

Index

■ Symbols and Numerics

- ? character, wildcards, Word, 240
- * character, wildcards, Word, 240
- & (ampersand) character
 - commands displaying, 151
- ##### error, Excel, 464
- #DIV/0 error, Excel, 464
- #NAME? error, Excel, 464
- #N/A error, Excel, 464
 - NA() function, 470
- #NULL! error, Excel, 464
- #NUM! error, Excel, 464
- #REF! error, Excel, 464
- #VALUE! error, Excel, 464
- \$ (dollar sign), Excel
 - absolute cell references, 454
 - mixed cell references, 454
- 3-D Format category
 - Format dialog, Excel, 444
- 3-D Rotation category
 - Format dialog, Excel, 444

■ A

- AAC audio format
 - playing audio files from Apple iTunes, 603
- absolute cell references, Excel, 454
- Accept options, Track Changes, Word, 319, 320
- Account option, Arrange By menu
 - Message List, Mail, 662
- Accounting number format, Excel, 387
- Accounts pane, Outlook Preferences
 - adding e-mail account to Outlook, 651
 - IMAP/POP accounts, 652
 - changing account settings, 654
- accounts, Outlook
 - choosing account to send messages from, 668
- Actions pop-up button, Excel, 378
- active cell, Excel, 350
 - moving, 351–352
 - when press Return key, 354
- active tab, Ribbon, 28
- address books
 - see *also* Contacts
 - creating vCard files
 - Google Mail, 698–699
 - Mac OS X Address Book, 697
 - Yahoo! Address Book, 698
 - importing contacts from, 695
 - Entourage, 695, 699–700
 - Google Mail, 699
 - Mac OS X Address Book, 696–697
 - MobileMe, 696–697
 - Yahoo! Mail, 698
- addressing messages, Mail, 668–670
- Advance Slide group
 - Transitions tab, PowerPoint, 609
- Advanced Find dialog, PowerPoint, 95, 96
- Advanced Find feature, Outlook, 96
- Advanced Layout dialog
 - wrapping text, 129, 130
 - making text fit object, 131–132
- Advanced preferences pane
 - PowerPoint Preferences dialog, 177
- Advanced tab
 - Font dialog, Word, 223
 - Share Workbook dialog, Excel, 417
- aligning text
 - direct formatting, 90

- alignment
 - cells/cell contents, Excel, 389–390
 - justified text, Word, 224
 - keyboard shortcuts, 91
 - setting new tab stop, Word, 227
 - text on slides, PowerPoint, 576
- Alignment group, Ribbon, Excel, 384, 385
 - aligning cell contents, 389
- Alignment tab
 - Format Cells dialog, Excel, 389, 390
 - formatting with styles, 402
- Allow pop-up menu
 - Data Validation dialog, Excel, 398
- Alt+F shortcut key, 151
- Always Add Clipping Selected dialog
 - adding items to Scrapbook, 35
- Always suggest corrections option
 - spell checking, 66
- animations *see* animations *under* PowerPoint
- annotation features, PowerPoint, 632
- Appear animation, PowerPoint, 610
- Apple menu
 - opening recently saved items, 20
- applications
 - see also* Office applications
 - adding to Dock, 12
 - closing, 24
 - Compatibility Report palette, 36–38
 - hiding, 24
 - launching automatically, 13–14
 - opening from Applications folder, 13
 - opening from Dock, 12
 - Toolbox, 31–38
- Applications pop-up menu
 - adjusting number of items in, 20
- Appointment Series window, Outlook, 718
- Appointment window, Outlook
 - once only appointments, 714–716
 - repeating appointments, 717–718
- appointments *see* appointments *under* Calendar
- area chart, Excel, 426
- Arguments pane, Formula Builder, Excel, 474
- arguments, functions, Excel, 469–470
- arithmetic category, functions, Excel 473
- arithmetic operators, Excel, 456
- Arrange All command, windows, Word, 204
- Arrange By menu
 - contacts, Outlook, 705
 - Message List, Mail, 661–663
- Arrange pop-up menu, windows, Excel, 373
- Arrange submenu
 - arranging graphical objects using, 140
- Arrange Windows dialog, Excel, 372–373
- Arrangement tab, Apple System Preferences
 - setting up PowerPoint presentation, 624, 625
- art
 - inserting SmartArt, 137–139
- artistic effects
 - modifying pictures, 133
- ascending sort
 - PivotTables, Excel, 536, 537
- asterisks (***)
 - AutoFormat options, 51
- attachment box, Outlook
 - sending attachments to Mail messages, 677
- attachments *see* attachments *under* messages, Mail
- Attachments option, Arrange By menu
 - Message List, Mail, 662
- Audio Browser pane, Media Browser, PowerPoint
 - adding sound from, 603
- audio icon, PowerPoint, 605
- Audio Notes tab, Ribbon
 - Notebook Layout view, Word, 202
- audio *see* sound *under* PowerPoint presentations
- authentication, Outlook
 - adding Exchange account, 656
 - adding IMAP/POP account, 655
- Authors icon, status bar, Word
 - editing documents simultaneously, 305
- Authors option, Show Markup menu
 - controlling Track Changes displayed, 318
- Authors readout, PowerPoint
 - coauthoring presentations, 565
- AutoCorrect, 43–56
 - AutoFormat As You Type options, 46–51

- Automatically use suggestions from spelling checker, 46
- AutoText options, Word, 51
- Capitalize first letter of sentences, 45
- Capitalize first letter of table cells, 46
- Capitalize names of days, 46
- Correct TWo INitial CApitals, 45
- creating entries, 53–54
- creating exceptions, 54–55
- Math AutoCorrect options, 51–53
- Replace text as you type, 46
- setting up, 43
- Show AutoCorrect Options Buttons, 45
- Show AutoCorrect smart button, 45
- spell checking, 57, 58, 60
- standard options, 45–46
- AutoCorrect Exceptions dialog, 55
- AutoCorrect preferences pane, 43, 185
- AutoCorrect, Excel, 43, 44, 45
 - resizing database tables, 487
- AutoCorrect, Outlook, 43, 45
 - adding signatures to messages, 683
- AutoCorrect, PowerPoint, 43, 44, 45
- AutoCorrect, Word, 43–44, 45
 - AutoText options, 51, 185
 - inserting boilerplate text, 182
 - inserting special characters, 86
 - Math AutoCorrect options, 51–53
 - turning AutoCorrect off, 45
- AutoExpansion, Excel tables, 487, 488
- AutoFill, Excel, 358
 - creating custom lists, 359–360
 - entering data in cells using, 357–360
 - entering formulas with, 463
- AutoFilter, Excel
 - filtering database tables, 492–494
- AutoFit, Excel
 - setting column width, 381
 - setting row height, 380
- AutoFit, Word
 - converting text to table, 250
- AutoFit, PowerPoint
 - body text to placeholder option, 50
- AutoFormat As You Type options, 46–51
 - Excel, 47
 - Outlook, 47, 50–51
 - PowerPoint, 47, 50
- Word, 46–47, 48–50
 - Apply as you type area, 48
 - Automatically as you type area, 49–50
 - bold text, 49
 - borders, 48
 - bulleted lists, 48
 - fractions, 49
 - headings, 48
 - hyphens with em and en dashes, 49
 - internet and network paths with hyperlinks, 49
 - italics, 49
 - list item format, 50
 - numbered lists, 48
 - ordinals (1st) with superscript, 49
 - quotation marks, 48
 - Replace as you type area, 48–49
 - styles, 49
 - tables, 48
 - tabs and backspace setting left indent, 49
- automatic recalculation, Excel, 461
- Automatically use suggestions from spelling checker, 46
- AutoRecover
 - setting for document backups, 174–175
- AutoSum, Excel
 - inserting functions using, 468, 470–471
- AutoText, Word, 51
 - applying direct formatting on top of styles, 233
 - AutoCorrect preferences, 185
 - creating AutoText entry, 183
 - inserting prebuilt blocks of text, 182, 183–186
 - from menu bar, 185
 - printing, 335
- AVERAGE() function, Excel
 - inserting functions using AutoSum, 470
- Axes dialog, Excel
 - formatting sparklines, 449, 450
- axes, charts, Excel, 425
 - changing scale/numbering of axes, 435–438
 - titles for axes, 425
 - adding axis titles to chart, 434–435

- axis labels
 - adding from range separate from chart data, 439
 - Axis labels, Ticks pane
 - Format Axis dialog, Excel, 438
- B**
- Background Only slide layout, PowerPoint, 574
 - background, PowerPoint, 547, 548
 - backspace setting left indent
 - AutoFormat options, 49
 - backups
 - creating, Word, 193–194
 - setting AutoRecover to keep, 174–175
 - Balloons area, Track Changes, 312
 - Banded Columns/Rows check boxes, Excel
 - customizing database table, 484
 - options for PivotTables, 529
 - bar chart, Excel, 426
 - Bcc box, Outlook
 - addressing messages, 670
 - options for messages, 671
 - Blank slide layout, PowerPoint, 574
 - Blanks menu, Design group
 - PivotTables, Excel, 528
 - Blocked Senders, Outlook
 - adding names to, 685
 - Junk E-mail Protection dialog, 687–688
 - removing senders from, 687–688
 - BMP (Windows Bitmap) format
 - saving PowerPoint presentation as pictures, 643
 - Body Text style, Word, 209
 - boilerplate text
 - creating AutoCorrect entries, 53
 - inserting, Word, 182
 - bold text
 - AutoFormat options, 49, 51
 - direct formatting, 90
 - keyboard shortcuts, 91
 - Bookmark dialog, Word, 264, 265, 266
 - bookmarks *see* bookmarks *under* Word
 - Border tab, Format Cells dialog, Excel, 393, 402
 - borders
 - AutoFormat options, 48
 - formatting tables, 105
 - Borders and Shading dialog, Word, 229
 - Borders tab, 229
 - Page Border tab, 230
 - Shading tab, 230
 - Borders and Shading Options dialog, 230
 - Borders tab, Borders and Shading dialog, 229
 - borders, Excel, 392–393
 - pasting all except borders, 363
 - borders, Word, 229–230
 - Brazilian rules
 - spell checking, 67
 - brightness
 - modifying pictures, 132
 - Bring Forward command
 - arranging graphical objects, 140
 - Bring in Front of Text command, 140
 - Bring to Front command, 140
 - Broadcast Slide Show dialog, PowerPoint, 639–641
 - broadcasting slide show, PowerPoint, 638, 639–642
 - browse objects
 - Select Browse Object button, Word, 189
 - browsing comments, 324
 - navigating footnotes and endnotes, 283
 - bubble chart, Excel, 427
 - built-in menu
 - adding to toolbar, 152
 - bulleted lists
 - AutoFormat options, 48, 50
 - bulleted lists, PowerPoint, 580–584
 - adding color, 582
 - creating, 580–581
 - customizing bullets, 582–584
 - ensuring readability of, 581
 - increasing size relative to text, 583
 - using different bullet symbol, 583
 - using picture as bullet, 584
 - bulleted paragraphs, PowerPoint
 - creating, Outline tab, 561
 - displaying one at a time, animations, 613–615
 - bullets, Word documents
 - adding to custom style, 228

- applying direct formatting on top of styles, 234
- buttons
 - smart buttons, 55–56
 - using toolbars, 28
- buttons, toolbars
 - changing appearance of, 150–151
 - changing, Outlook, 162, 163–164
 - resetting toolbar to default buttons, 159

C

- calculations *see* calculations *under* Excel worksheets
- Calendar, 709–723
 - appointments, 713–718
 - once only appointments, 713–716
 - repeating appointments, 717–719
 - stopping repeating appointments, 719
 - customizing settings, 711–712
 - Day button, 711
 - displaying dates, 711
 - events, 713, 714–716
 - Go to Today button, 710
 - Hours slider, 710
 - interface, 709–713
 - keyboard shortcut for switching to, 660
 - meetings, 713
 - invitations to, 722–723
 - scheduling, 719–720
 - setting up, 719–720
 - tracking status of invitations sent, 721
 - Month button, 711
 - Navigation Pane, 659, 709
 - Next button, 710
 - Outlook interface, 658–667
 - Previous button, 710
 - synchronizing with other calendars, 713
 - Time bar, 710
 - Week button, 711
 - Work button, 711
- capitalization
 - Correct TWo INitial CAPitals, 45
- Capitalize first letter of sentences, 45
- Capitalize first letter of table cells, 46
- Capitalize names of days, 46
- Cascade option, Arrange Windows dialog, Excel, 373
- case matching
 - Find and Replace dialog, Word, 239
- Case sensitive check box
 - Sort Options dialog, Excel, 490
- catalog, Mail Merge, Word
 - selecting document type, 288
- Categories dialog
 - organizing Clip Gallery, 119–120
- Categories list box
 - Customize Keyboard dialog, 165
 - inserting fields, Word, 266, 267
- Categories option, Arrange By menu Message List, Mail, 662
- Categories tab, Properties dialog
 - adding pictures to Clip Gallery, 117
- categories, charts, Excel, 425
- Categorize button, Tasks
 - creating once only tasks, 728
- Categorize pop-up menu, Outlook
 - creating appointments/events, 716
- category axis, charts, Excel, 425
- Cc box, Outlook
 - addressing messages, 668
- Cell Styles panel, Excel, 403–404
- cells, Excel *see* Excel cells
- cells, Word/Powerpoint, 103
- centering text
 - direct formatting, 90
 - keyboard shortcuts, 91
- Certificates tab
 - Contact window, Outlook, 693
- Change PivotTable Data Source dialog, Excel, 536
- Change Quick Styles Settings menu, Word, 217–218
- Changed lines pop-up menu, Track Changes, 311
- Changes group, Ribbon
 - integrating Track Changes into documents, 318
- chapter numbering, Word
 - including with page numbers, 259
- Character Spacing tab
 - Format Text dialog, PowerPoint, 576
- character style, Word, 209

- characters
 - inserting special characters in documents, 86
 - inserting symbols in documents, 82–86
 - wildcards for searching in Word, 240
- chart area, Excel, 424
- Chart data range box
 - Select Data Source dialog, Excel, 431
- chart sheets, Excel, 422
 - moving embedded chart to, 429
- Chart Title placeholder, Excel
 - adding title to charts, 434
- chart title, Excel, 425
- chart types, Excel, 426–427
- Charts tab, Ribbon, Excel
 - adding charts to PowerPoint slides, 584
 - creating charts, 427–428
- charts, Excel *see* Excel charts
- charts, PowerPoint
 - adding Excel charts, 584, 589–594
 - animating charts, 617
- Check grammar as you type option, 67, 68
- Check grammar with spelling option, 67, 68
- Check spelling as you type option, 65
- Choose a File dialog, PowerPoint, 553
- Choose a Movie dialog, PowerPoint, 600
- Choose a Picture dialog
 - inserting pictures from Mac file system, 121, 122
 - linking pictures to documents, 123
- Choose a Picture dialog, PowerPoint
 - adding picture as movie poster frame, 602
 - adding pictures to slides, 597
- Choose a Sound dialog, PowerPoint, 609
- Choose Audio dialog, PowerPoint, 603
- circular references, Excel, 467–468
- clip art
 - adding pictures to PowerPoint slides, 598
 - downloading more Microsoft clip art, 112, 118–119
 - inserting, 112–115
 - with Clip Art Browser, 113–114
 - with Clip Gallery, 114–115
 - managing with Clip Gallery, 115–120
- Clip Art Browser
 - inserting clip art with, 113–114
- Clip Art Browser icon, PowerPoint, 112
- Clip Art Gallery
 - adding pictures to PowerPoint slides, 584
- Clip Gallery application
 - adding pictures to, 115–118
 - downloading clip art from Microsoft, 118–119
 - inserting clip art with, 113, 114–115
 - managing clip art with, 115–120
 - organizing with categories, 119–120
- Clipboard
 - adding items to Scrapbook, 34
 - adding all items, 35
- clippings
 - adding keywords to, 35
- Close button, title bar, 9
- Close option, Toolbox, 33, 34
- closing applications, 24
- closing documents, 19
- Cmd+ keyboard shortcuts
 - Cmd+, (comma), 167
 - Cmd+<, 91
 - Cmd+>, 91
 - Cmd++, 91
 - Cmd+=", 91
 - Cmd+8, 248
 - Cmd+B, 91
 - Cmd+C, 91
 - Cmd+Down arrow, Word, 189
 - Cmd+E, 91
 - Cmd+End, 87, 189
 - Cmd+Home, 87, 189
 - Cmd+I, 91
 - Cmd+K, 106
 - Cmd+L, 91
 - Cmd+N, 16
 - Cmd+O, 22, 164
 - Cmd+Option+1, Word, 220
 - Cmd+Option+G, Word, 245
 - Cmd+Option+M, Word, 223
 - Cmd+Option+N, Word, 195
 - Cmd+Option+O, Word, 195, 273
 - Cmd+Option+P, Word, 195
 - Cmd+P, 164, 331
 - Cmd+Page Down, Excel, 351
 - Cmd+Page Down, Word, 189

- Cmd+Page Up, Excel, 351
- Cmd+Page Up, Word, 189
- Cmd+Q, 9, 24
- Cmd+R, 91
- Cmd+S, 16, 19
- Cmd+Shift+E, Word, 313
- Cmd+Shift+N, Word, 220
- Cmd+Shift+P, Excel, 345
- Cmd+U, 91
- Cmd+Up arrow, Word, 189
- Cmd+V, 91
- Cmd+W, 19, 164
- Cmd+X, 91
- coauthoring documents, Word
 - editing simultaneously, 304–308
 - creating document, 305
 - editing document, 306
 - opening document, 305
 - resolving conflicts, 307, 308
 - updating document, 306
 - viewing who is editing document, 305
 - sharing on networks, 308–309
 - Track Changes *see* Track Changes, Word
 - working with colleagues, 303–304
- coauthoring presentations, PowerPoint, 563–569
 - comparing copies of presentation, 568–569
 - editing simultaneously with colleagues, 564–568
 - resolving conflicts, 566
 - reviewing changes, 566
- Collapse Dialog button, Excel, 360, 399, 455
 - data validation, 398
 - Select Data Source dialog, 431
- Collapse option, Toolbox, 33, 34
- Color pop-up menu, Track Changes, 311, 312
- Color Scales panel
 - conditional formatting, Excel, 395
- colors
 - changing, PowerPoint, 547
 - modifying pictures, 133
- Colors pop-up menu
 - creating documents using templates, 15
- column chart, Excel, 426
- Column Headers check box, Excel
 - choosing options for PivotTables, 529
- column headings, Excel, 349
- column identification, worksheets, Excel, 351
- Column Labels box, PivotTable Builder, 516
 - adding fields, 520
 - changing PivotTable, 523, 524
- Column panel, charts, Excel, 428
- column sparkline, Excel, 446
- Column Width dialog, Excel, 381, 382
- column widths, Excel
 - pasting, 364
- Columns dialog, Word, 261
- columns, Excel *see* columns *under* Excel worksheets
- columns, Word *see* columns *under* Word
- Combine Documents dialog, Word, 327
- Comma required before last list item option
 - Grammar Settings dialog, 70
- Command key shortcuts *see* Cmd+ keyboard shortcuts
- Command Properties dialog, 150–151
- commands
 - creating custom toolbars, 157–158
 - custom keyboard shortcuts, Word/Excel, 164–167
 - using menus, 27
 - using Ribbon, 28–29, 30
 - using toolbars, 28
- Commands list box, Customize Keyboard dialog, 166
- Commands tab, Customize Toolbars and Menus dialog, 148
 - adding built-in menu to toolbar, 152
 - adding command to toolbar, 149
 - adding items to menus, 153
 - creating custom toolbars, 157–158
 - creating new menu, 154–155
 - removing command from toolbar, 150
- comma-separated values
 - converting table to text, Word, 251
 - converting text to table, Word, 248, 249
- comments, Excel
 - pasting, 363
- comments, Word *see* comments *under* Word

- Compact Layout, Design group
 - PivotTables, Excel, 526, 527
- Compare Changes pane, PowerPoint
 - comparing two copies of presentation, 569
 - resolving conflicts, 566
 - reviewing changes by coauthor, 567, 568
- Compare Documents dialog, Word, 326, 327
 - Comparison settings area, 328
 - Label changes with text box, 327
 - Original document pop-up, 327
 - Revised document pop-up, 327
 - Show changes area, 328
- Compare feature, PowerPoint
 - collaborating on presentations, 564
 - comparing two copies of presentation, 568–569
- comparing documents *see* Document Compare, Word
- comparison operators, Excel, 457
- Comparison settings area
 - Compare Documents dialog, Word, 328
- Comparison slide layout, PowerPoint, 573
- Comparisons category, Cell Styles panel, Excel, 403
- compatibility category, functions, Excel 474
- Compatibility preferences pane, Excel, 173
- Compatibility Report palette, Toolbox, 36–38
- compatibility with earlier versions, Word, 340–341
- Complete Merge section, Word, 298
- compressing pictures, 136–137
- concatenation operator, Excel, 457
- Conditional Formatting panel, Excel, 394
- conditional formatting, Excel, 394–397
 - New Formatting Rule dialog, 396
 - pasting, 364
 - preset conditional formatting, 394–397
- confidential information, Word
 - removing sensitive information, 335–337
- Confirm Password dialog, Word, 338
- Conflict Resolver dialog, Outlook
 - merging contacts, 697
- Conflicting changes between users area
 - Share Workbook dialog, Excel, 418
- Conflicts Resolved bar, Word
 - editing documents simultaneously, 307
- connections
 - setting up PowerPoint presentation, 624
- Contact window, Outlook, 693
- Contacts, 689–707
 - addressing messages, Mail, 669
 - arranging contacts, 705
 - communicating with contacts, 706–707
 - creating contacts, 689–694
 - adding photo, 690
 - assigning to category, 694
 - digital certificates, 693
 - entering addresses, 692
 - entering e-mail address, 691
 - entering notes, 693
 - entering organization information, 693
 - entering personal information, 692
 - entering phone numbers, 691
 - quick method, 692
 - editing contact information, 706
 - importing contacts
 - CSV file, 695, 700–702
 - Excel worksheets, 703
 - using Sync Services, 695, 696–697
 - importing contacts from address books, 695
 - Entourage, 695, 699–700
 - Google Mail, 699
 - Mac OS X, 696–697
 - MobileMe, 696–697
 - Yahoo! Mail, 698
 - importing contacts from vCard files, 695, 702
 - Gmail or Google Mail, 698–699
 - Mac OS X Address Book, 697
 - Yahoo! Mail, 698
 - keyboard shortcut for switching to, 660
 - Navigation Pane, 659
 - Outlook interface, 658–667
 - searching for contacts, 706
 - viewing contacts, 704–705
- Contacts Search window, Mail
 - addressing messages, 669
- content placeholders, PowerPoint
 - adding graphical content to slides, 584
 - adding pictures to slides, 597
 - adding SmartArt graphics to slides, 589

- Content with Caption slide layout, PowerPoint, 573
- context menus, PowerPoint
 - customizing context menus, 146, 156
 - moving between slides, 630, 631
- Continuous section break, Word, 253
- contrast
 - modifying pictures, 132
- control interfaces, Office apps, 25
- controls, Ribbon, 29
- Conversations option, Arrange By menu
 - Message List, Mail, 662, 663
- Convert Notes dialog, Word, 282, 283
- Convert Table to Text dialog, Word, 250–251
- Convert Text to Table dialog, Word, 249–250
- Copy and Paste commands, 91–92
 - entering text in documents, 81
- copying, worksheets, Excel, 368
 - moving data with drag and drop, 365–366
- Correct Two INitial CAPitals, 45
- Corrections panel, Format Picture, 132, 133
- COS() function, Excel, 473
- COUNT() function, Excel, 469
 - functions in PivotTables, 525
 - inserting functions using AutoSum, 470
- COUNTBLANK() function, Excel, 484
- Create Data Source dialog, Word, 290
- Create PivotTable dialog, Excel, 513–514
- Criteria button, Form dialog, Excel
 - entering data into database tables, 487
- cropping pictures, 134–136
 - PowerPoint, 598
- cross-references, Word, 270–272
 - inserting fields, 268
- CSV file
 - importing Outlook contacts from, 695, 700–702
- Currency number format, Excel, 386, 387
- cursor
 - moving insertion point to last four edits, 190
- Custom Animation pane, PowerPoint
 - changing order of animations, 612–613
- Custom category, Cell Styles panel, Excel, 403
- custom dictionaries, 71–75
 - adding words to, 73
 - creating, 72–73
 - deleting, 75
 - editing, 73, 74
 - grammar checking, 74
 - removing, 75
 - removing words from, 73
 - saving dictionary file, 74, 75
 - spell checking, 67, 71, 73, 75
 - turning off, 75
- Custom Dictionaries dialog, 71, 72
- Custom List dialog, Excel, 489
- Custom Lists dialog, Excel, 359–360
- Custom number format, Excel, 388
- Custom Shows dialog, PowerPoint, 620–622
- Customize Keyboard dialog, 164
- Customize Toolbars and Menus dialog
 - Commands tab, 148
 - adding built-in menu to toolbar, 152
 - adding command to toolbar, 149
 - adding items to menus, 153
 - creating custom toolbars, 157–158
 - creating new menu, 154–155
 - removing command from toolbar, 150
 - finding commands to add to toolbars/menus, 148–149
 - preparing to customize, 146–148
 - Toolbars and Menus tab, 147
 - creating custom toolbars, 157
 - customizing context menus, PowerPoint, 156
 - deleting custom toolbars, 158
- customizing menu bar, 146, 154–156
 - changing order of menus, 156
 - creating new menu, 154–155
 - preparing to, 146–148
 - removing existing menu, 156
- customizing menus, 146, 153–154
 - adding items to menus, 153
 - changing appearance of menu item, 150–151
 - context menu, PowerPoint, 146
 - finding commands to add to menus, 148–149
 - moving menu item, 153
 - preparing to, 146–148

- removing items from menus, 154
- renaming menu item, 154
- customizing Ribbon, 159–161
- customizing toolbars, 146, 149–152
 - adding built-in menu to toolbar, 152
 - adding command to toolbar, 149
 - changing appearance of button, 50–151
 - creating custom toolbars, 157–158
 - deleting custom toolbars, 158
 - finding commands to add to toolbars, 148–149
- Outlook, 162–164
 - preparing to, 146–148
 - removing command from toolbar, 150
 - repositioning items on toolbar, 150
- Cut command, 91–92

D

- Data and Model category, Cell Styles panel, Excel, 403
- Data Bars panel, Excel, 395
- Data Form dialog, Word, 291, 292
- data labels, charts, Excel, 426, 439
- data markers, charts, Excel, 425
- data series, charts, Excel, 425, 432–433
- data source, charts, Excel, 430–431
- data source, Mail Merge, Word, 286
 - creating new data source, 289–293
 - opening existing data source, 293
 - using contacts from
 - FileMaker Pro database, 294
 - Mac OS X Address Book, 293
 - Office Address Book, 293
- Data tab, PivotTable Options dialog, Excel, 533–535
- data validation *see* data validation *under* Excel
- database category, functions, Excel 473
- database tables *see* database tables *under* Excel
- Date and Time category
 - functions, Excel 473
 - inserting fields, Word, 266, 267
- Date number format, Excel, 386, 387
- Date options, Arrange By menu
 - Message List, Mail, 662
- Date value, Data Validation dialog, Excel, 399
- dates
 - displaying, Calendar, 711
 - how Excel stores dates, 388
- Dates and Reminder dialog, Outlook, 734
- Day button, Calendar, 711
- Day view, Outlook
 - customizing Calendar settings, 712
- DEC2HEX() function, Excel, 473
- Decimal value, Data Validation dialog, Excel, 398
- default folders
 - saving documents, Word, 175–176
 - saving presentations, PowerPoint, 177
- Default reminder check box, Calendar, 712
- Default Signatures dialog, Outlook, 684
- Define Custom Show dialog, PowerPoint, 620–621, 622
- Define Name dialog, Excel
 - referring to named cells/ranges, 455, 456
- Delete dialog, Excel, 379, 380
- deleting items from Scrapbook, 35
- Deletions option, Show Markup menu
 - controlling Track Changes displayed, 318
- Deletions pop-up menu, Track Changes, 311
- delivering presentations *see* delivering presentations *under* PowerPoint presentations
- depth axis, charts, Excel, 425
- descending sort, PivotTables, Excel, 536, 537
- Description area, Formula Builder, 474
- Description tab, Properties dialog
 - adding pictures to Clip Gallery, 117
- Design group, Ribbon, Excel
 - PivotTables, 526–528
- Details tab, Contact window, Outlook, 693
- dictionaries
 - see also* custom dictionaries
 - Reference Tools palette, 36
- digital certificates
 - creating contacts, 693
 - Outlook, 694

- setting up for signing/encryption, 672–673
 - digital distribution
 - creating PDF documents, 342
 - digital signature
 - applying, Mail messages, 672
 - setting up digital certificates for, 672–673
 - direct formatting
 - keyboard shortcuts, 90
 - text and objects, 88–91
 - direct formatting, Word, 208
 - applying on top of styles, 233–234
 - Format Painter feature, 208, 234
 - removing from text, 234
 - toggleing guides on and off, 215
 - Disappear animation, PowerPoint, 610
 - disaster recovery, Word, 194
 - Display tab, PivotTable Options dialog, Excel, 529, 530–531
 - Displays pane, Apple System Preferences
 - setting up presentation, 624, 625
 - DIV/0 error, Excel, 464
 - Dock, the
 - adding applications to, 12
 - closing applications, 24
 - opening applications from, 12
 - opening recently saved items, 23
 - saving space on, 9
 - Document Automation category, Word, 267
 - Document Combine, Word
 - different versions of document, 326
 - sharing documents on networks, 309
 - Document Compare, Word
 - different versions of document, 326–328
 - working on documents with colleagues, 304
 - Document Information category, Word, 267
 - document layers
 - controlling visibility of graphical objects, 140–141
 - Document Map pane, Sidebar, Word, 235
 - document properties, Word
 - printing, 335
 - Document tab, Insert Hyperlink dialog, 107
 - Documents folder
 - saving documents, 17
 - Documents pop-up menu
 - adjusting number of items in, 20
 - documents, Office see Office applications
 - documents, Word see Word documents
 - docx format, Word, 341
 - dollar sign (\$), Excel
 - absolute/mixed cell references, 454
 - domains
 - creating list of safe domains for e-mail, 686–687
 - dotx format, Word, 341
 - doughnut chart, Excel, 427
 - Down option, Find and Replace dialog, 239
 - Draft view, Word, 199–200
 - icon representing, 194
 - keyboard shortcuts, 195
 - viewing styles used by document, 220, 221
 - drag-and-drop pointer, Excel
 - copying/moving data, 365
 - drawing tables, 102
 - Word, 247
 - Duration box, PowerPoint
 - changing duration of transitions, 609
 - controlling when animation runs, 612
 - Duration pop-up menu, Outlook
 - creating appointments/events, 715
 - Dynamic Content transitions, PowerPoint, 606
 - dynamic reordering
 - arranging graphical objects, 141
- ## E
- Edit Hyperlink dialog, 109
 - Edit Schedule dialog, Outlook, 675
 - Editing tab, Share Workbook dialog, Excel, 417
 - Edits browse object, Word, 190
 - Effect Options panel, PowerPoint
 - adding animation to object, 611
 - animating charts, 617
 - animating SmartArt graphic, 615
 - choosing options for transitions, 608
 - displaying bulleted paragraphs
 - individually, 613
 - effects
 - modifying pictures, 133

- Effects panel
 - refining shapes with, 126, 127
- ellipsis (...)
 - AutoFormat options, 50
 - extra arguments, functions, Excel, 469
- em and en dashes
 - AutoFormat options, 49, 50
- e-mail
 - see *also* Mail
 - broadcasting PowerPoint slide show, 641
 - delivering PowerPoint presentations, 637
 - e-mailing PDF version of document, 79
 - messages see messages, Mail
 - sending documents via, 38–39
- E-mail Address tab, Insert Hyperlink dialog, 107, 108
- e-mail messages
 - completing mail merge, Word, 300–301
- embedded charts, Excel, 422
 - moving to chart sheet, 429
- Emphasis character style, Word, 209
- Emphasis Effects animations, PowerPoint, 610
- encryption
 - applying, Mail messages, 672
 - setting up digital certificates for, 672–673
- endnotes see endnotes *under* Word
- engineering category, functions, Excel 473
- Enter Mapping Name dialog, Outlook, 702
- Entire row/column options, Excel
 - Delete dialog, 380
 - Insert dialog, 379
- Entourage for Mac
 - importing Outlook contacts from, 695, 699–700
- Entrance Effects animations, PowerPoint, 610, 611
- envelopes, Mail Merge, Word
 - selecting document type, 288
- Equations and Formulas category
 - inserting fields, Word, 267
- equations, Word
 - adding cross-references, 271
- errors, Excel see errors *under* Excel
- even numbered pages, Word documents
 - adding headers and footers, 254, 256, 257
 - adding section breaks, 253
- Even page section break, Word, 253
- events, Calendar, 713
 - creating events, 714–716
- Excel, 5
 - see *also* Excel workbooks; Office applications
 - Actions pop-up button, 378
 - Alignment group, 384, 385
 - Arrange Windows dialog, 372–373
 - AutoCorrect, 43, 44, 45
 - AutoFill options, 358
 - AutoFilter feature, 492–494
 - AutoFormat options, 47
 - automatic recalculation, 461
 - Axes dialog, 449, 450
 - Cell Styles panel, 403–404
 - cells see Excel cells
 - Change PivotTable Data Source dialog, 536
 - charts see Excel charts
 - circular references, 467–468
 - Collapse Dialog button, 360, 398, 399, 431, 455
 - column headings, 349
 - Column Width dialog, 381, 382
 - Conditional Formatting panel, 394
 - copying/moving data with drag and drop, 365–366
 - Create PivotTable dialog, 513–514
 - creating AutoCorrect exceptions, 54
 - creating custom keyboard shortcuts, 164–167
 - Custom List dialog, 489
 - data validation, 397–401
 - formatting worksheets, 397–401
 - pasting data into worksheets, 397
 - pasting data-validation criteria, 363
 - Data Validation dialog, 397–401
 - Error Alert tab, 400–401
 - Ignore blank check box, 399
 - Input Message tab, 398, 399–400
 - Settings tab, 397–399
 - database tables, 479–494
 - checking for duplicate records, 490
 - creating, 480, 481–482

- customizing appearance of, 482–484
 - entering data into, 485–487
 - filtering, 492–494
 - flat-file database, 480
 - relational database, 480
 - removing duplicate records, 491–492
 - renaming, 482
 - resizing, 487–488
 - searching for records, 492
 - sorting, 488–490
- Define Name dialog, 455, 456
- Delete dialog, 379, 380
- direct formatting, 88
- errors
- circular references, 467–468
 - Data Validation dialog, 400–401
 - error messages, 464
 - seeing error details, 464–465
 - tracing error to source, 465
- fields
- adding to PivotTable framework, 517–521
 - creating database tables, 480, 481
 - sorting database tables by, 488–490
- Find dialog, 95, 492
- Font group, 384
- Footer dialog, 408–409
- Format Axis dialog, 435–438
- Format Cells dialog, 385–394
- Format Walls dialog, 442–443
- Formatting toolbar, 383
- formula bar, 349, 356, 459, 460
- Goal Seek, 495, 505–507
- Goal Seek Status dialog, 506
- graphical objects, inserting, 112
- Header dialog, 408–409
- Header row, 483
- Header/Footer tab, Page Setup, 407–410
- Hide Row/Column options, 382
- Home tab, Ribbon, 384
- horizontal alignment of text, 389
- how dates/times are stored, 388
- Import Cell Styles dialog, 406
- indenting text, 390
- Insert button, Cells group, Ribbon, 378
- Insert dialog, 378, 379
- inserting symbols in workbooks, 82, 83
- Markers dialog, 448, 449
- Merge Scenarios dialog, 503
- merging cells, 390
- Modify Cell Style dialog, 405
- Move Chart dialog, 429
- moving insertion point, 87
- New Cell Style dialog, 404–405
- number formats, 387–388
- Number group, 384, 385
- operators, 456–461
- precedence of, 461–462
- Page Setup group, 413
- Paste Special dialog, 362–364
- PivotTable Field dialog, 525–526
- PivotTable Options dialog, 529–535
- Data tab, 533–535
 - Display tab, 529
 - Display tab, 530–531
 - Layout tab, 532–533
 - renaming PivotTables, 530
- PivotTables *see* PivotTables, Excel
- preferences, 167–177
- previewing document, 79
- Print dialog, 411, 414
- printing documents, 76
- reference area, 349
- Replace dialog, 98
- replacing text, 98
- Resolve Conflicts dialog, 419–420
- Ribbon, 11
- rotating text, 390
- row headings, 349
- Row Height dialog, 380, 381
- Save Chart Template dialog, 445
- saving documents, 18
- choosing default format for, 173–174
- Scenario Manager dialog, 497–500
- Scenario Values dialog, 499–500
- scenarios, 495–505
- applying protection to, 501
 - creating, 498, 500
 - creating reports from, 503–505
 - creating worksheet for, 495–497
 - deleting, 501
 - editing, 501
 - examining, 495
 - merging, 502–503

- opening Scenario Manager dialog, 497
- switching between, 501
- scroll buttons, 350
- Search box, Standard toolbar, 93, 94
- Select All button, 350
- Select Data Source dialog, 430–431
- Share Workbook dialog, 417–418
- shrinking text to fit cells, 390
- smart buttons, 56
- Solver, 507
- Sort dialog, 489–490
- Sort Options dialog, 490
- sorting data, 490
- sparklines, 446–450
- spell checking, 57–60, 63
- split boxes, 350
- styles, 88
 - applying, 404
 - applying to charts, 433
 - Cell Styles panel, 403–404
 - copying between workbooks, 406
 - creating custom styles, 404, 405
 - customizing appearance of database table, 482
 - deleting, 407
 - formatting worksheets with, 402, 407
 - Hyperlink style, 404
 - Modify Cell Style dialog, 405
 - New Cell Style dialog, 404, 405
 - PivotTables, 528, 529
- tables, 99
- themes, 388
- toolbars, 10
- Toolbox, 32
- trends (sparklines), 446–450
- Unhide Row/Column options, 382
- vertical alignment of text, 389
- view buttons, 350
- views, 369
 - Full Screen view, 369
 - Normal view, 369
 - Page Layout view, 369
- windows
 - Arrange pop-up menu, 373
 - Arrange Windows dialog, 372–373
 - arranging windows, 372–373
 - changing window, 372
 - hiding windows, 373
 - opening extra windows, 371
 - splitting to view separate parts of worksheet, 370–371
 - zooming, 373–374
- workbooks *see* Excel workbooks
- worksheets *see* Excel worksheets
- wrapping text, 390
- Zoom dialog, 374
- Zoom pop-up menu, 373
- Excel Cannot Calculate a Formula dialog, 467
- Excel cells
 - active cell, 350
 - aligning content of, 389–390
 - borders, 392–393
 - cell identification, 351
 - cell references
 - absolute references, 454
 - cell identification, 351
 - in formulas and functions, 452–453
 - mixed references, 454
 - reference operators, 457
 - referring to cell in different workbook, 453
 - referring to named cells, 455–456
 - relative references, 454
 - worksheet name contains spaces, 453
 - centering text across multiple cells, 389
 - conditional formatting, 394
 - copying/moving data with drag and drop, 365–366
 - deleting, 379
 - editing data in, 355–356
 - entering data into worksheets, 354
 - Paste Special dialog, 362–364
 - pasting data into worksheet, 361–364
 - pasting part of data and formatting, 362–364
 - using AutoFill, 357–360
 - fills, 393
 - font formatting, 391
 - Format Cells dialog, 385–394
 - Alignment tab, 389
 - Border tab, 393

- Fill tab, 393
- Font tab, 391
- Number tab, 386
- Protection tab, 393
- formatting, 383–394
- horizontal alignment of text, 389
- indenting text, 390
- inserting, 377–379
- justifying text, 389
- merging, 390
- moving active cell, 351–352
 - when press Return key, 354
- number formatting, 386–388
- number in each worksheet, 351
- protecting, 393
- ranges
 - conditional formatting, 394
 - data validation, 397
 - printing worksheets, 411
 - reference operators, 457
 - selecting multiple cells, 352–354
 - tools for formatting, 383
- ranges, referring to
 - in formulas and functions, 454
 - named ranges, 455–456
 - on different worksheet, 454
- references to
 - in formulas and functions, 452–453
 - in different workbook, 453
 - named cells, 455–456
 - when worksheet name contains spaces, 453
- rotating text, 390
- selecting, 352–354
 - adjacent cells, 352
 - all cells, 354
 - column of cells, 354
 - multiple (range of) cells, 352–354
 - non-adjacent cells, 353
 - row of cells, 354
- shrinking text to fit, 390
- spacing out text across cell, 389
- Styles panel, 403–404
- tools for formatting, 383–385
- vertical alignment of text, 389
- viewing cells used by formula, 466
- wrapping text, 390
- Excel charts, 421–446
 - adding axis labels from separate cells, 439
 - adding data labels, 439
 - adding legend, 438
 - adding separate data series, 432–433
 - adding title, 434
 - adding to PowerPoint slides, 584, 589–594
 - copying existing Excel chart, 592–594
 - creating chart for PowerPoint, 590–592
 - animating PowerPoint charts, 617
 - applying style to, 433
 - area chart, 426
 - axes, 425
 - adding axis titles to chart, 434–435
 - changing scale/numbering of axes, 435–438
 - titles for, 425
 - bar chart, 426
 - bubble chart, 427
 - categories, 425
 - changing type, 430
 - chart area, 424
 - chart sheets, 422
 - choosing gridlines to display, 440–441
 - choosing layout for, 432
 - column chart, 426
 - components, 423–426
 - copying formatting, 444–445
 - creating, 427–429
 - data labels, 426
 - data markers, 425
 - data series, 425
 - decorating walls/floors, 441–443
 - depth axis title, 425
 - doughnut chart, 427
 - embedded charts, 422
 - moving to chart sheet, 429
 - Format Walls dialog, 442–443
 - formatting individual elements, 443–444
 - gridlines, 426
 - horizontal axis title, 425
 - line chart, 426
 - Move Chart dialog, 429
 - pie chart, 426

- plot area, 424
- radar chart, 427
- repositioning, 428
- resizing, 429
- reusing custom designs, 445–446
- scatter chart, 426
- sparklines, 446–450
 - column sparkline, 446
 - formatting, 448–450
 - inserting, 447–448
 - line sparkline, 446
 - win/loss sparkline, 446
- stock chart, 426
- surface chart, 426
- switching data source, 430–431
- switching rows and columns, 430
- title for chart, 425
 - adding title to charts, 434
- types, 426–427
- vertical axis title, 425
- Excel Preferences dialog, 168–169
 - changing number of worksheets in blank workbook, 366
 - Compatibility preferences pane, 173
 - displaying, 345
 - formatting cells, 383
- Excel Workbook Gallery dialog
 - creating workbooks, 345, 346
 - opening/not opening on launch, 345
- Excel workbooks
 - automatic recalculation, 461
 - changing number of worksheets in blank workbook, 366
 - cells *see* Excel cells
 - charts *see* Excel charts
 - copying styles between, 406
 - creating, 345–347
 - based on existing workbook, 347
 - blank workbook, 346
 - online template-based workbook, 347
 - template-based workbook, 346
 - deleting worksheets, 367
 - formats, 173
 - Goal Seek, 505–507
 - inserting worksheets, 366–367
 - navigating, 348–354
 - opening extra windows, 371
 - printing, 411–414
 - protecting, 415–416
 - protecting worksheets, 416–417
 - rearranging worksheets, 367–368
 - saving, 16–19, 347–348
 - as earlier versions, 348
 - choosing default format for, 173–174
 - setting AutoRecover for backups, 174–175
 - Share Workbook dialog, 417–418
 - shared workbooks, 415–420
 - editing, 417–418
 - resolving conflicts in, 419–420
 - restrictions when working in, 419
 - worksheet tabs, 350
 - worksheets and, 350
- Excel worksheets
 - see also* Office applications
 - active cell, 350
 - adding headers and footers, 407–411
 - adding directly on worksheet, 410–411
 - using Page Setup dialog, 407–410
 - arranging windows, 372–373
 - calculations
 - absolute cell references, 454
 - automatic recalculation, 461
 - cell references, 452–453
 - formulas, 456–468
 - formulas/functions compared, 452
 - functions, 468–476
 - mixed cell references, 454
 - operator precedence, 461–462
 - operators, 456–461
 - range references, 454
 - referring to named cells and ranges, 455–456
 - relative cell references, 454
 - cells *see* Excel cells
 - changing number of worksheets in blank workbook, 366
 - changing window, 372
 - charts *see* Excel charts
 - circular references, 467–468
 - column headings, 349

- columns
 - column identification, 351
 - creating database tables, 480
 - deleting, 379
 - freezing heading rows and, 374–375
 - hiding, 382
 - inserting, 377–379
 - number in each worksheet, 351
 - selecting column of cells, 354
 - setting column width, 381–382
 - switching rows and columns in chart, 430
- comments, pasting, 363
- copying, 368
- copying chart into PowerPoint from, 590, 592–594
- copying/moving data with drag and drop, 365–366
- creating chart for PowerPoint in, 589, 590–592
- deleting, 367
- displaying, 369–375
 - views, 369
- displaying all formulas in, 465–466
- editing data, 355–356
- entering data into, 354
 - Paste Special dialog, 362–364
 - pasting data, 361–364
 - pasting part of data and formatting, 362–364
 - using AutoFill, 357–360
- formatting, 377–411
 - adding headers and footers, 407–411
 - alignment of cell contents, 389–390
 - applying styles, 404
 - borders, 392–393
 - cells, 26, 383–394
 - conditional formatting, 394–397
 - copying chart formatting, 444–445
 - copying styles between workbooks, 406
 - creating custom styles, 404–405
 - decorating chart walls/floors, 441–443
 - deleting rows/cells/columns, 379
 - deleting styles, 407
 - direct formatting, 88–91
 - fills, 393
 - font formatting, 391
 - hiding rows/columns, 382
 - individual chart elements, 443–444
 - inserting rows/cells/columns, 377–379
 - New Formatting Rule dialog, 396
 - number formatting, 386–388
 - pasting formatting, 362–364
 - PivotTables, 528–529
 - protecting cells, 393
 - setting column width, 381–382
 - setting row height, 380–381
 - sparklines, 448–450
 - styles, 402–407
 - table formatting, 402
 - text, 88
 - themes, 388
 - tools for, 383–385
 - validating data, 397–401
- formula bar, 349
- formulas, 456–468
 - absolute cell references, 454
 - cell references in, 452–453
 - displaying all, 465–466
 - entering with AutoFill, 463
 - functions compared, 452
 - mixed cell references, 454
 - operator precedence, 461–462
 - operators, 456–461
 - pasting, 363, 364
 - range references in, 454
 - referring to named cells and ranges, 455–456
 - relative cell references, 454
 - Scenario Values dialog, 500
 - troubleshooting, 468
 - viewing cells used by, 466
- freezing heading rows and columns, 374–375
- functions, 468–476
 - absolute cell references, 454
 - accessing full range of, 484
 - arguments, 469–470
 - cell references in, 452–453
 - circular references, 467–468
 - formulas compared, 452
 - function names, 469

- inserting into worksheet, 468, 476
 - inserting using AutoSum, 470–471
 - inserting using Formula Builder, 471–475
 - inserting using Insert pop-up menu, 475–476
 - mixed cell references, 454
 - range references in, 454
 - referring to named cells and ranges, 455–456
 - relative cell references, 454
 - troubleshooting, 468
 - typing into worksheet, 476
 - headers and footers
 - adding directly on worksheet, 410–411
 - adding to worksheets, 407–411
 - adding using Page Setup dialog, 407–410
 - Goal Seek, 505–507
 - importing Outlook contacts from, 703
 - inserting, 366–367
 - keyboard shortcuts, 357
 - inserting sparklines, 447–448
 - moving to next/previous worksheet, 351
 - navigating, 348–354
 - opening extra windows, 371
 - operators, 458–461
 - PivotTables *see* PivotTables, Excel
 - printing, 76–79, 411–414
 - checking page layout, 412–414
 - setting print area, 411–412
 - rearranging, 367–368
 - reference area, 349
 - row headings, 349
 - rows
 - creating database tables, 480
 - deleting, 379
 - freezing heading rows, 374–375
 - hiding, 382
 - inserting, 377–379
 - number in each worksheet, 351
 - row identification, 351
 - selecting row of cells, 354
 - setting row height, 380–381
 - switching rows and columns in chart, 430
 - scroll buttons, 350
 - Select All button, 350
 - shared workbooks, 38–42, 415–420
 - editing, 417–418
 - protecting workbook, 415–416
 - protecting worksheets, 416–417
 - resolving conflicts, 419–420
 - restrictions when working in, 419
 - sparklines, adding, 446–450
 - split boxes, 350
 - splitting window to view separate parts, 370–371
 - tab bar, 350, 351
 - tabs, 350
 - view buttons, 350
 - workbooks and, 350
 - zooming, 373–374
 - exceptions
 - creating AutoCorrect exceptions, 54–55
 - Exchange account
 - adding e-mail account to Outlook, 651, 656–657
 - Exchange account information dialog, 656
 - Exciting transitions, PowerPoint, 606
 - Exit Effects animations, PowerPoint, 610, 611
 - Extend mode, Word, 187
 - Extend Selection feature Word, 187–188
- ## F
- Fade option, Toolbox, 33, 34
 - FALSE() function, Excel, 473
 - Ferris Wheel transition, PowerPoint, 606
 - Field dialog, Word, 266–268
 - Field Name list box, PivotTable Builder, 516
 - adding fields, 517, 518, 520
 - changing PivotTable, 521, 523, 524
 - Field Options dialog, Word, 268, 269, 270
 - fields, Excel *see* fields *under* Excel
 - fields, Word *see* fields *under* Word
 - figures, Word
 - adding cross-references, 271
 - file converters for Windows
 - compatibility with earlier versions, 340
 - file extension
 - showing as saving documents, 18

- File Locations preferences pane, Word, 175, 176
 - specifying location for custom templates, 192
 - File menu
 - closing applications, 24
 - opening recently saved items, 22
 - file size
 - compressing pictures, 136
 - file system
 - inserting pictures from Mac, 121–122
 - Fill category, Format dialog, Excel, 444
 - Fill panel
 - refining shapes with, 126, 127
 - Fill tab, Format Cells dialog, Excel, 393
 - formatting with styles, 402
 - fills, Excel, 393
 - Filter option, AutoFilter, Excel, 493
 - Filter Recipients section
 - Mail Merge Manager pane, Word, 296
 - filtering database tables, Excel, 492–494
 - AutoFilter feature, 492–494
 - comparisons, 494
 - removing filtering, 494
 - filtering recipients, Mail Merge, 286, 295–297
 - Query Options dialog, 296
 - filtering tasks, Outlook, 732
 - filtering, PivotTables, 537–539
 - Final option, Track Changes, Word
 - viewing markup, 316
 - Final Showing Markup option, 316
 - final slide, PowerPoint
 - planning slides for presentation, 573
 - financial category, functions, Excel 473
 - Find and Replace dialog, Word, 94, 95, 237–245
 - changing search Up/Down options, 239
 - expanding dialog, 238
 - Find all word forms option, 240
 - Find Next button, 243
 - Find tab, 238
 - Format pop-up menu, 242
 - No Formatting button, 243
 - Special pop-up menu, 241
 - Find whole words only option, 239
 - finding formatting, 241–243
 - Format pop-up menu
 - finding formatting or styles, 242
 - replacing formatting or styles, 245
 - Go To tab, 245–246
 - Highlighting all items found in option, 238
 - Match case option, 239
 - navigating footnotes and endnotes, 283
 - opening, 238
 - removing formatting criteria from search, 243
 - Replace All button, 244
 - Replace button, 244
 - Replace tab, 243
 - replacing formatting or styles, 244–245
 - replacing text, 97, 243–244
 - searching for special characters, 241
 - searching only at start/end of words, 241
 - searching only part of document, 239
 - Sounds like option (words), 240
 - special characters, 238
 - Use wildcards option, 240
 - wildcards, 238
- Find browse object, Word, 190
 - Find dialog, Excel, 95
 - Find dialog, Outlook, 96
 - Find options, Excel, 492
 - Finder
 - adding applications to the Dock, 12
 - adding pictures to PowerPoint slides, 597
 - inserting pictures in documents, 122
 - opening applications from Applications folder, 13
 - opening documents, 21
 - finding text
 - Advanced Find dialog, PowerPoint, 95, 96
 - Find and Replace dialog, Word, 237–243
 - Office applications, 93–97
 - Search box, Standard toolbar, 93–94, 236
 - Search pane, Sidebar, Word, 237
 - First Column check box, Excel, 484
 - first page, Word documents
 - headers and footers, 254, 256
 - Flag repeated words option
 - spell checking, 66

- Flag Status option, Arrange By menu
 - Message List, Mail, 662
- flat-file database, Excel, 480
- Flesch Reading Ease statistic, 68
- Flesch-Kincaid Grade Level statistic, 68
- floating toolbars
 - changing size or shape of, 145
 - Customize Toolbars and Menus dialog, 147
 - docking and undocking, 144–146
- flow chart
 - inserting SmartArt, 137
- Folder option, Arrange By menu
 - Message List, Mail, 662
- folders
 - creating mail folders, Outlook, 682
 - creating new folder, 17
 - Junk E-mail folder, Outlook, 685
 - moving message to, Outlook, 681–682
 - navigating to different folder for save, 18
- Font category, Format dialog, Excel, 444
- Font dialog, Word, 222–223
- font formatting, Excel, 391
- font formatting, Word, 222–223
 - applying direct formatting on top of styles, 233
- Font group, Ribbon, 89
 - choosing font formatting for style, 222
 - direct formatting, Word, 208
 - Excel, 384
 - formatting text on slides, PowerPoint, 575, 576
- Font tab
 - Format Cells dialog, Excel, 391, 402
 - Format Text dialog, PowerPoint, 576
- fonts
 - changing, PowerPoint, 547
 - direct formatting, 90
 - formatting tables, 105
 - keyboard shortcuts, 91
- Fonts panel, PowerPoint
 - changing themes, 547
- Fonts pop-up menu
 - creating documents using templates, 15
- fonts, Word
 - finding formatting based on, 242
- Footer dialog, Excel, 408–409
- footers *see* headers and footers *under* Word
- Footnote and Endnote dialog, Word
 - adding footnotes and endnotes, 278
 - converting between footnotes/endnotes, 282
 - customizing footnotes and endnotes, 281–282
- Footnote browse object, Word, 190
- footnotes *see* footnotes *under* Word
- forecasting
 - Goal Seek, Excel, 505
- Form dialog, Excel
 - entering data into database tables, 485–487
 - resizing database tables, 487
- form letters, Mail Merge, Word
 - selecting document type, 288
- Format Axis dialog, Excel
 - changing scale/numbering of axes, 435–438
 - Scale pane, 435–437
 - Ticks pane, 437–438
- Format Cells dialog, Excel, 385–394
 - Alignment tab, 389
 - Border tab, 393
 - Fill tab, 393
 - Font tab, 391
 - formatting with styles, 402
 - Number tab, 386
 - Protection tab, 393
- Format dialog
 - positioning graphical objects, 128
 - wrapping text, Word, 129
- Format dialog, Excel, 442, 443–444
- Format menu, Mail, 670, 671
- Format Movie tab, PowerPoint, 600–602
- Format Painter feature, Word, 208, 234
- Format Picture dialog, Word
 - wrapping text, 129
- Format Picture tab, Ribbon
 - applying style to pictures, 133
 - compressing pictures, 136
 - cropping pictures, 134
 - modifying look of pictures, 132
- Format pop-up menu
 - Find and Replace dialog, Word, 242, 245
 - Save As dialog, Excel, 348

- saving documents, 18
 - Format Shape dialog, Word, 128, 129
 - Format Text dialog, PowerPoint
 - Bullets tab, 582
 - changing indentation of text, 577
 - changing line spacing, 578
 - Character Spacing tab, 576
 - customizing bullets, 582
 - Font tab, 576
 - formatting text on slides, 576
 - rotating text, 578, 579–580
 - Format Walls dialog, Excel, 442–443
 - formats
 - Excel, 173
 - PowerPoint, 174
 - Word, 173
 - formatted AutoCorrect entries, 53
 - formatting documents *see* formatting *under* Word documents
 - Formatting option, Show Markup menu
 - controlling Track Changes displayed, 318
 - Formatting pop-up menu, Track Changes, 311
 - Formatting toolbar
 - customizing toolbars, 146
 - Excel, 383
 - Office applications, 9
 - undocking and docking, 144–146
 - Word, 88, 89
 - choosing font formatting for style, 222
 - Styles pop-up menu, 210, 212–213
 - formatting worksheets *see* formatting *under* Excel worksheets
 - forms, Excel
 - entering data into database tables, 485–487
 - formula bar, Excel, 349
 - editing cells, 356
 - using calculation operators, 459, 460
 - Formula Builder, Excel
 - Arguments pane, 474
 - Description area, 474
 - inserting functions using, 468, 471–475
 - formulas, Excel *see* formulas *under* Excel worksheets
 - formulas, Word
 - inserting fields, 267
 - forwarding messages, Mail, 680
 - Fraction number format, Excel, 387
 - fractions
 - AutoFormat options, 49
 - Freeze Panes option, Excel, 374
 - From option, Arrange By menu
 - Message List, Mail, 662
 - Full Screen view, Excel, 369
 - Full Screen view, Word, 196–197
 - creating columns, 260
 - icon representing, 194
 - Reading view, 197
 - using Track Changes in, 320
 - Writing view, 197
 - Zoom pop-up menu, 197
 - functions *see* functions *under* Excel worksheets
- ## G
- Gallery dialog
 - creating documents using templates, 14
 - displaying when application opens, 170
 - opening documents, 23
 - opening recently saved items, 22
 - GarageBand
 - recording audio for slides, 604
 - General number format, Excel, 386, 387
 - GIF (Graphics Interchange Format) files
 - saving PowerPoint presentation as pictures, 643
 - Glow and Soft Edges category, Format dialog, Excel, 444
 - Gmail
 - creating vCard files, 698–699
 - Go To browse object, Word, 190
 - Go to Slide option, PowerPoint, 631
 - Go To tab, Find and Replace, Word, 245–246
 - Go to Today button, Calendar, 710
 - Goal Seek, Excel, 495, 505–507
 - Google Mail
 - creating vCard files, 698–699
 - importing contacts from, 699
 - Gradient tab
 - Format Walls dialog, Excel, 443

grammar

- choosing options for Word, 68–71

grammar checking, 61–63, 67–68

- Check grammar as you type option, 67, 68
- Check grammar with spelling option, 67, 68
- custom dictionaries, 74
- five degrees of checking, 69
- Hide grammatical errors in document option, 67
- identifying problem, 62
- limitations, 61
- messages, Mail, 674
- Show grammatical errors in Notebook Layout View option, 67
- Show readability statistics option, 68
- wavy green underline, 61, 67, 74
- Word and Outlook, 71
- Writing style pop-up menu, 68, 70

Grammar Settings dialog, 68, 69

- Comma required before last list item option, 70
- Punctuation required with quotes option, 70
- Spaces required between sentences, 71

Graphic browse object, Word, 190

graphical objects

- adding pictures to PowerPoint, 597–599
- adding to PowerPoint slides, 584, 589
- animating SmartArt graphic, PowerPoint, 615–616
- applying style to pictures, 133–134
- applying style to shapes, 126–127
- arranging, 140–141
- compressing pictures, 136–137
- controlling visibility of, 140–141
- cropping pictures, 134–136
- dynamic reordering, 141
- inserting, 112
 - clip art, 112–115
 - pictures in documents, 120–123
 - shapes in documents, 123–125
 - SmartArt, 137–139
 - managing clip art, 115–120
 - modifying look of pictures, 132–136
 - positioning, 111, 128
 - rotating, 127

- wrapping text, Word, 129–132

graphics files

- adding items to Scrapbook, 34

gridlines, charts, Excel, 426

- choosing gridlines to display, 440–441

Group graphic pop-up menu, PowerPoint

- animating SmartArt graphic, 616

groups of controls, Ribbon, 29

H

handouts

- creating for PowerPoint presentation, 634–636

hanging indent (outdent)

- direct formatting, Word, 208
- Paragraph dialog, Word, 224

Header dialog, Excel, 408–409

Header row, Excel

- customizing appearance of database table, 483

Header/Footer tab, Page Setup dialog, Excel, 407–410

headers and footers, Word see headers and footers *under* Word

Heading browse object, Word, 190

heading rows, Excel

- freezing, 374

headings, Excel

- Cell Styles panel, 404
- creating database tables, 481

headings, Word

- adding cross-references, 271
- applying styles using keyboard shortcut, 220
- AutoFormat options, 48
- outline levels, 273
- Outline view, 275–276
 - creating/expanding/collapsing in, 274
 - promoting/demoting in, 274

HEX2OCT() function, Excel, 473


hidden characters, Word

- searching for special characters, 241

Hidden option, protecting cells, Excel, 393

hidden slides, PowerPoint, 618–619

Hide grammatical errors in document option, 67

- Hide Row/Column options, Excel, 382
- Hide spelling errors option, 66
- hiding applications, 24
- Hierarchy panel, Insert SmartArt Graphic box, 137
- Highlight all items found in check box
 - Find and Replace dialog, Word, 95, 97
- Highlight Cells Rules panel
 - conditional formatting, Excel, 395
- Highlight Changes dialog
 - Track Changes, Word, 313
- Highlight Updates option, Show Markup menu
 - controlling Track Changes displayed, 318
- highlighting
 - finding highlighted text, 242
- Highlighting all items found in option
 - Find and Replace dialog, Word, 238
- Home tab, Ribbon, 11
- Honeycomb transition, PowerPoint, 608
- horizontal alignment of text, Excel, 389
- horizontal axis, charts, Excel, 425
- horizontal line, AutoFormat options, 51
- Horizontal option, Arrange Windows dialog, Excel, 373
- horizontal split box, Excel, 370
- Horizontal Title item, Excel, 435
- Hours slider, Calendar, 710
- Hyperlink style, Excel, 404
- hyperlinks, 105–109
 - adding to slides, PowerPoint, 594–595
 - AutoFormat options, 49, 50, 51
 - editing, 109
 - inserting, 106–109
 - object hyperlink, 105, 106
 - ScreenTips, 105, 108
 - text hyperlink, 105, 106
- hyphenation
 - don't hyphenate option, Word, 226
- hyphens
 - AutoFormat options, 49, 50
-  Icon Sets panel
 - conditional formatting, Excel, 394, 395
- IF() function, Excel, 473
- Ignore blank check box, data validation, Excel, 399
- Ignore Internet and file addresses option, 66
- Ignore words in UPPERCASE option, 66
- Ignore words that contain numbers option, 66
- IMAP e-mail account, 652
 - adding to Outlook, 651, 652–655
- Import assistant, Outlook, 657
- Import Cell Styles dialog, Excel, 406
- Import Contacts dialog, Outlook, 700–702
- Import dialog
 - adding pictures to Clip Gallery, 115–116
- importing styles, Excel, 406
- Inbox, Mail
 - marking spam messages as Junk Mail, 685
 - receiving file as attachment, 677
- Include in personal view area
 - Share Workbook dialog, Excel, 418
- indentation (left)
 - AutoFormat options, 49
- indentation of text
 - changing, PowerPoint slides, 577
- indenting text, Excel, 390
- Indents and Spacing tab, Paragraph dialog, Word, 224–225
- Index and Tables category, Word, 267
- information
 - Reference Tools palette, 35–36
- information category, functions, Excel 473
- Information dialog, Excel, 401
- Input Message tab, data validation, Excel, 398, 399–400
- Insert dialog, Excel, 378, 379
- Insert File dialog, Word, 182, 183
- Insert Hyperlink dialog, 106
 - adding hyperlinks, PowerPoint, 594
 - Document tab, 107
 - E-mail Address tab, 107, 108
 - Link To box, 106
 - Web Page tab, 107
- Insert Media Clip icon, PowerPoint, 112
- Insert Picture from File icon, PowerPoint, 112
- Insert Placeholders section
 - Mail Merge Manager pane, Word, 294

- Insert pop-up menu, Excel
 - inserting functions using, 468, 475–476
- Insert SmartArt Graphic box, 137
 - Hierarchy panel, 137
- Insert Table dialog, 100–102
 - adding tables to slides, PowerPoint, 585–586
- inserting slide, PowerPoint, 26
- inserting tables, 99–102
 - Word, 247
- insertion point
 - moving insertion point to last four edits, 190
 - moving with keyboard, 87
- Insertions option, Show Markup menu
 - controlling Track Changes displayed, 318
- Insertions pop-up menu, Track Changes, 311
- instant message
 - communicating with contacts, 707
- internet addresses
 - AutoFormat options, 49, 50, 51
- invitations to meetings, Outlook
 - dealing with, 722–723
 - tracking status of invitations sent, 721
- iPhoto
 - inserting pictures from, 120–121
- italics
 - AutoFormat options, 49, 51
 - keyboard shortcuts, 91

J

- JPEG (Joint Photographic Experts Group)
 - files
 - saving PowerPoint presentation as pictures, 642
- Junk E-mail folder, Outlook
 - setting automatic delete after *N* days, 686
- Junk E-mail Protection dialog, Outlook, 686–688
 - Blocked Senders tab, 687–688
 - Level tab, 686
 - Safe Domains tab, 686–687
- Junk E-mail, Outlook

- changing Junk e-mail protection settings, 685–686
 - creating list of safe domains for e-mail, 686–687
 - marking spam messages as Junk Mail, 685
 - removing nonspam messages from, 685
 - viewing folder regularly, 685
- justifying text
 - alignment, 224
 - direct formatting, 90

K

- keep options, Paragraph dialog, Word, 226
- Kerberos authentication
 - adding Exchange account to Outlook, 656
- key assignments, Word
 - printing, 335
- keyboard
 - navigating with, 87
 - selecting text with, 88
- keyboard shortcuts
 - Cut, Copy, and Paste commands, 91
 - direct formatting, 90
 - moving insertion point, 87
- keyboard shortcuts, Excel, 87
 - creating custom shortcuts, 164–167
 - inserting new worksheet, 357
 - moving active cell, 352
 - number formats, 387–388
- keyboard shortcuts, Outlook
 - creating messages, 667
 - Notes, 735, 736
 - switching among main areas, 660
 - Tasks, 726
- keyboard shortcuts, PowerPoint, 633
 - switching views, 556
- keyboard shortcuts, Word
 - applying styles using, 220
 - creating custom shortcuts, 164–167
 - inserting special characters, 86
 - moving around document using, 189
 - switching between views, 195
- keywords
 - adding to clippings, 35

Keywords tab, Properties dialog
 adding pictures to Clip Gallery, 118

L

Label changes with text box
 Compare Documents dialog, Word, 327
 labels, Mail Merge, Word
 selecting document type, 288
 Language dialog, 231
 language formatting, Word
 adding to custom style, 230–231
 languages
 country rules for spell checking, 66, 67
 creating custom dictionary, 73
 Last Column check box, Excel
 customizing database table, 484
 Last Viewed option, PowerPoint
 moving between slides, 631
 launching applications automatically, 13–14
 layers *see* document layers
 Layout category, Format dialog
 wrapping text, Word, 129
 Layout menu, Design group
 PivotTables, Excel, 526
 Layout tab, PivotTable Options dialog,
 Excel, 532–533
 leaders
 setting new tab stop, Word, 227
 left indent
 AutoFormat options, Word, 49
 LEFT() function, Excel, 473
 legends, charts, Excel, 438
 letters, Mail Merge, Word
 selecting document type, 288
 Level tab, Junk E-mail Protection dialog,
 686
 ligatures, 223
 Line and Page Breaks tab, Paragraph
 dialog, Word, 225–226
 Line category, Format dialog, Excel, 444
 line chart, Excel, 426
 Line panel
 refining shapes with, 126, 127
 line spacing
 changing, PowerPoint slides, 578
 Paragraph dialog, Word, 225

line sparkline, Excel, 446
 lines, pagination, Word documents
 keep lines together option, 226
 widow/orphan control, 225
 Link To box, Insert Hyperlink dialog, 106
 linking pictures to documents, 123
 links *see* hyperlinks
 Links and References category
 inserting fields, Word, 268
 list item format
 AutoFormat options, Word, 50
 list style, Word, 209
 adding bullets or numbering to style, 228
 best way to format documents, 209
 List value, Data Validation dialog, Excel, 399
 lists, PowerPoint
 bulleted lists, 580–584
 locating text *see* finding text
 Location box, Outlook
 creating appointments/events, 715
 scheduling meetings, 720
 Locked option, protecting cells, Excel, 393
 Logarithmic scale option, Scale pane
 Format Axis dialog, Excel, 437
 logical category, functions, Excel 473
 login
 launching applications automatically,
 13–14
 lookup and reference category, functions,
 Excel 473

M

Mac OS X Address Book
 creating vCard files from, 697
 importing contacts from, 696–697
 Mac OS X applications
 using menus, 27
 Mail, 667–688
 adding e-mail account, 651–657
 communicating with contacts, 706
 creating list of safe domains, 686–687
 importing existing e-mail account, 657
 keyboard shortcut for switching to, 660
 menu bar, 659
 Message List, 660–664
 changing sort order, 663

- grouping items, 663
 - sorting, 661–663
 - messages see messages, Mail
 - Navigation Pane, 659
 - Outlook interface, 658–667
 - Reading Pane, 660, 661, 664–667
 - removing senders blocked by mistake, 687–688
 - Ribbon, 659
 - setting up digital certificates, 672–673
 - signatures, 682–685
 - spam, 685–688
 - toolbar, 659
 - viewing conversations, 663
- mail folders, Mail
- creating, 682
 - moving message to, 681–682
- Mail Merge Manager pane, Word
- Complete Merge section, 298
 - Filter Recipients section, 296
 - Insert Placeholders section, 294
 - Preview Results section, 297
 - restoring main document to normal, 301
 - Select Document Type section, 287
 - Select Recipients List section, 288, 289
 - selecting document type, 288
- Mail Merge, Word, 285–302
- completing mail merge, 287, 298–301
 - merging to e-mail messages, 300–301
 - merging to new document, 300
 - printing documents, 299
 - data source, 286
 - inserting fields, 268
 - main document, 285, 287–289
 - creating new document, 287
 - opening existing document, 287
 - restoring to normal document, 301–302
 - placeholders
 - inserting in main document, 286, 294–295
 - View All Placeholders button, 298
 - previewing results, 286, 297–298
 - recipients list, filtering, 286, 295–297
 - Query Options dialog, 296
 - recipients list, selecting, 286, 289–294
 - creating new data source, 289–293
 - opening existing data source, 289, 293
 - using contacts from other sources, 289, 293, 294
 - selecting document type, 286, 287–288
 - six-step process, 286
- Mail Recipient dialog, Word
- completing mail merge, 300
- main document, Mail Merge, Word, 285, 287–289
- inserting placeholders in, 294–295
 - restoring to normal document, 301–302
- margins
- Page Setup group, Excel, 413
- Mark as Read, context menu, Outlook
- marking messages as read, 676
- Markers dialog, Excel
- formatting sparklines, 448, 449
- markup, Track Changes, Word
- Markup area, 310
 - Markup Area Highlight option, 318
 - Show Markup pop-up menu, 317
 - viewing, 316
- markup, Word
- printing, 333–334
- Master Document view, Word, 277
- Match case option, Find and Replace dialog, 239
- math and trigonometry category, Excel 473
- Math AutoCorrect options, Word, 51–53
- MAX() function, Excel
- inserting functions using AutoSum, 470
- Media Browser
- adding picture to signatures, Outlook, 684
 - inserting clip art, 113–114
 - inserting pictures from iPhoto, 121
 - inserting shapes in documents, 123, 124
 - inserting symbols, 83
- Media Browser, PowerPoint
- adding movies to slides, 599
 - adding pictures to slides, 584
 - adding sound from Audio Browser, 603
- Meeting Notes pane, PowerPoint, 627, 628
- Meeting window, Outlook
- Scheduling Assistant tab, 720, 721
 - scheduling meetings, 719–720

- tracking status of invitations sent, 721, 722
- meetings
 - communicating with contacts, 707
- meetings, Calendar, 713
 - invitations to, 722–723
 - scheduling, 719–720
 - setting up, 719–720
 - tracking status of invitations sent, 721
- menu bar, 25, 26, 27
 - changing appearance of menu item, 150–151
 - changing order of menus, 156
 - creating new menu, 154–155
 - customizing, 146, 154–156
 - preparing to customize, 146–148
 - removing existing menu, 156
 - switching views, PowerPoint, 556
- menus
 - adding built-in menu to toolbar, 152
 - adding items to, 153
 - changing appearance of, 150–151
 - changing order of, 156
 - creating, 154–155
 - customizing, 146–148, 153–154
 - finding commands to add to, 148–149
 - moving menu item, 153
 - removing, 156
 - removing items from, 154
 - renaming menu item, 154
 - switching views, Word, 195
 - using, 27
- Merge Scenarios dialog, Excel, 503
- merging cells in tables, 103
- merging cells, Excel, 390
- merging data, Word see Mail Merge, Word
- merging styles, Excel, 406
- Message List, Mail, 660–664
 - Arrange By menu, 661–663
 - grouping items, 663
 - marking messages as read, 676
 - moving message to mail folder, 681
 - reading messages, 676
 - receiving file as Mail attachment, 678
 - sorting, 661–663
 - changing sort order, 663
 - viewing conversations, 663
- messages
 - sending documents via e-mail, 38–39
- messages, Mail
 - adding background color/picture, 671
 - adding Bcc box, 671
 - adding subject line and contents, 670–671
 - addressing messages, 668–670
 - applying digital signature, 672
 - attachments, 677–679
 - opening, 678
 - previewing, 678
 - receiving file as, 677–678
 - removing from message, 678
 - saving, 678
 - sending file as, 677
 - checking spelling and grammar, 674
 - choosing account to send from, 668
 - choosing options for, 671–672
 - communicating with contacts, 707
 - controlling frequency of checks for new mail, 674
 - creating, 667–668
 - creating mail folders, 682
 - deleting, 680
 - encrypting, 672
 - formatting, 670, 671
 - forwarding, 680
 - Do Not Forward restriction, 671
 - marking as read, 676
 - marking spam as Junk Mail, 685
 - moving to mail folder, 681–682
 - Permissions pop-up menu, 671
 - prioritizing, 671
 - reading, 676
 - receiving, 674–676
 - replying to, 679–680
 - Security pop-up menu, 672
 - sending, 667, 674
 - signatures, 682–685
 - adding to message, 684
 - spam, 685–688
 - storing, 681–682
- metadata
 - creating PDF of document, 78
- Microsoft Document Connection application, 3

- Microsoft Excel *see* Excel
 - Microsoft Messenger, 3
 - Microsoft Office 2011, 3
 - Microsoft Office apps *see* Office applications
 - Microsoft Office Home & Business, 3
 - Microsoft Office Home & Student, 3
 - Microsoft Office web site
 - downloading clip art from, 118–119
 - Microsoft Outlook *see* Outlook
 - Microsoft PowerPoint *see* PowerPoint
 - Microsoft Word *see* Word
 - MIN() function, Excel
 - inserting functions using AutoSum, 470
 - Minimize button, title bar, 9
 - Mirror Displays check box
 - setting up PowerPoint presentation, 625
 - mixed cell references, Excel, 454
 - MobileMe
 - importing contacts from, 696–697
 - Modify Cell Style dialog, Excel
 - creating custom styles, 405
 - Modify Style dialog, Word, 216
 - changing existing style, 232–233
 - Month button, Calendar, 711
 - More button, Find and Replace dialog, Word, 243
 - More Functions item, Excel, 484
 - Motion Paths animations, PowerPoint, 610, 611
 - mouse
 - selecting multiple items, 88
 - selecting text with, 87
 - Word, 187
 - Move Chart dialog, Excel, 429
 - Move or Copy dialog, Excel, 367–368
 - Moved from/to pop-up menu, Track Changes, 312
 - Moves area, Track Changes, 312
 - Movie Browser, PowerPoint
 - adding movies to slides, 599
 - Movie Options dialog, PowerPoint, 644–645
 - movies, PowerPoint
 - adding from file, 599–600
 - adding from Movie Browser, 599
 - changing appearance and playback, 600–602
 - controlling playback, 602
 - saving presentations as, 638, 643–645
 - My Day window, Outlook, 733
 - My Documents folder, SkyDrive, 41
 - My Themes, PowerPoint, 548
- ## N
- NA() function, Excel, 470
 - NAME? error, Excel, 464
 - named cells and ranges, Excel
 - referring to, 455–456
 - navigating documents, Word, 234–246
 - Find and Replace dialog, 237–245
 - Go To tab, 245–246
 - replacing formatting or styles, 244–245
 - replacing text, 243–244
 - Search box, Standard toolbar, 236
 - Search pane, Sidebar, 237
 - Sidebar pane, 234–236
 - navigating with keyboard, 87
 - navigating workbooks, Excel, 348–354
 - Navigation Pane, Outlook, 659–660
 - Calendar, 659, 709
 - hiding, 709
 - changing width, 660
 - Contacts, 659
 - creating contacts, 689
 - creating mail folders, 682
 - displaying icons for areas, 660
 - hiding, 660
 - Mail, 659
 - moving message to mail folder, 681
 - Notes, 659
 - setting up, 660
 - Tasks, 659, 725, 726
 - viewing contacts, 704
 - Navigation pane, PowerPoint, 550
 - closing/reopening, 551
 - Outline tab, 550, 560–561
 - resizing, 550
 - Slides tab, 550
 - nesting formulas, Excel
 - operator precedence, 462
 - nesting tables, Word, 251–252
 - network paths
 - AutoFormat options, 49, 50, 51

- networks
 - sharing documents on, 308–309
 - New Cell Style dialog, Excel, 404–405
 - New Dictionary dialog, 72
 - New Folder dialog
 - saving documents, 17
 - New Formatting Rule dialog, Excel, 396
 - New panel, Ribbon
 - inserting tables from, 100
 - New Slide panel, PowerPoint
 - adding slides, 552
 - built-in slide layouts, 573
 - New Style dialog, Word, 219, 221
 - New Window option, Word, 273
 - Next button
 - Calendar, 710
 - moving between slides, PowerPoint, 630
 - Word documents, 189
 - Next Find button, Word, 189
 - Next Page button, Word, 189
 - Next page section break, Word, 253
 - N/A error, Excel, 464
 - No Formatting button, Find and Replace dialog, Word, 243
 - None transition, PowerPoint, 606
 - Normal style, Word
 - applying using keyboard shortcut, 220
 - never using for formatting, 211
 - Normal template, 165
 - creating AutoCorrect entries, 54
 - saving changes to, 167
 - styles, Word, 208, 210
 - normal text, Font pop-up menu
 - inserting symbols in documents, 84
 - Normal view, Excel, 369
 - switching between Page Layout and, 350, 369
 - Normal view, PowerPoint, 549
 - creating slides in, 556
 - Fit Slide to Current Window button, 549
 - Navigation pane, 550
 - Notes pane, 550, 551
 - organizing slides into sections, 561
 - rearranging slides, 555
 - Slide pane, 549, 550
 - Normal view, Word see Draft view, Word
 - Notebook Layout view, Word, 200–202
 - headers and footers, 254
 - icon representing, 194
 - showing grammatical errors in, 67
 - Notes, 735–737
 - copying/pasting contents, 737
 - creating, 736
 - editing, 737
 - forwarding, 737
 - interface, 735
 - keyboard shortcut for switching to, 660
 - Navigation Pane, 659
 - Outlook interface, 658–667
 - sending as e-mail message, 737
 - using, 737
 - Notes Page view, PowerPoint, 558–559
 - Notes pane, PowerPoint
 - Normal view, 550, 551
 - Presenter view, 627
 - Notes tab, Contact window, Outlook, 693
 - NOW() function, Excel, 470
 - NULL! error, Excel, 464
 - NUM! error, Excel, 464
 - number formatting, Excel, 386–388
 - pasting, 364
 - Number group, Excel, 384, 385, 386
 - Number number format, Excel, 387
 - Number tab, Format Cells dialog, Excel, 386
 - formatting with styles, 402
 - numbered lists
 - AutoFormat options, 48, 50
 - Numbering category, Word, 268
 - numbering, Word
 - adding cross-references, 271
 - adding to custom style, 228
 - applying direct formatting on top of styles, 234
 - footnotes and endnotes, 280, 281, 282
 - inserting fields, 268
 - suppress line numbers option, 226
- ## 0
- object hyperlinks, 105, 106
 - objects
 - direct formatting, 88–91
 - OCR (optical character recognition)
 - applications, 181

- entering text in documents, 82
- odd numbered pages, Word documents
 - adding headers and footers, 254, 256, 257
 - adding section breaks, 253
- Odd page section break, Word, 253
- Office 2011, 3
- Office applications
 - see *a/so* applications; Excel; Outlook; PowerPoint; Word
 - adding to the Dock, 12
 - adding content to tables, 103–104
 - AutoCorrect, 43–56
 - creating entries, 53–54
 - creating exceptions, 54–55
 - AutoFormat options, 46–51
 - AutoRecover, 174–175
 - changing number of documents tracked, 20, 171
 - clip art, 112–120
 - closing applications, 9, 24
 - closing documents, 9, 19
 - common features of, 8–11
 - Compatibility Report palette, 36
 - confirm opening file in another application, 170
 - control interfaces, 25
 - creating documents, 14–16
 - blank document, 16
 - PDF of document, 78
 - using templates, 14–16
 - cropping pictures, 134
 - custom dictionaries, 71
 - Custom Dictionaries dialog, 71
 - customizing Ribbon, 159–161
 - Cut, Copy, and Paste commands, 91–92
 - direct formatting text/objects, 88–91
 - displaying Gallery dialog when opening, 170
 - document backups, 174–175
 - drawing tables, 102
 - e-mailing PDF versions, 79
 - entering text in documents, 81–86
 - Find dialogs, 94–97
 - finding text, 93–97
 - formatting cells, 26
 - formatting tables, 104–105
 - formatting text and objects, 91
 - Formatting toolbar, 9
 - grammar checking, 61–63, 67–68, 71
 - graphical objects
 - arranging, 140–141
 - controlling visibility of, 140–141
 - dynamic reordering, 141
 - inserting, 112
 - inserting clip art, 112–115
 - managing clip art, 115–120
 - positioning, 111, 128
 - rotating, 127
 - hiding applications, 24
 - Home tab, 11
 - hyperlinks, 105–109
 - inserting symbols in documents, 82–86
 - inserting tables, 99–102
 - menu bar, customizing, 154–156
 - menus, 27
 - customizing, 153–154
 - merging cells in tables, 103
 - moving insertion point, 87
 - opening applications
 - Applications folder, 13
 - Dock, 12
 - launching automatically, 13–14
 - opening documents, 20–23, 26
 - Apple menu, 20
 - Dock, 23
 - File menu, 22, 26
 - Finder, 21
 - Gallery dialog, 23
 - Open dialog, 22
 - Standard toolbar, 26
 - personal settings, 169
 - pictures
 - inserting in documents, 120–123
 - linking to documents, 123
 - modifying look of, 132–136
 - preferences, 167–177
 - Preferences dialog, opening, 167–169
 - previewing documents, 79
 - printing documents, 76–79
 - Quit command, 9
 - receiving sound feedback, 170
 - replacing text, 97–99
 - restoring minimized window, 9
 - Ribbon, 11, 28–31

- customizing, 159–161
 - saving documents, 16–19
 - choosing default format for, 172–174
 - to SharePoint, 41–42
 - to SkyDrive, 40–41
 - Scrapbook palette, 34
 - selecting text, 87–88
 - sending documents via e-mail, 38–39
 - shapes
 - applying style to, 126–127
 - inserting in documents, 123–125
 - sharing documents, 38–42
 - smart buttons, 55–56
 - spell checking, 57–60, 63–67
 - while typing, 57–58
 - whole document, 58–60
 - splitting cells in tables, 103
 - Standard toolbar, 9
 - Search box, 93–94
 - status bar, 11
 - tables, 99–105
 - title bar, 9
 - toolbars, 9–10, 28
 - choosing which to display, 143–144
 - customizing, 149–152
 - Toolbox, 31–38
 - User Information pane, 169–170
 - using menus, 27
 - working with text, 81–109
- Open dialog, 22
- Open Recent submenu
 - changing number of documents tracked, 171
- opening documents, 20–23, 26
 - confirm launching in another application, 170
- operators, Excel, 456–461
 - arithmetic operators, 456
 - comparison operators, 457
 - concatenation operators, 457
 - precedence of, 461–462
 - reference operators, 457
- optical character recognition *see* OCR
- optional arguments, functions, Excel, 469
- Options tab, Mail messages, 671
- ordinals (1st) with superscript
 - AutoFormat options, Word, 49
- organization chart
 - inserting SmartArt, 137
- Organization tab, Contact window, Outlook, 693
- orientation
 - changing, PowerPoint slides, 548
 - Page Setup group, Excel, 413
 - rotating text, Excel, 390
- Original document pop-up, Compare Documents dialog, Word, 327
- Original option, Track Changes, Word
 - viewing markup, 317
- Original Showing Markup option, 317
- orphans, 225
- outdent *see* hanging indent
- Outline Layout, Design group
 - PivotTables, Excel, 526, 527
- outline level, Paragraph dialog, Word, 224
- Outline pane, Normal view, PowerPoint, 555
- Outline tab, Navigation pane, PowerPoint
 - creating bulleted paragraph in slide, 561
 - creating outline of presentation, 560–561
 - creating slides, 561
 - displaying slides in Slide pane, 550
 - expanding/collapsing slides, 560
 - moving paragraph/selection up/down, 561
 - pastings in text, 561
- Outline Tools group, Word, 273, 274
- Outline view, Word, 199, 272–277
 - creating headings in, 274
 - creating long documents with, 272–277
 - expanding and collapsing headings in, 275–276
 - icon representing, 194
 - keyboard shortcuts, 195
 - moving paragraphs up/down document, 276–277
 - opening second window, 273
 - outline levels, 273
 - overview of outlines, 272
 - promoting and demoting headings in, 274
 - switching from, 277
 - switching to, 273–274
 - viewing styles used by document, 220, 221

- Outlining toolbar, PowerPoint
 - undocking and docking, 145
- Outlook, 7, 658–667
 - adding e-mail account to, 651–657
 - Exchange account, 656–657
 - IMAP account, 652–655
 - POP account, 652–655
 - Advanced Find feature, 96
 - AutoCorrect, 43, 45
 - AutoFormat options, 47, 50–51
 - Calendar, 709–723
 - see also* Calendar
 - choosing grammar and style options for, 68–71
 - common features of Office apps, 8–11
 - Conflict Resolver dialog, 697
 - Contacts, 689–707
 - see also* Contacts
 - controlling frequency of checks for new mail, 674
 - creating AutoCorrect exceptions, 54
 - creating items, 14
 - creating list of safe domains for e-mail, 686–687
 - creating mail folders, 682
 - customizing menus, 146
 - customizing toolbar, 162–164
 - Dates and Reminder dialog, 734
 - Default Signatures dialog, 684
 - digital certificates, 694
 - Edit Schedule dialog, 675
 - Enter Mapping Name dialog, 702
 - Exchange account information dialog, 656
 - Find dialog, 96
 - grammar checking, 61–63, 71
 - Import Contacts dialog, 700–702
 - importing existing e-mail account, 657
 - interface, 658–667
 - Junk E-mail folder, 685
 - Junk E-mail Protection dialog, 686–688
 - keyboard shortcuts, 660
 - launching, 650–651
 - Mail, 667–688
 - see also* Mail
 - main applications of, 649
 - Message List, 660–664
 - grouping items, 663
 - sorting, 661–663
 - messages *see* messages, Mail
 - Navigation Pane, 659–660
 - Notes, 735–737
 - see also* Notes
 - opening Preferences window, 167
 - printing documents, 76
 - Reading Pane, 660, 664–667
 - Recurrence dialog
 - creating repeating appointments, 717–718
 - creating repeating tasks, 728–729
 - Search box, toolbar, 93
 - sending documents via e-mail, 38
 - setting up, 650–657
 - setting up digital certificates, 672–673
 - signatures, 682–685
 - sorting Message List, 663
 - spam, 685–688
 - spell checking, 57–60, 63
 - switching among main areas, 660
 - Tasks, 725–734
 - see also* Tasks
 - toolbars, 10
 - viewing conversations, 663
 - Welcome to Outlook for Mac dialog, 650
- Outlook Preferences dialog
 - Accounts pane, 651, 652, 654
 - controlling frequency of checks for new mail, 674
 - customizing Calendar settings, 711
 - Reading pane, 665–667
 - Schedules pane, 674, 675
 - setting up digital certificates, 672–673

P

- Page Border tab, Word, 230
- page break before option, Word, 226
- page breaks, Excel, 413
- Page browse object, Word, 190
- Page Layout view, Excel, 369
 - adding headers and footers, 410
 - checking page layout, 412, 413
 - switching between Normal and, 350, 369
- Page Number Format dialog, Word, 259

- Page Numbers dialog, Word, 258
- page numbers, Word, 258–260
 - adding cross-references, 271
 - adding to headers or footers, 258
 - formatting, 259
 - inserting text with AutoText, 183
 - removing, 260
- Page Range option, Print dialog, Word, 332, 333
- Page Setup dialog, Excel
 - Header/Footer tab, 407–410
- Page Setup dialog, PowerPoint, 548–549
- Page Setup group, Excel, 413
- pagination, Word documents, 225, 226
- palettes, Toolbox
 - Compatibility Report palette, 36–38
 - displaying, 33
 - Reference Tools palette, 35–36
 - Scrapbook palette, 34–35
 - Settings palette, 33
- paper size
 - Page Setup group, Excel, 413
- Paragraph dialog, Word, 223–228
 - Indents and Spacing tab, 224–225
 - Line and Page Breaks tab, 225–226
 - Tabs button, 226
- paragraph formatting, Word
 - applying direct formatting on top of styles, 233
 - creating custom styles, 223–228
- Paragraph group, Ribbon, 89, 90
 - direct formatting, Word, 208
 - formatting text on slides, PowerPoint, 575, 576
- paragraph style, Word, 209
- paragraphs, Word *see* paragraphs *under* Word
- parentheses
 - operator precedence, Excel, 462
- Passive Sentences statistic, 68
- Password dialog, Word, 337, 338
- passwords
 - adding IMAP/POP account to Outlook, 655
 - protecting document, Word, 337–339
 - protecting workbook, Excel, 416
 - Security pane, Word, 339
- Paste command, 91–92
 - entering text in documents, 81
- Paste Link button, Excel, 364
- Paste Options menu, Excel, 361, 362
- Paste pop-up menu, Excel, 361, 362
- Paste Special dialog, Excel, 362–364
 - copying chart formatting, 445
 - copying styles between workbooks, 406
 - Skip blanks check box, 364
 - Transpose check box, 364
- pasting
 - inserting items from Scrapbook, 35
 - using smart buttons, 92
- pasting data into worksheets, Excel, 361–364
 - data validation, 397
 - Paste Special dialog, 362–364
- pasting text into documents, Word, 361–364
 - adding content to tables, 104
- Pattern tab, Format Walls dialog, Excel, 443
- PDF (Portable Document Format) files
 - adding headers and footers in Word, 254
 - creating from Word, 342
 - creating PDF of document, 78
 - e-mailing PDF version of document, 79
- Percentage number format, Excel, 387
- Permissions pop-up menu, Mail, 671
- personal settings, User Information pane, 169
- photos
 - inserting pictures
 - from iPhoto, 120–121
 - from Mac file system, 121–122
- Photos Browser pane, Media Browser
 - adding pictures to PowerPoint slides, 597
 - inserting pictures from iPhoto, 121
- Picture or Texture tab, Format Walls dialog, Excel, 443
- Picture placeholder, Outlook
 - creating contacts, 690
- Picture Quality pop-up menu
 - compressing pictures, 136
- Picture Styles group, Quick Styles box, 133
- Picture with Caption slide layout, PowerPoint, 573
- pictures
 - see also* graphical objects
 - adding to Clip Gallery, 115–118

- adding to PowerPoint slides, 584, 597–599
- applying styles, 133–134
- compressing, 136–137
- cropping, 134–136
 - and resizing, PowerPoint, 598
- inserting from iPhoto, 120–121
- inserting from Mac file system, 121–122
- inserting in documents, 120–123
- linking to documents, 123
- modifying look of, 132–136
- resetting, 133
- saving presentation as, 638, 642–643
- wrapping text, Word, 130
- pie chart, Excel, 426
- PivotTable Builder, Excel
 - changing PivotTable, 521–525
 - creating PivotTable automatically, 512
 - creating PivotTable manually, 515–521
- PivotTable Field dialog, Excel, 525–526
- PivotTable framework, Excel
 - adding fields to, 517–521
 - changing PivotTable, 521–525
 - creating PivotTable manually, 514, 516–521
- PivotTable Options dialog, Excel, 529–535
 - Data tab, 533–535
 - Display tab, 529, 530–531
 - Layout tab, 532–533
 - renaming PivotTables, 530
- PivotTable report, Excel
 - creating reports from scenarios, 503
- PivotTables, Excel, 509–539
 - Change PivotTable Data Source dialog, 536
 - changing, 521–525
 - changing data source, 535–536
 - changing function used to summarize field, 525–526
 - controlling design of, 526–528
 - creating, 511–521
 - automatically, 511–513
 - from external data source, 514
 - manually, 513–521
 - downloading sample workbook, 511
 - filtering, 537–539
 - formatting, 528–529
 - naming, 529, 530
 - options, 530–535
 - captions and filters, 530
 - cell formatting, 532
 - centering labels in merged cells, 532
 - column widths, 532
 - connections, 535
 - data, 533–535
 - deleted items, 534
 - disclosure triangles, 530
 - display, 530–531
 - drilling down, 534
 - empty cells, 530
 - errors, 530
 - filters, 532
 - indenting row labels, 533
 - layout, 532–533
 - OLAP data source, 531
 - printing, 531
 - refreshing data, 535
 - report filter, 533
 - running queries in background, 535
 - ScreenTips, 530
 - sorting, 533
 - source data, 534
 - storing items for data fields, 534
 - styles, 528
 - refreshing data in, 535
 - renaming, 530
 - sorting, 533, 536–537
 - styles, 528–529
 - applying, 528
 - options for, 528
- placeholders, Mail Merge *see* placeholders *under* Mail Merge, Word
- placeholders, PowerPoint *see* placeholders *under* PowerPoint presentations
- planning
 - Goal Seek, Excel, 505
- Playback Options pop-up menu, PowerPoint, 602
- plot area, Excel charts, 424
- PNG (Portable Network Graphics) files
 - saving PowerPoint presentation as pictures, 642
- Pointer Options menu, PowerPoint
 - annotating slides, 632

- points
 - size of point, 225
- POISSON.DIST() function, Excel, 474
- POP e-mail account, 652
 - adding to Outlook, 651, 652–655
- ports
 - adding IMAP/POP account to Outlook, 653, 654
- positioning graphical objects, 128
- PowerPoint, 6
 - see *also* PowerPoint presentations; Office applications
 - Advanced Find dialog, 95, 96
 - animations
 - adding to object, 610–612
 - adding to slides, 609–618
 - animating charts, 617
 - animating SmartArt graphic, 615–616
 - animating tables, 618
 - Appear animation, 610
 - changing effect options, 613
 - changing order of, 612–613
 - controlling timing of, 611, 613
 - Disappear animation, 610
 - displaying bulleted paragraphs one at a time, 613–615
 - Emphasis Effects animations, 610
 - Entrance Effects animations, 610, 611
 - Exit Effects animations, 610, 611
 - expand/collapse container's list of, 613
 - going over the top with, 610
 - Motion Paths animations, 610, 611
 - playing, 613
 - previewing, 612
 - Pulse animation, 610
 - revealing hidden part of table, 618
 - running automatically, 618
 - Shrink & Turn animation, 610
 - Spin animation, 610
 - Swivel animation, 610
 - AutoCorrect, 43, 44, 45
 - creating exceptions, 54
 - AutoFormat options, 47, 50
 - Broadcast Slide Show dialog, 639–641
 - bulleted lists, 580–584
 - bulleted paragraphs, 561, 613–615
- charts
 - adding Excel charts, 584, 589–594
 - animating charts, 617
 - Choose a File dialog, 553
 - Choose a Movie dialog, 600
 - Choose a Picture dialog, 597, 602
 - Choose a Sound dialog, 609
 - Choose Audio dialog, 603
 - choosing options for transitions, 608
 - Clip Art Browser icon, 112
 - Compare Changes pane, 566, 567, 568, 569
 - Compare feature, PowerPoint
 - collaborating on presentations, 564
 - comparing two copies of presentation, 568–569
 - context menus, 146, 156
 - moving between slides, 630, 631
 - Compare Presentations dialog, 568
 - context menus, 146, 156
 - Custom Shows dialog, 620–622
 - Define Custom Show dialog, 620–621
 - direct formatting, 88–91
 - Effect Options panel, 608, 611
 - Format Movie tab, 600–602
 - Format Text dialog
 - Bullets tab, 582
 - changing indentation of text, 577
 - changing line spacing, 578
 - customizing bullets, 582
 - formatting text on slides, 576
 - rotating text, 578
 - rotating text, 579–580
 - formatting tables, 104–105
 - graphical objects, inserting, 112
 - Home tab, 11
 - Insert Hyperlink dialog, 594
 - Insert Media Clip icon, 112
 - Insert Picture from File icon, 112
 - Insert Table dialog, 100–102, 585–586
 - line spacing, changing, 578
 - Movie Options dialog, 644–645
- movies
 - adding from file, 599–600
 - adding from Movie Browser, 599
 - adding picture as movie poster frame, 602

- changing appearance and playback, 600–602
- controlling playback, 602
- saving presentations as, 638, 643–645
- navigating PowerPoint window, 549–551
- Navigation pane, 550
- notes pages, creating, 558–559
- Notes pane, 550
- Outline tab, 560–561
- Page Setup dialog, 548, 549
- pictures
 - cropping and resizing, 598
 - repositioning, 598
 - resizing to fit in placeholder, 598, 599
 - saving presentation as, 638, 642–643
- preferences, 167–177
- presentation formats, 174
- Presentation Gallery dialog, 544–546
- previewing documents, 79
- Print dialog, 77
- printing documents, 76–79
- Record Sound dialog, 604–605
- Rename Section dialog, 562
- Replace dialog, 98
- saving documents, 18
 - choosing default format for, 172, 174
- Search box, Standard toolbar, 93
- Select Place in Document dialog, 594, 595
- Set Hyperlink ScreenTip dialog, 595
- Slide Finder dialog, 554
- Slide pane, 549, 550
- smart buttons, 55
- SmartArt graphics, adding, 589
- spell checking, 57–60, 63–67
- spell checking whole document, 58
- symbols, inserting, 82, 83
- tables, 99–105
 - adding content to, 103–104
 - adding to slides, 584, 585–589
 - animating, 618
 - creating table, 585–587
 - creating from Excel data, 588–589
 - drawing, 102
 - importing from Word, 587–588
 - inserting, 99–102
 - merging cells, 103
 - resizing table, 586
 - revealing hidden part of table, 618
 - splitting cells, 103
- tabs, 11
- templates, using, 545, 546
- text
 - see also* text
 - adding placeholder for, 551
 - AutoFit body text to placeholder, 50
 - bulleted lists, 580–584
 - changing alignment, 576
 - changing font, 576
 - changing font size, 575
 - changing indentation, 577
 - changing line spacing, 578
 - formatting text on slides, 575–584
 - keeping text clear for audience, 577
 - planning slides for presentation, 571
 - replacing, 98
 - rotating text, 578–580
- themes, changing, 547–548
- Toolbox, 32
- views, 556–560
 - Normal view, 549, 556
 - Notes Page view, 558–559
 - opening extra windows, 560
 - Presenter view, 556, 626–628
 - Slide Show view, 559
 - Slide Sorter view, 556–558
 - switching views, 556
- windows, opening, 560
- PowerPoint Broadcast Service, 639, 640
- PowerPoint presentations
 - see also* Office applications
 - adding Excel charts to slides, 589–594
 - copying existing Excel chart, 592–594
 - creating chart for PowerPoint, 590–592
 - coauthoring presentations, 563–569
 - comparing two copies of presentation, 568–569
 - content placeholders, 584, 589, 597
 - creating, 544–546
 - blank presentation, 544
 - using existing presentation, 546

- using My Themes, 545
- using Online Templates, 546
- using templates, 545
- using themes, 545
- delivering presentations
 - creating handout, 634–636
 - recording narration, 636–637
 - saving as movie, 638, 643–645
 - saving as pictures, 638, 642–643
- delivering presentations in person, 623–636
 - annotating slides, 632
 - changing resolution, 625
 - displaying white or black screen, 634
 - keyboard shortcuts controlling, 633
 - moving between slides, 630–631
 - practicing presentation, 628
 - presentation to live audience, 630–634
 - Presenter view, 626–628
 - rehearsing timings for slides, 629–630
 - setting up, 624–625
 - starting presentation, 630
- delivering presentations via Internet, 637–642
 - broadcasting slide show, 638, 639–642
 - e-mail, 637
 - SharePoint, 638
 - SkyDrive, 638
- editing simultaneously with colleagues, 564–568
- formats, 174
- formatting text on slides, 575–584
 - changing alignment, 576
 - changing font, 576
 - changing font size, 575
- handout, creating, 634–636
- navigating PowerPoint window, 549–551
- opening extra windows, 560
- placeholders
 - adding content to slides, 551
 - adding graphics to slides, 584
 - adding pictures to slides, 597
 - adding SmartArt to slides, 589
 - formatting text in, 575
 - moving, 552
 - resetting to default, 551
 - resizing, 551
 - resizing pictures to fit in, 598, 599
- planning slides, 571–573
 - avoiding cluttered slides, 572
 - concise text, 571
 - final slide, 573
 - illustrating points, 572
 - visual interest, 572
 - Welcome slide, 572
- Presenter view, 626, 627
- running, 559
- saving, 16–19
 - as movie, 638, 643–645
 - as pictures, 638, 642–643
 - choosing default format, 174
 - setting AutoRecover for backups, 174–175
 - setting default folders for, 177
- sections
 - expanding/collapsing, 562
 - moving sections up/down, 562
 - organizing slides into, 561–563
 - removing section and slides, 563
 - removing section but leaving slides, 563
- sharing documents, 38–42
- slide layouts, 573–574
- slide shows
 - Broadcast Slide Show dialog, 639–641
 - broadcasting presentations, 638, 639–642
 - creating, 619–622
 - deleting, 622
 - editing, 622
 - ending, 628
 - opening Custom Shows dialog, 620
 - playing, 622
- slides
 - adding, 552–555
 - adding animation to, 609–618
 - adding content to, 551–552
 - adding Excel charts to, 589–594
 - adding hyperlinks to, 594–595
 - adding pictures to, 597–599
 - adding SmartArt graphics to, 589

- adding sound to, 603
- adding tables to, 584, 585–589
- adding transitions to, 606–609
- advancing to next slide, 609
- annotating, 632
- applying transition to all, 609
- changing size/orientation of, 548–549
- copying, 553, 554
- copying from another presentation, 553–554
- creating in Normal view, 556
- creating, Outline tab, 561
- deleting, 555
- duplicating, 553
- expanding/collapsing, 560
- formatting text on, 575–584
- hidden slides, 618–619
- indicating hidden slide, 631
- inserting, 26
- inserting from outline, 555
- moving between, 630–631
- organizing into sections, 561–563
- planning, 571–573
- rearranging, 555, 556–558
- rehearsing timings for, 629–630
- removing section, 563
- rotating text on, 578–580
- transitions between, 606–609
- sound
 - adding to slides, 603
 - adding to transitions, 608, 609
 - playing audio files from Apple iTunes, 603
 - positioning sound and setting volume, 605
 - recording audio for slides, 604–605
 - recording narration, 636–637
 - transitions, 606–609
- PowerPoint Preferences dialog
 - Advanced preferences pane, 177
 - Save preferences pane, 174
- precedence, Excel operators, 461–462
- preferences
 - customizing Calendar settings, 711
 - Office applications, 167–177
 - Ribbon preferences pane, 159
 - User Information pane, 169–170
- Preferences dialog, 167
 - Excel, 168–169
 - formatting cells, 383
 - moving active cell when press Return key, 354
 - PowerPoint, 169
 - Word, 168–169
 - wrapping text, 200
- preferences pane, AutoCorrect, 43
- Preferences window, Outlook, 167, 169
- Presentation Gallery dialog, PowerPoint
 - creating presentations, 544–546
 - blank presentation, 544
 - My Themes, 545
 - Online Templates, 546
 - templates, 545
 - themes, 545
- presentation software see PowerPoint
- presentations see PowerPoint presentations
- Presenter view, PowerPoint, 556, 626–628
 - ending slide show, 628
 - Meeting Notes pane, 627, 628
 - moving between slides, 627, 628, 631
 - Notes pane, 627
 - slides visible in, 626, 627
 - turning on, 626
- preset conditional formatting, Excel, 394–397
- presets
 - printing documents, 78
- Presets pop-up menu, Print dialog, Word, 333, 334
- Preview Results section, Mail Merge Manager, 297
- previewing documents, 79
- previewing results
 - Mail Merge, Word, 286, 297–298
- Previous button/options
 - Calendar, 710
 - PowerPoint, 630
 - Word, 189
- Print dialog, 76
 - choosing presets, 78
 - choosing printer, 77
 - Excel, 411, 414
 - PowerPoint, 77
 - creating handout, 635

- previews document, 79
 - setting default printer, 78
 - Word, 77
 - completing mail merge, 299
 - Presets pop-up menu, 333, 334
 - Print What pop-up menu, 333, 334
 - printing custom range of pages, 331, 332
 - printing markup and document properties, 333
 - Print Layout view, Word, 195–196
 - adding footnotes, 278
 - adding headers and footers, 254, 255, 256
 - creating columns, 260
 - icon representing, 194
 - keyboard shortcuts, 195
 - viewing styles used by document, 220
 - Print What pop-up menu, Print dialog, Word, 333, 334
 - printing documents, 76–79
 - changing number of copies, 78
 - choosing presets, 78
 - choosing printer, 77
 - creating PDF of document, 78
 - default printer, 78
 - Excel *see also under* Excel worksheets
 - previewing document, 79
 - Word *see also under* Word documents
 - Priority option, Arrange By menu
 - Message List, Mail, 662
 - Priority options, Tasks
 - creating once only tasks, 728
 - Privacy options, Security pane, Word, 336
 - Private button, Outlook
 - creating appointments/events, 716
 - programs *see* Office applications
 - projectors
 - setting up PowerPoint presentation, 624
 - Proofing pane
 - spell checking whole document, 60
 - Properties dialog
 - adding pictures to Clip Gallery, 116–118
 - Protect Document dialog, Word
 - Comments option, 321
 - ensuring use of Track Changes, 313, 314
 - protecting cells, Excel, 393
 - protecting workbooks, Excel, 415–416
 - protecting worksheets, Excel, 416–417
 - applying protection to scenarios, 501
 - Protection area, Scenario Manager dialog, Excel, 499
 - Protection tab, Format Cells dialog, Excel, 393
 - formatting with styles, 402
 - Public folder, SkyDrive
 - saving documents to SkyDrive, 41
 - Publishing Layout view, Word, 202–204
 - headers and footers, 254
 - icon representing, 194
 - Pulse animation, PowerPoint, 610
 - Punctuation required with quotes option
 - Grammar Settings dialog, 70
- ## Q
- Query Options dialog, Word
 - filtering recipients, Mail Merge, 296
 - Quick Layout panel, Excel
 - choosing layout for chart, 432
 - Quick Style Gallery, Word
 - adding existing style, 219
 - changing styles in, 218–220
 - creating new style, 219
 - customizing, 218
 - opening Modify Style dialog, 232
 - removing styles, 218
 - updating style with new formatting, 233
 - Quick Styles
 - applying PivotTable styles, 528
 - applying styles to Word document, 210–211
 - changing settings, Word, 217–218
 - formatting tables, 104
 - inserting SmartArt, 139
 - Picture Styles group, 133
 - QuickTime (MOV) format
 - saving PowerPoint presentation as movie, 643
 - Quit command
 - closing applications, 24
 - Office applications, 9
 - quotation marks
 - AutoFormat options, 48, 50

R

- radar chart, Excel, 427
- ranges *see* ranges *under* Excel cells
- readability statistics, 68
- Reading pane, Outlook, 660, 664–667
 - controlling, 664, 665
 - hiding, 664
 - Mark items as read options, 666
 - marking messages as read, 676
 - Notes, 735
 - positioning, 664, 665
 - preferences, 665–667
 - reading messages, 676
 - receiving file as Mail attachment, 677, 678
 - Tasks, 726
 - viewing contacts, 704
- Reading view
 - Full Screen view, Word, 197
 - using Track Changes in, 320
- Read-Only option, Word
 - marking document as, 339–340
 - sharing documents on networks, 309
- recalculation, automatic, Excel, 461
- recent documents
 - changing number tracked, 171
- recently saved items
 - increasing list of recent documents, 20
 - opening from Apple menu, 20
 - opening from File menu, 22
 - opening recently saved documents, 20
- recipients list, Mail Merge, Word
 - creating new data source in Word, 289–293
 - filtering, 286, 295–297
 - opening existing data source, 293
 - selecting, 286, 289–294
 - using contacts
 - from FileMaker Pro database, 294
 - from Mac OS X Address Book, 293
 - from Office Address Book, 293
- Record Sound dialog, PowerPoint
 - recording audio for slides, 604–605
- records, database tables, Excel
 - checking for duplicate records, 490
 - creating database tables, 480, 481–482
 - removing duplicate records, 491–492
 - searching for records, 492
- records, Word
 - completing mail merge, 298
 - editing in Data Form dialog, 292
 - previewing results of Mail Merge, 297
- recovering work from disaster, Word, 194
- Recurrence button, Outlook
 - creating appointments/events, 716
 - creating repeating appointments, 717
- Recurrence dialog, Outlook
 - creating repeating appointments, 717–718
 - creating repeating tasks, 728–729
- Recurrence line, Outlook
 - creating repeating appointments, 718
- Recurrence pop-up menu, Outlook
 - creating repeating tasks, 728
 - stopping repeating appointments, 719
 - stopping repeating tasks, 730
- Reduce File Size dialog
 - compressing pictures, 136
- REF! error, Excel, 464
- reference area, Excel, 349
- reference operators, Excel, 457
- Reference Tools palette, Toolbox, 34, 35–36
- Reference type pop-up menu, Word
 - adding cross-references, 271
- referring to cells *see* references to *under* Excel cells
- Rehearse Timings feature, PowerPoint, 629
- Reject options, Word
 - integrating Track Changes, 319, 320
- relational database, Excel, 480
- relative cell references, Excel, 454
- reminder check box
 - customizing Calendar settings, 712
- Reminder control, Tasks
 - creating once only tasks, 727
- Reminder pop-up menu, Outlook
 - creating appointments/events, 716
- Remote Desktop Connection application
 - Office 2011, 3
- Remove Arrows command, Excel, 467
- Remove Duplicates feature, Excel, 490
- Rename Section dialog, PowerPoint, 562
- reordering, dynamic
 - arranging graphical objects, 141

- Repeats pop-up menu, Outlook
 - creating repeating appointments, 718
 - Replace dialog, Excel/PowerPoint, 98
 - Replace tab, Find and Replace dialog, Word, 243
 - Replace text as you type, AutoCorrect, 46, 53–54
 - Replace/Replace All buttons, Word, 244
 - replacing formatting or styles
 - Find and Replace dialog, Word, 244–245
 - replacing text, 97–99
 - Find and Replace dialog, Word, 243–244
 - Search pane, Sidebar, Word, 237
 - replying to messages, Mail, 679–680
 - Report Filter box, PivotTable Builder, 516
 - adding fields, 517, 521
 - changing PivotTable, 524
 - reports, Excel
 - creating from scenarios, 503–505
 - required arguments, functions, Excel, 469
 - resetting toolbar to default buttons, 159
 - resolution, projector
 - setting up PowerPoint presentation, 625
 - Resolve Conflicts button, Word, 307
 - Resolve Conflicts dialog, Excel, 419–420
 - restoring minimized window, 9
 - Return key
 - moving active cell when pressed, Excel, 354
 - Reviewers option, Show Markup menu
 - controlling Track Changes, 318
 - Reviewing pane Word
 - adding comments to documents, 322, 323
 - deleting comments, 325
 - integrating Track Changes, 318
 - navigating documents, 236
 - reviewing comments, 323, 324
 - Revised document pop-up, Compare Documents dialog, Word, 327
 - revision marking *see* Track Changes, Word
 - Ribbon, 11, 26
 - controls, 29
 - customizing, 159–161
 - drawing tables, 102
 - Font group, 89
 - formatting tables, 105
 - giving commands from, 30
 - groups of controls, 29
 - inserting tables from, 100
 - Mail, 659
 - minimizing, 30
 - minimizing, 11
 - Office applications, 11
 - Paragraph group, 89, 90
 - restoring display of, 31
 - Shape Styles group, 126
 - tabs, 28
 - using, 28–29
 - Word
 - headers and footers, 255
 - Quick Styles box, 210–211
 - Ribbon preferences pane, 159–161
 - choosing tabs/groups to display, 161
 - closing, 161
 - expanding Ribbon when document opens, 161
 - opening, 159
 - showing/hiding group titles, 161
 - turning Ribbon off, 160
 - rich text format, Word, 173, 341
 - Rotated Title item, Excel, 435
 - rotating graphical objects, 127
 - rotating text, Excel, 390
 - rotating text, PowerPoint, 578–580
 - row headings, Excel, 349
 - choosing options for PivotTables, 528
 - Row Height dialog, Excel, 380, 381
 - row identification, worksheets, Excel, 351
 - Row Labels box, PivotTable Builder, 516
 - adding fields, 517, 519
 - changing PivotTable, 521, 522, 523, 524
 - rows, Excel *see* rows *under* Excel
 - worksheets
 - rtf format, Word, 341
- ## S
- Safe Domains tab
 - Junk E-mail Protection dialog, 686–687
 - Save As command
 - choosing default format for saving documents, 172
 - Save As dialog
 - saving documents, 16, 17, 18

- setting default folders, 175
 - to SharePoint, 42
 - to SkyDrive, 41
- showing file extension, 18
- Save As dialog, Excel, 347
 - saving as earlier versions, 348
 - setting default folders, 175
- Save As dialog, Word
 - compatibility with earlier versions, 340, 341
- Save Chart Template dialog, Excel, 445
- Save Data Source dialog, Word, 291
- Save preferences pane
 - PowerPoint, 174
 - Word, 172
 - creating backup documents, 193
- saving documents, Word, 16–19
 - choosing default format for, 172–173
 - setting AutoRecover for backups, 174–175
 - setting default folder, 175–176
- saving presentations, PowerPoint, 16–19
 - choosing default format for, 174
 - setting AutoRecover for backups, 174–175
 - setting default folders, 177
- saving workbooks, Excel, 16–19, 347–348
 - choosing default format for, 173–174
 - setting AutoRecover for backups, 174–175
- Scale pane, Format Axis dialog, Excel, 435–437
- scanning, Word
 - entering text in documents, 181
- scatter chart, Excel, 426
- Scenario Manager dialog, Excel
 - creating reports from scenarios, 503
 - creating scenarios, 498–500
 - merging scenarios, 502–503
 - opening, 497
 - Protection area, 499
 - switching among scenarios, 502
- Scenario Values dialog, Excel, 499–500
 - typing formulas into, 500
- scenarios, Excel *see* scenarios *under* Excel
- Schedules pane, Outlook, 674, 675
- Scheduling Assistant tab, Meeting window, Outlook
 - scheduling meetings, 720
 - tracking status of invitations sent, 721
- Scientific number format, Excel, 387
- Scrapbook palette, Toolbox, 34–35
 - adding items to, 34
 - deleting items from, 35
 - inserting items from, 35
- ScreenTips
 - displaying, Track Changes, Word, 316
 - hyperlinks, 105, 108
 - inserting prebuilt blocks of text with AutoText, 184
 - reviewing comments, Word, 324
 - seeing error details, Excel, 464
 - Set Hyperlink ScreenTip dialog, PowerPoint, 595
 - using toolbars, 28
 - viewing endnotes/footnotes, Word, 283, 284
- scroll buttons, Excel, 350
- Search box, Standard toolbar, 93–94, 236
- Search pane, Sidebar, Word, 236, 237
- search Up/Down options, Word, 239
- searching for text *see* finding text
- searching, Contacts, 706
- Section Header slide layout, PowerPoint, 573
- Section readout, status bar, Word, 253
- sections, PowerPoint *see* sections *under* PowerPoint presentations
- sections, Word *see* sections *under* Word documents
- securing documents *see* securing *under* Word documents
- security
 - changing Junk E-mail protection settings, 685–686
 - protecting workbooks, Excel, 415–417
 - setting up digital certificates, 672–673
- Security pane, Word Preferences, 335, 336, 339
 - Privacy options area, 336
- Security pop-up menu, messages, Mail, 672
- Select All button, Excel, 350
- Select Browse Object button, Word, 189, 191, 245
 - browsing comments, 324
 - navigating footnotes/endnotes, 283

- Select Browse Object panel, Word, 190–191
- Select Data Source dialog, Excel
 - adding separate data series to charts, 432–433
 - switching data source for charts, 430–431
- Select Document Type section, Mail Merge Manager, 287
- Select Place in Document dialog, PowerPoint
 - adding hyperlinks to slides, 594, 595
- Select Recipients List section, Mail Merge Manager, 288, 289
- selecting text/objects, 87–88
- selecting text, Word, 187–188
 - selecting multiple items at once, 88, 188
- Send commands
 - arranging graphical objects, 140
- sensitive information, Word
 - removing, 335–337
- separator characters, Word
 - converting table to text, 251
 - converting text to table, 249
- sequential numbers column, Excel
- sorting database tables, 488
- servers
 - adding IMAP/POP account to Outlook, 653
- Servers pop-up menu
 - adjusting number of items in, 20
- Set Hyperlink ScreenTip dialog, PowerPoint, 595
- Set Print Area command, Excel, 412
- Setting for Two Displays group
 - turning on Presenter view, PowerPoint, 626
- Settings dialog, Outlook
 - adding IMAP/POP account, 655
- Settings palette, Toolbox, 33
 - Reference Tools palette, 34
- Settings tab, Data Validation dialog, Excel, 397–399
- shading
 - formatting tables, 105
 - Word documents, 229–230
- Shadow category, Format dialog, Excel, 444
- Shape Styles group, Ribbon, 126
- shapes
 - see *also* graphical objects
 - applying style to, 126–127
 - inserting into documents, 123–125
 - refining with Fill/Line/Effects panels, 126, 127
- Shapes Browser pane, Media Browser, 123, 124
- Share Workbook dialog, Excel, 417–418
- SharePoint
 - collaborating on presentations, 563, 564, 566
 - delivering presentations, 638
 - editing documents simultaneously, 303, 305
 - Microsoft Document Connection application, 3
 - saving documents to, 41–42
 - sending documents via e-mail, 39
 - working on documents with colleagues, 304
- sharing documents, Office apps, 38–42
 - saving documents to SharePoint, 41–42
 - saving documents to SkyDrive, 40–41
 - sending documents via e-mail, 38–39
- sharing documents, Word
 - compatibility with earlier versions, 340–341
 - creating PDF documents, 342
- sharing workbooks, Excel, 415–420
 - editing shared workbooks, 417–418
 - protecting workbook, 415–416
 - protecting worksheets, 416–417
 - resolving conflicts in shared workbook, 419–420
 - restrictions when working in shared workbook, 419
- sharpness
 - modifying pictures, 132
- Shift cells left/up options
 - Delete dialog, Excel, 379, 380
- Shift cells right/down options
 - Insert dialog, Excel, 379
- shortcuts see keyboard shortcuts
- Show changes area, Compare Documents dialog, Word, 328
- Show Formulas menu item, Excel, 465
- Show Markup pop-up menu
 - controlling Track Changes, 317

- Show readability statistics option, 68
- Shrink & Turn animation, PowerPoint, 610
- shrinking text to fit cells, Excel, 390
- Sidebar pane, Word
 - navigating documents, 234–236
 - Document Map pane, 235
 - Reviewing pane, 236
 - Search pane, 236, 237
 - Thumbnail pane, 235
 - opening, 236
- signatures, Outlook, 682–685
 - adding picture to, 684
 - adding to Mail messages, 684
 - controlling default signature, 684
 - creating multiple signatures, 684
 - editing, 683
 - setting up, 683
- Size option, Arrange By menu
 - Message List, Mail, 662
- Skip blanks check box, Paste Special dialog, Excel, 364
- SkyDrive
 - collaborating on presentations, 563, 564, 566
 - delivering presentations, 638
 - editing documents simultaneously, 303, 305
 - Microsoft Document Connection application, 3
 - saving documents to, 40–41
 - sending documents via e-mail, 39
- Slide Finder dialog, PowerPoint
 - copying slides from another presentation, 554
- slide layouts, PowerPoint
 - Background Only layout, 574
 - Blank layout, 574
 - built-in slide layouts, 573–574
 - changing slide layout, 574
 - Comparison layout, 573
 - Content with Caption layout, 573
 - custom slide layouts, 574
 - Picture with Caption layout, 573
 - Section Header layout, 573
 - Title and Content layout, 573
 - Title and Vertical Text layout, 573
 - Title Only layout, 574
 - Title Slide layout, 573
 - Title, Content and Text layout, 574
 - Two Content layout, 573
 - Vertical Text and Title layout, 574
- Slide pane, Normal view, PowerPoint, 549, 550
 - deleting slides, 555
 - rearranging slides, 555
 - resizing, 550, 551
- Slide Show tab, PowerPoint
 - turning on Presenter view, 626
- Slide Show view, PowerPoint
 - running presentation in, 559
- slide shows *see* slide shows *under* PowerPoint presentations
- Slide size pop-up menu
 - creating documents using templates, 16
- Slide Sorter view, PowerPoint
 - deleting slides, 555
 - duplicating slides, 553
 - rearranging slides, 555
 - rearranging slides in, 556–558
- slides *see* slides *under* PowerPoint presentations
- Slides tab, Navigation pane, PowerPoint, 550
- smart button
 - Show AutoCorrect smart button, 45
- smart buttons, 55–56
 - pasting text, 92
- SmartArt graphics
 - adding to PowerPoint slides, 589
 - animating, PowerPoint, 615–616
 - inserting, 137–139
- SmartArt tab, Ribbon
 - inserting SmartArt, 137, 138
- Solid tab, Format Walls dialog, Excel, 443
- Solver, Excel, 507
- Sort dialog, Excel
 - sorting database tables by multiple fields, 489–490
- Sort option, AutoFilter, Excel, 493
- Sort Options dialog, Excel, 490
- sorting data, Excel, 490
 - PivotTables, 533, 536–537
 - sorting database tables, 488–490
- sound
 - receiving sound feedback, 170

- sound, PowerPoint *see* sound *under* PowerPoint presentations
- Sounds like option (words)
 - Find and Replace dialog, Word, 240
- Source theme, Excel
 - pasting, 363
- SPA (secure password authentication)
 - adding IMAP/POP account to Outlook, 655
- Spaces required between sentences
 - Grammar Settings dialog, 71
- spacing (before and after paragraphs)
 - Paragraph dialog, Word, 224
- spam, Outlook, 685–688
 - Junk E-mail folder, 685
 - marking messages as Junk Mail, 685
 - removing nonspam messages from Junk E-mail folder, 685
 - removing senders blocked by mistake, 687–688
- sparklines *see* sparklines *under* Excel charts
- speaker icon, PowerPoint
 - positioning sound and setting volume, 605
- special characters, Word
 - Find and Replace dialog, 238, 241
 - inserting, 86
- Special number format, Excel, 388
- Special pop-up menu, Find and Replace dialog, Word, 241
- speech-recognition software
 - entering text in documents, 82
- spell checking, 57–61, 63–67
 - Always suggest corrections option, 66
 - Automatically use suggestions from spelling checker, 46
 - Check grammar with spelling option, 67
 - Check spelling as you type option, 65
 - checking spelling of queried word, 57
 - checking while typing, 57–58
 - checking whole document, 58–60
 - custom dictionaries, 71, 73, 75
 - Custom dictionary option, 67
 - Flag repeated words option, 66
 - Hide spelling errors, 66
 - Ignore Internet and file addresses option, 66
 - Ignore words in UPPERCASE option, 66
 - Ignore words that contain numbers option, 66
 - language rules, 66, 67
 - messages, Mail, 674
 - Suggest from main dictionary option, 66
 - wavy red underline, 57, 65
- Spin animation, PowerPoint, 610
- split boxes, Excel, 350
- Split Cells dialog, 103
- splitting cells in tables, 103
- splitting windows, Excel
 - viewing separate parts of worksheet, 370–371
- splitting windows, Word
 - viewing document into two panes, 205–206
- spreadsheets *see* Excel
- SQRT() function, Excel, 473
- SSL (Secure Sockets Layer) connections
 - adding IMAP/POP account to Outlook, 653, 654
- Standard toolbar
 - customizing toolbars, 146
 - Cut, Copy, and Paste commands, 91
 - icons with text or icons only, 144
 - Office applications, 9
 - Search box, 93–94, 236
- start of words
 - searching only at, 241
- startup
 - launching applications automatically, 13–14
- statistical category, functions, Excel 473
- statistics
 - readability statistics, 68
- status bar
 - Office applications, 11
 - switching views, PowerPoint, 556
 - switching views, Word, 194
- Status option, Arrange By menu
 - Message List, Mail, 662
- Status pop-up menu, Outlook
 - creating appointments/events, 716
- stock chart, Excel, 426
- Stop dialog, data validation, Excel, 401
- Structure check box
 - protecting workbook, Excel, 415

- Style dialog, Word
 - applying styles to document, 210, 216–217
 - opening Modify Style dialog, 233
 - style options
 - choosing for Word, 68–71
 - styles
 - applying picture style, 133–134
 - applying style to shapes, 126–127
 - AutoFormat options, Word, 49
 - formatting tables, 104–105
 - formatting text, Word/Excel, 88
 - wrapping text, Word, 129
 - Styles group, Word, 210
 - Styles panel, Excel, 403–404
 - Styles panel, Word, 210
 - applying styles to document, 210, 213–216
 - opening Modify Style dialog, 232
 - updating style with new formatting, 233
 - Styles pop-up menu, Word
 - applying styles to document, 210, 212–213
 - viewing styles used by document, 220
 - styles, Excel *see* styles *under* Excel
 - styles, Word *see* styles *under* Word
 - Subject box, Mail
 - adding subject line to messages, 670
 - Subject box, Outlook
 - creating appointments/events, 715
 - scheduling meetings, 720
 - subject line
 - adding to messages, Mail, 670, 671
 - Subject option, Arrange By menu
 - Message List, Mail, 663
 - subscript
 - keyboard shortcuts, 91
 - Subtle transitions, PowerPoint, 606
 - Subtotals menu, Design group
 - PivotTables, Excel, 526
 - Suggest from main dictionary option
 - spell checking, 66
 - Suggestions box
 - checking grammar, 63
 - spell checking whole document, 60
 - SUM() function, Excel, 469
 - functions in PivotTables, 525
 - inserting functions using AutoSum, 470
 - Summarize By list box, PivotTable Field dialog, 525
 - summary report, Excel
 - creating reports from scenarios, 503
 - superscript
 - creating, Word, 223
 - keyboard shortcuts, 91
 - surface chart, Excel, 426
 - Switch Plot, Ribbon, Excel
 - switching rows/columns in chart, 430
 - Swivel animation, PowerPoint, 610
 - Symbol Browser pane
 - font substitution, 83
 - inserting symbols using, 82, 83–84
 - Symbol dialog, Word
 - inserting special characters using, 86
 - inserting symbols using, 84–86
 - symbol availability in font, 83
 - symbols
 - inserting in documents, 82–86
 - using Math symbols in Word, 51
 - Sync Services
 - importing contacts using, 695, 696–697
-
- ## T
- tab setting left indent
 - AutoFormat options, Word, 49
 - Table AutoExpansion, Excel
 - resizing database tables, 487, 488
 - Table cell highlighting area, Track Changes, 312
 - table formatting, Excel, 402
 - Table Options group, Ribbon, Excel
 - customizing appearance of database table, 483
 - table style, Word
 - formatting documents, 209
 - Table Styles panel, Ribbon, Excel
 - customizing appearance of database table, 482, 483
 - tables, Excel *see* database tables *under* Excel
 - tables, Powerpoint *see* tables *under* Powerpoint
 - tables, Word *see* tables *under* Word

- Tabs button, Paragraph dialog, Word, 226
- Tabs dialog, Word, 226–228
 - opening, 226
 - setting custom tab stops, 227
- tabs, Ribbon, 28
 - active tab, 28
 - Home tab, 11
 - PowerPoint, 11
- tabs, Word *see* tabs *under* Word
- Tabular Layout, Design group
 - PivotTables, Excel, 526, 527
- Task List, Outlook, 726
 - choosing columns to display in, 730–731
 - filtering tasks in, 732
 - rearranging columns in, 731–732
- Tasks, 725–734
 - choosing columns to display in Task List, 730–731
 - creating once only tasks, 726
 - creating repeating tasks, 728–730
 - editing tasks, 733
 - filtering tasks, 732
 - importing/syncing tasks, 725
 - interface, 725–726
 - keyboard shortcut for switching to, 660
 - managing tasks, 733–734
 - marking tasks as complete, 734
 - marking tasks for follow-up, 733–734
 - Navigation Pane, 659
 - Outlook interface, 658–667
 - rearranging columns in Task List, 731–732
 - stopping repeating tasks, 730
 - viewing tasks, 730–732
 - My Day window, 733
- templates
 - creating documents, 14–16
 - Normal template, 165
- templates, Excel
 - Save Chart Template dialog, 445
- templates, Word *see* templates *under* Word
- text
 - adding content to tables, 103–104
 - adding items to Scrapbook, 34
 - Copy and Paste commands, 81, 91–92
 - Cut command, 91–92
 - direct formatting text, 88–91
 - entering in documents, 81–86
 - scanning and optical character recognition, 82
 - speech-recognition software, 82
 - finding, 93–97
 - formatting tables, 104–105
 - hyperlinks, 105–109
 - inserting symbols in documents, 82–86
 - moving insertion point with keyboard, 87
 - Paste command, 91–92
 - PowerPoint *see also under* PowerPoint
 - Replace text as you type, 46
 - replacing, 97–99
 - selecting, 87–88
 - tables, 99–105
 - Word *see also under* Word
 - working with, 81
- text category, functions, Excel 473
- Text Direction panel, PowerPoint
 - rotating text, 578
- text hyperlinks, 105, 106
- Text Layout group, Word, 29
- Text length value
 - Data Validation dialog, Excel, 399
- Text number format, Excel, 388
- text operators, Excel, 457
- text placeholder, PowerPoint slides
 - adding content to slides, 551
- Text Wrapping tab, Advanced Layout dialog, 129, 130
- Themed Cell Styles category, Excel, 404
- Themes panel, PowerPoint, 547
- themes, Excel, 388
- themes, PowerPoint, 547–548
- thesaurus
 - Reference Tools palette, 35
- This File Is Locked for Editing dialog, Word, 308, 309
- Thumbnail pane, Sidebar, Word
 - navigating documents, 235
- Ticks pane, Format Axis dialog, Excel, 437–438
- TIFF (Tagged Image File Format) files
 - saving PowerPoint presentation as pictures, 643
- Tiled option, Arrange Windows dialog, Excel, 373

- time
 - how Excel stores times, 388
 - inserting fields, Word, 267
- Time bar, Calendar, 710
- Time number format, Excel, 387
- Time value, data validation, Excel, 399
- time zone
 - changing for repeating appointment, 716
 - customizing Calendar settings, 712
- Time Zones button, Outlook
 - creating appointments/events, 716
- Title and Content slide layout, PowerPoint, 573
- Title and Vertical Text slide layout, PowerPoint, 573
- title bar, Office applications, 9
 - Close/Minimize/Zoom buttons, 9
- Title Only slide layout, PowerPoint, 574
- title placeholder, PowerPoint slides
 - adding content to slides, 551
- Title Slide layout, PowerPoint, 573
- title, chart, Excel, 425
 - adding title to charts, 434
- Title, Content and Text slide layout, PowerPoint, 574
- Titles and Headings category, Cell Styles, Excel, 404
- To box, Outlook
 - addressing messages, 668
 - scheduling meetings, 720
- To option, Arrange By menu
 - Message List, Mail, 663
- TODAY() function, Excel, 469, 470, 473
- Toggle Field Codes option, Word, 270
- toolbar, Mail, 659
- toolbars, 9–10, 25, 26
 - Add a Toolbar dialog, 157
 - adding built-in menu to, 152
 - adding command to, 149
 - changing appearance of button, 150–151
 - choosing which to display, 143–144
 - creating custom toolbars, 157–158
 - customizing, 146–152
 - Outlook, 162–164
 - Cut, Copy, and Paste commands, 91
 - deleting custom toolbars, 158
 - displaying/hiding toolbars, 10
 - finding commands to add to, 148–149
 - Formatting toolbar, 9
 - icons with text or icons only, 144
 - Office applications, 9–10
 - removing command from, 150
 - repositioning items on, 150
 - resetting to default buttons, 159
 - Standard toolbar, 9
 - undocking and docking, 144–146
 - using, 28
- Toolbars and Menus tab, 147
 - creating custom toolbars, 157
 - customizing context menus, PowerPoint, 156
 - deleting custom toolbars, 158
- Toolbox, 31–38
 - Close option, 33, 34
 - Collapse option, 33, 34
 - Compatibility Report palette, 36–38
 - displaying palettes, 33
 - Excel, 32
 - Fade option, 33, 34
 - hiding Toolbox, 33
 - PowerPoint, 32
 - Reference Tools palette, 34, 35–36
 - Scrapbook palette, 34–35
 - Settings palette, 33
 - Styles pane, Word, 210, 213–216
 - Word, 31
- Top/Bottom Rules panel
 - conditional formatting, Excel, 395
- Total row, Excel
 - customizing appearance of database table, 483, 484
- Totals menu, Design group
 - PivotTables, Excel, 526
- Trace Dependents command, Excel
 - viewing cells used by formula, 466–467
- Trace Error command, Excel, 465
- Trace Precedents command, Excel
 - viewing cells used by formula, 466, 467
- Track changes area, Share Workbook dialog, 418
- Track Changes pane, Word Preferences, 310–313

- Track Changes, Word, 309–320
 - choosing changes to track, 310–313
 - combining different versions of same document, 326
 - controlling changes displayed, 317–318
 - displaying ScreenTips, 316
 - ensuring use of, 313–314
 - Highlight Changes dialog, 313
 - integrating changes into documents, 318–320
 - switching settings for markup balloons, 315
 - turning comment balloons off, 324
 - turning on/off, 313
 - using in Full Screen view, 320
 - viewing document changes and markup, 316–317
 - views of, 314–316
 - working on documents with colleagues, 304
 - working with Track Changes on, 314–316
 - Track moves check box, Track Changes, 312
 - tracking documents
 - changing number of recent documents tracked, 171
 - Tracking group, Review tab, Ribbon
 - controlling Track Changes displayed, 317
 - viewing markup, Track Changes, Word, 316
 - Transitions panel, PowerPoint
 - applying transitions, 607, 608
 - Transitions tab, PowerPoint
 - adding transitions to slides, 606
 - Advance Slide group, 609
 - applying transitions, 607
 - transitions, PowerPoint
 - adding sound to, 608
 - adding to slides, 606–609
 - applying to all slides, 609
 - applying transitions, 607–609
 - categories of, 606–607
 - changing duration of, 609
 - choosing how to advance to next slide, 609
 - choosing options for, 608
 - Dynamic Content transitions, 606
 - Exciting transitions, 606
 - Ferris Wheel transition, 606
 - Honeycomb transition, 608
 - None transition, 606
 - previewing, 608
 - Subtle transitions, 606
 - Vortex transition, 608
 - translations
 - Reference Tools palette, 36
 - Transpose check box, Paste Special dialog, Excel, 364
 - trends *see* sparklines *under* Excel charts
 - TRIM() function, Excel, 473
 - TRUE() function, Excel, 473
 - Two Content slide layout, PowerPoint, 573
 - typing
 - spell checking while, 57–58
- ## U
- underscores (___)
 - AutoFormat options, Outlook, 51
 - Unhide Row/Column options, Excel, 382
 - underline
 - keyboard shortcuts, 91
 - Up option, Find and Replace dialog, 239
 - Update changes area, Share Workbook dialog, 418
 - Upload Failed bar, Word
 - editing documents simultaneously, 307
 - Use wildcards option, Find and Replace dialog, Word, 240
 - User Information category
 - inserting fields, Word, 268
 - User Information pane, 169–170
 - User templates folder, Word, 192
 - User templates path
 - File Locations preferences pane, 192
- ## V
- validating data *see* data validation *under* Excel
 - VALUE! error, Excel, 464
 - Values box, PivotTable Builder, 516
 - adding fields, 519, 520

- changing PivotTable, 521
- values, Excel
 - pasting, 363, 364
- vCard files
 - creating from Gmail or Google Mail, 698–699
 - creating from Mac OS X Address Book, 697
 - creating from Yahoo! Mail, 698
 - importing Outlook contacts from, 695, 702
- Venn diagram
 - inserting SmartArt, 137
- versions
 - Compatibility Report palette, 36–38
- versions, Word
 - comparing versions of same document, 326–328
 - compatibility with earlier versions of Word, 340–341
- vertical alignment of text, Excel, 389
- vertical axis, charts, Excel, 425
- Vertical option, Arrange Windows dialog, Excel, 373
- vertical split box, Excel, 370
- Vertical Text and Title slide layout, PowerPoint, 574
- Vertical Title item, Excel, 435
- view buttons, Excel, 350
- view buttons, Word, 194
- View Footnotes dialog, Word, 284
- View pop-up menu options, Command Properties dialog, 151
- View Shortcuts group, PowerPoint, 556
- views, Excel *see* views *under* Excel
- views, Word *see* views *under* Word
- Vortex transition, PowerPoint, 608

■ W

- Warning dialog, data validation, Excel, 401
- Web Layout view, Word, 198
- Web Page tab, Insert Hyperlink dialog, 107
- web searches
 - Reference Tools palette, 36
- Week button, Calendar, 711
 - customizing Calendar settings, 712
- WEEKDAY() function, Excel, 473

- Welcome slide, PowerPoint
 - planning slides for presentation, 572
- Welcome to Outlook for Mac dialog, 650
 - adding e-mail account to Outlook, 651
 - importing existing e-mail account, 657
- Whole number value, data validation, Excel, 398
- widow/orphan control, Paragraph dialog, Word, 225
- widows, 225
- wildcards, Word, 238, 240
- Windows check box
 - protecting workbook, Excel, 416
- Windows Live account, 40
- Windows Live ID
 - broadcasting PowerPoint slide show, 639, 640
- Windows Live SkyDrive *see* SkyDrive
- windows, Excel *see* windows *under* Excel
- windows, PowerPoint
 - opening extra windows, 560
- windows, Word *see* windows *under* Word
- win/loss sparkline, Excel, 446
- Word, 4
 - see also* Word documents; Office applications
 - AutoCorrect, 43–44, 45
 - AutoFormat options, 46–47, 48–50
 - creating entries, 53–54
 - creating exceptions, 54
 - inserting boilerplate text, 182
 - Math AutoCorrect options, 51–53
 - turning AutoCorrect off, 45
 - AutoFormat As You Type options, 46–47, 48–50
 - Apply as you type area, 48
 - Automatically as you type area, 49–50
 - bold text, 49
 - borders, 48
 - bulleted lists, 48
 - fractions, 49
 - headings, 48
 - hyphens with em and en dashes, 49
 - internet and network paths with hyperlinks, 49
 - italics, 49
 - list item format, 50

- numbered lists, 48
- ordinals (1st) with superscript, 49
- quotation marks, 48
- Replace as you type area, 48–49
- styles, 49
- tables, 48
- tabs and backspace setting left indent, 49
- AutoText options, 51
 - inserting prebuilt blocks of text, 182, 183–186
- backup documents, creating, 193–194
- Bookmark dialog, 264, 265, 266
- bookmarks, 263–266
 - adding cross-references, 271
 - deleting, 266
 - displaying, 265–266
 - inserting, 264
 - navigating between, 265
 - single-point bookmark, 263
 - with contents, 263
- borders, 229–230
- bullets, 228, 234
- coauthoring documents, 304–308
- columns, 260–263
 - column breaks, 262
 - creating, 260–262
 - creating documents with sections, 252
 - removing, 263
- Columns dialog, 261
- Combine Documents dialog, 327
- comments, 321–325
 - adding to documents, 321–323
 - browsing comments, 324
 - deleting, 325
 - moving among objects in document, 190
 - protecting document for comments, 321
 - reviewing, 323–324
 - Track Changes, 312, 317
 - turning comment balloons off, 324
 - working on documents with colleagues, 304
- Compare Documents dialog, 326, 327, 328
- Confirm Password dialog, 338
- Convert Notes dialog, 282, 283
- Convert Table to Text dialog, 250–251
- Convert Text to Table dialog, 249–250
- Cross-reference dialog, 272
- cross-references
 - adding, 270–272
 - inserting fields, 268
- Custom Dictionaries dialog, 72
- Data Form dialog, 291
 - editing records in, 292
- direct formatting, 88
- document formats, 173
- docx/dotx formats, 341
- endnotes, 277
 - adding, 279–280
 - adding cross-references, 271
 - converting to/from footnotes, 277, 282–283
 - customizing, 280–282
 - moving among objects in document, 190
 - navigating between, 283, 284
 - ScreenTips, 283
 - viewing, 283, 284
- Extend mode, 187
- Field dialog, 266–268
- Field Options dialog, 268, 269, 270
- fields, 266–270
 - creating new data source in Word, 290
 - inserting, 266–269
 - Mail Merge, Word, 286
 - moving among objects in document, 190
 - Toggle Field Codes option, 270
 - updating, 269–270
- Find and Replace dialog, 94, 95, 237–245
 - Highlight all items found in check box, 95, 97
 - replacing text, 97
- folders, 17, 18
- Font dialog, 222–223
- footnotes, 277
 - adding, 277–279
 - adding cross-references, 271
 - converting to/from endnotes, 277, 282–283

- customizing, 280–282
 - navigating between, 283, 284
 - ScreenTips, 283
 - viewing, 283, 284
- format, 341
- Format Painter feature, 208
- formatting *see* formatting *under* Word documents
- Formatting toolbar, 88, 89
- Go To tab, Find and Replace, 245–246
- grammar checking, 61–63, 67–68, 71
- grammar options, choosing, 68–71
- graphical objects, inserting, 112
- headers and footers, 254–257
 - adding page numbers to, 258
 - adding to documents, 254–256
 - deleting, 257
 - multiple headers and footers, 256–257
- headings
 - adding cross-references, 271
 - keyboard shortcuts, 220
 - AutoFormat options, 48
 - outline levels, 273
 - Outline view, 274, 275–276
- Insert Table dialog, 100–102
- keyboard shortcuts
 - creating custom, 164–167
 - navigating document using, 189
 - styles, 220
- Mail Merge *see* Mail Merge, Word
- Mail Recipient dialog, 300
- Math AutoCorrect options, 51–53
- Math symbols, using, 51
- menu bar, customizing, 154–156
- menus, customizing, 153–154
- numbering
 - adding cross-references, 271
 - adding to custom style, 228
 - applying direct formatting on top of styles, 234
 - chapter numbering, 259
 - footnotes and endnotes, 280, 281, 282
 - inserting fields, 268
 - suppress line numbers option, 226
- Page Number Format dialog, 259
- page numbers, 258–260
 - adding cross-references, 271
 - adding to headers or footers, 258
 - formatting, 259
 - inserting text with AutoText, 183
 - removing, 260
- Page Numbers dialog, 258
- Paragraph dialog, 223, 228
- paragraphs
 - adding cross-references, 271
 - converting table to text, 251
 - converting text to table, 248, 249
 - finding formatting based on, 242
 - keep with next option, pagination, 226
 - moving up/down document, 276–277
 - selecting using mouse, 187
- Password dialog, 337, 338
- preferences, 167, 177
- Print dialog, 77
 - completing mail merge, 299
- printing *see* printing *under* Word documents
- Protect Document dialog, 313, 314
- recovering work from disaster, 194
- Ribbon, customizing, 159–161
- rtf format, 341
- Save Data Source dialog, 291
- scanning text into documents, 181
- Search box, Standard toolbar, 93
- Select Browse Object button, 189
- Select Browse Object panel, 190–191
- selecting multiple items, 88
- selecting text, 187–188
 - selecting multiple items at once, 188
 - using Extend Selection feature, 187–188
 - using mouse, 187
- smart buttons, 55
- special characters
 - inserting into documents, 86
 - using Math symbols, 51
- spell checking, 57–60, 63–67
 - whole document, 58
- Style dialog, 216–217
- styles, 88, 208–209

- see also formatting *under* Word documents; styles
- adding borders or shading, 229–230
- adding bullets or numbering, 228
- adding language formatting, 230–231
- applying another style, 214
- applying direct formatting on top of, 233–234
- applying picture style, 133–134
- applying to documents, 210–221
- applying to shapes, 126–127
- changing, 217, 220, 232–233
- changing in Quick Style Gallery, 218–220
- changing Quick Styles settings, 217–218
- character style, 209
- checking current style, 214
- choosing font formatting, 222–223
- choosing grammar and style options, 68–71
- choosing paragraph formatting, 223–228
- choosing styles to show in list, 214
- creating, 214, 217, 221–232
- deleting, 216
- finding formatting based on, 242
- Format Painter, 234
- keyboard shortcuts, 220
- list style, 209
- Modify Style dialog, 216
- modifying, 209, 217
- never using Normal as formatting for body, 211
- Normal template, 165, 208
- page break before option, pagination, 226
- paragraph style, 209
- printing, 335
- Quick Styles box, Ribbon, 210–211
- replacing one style with another, 209
- selecting all instances of, 214, 215
- setting tabs for, 226, 228
- storing, 210
- table style, 209
 - replacing formatting or, 244–245
 - toggling styles guides on and off, 214
 - updating style to match selection, 216
 - updating style with new formatting, 233
 - viewing styles used by document, 220–221
 - wrapping text, 129
- Styles pane, 213–216
- Styles pop-up menu, 212–213
- symbols, inserting into documents, 82
 - Symbol Browser pane, 83–84
 - Symbol dialog, 84–86
- tables, 99–105, 247–252
 - adding content to, 104
 - adding cross-references, 271
 - AutoFormat options, 48
 - Capitalize first letter of table cells, 46
 - converting table to text, 250–251
 - converting text to table, 248–250
 - creating, 247–248
 - drawing, 102, 247
 - formatting, 104–105
 - inserting, 99–102, 247
 - inserting fields, 267
 - merging cells in, 103
 - moving among objects in document, 190
 - nesting, 251–252
 - splitting cells in, 103
- tabs
 - bar tab, 227
 - center tab, 227
 - changing default spacing, 226
 - converting table to text, 251
 - converting text to table, 248, 249
 - decimal tab, 227
 - Default tab stops text box, 226
 - deleting existing tab stop, 227
 - finding formatting based on, 242
 - left tab, 227
 - moving/changing tab stop, 227
 - right tab, 227
 - setting new tab stop, 227
 - setting tabs for styles, 226–228
- Tabs dialog, 226–228
- templates, 14–16
 - adding new styles to, 220

- dotx format, 341
- headers and footers, 254
- Publishing Layout view, 202
- specifying location for custom templates, 191–193
- styles, storing, 210
- text
 - see also* text
 - converting table to text, 250–251
 - converting text to table, 248–250
 - entering text into documents, 181–186
 - inserting boilerplate text using AutoCorrect, 182
 - inserting from file into document, 181, 182–183
 - inserting prebuilt blocks with AutoText, 182, 183–186
 - inserting special characters, 86
 - pasting into documents, 181
 - removing direct formatting from, 234
 - replacing, 97
 - scanning into documents, 181
 - selecting, 187–188
 - wrapping, 129–132, 200
- This File Is Locked for Editing dialog, 308, 309
- toolbars, customizing, 149–152
- Toolbox, 31
- Track Changes *see* Track Changes, Word
- View Footnotes dialog, 284
- views, 194–204
 - adding comments, 321, 322, 323
 - adding endnotes, 279, 280
 - adding footnotes, 278
 - Draft view, 199–200
 - Full Screen view, 196–197
 - Master Document view, 277
 - Notebook Layout view, 200–202
 - opening extra windows, 204–205
 - Outline view, 199
 - Print Layout view, 195–196
 - Publishing Layout view, 202–204
 - selecting most suitable view, 194–204
 - splitting document window into two panes, 205–206
 - switching between, 194–195
 - Web Layout view, 198
 - working with Track Changes on, 314–316
- windows
 - arranging multiple windows, 204
 - opening extra windows, 204–205, 273
 - splitting into two panes, 205–206, 273
 - switching between, 204
 - working in Outline view, 273
- Word Count dialog
 - readability statistics, 68
- Word Document Gallery
 - specifying location for custom templates, 191
- Word Document Gallery dialog
 - Publishing Layout view, Word, 202
- Word documents
 - see also* Office applications
 - automation, 267
 - combining different versions of, 326
 - comparing different versions of, 326–328
 - compatibility with earlier versions, 340–341
 - creating
 - backup documents, 193–194
 - documents with sections, 252–253
 - long documents, Outline view, 272–277
 - PDF documents, 342
 - cross-references, adding, 270–272
 - editing simultaneously with colleagues, 304–308
 - creating document, 305
 - editing document, 306
 - opening document, 305
 - resolving conflicts, 307, 308
 - updating document, 306
 - viewing who is editing document, 305
- Find and Replace dialog, 237–245
- formats, 173
- formatting, 207–210
 - see also* styles *under* Word
 - applying direct formatting on top of styles, 233–234

- AutoFormat options, 49
- best way to format documents, 209
- direct formatting, 88–91, 208
- document formats, 173
- finding formatting based on styles, 242
- finding using Find and Replace, 241–243
- never using Normal style for body, 211
- paragraph formatting, 223–228, 233
- removing formatting criteria from search, 243
- replacing formatting or styles, 244–245
- tables, 104–105
- text, 88
- toggling direct formatting guides on/off, 215
- updating style with new formatting, 233
- Go To tab, Find and Replace, 245–246
- headers and footers, 254–257
- inserting information about, 267
- Mail Merge *see* Mail Merge, Word
- navigating, 234–246
 - Find and Replace dialog, 237–245
 - Go To tab, Find and Replace, 245–246
 - Search box, Standard toolbar, 236
 - Search pane, Sidebar, 237
 - Sidebar pane, 234–236
 - using keyboard shortcuts, 189
- page numbers, 258–260
- previewing, 79
- printing, 76–79, 331–335
 - completing mail merge, 299
 - custom range of pages, 331–333
 - markup and document properties, 333–335
 - specifying custom range, 333
- saving, 16–19
 - choosing default format for, 172–173
 - setting AutoRecover for backups, 174–175
 - setting default folders for, 175–176
- searching part of, 239
- sections
 - Continuous section break, 253
 - creating columns, 260
 - creating documents with, 252, 253
 - displaying section breaks, 253
 - Even page section break, 253
 - inserting section break, 253
 - moving among objects in document, 190
 - Next page section break, 253
 - Odd page section break, 253
 - printing, 333
 - using different headers and footers, 257
- securing, 335–340
 - encrypting document with password, 338
 - marking document as read-only, 339–340
 - protecting document with password, 337–339
 - removing sensitive information, 335–337
 - restricting access, 335
- Select Browse Object button, 189
- Select Browse Object panel, 190–191
- selecting whole document, 187
- sharing documents, 38–42
 - compatibility with earlier versions, 340–341
 - creating PDF documents, 342
 - on networks, 308–309
 - saving documents to SharePoint, 41–42
 - saving documents to SkyDrive, 40–41
 - sending documents via e-mail, 38–39
- Track Changes *see* Track Changes, Word
- working as if loose-leaf binder, 200
- working on body text of, 199
- working on documents with colleagues, 303–304
- working on maximized view of, 196
- working on print view of, 195
- working on publishing view of, 202
- working on structure of, 199
- working on web view of, 198

- Word Preferences dialog, 168–169
 - Authoring and Proofing Tools section, 200
 - AutoCorrect preferences pane, 185
 - AutoText tab, 185
 - File Locations preferences pane, 175, 176, 192
 - Save preferences pane, 172
 - Security pane, 335, 336, 339
 - Track Changes pane, 310–313
 - displaying changes, 318
 - turning comment balloons off, 324
 - User Information icon, 169
- word processing application see Word
- words
 - custom dictionary, 73–75
 - Find all word forms option, 240
 - Find whole words only option, 239
 - searching only at start/end of, 241
 - Sounds like option, 240
- Work button, Calendar, 711
- work hours, Calendar settings, 712
- Work view, Calendar settings, 712
- Work week bar, Calendar settings, 712
- workbooks, Excel see Excel workbooks
- Workgroup templates folder, Word, 192
- Workgroup templates path
 - File Locations preferences pane, 193
- working together on
 - documents/presentations see coauthoring
- worksheet tab bar, Excel, 350, 351
- worksheet tabs, Excel, 350
- worksheets, Excel see Excel worksheets
- workspace menu, Notebook Layout view, Word, 201
- wrap boundary
 - making text fit object, Word, 131
- Wrapping style area, Word, 129
- wrapping text, Excel, 390
- wrapping text, Word, 129–132, 200
 - Advanced Layout dialog, 129, 130
 - making text fit object, 131–132
 - Format dialog, 129
 - pictures, 130
- Writing style pop-up menu, 68, 70
- Writing view
 - Full Screen view, Word, 197
 - using Track Changes in, 320

X

- x-axis, charts, Excel, 425
- XPS files
 - adding headers/footers, Word, 254

Y

- Yahoo! Export screen, 698
- Yahoo! Mail
 - creating vCard files from, 698
 - importing contacts from, 698
- y-axis, charts, Excel, 425

Z

- z-axis, charts, Excel, 425
 - adding axis titles to chart, 435
- Zoom button, title bar, 9
- Zoom dialog, Excel, 374
- Zoom pop-up menu, Excel, 373
- Zoom pop-up menu, Word, 197
 - zooming, Excel, 373–374