

COMPREHENSIVE

# Skills for success

with Microsoft®  
**Excel 2016**

CHANEY ADKINS | HAWKINS



# SKILLS For SUCCESS

*with* Microsoft®

## Excel 2016 Comprehensive

**CHANEY ADKINS | HAWKINS**

**PEARSON**

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A Microsoft Office textbook that recognizes how students learn today

## Skills for Success Office 2016

With Microsoft Office 2016, productivity is truly possible anywhere, anytime! Understanding this and being able to think and adapt to new environments is critical for today's learners. The *Skills for Success* series focuses on teaching essential productivity skills by providing a highly visual, step-by-step approach for learning Microsoft Office. This concise approach is very effective and provides the depth of skill coverage needed to succeed at work, school, and for MOS certification preparation. Using this approach, students learn the skills they need, and then put their knowledge to work through a progression of review, problem-solving, critical thinking projects, and proficiency demonstration with the NEW *Collaborating with Google* projects. For Office 2016, MOS exam objectives are also woven into the lessons, so students can review and prepare as they learn. Combine the visual approach and real-world projects of the text with the matching, live-in-the-application grader projects and high fidelity Office simulation training and assessments in MyITLab, and you have a truly effective learning approach!




### Series Hallmarks


- **Highly Visual Two-Page Landscape Layout** — Gives students the visual illustrations right with the steps—no flipping pages
- **Clearly Outlined Skills** — Each skill is presented in a single two-page spread so that students can easily follow along
- **Numbered Steps and Bulleted Text** — Students don't read long paragraphs or text, but they will read information presented concisely
- **Wide Coverage of Skills** — Gives students the knowledge needed to learn the core skills for work success

## Skills for Success with Microsoft Office 2016

### Personalized, engaging, effective learning with MyITLab 2016

Using the *Grader* projects and MyITLab *simulations*, students receive immediate feedback on their work to ensure understanding and help students progress.

 **Live-in-the-application Grader Projects**—provide hands-on, autograded options for practice and assessment with immediate feedback and detailed performance comments. Grader projects cover all the skills taught in the chapter, including a new grader covering all four *More Skills*.

 **MyITLab Simulation Trainings and Assessment** provide an interactive, highly-realistic simulated environment to practice the Microsoft skills and projects taught in the book. Students receive immediate assistance with the learning aids, *Read*, *Watch*, *Practice*, and *detailed click stream data* reports provide effective review of their work. In the simulation assessments, students demonstrate their understanding through a new scenario exam without learning aids. Please note that for chapters 5 – 10, the simulations are topic-based; they cover the skills in chapter, but are not based on the same scenario.

## **Current Content and Essential Technology Coverage**

**Three Fundamental Chapters** cover the latest technology concepts, key Windows 10 skills, and Internet Browsing with Edge and Chrome. Windows 10 skills are covered in the MyITLab Windows 10 simulations.

## **Extensive coverage of key skills students need for professional and personal success.**

**Chapters cover 10 Skills** through real-world projects to meet the Learning Objectives and Outcomes. All 10 Skills are covered in the MyITLab grader projects and training and assessment simulations.

**More Skills** are now included in the text instead of online. These projects go beyond the main skills covered to provide additional training and to meet chapter learning objectives. NEW MyITLab grader project covers the skills from all four.

**MOS Objective integration** ensures students explore the MOS objectives as they are covered in the text for exam awareness and preparation.

**Collaborating with Google projects**—require students to apply their knowledge with another tool, replicating real-world work environments.

**MOS appendix and icons** in the text allow instructors to tailor preparation for Microsoft Office Specialist candidates by mapping MOS requirements to the text.

## **Clearly Defined, Measurable Learning Outcomes and Objectives**

**Learning Outcomes and Objectives** have been clarified and expanded at the beginning of each chapter to define what students will learn, and are tied to the chapter assessments for clear measurement and efficacy.

## **Wide range of projects to ensure learning objectives and outcomes are achieved**

**Objective-based:** Matching & Multiple choice, Discussion;

**Review projects:** Skills Review, Skills Assessments 1 & 2;

**Problem-Solving:** My Skills and Visual Skills Check;

**Critical Thinking:** Skills Challenges 1 & 2 and More Skills Assessment

**Application Capstone Projects** provided for each application help instructors ensure that students are ready to move on to the next application. Also delivered as grader projects in MyITLab.

**Integrated Projects** follow each application so that as students learn a new application, they also learn how to use it with other applications.

**Office Online Projects** provide hands-on experience with the web version of the Office applications to ensure students are familiar with the differences and become proficient with working between different versions of the tools.

## **Effective Learning Tools and Resources**

**Project Summary Chart**—details the end of chapter projects from review, and problem-solving, to critical thinking, and demonstration of proficiency.

**Skills Summary Chart** lists all the Skills and Procedures and shortcut keys covered in the chapter making remembering what was covered easier!

**Watch Skill Videos (formerly Student Training videos)** are author-created training videos for each Skill in the chapter! Makes learning and remediation easier. Linked in ebook.

**Wide screen images with clear callouts** provide better viewing and usability.

**Application Introductions** provide a brief overview of the application and put the chapters in context for students.

## **Stay Current**

IT Innovation Station keeps you up to date with Office and Windows updates, news, and trends with help from your Pearson authors! Look for the IT “Innovation Station,” articles on the MyITLab Community site. These monthly articles from Pearson authors on all things Microsoft Office, include tips for understanding automatic updates, adjusting to and utilizing new capabilities, and optimizing your Office course.

# Skills for Success

with Microsoft® Excel 2016 Comprehensive

**Application Introductions** provide students with a concise overview of each application to put the chapters in context

**Two Page Chapter Introduction** — Briefs students on what is important and sets the stage for the project they will create

**Learning Outcomes and Chapter Objectives** clearly define what students will learn and achieve

**Clock** — Tells how much time students need to complete the chapter

**File Summary** — A quick summary of the files the students need to open and the names of the files they will turn in

**Watch Skills videos (formerly Student Training)** for each Skill in the chapter provide a personal, instructor-led walk through

**Introduction to Excel**

Microsoft Excel 2016 is a *spreadsheet application*—a program used to store information and to perform numerical analysis of data that is arranged in a grid of rows and columns. This grid is organized in rows identified by numbers and columns identified by letters.

A spreadsheet can be used for many purposes including tracking budgets and summarizing results. You can create formulas using mathematical operations such as addition, subtraction, multiplication and division. Formulas can refer to the value stored in a cell and when you change the value of the cell, the formula will calculate the results. Because the results are immediately displayed, Excel is frequently used by businesses to help make decisions.

Once you have entered your data and formulas into Excel, you can format the text and values, or wrap text in a cell and merge cells to improve the look of the spreadsheet. You can change the row height and the column width, and insert or delete rows and columns.

To help you find the information you are looking for more quickly, you can sort and filter data or apply conditional formatting to data. You can also use cell styles, borders or font colors and shading to highlight important data.

Excel data can be presented in a wide variety of charts, including pie charts, line charts and bar charts. Charts show trends and make comparisons. Charts and data are displayed in an Excel workbook or copied to a Word document or a PowerPoint presentation. Excel can be used to collaborate with others. For example, you can save workbooks to the Cloud and then invite others to view or make changes to the workbooks.

**CHAPTER 1**

## Create Letters and Memos

Microsoft Office Word is one of the most common productivity programs that individuals use on a computer.

- Word is used to create documents such as memos, reports, letters, and mailing labels. These documents can include tables and graphics.
- To work efficiently with Word, entering text, formatting text, and navigating within a Word document are the first basic skills you need.

You can change the font and font size of text, but use caution not to apply too many fonts. This can be distracting to the reader.

- It is never acceptable to have errors in word usage in your documents; you can use grammar tools to prevent this.
- Business letters and memos are often sent in a formal manner as described in The Williams A. Sabes.

**Aspen Falls City Hall**

In this chapter, you will assist Evelyn Resources Director, to create a letter Aspen Falls Community College. To establish an internship program for students in the Information Systems Department.

Microsoft Word is used often to create letters and memos. You can quickly type, because business communication of mistakes, spelling and grammar type. Most businesses apply a standard to all letters coming from the organization. In this project, you will write a letter using the book style as defined by Manual by William A. Sabes. The **book style**, typically begins all except for letterheads, tables, and a second page starting the various with City Hall.

**Introduction**

**Time to complete all 10 Skills — 90 to 110 minutes**

**Outcome**

Using the skills in this chapter, you will be able to create, edit, and save documents, apply styles, modify a document using copy, cut and paste, and confirm correct spelling and grammar.

**Objectives**

- 1.1 Create and edit a Word document
- 1.2 Use styles and advanced font settings
- 1.3 Adjust settings and review a document for printing
- 1.4 Create PDF files

**SKILLS**

**All the end of this chapter you will be able to:**

- Skill 1** Type Letter Text
- Skill 2** Apply Styles and Font Grammar and Spelling Options
- Skill 3** Select and Insert Text
- Skill 4** Copy, Cut, and Paste Text
- Skill 5** Check Spelling and Grammar
- Skill 6** Insert Bullets
- Skill 7** Use Format Painter
- Skill 8** Apply Advanced Font Settings
- Skill 9** Create Document Footers
- Skill 10** Save Documents as PDF Files

**MORE SKILLS**

- Skill 11** Manage Document Properties
- Skill 12** Insert Screen Shots into Documents
- Skill 13** Split and Arrange Windows
- Skill 14** Insert Symbols

**Student data file needed for this chapter:**

wdd1\_InternPositions  
You will save your files as:  
Last\_First\_wdd1\_Intern (Word)  
Last\_First\_wdd1\_Intern (PDF)

**Sequential Pagination** — Saves you and your students time in locating topics and assignments

**Skills List** — A visual snapshot of what skills they will complete in the chapter

**SKILL 3: Select and Insert Text**

You can select a single word by double-clicking and a single paragraph by triple-clicking.

The amount of space between letter elements is specified by the style rules that your letter is following.

1. Click anywhere in the first paragraph of the document, Aspen Falls Intern Positions.
2. On the Home tab, in the Paragraph group, click the Center button to center the paragraph.

When you apply paragraph formatting, you do not need to select the paragraph. However, to apply paragraph formatting to two or more paragraphs at the same time, you will need to select all the paragraphs.

3. Repeat the technique just practiced to center the letterhead's second and third lines.
4. In the paragraph that begins *Hi Alice*, in the second sentence, point to the word *and* and then double-click to select the word and display the Mini toolbar. Compare your screen with Figure 1.
5. With the word *and* selected, press **Shift**.

When you double-click to select and delete a word, the selected word is deleted along with the space following the word.

6. Move the insertion point in the margin to the left of *Dr. George Cato*. When the **IE** pointer displays, drag straight down to select the paragraph and the two paragraphs below it. With the three paragraphs selected, on the Home tab, in the Styles group, click the **No Spacing** thumbnail. Compare your screen with Figure 2.

Continue to the next page to complete the skill.

# Skills for Success

**Written for Today's Students** — Skills are taught with numbered steps and bulleted text so students are less likely to skip valuable information

**Two-Page Spreads** — Each skill is presented in a concise, two-page spread to give students the visual illustration right with the steps—no flipping pages

**Colored Text** — Clearly shows what a student types

**SKILL 1: Type Letter Text** WATCH SKILL 1.1

- ▶ When working with Word documents, a paragraph can be a single line containing a heading or several lines of sentences.
- ▶ To see where paragraphs begin and end, it is helpful to display **formatting marks**—characters that display in your document to represent nonprinting characters such as paragraphs, spaces, and tabs.

1. Start Word 2016, and then on the Start screen, click **Blank document**.
2. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide** button ¶ to display the nonprinting formatting marks, as shown in **Figure 1**. If the **Navigation** pane is open, **Close** ¶ it. The **Show/Hide** button is a **toggle button**—a button used to turn a feature both on and off. The paragraph mark (¶) indicates the end of a paragraph and will not print.
3. With the insertion point in the blank paragraph, type **Aspen Falls Human Resources** and press **[Enter]**. Type **500 S Aspen Street** and press **[Enter]**. Type **Aspen Falls, CA 93463** and press **[Enter]** two times.
4. Type **May 8, 2018**. Press **[Enter]** three times, and then compare your screen with **Figure 2**.  
The letter has eight paragraphs—three for the letterhead, one for the date, and four blank paragraphs.

Continue to the next page to complete the skill

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**Figure 1** Word 2016, Windows 10, Microsoft Corporation

**Figure 2** Word 2016, Windows 10, Microsoft Corporation

**Figure 3** Word 2016, Windows 10, Microsoft Corporation

**Figure 4** Word 2016, Windows 10, Microsoft Corporation

**SKILL 1: Type Letter Text**

5. Type **Dr. George Gato** and press **[Enter]**. Type **Aspen Falls Community College** and press **[Enter]**. Type **1 College Drive** and press **[Enter]**. Type **Aspen Falls, CA 93461** and press **[Enter]**.  
The word **Gato** is flagged as a spelling error, but it is spelled correctly.
6. Type **Dear Dr. Gato:** and press **[Enter]**. Type **Subject: City Hall Internships** and press **[Enter]**.
7. Type the following, inserting only one space after each sentence: **Thank you so much for your letter offering the services of your Information Systems Department students. We currently have several projects that might benefit both us and your students. Compare your screen with Figure 3.**
8. Press **[Enter]**, and then type **We have several positions open for students with skills in the four Office applications: Word, Excel, PowerPoint, and Access. We also need students very capable of working with our IT Services Help Desk.**
9. Press **[Enter]** and type **Sincerely,** and then press **[Enter]** two times. Type **Evelyn Stone** and press **[Enter]**, and then type **Human Resources Director**.
10. Click **Save** ¶, and then on the **Save As** page, click the location and folder where you are saving your work. If necessary, click **Browse**.
11. In the **Save As** dialog box, click **New folder**, type **Word Chapter 1** and then press **[Enter]** two times to open the new folder. Name the file **Last, First, word01\_Interns**. Click **Save**, and then compare your screen with **Figure 4**.

You have completed Skill 1 of 10

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**Hands-On** — Students start working on their skills from Step 1

**Large Screen Images and clearer Pop-Out Text**—

Provide a view of the full ribbon and include concise callouts for easy reference

**Done!** — Students always know when they've completed a skill

# Skills for Success

**More Skills** — Additional skills previously provided online are now included in the chapter to ensure students learn these important skills.

**More Skills**

**More Skills 11**  
**Manage Document Properties**

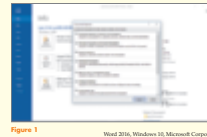
To complete this project, you will need the following file:  
 • word1\_MSIMemo

You will save your file as:  
 • Last\_First\_word1\_MSIMemo

Document properties are information about a document that can help you identify or organize your files, such as the name of the document author, the file name, and key words.

- Start Word 2016, and then open the student data file word1\_MSIMemo. Save the file in your chapter folder as Last\_First\_word1\_MSIMemo.
- Click the **File** tab, and then on the Info page, notice the Properties.
- On the Info page, click the **Check for Issues** button, and then click **Inspect Document**. Compare your screen with Figure 1.
  - Document Inspector looks for comments that you may have forgotten to remove, headers or footers that you may not have intended to include, and metadata—information and personal data that is stored with your document. It also looks for features that may not work correctly on another computer.
- In the **Document Inspector** dialog box, be sure all of the check boxes are selected, and then click **Inspect**. To the right of **Comments, Revisions, Versions, and Annotations**, click the **Remove All** button.
  - A check mark indicates that the information has been successfully removed.
- To the right of **Document Properties and Personal Information**, click the **Remove All** button, and then **Close** the **Document Inspector** dialog box.
- On the Info page, in the Properties pane, click in the **Title** box. Type **City Parks** and then at the top of the Properties list, click the **Properties** button, and then click **Advanced Properties**.
  - Notice the title **City Parks** displays in the Properties dialog box.
- Click in the **Subject** box, and then type **Park Benefits**. Click in the **Keywords** box, and then type **park, ecology**, and then in the **Comments** box, type **We need an in-depth report for the new park**. Compare your screen with Figure 2, and then click **OK**.

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- At the bottom of the Properties list, click **Show All Properties**.
    - On the Info page, some properties are displayed automatically and others display only when you click the **Show All Properties** command.
  - Click the **Back** button, and then add the **FileName** field to the footer. **Save** the file, **Close Word**, and then submit the file as directed by your instructor.
- You have completed **More Skills 11**

**BizSkills Videos and Discussion Questions** — Covering the important business skills students need to succeed: *Communication, Dress for Success, Interview Prep*, and more

**Review**

**Key Terms**

- docs extension ..... 167
- pdf extension ..... 167
- Block style ..... 146
- Clipboard ..... 154
- Cut ..... 155
- Document properties ..... 148
- Em dash ..... 171
- Field ..... 164
- Flagged error ..... 164
- Footer ..... 164
- Formatting mark ..... 148
- Full-block style ..... 146
- Header ..... 164
- Manual page break ..... 154
- Metadata ..... 168
- PDF document ..... 167
- Point ..... 163
- Screen shot ..... 168
- Small caps ..... 162
- Split bar ..... 170
- Style ..... 150
- Thesaurus ..... 159
- Toggle button ..... 148

**Online Help Skills**

- With Word 2016 open, on the File tab, in the upper right corner of the screen, click the **Microsoft Word Help** button, or press **F1**.
- In the Word Help window, **Search** box, type **font** and then press **Enter**.
- In the search results list, click **Word options (General)**. Maximize the Word Help window, and then compare your screen with Figure 1.

4. Read the article, and then see if you can answer the following question: What are some ways you can personalize your copy of Office?

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BizSkills Video

- What is a professional network, and how would you build one?
- What are some of the best sources for job leads?

**Online Help Skills**

- With Word 2016 open, on the File tab, in the upper right corner of the screen, click the **Microsoft Word Help** button, or press **F1**.
- In the Word Help window, **Search** box, type **font** and then press **Enter**.
- In the search results list, click **Word options (General)**. Maximize the Word Help window, and then compare your screen with Figure 1.



Figure 1

- Read the article, and then see if you can answer the following question: What are some ways you can personalize your copy of Office?

**SKILL 2: Apply Styles and Set Grammar and Spelling Options**

- Click the **File** tab, and then click **Options**. On the left pane of the **Word Options** dialog box, click **Proofing**.
- Under **When correcting spelling and grammar in Word**, verify that the first four check boxes are selected as shown in Figure 3.
- To the right of **Writing Style**, click the **Settings** button.
- In the **Grammar Settings** dialog box, verify the **Subject-Verb Agreement** check box is selected. Compare your screen with Figure 4, and then click **OK**.
  - In this message, you can customize the type of errors that should be flagged as you work with a document.
- Click **OK** to close the **Word Options** dialog box.
- Click the **Save** button. Alternately, press **Ctrl+S**.

• You have completed **SKILL 2** of 10

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**MOS Objectives** — Integrated into the text for quick review and exam prep.

**Review**

**More Skills Assessment**

To complete this project, you will need the following file:  
 • word1\_MSIMemo

You will save your files as:  
 • Last\_First\_word1\_MSIMemo  
 • Last\_First\_word1\_MSIComp1  
 • Last\_First\_word1\_MSIComp2

- Start Word 2016, and then open the student data file word1\_MSIMemo. Save the file in your chapter folder as Last\_First\_word1\_MSIMemo.
- Open the **Document Inspector** dialog box. Verify all of the check boxes are selected, and then click **Inspect**. To the right of **Comments, Revisions, Versions, and Annotations**, click the **Remove All** button, and then **Close** the dialog box.
- Open the **Document Properties** dialog box. Click in the **Title** box, and then type **City Parks**. **Save**. Click in the **Comments** box, type **We need an in-depth report for the new park**, and then compare your screen with Figure 1.
- Click **File** and then press **Ctrl+S** to save the **Stepping Tool**. Click for **New arrow**, and then click **Full-screen** flag. In the **Stepping Tool** mark-up window, click the **New Step** button.
  - As a dialog box, navigation to your Word Chapter 1 folder. Be sure the **Save as type** box displays **PDF** file. Name the file Last\_First\_word1\_MSIComp1 and then compare your screen with Figure 2.
- On the taskbar, click the **Stepping Tool** mark-up window.
- In the **Document Properties** dialog box, click **OK**.
- On Page 2, locate the hyperlink <http://www.cpa.gov>. Press and hold **Ctrl**, and then with the **pointer**, click the hyperlink. If necessary, maximize the browser window.
- On the taskbar, click the **Word** button, and then move the insertion point to the end of the document.
- Insert a screen clipping of the browser window.
- On the **View** tab, verify the  **ruler** displays, and then split the window. In the upper window, display the top of Page 1, and in the lower window, display the top of Page 2 as shown in Figure 2.
- Save the file, **Close Word**, and then submit the files as directed by your instructor.

• You have completed **More Skills Assessment**

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**More Skills Assessment** — Covers the core skills from the the four More Skills projects in a linear project that tells students what to do, but not necessarily how to do it.

**Review**

**Project Summary Chart**

Project	Project Type	Project Location
Skills Review	Review	In Book & MLE (MyITLab)
Skills Assessment 1	Review	In Book & MLE (MyITLab)
Skills Assessment 2	Review	Book
My Skills	Problem Solving	Book
Visual Skills Check	Problem Solving	Book
Skills Challenge 1	Critical Thinking	Book
Skills Challenge 2	Critical Thinking	Book
More Skills Assessment	Review	In Book & MLE (MyITLab)
Collaborating with Google	Critical Thinking	Book

**MOS Objectives Covered (Quiz in MyITLab)**

1.1.1 C Create a blank document	1.5.4 C Inspect a document for hidden properties or personal information
1.3.4 C Insert headers and footers	2.1.2 C Cut, copy and paste text
1.3.4 C Insert special characters	2.1.4 C Insert special characters
1.4.4 C Split the window	2.2.1 C Apply font formatting
1.4.5 C Add document properties	2.2.2 C Apply formatting by using <b>Format Painter</b>
1.4.6 C Show or hide formatting symbols	2.2.6 C Apply built-in styles to text
1.5.2 C Save documents in alternative file formats	3.1.3 C Insert a screen shot or screen clipping
1.5.3 C Print all or part of a document	4.3.4 C Utilize global content standards

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**NEW MOS Summary table** — Provides quick overview of objectives covered.

# Skills for Success

**NEW Collaborating with Google** — Hands-on projects that allow students to apply the skills they have learned in a Google project to demonstrate proficiency.

**NEW Project Summary Chart** — Provides an overview of project types and locations.

**Skills and Procedures Summary Chart** — Provides a quick review of the skills and tasks covered in each chapter

Skills Number	Task	Steps	Icon	Keyboard Shortcut
1	Display formatting marks	Home tab → Paragraph group → Show/Hide		Ctrl + Shift + Z
2	Apply styles	Home tab → Paragraph group → click desired style		
2	Ignore flagged words	Right-click the word, and click Ignore All		
2	Change spelling and grammar options	File tab → Options → Proofing page → Settings button		
3	Select paragraphs	Triple-click the paragraph, or with the ¶ pointer, double-click		
3	Undo an action	Quick Access Toolbar → Undo (repeat as needed)		Ctrl + Z
3	Select all	Home tab → Editing group → Select → Select All		Ctrl + A
3	Move to beginning of document	Home tab → Font group → Dialog Box launcher		Ctrl + Home
4	Move to end of document	Home tab → Font group → Dialog Box launcher		Ctrl + End
4	Copy text	Select text, then Home tab → Clipboard group → Copy		Ctrl + C
4	Cut text	Select text, then Home tab → Clipboard group → Cut		Ctrl + X
4	Paste text	Position insertion point, then Home tab → Clipboard group → Paste		Ctrl + V
5	Check spelling and grammar	Review tab → Proofing group → Spelling & Grammar		F7
7	Use Format Painter	Select formatted text, then Home → Clipboard group → Format Painter		
8	Open the Font dialog box	Home tab → Font group → Dialog Box launcher		Ctrl + D
8	Apply small caps	In Font dialog box, select Small caps check box		
8	Expand or shorten text	Font dialog box → Advanced tab		
9	Make Toolbars active	Insert tab → Header & Footer group → Footer → Edit Footer		
9	Insert the name in footers	With footer active → Design tab → Insert group → Quick Parts		
10	View two pages	View tab → Zoom group → Multiple Pages		
10	Save as PDF documents	File tab → Export → Create PDF/XPS		
MS12	Insert screen shot	Insert tab → Illustrations group → Screenshot		
MS13	Show the ruler	View tab → Show group → Ruler check box selected		
MS13	Split the window	View tab → Window group → Split		
MS14	Insert symbol	Insert tab → Symbols group → Symbol		

### Collaborating with Google

To complete this project, you will need a Google account (refer to the Common Features chapter)

You will save your files as:  
Last\_First\_wrd1\_CPTrip1  
Last\_First\_wrd1\_CPTrip2

- Open a web browser. Log into your Google account, and then click the Google Apps button.
- Click the Drive button to open Google Drive. If you receive a pop-up message, read the message, and then click Next. Read each message, and then close the dialog box.
- Click the New button, and then click Google Docs to open a blank document.
- Type *City Engineer Position* press **Enter**, and then type the information shown in Figure 1.
- Select *City Engineer Position*. Click the Styles button, and then click Title. Click the Center button.
- Select the text *Minimum qualifications*. On the Edit tab, click Cut. Click in front of *Salary grade*. On the Edit tab, click Paste, and then press **Enter**.
- On the Insert tab, click Footer. In the footer, type *Last\_First\_wrd1\_CPTrip1*, and then click in the document to close the footer area.
- On the Tools tab, click Spelling, and then correct any spelling errors.
- Click the document title, *Untitled document*. Verify *City Engineer Position* displays as the name of the document, and then press **Enter**.
- Click the Share button, and then in the Share with others dialog box, type *Aspenfallsfire@gmail.com* to share the sheet with another user.
- In the Add a note text box, type *I have been informed that Human Resources now has other items that need to be updated. Please add the other items to this document. Compare your screen with Figure 2.*
- Click **type strip** and then press **Enter** to start the Striping Tool. Click the New arrow, and then click Full-screen Strip. In the Striping Tool mark-up window, click the Save Strip button.

**DO NOT** You have completed Collaborating with Google

### Project Summary Chart

Project	Project Type	Project Location
Skills Review	Review	In Book & MIL
Skills Assessment 1	Review	In Book & MIL
Skills Assessment 2	Review	Book
My Skills	Problem Solving	Book
Visual Smith Check	Problem Solving	Book
Skills Challenge 1	Critical Thinking	Book
Skills Challenge 2	Critical Thinking	Book
More Skills Assessment	Review	In Book & MIL
Collaborating with Google	Critical Thinking	Book

MOS Objectives Covered (Quiz in <b>table</b> )	
1.1.1 C Create a blank document	1.5.4 C Inspect a document for hidden properties or personal information
1.3.4 C Insert headers and footers	2.1.2 C Cut, copy and paste text
1.4.2 C Customize views by using zoom settings	2.1.4 C Insert special characters
1.4.4 C Split the window	2.2.1 C Apply font formatting
1.4.5 C Add document properties	2.2.2 C Apply formatting by using Format Painter
1.4.6 C Show or hide formatting symbols	2.2.3 C Apply built-in styles to text
1.5.2 C Save documents in alternative file formats	5.1.3 C Insert a screen shot or screen clipping
1.3.1 C Create a blank document	4.3.4 E Utilize global content standards

### CAPSTONE PROJECT

To complete this project, you will need the following files:  
wrd\_CAPYsitt1s  
wrd\_CAPYsitt1s

You will save your file as:  
Last\_First\_wrd\_CAPYsitt1s

- Start Word 2016, and then open the student data file *wrd\_CAPYsitt1s*. Use **Save As** to create a folder named *Word App Level Projects* and then save the file to the folder as *Last\_First\_wrd\_CAPYsitt1s*. Insert the *FileName* field in the footer. If necessary, display the formatting marks.
- Use **Find and Replace** to replace all occurrences of *City of Aspen Falls* with *Aspen Falls*.
- Change the document's theme to *Ion Boardroom*, and then in the first line of the letterhead, change the font size to 18, apply the *Small caps* effect, and then set the character spacing to *Expanded by 2 pt*.
- In the letter greeting, change the word *Mrs.* to *Ms.*
- In the first letter body paragraph, insert a footnote after the second sentence. For the footnote, type the following (include the period): *This system is important in recreation and did this analysis as a class project.*
- Near the bottom of Page 1, after the text *City Fall*, insert a manual page break, and then compare your screen with Figure 1.
- At the top of Page 2, delete the blank paragraph, and then select the text *Aspen Falls*. Change the **Font** to *Verdana* and the size to 12, and then apply the **Gradient Fill** - *Orange*, **Accent 4**, **Outline** - *Accent 4* text effect.

**Application Capstones** — For each application we provide two comprehensive projects covering all of the Skills. The capstones are available as a Homework and Assessment version, with the Assessment version earning a MIL Badge. Also available as a Grader project in MyITLab.

### EXCEL ONLINE PROJECT

#### Using Excel Online to Create a Flyer

- Recall that Excel Online can be used to create, edit, and format basic worksheets using a web browser. Excel 2016 does not have to be installed on your computer to use Excel Online.
- Recall that OneDrive is a free cloud-based service from Microsoft that allows you to save your work to the cloud from an Internet-enabled computer and then work on the file from any other computer that is connected to the Internet.
- Using Excel Online and OneDrive, you can easily collaborate with colleagues or a team on worksheets. You have full control over who accesses your worksheets and what they can do with them.
- Excel Online provides a minimal number of features. If you need a feature that is not available, you can open your workbook in Microsoft Excel, make the changes you need, and save the workbook on your OneDrive.

**Aspen Falls Volunteer Fire Department**

In this project, you will create a worksheet for Jim Holt, Fire Chief of the Aspen Falls Volunteer Fire Department (AFVFD). The AFVFD recently sponsored a rummage sale to raise funds for the purchase of new fire-fighting equipment. The department exceeded its goal, raising \$10,000. The worksheet you will create will compare the recent fund-raiser results with the results of fund-raiser held over the past five years to determine which type of fund-raiser is most effective.

Anyone with a Microsoft OneDrive account can use Excel Online

**Office Online (formerly Web App) Projects** — Students use Cloud computing to save files; create, edit, and share Office documents using Office Online; and create Windows Live groups.

# Skills for Success

## MyITLab grader project covering all 10 skills (homework and assessment versions)

Review


**Skills Review** MyITLab

To complete this project, you will need the following file:

- **Blank Word document**

You will save your files as:

- Last\_First\_wd01\_SSParks (Word)
- Last\_First\_wd01\_SSParks (PDF)



- Start a Blank Word document. On the Home tab, click the Show/Hide button as needed to display the formatting marks. Type Aspen Falls Parks and Recreation Department and press **Enter**. Type 5015 Aspen Grove and press **Enter**. Type Aspen Falls, CA 95618 and press **Enter** two times. Complete the beginning of the letter with the information shown in Figure 1.
- Press **Enter** and then type Thank you for your interest in making a donation to the Aspen Falls Lake Conservation Area. You added about projects for which we need additional resources, so I have attached a list of possible projects. Press **Enter** type Parks and Recreation Division and then apply the No Spacing style to the paragraph Last Line.
- Press **Enter** type Sincerely and then press **Enter** two times. Type Lisa Kim.
- Select the first two lines of the letterhead. On the Home tab, in the Styles group, click the No Spacing button. Repeat this procedure with the first two lines of the inside address.
- Click at the end of the paragraph that ends possible projects. Press **Enter** and then type all donations made to the Friends of the Aspen Falls Conservation Area (FFACA) can be directed to. Compare your screen with Figure 2.
- Save the document in your Word Chapter 1 folder as Last\_First\_wd01\_SSParks.
- Open the student data file wd01\_SSParksDonations. On the Home tab, in the Editing group, click Select, and then click Select All. On the Home tab, in the Clipboard group, click Copy. Close the document.
- On the Home tab, in the Clipboard group, click Paste.

Continue to the next page to complete this Skills Review

Problem Solving

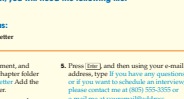
**My Skills**

To complete this project, you will need the following file:

- **Blank Word document**

You will save your file as:

- Last\_First\_wd01\_MyLetter



- Create a blank Word document, and then save the file in your chapter folder as Last\_First\_wd01\_MyLetter. Add the FileName field to the footer.
- Type your First and Last names and then press **Enter**. On the next two lines of the letterhead, type your own address information. At the beginning of the document, enter the information shown in Figure 1.
- Press **Enter** and then type One of my instructors at Aspen Falls Community College, Dr. Gato, suggested that I write you regarding internship at Aspen Falls City Hall. My studies at the college qualify me for such a position starting on or after next term.
- Press **Enter** and then type As you view the attached resume, please note my training in Microsoft Office and my organizational skills. Specifically my experience with Word and my work study position with Dr. Gato indicate a successful internship as an Office Assistant.
- Press **Enter** and then using your e-mail address, type I have any questions, or if you want to schedule an interview, please contact me at 951-955-3333 or email me at myemail@address.
- Press **Enter** and then type Sincerely. Press **Enter** two times, and then type your name.
- Select the first two lines of the letterhead, and then apply the No Spacing style. Repeat this procedure with the first three lines of the inside address.
- Using the techniques practiced in this chapter, format the letterhead to make it stand out slightly from the rest of the letter, and then compare your screen with Figure 2.
- Save the file, Close Word, and then submit the file as directed by your instructor.

Done! You have completed My Skills

## A stronger progression from point and click to practice, and critical thinking.

### From Point and Click to Critical Thinking

<b>Skills 1-10</b> Guided learning	Annotated linear steps that tell 'where to click' and why.
<b>Skills Review</b> Guided practice	Linear steps that tell them 'where to click' one more time.
<b>2 Skills Assessments</b> Independent practice	Linear steps that tell them 'what to click' but not necessarily where.
<b>My Skills</b> Transfer of skills	Students transfer their skills to a different scenario—a personal document, instead of business document.
<b>Visual Skills Check</b> Non-linear problem-solving	Students determine their own steps to create the document shown in the figure and described in the directions.
<b>Skills Challenge 1</b> Apply skills to fix problems	Typically a document that needs 'fixed' by apply the skills in the chapter. The problems are described in a way that the challenge is deciding how to fix the problems, not figuring out what the directions mean or how it will be graded.
<b>Skills Challenge 2</b> Conduct research to solve a problem	Typically a project that requires some research to determine the content of the document. Directions are written in a way that the challenge is deciding what to say and how best to format the document, not figuring out what the directions mean or how it will be graded.
<b>More Skills Assessment</b>	A linear project that tells them "what" to do, but not necessarily "where" to do it. Covers the core skills from the 4 More Skills projects

Critical Thinking

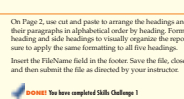
**Skills Challenge 1**

To complete this project, you will need the following file:

- **wd01\_SCTTrustees**

You will save your file as:

- Last\_First\_wd01\_SCTTrustees



Open the student data file wd01\_SCTTrustees, and then save it in your chapter folder as Last\_First\_wd01\_SCTTrustees. For the entire document, apply a single bullet that is none apparent, that Comic Sans MS. Correct or ignore all flagged spelling, grammar, and style errors as appropriate to their content. Insert a page break so the letter ends on Page 1 and the report starts on Page 2.

On Page 1, correct the paragraph alignment and paragraph spacing so that it follows the block style business letter modeled in Skills 1-10. Format the letterhead so that Aspen Falls Public Library stands out from the rest of the letter.

On Page 2, use cut and paste to arrange the headings and their paragraphs in alphabetical order by heading. Format the heading and side headings to visually organize the report. Use the same to apply the same formatting to all five headings. Insert the FileName field in the footer. Save the file, close Word, and then submit the file as directed by your instructor.

Done! You have completed Skills Challenge 1

Critical Thinking

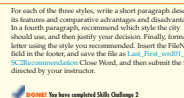
**Skills Challenge 2**

To complete this project, you will need the following file:

- **Blank Word document**

You will save your file as:

- Last\_First\_wd01\_SCIRecommendation



For each of the three styles, write a short paragraph describing its business and comparative advantages and disadvantages. In a fourth paragraph, recommend which style is the city should use, and then justify your decision. Finally format the letter using the style you recommended. Insert the FileName field in the footer and save the file as Last\_First\_wd01\_SCIRecommendation. Close Word, and then submit the file as directed by your instructor.

Done! You have completed Skills Challenge 2

Review

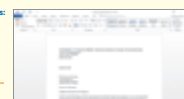
**Skills Assessment 1** MyITLab

To complete this project, you will need the following files:

- **wd01\_SAILand**
- **wd01\_SAILegacy**

You will save your files as:

- Last\_First\_wd01\_SAILand (Word)
- Last\_First\_wd01\_SAILand (PDF)



- Start Word 2016, and then open the student data file wd01\_SAILand. Save the file in your chapter folder as Last\_First\_wd01\_SAILand. Add the FileName field to the footer.
- After the date, insert two blank lines and the following inside address: Ms. Sharon McCready, 1414 Harbor Dr., Aspen Falls, CA 95604.
- For the first three lines of the letterhead, apply the No Spacing style. Repeat this procedure with the first two lines of the inside address.
- For the letterhead's first line, apply the Cambria font, font size 16, and then set the Character Spacing to Expanded by 12 pt.
- Below the inside address, add the salutation Dear Ms. McCready.
- After the salutation, insert a new paragraph with the text subject: McCready Farm Property. Compare your screen with Figure 1.
- Open the student data file wd01\_SAILegacy. Copy all of the text, and then Close the document.
- At the end of Last\_First\_wd01\_SAILand, insert a manual page break, and then at the top of Page 2, paste the contents of the clipboard.
- On Page 2, below Call and Enter Planning, replace the word versus with the suggested synonym several.
- Use Cut and Paste to move the Charlight Call heading and its two bullets so that the section comes before the Life Estate Call. Annotate heading.
- Use the Spelling & Grammar checker to fix all spelling and grammar errors in the document.
- Use Format Painter to apply the formatting in the Call and Enter Planning heading to the five other headings on Page 2.
- Compare your screen with Figure 2, and then save the file.
- Save the file as a PDF document in your chapter folder with the filename Last\_First\_wd01\_SAILand\_Clean Word, and then submit the file as directed by your instructor.

Done! You have completed Skills Assessment 1

Problem Solving


**Visual Skills Check**

To complete this project, you will need the following file:

- **Blank Word document**

You will save your file as:

- Last\_First\_wd01\_VSCenter



Using the skills practiced in this chapter, create the document shown in Figure 1. Save the file as Last\_First\_wd01\_VSCenter in your chapter folder. Format the first line of the letterhead using the Cambria font and size 24 points, small caps, and expanded by 18 points. Format the rest of the document format the rest of the document using the Calibri font and font size 11. Maintain the space between paragraphs as shown in Figure 1. Insert the FileName field in the footer for the file, Close Word, and then submit the file as directed by your instructor.

Done! You have completed Visual Skills Check

Review

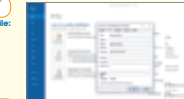
**More Skills Assessment** MyITLab

To complete this project, you will need the following file:

- **wd01\_MSAMemo**

You will save your files as:

- Last\_First\_wd01\_MSAMemo
- Last\_First\_wd01\_MSAmpg1
- Last\_First\_wd01\_MSAmpg2



- Start Word 2016, and then open the student data file wd01\_MSAMemo. Save the file in your chapter folder as Last\_First\_wd01\_MSAMemo.
- Open the Document Inspector dialog box. Verify all of the check boxes are selected, and then click Inspect. To the right of Comments, Revisions, Versions, and Annotations, click the Remove All button, and then Close the dialog box.
- Open the Document Properties dialog box. Click in the Title box, and then type (sincerely) Lisa Kim. Click in the Company box, type Aspen Falls City Hall, and then compare your screen with Figure 1.
- Click **File** type and then press **Enter** to start the Shipping Tool mark-up window, click the Save Shipping button **Save** in the Save All dialog box, navigate to your Word Chapter 1 folder. Save the file as type box displays JPEG file. Name the file Last\_First\_wd01\_MSAmpg1. Minimize the Shipping Tool mark-up window.
- In the Document Properties dialog box, click OK.
- On Page 2, locate the hyperlink <http://mcafee.com>. Press and hold **Ctrl** and then with the **Alt** pointer, click the hyperlink. If necessary, Maximize the browser window.
- On the taskbar, click the Word button, and then move the insertion point to the end of the document.
- Remove the split from the Word window.
- On Page 1, in the paragraph above the table, replace the two together with the Fast Dash symbol.
- Add the FileName field to the footer.
- On the View tab, verify the ruler displays, and then split the window. In the upper window, display the top of Page 1, and in the lower window, display the top of Page 2 as shown in Figure 2.
- Save the file, Close Word, and then submit the file as directed by your instructor.

Done! You have completed More Skills Assessment



# Skills for Success

## MyITLab

*Skills for Success* combined with MyITLab gives you a completely integrated learning solution: Instruction, Training, & Assessment

- eText
- Training & Assessment Simulations
- Grader Projects

## Student Resources and Videos!



**WATCH**

**Watch Skills videos (formerly Student Training)** — Each skill within a chapter comes with an instructor-led video that walks students through how to complete the skill.

**BizSkills  
Video**

*BizSkills Videos* and discussion questions cover the important business skills students need to be successful—*Interviewing, Communication, Dressing for Success*, and more.

**Student Data Files** — are all available on the Companion Website using the access code included with your book.  
[pearsonhighered.com/skills](http://pearsonhighered.com/skills)

**PowerPoint Lectures** — PowerPoint presentations for each chapter

**Audio PPTs** — Provide an audio version of the PowerPoint presentations for each chapter

## Instructor Materials

**Application Capstone Projects** — Covering all of the Skills for each application. Also available as MyITLab grader projects

**Instructor's Manual** — Teaching tips and additional resources for each chapter

**Student Assignment Tracker** — Lists all the assignments for the chapter; you just add in the course information, due dates and points. Providing these to students ensures they will know what is due and when

**Scripted Lectures** — Classroom lectures prepared for you

**Annotated Solution Files** — Coupled with the scoring rubrics, these create a grading and scoring system that makes grading so much easier for you

**PowerPoint Lectures** — PowerPoint presentations for each chapter

**Audio PPTs** — Provide an audio version of the PowerPoint presentations for each chapter

**Prepared Exams** — Exams for each chapter and for each application

**Detailed Scoring Rubrics** — Can be used either by students to check their work or by you as a quick check-off for the items that need to be corrected

**Syllabus Templates** — For 8-week, 12-week, and 16-week courses

**Test Bank** — Includes a variety of test questions for each chapter

**All Student and Instructor  
Materials available  
in MyITLab.**



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# Common Features of Office 2016

- ▶ Microsoft Office is a suite of several programs—Word, PowerPoint, Excel, Access, and others.
- ▶ Each Office program is used to create different types of personal and business documents.
- ▶ The programs in Office 2016 share common tools that you use in a consistent, easy-to-learn manner.
- ▶ Some common tasks include opening and saving files, entering and formatting text, inserting pictures, and printing your work.
- ▶ Because of the consistent design and layout of the Office applications, when you learn to use one Microsoft Office application, you can apply many of the same techniques when working in the other Microsoft Office applications.



Iculig/Fotolia

## Aspen Falls City Hall

In this project, you will create documents for the Aspen Falls City Hall, which provides essential services for the citizens and visitors of Aspen Falls, California. You will assist Janet Neal, Finance Director, to prepare a presentation for the City Council. The presentation will explain retail sales trends in the city. The information will help the council to predict revenue from local sales taxes.

Microsoft Office is a suite of tools designed for specific tasks. In this project, the data was originally stored in an Access database. You will use Word to write a memo to update your supervisor about the project's status. Next, you will use Excel to create a chart from that data, and then use PowerPoint to display the chart to an audience. In this way, each application performs a different function and creates a different type of document.

In this project, you will create a Word document, and open existing files in Excel and PowerPoint. You will write a memo, format an Excel worksheet, and update chart data, and then place a copy of the chart into a PowerPoint presentation. You will also format a database report in Access. In all four applications, you will apply the same formatting to provide a consistent look and feel.



## Outcome

Using the skills in this chapter, you will be able to open Office applications, save files, edit and format text and pictures, apply themes, use the Mini toolbar and Backstage view, format worksheets and reports, and paste objects into presentations.

## Objectives

- 1 Explain the common features of Office 2016 applications
- 2 Modify documents
- 3 Prepare a presentation
- 4 Differentiate the uses of each Office 2016 application
- 5 Create Word, Excel, PowerPoint, and Access files for a presentation

## SKILLS

**At the end of this chapter, you will be able to:**

- Skill 1** Start Office Applications
- Skill 2** Open and Save Student Data Files
- Skill 3** Type and Edit Text
- Skill 4** Format Text and Save Files
- Skill 5** Apply Themes and Use the Mini Toolbar
- Skill 6** Use Backstage View
- Skill 7** Insert and Format Images
- Skill 8** Format Worksheets
- Skill 9** Copy and Paste Objects and Format Slides
- Skill 10** Format Access Reports

### MORE SKILLS

- Skill 11** Store Files Online
- Skill 12** Share Office Files
- Skill 13** Install Office Add-ins
- Skill 14** Customize the Ribbon and Options

## Student data files needed for this chapter:

- cf01\_Memo (Word)
- cf01\_Parks (Word)
- cf01\_RetailChart (Excel)
- cf01\_RetailSlides (PowerPoint)
- cf01\_RetailData (Access)

## You will save your files as:

- Last\_First\_cf01\_Parks (Word)
- Last\_First\_cf01\_Memo (Word)
- Last\_First\_cf01\_RetailMemo (Word)
- Last\_First\_cf01\_RetailChart (Excel)
- Last\_First\_cf01\_RetailSlides (PowerPoint)
- Last\_First\_cf01\_RetailData (Access)



Office 2016, Windows 10, Microsoft Corporation

- ▶ The way that you start an Office application depends on what operating system you are using and how your computer is configured.
- ▶ Each application's start screen displays links to recently viewed documents and thumbnails of sample documents that you can open.

1. If necessary, turn on the computer, sign in, and navigate to the desktop. Take a few moments to familiarize yourself with the various methods for starting Office applications as summarized in **Figure 1**.

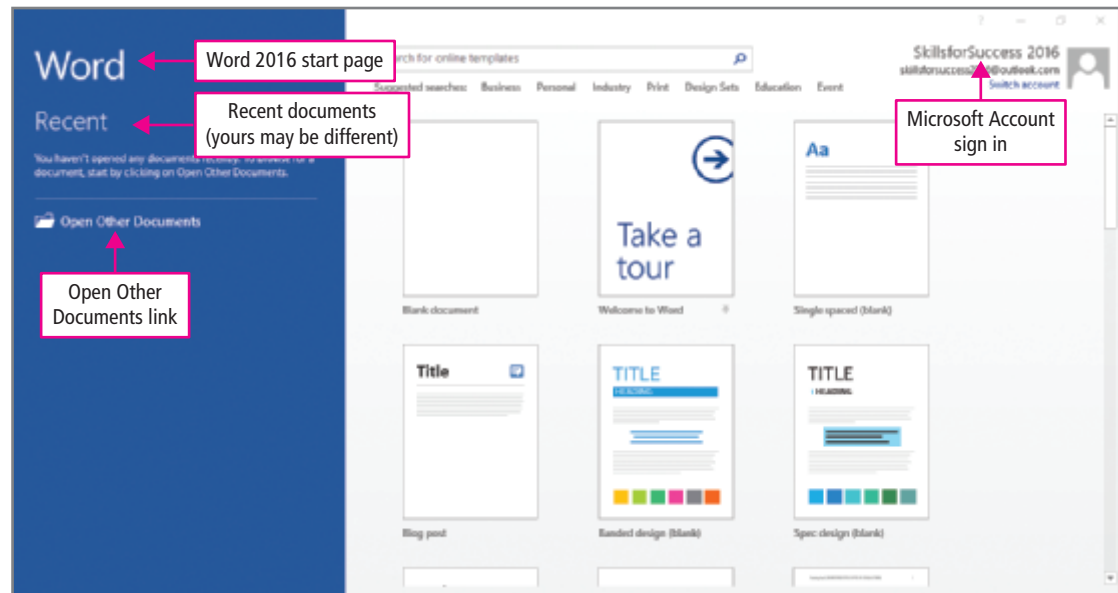
One method that works in both Windows 8.1 and Windows 10 is to press **⊞** (the Windows key located between **Ctrl** and **Alt**) to display the Start menu or screen. With Start displayed, type the application name, verify that Word is selected, and then press **Enter**.

2. Use one of the methods described in the previous step to start **Word 2016**, and then take a few moments to familiarize yourself with the Word start screen as shown in **Figure 2**.

Your list of recent documents will vary depending on what Word documents you have worked with previously. Below the list of recent documents, the *Open Other Documents* link is used to open Word files that are not listed.

Common Methods to Start Office 2016 Applications	
Location	Description
Start screen tile	Click the application's tile
Desktop	Double-click the application's desktop icon
Taskbar	Click the application's taskbar button
Windows 10 Start menu	Click Start and look in pinned or most used apps. Or click All apps and locate the Office application or the Microsoft Office 2016 folder.
All locations	Press <b>⊞</b> , type the application's name, select the correct application, and then press <b>Enter</b> .
Search the web and Windows	Type the application's name, and then press <b>Enter</b> .

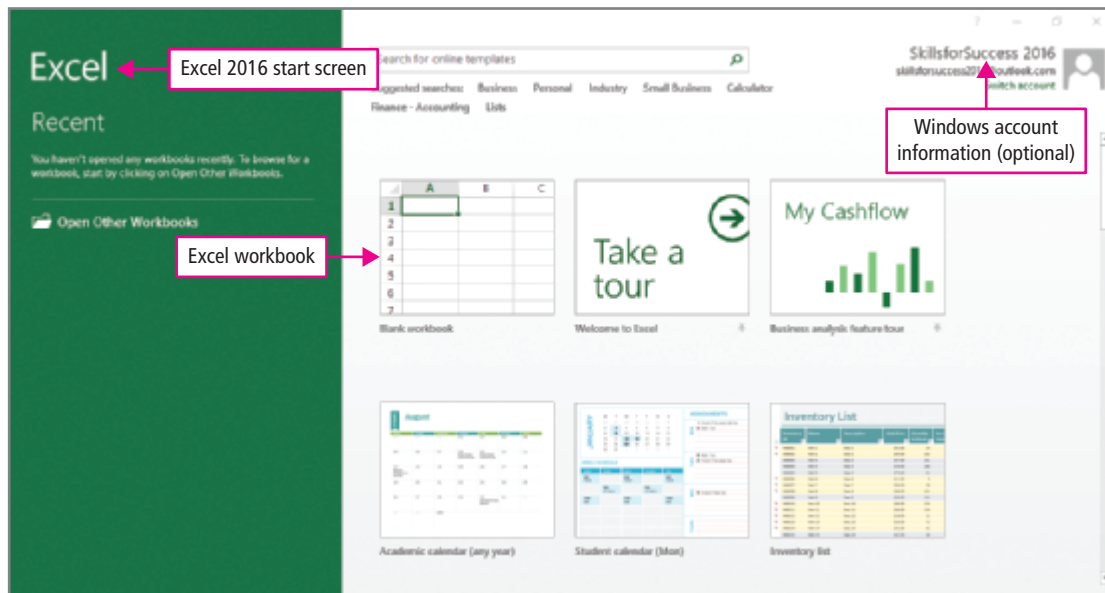
**Figure 1**



**Figure 2**

Word 2016, Windows 10, Microsoft Corporation

▶ Continue to the next page to complete the skill



Excel 2016, Windows 10, Microsoft Corporation

Figure 3

3. If desired, click **Sign in** to get the most out of Office, and then follow the onscreen directions to sign in using your Microsoft account.

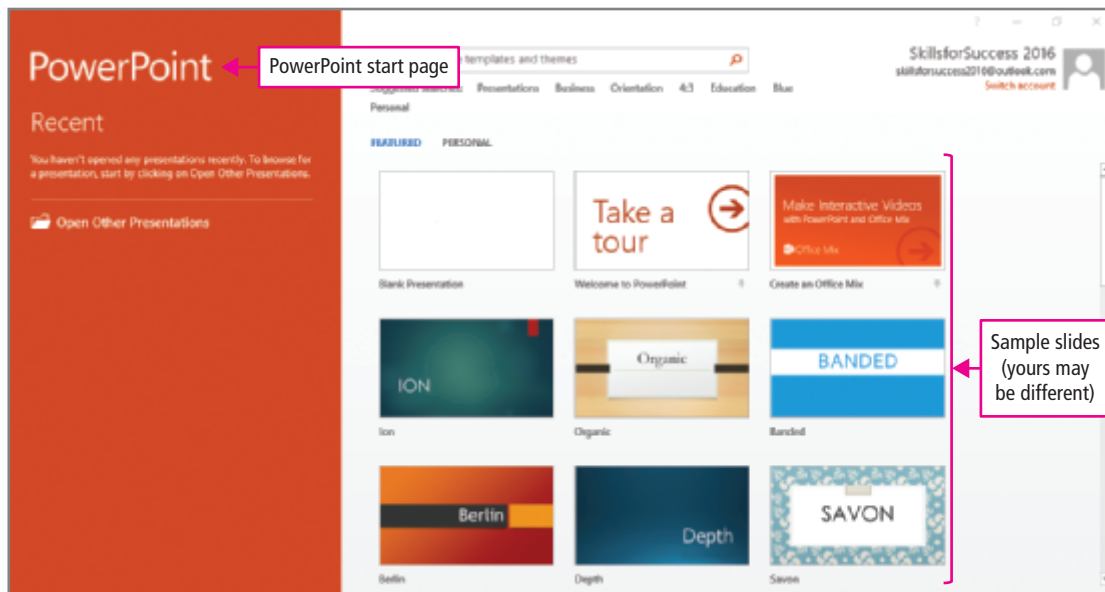
Logging in enables you to access Microsoft Cloud services such as opening and saving files stored on your OneDrive. Unless otherwise directed, signing in to your Microsoft account is optional in this book. To protect your privacy, you should sign in only if you are already signed in to Windows using a unique username, not a shared account. For example, many public computers share an account for guests. When you are logged in to your Microsoft account, your name and picture will display in the upper right corner of the window.

4. Using the technique just practiced, start **Excel 2016**, and then compare your screen with **Figure 3**.

Worksheets are divided into **cells**—boxes formed by the intersection of a row and column into which text, objects, and data can be inserted. In Excel, cells can contain text, formulas, and functions. Worksheets can also display charts based on the values in the cells.

5. Start **PowerPoint 2016**, and then compare your screen with **Figure 4**.

PowerPoint presentations consist of **slides**—individual pages in a presentation that can contain text, pictures, or other objects. PowerPoint slides are designed to be projected as you talk in front of a group of people. The PowerPoint start screen has thumbnails of several slides formatted in different ways.



PowerPoint 2016, Windows 10, Microsoft Corporation

Figure 4

■ You have completed Skill 1 of 10

► In this book, you will frequently open student data files.

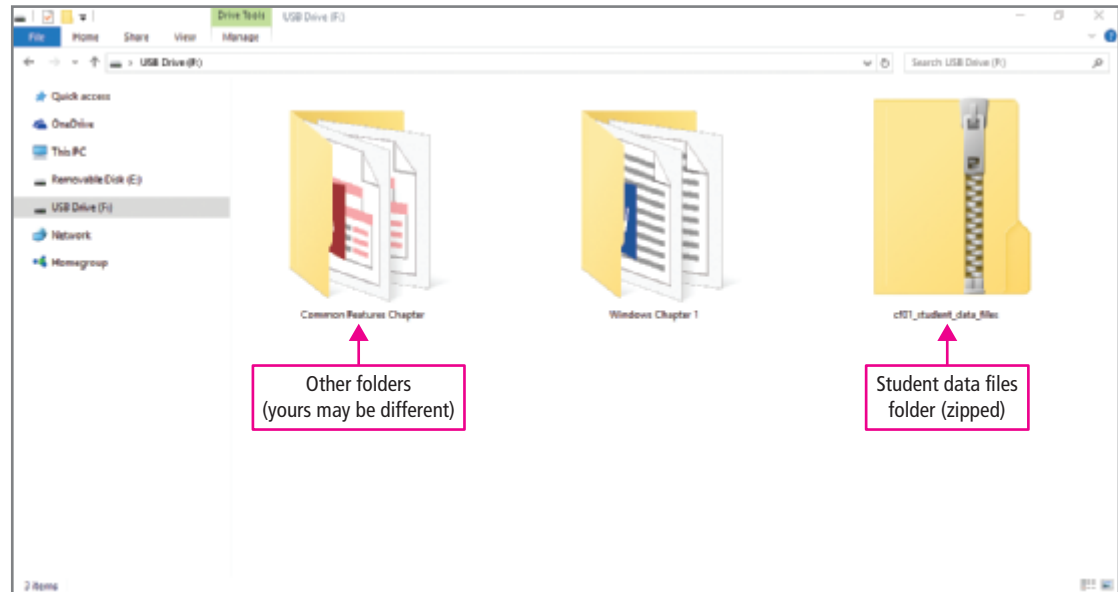
1. Before beginning this skill, download the student data files for this chapter and unzip or copy them; use **Figure 1** as an example. Follow the instructions in the Getting Started with Windows 10 chapter or provided by your instructor.
2. On the taskbar, click the **Word** button . If necessary, start Word.
3. On the **Word** start page, click **Open Other Documents** to display the Open page. If you already had a blank document open, click the File tab instead.
4. On the **Open** page, click **This PC**, and then click the **Browse** button.
5. In the **Open** dialog box navigation pane, navigate to the student files for this chapter, and then compare your screen with **Figure 2**.
6. In the **Open** dialog box, select **cf01\_Memo**, and then click the **Open** button.
7. If the **Protected View** message displays, click the **Enable Editing** button.

Files downloaded from a website typically open in **Protected View**—a view applied to files downloaded from the Internet that allows you to decide if the content is safe before working with the file.

8. On the **File tab**, click **Save As**. Click **Browse**. Navigate to the location where you will be saving your files. In the **Save As** dialog box, click the **New folder** button, and then type **Common Features Chapter**

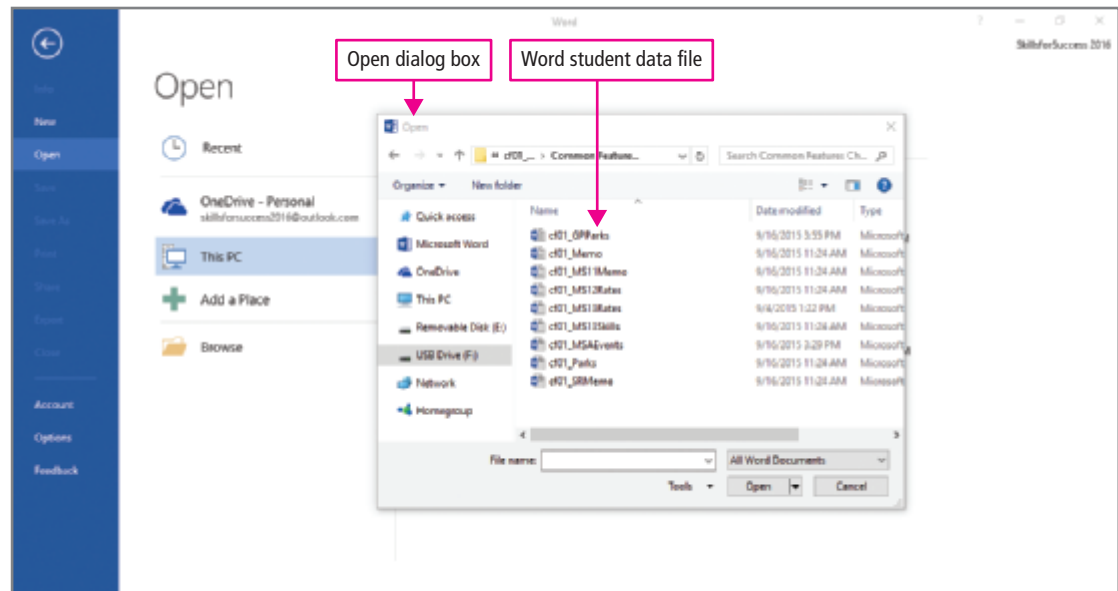
Save As is used to select the location where you want to save your work. You can choose to save to your OneDrive or other locations on your computer.

■ **Continue to the next page to complete the skill**



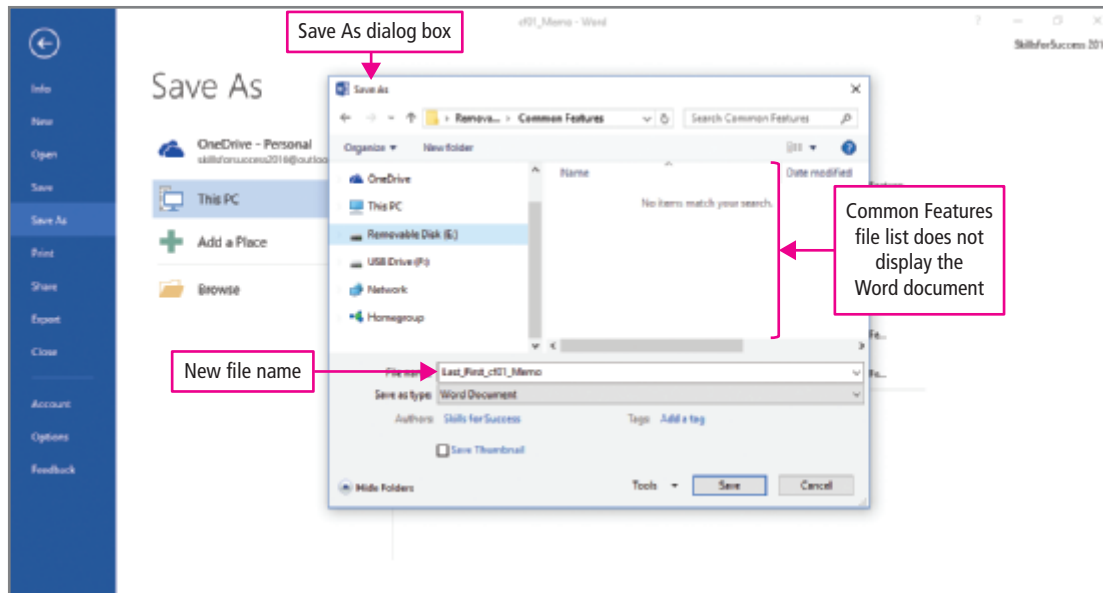
**Figure 1**

Word 2016, Windows 10, Microsoft Corporation



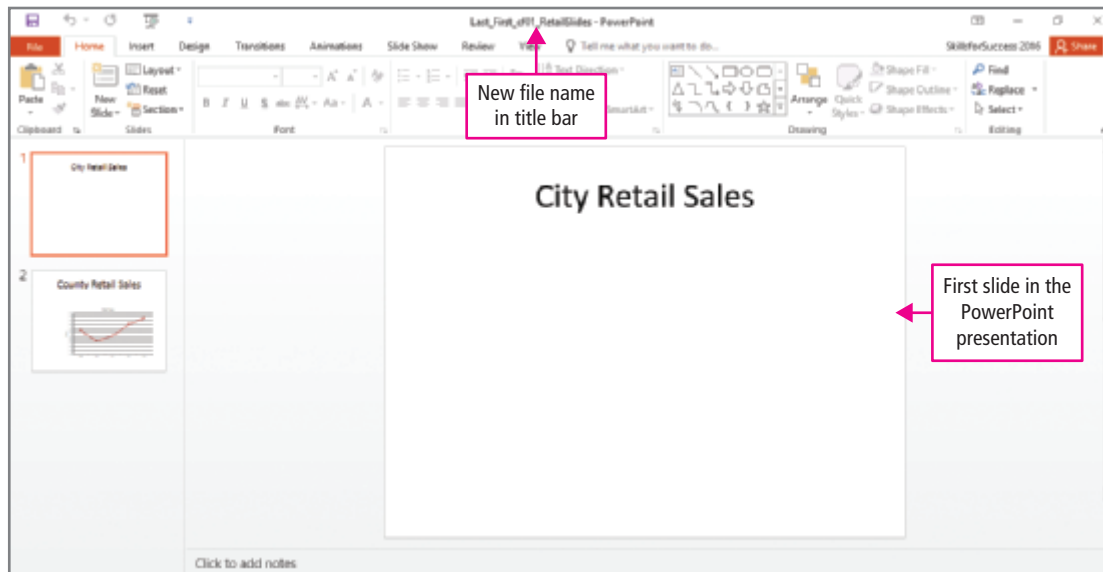
**Figure 2**

Word 2016, Windows 10, Microsoft Corporation



Word 2016, Windows 10, Microsoft Corporation

Figure 3



PowerPoint 2016, Windows 10, Microsoft Corporation

Figure 4

9. Press **[Enter]** twice. In the **File name** box, change the text to **Last\_First\_cf01\_Memo** using your own name.

In this book, you should substitute your first and last name whenever you see the text *Last\_First* or *Your Name*.

10. Compare your screen with **Figure 3**, and then click the **Save** button.

You can use **Save As** to create a copy of a file with a new name. The original student data file will remain unchanged.

By default, the **Save As** dialog box displays only those files saved in the current application file format.

11. On the taskbar, click the **PowerPoint** button to return to the PowerPoint start screen. If necessary, start PowerPoint.
12. On the **PowerPoint 2016** start screen, click **Open Other Presentations** to display the **Open** page. If you already had a blank presentation open, click the **File** tab instead.
13. On the **Open** page, click **This PC**, and then click the **Browse** button. In the **Open** dialog box, navigate to the student files for this chapter, and then open **cf01\_RetailSlides**. If necessary, enable the content.
14. On the **File** tab, click **Save As**, and then use the **Save As** page to navigate as needed to open your **Common Features Chapter** folder in the **Save As** dialog box.
 

On most computers, your Word and Excel files will not display because the PowerPoint **Save As** dialog box is set to display only presentation files.
15. Type **Last\_First\_cf01\_RetailSlides** and then click **Save**. Compare your screen with **Figure 4**.

■ You have completed Skill 2 of 10





- ▶ New documents are stored in **RAM**—the computer’s temporary memory—until you save them to more permanent storage such as your hard drive, USB flash drive, or online storage.
- ▶ To **edit** is to insert, delete, or replace text in an Office document, workbook, or presentation.
- ▶ To edit text, position the **insertion point**—a flashing vertical line that indicates where text will be inserted when you start typing—at the desired location or select the text you want to replace.

1. On the taskbar, click the **Word** button to return to the *Last\_First\_cf01\_Memo* document.
2. Click the **Date** placeholder—[Click to select date]—and then click the **date arrow** to open the calendar. In the calendar, click the current date.

**Placeholders**—are reserved, formatted spaces into which you enter your own text or objects. If no text is entered, the placeholder text will not print.

3. In the **Subject** placeholder, type **Sales Tax Revenues** Compare your screen with **Figure 1**.
4. Press **[Ctrl] + [End]** to place the insertion point in the **Type memo here** placeholder—[Type memo here]—and then type the following: **As per your request, the Retail Sales slides will be ready by the end of today. I will send them to you so you can insert them into your presentation. Let me know if you have any questions.** Compare your screen with **Figure 2**.

Word determines whether the word will fit within the established margin. If it does not fit, Word moves the entire word to the beginning of the next line. This feature is called **word wrap**.

■ Continue to the next page to complete the skill

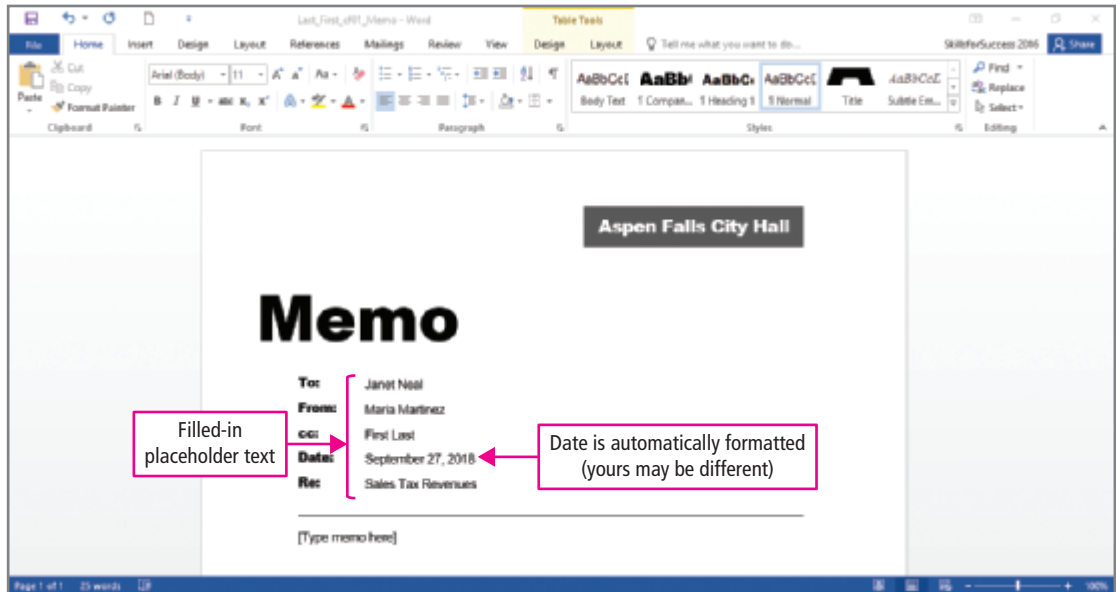


Figure 1

Word 2016, Windows 10, Microsoft Corporation

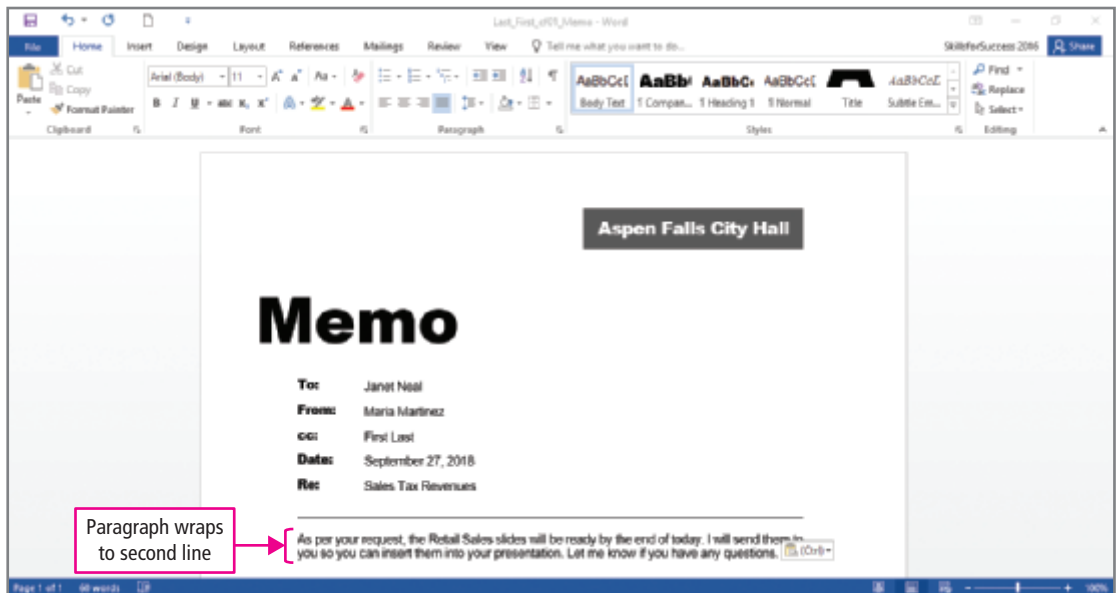


Figure 2

Word 2016, Windows 10, Microsoft Corporation

- In the **Re:** line, click to the left of *Tax* to place the insertion point at the beginning of the word. Press **Delete** four times to delete the word *Tax* and the space following it.

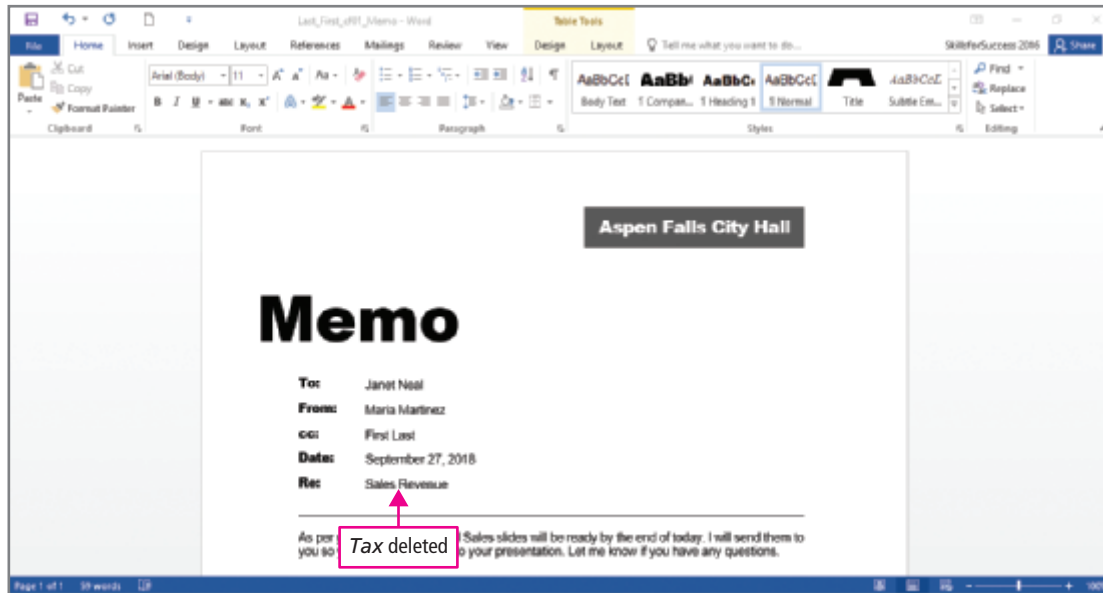
The Delete key deletes one letter at a time moving from left to right. The name on your keyboard may vary—for example, DEL, Del or Delete. Another option would be to **double-click**—is to click the left mouse button two times quickly without moving the mouse—or to **double-tap**—tap the screen in the same place two times quickly—the text to delete the word.

After selecting text, the **Mini toolbar**—a toolbar with common formatting commands—displays near the selection.

- Click to the right of *Revenues*. Press **Backspace** one time to delete the letter *s*, and then compare your screen with **Figure 3**.

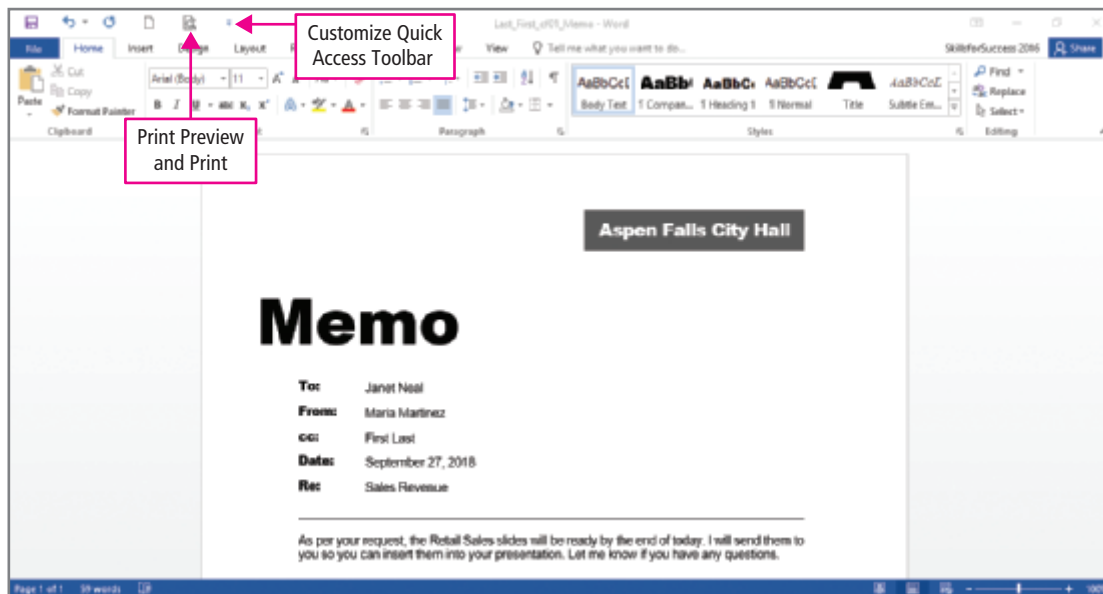
The Backspace key deletes one letter at a time moving from right to left. The name on your keyboard may vary—for example, BACK, Backspace, or simply a left-facing arrow.

- Press **Ctrl** + **End**. Type **Thank you** On the Quick Access Toolbar, and then click **Undo Typing**.
- Click the **Customize Quick Access Toolbar** button, and then from the menu, click **Print Preview and Print** Compare your screen with **Figure 4**.
- Click the **Print Preview and Print** button to view how the memo will look in printed form. Click the **Back** button to return to the document. Keep the file open for the next skill.



Word 2016, Windows 10, Microsoft Corporation

Figure 3



Word 2016, Windows 10, Microsoft Corporation

Figure 4

■ You have completed Skill 3 of 10