |
| Making Changes to the Data | AC 20 | Running the Query | AC 69 |
| To Add Records to a Table that Contains Data | AC 20 | To Use Text Data in a Criterion | AC 70 |
| To Resize Columns in a Datasheet | AC 23 | Using Saved Queries | AC 71 |
| Previewing and Printing the Contents of a Table | AC 24 | Wildcards | AC 72 |
| To Preview and Print the Contents of a Table | AC 25 | To Use a Wildcard | AC 72 |
| Importing or Linking Data From Other Applications to Access | AC 27 | To Use Criteria for a Field Not Included in the Results | AC 74 |
| To Import an Excel Worksheet | AC 28 | Creating a Parameter Query | AC 75 |
| Modifying the Table | AC 31 | To Create and View a Parameter Query | AC 76 |
| To Modify a Table in Design View | AC 31 | To Use a Parameter Query | AC 77 |
| Correcting Errors in the Structure | AC 33 | To Use a Number in a Criterion | AC 78 |
| To Close the Table | AC 33 | Comparison Operators | AC 79 |
| To Resize Columns in a Datasheet | AC 33 | To Use a Comparison Operator in a Criterion | AC 79 |
| Additional Database Objects | AC 34 | Using Compound Criteria | AC 80 |
| Creating Queries | AC 34 | To Use a Compound Criterion Involving AND | AC 80 |
| To Use the Simple Query Wizard to Create a Query | AC 34 | To Use a Compound Criterion Involving OR | AC 81 |
| Using Queries | AC 36 | Special Criteria | AC 82 |
| To Use a Criterion in a Query | AC 37 | Sorting | AC 83 |
| To Print the Results of a Query | AC 38 | To Clear the Design Grid | AC 83 |
| Creating Forms | AC 39 | To Sort Data in a Query | AC 84 |
| To Create a Form | AC 39 | To Omit Duplicates | AC 85 |
| Using a Form | AC 41 | To Sort on Multiple Keys | AC 86 |
| Creating and Printing Reports | AC 41 | To Create a Top-Values Query | AC 88 |
| To Create a Report | AC 41 | Joining Tables | AC 89 |
| Using Layout View in a Report | AC 43 | To Join Tables | AC 90 |
| To Modify Report Column Headings and Resize Columns | AC 43 | To Change Join Properties | AC 92 |
| To Add Totals to a Report | AC 46 | To Create a Report from a Query | AC 94 |
| To Print a Report | AC 47 | To Print a Report | AC 95 |
| Database Properties | AC 47 | Creating a Form for a Query | AC 96 |
| To Change Database Properties | AC 48 | To Create a Form for a Query | AC 96 |
| Special Database Operations | AC 48 | Using a Form | AC 97 |
| Backup and Recovery | AC 48 | Exporting Data From Access to Other Applications | AC 97 |
| Compacting and Repairing a Database | AC 49 | To Export Data to Excel | AC 98 |
| Additional Operations | AC 49 | Text Files | AC 100 |
| To Exit Access | AC 50 | Adding Criteria to a Join Query | AC 101 |
| Database Design | AC 50 | To Restrict the Records in a Join | AC 102 |
| Database Requirements | AC 51 | Calculations | AC 102 |
| Database Design Process | AC 52 | To Use a Calculated Field in a Query | AC 103 |
| Identifying the Tables | AC 53 | To Change a Caption | AC 104 |
| Determining the Primary Keys | AC 53 | To Calculate Statistics | AC 106 |
| Determining Additional Fields | AC 53 | To Use Criteria in Calculating Statistics | AC 107 |
| Determining and Implementing Relationships between the Tables | AC 54 | To Use Grouping | AC 108 |
| Assigning Data Types to the Fields | AC 54 | Crosstab Queries | AC 108 |
| Identifying and Removing Redundancy | AC 54 | To Create a Crosstab Query | AC 109 |
| Summary | AC 56 | Customizing the Navigation Pane | AC 111 |
| Apply Your Knowledge | AC 57 | To Customize the Navigation Pane | AC 112 |
| Extend Your Knowledge | AC 58 | Summary | AC 113 |
| Expand Your World | AC 59 | Apply Your Knowledge | AC 114 |
| In the Labs | AC 60 | Extend Your Knowledge | AC 115 |
| | | Expand Your World | AC 116 |
| | | In the Labs | AC 117 |
| MODULE TWO | | MODULE THREE | |
| Querying a Database | | Maintaining a Database | |
| Objectives | AC 65 | Objectives | AC 121 |
| Introduction | AC 65 | Introduction | AC 121 |
| Project — Querying a Database | AC 65 | Project — Maintaining a Database | AC 121 |
| Creating Queries | AC 67 | | |

| | |
|--|---------------|
| Updating Records | AC 123 |
| To Create a Split Form | AC 123 |
| To Use a Form to Add Records | AC 125 |
| To Search for a Record | AC 126 |
| To Update the Contents of a Record | AC 127 |
| To Delete a Record | AC 128 |
| Filtering Records | AC 128 |
| To Use Filter By Selection | AC 129 |
| To Toggle a Filter | AC 130 |
| To Clear a Filter | AC 130 |
| To Use a Common Filter | AC 131 |
| To Use Filter By Form | AC 132 |
| To Use Advanced Filter/Sort | AC 133 |
| Filters and Queries | AC 134 |
| Changing The Database Structure | AC 135 |
| To Add a New Field | AC 136 |
| To Create a Lookup Field | AC 136 |
| To Add a Multivalued Field | AC 138 |
| To Add a Calculated Field | AC 139 |
| To Save the Changes and Close the Table | AC 141 |
| Mass Changes | AC 141 |
| To Use an Update Query | AC 141 |
| Validation Rules | AC 144 |
| To Change a Field Size | AC 144 |
| To Specify a Required Field | AC 144 |
| To Specify a Range | AC 145 |
| To Specify a Default Value | AC 146 |
| To Specify a Collection of Legal Values | AC 146 |
| To Specify a Format | AC 147 |
| To Save the Validation Rules, Default Values, and Formats | AC 147 |
| Updating a Table that Contains Validation Rules | AC 148 |
| Making Additional Changes to the Database | AC 149 |
| To Change the Contents of a Field | AC 149 |
| To Use a Lookup Field | AC 150 |
| To Use a Multivalued Lookup Field | AC 151 |
| To Update a Form to Reflect Changes in the Table | AC 153 |
| To Update a Report to Reflect Changes in the Table | AC 153 |
| To Print a Report | AC 155 |
| Changing the Appearance of a Datasheet | AC 155 |
| To Include Totals in a Datasheet | AC 155 |
| To Remove Totals from a Datasheet | AC 156 |
| To Change Gridlines in a Datasheet | AC 157 |
| To Change the Colors and Font in a Datasheet | AC 157 |
| Using the Datasheet Formatting Dialog Box | AC 158 |
| To Close the Datasheet without Saving the Format Changes | AC 159 |
| Multivalued Fields in Queries | AC 159 |
| To Include Multiple Values on One Row of a Query | AC 160 |
| To Include Multiple Values on Multiple Rows of a Query | AC 160 |
| Referential Integrity | AC 162 |
| To Specify Referential Integrity | AC 163 |
| Effect of Referential Integrity | AC 165 |
| To Use a Subdatasheet | AC 166 |
| Handling Data Inconsistency | AC 167 |
| Ordering Records | AC 168 |
| To Use the Ascending Button to Order Records | AC 168 |

| | |
|------------------------------|---------------|
| Summary | AC 169 |
| Apply Your Knowledge | AC 170 |
| Extend Your Knowledge | AC 171 |
| Expand Your World | AC 172 |
| In the Labs | AC 173 |

Microsoft Outlook 2016

MODULE ONE

Managing Email Messages with Outlook

| | |
|---|---------------|
| Objectives | OUT 1 |
| Roadmap | OUT 1 |
| Introduction to Outlook | OUT 2 |
| Project — Composing and Sending Email Messages | OUT 2 |
| Setting Up Outlook | OUT 3 |
| Parts of an Email Address | OUT 4 |
| To Run Outlook | OUT 5 |
| To Change the Navigation Bar Options | OUT 6 |
| To Open an Outlook Data File | OUT 7 |
| To Set Language Preferences | OUT 9 |
| To Set the Sensitivity Level for All New Messages | OUT 10 |
| Composing and Sending Email messages | OUT 11 |
| To Compose an Email Message | OUT 11 |
| To Apply a Theme | OUT 14 |
| To Send an Email Message | OUT 15 |
| How Email Messages Travel | |
| from Sender to Receiver | OUT 15 |
| Working with Incoming Messages | OUT 16 |
| To View an Email Message in the Reading Pane | OUT 17 |
| To Open an Email Message in a Window | OUT 18 |
| Opening Attachments | OUT 19 |
| To Preview and Save an Attachment | OUT 19 |
| To Open an Attachment | OUT 21 |
| To Print an Email Message | OUT 21 |
| Using the Outlook People Pane | OUT 22 |
| To Change the View of the People Pane | OUT 22 |
| To Reposition the Reading Pane Using the Tell Me Search Tool | OUT 24 |
| Responding to Messages | OUT 26 |
| To Reply to an Email Message | OUT 26 |
| Message Formats | OUT 29 |
| To Change the Message Format | OUT 29 |
| Checking Spelling and Grammar | OUT 31 |
| To Check the Spelling of a Correctly Typed Word | OUT 31 |
| To Check the Spelling of Misspelled Text | OUT 32 |
| Saving and Closing an Email Message | OUT 33 |
| To Save and Close an Email Message without Sending It | OUT 33 |
| To Open a Saved Email Message | OUT 35 |
| To Attach a File to an Email Message | OUT 36 |
| To Set Message Importance and Send the Message | OUT 37 |
| To Forward an Email Message | OUT 38 |
| Organizing Messages with Outlook Folders | OUT 40 |
| To Create a New Folder in the Inbox Folder | OUT 40 |
| To Move an Email Message to a Folder | OUT 41 |
| Outlook Quick Steps | OUT 43 |
| To Move an Email Message Using Quick Steps | OUT 43 |
| To Delete an Email Message | OUT 45 |
| Working with the Mailbox | OUT 46 |
| To View Mailbox Size | OUT 46 |

| | | | |
|--|--------------------------|--|----------------------------|
| Summary | OUT 48 | To Set Recurrence Options for an Appointment | OUT 83 |
| Apply Your Knowledge | OUT 49 | To Save an Appointment | OUT 84 |
| Extend Your Knowledge | OUT 50 | To Add More Recurring Appointments | OUT 86 |
| Expand Your World: Cloud and Web Technologies In the Labs | OUT 51 OUT 53 | Using Natural Language Phrasing | OUT 87 |
| | | To Create an Appointment Date and Time Using Natural Language Phrases | OUT 88 |
| | | Editing Appointments | OUT 89 |
| | | To Move an Appointment to a Different Time on the Same Day | OUT 89 |
| | | To Move an Appointment to a Different Date | OUT 90 |
| | | To Delete a Single Occurrence of a Recurring Appointment | OUT 91 |
| | | Scheduling Events | OUT 92 |
| | | To Create a One-Time Event in the Appointment Window | OUT 92 |
| | | To Delete a One-Time Event | OUT 95 |
| | | To Create a Recurring Event Using the Appointment Window | OUT 95 |
| | | To Move a Recurring Event to a Different Day | OUT 98 |
| | | Scheduling Meetings | OUT 100 |
| | | To Import an iCalendar File | OUT 101 |
| | | To View Calendars in the Overlay Mode | OUT 102 |
| | | To View and Dock the Peek Calendar | OUT 103 |
| | | To Create and Send a Meeting Request | OUT 104 |
| | | To Change the Time of a Meeting and Send an Update | OUT 106 |
| | | To Reply to a Meeting Request | OUT 107 |
| | | Printing Calendars in Different Views | OUT 108 |
| | | To Print the Calendar in Weekly Calendar Style | OUT 109 |
| | | To Change the Calendar View to List View | OUT 110 |
| | | To Print the Calendar in List View | OUT 111 |
| | | Saving and Sharing the Calendar | OUT 112 |
| | | To Save a Calendar as an iCalendar File | OUT 112 |
| | | To Share a Calendar | OUT 113 |
| | | Summary | OUT 114 |
| | | Apply Your Knowledge | OUT 115 |
| | | Extend Your Knowledge | OUT 116 |
| | | Expand Your World: Cloud and Web Technologies In the Labs | OUT 117 OUT 118 |
| | | Index | IND 1 |
| Summary | OUT 48 | | |
| Apply Your Knowledge | OUT 49 | | |
| Extend Your Knowledge | OUT 50 | | |
| Expand Your World: Cloud and Web Technologies In the Labs | OUT 51 OUT 53 | | |
| MODULE TWO | | | |
| Managing Calendars with Outlook | | | |
| Objectives | OUT 57 | | |
| Managing Calendars with Outlook Roadmap | OUT 57 OUT 57 | | |
| Introduction to the Outlook Calendar Project — Appointments, Events, and Meetings in Calendar | OUT 58 | | |
| Configuring the Outlook Calendar | OUT 59 | | |
| Calendar Window | OUT 59 | | |
| Calendar Items | OUT 60 | | |
| To Create a Calendar Folder | OUT 61 | | |
| To Add a City to the Calendar Weather Bar | OUT 64 | | |
| Navigating the Calendar | OUT 65 | | |
| To Go to a Specific Date | OUT 65 | | |
| To Display the Calendar in Work Week View | OUT 66 | | |
| To Display the Calendar in Week View | OUT 67 | | |
| To Display the Calendar in Month View | OUT 68 | | |
| To Display the Calendar in Schedule View | OUT 68 | | |
| To Add Holidays to the Default Calendar | OUT 70 | | |
| Creating and Editing Appointments | OUT 72 | | |
| Creating Appointments in the Appointment Area | OUT 73 | | |
| To Create a One-Time Appointment Using the Appointment Area | OUT 73 | | |
| Organize the Calendar with Color Categories | OUT 75 | | |
| To Add Color Categories | OUT 75 | | |
| To Assign a Color Category to an Appointment | OUT 77 | | |
| Creating Appointments Using the Appointment Window | OUT 77 | | |
| To Create an Appointment Using the Appointment Window | OUT 78 | | |
| Setting Appointment Options | OUT 80 | | |
| To Change the Status of an Appointment | OUT 81 | | |
| To Set a Reminder for an Appointment | OUT 81 | | |
| Creating Recurring Appointments | OUT 83 | | |

Microsoft® Office 365™

OFFICE 2016

INTRODUCTORY

Productivity Apps for School and Work

OneNote
Sway
Office Mix
Edge

Corinne Hoisington



© Rawpixel/Shutterstock.com

Being computer literate no longer means mastery of only Word, Excel, PowerPoint, Outlook, and Access. To become technology power users, Hunter, Nori, Zoe, and Lochlan are exploring Microsoft OneNote, Sway, Mix, and Edge in Office 2016 and Windows 10.

In this
Module

| | |
|--------------------------------------|----|
| Introduction to OneNote 2016 | 2 |
| Introduction to Sway | 6 |
| Introduction to Office Mix | 10 |
| Introduction to Microsoft Edge | 14 |

Learn to use productivity apps!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

Introduction to OneNote 2016

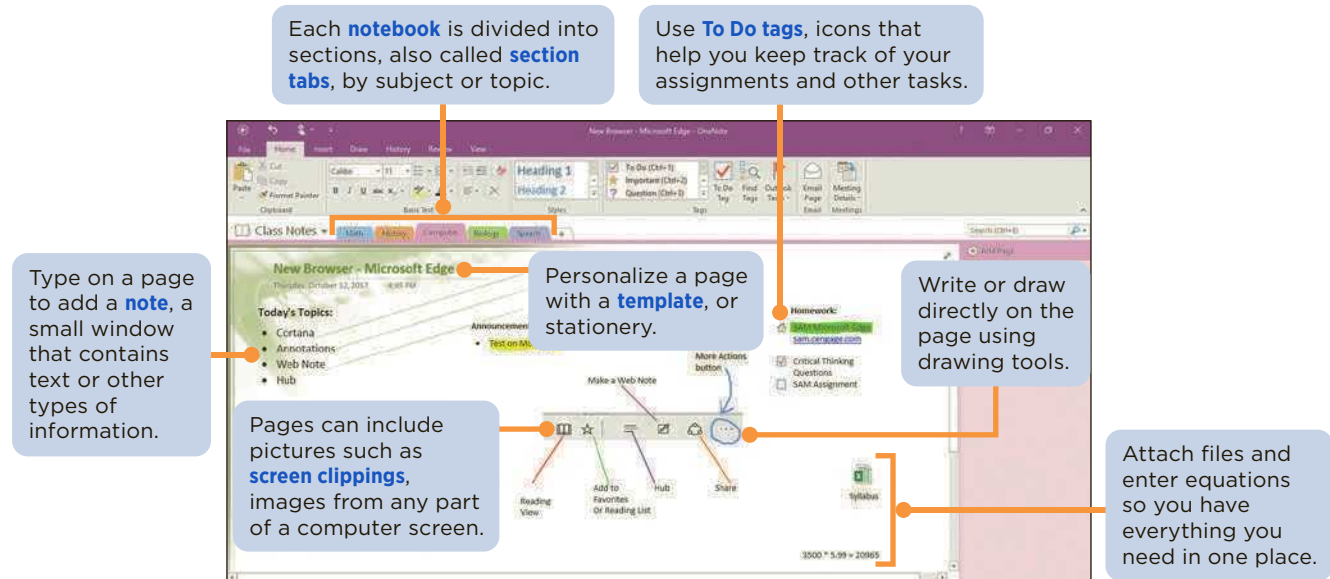
Bottom Line

- OneNote is a note-taking app for your academic and professional life.
- Use OneNote to get organized by gathering your ideas, sketches, webpages, photos, videos, and notes in one place.

notebook | section tab | To Do tag | screen clipping | note | template | Microsoft OneNote Mobile app | sync | drawing canvas | inked handwriting | Ink to Text

As you glance around any classroom, you invariably see paper notebooks and notepads on each desk. Because deciphering and sharing handwritten notes can be a challenge, Microsoft OneNote 2016 replaces physical notebooks, binders, and paper notes with a searchable, digital notebook. OneNote captures your ideas and schoolwork on any device so you can stay organized, share notes, and work with others on projects. Whether you are a student taking class notes as shown in **Figure 1** or an employee taking notes in company meetings, OneNote is the one place to keep notes for all of your projects.

Figure 1: OneNote 2016 notebook



Learn to use OneNote!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

Creating a OneNote Notebook

OneNote is divided into sections similar to those in a spiral-bound notebook. Each OneNote notebook contains sections, pages, and other notebooks. You can use OneNote for school, business, and personal projects. Store information for each type of project in different notebooks to keep your tasks separate, or use any other organization that suits you. OneNote is flexible enough to adapt to the way you want to work.

When you create a notebook, it contains a blank page with a plain white background by default, though you can use templates, or stationery, to apply designs in categories such as Academic, Business, Decorative, and Planners. Start typing or use the buttons on the Insert tab to insert notes, which are small resizable windows that can contain text, equations, tables, on-screen writing, images, audio and video recordings, to-do lists, file attachments, and file printouts. Add as many notes as you need to each page.

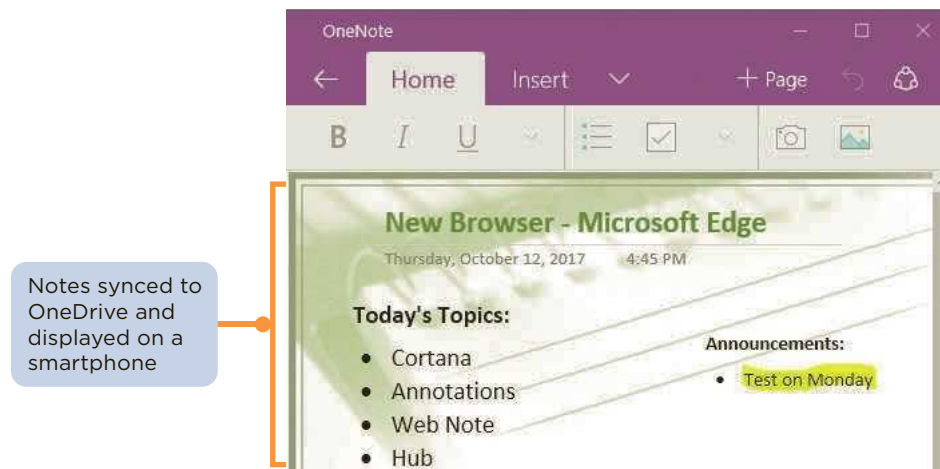
Syncing a Notebook to the Cloud

OneNote saves your notes every time you make a change in a notebook. To make sure you can access your notebooks with a laptop, tablet, or smartphone wherever you are, OneNote uses cloud-based storage, such as OneDrive or SharePoint. **Microsoft OneNote Mobile app**, a lightweight version of OneNote 2016 shown in **Figure 2**, is available for free in the Windows Store, Google Play for Android devices, and the AppStore for iOS devices.

If you have a Microsoft account, OneNote saves your notes on OneDrive automatically for all your mobile devices and computers, which is called **syncing**. For example, you can use OneNote to take notes on your laptop during class, and then

open OneNote on your phone to study later. To use a notebook stored on your computer with your OneNote Mobile app, move the notebook to OneDrive. You can quickly share notebook content with other people using OneDrive.

Figure 2: Microsoft OneNote Mobile app



Taking Notes

Use OneNote pages to organize your notes by class and topic or lecture. Beyond simple typed notes, OneNote stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.

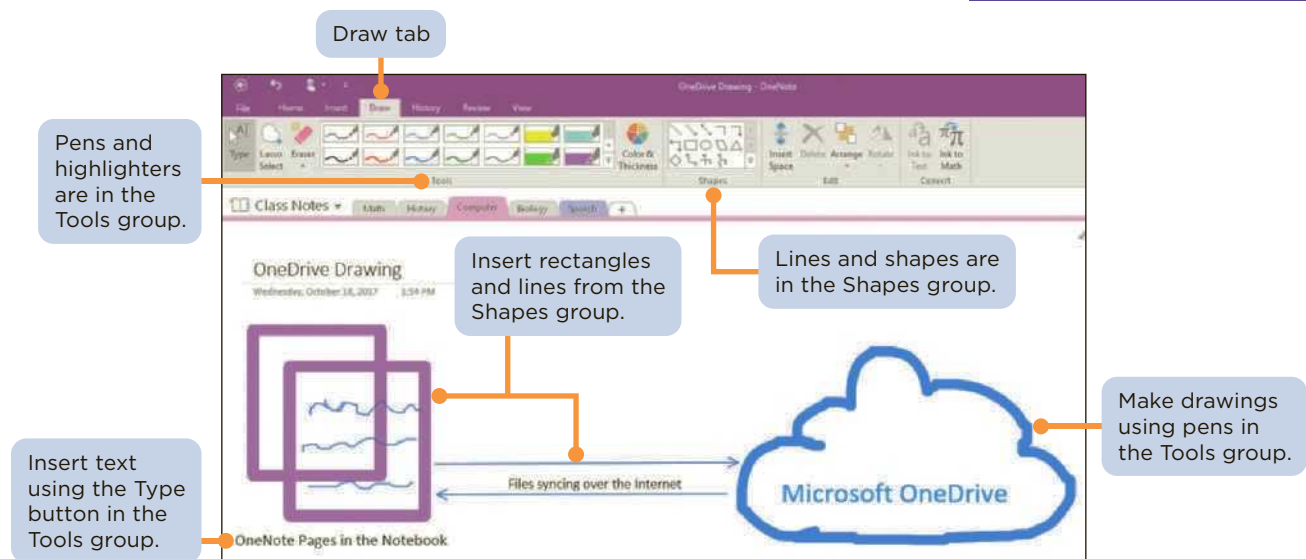
OneNote includes drawing tools that let you sketch freehand drawings such as biological cell diagrams and financial supply-and-demand charts. As shown in **Figure 3**, the Draw tab on the ribbon provides these drawing tools along with shapes so you can insert diagrams and other illustrations to represent your ideas. When you draw on a page, OneNote creates a **drawing canvas**, which is a container for shapes and lines.



On the Job Now

OneNote is ideal for taking notes during meetings, whether you are recording minutes, documenting a discussion, sketching product diagrams, or listing follow-up items. Use a meeting template to add pages with content appropriate for meetings.

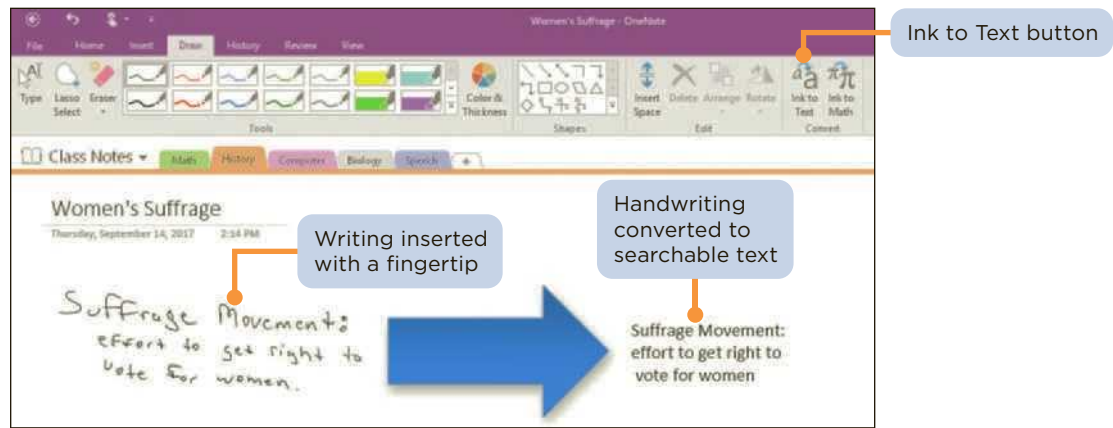
Figure 3: Tools on the Draw tab



Converting Handwriting to Text

When you use a pen tool to write on a notebook page, the text you enter is called **inked handwriting**. OneNote can convert inked handwriting to typed text when you use the **Link to Text** button in the Convert group on the Draw tab, as shown in **Figure 4**. After OneNote converts the handwriting to text, you can use the Search box to find terms in the converted text or any other note in your notebooks.

Figure 4: Converting handwriting to text



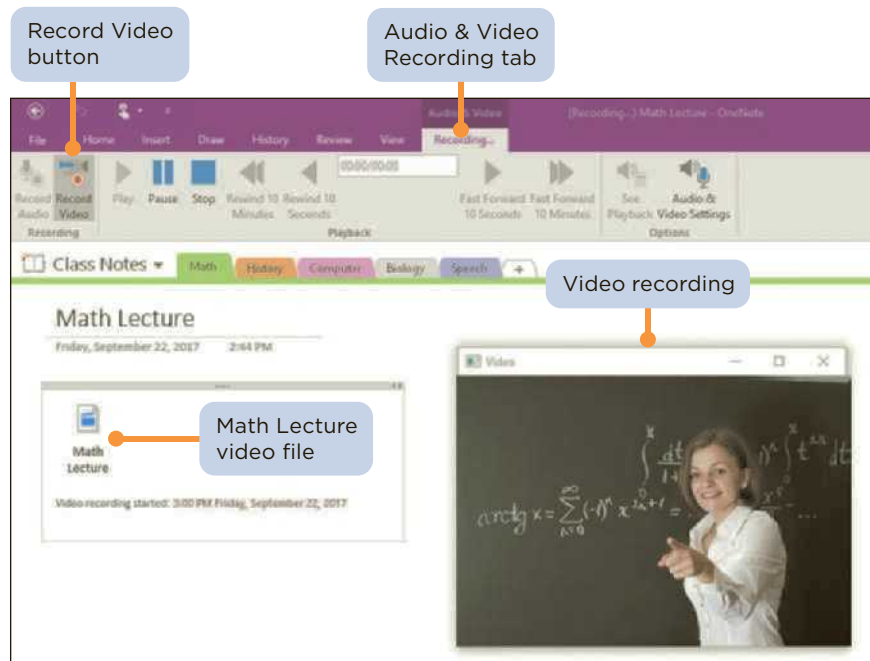
On the Job Now

Use OneNote as a place to brainstorm ongoing work projects. If a notebook contains sensitive material, you can password-protect some or all of the notebook so that only certain people can open it.

Recording a Lecture

If your computer or mobile device has a microphone or camera, OneNote can record the audio or video from a lecture or business meeting as shown in **Figure 5**. When you record a lecture (with your instructor's permission), you can follow along, take regular notes at your own pace, and review the video recording later. You can control the start, pause, and stop motions of the recording when you play back the recording of your notes.

Figure 5: Video inserted in a notebook



Try This Now

1: Taking Notes for a Week

As a student, you can get organized by using OneNote to take detailed notes in your classes. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account (the default location for new notebooks). Name the notebook with your first name followed by “Notes,” as in **Caleb Notes**.
- Create four section tabs, each with a different class name.
- Take detailed notes in those classes for one week. Be sure to include notes, drawings, and other types of content.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.

Learn to use OneNote!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on www.cengagebrain.com.

2: Using OneNote to Organize a Research Paper

You have a research paper due on the topic of three habits of successful students. Use OneNote to organize your research. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account. Name the notebook **Success Research**.
- Create three section tabs with the following names:
 - **Take Detailed Notes**
 - **Be Respectful in Class**
 - **Come to Class Prepared**
- On the web, research the topics and find three sources for each section. Copy a sentence from each source and paste the sentence into the appropriate section. When you paste the sentence, OneNote inserts it in a note with a link to the source.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.

3: Planning Your Career

Note: This activity requires a webcam or built-in video camera on any type of device.

Consider an occupation that interests you. Using OneNote, examine the responsibilities, education requirements, potential salary, and employment outlook of a specific career. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account. Name the notebook with your first name followed by a career title, such as **Kara - App Developer**.
- Create four section tabs with the names **Responsibilities**, **Education Requirements**, **Median Salary**, and **Employment Outlook**.
- Research the responsibilities of your career path. Using OneNote, record a short video (approximately 30 seconds) of yourself explaining the responsibilities of your career path. Place the video in the Responsibilities section.
- On the web, research the educational requirements for your career path and find two appropriate sources. Copy a paragraph from each source and paste them into the appropriate section. When you paste a paragraph, OneNote inserts it in a note with a link to the source.
- Research the median salary for a single year for this career. Create a mathematical equation in the Median Salary section that multiplies the amount of the median salary times 20 years to calculate how much you will possibly earn.
- For the Employment Outlook section, research the outlook for your career path. Take at least four notes about what you find when researching the topic.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.

Introduction to Sway

[Sway site](#) | [responsive design](#) | [Storyline](#) | [card](#) | [Creative Commons license](#) | [animation emphasis effects](#) | [Docs.com](#)

Bottom Line

- Drag photos, videos, and files from your computer and content from Facebook and Twitter directly to your Sway presentation.
- Run Sway in a web browser or as an app on your smartphone, and save presentations as webpages.

Expressing your ideas in a presentation typically means creating PowerPoint slides or a Word document. Microsoft Sway gives you another way to engage an audience. Sway is a free Microsoft tool available at [Sway.com](#) or as an app in Office 365. Using Sway, you can combine text, images, videos, and social media in a website called a **Sway site** that you can share and display on any device. To get started, you create a digital story on a web-based canvas without borders, slides, cells, or page breaks. A Sway site organizes the text, images, and video into a **responsive design**, which means your content adapts perfectly to any screen size as shown in **Figure 6**. You store a Sway site in the cloud on OneDrive using a free Microsoft account.

Figure 6: Sway site with responsive design



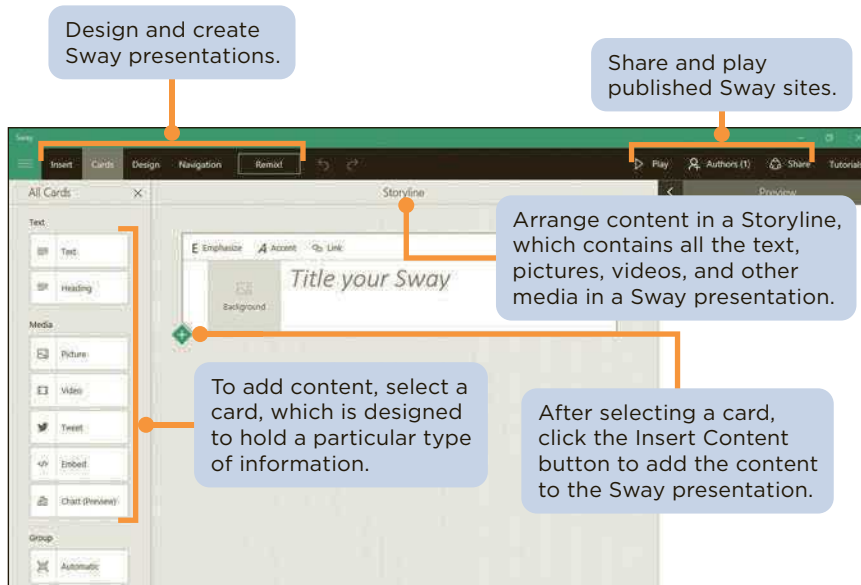
Learn to use Sway!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](#).

Creating a Sway Presentation

You can use Sway to build a digital flyer, a club newsletter, a vacation blog, an informational site, a digital art portfolio, or a new product rollout. After you select your topic and sign into Sway with your Microsoft account, a **Storyline** opens, providing tools and a work area for composing your digital story. See **Figure 7**. Each story can include text, images, and videos. You create a Sway by adding text and media content into a Storyline section, or **card**. To add pictures, videos, or documents, select a card in the left pane and then select the Insert Content button. The first card in a Sway presentation contains a title and background image.

Figure 7: Creating a Sway site



Adding Content to Build a Story

As you work, Sway searches the Internet to help you find relevant images, videos, tweets, and other content from online sources such as Bing, YouTube, Twitter, and Facebook. You can drag content from the search results right into the Storyline. In addition, you can upload your own images and videos directly in the presentation. For example, if you are creating a Sway presentation about the market for commercial drones, Sway suggests content to incorporate into the presentation by displaying it in the left pane as search results. The search results include drone images tagged with a **Creative Commons license** on online sources as shown in **Figure 8**. A Creative Commons license is a public copyright license that allows the free distribution of an otherwise copyrighted work. In addition, you can specify the source of the media. For example, you can add your own Facebook or OneNote pictures and videos in Sway without leaving the app.



On the Job Now

If you have a Microsoft Word document containing an outline of your business content, drag the outline into Sway to create a card for each topic.

Figure 8: Images in Sway search results

