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Mastering

Microsoft® Office

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To David, Emily and Katie, and to Richard, Emma and Joe.

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Contents

<i>Preface</i>	<i>xi</i>
1 Introduction to Windows and Office	1
1.1 Overview	1
1.2 Introduction	1
1.3 Terminology	3
1.4 Switching on the PC and starting Windows	3
1.5 Shutting down the computer	5
2 Microsoft Word – Getting Started	7
2.1 Overview	7
2.2 Introduction	7
2.3 Starting Word and understanding the Word screen	8
2.4 Using help	10
2.5 Creating a document	12
2.6 Moving around the document	13
2.7 Inserting, deleting and replacing text	14
2.8 Saving a document	14
2.9 Closing a document	16
2.10 Retrieving a document and exiting from Word	16
2.11 Summary	18
2.12 Written exercises	18
2.13 Practical exercises	19
3 Microsoft Word – More Fundamentals and Printing	20
3.1 Overview	20
3.2 Introduction	20
3.3 Copying a document	21
3.4 Selecting text	22
3.5 Copying blocks of text	23
3.6 Moving blocks of text	24
3.7 Deleting blocks of text	25
3.8 Undo command	26
3.9 Using the spelling tool	26
3.10 Inserting a page break	28
3.11 Preview your document	28
3.12 Print your document	29

3.13	Using different screen displays	31
3.14	Summary	32
3.15	Written exercises	32
3.16	Practical exercises	33
4	Microsoft Word – Text Enhancement and Document Layout	35
4.1	Overview	35
4.2	Introduction	35
4.3	Changing the appearance and size of text	36
4.4	Using paragraph styles	38
4.5	Aligning text	39
4.6	Setting spaces between lines	40
4.7	Indenting a block of text	41
4.8	Using bullet points	43
4.9	Defining the page layout	44
4.10	Creating headers and footers in Microsoft Word	46
4.11	Add page numbers in Microsoft Word	46
4.12	Summary	47
4.13	Written exercises	48
4.14	Practical exercises	48
5	File Management	50
5.1	Overview	50
5.2	Introduction	50
5.3	Listing folders and files using My Computer	52
5.4	Creating, renaming and deleting folders using My Computer	53
5.5	Moving, copying and deleting files using My Computer	55
5.6	Renaming files using My Computer	57
5.7	Using Windows Explorer	58
5.8	Summary	59
5.9	Written exercises	59
5.10	Practical exercises	60
6	Microsoft Excel – Getting Started	62
6.1	Overview	62
6.2	Introduction	62
6.3	Starting Excel and understanding the Excel screen	64
6.4	Using help	65
6.5	Moving around the worksheet	65
6.6	Entering text and numbers	66
6.7	Saving and closing a workbook	68
6.8	Creating a new workbook	68
6.9	Retrieving a workbook	69

6.10	Previewing a worksheet	69
6.11	Printing a worksheet	70
6.12	Exiting from Excel and shutting down the computer	71
6.13	Summary	72
6.14	Written exercises	72
6.15	Practical exercises	73
7	Microsoft Excel – Cell Manipulation and Worksheet Layout	74
7.1	Overview	74
7.2	Introduction	74
7.3	Copying a Workbook	75
7.4	Editing the contents of a cell	75
7.5	Selecting a range of cells	76
7.6	Sort a range of cells	77
7.7	Copying cell contents	78
7.8	Moving cell contents	79
7.9	Clearing cell contents	80
7.10	Inserting and deleting rows and columns	81
7.11	Aligning and formatting text	81
7.12	Changing column and row widths	83
7.13	Using autoformat to enhance the worksheet	84
7.14	Defining the page layout	85
7.15	Summary	86
7.16	Written exercises	86
7.17	Practical exercises	88
8	Microsoft Excel – Functions and Formulae	89
8.1	Overview	89
8.2	Introduction	89
8.3	Filling a range of cells by example	90
8.4	Using formulae	91
8.5	Using functions	94
8.6	Using absolute cell addresses	97
8.7	Freezing panes on the screen	98
8.8	Summary	99
8.9	Written exercises	99
8.10	Practical exercises	100
9	Microsoft Excel – Charts and Multi-Worksheet Workbooks	102
9.1	Overview	102
9.2	Introduction	102
9.3	Creating a chart	103
9.4	Preview and print a chart	107

9.5	Amending chart features	107
9.6	Creating a multi-series chart	109
9.7	Inserting a chart into a Word document	110
9.8	Using more than one worksheet in a workbook	111
9.9	Linking worksheets together	112
9.10	Adding headers, footers and page numbers to a worksheet	114
9.11	Summary	115
9.12	Written exercises	116
9.13	Practical exercises	116
10	Introduction to Databases	118
10.1	Overview	118
10.2	Introduction	118
10.3	Starting Access	119
10.4	Creating a new database	121
10.5	Creating a table	122
10.6	Entering data	126
10.7	Sorting data	127
10.8	Filtering a database	128
10.9	Closing a database	129
10.10	Summary	129
10.11	Written exercises	129
10.12	Practical exercises	130
11	Database Tables	132
11.1	Overview	132
11.2	Introduction	132
11.3	Opening a database	134
11.4	Viewing table design	135
11.5	Modifying field properties	136
11.6	Creating a table without a wizard	138
11.7	Setting the primary key	141
11.8	Saving the table	142
11.9	Changing table structure	143
11.10	Data entry and modification	144
11.11	Summary	146
11.12	Written exercises	146
11.13	Practical exercises	147
12	Relationships	149
12.1	Overview	149
12.2	Introduction	149
12.3	Creating a new table	151

12.4	Building a relationship	152
12.5	Extending a relationship	156
12.6	Deleting a relationship	159
12.7	Viewing a relationship	160
12.8	Summary	161
12.9	Written exercises	161
12.10	Practical exercises	162
13	Queries	164
13.1	Overview	164
13.2	Introduction	164
13.3	Creating a query	165
13.4	Viewing query design	169
13.5	Sorting a query	170
13.6	Adding criteria to a query	171
13.7	Combining criteria	174
13.8	Creating a query without a wizard	175
13.9	Adding calculations	178
13.10	Summary	179
13.11	Written exercises	180
13.12	Practical exercises	181
14	Forms and Reports	183
14.1	Overview	183
14.2	Introduction	183
14.3	Creating a form using AutoForm	184
14.4	Viewing records in a form	185
14.5	Entering data	186
14.6	Creating a form with the Form Wizard	187
14.7	Entering data	189
14.8	Finding records	191
14.9	Creating a report	193
14.10	Printing and closing reports	195
14.11	Modifying forms and reports	196
14.12	Summary	198
14.13	Written exercises	198
14.14	Practical exercises	199
15	Introduction to PowerPoint	201
15.1	Overview	201
15.2	Introduction	201
15.3	Starting PowerPoint	202
15.4	Creating a presentation with the AutoContent Wizard	204

15.5	Saving a presentation	206
15.6	Viewing the slides	206
15.7	Printing a presentation	209
15.8	Closing a presentation	210
15.9	Creating a presentation using a presentation template	211
15.10	Simple editing in outline view	211
15.11	Simple animation effects	212
15.12	Closing PowerPoint	213
15.13	Summary	214
15.14	Written exercises	214
15.15	Practical exercises	214
16	Designing a Presentation	216
16.1	Overview	216
16.2	Introduction	216
16.3	Creating a blank presentation	217
16.4	Adding text	218
16.5	Copying and moving slides in outline view	221
16.6	Inserting a new slide	223
16.7	Editing slides in slide view	224
16.8	Using the drawing toolbar	225
16.9	Animate the drawings	227
16.10	Sharing data between applications	228
16.11	Closing down the applications	228
16.12	Summary	229
16.13	Written exercises	229
16.14	Practical exercises	229
A	Excel functions	231
A.1	Math	231
A.2	Database and list management	232
A.3	Date and time	233
A.4	Engineering	233
A.5	Financial	234
A.6	Information	236
A.7	Logical	236
A.8	Lookup and reference	237
A.9	Statistical	237
A.10	Text	239
	<i>Index</i>	<i>240</i>

Preface

This book contains a brief introduction to computers and a concise practical guide to the essential parts of Microsoft Office. It includes detailed instructions for the most recent versions of Office, but much of the text should still be relevant for older versions. The book covers four of the Office applications: Word, Excel, Access and PowerPoint. The applications need not be read sequentially, since each application is covered independently. It is necessary however, to read the chapters for each application in sequence.

The aim of the book is to leave the reader in a position where they are familiar with the fundamentals of each application and confident enough to use the on-line Help facility for any specialist problems. It can be used either as a course text or for self-paced learning by the home user or professional.

Each chapter of the book contains step-by-step instructions to take the reader through a series of connected tasks. Further exercises are included at the end of each chapter so that the skills learned in the main part of the chapter can be consolidated. This structure is particularly useful in large laboratory sessions, since it allows students to work at their own pace: faster students can move onto the extra exercises when they have finished the main body of the chapter. Each chapter is also interspersed with a number of short-answer questions to ensure that students work through the text thoroughly. It has been found in practice that each chapter takes approximately two hours, depending on the level of experience of the reader.

It is recommended that people who have no previous experience of computers use this book by first reading the introduction in Chapter 1, and then proceed to the application they are interested in: Word, Excel, Access or PowerPoint.